

Hiltz Management Co. 2221 Park Road Suite 101, Charlotte, NC 28220, 704-333-3355,  
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November 16, 2009

To: Muirfield Community Association, Inc.

From Walter Scott III, Property Manager  
[Walter.scott@hiltzmanagement.com](mailto:Walter.scott@hiltzmanagement.com)

Re: Management Change

Our firm is pleased to have been chosen to manage your community effective December 1, 2009. As the Managing Agent for your Homeowner's Association, we are eager to serve you by helping your complex run as smoothly as possible.

Our services include collection of your dues, supervision of common area maintenance, as well as meeting with and assisting your Board of Directors in the Association's administration.

Please contact our office Monday-Friday from 8:30 am – 5:00 pm with any questions or comments you may have about your community. If you should need emergency assistance during evening or weekend hours, please call our office at 704-333-3355 and tell the 24 hour answering service about the problem. They will contact us and we will return your call shortly.

Your annual dues are \$200 payable half on Jan. 1<sup>st</sup> and the balance on July 1<sup>st</sup>. Please fill the enclosed homeowner's member information sheet and return it to our office.

If you have any questions please feel free to contact us at the above phone number.

We look forward to working with you and hope to meet you soon.

Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Home Phones \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_  
Email \_\_\_\_\_  
Other Occupants \_\_\_\_\_  
Number & Types of Pets \_\_\_\_\_  
Contacts in Case of Emergency: \_\_\_\_\_  
Name \_\_\_\_\_  
Phone Number \_\_\_\_\_