



Sandcastle Property Management and Brokerage, LLC

11595 Kelly Road, Suite 122

Fort Myers, FL 33908

239-466-3330

239-466-0918 (FAX)

www.sandcastlepmb.com

April 15, 2011

To: All Unit Owners of Fairways at Par One
Re: **MANAGEMENT INTRODUCTION**

Your Board of Directors has chosen Sandcastle Property Management to manage your association. As your management company, we provide administrative service coordination to the association, obtain services for maintenance of the common property, and assist in rule enforcement. We work for your Association through your Board of Directors.

PLEASE notify this office if you have an address, name, or telephone number change or if you wish to have mail from this office directed to an address other than the one you received this letter at. It is important for this office to have and maintain your current information. We have enclosed an emergency sheet, please complete this sheet and return to our office. You can e-mail us at Lori@sandcastlepmb.com, fax us at 239-466-0918 or mail it to the address above.

All rental and sales transactions will be handled by our office. Please make sure all applications to lease or purchase are sent to our office in the future.

Please feel free to call us anytime with any questions you may have. Prompt and open communications along with an open-door policy ensures you will not have to deal with an answering service or voice mail to get a resolve to issues or questions as they arise.

We look forward to working with you all in the future and getting to know each of you!

Sincerely,

Lori Cline, Owner, CAM , CMCA, AMS
Real Estate Associate

Daniel Cline, Owner, CAM
Real Estate Broker