



Forest Lakes Property Owners Association

December 1, 2016

Dear Fellow Forest Lakes Member,

It's official, effective January 1, 2017, LightHouse Properties becomes Forest Lakes POA's Professional Management Company. This change will largely be transparent to you as members, but a few things will affect you directly. Those changes are outlined in the attached letter from LightHouse President, Tim Penick.

Most importantly, if you have automatic bill payment set up, please remember to change your Payee Address for Forest Lakes POA. Also, and this is effective immediately, please do not use Lake Vista's drop box at the Lake Vista Center - see additional info in Tim's letter.

Contacts for Board Members, Architectural Review Committee (ARC) and Covenants Committee will remain the same, and will be kept up to date on our website, www.flpoa.org.

If you want to report a Covenant violation or have ARC requirement for approval please contact the Committee Chairman by phone or email.

Covenants Chairman: David Dinsmore 434 385 6527, or covenants@flpoa.org.

ARC Chairman: Fred Fralick 434 385 6830, or ARC@flpoa.org.

While Forest Lakes POA has to date relied on the volunteer efforts of Board and Committee members and other volunteers, along with some contracted administrative support and bookkeeping, we believe this move will position the Association well into the future, providing ongoing continuity, consistency, and professional support.

Please join us in welcoming LightHouse Properties as our Professional Management company.

Sincerely,

Sharon Sitterley
President, on behalf of the FLPOA Board of Directors



137 LAXTON ROAD, SUITE 200
LYNCHBURG, VA 24502

PO Box 4231
LYNCHBURG, VA 24502

PHONE: (434) 385-7233
FAX: (434) 385-5859



Friday, December 2, 2016

RE: Forest Lakes Property Owners Association, Inc. – Management Change

Dear Forest Lakes Homeowner,

I am excited to inform you that as of **January 1, 2017**, I, along with my team at **LightHouse Properties** will be professionally managing your community! We will be assisting your Board of Directors in the day to day regulatory, accounting, and maintenance needs of the Association. We are available at **(434) 385-7233** or Communities@LightHouse-Properties.com for all of your account service requests.

Effective **January 2017**, please make all Association payments payable to: **Forest Lakes Property Owners Association, Inc.** (*Forest Lakes POA may be used as an abbreviation*), and mail them to:

**Forest Lakes POA
c/o LightHouse Properties
PO Box 4231
Lynchburg, VA 24502**

****Please be sure to include your Forest Lakes address in the memo field of your check to ensure proper crediting of your payment. If you are using online bill payment through your bank, please update those settings accordingly. Direct online payment and/or ACH draft will be available in the coming months.**

Should you elect to make your payment(s) in person or would like to stop by our office we are located in The Laxton Professional Center at 137 Laxton Road, Suite 200, Lynchburg, Virginia. (*across from Brookville High School and the Lowe's intersection of Timberlake Road*)

Thank You in advance for your time and cooperation as we progress through this transition together. We look forward to a great working relationship with you and your community! Meanwhile, should you have any questions or concerns please do not hesitate to reach out to me directly at (434) 385-7233, Ext. 103 or tim@LightHouse-Properties.com.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tim Penick", written over a horizontal line.

Timothy Penick, President & Broker
LightHouse Properties of Virginia, Inc. - Agent