

BSR Communities, A Division of Bennett-Shellenberger Realty, Inc.

To Whom It May Concern:

Pursuant to Section 24 of the Management Agreement, this notice is being service by email, which qualifies as a “reasonable electronic means” of notice.

Pursuant to Section 21, paragraph 21.1 of the contract between BSR Communities and the Hartsock Village Condominium Owners Association, notice is hereby given that your contract shall be terminated at 11:59 p.m. on May 31, 2021.

The Board of Directors has selected ABC Property Management to assume the management responsibilities as of June 1, 2021. Please:

1. Cooperate with them in all facets of the transition.
2. Immediately provide ABC a contact list for all owners to include names, phone numbers, emails, unit addresses and mailing addresses if they are different from the unit addresses.
3. Electronic copies of all the Association’s files, preferably via a USB drive.
4. A full copy of the April 30, 2021 financial statements with all supporting documentation.
5. Make all outstanding payments for May 2021 by no later than May 20, 2021.
6. Make no further deposits after May 20, 2021.
7. After the books are closed for May 31st, a full copy of the financial statements for May 31, 2021.
8. Cashier’s checks for the remaining balances in the operating and reserve accounts.

Thank you for your past service and cooperation.

On Behalf of the Board of Directors,
Hartsock Village COA

XXXXXXXXXX
President

