



Date: October 7, 2016

TO: All Fairfield Homeowners

From: Patti Shaw, Property Manager

Subject: New Property Management Effective October 1, 2016

As previously notified, Council has decided not to renew Fairfield's contract with Legum & Norman and has contracted me, Patti Shaw, to serve as Agent in this capacity. I have therefore resigned my position as President at close of business September 30, 2016.

Board member, Edward Rutecki will now serve as President, and Lloyd McChesney has replaced Mattia Ruyter as the Board's Vice President. Sandra Carl will remain as the third Board/Council Member. I look forward to working with the Board as Managing Agent and serving the Homeowners of Fairfield.

My business hours will be the same as what is customary in the industry Monday thru Friday 9am-5pm.

I can be reached at **302-947-2414** during the above business hours, or electronically at: propertymanager@fairfieldatlongneckcondo.com

After hours or in the event of an emergency at 302-542-8666.

Please note that unless there is an emergency such as fire, sprinkler break, gas leak, etc., after hour calls from homeowners for non-emergencies will be subject to a \$50 fee.

FFALN Mailing address: 26729 Chatham Lane, Long Neck, DE 19966

Also, please be advised that I cannot accept HOA payments on your behalf nor can payments be dropped off at any branch of Bank of Delmarva.

All payments must be mailed to:

**Bank of Delmarva
PO BOX 66
Dagsboro, DE 19939.**

Again, I look forward to serving in this capacity and appreciate the opportunity.