

April 29, 2020

Via E-mail & U.S. Mail

Elizabeth Brittingham
Division Director, MD Div of Community Management Corporation
11300 Rockville Pike, Suite 907
Rockville, Maryland 20852
(301) 692-1700 Ext 1708
ebrittingham@cmc-management.com

**Re: Tanyard Springs HOA
Property management transition**

Dear Beth,


I am writing as President of the Board of Directors of Tanyard Springs Homeowners Association to inform you that the Board of Directors has decided not to renew the management contract with Associa which expires on June 30, 2020 according to paragraph sixteen (16), TRANSITION. Furthermore, please execute paragraph sixteen (16), section (e), the Transition Audit, with our current auditor. The Board has decided to retain the services of Abaris Realty, Inc. to serve as our property management company effective July 1, 2020. The Board hereby authorizes you to work with Abaris Realty in accordance with paragraph sixteen (16), section (a) to begin the process of transition, and we hereby request that you send the following items to Shireen Ambush, Executive Vice President of Abaris Realty by mail to 7811 Montrose Road, Potomac, MD 20854 or via email to sambush@abarisrealty.com **by no later than May 15, 2020:**

- The Association's Federal Tax ID Number
- An owners' listing in Excel format that includes each owner's full name, address, any off-site billing address and all other available information (e.g., email, phone number, unit purchase date, etc.)
- A schedule of recurring HOA fees for each home
- Late Fee/collection policy
- A listing of all current vendors and copies of vendors' contracts
- The most recent financial report and most recent financial documents, including, but not limited to, bank statements, balance sheet, audit and tax returns
- Insurance information, including, but not limited to, policies in place and documentation on any pending claims
- A starter check of \$5000 made payable to Tanyard Springs HOA

Should you have any questions, please feel free to contact either myself or Ms. Ambush directly. We want to make this transition as smooth as possible and we thank you for your cooperation in that regard. We wish you all the best in your future endeavors.

Sincerely,


David Gurufe
President, Board of Directors
Tanyard Springs HOA
david@davelyn.us


Jessica Arseneault
Secretary, Board of Directors
Tanyard Springs HOA

cc: Shireen Ambush, Executive Vice President, Abaris Realty, Inc.