



TRAC Management, LLC P.O. Box 3674, Chapel Hill, NC 27515 * 919-612-5296 * TRAC@TRACManagement.com

October 25, 2018

Dear Glennstone Home Owners:

Your HOA Board has selected TRAC Management as the new community managers for Glennstone starting November 1, 2018. It will be our responsibility and pleasure to assist your Association's Board of Directors in maintaining and enhancing the value of your home and common areas and managing your regular dues payments. We will also be focusing on ways to improve communications and create a stronger sense of community. This will include a new web site that is under construction now!

TRAC Management has a team concept of responsibilities that will ensure efficient servicing of your Community needs. Below is a brief introduction and job description of your team members with TRAC Management.

Thomas Whisnant, HOA Manager - *Responsible for fielding homeowner routine inquiries pertaining to requests for service, accounting questions, account balances, closings, refinancing documentation, and other administrative duties.*

Thomas LeGrow, CFO - *Responsible for financial questions and reports.*

Please keep these team member's names and duties in mind when requesting information or action from your Association. A voicemail option is available for your convenience to leave messages and requests for action during and after regular office hours. This phone number is 919-612-5296

As a reminder, your 2018 HOA dues are \$204 per year. Please remit payment Glennstone HOA, c/o TRAC Management, LLC P.O. Box 3674, Chapel Hill, NC 27515. If you have already mailed it to the previous management company, we will receive it from them.

Glennstone is a great place to live and we look forward to serving your community!

Sincerely,

Thomas Whisnant