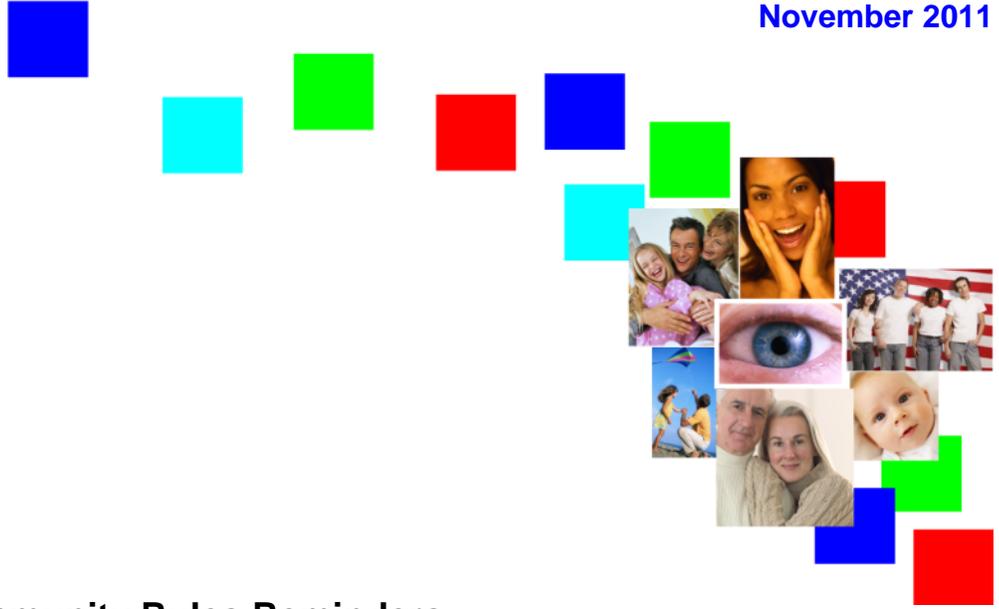


A Publication for
the homeowners
and residents of
Your Community

COMMUNITY NAME

COMMUNITY NEWS



Community Rules Reminders

- Remember that vehicles cannot be parked on the streets for longer than 96 hours. Thank you for your cooperation.
- Please slow down when driving within the community. The few seconds you may be trying to save by speeding are not worth the risks involved should a child, pedestrian or another vehicle suddenly appear in front of you and you are traveling too fast to avoid hitting them. Let's all work together to keep our community safe!
- Please utilize your garages for vehicle parking.
- If you are planning any changes to your landscaping or the exterior of your home, please remember that you **MUST** obtain approval for those changes from the Association. Contact Management for more information.

Customer Service Center

Our Customer Service Center will be your primary point of contact every time you contact Management. Gone are the days of voicemail messages to your assigned customer service representative. Now, any one from our team of specialists can assist you with your questions or requests. Even if you choose to leave a message, your message will be documented and routed to our Customer Service Center team by a live receptionist.

Hours of coverage for Community Care to 7am to 7pm Monday through Friday to better serve you.

We hope that you will find this service beneficial. We are continually striving to offer the highest quality service and ensure that living in your community is an enjoyable experience.

Here is our contact information:

Telephone: 888 555-8888
Email: customerservice@management.com

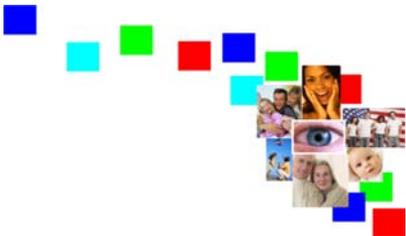
Next Board of Directors Meeting Date
November 15, 2011

Lightening The Load On Your Email Inbox

Email can be a useful tool, but the sheer volume can be overwhelming. This year around 349 billion emails will be sent worldwide, according to the market research firm Radicati Group Inc. That total is expected to grow to 507 billion by 2013. Here's how to stem the flow to your inbox:



- **Be careful about giving out your email address.** When you fill out a form, subscribe to a magazine or enter a drawing, consider whether to provide your email address. Some online "free giveaway" promotions are designed to harvest email addresses for marketing lists.
- **Use a spam filter.** Many email providers - including Gmail, Hotmail and Yahoo Mail - come with built-in protections against unwanted advertising messages. If yours doesn't, you can buy third-party software. If you're getting spam on your work email, ask your IT department for help.
- **Think carefully before hitting "reply to all."** This option is "a huge source of email overload in almost every organization," said Jonathan B. Spria, author of "Overload: How Too Much Information Is Hazardous to Your Organization." The more people you email, the more emails you'll get back.
- **Unsubscribe.** Sure, it might have made sense at one time to sign up for that email newsletter or put your name on a certain mailing list. But are you still reading those emails? If not, find the unsubscribe link, usually at the bottom of the message. Alternatively, Unsubscribe.com offers a plug-in tool to help you get off lists.
- **Talk.** This suggestion may seem so, well, 20th century. But a single phone call - or simply walking down the hall to the person's desk - can often be quicker and more effective than exchanging multiple emails. Conversation offers the opportunity for give-and-take that's not possible via email.



MAILING LABEL AND POSTAGE GO IN THIS SPACE

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 eMail:email@management.com

Board of Directors

XXXXX, President
 XXXXX, Vice-President
 XXXXX, Secretary
 XXXXX, Treasurer