

EQUITY REAL ESTATE SERVICES, INC.
A Full Service Firm in Sales, Management & Leasing
201 Wellborn Road
College Station, Texas 77840
(979) 696-4464 ** Fax (979)-696-0234 **Email: hoa@equitybcs.com

January 9, 2008

Dear Oakwood Townhomes Owner:

Re: Statement of Account and additional information

Please find enclosed a statement of your HOA Dues and Late Fees. **This statement reflects the balance of your account as of January 7, 2008.** All Oakwood Townhome owners will receive this regardless of their balance. If the amount due at the bottom of your statement is highlighted then you have a balance due. Amount is due upon receipt. .

HOA information can be accessed through our new website www.equitybcs.com. Please see attached for additional information.

Items to Remember:

- All HOA dues are due by the 1st of the month.
- Any HOA dues received after the **10th of the month will incur late fees.**
- Please include on the check OW unit # _____.
- Effective immediately all checks received without Oakwood indicated along with unit & building address number will be assessed a late fee. This is not a new policy, but had not been enforced until now.
- Make checks **payable to Equity Real Estate, Inc.** No Cash Please!
- Payments can be mailed or dropped off at our office (slot by door for after hours).
- Payments received are posted against the oldest outstanding month.
- Dues not received by the 10th of the month for current dues will be assessed a late fee of \$10.00. An additional \$15.00 administrative collection fee will be assessed per collection action (i.e. notices, letters, phone calls) taken for collection of dues. If your account is sent to the attorney for collection, you will be responsible for any attorney fees incurred.
- Due to cost the association does not provide monthly bills or mail receipts for payment. However you may download 2008 coupons through our website www.equitybcs.com. Late notices will be mailed monthly and biannual statements will be provided to all owners in July and January.
- Window Coverings – Only coverings made for windows, no foil or sheets are allowed.
- Insurance Agency – Dexter & Co. Insurance Services (979) 764-8444

To help keep the associations water bills down, please repair plumbing problems quickly and notify the office of any exterior water leaks. **Running toilets eat a lot of water.**

If you have not filled out owner or resident information sheets or if you need to update your information please access these forms on our website www.equitybcs.com.

Please read carefully the enclosed important information sheet and keep along with this letter for future reference. If your statement reflects a Balance Due, we would appreciate prompt payment for dues & late fees owed.

On behalf of the Oakwood HOA Board of Directors

Thank You,
Deborah Honthumb
Equity Real Estate Services, Inc.
HOA Division