

**EQUITY REAL ESTATE SERVICES, INC.**  
**A Full Service Firm in Sales, Management & Leasing**  
**201 Wellborn Road**  
**College Station, Texas 77840**  
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November 19, 2007

Dear Woodland Court Homeowner:

Welcome to Woodland Court Homeowners Association. You should have received through the process of purchasing your unit copies of the Woodland Court Condominium Association Documents. Please read through these documents. Below are some key points for you to know:.

**Key Points**

- All HOA dues are due by the 1<sup>st</sup> of the month.
- Any HOA dues received after the **10<sup>th</sup> of the month will incur late fees.**
- Please include on the check **WLC & unit # \_\_\_\_\_.**
- 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.
- Effective immediately all checks received without Woodland Court indicated along with unit number will be assessed late a fee. This is not a new policy, but had not been enforced until now.
- Dues not received by the 10<sup>th</sup> of the month for current dues will be assessed a late fee of \$22.50. 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. Late notices will be mailed monthly. Biannual statements will be provided to all owners. In addition a coupon page will be provided annually, for your convenience.
- When calling the office, please identify yourself and the nature of your call so the staff can best direct your call.
- Owners are responsible for the upkeep of the grass in the enclosed backyard area.
- No parking is permitted on the streets.

Enclosed is an Owner information form for you to fill out. Please return to our office via mail, fax or email. Also please complete the Resident Information sheet if your unit is being rented..

On behalf of the Woodland Court HOA Board of Directors

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