

Diablo South Homeowners Association

December 18, 2007

Dear Diablo South Homeowner:

Your Board of Directors recently selected Common Development Management, Inc. to provide management and accounting services to your Association. Common Development Management, Inc. will assist your Board of Directors to manage the affairs of the Diablo South Homeowners Association in compliance with the numerous state and federal statutes, which govern homeowner associations. CDM will officially be managing your Association effective January 1, 2008.

Krissto Makris, of Common Development Management, Inc. will manage your Association along with Deno Makris, CCAM/President and our staff. Krissto Makris, Association Manager can be reached at 925-465-4615 or 925-250-4079 (Cell), e-mail Krissto at Kmakris@cdmgt.net. Deno Makris, CCAM, can be reached at 925-465-4615 or e-mail Dmakris@cdmgt.net; The following staff members are also available to assist you. Laurie Makris, office manager. Laurie's e-mail is Lmakris@cdmgt.net. Jeanette Wallace, who is both Deno and Krissto's administrative assistant, can be reached via e-mail at Jwallace@cdmgt.net with regards to common area maintenance, or other related association business. Katalin Gamba bookkeeper, to discuss your monthly billing at Kgamba@cdmgt.net or call her at 925-465-4615 Tuesday through Fridays. Our office hours are Monday through Thursdays from 8:30am till 4:30pm. We are closed for lunch from 12:15pm till 1:30pm. We transfer the phones to our answering service on Fridays after 12:00pm and we do check for messages prior to the end of the day to return calls. **The address is 3093 Citrus Circle, Suite #120 Walnut Creek, CA 94598**

Due to the transition, **the January 1st statement will be your monthly assessment only with no prior balance.**

Your Board of Directors has decided to send monthly Statements instead of using coupons. Statements are mailed around the 25th of each month and your payment is due and payable on the 1st day of the following month. Payments not received by the 30th of the month are considered delinquent and will be assessed a late charge along with a \$15.00 late letter fee. Please mail your monthly assessment payment in the enclosed, self-addressed envelope that comes with your bill, otherwise, payments can be mailed to: First Bank, P. O. Box 25394, Santa Ana, CA 92799-5394.

Payments can only be made to the bank via first class mail or by electronic fund transfer. First Bank branch offices cannot accept payments. Our Accounting system offers electronic fund transfer services for those homeowners who wish to pay their assessment electronically. Enclosed is information about this service. **For those owners who use on-line banking bill pay, please be sure to update the on-line payee information to reflect your new account number and new payment mailing address,** which can be found on your new statement. **The First Bank PO Box has changed from 25371 to 25394. It is very important that your on-line banking address is updated.**

Both Deno Makris, CCAM and Krissto Makris, Association Manager/Realtor will be the manager's for Diablo South and our staff and I truly look forward to a long and successful relationship with all Diablo South Homeowners.

Yours truly,

CDM, Inc. Deno Makris, CCAM