

December 14, 2009

Dear Homeowner:

Your Board of Directors has contracted with Menas Realty Company, a professional management firm, to provide full management services for Mariposa of Mission Pacific beginning January 1, 2010. Your Community Manager's name is Rebekah Burchard, and she may be reached directly at (858) 270-7870, extension 14. We appreciate the opportunity to be of service, so please do not hesitate to contact us should you have any questions.

Your monthly dues are \$160.00. You will receive a computerized statement around the 26th of each month. Please mail your payment with the **BOTTOM PORTION** of your statement in the window envelope provided. Payments are sent to the bank, not Menas. Payments are due on the first and considered delinquent and subject to late charges after the fifteenth of the month. Enclosed you will find a form to complete if you would like to have your homeowner dues electronically deducted from your bank account. **Please note that if your dues are automatically deducted, your electronic payment will be processed in the month for which the statement is billed.**

NOTE: AUTOMATIC DATA PROCESSING WILL ONLY PROCESS CHECKS THAT ARE WITH STATEMENTS. *If for some reason you do not receive or have your statement, please mail your check, drawn to Mariposa of Mission Pacific, with your account number or address to Menas Realty Company at the address below. We thank you for your cooperation.*

AUTOMATIC DATA PROCESSING IS EQUIPPED TO PROCESS PAYMENTS ONLY. Therefore, any correspondence regarding name or address changes, written inquires about your account, or other information must be mailed directly to Menas Realty Company in a separate envelope or e-mailed to your property manager. Please be sure to **INCLUDE YOUR ACCOUNT NUMBER OR ADDRESS ON ALL CORRESPONDENCE** so we can process your request promptly.

Please note that because we rely on the information received from your former property management company, it is possible that some of your personal information might be incorrect. Also, please be aware if you sign up for automatic withdrawal, it could take up to sixty (60) days for the first payment to draft. Please contact Accounts Receivable at ext. 12 so we can make any necessary corrections as soon as possible.

It is important to know that your first billing statement will only include the regular monthly assessment and will not include any prepayments, recent charges and credits, or balances forward. Closing balances from the previous company will appear on your February statement that you will receive around January 23rd.

Please reference the enclosed Menas Company directory to contact any of the Menas Company Team. We also invite you to visit our website at www.menas.com, where you may obtain a username and password to access agenda, notices, newsletters, meeting minutes, financial statements, and rules and regulations. Our motto is "Service is Our Only Business". We are here to provide you with the best service possible!

Sincerely,

**JULIE MENAS
PRESIDENT
MENAS REALTY COMPANY**