

**COLONY LAKES PROPERTY OWNERS ASSOCIATION**

Dear Association Member:

In conjunction with the proposed Amended and Restated Declaration of Covenants and Restrictions for Colony Lakes Property Owners Association and the Amended and Restated By-Laws of Colony Lakes Property Owners Association, the Association is required to send copies of these documents to all mortgage/lien holders of homes in the Association. Accordingly, we, the Board of Directors, are writing you today to ask that you provide the Association with the name and address of the mortgage/lien holder(s) for your home. In an effort to make this process as easy as possible for you, we have provided space at the bottom of this correspondence where you can fill this information in and then simply return this notice to the Board of Directors at the following address: Colony Lakes Property Owners Association, c/o Northwest Property Management, 780 Tek Drive, Crystal Lake, Illinois, 60014. The Board of Directors requests that you provide your mortgage/lien holder information to the Board **within the next thirty (30) days**.

If owners do not voluntarily provide their mortgage/lien holder information, the Association will be required to ask its attorney to search the public records to obtain the names and addresses of all mortgage/lien holders. **Each owner that fails to provide their mortgage/lien holder information to the Board within the next thirty (30) days will be charged \$45.00 for the costs of such public records search.** The Board sincerely hopes that it will not be necessary to charge any owner for such a search, and therefore strongly encourages all owners to provide the Board with the requested information within the next thirty (30) days.

We thank you for your courtesies and attention to this matter.

Sincerely,

Board of Directors  
Colony Lakes Property Owners Association

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Mortgage/Lien Holder Name

\_\_\_\_\_  
Address of Owner's Home at Colony Lakes

\_\_\_\_\_  
Mortgage/Lien Holder Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_ (please check here if you have no mortgage/lien holder for your home at Colony Lakes)