



CANNON RIDGE NEWS

www.cannonridgehoa.com

WINTER 2013



NEW MANAGEMENT COMPANY

The Board of Directors is pleased to announce it has contracted with Property Management People, Inc. (PMP) to manage the day to day operations of our Association.

Among other things, this means there is a new location to mail your payments of your assessments. Please see page four for various payment methods available to you and directions for each.

In addition to providing financial services, PMP will be performing regular drive through inspections, as well as a comprehensive Annual Spring Inspection of the properties within the Association to ensure compliance with our governing documents.

Also, PMP will be processing all Architectural Change Request Applications. PMP will record the application, forward to our ARC Committee for review, and mail a written response to you, notifying you of the ARC Committee's decision.

If you have any questions, or concerns, please feel free to contact our Community Manager, Keith Stains, whose contact information can be found on the right side of this page.

Together, with your efforts we can help preserve and protect our property values, and keep Cannon Ridge an attractive and appealing community in which to live.



Management Contact Information

Property Management People, Inc
Management is Our Middle Name

92 Thomas Johnson Drive,
Suite 170

Frederick, MD 21702

Office: 301-694-6900

Fax: 301-694-9514

Community Manager:

Keith Stains ext 1037

Email: keith.stains@pmpbiz.com

Assessments: Renee Watkins
ext 1011

Architectural:

Stacey Crouch— Law, ext 1025



Board of Directors

Lorraine O'Connor, President

Dave Reichenbaugh, V.P.

Carrie Hetrick, Treasurer

Ken Lord, Secretary

Chad Hartman, Member at Large

Scott Rinebolt, Member at Large

Vacant, Member at Large

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2013 BOARD MEETINGS

The remaining 2013 board meetings are scheduled for Wednesday March 13, Wednesday April 10, Wednesday June 12, Wednesday July 10, Wednesday September 11, Wednesday October 9, and Wednesday November 13. All meetings are scheduled for 7PM to be held at the Keedysville Town Hall, located at 19 S. Main St., Keedysville, MD unless notified otherwise.



2013 ANNUAL MEETING

The Annual Meeting is scheduled for 7PM, Wednesday May 8, to be held at the Keedysville Town Hall, located at S. Main St., Keedysville, MD. The meeting will be followed by a Board of Directors organizational meeting to elect officers.

FINANCIAL UPDATE



For the month ending January 31, 2013 the Association had \$29,352 in our Operating account, had a Certificate of Deposit for \$16,029, and had a net operating income of \$4,011 for the month based on Income of \$4,735 and Expenses of \$724.

Unfortunately, we have an Accounts Receivable balance of \$9,799 from past due assessments owed by homeowners.

Efforts are being made by our Management Company and Collection Attorney to collect these delinquent fees. ***We encourage those of you who are delinquent to contact PMP and make arrangements to bring your account current.***

ARC REVIEW PROCESS



The Cannon Ridge HOA Declaration of Covenants require all exterior changes and additions to be approved by The Cannon Ridge Architectural Committee prior to installation, construction, or modifications being performed. The required form is available on our community website under "Resources". ***Please note that obtaining a building permit is not a substitute for requesting approval from the Association. We appreciate everyone going through the process and we look forward to working with you on your architectural change requests***



IN WRITING PLEASE.....

Our Community manager does not make the rules for Cannon Ridge but is required to enforce them as part of their management agreement with the Association. If you need to contact PMP concerning a complaint against an individual in the community, ***please do so in writing***. Action will not be taken on an anonymous call or letter unless safety is an issue and immediate action is necessary.

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"MANAGEMENT" is our middle name.

Property Management People, Inc. (PMP) was founded back in February of 1980 as a real estate sales company. By September 1980 PMP's focus changed to providing property management services, and from the start, providing excellent service has been PMP's primary mission.

For over thirty years PMP has quietly grown to become one of the premier management companies in Central and Western Maryland, as well as the Eastern Panhandle of West Virginia. Headquartered in Frederick, Maryland, PMP's Community Association Department has satellite offices in Gaithersburg, Maryland; Laurel, Maryland; Leesburg, Virginia; and Sterling, Virginia. Yet, through all the growth, PMP's Mission has not changed.

PMP's commitment to excellence means we endeavor to give each client the personal attention and consideration they need. It means meeting familiar challenges as well as being equal to the unusual or difficult. And it means always looking forward---combining our day-to-day experience with ongoing professional training, the latest in technology and a little creative thinking---to keep us ready for the future.

PMP is people working hard for you.

Thank you for choosing PMP. We truly appreciate your business.

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CANNON RIDGE HOMEOWNERS ASSOCIATION, INC. Payment Options:

If you are mailing payment, you may send it to:

Cannon Ridge Homeowners Association, Inc.
c/o PMP
P.O. Box 62678
Phoenix, AZ 85082-2678



Please be sure to reference your account number on all payments.

To make payment online:

Visit our bank's website www.cabanc.com

Click on Homeowners to the left-hand side.

Click Pay Assessments Online (this will open up a new window).

You may simply choose to make a One-Time payment as a guest, or register to make Scheduled Payments, One-Time Payment and Transaction History.

Whichever you choose, once you get to the payment screen, you will need 3 key pieces of information from us:

- 1. Management Company ID: 7047**
- 2. Association ID: 108**
- 3. Property Account Number: xxxxx (5-digit account number located on your invoice)**

When making payment, we recommend using your bank account rather than credit card, as there is a fee to use your credit card.

To set up automatic debit:

Visit www.pmpbiz.com

Click on Association Management.

Scroll to the bottom of the page and click on Authorization Agreement form.

Print this form, fill it out, attach a voided check, and mail to the address listed on the form.

*Please be aware that you may not pay any past due balances with this method, it will only pull current month's assessments. We must receive the form by the 30th of the month to begin ACH for the next billing cycle.