

# Signature Property Management

September 19, 2012

Dear Tomahawk Board of Directors,

It has come to my attention that the August 16, 2012 minutes prepared by your current secretary, Jennifer Breece, has reported incorrect information at the board meeting. Signature Property Management is requesting that this statement and its referenced documents be included in the September minutes as a response to the inaccurate information.

1. Signature Property Management has attached an email that shows the President at the time of the FHA recertification process begin, Jennifer Breece, approved the reallocating of 10% of the income at Tomahawk Creek to satisfy the new FHA requirement.
2. Signature Property Management has attached an email that shows the President at the time, Jennifer Breece, approved the expenditure as presented of \$404.15 for the cedar trim replacement on 02L to be paid out of the Window Drapes category.
3. Signature Property Management is not aware of the two new categories added to the budget without further specific details of the accounts but Jennifer Breece requested she personally approve all expenditures which she discussed with the property manager and emailed her approval for each.

Signature Property Management lists the expiration date next to each CD on your balance sheet, which is provided in the financial packet and delivered to the Board of Directors to review monthly. In addition the balance sheet complete with this information is available 24/7 online for the boards review. A copy of your May 2012 balance sheet is attached with that information. At the treasurer's request the head of accounting did request from Bank Midwest the renewal rates for the treasurer which he then informed Signature Property Management to stay with Bank Midwest as you can see on the attached July 2012 balance sheet. Please be aware however that Signature is not a financial advisor any information regarding how your funds are to be handled are duties of the board/treasurer. Signature is can refer you to an advisor in the event you wish to speak to one.

Sincerely,

*Joy Peters*