



P.O. Box 3189 Suwanee, GA 30024
Phone: 770-271-2252 Fax: 770-271-8433

Dear White Hawk Homeowner:

ShaBen and Associates is proud to partner with your neighborhood and provide you with Community Management Services. Shaben & Associates is a privately held company and was founded in 1997. The company is headquartered in Suwanee, GA and provides Community Association Management Services for Homeowner Associations located within close proximity to our office. We understand the importance of protecting the physical and financial assets of your community and it is our privilege to demonstrate the skills and experience needed to serve your community.

Shaben & Associates is well-equipped to oversee and handle all aspects of your community needs and we are dedicated to partnering with your Board of Directors, Committee Members, and Residents within your community. We have a proven track record of serving our clients with Honesty, Integrity, Professionalism, and Superior Communication and our Cost Effective Solutions and Resources will promote Optimum Property Values and help your community become a place everyone wants to call home.

Below is a list of services we will be providing your community:

- Accounting and Financial Support
- Vendor Relations Support
- Architectural Control and Maintenance Support
 - a. Community Inspections
 - b. Landscape Inspections
 - c. Facility Inspections
 - d. Pool Area Inspections
- Administrative Support
 - a. Annual Meetings
 - b. Board Meetings
 - c. Homeowner Correspondence
- After Hours Emergency Support - ShaBen is on call 24 hours a day, 365 days a year to respond to all emergency calls regarding the common property in your community. Just call our office at 770-271-2252 and follow the prompts.

White Hawk Community Association, Inc. is a covenant protected community. Please familiarize yourself with the Covenants, Conditions, and Restrictions that govern your community. Homeowner's can view community related information by visiting www.shabenandassociates.com, click the "community search" tab in the top right corner and type "Bakers Farm" for your community. A link to your community portal:

(<https://comwebportal.com/>), modification request form, and other related information can be found in this section of the management company's website. Please take a moment to register with the community portal so you can review your account balance and receive community information and email blasts. The Association Manager assigned to your community is **Stephanie Fain**. He may be contacted at 770-271-2252 extension 1205 or email at stephanie@shabenandassociates.com.

Please do not hesitate to contact us if we can be of any assistance. We look forward to serving your community.

Best Regards,

Mike Shaffer-President & CEO