



Lake Swannanoa Homeowners Association at Ringling Manor Estates

November 1, 2015

Dear member:

Re: Reducing postal mailing costs

In reviewing our records we became aware of the fact that we do not have a valid e-mail address on file for you. We ask that you please e-mail Aly Wiegman at: mustangaly@verizon.net so that we may add you to our contact data base for all mailings.

This request is due to the continuing escalation of US Postal costs and our internal cost.

If we do not hear from you by 12/15/2015 we are instituting a charge of \$3.00 per document that we send to you to offset our cost of mailing and handling the correspondence to you. The cost will appear as a separate line item on your dues statement.

We are aware that some members do not have personal computers but the library here in the township (or where you reside) allows you to access your e-mail in complete privacy.

Thank you for your quick response in this regard.

Sincerely Yours,
The Board of Directors