



**PROGRESSIVE
MANAGEMENT, INC.**

February 15, 2008

RE: THE VILLAGE OF WOODLAND HILLS HOMEOWNER'S ASSOCIATION, INC.

Dear Homeowner:

Please allow this to serve as our introductory letter. Your Board of Directors employed us as your management company effective March 1, 2008. We will be assisting your Board with the physical, administrative and fiscal management of your association. Our address is:

**Progressive Management, Inc.
4151 Woodlands Parkway
Palm Harbor, FL 34685
Phone: (727) 773-9542
Fax: (727) 773-8740**

Enclosed please find an Owner questionnaire. Please make any changes necessary and fill in any blank information and return it to our office in the self addressed envelope provided. This will be your official address for all association mailings. We will update our records accordingly. We have enclosed coupons for March 2008 through December 2008. Please discard your old coupons. **Your new coupon must accompany your payment for proper crediting of your account.** If you want to sign up for automatic debit there is a form provided in the coupon book. Just send the form to Colonial Bank with a voided check and they will initiate auto debit for you. It takes about a month to initiate the new service so please make a manual payment for March and the bank will notify you when your auto debit starts. There is no charge for this service.

The management team assigned to your association will be P. J. Curran and his assistant is Andrea Martin. If you have a problem with the common area property maintained by the Association feel free to contact us. Our phone is answered 24 hours a day, to provide emergency service after hours. Our normal business hours are from 8:30 a.m. to 5:00 p.m., Monday through Thursday and 8:30 a.m. to 4:00 p.m. on Friday.

We welcome you to our family of clients and look forward to working with your Association.

Sincerely,

PROGRESSIVE MANAGEMENT, INC.

Maureen C. Reardon, CPM, CMCA
President

4151 Woodlands Parkway • Palm Harbor, FL 34685 • Phone: 727/773-9542
Visit us at: www.progressivem.com Fax #: 727/773-8740

