

Date

Name

Address

North Aurora, IL 60542

Dear

We would like to welcome you to Fairway View Townhome Association. This letter should assist you in becoming acclimated to your new home. First let us introduce ourselves; we are Caruso Management Group, Inc., your Managing Agent or Property Manager. Our role in your community is to assist the Board of Directors with running the day-to-day business of your community. We would encourage any homeowner visit our web site at [www.CarusoMg.com](http://www.CarusoMg.com) as this is a wonderful tool in learning about what we do and how we assist your community. Homeowners are always welcome to contact our offices at (630) 717-7188 with any questions.

Our business hours are Monday through Friday from 9:00a.m. to 5:00p.m. If you should have an emergency after hours you may contact the same number and the Operator will assist you and will then page the Manager on call.

Assessments are due on the first of the month. Please make your checks payable to Fairway View Townhome Association and mail to:

Fairway View Townhome Association  
c/o Caruso Management Group  
800 W. 5<sup>th</sup> Avenue, Suite 110B  
Naperville, IL 60563

Please be sure to have the property address noted somewhere on your check as this is your account number. Coupon books should be provided to you by the "seller" however please note that Auto Debit is available to you which will allow you to have your monthly assessment payment directly debited from your account. The ACH form will be available to you when you complete your Association paperwork.

If you have not received a copy of the Rules & Regulations please be sure to contact the Management Office. The Rules will outline what can and cannot be done within the community and to your home.

To better serve you and help you to understand the community we have attached a list of the "Most Commonly Asked Questions".

Welcome to your new home,  
Caruso Management Group, Inc.  
Fairway View Board of Directors

800 W. Fifth Avenue • Suite 110B • Naperville, IL 60540  
(630) 717-7188 • Fax: (630) 305-7804

## MOST COMMONLY ASKED QUESTIONS:

### ➤ What is a Condominium Association?

When your builder developed your community they created an Association based on Percentage of Ownership, meaning that each unit has a % of ownership in the community. The fact that you are a Condominium Association does not mean you must be a condominium structure only that your Association is based on % of ownership.

Your Association is a non-for-profit organization comprised of owners and formed for the purpose of maintaining the Common Elements and overseeing the day-to-day business of the Association.

The Illinois Condominium Property Act and the Non-for profit act govern you.

### ➤ Who are the Board of Directors?

The Board of Directors are homeowners that are elected by the community. Each member volunteers their time and talents to benefit the community.

### ➤ What does the Board of Directors do?

The Board of Directors, with the assistance of the Property Management Company, runs the day-to-day business of the Association. This would include such matters as vendor contracts and work, financial matters and enforcement of the Rules & Regulations. Basically the Board of Directors are your decision makers and the Management Company is your implementer.

### ➤ Why am I paying a monthly assessment?

Even though your community is a non-for-profit association it must have the necessary funds to run the day-to-day business. The Associations business is to maintain the Common Elements and the overall workings of the Association. We would encourage every homeowner to look at the Association budget to see where the assessments have been budgeted to be spent.

### ➤ How do I know what is a homeowner issue and what is an Association issue?

Every situation can be unique but a general rule is if something is servicing your unit exclusively then it is likely a homeowner issue. The Association would be responsible to maintain the Common Elements, or areas that are common to all homeowners. Homeowners normally handle Limited Common Elements or areas that are limited to their unit. Though we would note again that certain situations could be unique so when in doubt contact your Property Manager.

We hope that you have found this information to be helpful. Please don't hesitate to contact our offices directly at (630) 717-7188. You may also reach us via fax at (630) 305-7804 or via our web page at [www.CarusoMG.com](http://www.CarusoMG.com). Just click on "contact us".