

Dear Livingston Lakes Owners,

The board members and our property management company are hard at work updating contact information to ensure we are able to communicate with all owners and tenants in the community with our announcements and notices sent in paper and electronic format.

We also want to gather some basic statistics of the owners within our community

This said, we would like each owner to provide us the following information:

OWNER RESIDENT: (please circle your option. Investors do not answer this section)

- a. Are you a full-time owner with Livingston Lakes as your main address?
- b. Are you an owner who resides here occasionally or seasonally with your mailing address in the USA?
What is the name of your State: _____
- c. Are you an owner who resides here occasionally or seasonally with your mailing address outside the USA? Name of Country: _____

If you prefer to receive e-mails through another e-mail address other than this one, please specify the new e-mail address: _____

INVESTORS:

Name of State where you live: _____.
Or, My country: _____

- a. Tenants full name on the lease is:

- b. Tenants e-mail address is: _____
- c. Tenants phone number is: _____
- d. What is the usual term of my leases: (Annual/Seasonal/Irregular)

- e. Have you already submitted a copy of your tenant lease to our Property Management Company (Yes/No)

If you are an owner with a tenant residing in your unit, we must have a current lease on file. We are finding that some leases have been misplaced or were never submitted. Some owners didn't realize they need to have a lease on file with the association. If you have answered No to (e) above, please attach a copy of you lease and we will get in touch with you shortly

ALL OWNERS: Please enter your Livingston Lakes address including unit number on this line:

We need everyone to respond to this e-mail and please answer all the questions.

Thank you for your support in making Livingston Lakes one of the best communities in Naples!

Sincerely,

Board of Directors