



845 Bell Road, Suite 210
Antioch, TN 37013

Phone: (615) 731-4767
Fax: (615) 731-4765

Email:
info@paragontn.com

November 9, 2018

Re: Pleasant View Village

Dear Homeowner:

Welcome to Pleasant View Village! The Board of Directors of the Pleasant View Village has engaged our company's services to assist your Board in the management of your homeowners association. We view Pleasant View Village as a valued client and will work diligently to make sure that we maintain the high standard of service that each homeowner expects.

Paragon Management Group is responsible for maintaining the financial records of your community and collection of association fees, processing delinquent accounts and the payment of bills. We assist your Association's Board of Directors with audits, tax filings, yearly budgets, and prepare monthly financial reports. In addition, we negotiate and secure contracts for services as instructed by your Board of Directors, and maintain correspondence records.

If you would like a copy of your association's governing documents, please register on our website at www.paragontn.com.

Information related to your HOA fee payments is listed on the following page.

Best regards,

A handwritten signature in black ink, appearing to read "Nathan Reed".

Nathan Reed, M.S.
Community Association Manager



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Dear Homeowner:

Your association fee is due on the first of each month. Invoices for these payments will be mailed to you before the payment is due. If you are interested in our automatic draft service please complete the enclosed form and return it to our office (at the Antioch, TN address) in the enclosed envelope. There is no fee for this service. We also ask that you only send payments to the lockbox address listed on the coupons. For written correspondence please use our Antioch, TN address.

Lockbox Address for PAYMENTS ONLY:

Pleasant View Village

c/o Paragon Management Group, Inc.
PO Box 906
Commerce, GA 30529

Please reference your account number:
Telephone: 615-731-4767

Mailing address for all other correspondence:

Pleasant View Village
c/o Paragon Management Group, Inc.
845 Bell Road, Suite 210
Antioch, TN 37013

You can also pay your association fees at www.paragontn.com.

Regards,

A handwritten signature in black ink, appearing to read "Nathan Reed".

Nathan Reed, M.S.
Community Association Manager