



CAPITOL PROPERTY MANAGEMENT™

DATE: October 11, 2021

FROM: Jennifer Carman, CMCA®, AMS®, PCAM®
Director of Community Association Management

TO: Armfield Farm Homeowners Association

SUBJECT: New Community Manager

Dear Owners,

Please be advised that effective **October 1, 2021**, I will be the new community association manager for your community.

I come to you with over 20 years of Community Management experience, and I also hold the designations of CMCA (Certified Manager of Community Associations), AMS (Association Management Specialist) and PCAM (Professional Community Association Manager) through the Community Association Institute (CAI). It is my goal to provide the best in professional management services to all members of your community.

At Capitol Companies we have a “Team” approach in managing our communities. If you have any questions in regard to assessment payments, ordering resale disclosure packets and architectural applications, my Executive Assistant, Miranda Peck is ready and able to help you. Miranda can be reached at mpeck@capitolcorp.com or by phone at 703.707.6404 ext. 103. For any other inquiries you can contact me 703.707.6404 ext.106 during normal business hours. For after-hours emergencies (defined as a threat to life or property) please contact our 24-hour Attendant Answering Service at 703.481.1918. You may also email me at jcarman@capitolcorp.com.

Our *job* as your association management company is to help enforce the bylaws created by your Association in order to make your community a safe and enjoyable place to live. Our *commitment* is to provide you with unsurpassed service to each member. While you have this commitment from us, we always appreciate help from the residents of the communities we serve.

I look forward to working with the Board to achieve community initiatives and to meeting you all soon.