

*To Chalk Hill HOA Residents,*

I would like to take this opportunity to introduce myself, Bret Hennington, your Community Association Manager for the *Chalk Hill HOA*. I am looking forward to working with the Board of Directors, Advisory Committee, and residents.

As your Community Association Manager I am committed to assisting you in any way possible. I can be reached with any questions or concerns at (972) 428-2030 ext. 7357, or by email at [bret@essexhoa.com](mailto:bret@essexhoa.com). After normal business hours and on weekends, you will be connected to our after-hours emergency answering service.

A general overview of my role in the community follows:

- Supervising property maintenance and upkeep of facilities and amenities
- Overseeing financial management and budget tracking
- Coordinating meetings
- Overseeing homeowner communications
- Organizing and supervising contracted service bids and providing recommendations on service needs
- Conducting site and equipment inspections
- Ensuring that all community association members comply with the association's governing documents

I will do my best to keep you informed when community improvements or legislative changes are on the horizon, and how any such changes may impact the Association.

Once again, Essex Association Management and I appreciate the opportunity to serve the *Chalk Hill HOA*, and we look forward to working with you in the future.

Best Regards,



**Bret Hennington**

**Community Association Manager**

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