**Happy Homeowner Association**

123 ABC Street

Pleasantville, Utopia XXXXX

TO Management Company

FROM Board of Directors

DATE X/XX/22

RE: Termination of Management Services

To Whom It May Concern:

This serves as our \_\_\_\_ day notice that we are terminating management services as of \_\_\_\_\_\_\_ 2022.

For the transition please coordinate with our new financial manager Community Financials.

You can contact their Onboarding Coordinator Cathy Imes at cathy@communityfinancials.com or calling 833-266-3646 ext 710.

Any general mailed correspondence along with startup checks can be sent to:

Nanette Despain

Attn: Community Financials

290 S 370 E

Smithfield, UT 84335

Any vendor bills received can be emailed to their AP Onboarding Specialist [APonboarding@communityfianncials.com](mailto:APonboarding@communityfianncials.com) or calling at extension 715

For any physical files the Board will pick them up. Please coordinate with Board Member X.

Thank you for your cooperation in advance.

Sincerely,

Board of Directors