

February 2015

Homeowners
Stoney Creek Estates Homeowners Association, Inc.
Noblesville, IN 46060

Dear Homeowner:

We are pleased to be selected as the manager of Stoney Creek Estates Homeowners Association, Inc. As your management company we will endeavor to respond quickly and effectively to the individual and collective needs of your community.

The "Full Service" program offered by Kirkpatrick Management Company, Inc. encompasses every aspect required to maintain and enhance the large investment you have made in your property. Our approach to management includes total maintenance programs, administrative, banking, and legal.

Our office, located at 5702 Kirkpatrick Way (cross roads of Binford Blvd. and Graham Road) is open daily from 8:00 a.m. to 5:00 p.m. and is fully staffed to handle your individual questions and service requests. The telephone number to call is (317) 570-4358 or 1-800-899-6652 and your Association's new mailing address is Stoney Creek Estates Homeowners Association, Inc., C/O Kirkpatrick Management Co., Inc., 5702 Kirkpatrick Way, Indianapolis, IN 46220-3925.

We also operate our own maintenance organization, which is staffed by qualified personnel who are equipped to handle most problems and repairs as they develop. This service is available for all requested community concerns as well as matters billed directly to you. Our service trucks are radio dispatched to ensure a rapid response to service requests. For emergencies that develop when our office is closed, please call (317) 570-4358 - nights, weekends, and holidays – **emergencies only please.**

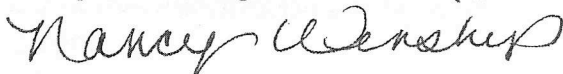
Enclosed you will find a Resident Information sheet and a Contact Sheet with pertinent information about the staff that serves your community. Please fill out the Resident Information sheet and return it to our office so that we may ensure that we have the correct information on file for you.

Also enclosed is the 2015 annual assessment coupon which is due on March 1st with a late fee of \$100.00 assessed after April 1st. Please make your check payable to: Stoney Creek Estates Homeowners Association, Inc. and return it with your coupon in the enclosed envelope. Please pay your Assessment promptly as this builds a strong Association and protects your investment in your home.

We are looking forward to a very pleasant and harmonious relationship. If you should have any questions concerning any aspect of our operation, please do not hesitate to call us.

Sincerely,

Kirkpatrick Management Co., Inc., Agent



Nancy Winship, Association Property Manager



KIRKPATRICK MANAGEMENT COMPANY
INFORMATION SHEET

Street Address: 5702 Kirkpatrick Way
Indianapolis, IN 46220-3925

Main Phone Line: (317) 570-4358
(800) 899-6652

Your Management Team

Association Property Manager (phone/fax)
Nancy Winship (317)558-5356
nwinship@ekirkpatrick.com

General Manager (phone/fax)
Joe Winship (317) 558-5347
jwinship@ekirkpatrick.com

Customer Service Assistant (phone/fax)
Diane Arnett (317) 558-5358
darnett@ekirkpatrick.com

Accounts Receivable (phone/fax)
JJ Maule (317) 558-5392
jmaule@ekirkpatrick.com

Closing Department: (phone/fax)
Margaret Nowicki (317) 558-5336
mnowicki@ekirkpatrick.com

Office Manager (phone/fax)
Greg Lamb (317)558-5386
glamb@ekirkpatrick.com

Payment Options

1 Mail A Check

With enclosed coupons

Make check payable
to your association
and enclose coupon.

**Use the endorsed
envelope to mail your
check to the address
listed on your coupon.**

**2 Automatic
Payment
Program**

Must sign up for electronic
transactions

To enroll in
automatic bank
transactions, please
send an email

ach@ekirkpatrick.com

or call (317)570-
4358 and we will
send you a form.

**Fill out and return the
form.**

**3 Credit/
Debit Card**

Visit www.ekirkpatrick.com and
select "make a payment"

Follow on-screen
instructions to pay
by credit/ debit card.

You must have your
account number.
(found above your name on
your coupon)

**3% Convenience fee
will apply.**

**4 Online
Bill Pay**

Online bill payer through
your personal bank

Make payable to
your association.

Be sure to include
your Account # on
memo line.
(see coupon)

Mail to:
PO Box 1165
Indianapolis, IN 46206-1165

**Allow 7 days for
payment to process.**