



September 16, 2021

Dear Valued Residents,

We just wanted to reach out to everyone with a general reminder about the owner portal and the importance of it for efficiency regarding HOA operations. As homeowners, you have access to your profile within our system through your portal. This allows you to update your own contact information, as well as that of the tenants you may have renting your home.

Maintaining this information in our system is critical to us being able to effectively communicate with you as well as your tenants for any HOA-related matters, including general mass notices, warnings/violations, meeting details, etc. *Therefore, it is a requirement of all homeowners in our community associations.*

As homeowners, you ultimately are responsible for the compliance of your tenants. It is expected to be made clear in any lease you provide to your tenant that they are subject to all HOA governing document provisions. It is also expected that you maintain awareness of these matters as they evolve and communicate these changes to your tenants.

If violations are noted for your property, notification of such is sent via email and posted directly to the residence. Any email address on file for the property will receive that notification. If there is a separate mailing address for the homeowner added to the system, any necessary mailed notices will be sent there, as well, to ensure receipt by the homeowner. **If tenant information is not provided and reflected in the system, it is expected that any HOA-related communications sent to the homeowner are relayed to the tenant.**

Please understand that all HOA-related notices may be sent in the following ways so you can ensure you are actively monitoring for such messages:

- Text
- Email
- Letter
- Door Letter

Please note that NOT all notices and violations will be mailed.

To avoid potential violations and fines please ensure all information for yourself and your tenants is updated through your owner portal and that you are familiar with the current rules and regulations of your association; these can be found on our website at www.apmutah.com. If you are unable to add the necessary contact information yourself, please feel free to email the information to our Community Association Manager, Stevie Gillespie, at stevie@apmutah.com. She will be able to update your property profiles accordingly.

If you have any questions regarding this notice, please reach out to Stevie via the email address above.

Thank you.
Alliance Property Management

4655 S. 1900 W. Suite #6 Roy, UT 84067
Phone: (801) 728-0454
Fax: (801) 728-0455