



Randall Management

July 24, 2020

Subject: Oakwood Gardens Condominium Association
New Management Company - Randall Management

Dear Homeowner:

We are pleased to announce that the Board of Directors of Oakwood Gardens Condominium Association has selected Randall Management, Inc. as your **new Association Management Company**. Randall Management will begin full services on August 1, 2020. Our office is located at 6200 Savoy, Suite 420, Houston, Texas 77036. Office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday. Aracely Castro and Vanessa Ramirez will be your new Property Managers. Aracely is responsible for the day-to-day management of Oakwood Gardens. Her email address is acastro@randallmanagement.com and her phone number is 713-728-1126. She is assisted by Vanessa Ramirez, and she can be reached at 713-728-1126 Option 6 and her email address is vramirez@randallmanagement.com. Vanessa may also be texted or called on the company cell phone at 832-776-2835. Randall Smith is the team supervisor for the property and his email address is rsmith@randallmanagement.com.

For your assessment payments and for any past due fees, please make your check payable to Oakwood Gardens and mail it to our office address at 6200 Savoy Drive, Suite 420, Houston, TX 77036. Please write your unit account number on the check. The account number is your same unit number of your unit number. The account number for unit 101 OG 0101. The unit number with the prefix OG. If your unit only has three digits, please add a preceding 0 for the account number. You may also pay by echeck or credit card by going to the website at www.propertypay.cit.com. There is no charge for an echeck. Select option PAY NOW (if you pay by credit card and they charge \$14.95, and if you pay by echeck it's free of charge). Once you choose what type of payment you would like to use, you will choose to make a one-time payment you will need 3 types of information in order to make your payment:

Management ID: 3053 Association ID:OG00 (note it is 2 zero's)
Property account: (Your unit ID with 4 digits) For assistance please call: 1-866-800-4656.

The online payments will not be functioning until approximately August 7, 2020. Please note your account number or address on any checks. For accounting questions, please call the Account Receivables Department at 713-728-1126, Option 1.

If you have an emergency maintenance item which is the Association's responsibility at night or on weekends, call 713-850-4729 to request a call back. For routine work orders, you may send requests to Vanessa at vramirez@randallmanagement.com. At Randall Management, we place an emphasis in maintaining accurate homeowner information. Please fill out the attached Questionnaire so that we may keep your up-to-date information on file. As Association Managers, we take pride in the communities we manage. We are eager to get started and look forward to working with you and your Board of Directors to make Oakwood Gardens an even nicer place to live!

Sincerely,

Randall Q. Smith
President



Randall Management

Account number: _____

Oakwood Gardens Condominium Association Owner and Renter Information

Owner Information

Owner(s) Name: _____

Mailing Address, if different from above: _____

Home Phone: () _____ - _____ Work Phone: () _____ - _____

Email: _____

Renter Information - If this is a Rental Property please provide tenant and manager information:

Manager: _____ **Address:** _____

Home Phone: () _____ - _____ Work Phone: () _____ - _____

Other Phone: () _____ - _____ Fax: () _____ - _____

Email: _____

Renter(s) Name: _____

Home Phone: () _____ - _____ Other Phone: () _____ - _____

Work Phone: () _____ - _____ email: _____

In case of emergency, list people living in the unit, including children.

Occupant Information:

Name	Date of Birth
_____	____/____/____
_____	____/____/____
_____	____/____/____
_____	____/____/____

Emergency Contact Information:

Name: _____ Relationship: _____

Home Phone: () _____ - _____ Work Phone: () _____ - _____

Other Phone: () _____ - _____

Vehicles (on-site)

Make of Vehicle	Year	License #
_____	_____	_____
_____	_____	_____
_____	_____	_____

Pets:

Number of dogs _____ weight each: _____ breed: _____

Number of cats: _____ weight each: _____