



Dear City Commons Owners and Residents,

Your Board of Directors met on September 23, 2016 and would like to share with you what they discussed. The City Commons Board and I have been working to address the needs and concerns of residents in a timely manner.

We are looking into HVAC contracts and are considering Memphis Air Ducts and More. They have a good reputation and have the First American Warranty, however no decision has been made as we are trying to evaluate all of our options. You will be notified when we reach a final decision. Once the work is completed you will be billed individually for your HVAC unit.

My assistant association manager, Amanda Manning, is in the process of compiling a list of pending repairs or unfinished work on your condos. If you have not given her your list of repairs please email it to [amanning@keithcollinsco.com](mailto:amanning@keithcollinsco.com) at your earliest convenience. We will be using this list to address the unfinished work and hopefully get it completed soon.

We are also working hard on getting the website up to date that way all residents have access to current information. The website will soon include the following information:

- Trash Removal Information
- Updated Board Positions
- Board and Annual Meeting Updates
- Meeting Minutes
- Budget Comparison Sheets
- Schedule of Grounds keeping
- Any Additional Relevant Information

Please be patient with us and understand that the website will be up to date as soon as possible.

We have noticed there are bees intruding on the northernmost building on Tennessee and are working diligently to have them removed in the safest way possible. Until they are removed please stay clear of the area and do not try to remove the bees by yourself, it will be handled by professionals and you will be notified once they are removed.

I have also noticed that trash cans and recycling bins are being left in the alleyways. This a reminder that trash and recycling bins are to be kept in your garage. We want our community to look its best and one way to achieve that is by keeping our alleyways clear of all items.



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I have noticed that many of you are not using your recycling bin. A list of recyclable items is attached to this email. If you will not be using your bin, please contact me and I'll have them picked up.

I understand that there has been some concern about visibility at the south end intersection where the alley between Tennessee and Denmark. I have ordered a mirror that will be placed on the corner to correct the restricted vision issue.

Your safety is important to us and we are currently looking into some improvements that would make City Commons a better place to live. We have discussed adding motion detector lights and surveillance cameras. We are in the preliminary stages of this discussion and you will be notified before any decision is made.

Our next board meeting is tentatively scheduled for Friday, December 2, 2016. We will further discuss these issues and address any new ones at our next meeting. Until then I will be working with the board to complete the items on our agenda.

If you have any questions or concerns please feel free to reach out to me. My email address is [eglasgow@keithcollinsco.com](mailto:eglasgow@keithcollinsco.com) and my phone number is 901-753-4170 ext 114. I hope you found this information useful in answering some of your questions and concerns.

Very truly yours,

A handwritten signature in cursive script that reads "Elizabeth Glasgow".

Elizabeth Glasgow  
Association Manager



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