



P. O. Box 530778 – Henderson, Nevada 89053
(702) 868-0900 – (Fax) 866-248-6564 – Email info@assurednv.com

May 8, 2019

Re: Management Company Change

Dear Property Owner:

We are pleased to announce that Assured Real Estate, Inc. has been retained for the management of **Riviera Ridge Homeowners Association**. Our first task with your Association is to form a relationship, as well as clear and effective communication with the Board of Directors. Our experienced staff leverages the latest technology to provide you service that is seamless, transparent and efficient.

Enclosed is a courtesy statement for **June's Monthly Assessment Only**. This statement does not reflect any past due or prepaid balances. Management is expected to have current account balances by June 1, 2019, once transition is fully completed. Please send all payments directly to the address on your statement. To confirm your account balance, please contact our office after June 1, 2019.

As a courtesy, Assured Real Estate creates a website for each specific homeowner's association that they manage. On this website, you will have access to important resources such as governing documents, arc applications, news articles, and online forms, which you will be able to submit a help case with our team. For efficiency purposes, we recommend owners to submit their questions directly online so the proper department can research and review accordingly. You may visit the website at www.rivieraridgehoa.info

To promote a seamless experience, you will have the ability to view their account balance and make payments thru your online portal. Once you have provided an email to management, owners will be sent a link to activate their online portal.

Also enclosed is an owner contact information sheet. We ask that you complete the form by mail, fax or email to us. Having up to date contact information on each owner helps alleviate delays in communication.

If you have any questions or concerns, please feel free to contact our office. It is a pleasure to be associated with your community and we look forward to working with you.

Sincerely,

Gabriel Soto
Community Manager