



1725 Davinci Drive  
Dardenne Prairie MO 63368  
636.379.3897

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November 18, 2015

Dear Pleasant Hollow Homeowner:

We are very pleased to announce that effective January 1, 2016, The Board of Pleasant Hollow HOA has contracted House & Associates to begin handling the accounting for Pleasant Hollow Homeowners Association. We will work at the direction of the Board of Directors and will provide assistance in financial matters of the Association. Some of our responsibilities will include:

- **Collecting yearly assessments**
- *Collections on Past Due Accounts*
- *Paying the Association's bills*
- *Attend the annual meeting of the Association as the Board requests*
- *Process paperwork during the normal sale of units*

As we begin our relationship with your Association, please note that Mary House or Dawn Hamilton will be the person you should contact for assistance regarding your account. Our contact information is listed below:

*Pleasant Hollow HOA Association c/o House & Associates, LLC,  
1725 Davinci Drive, Dardenne Prairie, MO 63368  
636.379.3897 Office 636.294.5154 Fax  
[mhouse@houseassoc.com](mailto:mhouse@houseassoc.com) or [dhamilton@houseassoc.com](mailto:dhamilton@houseassoc.com)*

Enclosed is a information sheet, so we can verify that our records are up to date. Please make sure that you fill it in and return to the above address. If something changes, please contact us with the new information.

Assessments can be remitted online at [www.houseassoc.com](http://www.houseassoc.com) or you can mail them in to:

*Pleasant Hollow Homeowners Association  
c/o House & Associates, LLC  
PO Box 5710  
Carol Stream IL 60197-5710*

If you are behind in your assessments, please contact us as soon as possible to remit in full or set up a payment plan.

We are excited about our new relationship with your community but understand there may be some questions when changing from one accounting company to another. We have included a list of frequently asked questions to help with the transition.

We look forward to working with Pleasant Hollow HOA.

Sincerely,

*Mary House*