



**ROSS MORGAN
& COMPANY, INC., AAMC®**

"An Accredited Association Management Company"

Sherman Oaks Calabasas Valencia Palmdale Saugus

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(323) 654-7978
(310) 271-5811
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Dear Sir / Madam:

We look forward to being of service through your transaction. The following documents are available for order via our website.

Packages

- Sales Package** – Demand & All Governing Documents (CC&R's, Bylaws, Articles, Rules & Regulations, Financials, Operating Budget, Insurance Certificate & Minutes)
- Refinance Package** – Lenders Certification/Questionnaire, Financials, Operating Budget & Insurance Certificate

Individual Documents

- Lenders Certification / Questionnaire
- Appraisal Report
- CC&R's
- Special letter request
- Management Agreement
- Financials & Operating Budget
- Reserve Study
- Bylaws
- Rules and Regulations
- Demand Update / Account History
- Articles of Incorporation
- Insurance Certificate

If you have any questions, please contact our office. For the fastest service, our Director of Escrow Services, Esmeralda Quiroz, can be reached by email at esmeralda@rossmorganco.com.

Our escrow team can also be reached by phone at ext. 207 or ext. 205.

Thank you!

