



January 19, 2023

THE GARDENS AT HERITAGE GREEN CONDOMINIUM OWNER'S ASSOCIATION, INC.
800 Callaway Ct.
Chattanooga, TN 37421

Re: INTRODUCTION

Dear Residents of The Gardens at Heritage Green COA,

We wanted to introduce ourselves and let you know that we are the new Property Management Company that was recently hired by the Board of Directors for The Gardens at Heritage Green COA, effective February 1, 2023. We are very excited about the opportunity to work with you and to serve you.

Our contact information is as follows:

Jim Hawks	Owner – Head of Maintenance	jim@thehawksgroup.com	(423) 637-2220
Lynda Hawks	Owner - Accountant	lynda@thehawksgroup.com	(423) 902-3998
Tanya Raines	Office Manager	tanya@thehawksgroup.com	
Sarah Knott	Office Admin	sarah@thehawksgroup.com	
Erica Dahlke	Accounting	erica@thehawksgroup.com	
James Raines	Maintenance Supervisor	james@thehawksgroup.com	
Kelley Eblin	Project Manager	kelley@thehawksgroup.com	

Our office number is **(423) 486-9500**. This is the main number to call if you are having any issues and need our assistance, Monday – Friday from 8:00am to 5:00pm. I have also listed the cell phone numbers for Jim Hawks and myself, should there be an emergency. We also have an after-hours emergency number that we will be happy to share with you.

We currently have two offices, one at 832 Georgia Avenue, Suite 110 in the Volunteer Building, Downtown Chattanooga and the second is 9453 Bradmore Lane, Suite 209 at Cambridge Square in Ooltewah. We have seven maintenance techs, a project manager, four accounting clerks, two administrative assistants and a number of great resources. We manage around 15 HOA/COA's and lots of Commercial properties, including Cambridge Square in Ooltewah.

We look forward to working with you. Please contact us with any questions that you may have.

Sincerely,

Jim and Lynda Hawks