

# Oakwood Lakes Condominium Unit Owners' Association, Inc.

*Board of Directors*

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Dear Oakwood Lakes Resident:

According to the Declarations (Sections 12.22 and 12.18), each unit owner or tenant must notify the Association of new residents in Oakwood Lakes within 30 days of occupying the unit. Any changes in contact information also must be reported to the Association.

Please complete the form below and return it to:

**Secretary, Oakwood Lakes Condominium Owners' Association, Inc.  
c/o Towne Properties Asset Management Co., Inc.  
11340 Montgomery Road, Suite 202, Cincinnati, OH 45249**

**Fax: 513-489-3941    Email: [suem@towneproperties.com](mailto:suem@towneproperties.com)**

For the Board of Directors,

Susan Murphy  
Association Manager

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## *Oakwood Lakes Contact Information*

Please check one:    (    ) Unit Owner    (    ) Tenant

Name(s) \_\_\_\_\_

Unit Address \_\_\_\_\_

Alternate Address \_\_\_\_\_

Primary Telephone# (\_\_\_\_\_) \_\_\_\_\_

Secondary Telephone# (\_\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Effective Date \_\_\_\_\_

*Professionally Managed by: Towne Properties Asset Management Company, AMO  
11340 Montgomery Road, Suite 202  
Cincinnati, OH 45249  
Phone (513) 489-4059 Fax (513) 489-3941*