

# Lake Shore Harbour Community Association, Inc

c/o Randall Management, 6200 Savoy Drive, Suite 420, Houston, Texas 77036

March 26, 2021

Subject: Lake Shore Harbour - Change in Management Company

Dear Homeowners:

We are pleased to announce that the Board of Directors of Lake Shore Harbour has selected **Randall Management, Inc.** as your new association management company. Randall Management begins services on April 1, 2021. Mayra Mora will be your new Property Manager and is responsible for the day-to-day management of Lake Shore Harbour. Her assistant manager is Brigitte German. The team supervisor is Jane Godwin.

Please note the following information to communicate with Randall Management:

Office Location: 6200 Savoy, Suite 420, Houston, Texas 77036  
Office Hours: 8:30am to 5:00pm Monday through Friday

Phone number: (713) 728-1126, Option 0

Manager: Mayra Mora, (832) 493-5448 team cell; (713) 728-1126, Option 0  
mmora@randallmanagement.com

Assistant Manager: Brigitte German, (713) 728 -1126, Option 5  
bgerman@randallmanagement.com

Supervisor Manager: Jane Godwin, (713) 728-1126, Option 0; [jgodwin3916@gmail.com](mailto:jgodwin3916@gmail.com)

Accounting contacts: (713) 728-1126, Option 1  
Raul Reyes, [collections4@randallmanagement.com](mailto:collections4@randallmanagement.com)  
Alicia Flores, [collections@randallmanagement.com](mailto:collections@randallmanagement.com)

Answering Service: (713) 850-4729 After Business hours  
(For emergency common area maintenance)

If you have not paid your 2021 assessment or you have a past due balance, an assessment statement will be mailed to you. Please send payment to Lake Shore Harbour c/o Randall Management located at 6200 Savoy, Suite 420, Houston, TX 77036. Please write LS (abbreviation for Lake Shore) and your LS physical address on your check in the top right corner of your check to be properly credited.

At Randall Management Inc, we place an emphasis in maintaining accurate homeowner information. Enclosed is a homeowner questionnaire, which contains important information for updating and maintaining your account. The information contained on the enclosed questionnaire is confidential and will only be used for revising and enhancing the Lake Shore Harbor database. Current and pertinent information will assist Randall Management in providing you with efficient and effective association management. Please complete the form and forward it to our office as soon as possible. You may mail or email the form to us at [bgerman@randallmanagement.com](mailto:bgerman@randallmanagement.com). Within the next two weeks, you will receive an invitation letter to join the LS Community Website through our portal on "Front Steps". Please join to stay informed.

As Association Managers, we take pride in the communities we manage. We look forward to working with you and your Board of Directors to make Lake Shore Harbour an even nicer place to live.

Sincerely,

*Randall Q. Smith*

Randall Q. Smith, President