

ABC Company

Dear <NAME>:

It has been my pleasure to work with you and the members of the <_____ Community Association>. In the time that I have done business in your community, I have been impressed with the efforts of the board and management to create a sense of community and commitment to maintaining a high level of standards. As such, it is my pleasure to nominate your community for *Gold Star Community* recognition.

CAI's *Gold Star Community* program recognizes communities like yours that work hard to develop and maintain high standards, encourage community participation, maintain fiscal stability, and positively impact the quality of life for residents. Homeowners and managers believe this program is an excellent way to evaluate policies and procedures, and assure that their community operates within basic industry standards. I believe <_____ Community Association> to be such a community.

Recognition in the *Gold Star* program allows you to use the award announcement in resale, welcome, and new owner packages. It underscores the real value of ownership in your community, and enhances the salability of homes in your community. In addition, *Gold Star* communities receive a *Gold Star Community* sign to post at their entrance, and the *Gold Star* logo for use on letterheads and publications. *Gold Star* communities are presented with their award at CAI's trade show in the spring or at the Annual Meeting & Holiday Party in the winter and are recognized at events and in the chapter magazine, *Community Assets* throughout the year.

While you can apply for *Gold Star* recognition without a nomination, as a nominated community you are entitled to a \$25.00 discount of the application fee. I have enclosed a copy of the *Gold Star* application and more information on the program and encourage you to apply for this distinguished recognition of your hard work and your community's great success.

I encourage you to apply for *Gold Star* recognition. Please attach a copy of this letter with your application so that you can benefit from the \$25.00 discount.

Thank you again for the opportunity to do business within your community; and best wishes for continued success in maintaining a community of the highest standards.

If you have any questions about *Gold Star* or my nomination of <_____ Community Association>, please call me at: ###.###.#### or contact the Pennsylvania & Delaware Valley of Community Associations Institute at: 610.783.1315.

Warm regards: