CLERK RCVD
31 JAN'20
09:18

Date: January 30, 2020

To: City of Council Bluffs, Iowa
Public Works Department
Office of the Building Official
Rental Registration Office
209 Pearl Street
Council Bluff, IA 51503

Dear City Office of Council Bluffs,

I humbly write you to express my most sincere apologies for missing the submittal of registration form and payment deadline for our Annual Rental Property Registration Renewal. This mishap was our oversight and I will take ownership of this issue.

Please accept my genuine apology as we received this notification, we were working through a change of our Property Manger position, which caused a domino effect to miss our registration and payment deadlines. We have recently submitted our renewal form and payment for 2020.

I would like to request the removal and/or reduction in fees that have incurred due to our missed deadline. The fee is very substantial and would be a great financial burden on our property. Please let me know the property channels to work through to solidify this request. I appreciate your consideration and communication.

We have been in compliance with the City in all things necessary to run and adequate operation for multifamily housing. We will continue to comply with all City regulations and registrations. To better fulfil all documentation and payment submittals, would we be able to request all property related registrations and payment requests be sent to our corporate office in Franktown, Colorado?

2195 North Highway 83, Suite 14B
Franktown, CO 80116

Sincerely,

Mike Sullivan

msullivan@monarchinvestment.com
cell: 402-480-5143

Jodi Quakenbush

From: Michelle Galvan <mgalvan@monarchinvestment.com>
Sent: Friday, January 31, 2020 6:42 AM
To: Jodi Quakenbush
Cc: SFIA Manager
Subject: City of Council Bluffs
Attachments: City of Iowa Annual renewal request.doc

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Thank you for speaking to us the other day and allowing us to submit a request regarding the notice we received for Sherwood Forest Apartments late fees for our annual dues.

We would appreciate any consideration for removal/reduced fees as this will cause great financial burden on the property.

Please let me know if there is anything further I would need to do in order for you to consider our request.

Thank you and have a wonderful day

Mimi Galvan
Regional Manager | Monarch Investment & Management Group.
mgalvan@monarchinvestment.com

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