

January 15, 2010

Dear Applicant:

Thank you for your interest in the position of Administrative Assistant with Dunbar Strandness, Inc. Dunbar Strandness is hiring an administrative assistant for the site office at Meadow Creek, a condominium association managed by Dunbar Strandness.

Meadow Creek is a 536-unit community located at Smetana Road and 11th Avenue South in Hopkins. It is half a mile west of Highway 169 on the north side of the Opus office park. It is made up of 67 eight-unit brick buildings situated on 48 well landscaped acres along Nine Mile Creek.

Accompanying this are a job announcement and a job description for the position. I hope that these answer the questions, which you may have about the position. You will also find an outline of the job application procedure. Included with the procedure, there is a job application form which you can download.

If you decide that you would like to apply for the position of Administrative Assistant, please download the application form, fill it out, and fax it to **651-291-1598**.

In completing the application form, please provide complete information. If you have a resume, please feel free to submit it along with your application. However, the application form must be filled out completely, or it will not be accepted.

There are a number of issues regarding the position, which should be mentioned:

1. As the management for Meadow Creek, we have a strong commitment to providing the best possible service to our owners and residents.
2. Because we are looking for a conscientious and dependable person to whom we can make a long-term commitment, our hiring process is involved and will take some weeks to complete.

Because the Administrative Assistant may have access to residents' units and is required to occasionally act on his/her own in representing Meadow Creek, we will be thoroughly checking the background of finalists for the position.

Sincerely,

Douglas D. Strandness  
President