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209 8th Street | **Racine**, WI 53403 T 262.634.6750 | F 847.537.0550

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PRIVILEGED AND CONFIDENTIAL ATTORNEY-CLIENT COMMUNICATION

Reply to: Mundelein
T 847.777.7270
tjacobs@ksnlaw.com

Via e-mail: (mcmasterdrake@gmail.com)

Board of Directors
Glenmore Woods HO Area Association
c/o Sarah McMaster
McMaster-Drake, Inc.
6906 Buckby Road
Lake Geneva, WI 53147

Re: 2019-2022 Assessment Appeals

We monitor the Quadrennial Property Tax Reassessment Schedule on behalf of our Association clients. You are receiving this letter because the units in your Association have time to appeal their property tax assessment for tax year 2019. This appeal will affect the property taxes paid for the 2019, 2020, 2021 and 2022 tax years, payable in the following calendar years.

The County affords taxpayers the opportunity to file an assessment appeal to reduce their real estate taxes. Moreover, townhome and single family homeowners Associations can file a group assessment appeal inclusive of multiple units; however, any owner who wants to participate in this appeal needs to execute an opt-in form and return same to the Property Manager or designated Board Contact. The owner must include their parcel number(s) so their property is correctly appealed.

If the Board is interested in the filing of an appeal, please do the following:

1. Execute the attached contingent fee agreement and return same via e-mail within **thirty days** to Sheila Bell, our Real Estate Tax Paralegal, at sbell@ksnlaw.com, or via facsimile at 847.777.7394. These can also be returned via regular to mail to our Mundelein Office (attention Sheila Bell).
2. Distribute opt in forms to the owners and email completed copies to optin@ksnlaw.com or send via regular mail to our Mundelein Office prior to the appeal deadline.

If we are unsuccessful in obtaining an assessment reduction, no fee will be charged for our services.

Please note that the deadline to file an appeal with the County Board of Review's Office is approximately thirty (30) days from the date the Assessor mails the notices of re-assessment to the unit owners. Therefore, it is important that we hear from you soon.

Please direct all inquiries to my attention via e-mail at tjacobs@ksnlaw.com, or my direct dial at 847.777.7270.

Sincerely,

Timothy C. Jacobs

CONTINGENT FEE AGREEMENT (“Agreement”)

Client: Glenmore Woods HO Area Association
County: Lake County
Contract Period: 2019-2022

ENGAGEMENT

Glenmore Woods HO Area Association, authorized owner, owner’s agent, or representative (“Client”) exclusively retains Kovitz Shifrin Nesbit (“KSN”) to pursue a fair and equitable assessment of each parcel of property included in Client’s Association (excluding common areas) for the indicated tax years. KSN shall have exclusive discretion to formulate strategy most appropriate in this matter. Settlement offers are often made by assessing officials. KSN is authorized to accept settlement offers on behalf of the Client.

COMPENSATION

Client agrees to pay KSN 30% of the filed years’ tax savings, if Client is granted an assessment reduction.

Tax savings are calculated by multiplying the assessment reduction caused by KSN in the filed tax year by the most recent ascertainable tax rate and equalization factor applicable to the property.

MISCELLANEOUS

1. In the event a Unit Owner is delinquent in the payment of his or her proportionate share of the legal fees charged in the Agreement in excess of sixty (60) days after due, KSN will, at the Association’s direction, send up to two (2) collection letters (Notice of Intent to Collect a Debt & Final Notice Before Filing Suit), at no expense to the Client.
2. If a refund is secured by KSN as a result of an assessment appeal, Client authorizes KSN to execute all necessary documents on behalf of Client to obtain such refund and to endorse any tax refund checks payable to Client for deposit to KSN’s Client Trust Account and to disburse such refund to Client and KSN in accordance with the terms of this Agreement.
3. Invoice for Contingency Fee may be issued from the date of the property tax assessment appeal ruling, and is due within 30 days upon receipt of invoice. If any proceeding is brought to enforce collection of any payment required hereunder, Client shall reimburse KSN for all reasonable costs of collection, including reasonable attorney fees.
4. Agreement may be terminated at any time by Client or KSN; however, Client agrees to pay all fees due upon termination, any work completed prior to termination and any fee as a result of a reduction obtained on behalf of Client after termination.
5. In the event a Court or Property Tax Appeal Board or Certificate of Error action is deemed appropriate by KSN to secure a reduction in the assessment for tax years 2018-2022, the fee will be 30% of the total refund secured.
6. This Agreement constitutes the entire Agreement and understanding of the parties relative to the subject matter hereof, and shall only be modified upon mutual written consent.
7. KSN’s to include a particular unit in the appeal is conditioned upon a timely return of the opt in form for that same unit.

Glenmore Woods HO Area Association

Kovitz Shifrin Nesbit

By: _____

By: Timothy C. Jacobs



**KOVITZ
SHIFRIN
NESBIT**

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TAX APPEAL OPT IN FORM

I am the owner of a unit in the **Glenmore Woods HO Area Association** (“Association”) and understand that my Association believes it is in its best interest as well as that of the unit owners to engage the Law Offices of Kovitz Shifrin Nesbit (“KSN”) to contest the tax assessments of the units in this development.

I hereby authorize KSN to contest the assessment of my property for the current assessment period. I understand that KSN will charge a contingent fee for its service and will bill the Association for that fee. I agree to reimburse my Association for my pro rata share of such legal fees based on the reduction obtained for my unit.

Signature

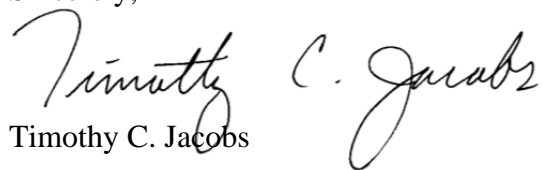
Print Name

Date

Property Address

Property Index Number (*required*)

Sincerely,


Timothy C. Jacobs