



*Crane Lakes Homeowners' Association, Inc.
1648 Taylor Road
Box #249*



Port Orange, Florida 32128-2542

(Date)

To the Family of

On behalf of the Crane Lakes Homeowners' Association, we wish to extend to you and your family our deepest sympathy on the loss of your loved one.

If you will be having a reception in your home or at the clubhouse immediately following a memorial service, our Bereavement Committee can provide assistance. We can identify and direct individuals to family members, have the guests sign a memorial book, and assist in the set up for any food which is provided by family and friends. The committee will also assist in the packaging of leftover foods.

If you plan to use the Ballroom, you must contact the Crane Lakes Management Office to set the time and date for your reception. See the attached page for you financial responsibilities regarding HOA Pantry use and Ballroom cleanup.

Do we have your permission to post a notice of your loss on the HOA Bulletin Board? If so, please complete the attached form.

Please call me to answer any questions you might have, and how we might be able to help in your time of need.

Sincerely,

(Name of Chairperson}

Chairperson

Crane Lakes HOA Bereavement Committee

(Phone #)