

Balfour Beatty Communities

Community Management
132 Bartlett Loop
West Point, NY 10996

March 5, 2009

Re: Summer Assignment Process
West Point, NY

Dear Prospective West Point Resident:

We would like to take this opportunity to welcome you to West Point. We look forward to meeting with you upon your arrival.

The purpose of this letter is to clearly define the Summer Assignment Process and give you the information needed to make this process as smooth as possible for all involved.

The first step of the process is to complete the Application for Housing and mail, fax or email the completed Application by April 9, 2009 to Balfour Beatty Communities. You may email your application to mshelly@bbcgrp.com, fax to (845) 446-6936 or mail to the above address.

The draw will take place on June 3rd for all Company Grade Officers and on June 4th for all Field Grade Officers, starting at 0830. The location will be in the Arnold Auditorium, Mahan Hall, West Point, N.Y.

Participants must be physically present. If this is not possible, you may designate a proxy by using the Power of Attorney form included on the last page of the Summer Assignment Process document which is included with this correspondence. It is **imperative** that all fully executed Power of Attorneys be returned to Balfour Beatty **prior** to the draw. You must be available to sign a Lease and take possession of the quarters within seven days of the availability of the quarters you are assigned to.

Please refer to the Summer Assignment Process document for additional helpful information.

If you have any questions, please do not hesitate to contact our office at (845) 446-6407.

Very truly yours,

Shari Roosa,
Community Manager

Encls.
Summer Assignment Process
Application