

# HOAAGENT.COM

*Your Neighborhood is our Business*



Dear Homeowner at Sun Pine Homeowners Association:

Welcome, we hope you are enjoying your home at the Sun Pine Homeowners Association. We are honored to manage your association and will be doing everything we can to maintain and improve your property values. All services provided to your personal lawn will continue to be managed in the same manner.

To protect and improve your neighborhood we will provide the following:

- Mowing, trimming, edging, fertilizer, and weed control,
- Sprinkler blow-out & start up and repairs,
- Snow removal and street maintenance,
- Security Gate & Entry Statement maintenance,
- Online Payment Gateway for Assessment payments,
- Preparing the HOA 1120 H Tax form for the IRS,
- Renewing the HOA Non-Profit Corporation annual report,
- Quarterly billing and collection of the HOA Assessment,
- Liability insurance for HOA Activities for the protection of the homeowners and board members.

In this mailing you will find a current statement, a Services Guide with contact information for agencies and businesses in your neighborhood, a return envelope, as well as the information needed to pay online with an e-check at no charge.

A service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request included with this letter. This form is to be used to make any exterior change or addition, to fencing, housing, storage, permanent landscape changes, pet containment or shelter, as well as any other exterior element.

We hope to be a good partner in providing you with an enjoyable living experience. Please feel free to contact us with any questions or concerns. We will take all complaints and suggestions and keep them confidential.

Peg MacGillivray, Accounts Receivable Manager  
Lance Ficklin, Maintenance Manager  
Kristi Sampica, Accounts Payable Manager  
Homeowners Association Services, Inc.

**HOMEOWNERS ASSOCIATION SERVICES, INC.**

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