

MONTHLY NEWSLETTER

November 2023

Villas at Jamestown

HOMEOWNERS ASSOCIATION



MAGNOLIA MANAGEMENT INTRODUCTION

Residents of The Villas at Jamestown, we at Magnolia Management Services are so excited to be managing your association! We look forward to working with your HOA Board of Directors to ensure The Villas at Jamestown receives assistance of the highest standards while keeping the best interest of the community at heart.

Our role is to serve as a neutral party that facilitates the day-to-day financial and administrative needs of the Board of Directors and homeowners of The Villas at Jamestown.

If you ever have any questions or concerns regarding the HOA, please do not hesitate to reach out to us via phone or email.

225-286-7546
Info@magnoliabr.com

VISIT THE VILLAS AT JAMESTOWN HOA WEBSITE AT

www.villasatjamestownhoa.com

It contains the owner portals link, association governing documents, online payment information, and more!

FAQS HOW TO PAY YOUR DUES

To pay your dues online with a bank draft or credit card, go to the First Citizens Bank website at

propertypay.firstcitizens.com

Login or click "Pay Assessment." You will need to enter your contact information and the following information about your property:

Management Company ID: 3149
Association ID: VJT
Property / Account Number:

ACCESSING YOUR HOMEOWNER PORTAL

The access portals allow to owners to access important HOA documents, their account balances, payment history, and more from any device.

All residents should have been sent a registration email with a code to set up their portals account. If you have any questions or need to be resent the code, please contact us.

portal.magnoliabr.com

MONTHLY NEWSLETTER CONTINUED

November 2023

FAQS

HOW TO PAY YOUR DUES

Setting up auto pay

- Goto:
www.propertypay.firstcitizens.com
- Login
- From the main page select **Add a Schedule** from here enter payment information

Payment schedule options are:

- Monthly
- Quarterly
- Semi – Annual
- Annual

Owners can select a start date, a end date (or no end date) and the total amount they are wanting to schedule.

*From this page Payment History is also available

DELETING OLD MANAGMENT ID

Goto: propertypay.firstcitizens.com/
Login: You can use the same information as the last management company

- From the main page select the property address this should bring you to a property details page.
- From here you are going to want to scroll all the way to the bottom of the page and select "delete property" then save.

Select "add property" fill in your personal information and the ID numbers

- Management Company ID: 3149
(Magnolia Management Services ***It will list our old company name, Pelican Management Group.)

- Association ID: VJT
- Property ID:

Once you save this property you can make one time payments and schedule payments.

SETTING UP AUTO DRAFT

1. Goto: propertypay.firstcitizens.com/
2. Login:
3. From the main page select Add a Schedule from here enter payment information

Owners can select a start date, a end date (or no end date) and the total amount they are wanting to schedule.