

Sugar Ridge Commons at Applewood Homeowners'
Association Boiling Springs, SC. 29316

August 27, 2024

Dear Neighbor and Property Owner:

As previously communicated with you in our August monthly newsletter *The Common Thread*, Sugar Ridge Commons will be transitioning to a new property management company effective September 1, 2024. As such, this means that we will need to change certain data in how our payments for dues are being made today. This letter will briefly cover the most important changes that need to be made.

Attached are documents that relate to the transition to HOAK\anagementServices, LLC, who is the new property manager for our community. Mr. Simon Kaye is the property manager who is assigned to Sugar Ridge Commons.

Document No. 1 is a fact sheet covering the various ways that dues can be paid. Please review the document carefully and note that there are instances wherein a “fee” must be paid if you are choosing to pay your dues in that manner. If you pay by Credit Card, 3.5% must be added to the monthly amount (making the amount being charged on your card \$123.90 per month). If you pay by E-check, a flat fee of \$1.99 must be added to the monthly amount (making the amount of the e-check \$121.99.). No fees are charged if you pay by one of the following:

- Check or Money Order
- Bank Bill Pay
- ACH - Automatic Draft

Document No. 2 is a 2 page form for initiating ACH—Automatic Bank Draft. This document must be completed in its entirety and returned to Sugar Ridge Common at Applewood HOA, 301 N. Pine Street, Ste 4, Spartanburg, SC. 29302. Either your checking or savings account (whichever you prefer) will be automatically drafted on the 16th of each month for the current regime fee of \$120.00 per month. As noted above there is no fee associated with this method of paying homeowner dues.

The third document is an informational letter that provides information about the reasons behind moving to a new property management company.

As another point, late fees are being waived for the months of September, October and November. This will hopefully help everyone get used to the property management company.

If you have any questions regarding any of the materials or the information herein, please contact one of the current Board members.

Jim Sutton, President
For the Board of Directors

Hoa Management Services, LLC

1218 John B White Sr Blvd.

Suite F

Spartanburg, SC 29306

Tel: 864-553-4056

Email: info@hoamgmtservices.com

Web: www.hoamgmtservices.com

Portal: <https://cmp.cincwebaxis.com>

PAYMENT METHODS

SUGAR RIDGE COMMONS AT APPLEWOOD HOA

Check/Money Order - we do not accept cash:

Payable to: Sugar Ridge Commons at Applewood HOA

Mail to: 1218 John B White Sr Blvd.

Suite F

Spartanburg, SC 29306

Or stop by the office during business hours. We also have a 24 hour drop-box. If you need coupons for your check payments, please let us know!

Visa/Mastercard/Amex (credit or debit card) (must add 3.25% to the total, so for \$120, payment total is \$123.90). Payments are processed through Cinc online or over the phone.

Echeck: (must add \$1.99 flat fee to the total, so for \$120, payment total is \$121.99). Payments are processed through Cinc online or over the phone

Bank Bill Pay

Please set up the monthly payment via your online banking.

Payable to: Sugar Ridge Commons at Applewood HOA

Address for Payment: 1218 John B White Sr Blvd

Suite F

Spartanburg, SC 29306

Please enter your house number and street address as the account number for the identification.

ACH - automatic draft:

Please complete the ACH form and return. Payment is taken directly from your account around the 16th of each month. There is no fee for this method of payment.

Sugar Ridge Commons at Applewood homeowner's Association Inc.
1218 John B White Sr. Blvd., Suite F, Spartanburg, South Carolina 29306
Tel: (864) 553-4056
Email to: sugarridge@hoapartner.com Web: <https://cmp.cincwebaxls.com>

Auto Draft/ACH DEBIT/eCheck Authorization Form

We are pleased to offer you this convenient way to pay for your homeowner's association dues. You can have your payment deducted automatically from your checking or savings account.

Auto Draft/ACH DEBIT/eCheck will help you in several ways:

- It saves time - fewer checks to write and mail.
- Helps pay your bills in a convenient and timely manner - even if you are on vacation or out of town.
- Your payment is always on time-it helps maintain good credit.
- It saves postage — many people spend close to \$100 a year on postage. It is easy to sign up for, easy to cancel.
- No late charges.

Here's how Auto Draft/ACH DEBIT/eCheck works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day (or next business day if it falls on a weekend or holiday). The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. Auto Draft/ACH Debit/ eCheck is dependable, flexible, convenient, and easy. To take advantage of this service, complete the attached authorization form and return it to us at:

**Mail: Sugar Ridge Commons at Applewood HOA
1218 John B White Sr. Blvd, Suite F
Spartanburg, SC 29306**

All You Need to Do Is:

1. Fill out the ACH debit authorization form.
2. Attach a voided check for verification of all financial institution information.
3. **Be sure to sign the form and return to us at:**

**Mail: Sugar Ridge Commons at Applewood HOA
1218 John B White Sr. Blvd, Suite F
Spartanburg, SC 29306**

PLEASE COMPLETE THE INFORMATION ON THE BACK OF THIS FORM.

Please let us know if you would prefer to receive your statements by:

_____ Paper (mailed to you) Address: _____

_____ Electronic (emailed to you) Email: _____

ACH/Auto Draft/eCheck Debit Authorization

I, _____ authorize HOA Management Services, on behalf of Sugar Ridge Commons at Applewood HOA

to initiate electronic debit entries for payment of my HOA Dues, in the amount of ___ \$120.00 per month

Type of Bank Account: _____ Checking account _____ Savings account

BANKING INFORMATION:

FINANCIAL INSTITUTION NAME (PLEASE PRINT) _____

ACCOUNT NUMBER AT FINANCIAL INSTITUTION _____

FINANCIAL INSTITUTION ROUTING NUMBER _____

FINANCIAL INSTITUTION CITY, STATE and POSTAL CODE _____

Scheduled date of withdrawal:

Your account will be set-up to be drafted on the 16th of each month. Actual withdrawal dates may vary depending on the schedules of both the sending and receiving financial institutions, including, but not limited to: holidays, weekends, etc. You are still responsible for all fees associated with your account in the event of an unsuccessful ACH debit to your account.

You must provide a voided check or letter from the bank indicating your account information. No other forms of verification *will* be accepted to initiate auto draft.

How to revoke your Authorizotlon•

This authority will remain in effect until you have cancelled it in writing with HOA Management Services. Requests must be received two weeks prior to the next draft, otherwise it will be delayed until the following draft. Selling your home will not automatically revoke this authorization, you must still contact us.

****Changes In your ACH Direct Debit Authorization:***

Please contact HOA Management Services with any changes to your ACH Debit Authorization. Requests must be received two weeks prior to the next draft, otherwise it will be delayed until the following draft. We will update payment amounts to correspond with increase or decrease in regular dues as set by the Board.

Charges for non-sufficient funds:

Any payments or attempted withdrawals from your account that are returned or rejected due to non-sufficient funds, closed account etc., will be charged an additional fee of \$37. This is a non-negotiable fee and will be applied directly to your personal account with the homeowner's association.

I acknowledge that the origination of ACH transactions to the authorized account must comply with the provisions of South Carolina and U.S. law.

SIGNATURE _____

DATE _____ **PHONE NUMBER** _____

ADDRESS _____

EMAIL ADDRESS _____