



40 Gotham Drive, Suite D, Red Lion, PA 17356
717-889-0515 | www.yorkHGproperties.com

11/30/2020

New Management Company Introduction

Dear [Resident],

Effective December 1, 2020, York H-G Properties, LLC is honored to have been selected to provide property management services to your Homeowner's Association (HOA), Southfield Crossing. It is the intent of this letter to advise you of some of the services and benefits you will receive from our management company and the role you will play as a valued homeowner. We would also like to introduce our team that is ready and eager to provide you with the highest standard of management services.

Our Team

- Scott Hicks – Property Manager, Ext: 9650
- Ryn Miller – Director of Association Management, Ext: 4435
- Keith Morgan – Director of Maintenance, Ext: 0632
- Sabrina Fritz – Office Manager

Our Services

York H-G Properties, LLC is a full-service property management and real estate company, committed to providing excellent customer service and administration of your HOA. We promise to maintain constant communication with your Board of Directors on all matters so that we can support with the supervision of all work performed in your community. We will also be assisting in completing monthly compliance inspections and your Board of Directors with future planning. Lastly, we will be here to answer your questions through an open line of communication with all homeowners. We're confident that our services will continue to maintain competitive resale values in your community.

Homeowner Benefits

We have already established individual accounts for each homeowner in the association based on the information we received from your Board of Directors and/or the previous management company. In order to ensure that the information we received is accurate and complete, we kindly ask that you complete the attached Homeowner Information sheet within three (3) days of receiving this notice. This will help us in maintaining accurate records as we reconcile your account data with previous management. Additionally, if we already have your email address, and/or once we receive your contact information, you will receive an email inviting you to activate your owners' portal page. The owner's portal will be the most efficient way to make payments, access notices and documents, and make architectural requests. You can also submit a work order for repairs needed that are not covered by the HOA and we can provide you with an estimate!

Payments

Our records indicate that your current dues are \$55.00 quarterly.

Beginning January 1, 2021 payments should be directed to York H-G Properties, LLC either by mail or through your owner's portal. For your convenience, you can also set-up automatic payments through the owner's portal.

Payment Address:

Southfield Crossing

c/o York H-G Properties, LLC

40 Gotham Drive, Suite D

Red Lion, PA 17356

For payments sent by mail, please reference your property address and payment month/year in the memo line.

We look forward to building a strong and lasting relationship with each of you. Please do not hesitate to contact our office for assistance with any questions or concerns.

Regards,

The York H-G Properties Team



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Homeowner's Information Sheet

To help us maintain accurate records, please complete this form and return within three (3) business days either by mail, or e-mail to ryn.miller@yorkhgproperties.com.

You can also call our office to give your information over the phone at 717-889-0515 ext: 200

Purchase Date: _____

Homeowner's Name(s): _____

Telephone: _____ E-mail: _____

Name of Association: _____

Property Address: _____

Mailing Address: *(if different than property address)*

Emergency Contact: _____ Telephone: _____

Vehicle Information: Make/Model/Plate # *(for all vehicles maintained at the property)*

Is your property rented? If yes, please provide us with a **copy of the lease** and the following:

Renter's Name(s): _____

Telephone: _____ E-mail: _____

Vehicle Information: Make/Model/Plate # _____

If you have any questions or concerns, please do not hesitate to give our office a call.

Thank You,

York H-G Properties, LLC