

4922 PORT ROYAL RD, UNIT B8
SUITE D, SPRING HILL, TN 37174
PO BOX 2000, SPRING HILL, TN 37174



MAIN OFFICE: (931) 451-5523
HOMETOWNPM@GMAIL.COM
WWW.HOMETOWNPM.NET

April 12, 2023

To: Homeowners of Lakeview Estates Homeowner's Association

Spring Hill, TN

RE: Association Management

Dear Homeowner:

We are pleased to announce that the Board of Directors of Lakeview Estates HOA has engaged our company to assist them in the management of your community.

The effective date of this contract was April 1, 2023, and we will begin collecting homeowners' association dues on behalf of the association after this date.

Hometown Property Management Group, LLC is responsible for maintaining the financial records of your community, collecting association management fees, processing delinquent accounts, and the payment of invoices for the community. We will assist your Board of Directors with audits, tax filings, yearly budgets, and assist in the negotiation of contracts for services, maintain financial and correspondence files, and prepare newsletters to keep you aware of the activities and news updates within your community.

The records furnished to us by your previous management company indicate that your homeowner association fees are due on a yearly basis, by the first day of January, at the rate of \$158.00 per year.

Please register your Homeowner Portal at <http://hometown.cincwebaxis.com/> where you can view your account (once we have received an uploaded beginning balances), make online payments and more.

For your convenience, Hometown Property Management Group in conjunction with CINC Systems, LLC will provide the following methods of payment:

1) Online Payments: You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our new website at <https://hometown.cincwebaxis.com/>. This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information. On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. Once your registration request is reviewed and validated by Hometown Property Management, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community.

2) Online Recurring Payments: Our website also allows you to set up automatic recurring payments. To setup your recurring payments, log into your account and then click the Pay Assessments Link. On the Pay Assessments page, you can choose to set up your recurring payments for echecks or credit card by clicking on the New Recurring Echeck or New

Recurring Credit Card link. There is a \$1.99 convenience fee for echecks and a 3.25% convenience fee for credit card payments.

3) Lockbox Service: Our address for mailing payments is listed below. When writing your check, please make sure to make it payable to your Lakeview Estates HOA and include your account number on the memo line. Your account number can be found under my profile page once you log into your account.

4) If you would like to pay your assessments using an online bill payment service or your personal bank's online payment service, you must delete and set up a new payee using the updated information below. This will ensure your payment is posted promptly. Please make your checks payable to Lakeview Estates HOA and mail them to:

Lakeview Estates HOA
c/o Hometown Property Management Group
PO Box 1455
Commerce, GA 30529

5) You may also fill out an ACH (auto draft) form and return it to HPM at hometownpm@gmail.com or mail to P.O. Box 2000 Spring Hill, TN 37174 to have your dues automatically deducted from your bank account, free of charge. Please go to <https://www.hometownpm.net/>, communities, select Lakeview HOA and download the ACH form and return it.

If you have any questions after reading this letter, you may contact Hometown Property Management at (931) 451-5523, by email at hometownpm@gmail.com or by visiting <https://www.hometownpm.net/>.

During the transition period, if you have already paid your fee to Acclaimed Property Management it will be transferred to Hometown Property Management Group, LLC and credited to your account.

Since this is the initial mailing, each homeowner is requested to review their name and address on the envelope for accuracy. If there are any discrepancies, please notify Hometown Property Management Group and your records will be corrected.

Our firm will meet regularly with your Board of Directors. Please consider that an association management firm works at the direction of the Board of Directors of your community. Policies and procedures of your community are established by your governing documents are carried out through your Board of Directors and the management firm.

We appreciate the opportunity to work with you and please let us know if you have any questions about your community.

Sincerely,

Hometown Property Management Group
Community Association Manager
For the Lakeview Estates HOA
Cc: Lakeview HOA Board of Directors

Enclosures