



Ref: Welcome Letter

To: Cascades at Azalea Lakes

Hello to all,

My name is Billy Rivera (owner) Owners Rep & Operations at Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) is Donna Cascone & the Office Manager/Accountant is Mandy Ritchotte. Together we will be assisting with your POA. SFPM also has maintenance techs that will be working for your POA. Together we are Semper Fi Property Management, LLC. Your New POA Property Management Team.

Included in this letter packet you will find the following:

- 1. Payment options.*
- 2. Owner update information.*
- 3. Rental Company information (rental units).*

Important information for you:

- 1. Your new email address to keep in contact with Semper Fi Property Management (SFPM) and your Board of Directors (BOD) is caalpoa@yahoo.com. Please use this email for all communications to SFPM & your BOD. Your email blasts, updates and information will come from this email.*
- 2. After hours emergency number...as always call 911 for Police, Fire, Water and Medical. SFPM's after-hours emergency line is 843.251.4873.*
- 3. POA fees are due on the 1st and will be considered late on the 30th with a \$25 late fee assessed to your account.*
- 4. Website address is : cascadesatazalealakes.com*
- 5. Enclosed are two important items: Owner's information & Property Managers information. Please complete and return to me via email or USPS. Also, included is a Payment Options Forms with different methods of payments available.*
- 6. Semper Fi Property Management is working with the Board of Directors to ensure that we have the correct information and knowledge for your POA. Any questions please email or call me. I am the owner of Semper Fi Property Management and YOUR Rep.*
- 7. From this date on please send your monthly POA Dues to the new address. Please complete the enclosed documents and return. I look forward to meeting you.*

Respectfully yours,

Billy Rivera, CPO, NP

Semper Fi Property Management, LLC

Cascades at Azalea Lakes POA

CASCADES AT AZALEA LAKES POA

Managed by: Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577
843.315.1756

PAYMENT OPTIONS

1. **HOA Dues:** Paid Monthly. **Due the first of each month and will be considered late if not received by the 30th of the month.** A late fee of \$25 will be assessed to your account.

2. **Payable to:** Cascades at Azalea Lakes POA. **NOT** Semper Fi Property Management.

3. **Mail or Deliver to:**

Cascades at Azalea Lakes POA
C/o Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577

We do have a drop box outside to the left of the door to drop payments off. **PLEASE NO CASH.**

4. **AppFolio online portal:** Online Portal through our system called Appfolio. You will get an invitation via email to set up your account once we receive the closing documents from the Attorney or contact when you close so we may update your account.

5. **Direct Deposit Bill Pay:**

Contact your Bank or set it up online with your Bank. Information to give your Bank:

1. Payable to: Cascades at Azalea Lakes POA
2. Date to be delivered by: The first of each Month.
3. Amount to be paid: Your current dues amount.
4. Mail to: Above address.
5. Account number example: Your account number is your address...i.e....house number & street name.

Your bank will automatically disperse a check for your monthly/quarterly on a specified day and the amount you request each month recurring payment. Just give your bank the information...IE....date to be dispersed, amount, payable to and address. This option is a onetime set and forget about it option. Set up the payment one time and it will be paid automatically monthly.

6. **Account Number:**

1. Your account number will be your address....for example...house number and street name....123 Blossom Ave.
2. **YOUR ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**

SEMPER FI



PROPERTY MANAGEMENT

CASCADES AT AZALEA LAKES POA

Managed By: Semper Fi Property Management, LLC

1756 Hwy 501 Myrtle Beach, SC. 29577

843.315.1756 Office

OWNER INFORMATION

Owner Name: _____

Address: _____

Email: _____

Phone #: _____

Emergency Contact: _____

RENTAL INFORMATION

Do you rent your unit? YES ___ *NO* ___

Name of Rental Company: _____

Office # _____ *Cellular #* _____

After Hours Emergency #: _____

Property Manager: _____

1756 HIGHWAY 501 MYRTLE BEACH, SC · 843.315.1756 · SEMPERFIMANAGEMENT.COM

ANNUAL RENTALS · HOA/POA MANAGEMENT

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