

Eastview RB Patio Home Association

11717 Bernardo Plaza Court, Suite 220
San Diego, CA 92128
Office (858) 485-9811 Fax (858) 675-8626

June 15, 2021

Dear Homeowners:

We are pleased to inform you that your Board of Directors has contracted with Property Management Consultants, Inc. (PMC) to perform Management and Accounting Services for the Eastview RB Patio Home Association and I would like to introduce myself, Susan Grant, as your Community Association Manager as well as my assistant, Elise Grant.

Please contact me or Elise at 858-485-9811 or via email at susanm@pmchoa.com or elise@pmchoa.com if you have any questions or to report a maintenance issue. Office hours are 9:00 am to 5:00 pm, Monday through Friday (except holidays). Should an emergency occur during non-office hours, you may call (858) 569-2832 and the afterhours manager will return your call.

Please fill out and return the enclosed Resident Information Form to ensure association records are updated. If at any time in the future, your unit becomes a rental, please inform us of your tenant's name, email address and phone number as well as your forwarding address and phone number in order for us to communicate with you regarding association matters.

We will begin management of your association effective July 1, 2021. If you are currently set up on auto-pay or direct debit for your HOA dues, please be sure to contact your bank to cancel the existing setup of your recurring payments. You will receive a new account number on your first billing statement for the month of July. Payments are due on the first of the month. If a payment is not received on or before the 15th of the month, the account becomes delinquent and is subject to a \$10.00 late charge.

Various methods for payment of association dues are available, i.e., pay by check to the association, submit the ACH form for direct debit or pay on-line following the Union Bank website instructions at www.hoabankservices.com

Checks should be made payable to Eastview RB Patio Home Association and mailed to 11717 Bernardo Plaza Court #220. San Diego, CA 92128.

PMC, looks forward to a long-term relationship with your community association.

Sincerely,

Susan Grant

Susan Grant, CMCA®

Property Management Consultants, Inc.

On Behalf of the Eastview RB Patio Home Association Board of Directors

Enclosures: Resident Information Form, ACH Form