



*"Your community is in our hands."*

## Tara Condominium Owners Association Inc.

June 12, 2019

Greetings Tara Condominium owners,

We would like to welcome Tara Condominium Owners Association and its members to HOA Management Company. Thank you for allowing us this opportunity to partner with your board to complete the daily administrative duties that are necessary to successfully run your homeowner's association. As your management company we are available to assist you with any questions or concerns you may have. Information pertinent to your community can be found on our website [www.hoamgtcompany.com](http://www.hoamgtcompany.com). Available to you, will be options for maintenance requests, complaints, online payments, and a web page specifically for your community. Your web page will show member dues, vendors specific to your HOA, your governing documents, forms available for completion, and additional information the board chooses to post for owners to see.

Please allow us to introduce Linda Price who will be your Community Manager. She will be available to you via email at [lpricehoa@gmail.com](mailto:lpricehoa@gmail.com), by phone: (252) 565-4820 ext. 6, by appointment at our office, or by mail at our address listed below.

With the change over from Russell Property Management there are some dates that are very important in making the transition successful.

### **-Russell Property Management contract ends June 30, 2019**

\*If you have automatic drafts set up for member dues payment the time to cancel it would be now.

### **-HOA Management Company begins July 1, 2019**

\*Effective July 1, 2019 – all payments need to be forwarded to HOA Management Company, 3107 Evans Street, Ste. B, Greenville, NC 27834.

\*If you would like to establish a draft initiated by HOA Management Company to pay your dues beginning with July – please complete the attached draft authorization and return it to HOA Management, 3107 Evans St. Ste B, Greenville, NC 27834. Be sure to attach a voided check.

**3107-B South Evans Street Greenville, NC 27834**

Phone 252-565-4820 - Fax 252-355-HOA0 (4620)

[www.hoamgtcompany.com](http://www.hoamgtcompany.com)

\*Billpay established on your personal online banking – you will need to change the mailing address from Russell Property Management to HOA Management Company, 3107 Evans St. Ste B, Greenville, NC 27834.

- Linda will be adding your community and personal membership to our portfolio over the next few weeks. To facilitate the accuracy of information being keyed, please complete the attached Homeowner Information form and return to our office.

-Tenant Information is needed in the event of emergency. A tenant information form has been included for you to complete and return to HOA Management Company.

Again, we are excited that you are joining HOA Management Company. We will do everything we can to ensure that your transition to our company is as smooth as possible. Please know that we are here for you.

Sincerely,  
HOA Management Company