

HOAAGENT.COM

Your Neighborhood is our Business



Dear Homeowner at Mansfield Square;

We hope you are enjoying your home at Mansfield Square. Homeowners Association Services, Inc. is honored to manage your homeowners association. We will be doing everything we can to make your lifestyle peaceful and carefree.

This will include the following:

- Common area mowing, trimming, edging, fertilizer, and weed control,
- Online Payment Gateway for Assessment payments,
- Preparing the HOA 1120 H Tax form for the IRS,
- Renewing the HOA Non-Profit Corporation annual report,
- Annual billing and collection of the HOA Assessment,
- Liability insurance for HOA Activities for the protection of the homeowners and board members.

Another service of the Homeowners Association is to preserve the integrity of the neighborhood architecturally; you will find an Architectural Request on the reverse of this letter. This form is to be used to make any change or addition to fencing, housing, storage, pet containment or shelter. Please keep it handy as you plan for your exterior To-Do list.

Annually, the budget will be reviewed and the annual assessment may be altered to maintain a balanced budget and to allow for continued growth of the reserve account. Notification of any change in the budget or assessment will be provided by Homeowners Association Services, Inc. to the members of the Board for approval and to the Association, prior to a change being implemented.

Association Assessments are billed monthly. Amounts are due on the 10th of each month. No further statements will be sent unless a homeowner has been deemed to be delinquent. Statement fees and interest will be added to any late account.

Again, we welcome you to Mansfield Square and hope to be a good partner in providing you with an enjoyable and carefree living experience. Please contact us with any questions or concerns at Info@HOAAgent.com or 509-922-2494.

Agent for Mansfield Square Homeowners' Association
Homeowners Association Services, Inc.

HOMEOWNERS ASSOCIATION SERVICES, INC.

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