

Lake Waubeeka Association, Inc.

September 15, 2019

Homeowner
Address
Address

RE: New Management

Dear _____:

Scalzo Property Management Inc. is pleased to announce that the Board of Directors of the Lake Waubeeka Association, Inc. has hired our team to manage your Accounting effective October 1, 2019. As of October 1, 2019, all payments should be sent to the address below:

Mail coupon and payment only to:
Lake Waubeeka Association, Inc.
c/o Scalzo Property, Dept. LW
P.O. Box 4166
Woburn, MA 01888-4166

NOTE: The Woburn, MA Address is for Payments Only.

All other forms, general correspondence and inquiries must be sent to Scalzo Property's address shown below.

Lake Waubeeka Association, Inc.
c/o Scalzo Property Management Inc.
2 Stony Hill Road, Suite #201
Bethel, CT 06801

Enclosed are your coupons, ACH enrollment forms and a profile sheet to be completed and returned to our office.

1. To ensure proper credit, please include the account number _____ which represents your individual account code. Please be sure to include this account code when making payments online through your bank's bill-pay system. Please make your check payable to: **Lake Waubeeka Association, Inc.**
2. **Please note that your annual member fee remaining balance is to be paid in _____ installments of and are due and payable on the 1st day of each installment month. Any remaining balance on your account after the 10th, will be assessed a \$20.00 late charge.** We do not accept cash and we cannot hold postdated checks.
3. For those who would like to sign up for our ACH (automatic clearing house) program we have included these forms if you are interested at this time. Please allow 30 days for set-up. You may also sign up for ACH in your portal as described below. Please go to the "Reoccurring" tab under Epay. Any questions, please do not hesitate to contact us at 203-790-6888.
4. **To keep our records up to date, we ask that you please complete the enclosed profile sheet and return.** This information is needed for emergency purposes. If you provide us with an email address we will use that form of communication in the future. Profile forms can be returned to us via fax, email, or regular mail to our 2 Stony Hill Road address.

For your convenience you may go online <https://login.scalzoproperty.com> to access your account. At your portal, you may also find the necessary forms and information needed to update your information, print a statement, request a resale, and view and print governing documents. We encourage you to take some time and review the features of the website so that you can use it to its full capacity. To gain access to your online account you have been assigned an account number and password.

Your account number is: [**<Resident.Resident Key>**] and the password is: [**<ResidentContact.Password>**].

If you are renting your property, please speak with your tenant and have them complete the form and remit to us in a timely manner. It is imperative that we have an accurate list of residents for the property.

Your Accounting contact is Audrey Mockovak who can be reached at (203) 790-6888 x695 or via email amockovak@scalzoproperty.com. In addition, you may also visit the Scalzo Property Management website at www.scalzoproperty.com. We look forward to a long and rewarding relationship with your community.

Sincerely,

Susan Nolan, Controller
Scalzo Property Management, Inc.