

Neighbors.

Recently, you should have received a letter from Brooks Real Estate. The letter contains an introduction to our new property manager Michael Kwiatek, and how to contact him. As seen below, the letter also contains various methods of payment for Homeowner Association Dues, including a copy of a coupon for those who prefer to mail in their dues. Pay close attention to the various offered methods to avoid fees and/or charges related to their use. Those who still have questions should (as per the letter) contact the property manager at 757-229-1507 - Your letter, received at your address, will be specific to your property.



12/02/2023

Mr. & Mrs Homeowner
Your address Longhill Station
Williamsburg , VA 23188

Dear Valued Member,

Brooks Real Estate, Inc. Management Team is honored to have been selected to provide community management services for your Homeowners Association (HOA) commencing **January 1, 2024** . With over 100 years of experience in the Real Estate, Property Management and Community Management sectors, our team is ready and eager to provide your HOA with the highest standard of management services.

Brooks Real Estate will be responsible for overseeing all the common areas of Longhill Station Homeowners Association Inc for the property located at your street address . Furthermore, we will be responsible for the accounting, overseeing of contractors and clerical work required by the association.

We provide a 24-hour emergency service number should it become necessary. The emergency service can be accessed by calling **757-229-1507**, and following the instructions on the message. Brooks Real Estate will be happy to assist you with any concerns that you may have regarding the community, office hours are Monday – Friday, 8:30am to 4:30pm.

We have already begun establishing individual accounts for each homeowner of the association based on the information we have received from prior management. In an effort to provide better services to you and your HOA we request that you complete and return the attached Homeowner Information sheet to Brooks Real Estate within 72 business hours of the date of this notice. This will help us in maintaining the most accurate records as we reconcile your account data.

Our commitment to excellence will ensure that your needs as homeowners will be attended to in an efficient and timely manner. On the next page you will find information regarding setting up your Homeowner Portal which includes your payment option methods and behind that you will find the homeowner information form.

Sincerely,

Mr. Michael Kwiatek
Community Association Manager
Office: (757) 229-1507

Step 1
Setting Up Your Homeowner Portal

Go to www.brooks-re.com

Under HOA - Owners, Click Activate Your Owner Portal and fill out your first name, last name, phone number, email address and property address. Click Request Access.

This will send your request to my office for approval. Normal return time is 24 business hours.

This gives each homeowner access to your account information and the property calendar. Updated information about the association can be pulled from this location.

Step 2
Setting Up Your "Pay Now" or "Set Up Autopay"

ALLIANCE ASSOCIATION BANK ONLINE PAYMENTS (ACH)

This bank specializes in banking for community associations and is the bank that your association currently uses. Payments can be made by either a one-time electronic payment or recurring payments from your checking account.

If you pay your dues electronically using this option, there is not a fee, and it is recommended that you create an account with Alliance Association Financial Services at <https://pay.allianceassociationbank.com/> the information you will need to create this account is as follows:

Management Company ID: 6600

Association ID: LSHA

Account Number: ** Found on your Intro letter OR Contact Property Manager Michael Kwiatek at 757-229-1507 **

Note: If you pay by using your credit card or debit card, please be advised that at this time an additional fee of \$19.95 (charged by the bank) will apply to any credit card/debit card payments.

MAILED PAYMENTS

If you choose to pay by mail, please make your check payable to the association and include your account number on the memo line, and mail it to:

Longhill Station Homeowners Association Inc
c/o Brooks Real Estate, Inc. Processing Center
P.O. Box 95243
Las Vegas, NV 89193-5243

ONLINE PAYMENTS (ACH) THROUGH YOUR PERSONAL BANK

The procedure for setting up "Bill Pay" will vary depending on your financial institution. Please reach out to your bank to find out how to set it up. You may be required to provide the following information. **BE SURE YOU INQUIRE IF THERE ARE ANY ADDITIONAL CHARGES CHARGED BY YOUR BANK.**

Payee: Longhill Station Homeowners Association Inc

Payment Address: c/o Brooks Real Estate, Inc. Processing Center
P.O. Box 95243
Las Vegas, NV 89193-5243

Account Number: ** Found on your Intro letter OR Contact Property Manager Michael Kwiatek at 757-229-1507 **

Payment Coupon

Your Name
Your Street address
Williamsburg , VA 23188

Property Address
Property Street Address
Williamsburg , VA 23188

Recurring Charges

Monthly Dues \$70.00
Total \$70.00

Due 1st of each month

Amount Paid

Homeowner Information Form

All information provided is kept strictly confidential and is not shared with any outside parties.

Unit Information

Unit Address: _____

Mailing Address: (if different) _____

Owner Name: _____ Phone: _____

Email: _____ Employer: _____

Owner Name: _____ Phone: _____

Email: _____ Employer: _____

Rental Information

Tenant(s) Name: _____ Phone: _____

Email: _____ Lease Expires: _____

Rental Management Co: _____ Phone: _____

Contact: _____ Email: _____

Emergency Contact

Name: _____ Address: _____ Phone: _____ Relationship: _____

Pet(s)

Yes: _____ No: _____ #: _____ Breed(s): _____ Weight(s): _____

Vehicle(s)

Make: _____ Model: _____ Color: _____ License: _____

Make: _____ Model: _____ Color: _____ License: _____

Disclosure

It is critical that management maintains accurate records for your Community Association. Periodically we request owners to provide us with updated information. Even if your information has not changed, we ask that you please take a moment to complete and submit your current information below to ensure we can reach you and keep you informed as the need arises.

Unless the Declarations or Bylaws or Virginia Property Owners Act or the Virginia Condominium Act expressly provide otherwise, by providing an email address above, I, the undersigned below, hereby authorize the Board of Directors and/or Brooks Real Estate, Inc., at their option, to send any notice or communication pertaining to Association business or my unit via the email address(s) provided above. I understand it is my responsibility to keep Brooks Real Estate, Inc. apprised of any changes in my email address and to hold Brooks Real Estate, Inc. and the Association harmless for any failure to receive any Association communications as a direct result of my failure to notify Brooks Real Estate, Inc. of a change in my address in a timely manner. If additional pages are necessary to report information, please print off additional sheets as necessary.

Thank you in advance for your prompt attention to this request.

Signature of Unit Owner(s) _____ Date _____

Signature of Unit Owner(s) _____ Date _____

Please complete and return to:
Brooks Real Estate, Inc. Community Management
4071 Ironbound Road, Suite 200
Williamsburg, VA 23188
Fax: 757-220-3815
Email: michaelk@brooks-re.com



**BROOKS
REAL ESTATE**
COMMUNITY MANAGEMENT