

CAROLINA WILLOWS HOA

Managed by: Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577
843.315.1756 ext 2 office 843.315.1758 fax

OWNER INFORMATION SHEET

Carolina Willows Address: _____

Owner Name: _____

Home Mailing Address: _____

Email Address: _____

Home Telephone #: _____ Cellular #: _____

Emergency Contact: _____

Per the Master Deed Article 8, section 8.6 Co-Owner's Insurance.

Please have your insurance agent forward a Certificate of Insurance naming Carolina Willows HOA as the certificate holder. Copies and or Doc pages will not be accepted. Only Certificate of Insurance. This is your HO6 or interior policy information.

Insurance Company: _____

Insurance Agent Name and Number: _____

RENTAL INFORMATION

Do you rent your unit? YES _____ NO _____

Name of Rental Company: _____

Address: _____

Office #: _____ Cellular #: _____

After Hours Emergency #: _____

Name of Property Manager: _____

SEMPER FI PROPERTY MANAGEMENT, LLC

1756 Hwy 501
Myrtle Beach, SC. 29577
Phone 843.315.1756 ext 2
Fax 843.315.1758
Riverwalkhoamb@gmail.com

Ref: Welcome Letter
To: CAROLINA WILLOWS HOA

Hello to all,

My name is Billy Rivera (owner) Owners Rep & Operations of Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) & Accountant is Ron Petone will be assisting with your HOA. SFPM also has maintenance techs that will be working for your HOA. Together we are Semper Fi Property Management Your New HOA Property Management Team.

Included in this letter packet you will find the following:

1. Payment options.
2. Owner update information.
3. Rental Company information (rental units).

Important information for you:

1. Your new email address to keep in contact with Semper Fi Property Management (SFPM) and your Board of Directors (BOD) Carolinawillows@yahoo.com. Please use this email for all communications to SFPM & your BOD. Your email blasts, updates and information will come from this email. Our office number is 843.315.1756 ext 2.
2. After hours emergency number...as always call 911 for Police, Fire and Medical. SFPM's after hours line is 843.251.4873.
3. No late fees will be assessed to any accounts for the month of January 2022. This will give you a month to make changes with your banks, accountants, etc. Late fees will start again in February 2022.
4. In the near future a new website address will be sent out to all owners.
5. Enclosed are two important items: Owners information & Property Managers information. Please complete and return to me via email or USPS. We are missing information on some owners, emails, phone numbers, etc.
6. Semper Fi Property Management is working with the Board of Directors to ensure that we have the correct information and knowledge for your HOA. Any questions please email or call me. I am the owner of Semper Fi Property Management and YOUR Rep.
7. From this date on please send your monthly HOA Dues to the new address. Please complete the enclosed documents and return. I will be inspecting the HOA grounds and reviewing the budget and current bills. I look forward to meeting you.

Respectfully yours,
Billy Rivera, CPO, NR
Owners Rep & Operations
Semper Fi Property Mgmt, LLC
Carolina Willows HOA

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PAYMENT OPTIONS

1. **Monthly Dues:** \$307.00 per month per unit. **Due on the first of each month and will be considered late if not received by the 15th of the month.** A late fee of \$25.00 will be assessed to your account.

2. **Payable to:** Carolina Willows HOA **NOT** Semper Fi Property Management.

3. **Mail or deliver to:**
Carolina Willows HOA
c/o Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577

We do have a drop box located to the left of the entry door to our office. This is for easy drop off if our doors are locked or you do not need to come in.

4. **Direct Bill Pay:**

Your bank will automatically disperse a check for you monthly on a specified and the amount you request each month recurring payment. Just give your bank the information...IE...date to be dispersed, mailed, amount, payable to and address. This option is a one time set and forget about it option. Set up the payment onetime and it will be paid automatically monthly.

5. **Account Number:**

You account number will be your street address. For example if your building number is 138 and your unit number is 1H. Your account number is 138-1H another example building 136 unit 1D the account number will be 136-1D. **YOUR ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**