

October 25, 2021



**TOWNE
PROPERTIES**



at The Monastery
1055 St. Paul Place
Cincinnati, OH 45202

513 381 8696 tel
513 345 6971 fax
Info@TowneProperties.com
TowneProperties.com

Dear Owner,

You are receiving this letter as you are currently set up as an ACH user via the Community Café owner portal. Due to enhanced security measures, we are moving to an updated ACH payment system directly through Alliance Association Bank effective January 1, 2022. This will require you to establish a new auto-pay method for all payments scheduled to occur on or after January 1, 2022. As a result of this change, transaction fees will be reduced from \$1.95 per transaction to only \$0.95 per transaction.

How will you be affected? Immediately following your final December 2021 payment (scheduled to occur December 10, 2021), all ACH payments will be automatically canceled. This does not affect any payments which occur in 2021 as long as you do not update your current ACH account information until after December 10, 2021. After this date, please login to your Community Café owner portal to set up your new auto-pay method. If you do not re-establish an ACH transaction, your 2022 payments will not occur.

Alternatively, please see below for additional payment options which continue to be offered alongside the new auto-pay method. Detailed instructions will also be included with your 2022 assessment notification mailing. The process is quick and easy.

Ways to Pay:

New - Auto Pay through Alliance (\$.95 fee per transaction)

Credit / Debit Card via Community Café

\$3.95 fee for Debit (\$0-\$999.99)

\$4.95 fee for Debit (\$999.99-\$1,999.99)

\$9.95 fee for Debit (\$1,999.99 and up)

\$2.5% fee for Credit

Check accompanied by a payment coupon mailed via USPS

Bill Pay via your Bank account

If you have any questions, please contact your Association Management team.

Thank you,

Towne Properties Management Team

Stone Brook Village Association

December 2021

Dear Stone Brook Village Homeowner:

After careful review and consideration of future expenses and income, the Board of Trustees has approved the 2022 Stone Brook Village Budget at \$76,320.00. Monthly assessment for Stone Brook Village will increase to \$120.00. Increases in costs for lawncare and snow removal services warranted the increase in monthly fees. Enclosed for your review is a copy of the Budget Narrative that details services provided.

Please remember that your new assessment amount is due and **should be received by the first of each month**. If you set up Bill Payer through your own bank, please remember to adjust your recurring monthly charge to the new 2022 fee beginning January.

THREE OPTIONS FOR PAYING YOUR HOA ASSESSMENTS

1. Online Payment Options

All online payments are made through www.towneproperties.com. Click "Login" and select "HOA/COA Login. Login or click the link to register (your registration code is your account number starting with the letter "t"). **If you are creating an account for the first time, please contact Towne Properties to register your email address before creating your account.**

Pay directly from your bank account by clicking on the link, "Pay by ACH". This takes you to the Alliance Association Bank Welcome Page. From here, you have the option to make a one-time payment*, or you can register your account and set up recurring ACH payments*. Click on the green button that says, "Set Up Account", follow the prompts to enter your login information. Processing fee: \$0.95 per transaction.

Once logged in, click on the blue arrow to proceed. Your Association ID may be found on your coupon. Once complete, select, "Make One-Time Payment" or Set-Up Scheduled Payments" (previously known as the Autopay payment option.)

Credit/Debit Card Payments may also be made online at www.towneproperties.com.

(Processing fees: Credit Cards: 2.5% fee; Debit Cards: \$3.95 for amounts up to \$999.99; \$4.95 from \$999.99 to \$1,999.99; \$9.95 for amounts greater than \$1,999.99)

Stone Brook Village Association

2. Bank Bill Payments (Processing fees dependent upon personal bank.)

If you prefer, you may set up bill pay through your personal bank using the following information.

Please speak with your bank about any timeframe they may request for guaranteeing payment is received on or before the due date.

Name of your Association: Stone Brook Village Association
P.O. Box 621717
Orlando, FL 32862-1717

Account to be credited: 6883 9846 txxxxxxx (this is your "t" number or registration number)

3. Check Payment

Pay with personal check, made payable to **Stone Brook Village Association**, mailed with the enclosed payment coupon and using the envelope provided.

It is recommended to allow payments sent by mail ten (10) business days for the mailing and processing of your payment.

Include your payment coupon with your check in the windowed envelope provided your monthly payment of the assessment. The due date for your payment is the first day of each month.

Your monthly fee of \$120.00 is due the 1st of each month. A late fee of \$25.00 per month will be assessed on any outstanding balances remaining after the 15th day of each month. Include your payment coupon with your check in the windowed envelope provided your monthly payment of the assessment.

REMINDER: Please be sure to pay your **Stone Brook Village monthly fee** and your **Stone Brook semi-annual fee** with separate checks.

The Board of Trustees would like to thank you for your continued support and remind owners that your input and suggestions are always welcome. Should you have any questions about this or other matters, please feel free to contact our Association Manager, Jerry Yeatts at (513) 489-4059, or via email at JerryYeatts@TowneProperties.com.

We would like to wish everyone a safe and Happy Holiday Season.

Sincerely,

FOR THE BOARD OF TRUSTEES

Jerry Yeatts

Association Manager

Stone Brook Community Association

December 2021

Dear Stone Brook Community Association Homeowner:

As fellow homeowners, we strive for continuous improvements to our community. As you may be aware, improvements are continually being made to the community to enhance safety and beauty. New locks were installed for the pool; enhanced lighting and better security cameras were also installed for safety reasons. New lights have been installed at the pool house parking lot; clean up of drainage areas were completed; and a new company was hired for landscaping and lawn care.

One of the board's major responsibilities is to ensure that we are prepared for the future and to help account for the recent increases in inflation. It is imperative that we maintain a healthy set of financials to keep our reserves stable and our community homes well maintained. To keep an adequate level of money for operations and reserves, we will be increasing the semi-annual assessment to \$780 per year (\$390 due February 1 and \$390 due August 1.)

We understand the need for planning for this increase which is why we are providing you with advanced notice. This change will take place for dues starting January 1st, 2022.

Please remember that your new assessment amount is due and **should be received by the first of the month. Payments received after February 15 and August 15, will be assessed a \$25.00 monthly late fee.** You will receive a second billing prior to the August due date. Include your payment coupon with your check in the windowed envelope provided. If you set up Bill Payer through your own bank, please remember to adjust your recurring monthly charge to the new 2022 fee beginning January.

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Orlando, FL 32862-1717

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We would like to wish everyone a safe and healthy 2022!

Sincerely,

FOR THE BOARD OF TRUSTEES

Jerry Yeatts
Association Manager