

September 20, 2024

Fred Flintstone
123 Rockledge Road
Bedrock, NH 03456

Re: Waterville Estates Association - 123 Winterbrook Road

Dear Owner(s):

On behalf of the Association's Board of Directors and your new neighbors, congratulations on your recent purchase and welcome to Waterville Estates.

Evergreen Management Group is the management company offering financial services to Waterville Estates. Our office hours are Monday through Thursday, 8:30am to 5:00pm and Friday 9:00am to 3:00pm.

As new owners in the community, you probably have questions as to how and where to pay your association fee. We offer four different ways to pay your association fee each year.

1) Paying by Personal Check: If paying by check, please make your check payable to "Waterville Estates Association" and include your **Account Number 123456789-1**. Please mail your association fee and all future association fee payments to this address:

**Waterville Estates Association
c/o Evergreen Management Group
P.O. Box 970065
Boston, MA 02297**

2) Evergreen's Automatic Withdrawal Service (ACH): With ACH, your association fee is automatically deducted from your checking account each due date at no charge to you. If you would like to pay your association fee using our free Automated Clearing House (ACH) program, please complete the enclosed ACH form. **The ACH form can also be returned electronically along with a picture of your voided check to lyoung@evergreenmgt.com.**

3) Your Bank's Payment Service: If you would like to pay your association fee using a personal online bill payment service or pay online through your personal bank's online payment service, please add a new payee address in order to ensure your payment is posted promptly as shown here:

**Waterville Estates Association
c/o Evergreen Management Group
P.O. Box 970065
Boston, MA 02297**

Corporate Office:
Regional Offices:

17 Commerce Drive, Bedford, NH 03110 * 603-622-7000 * Fax: 603-623-7200 * EMGBedford@evergreenmgt.com
14 Country Club Road, Suite 6, Gilford, NH 03249 * 603-529-1988 * EMGGilford@evergreenmgt.com
72 Portsmouth Avenue, Suite 201, Stratham, NH 03885 * 603-580-5192 * EMGStratham@evergreenmgt.com
3 Allied Drive, Ste 303, Dedham, MA 02026 * 978-258-2927 * EMGDedham@evergreenmgt.com
2458 Christian Street, White River Jct., VT 05001 * 802-698-8668 * EMGUpperValley@evergreenmgt.com

4) TownSq Online Portal: TownSq can be used for payment of association fees, purchasing passes and many other features to enhance your owner experience at Waterville. With this useful website and app owners will be able to do the following items:

Online Payments: Make payments online (convenience fees do apply) one-time or setup reoccurring payments,

Pass Purchase: purchase your passes right away. Form and policy can be found under Documents, Pass Policy and Form.

Account History & Balance Information: You can access your account history and balance information by clicking on the Account Information option,

Socialize with Your Neighbors: Communicate with your neighbors within the community on a secure platform,

Association Documents: Owners have access to financial reports, condominium documents and any other posted condominium information that you may need at your fingertips,

TownSq App: Download the app to socialize with your neighbors, check your account, and much more.

***TownSq registration using your Account ID and Unit Zip Code below on a desktop or laptop computer:**

1. <https://app.townsq.io>

2.Account ID: 123456789-1

3.Community Zip Code: 03223

Once registered, you can log in at <https://app.townsq.io/login> or download the app.

Note: If you have more than one account, you will be able to link them and have a single login.

Enclosed is an owner information form. Kindly take a few minutes to complete and return this form to us. This will allow us to have your contact information on file. Evergreen operates with a team approach and your Evergreen team is detailed on Page 3.

Please contact me if you have any questions and I look forward to serving you.

Very truly yours,

Richard Scheidell

Richard Scheidell
Branch President

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**WATERVILLE ESTATES ASSOCIATION
Campton, NH**

EMG Team Members

The Association Management Team for your community consists of the following staff members:

Accounts Receivable Coordinator: Lauri Young

Email: lyoung@evergreenmgt.com

Phone: 603-782-7682

Please contact Lauri Young with any questions you have regarding your annual statement or association fee account.

Director of Administration:

Linda Cyr

Email: lcyr@evergreenmgt.com

Phone: 603-782-7700

Branch President:

Richard Scheidell

Email: rscheidell@evergreenmgt.com

Phone: 603-836-6000

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MEMORANDUM

TO: Owner(s)
Waterville Estates Association

FROM: Eric Anderson
Branch President

SUBJECT: Availability of Automatic Debt of Association Fees

In an effort to assist owners with the payment of their regular association fee, Evergreen Management Group (EMG) is able to automatically deduct payment of the association fee directly from an owner's checking or savings account without any charge to the owner.

Enclosed is the authorization agreement for direct payment of your association fee.

If you would like to have your association fee paid by direct debit and not have to worry about sending your check in on time, please review, complete and return the enclosed form to:

Evergreen Management Group
17 Commerce Drive
Bedford, NH 03110
Attn: Lauri Young

The ACH form can also be returned electronically along with a picture of your voided check to lyoung@evergreenmgt.com.

Please allow for four (4) weeks to process the authorization agreement. Owners can join the auto debit program at any time and can also cancel the auto debit program at any time without charge.

Owners who join the auto debit program will NOT receive coupon books. Lastly, please note, the auto debit program is only for the payment of regular association fee or supplemental co-op fees.

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EVERGREEN MANAGEMENT GROUP

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS

(ACH DEBITS/CREDITS)

Waterville Estates Association

Unit Owner Name(s): _____
Please Print

Unit Number or Address: _____

I (we) hereby authorize Evergreen Management Group, hereinafter called EMG, to initiate debit/credit entries to my (our) account, for the amount of the yearly association fee and/or special assessments assessed by the association named above, hereinafter called ASSOCIATION, to debit the same to such account, as of the 5th business day of each month commencing on _____.

This authority is to remain in full force and effect until EMG and ASSOCIATION have received written notification from me (or either of us) of its termination in such time as to afford EMG and ASSOCIATION a reasonable opportunity to act on the termination request. I (we) agree that ACH transactions will comply with all United States law.

Present Yearly Association fee \$ _____. (*) If the budget should increase/decrease, the amount debited from your account will reflect the most current amount provided by the Association.

ROUTING NUMBER: _____

ACCOUNT NUMBER: _____

Please check one: _____ Checking Account _____ Savings Account

If you selected "Checking Account", a copy of a voided check is required with this authorization form. Please allow four (4) weeks to process this request.

Signature

Date

Signature

Date

Please note:

1. If you sell your Unit, it is your responsibility to provide written notification to the EMG to stop the automatic debit.
2. If you change banks, you must notify EMG and provide updated account information to continue the automatic debit.
3. The automatic debit is only for regular yearly association fee and imposed special assessment fees. Late fees, penalties, fines, collection charges and/or maintenance charges will not be debited from your account. The unit owner remains responsible for payment by means separate from the automatic debit for payment of any of the aforementioned items.
4. If your account balance has insufficient funds for any month, you will be assessed a \$35.00 processing fee by the Association, as well as any associated bank fees, and/or any Association late charges/interest/penalties.
5. EMG does not provide notice of any incomplete yearly automatic debit for payment of funds owed to the Association. The balance owed for any incomplete yearly auto payment debit will be added to the next regular payment amount and deducted from the next regularly scheduled automatic debit.

Waterville Estates Association
OWNER INFORMATION SHEET

Date: _____

Owner 1 Name: _____

Owner 2 Name: _____

Owner Mailing Address: _____

Unit Mailing Address (if different): _____

Email Address: _____
(to receive Condominium Fee and Association Correspondence)

Communication Numbers: *Please note Evergreen Management does not give out phone numbers, listed or unlisted.*

Home Phone _____ Cell Phone: O1 _____ O2 _____

Work Phone: O1 _____ O2 _____

Emergency Contact Name and Phone: _____

Tenant (s): (If rent out the unit)

Name(s) : _____

Home Phone : _____ Cell Phone: _____

Work Phone: _____

Email Address: _____

Pets: (If applicable to your Association)

Breed of Pet: _____ Pet's Name: _____

Breed of Pet: _____ Pet's Name: _____

Breed of Pet: _____ Pet's Name: _____

Vehicles:

1. Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____ ST: _____

2. Make: _____ Model: _____ Year: _____ Color: _____ Plate: _____ ST: _____

Once completed, please return this form either by mail, email or by fax to:

Evergreen Management Group
17 Commerce Drive
Bedford, NH 03110
Fax: 603/ 623-7200
Email: lcyr@evergreenmgt.com