

# SEMPER FI



PROPERTY MANAGEMENT

*Ref: Welcome Letter*

*To: Laurel Woods HOA*

*Hello to all,*

*My name is Billy Rivera (owner) Owners Rep & Operations at Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) is Donna Cascone, Community Manager is Michelle Gotham & the bookkeeper is Jennifer Richardson together we 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, LLC. Your New HOA Property Management Team.*

*Included in this Welcome 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) is [laurelwoodspsa@yahoo.com](mailto:laurelwoodspsa@yahoo.com). Please use this email for all communications to SFPM & your BOD. Your email blasts, updates and information will come from this email and an email named AppFolio.*
- 2. After hours emergency number...as always call 911 for Police, Fire, Water and Medical. SFPM's after-hours emergency line is 843.251.4873.*
- 3. HOA fees are due on the 1<sup>st</sup> and will be considered late on the 20<sup>th</sup> with a late fee assessed to your account.*
- 4. Website address is under construction.*
- 5. Enclosed are two important items: Owner's information & Property Managers information. Please complete and return to me via email or USPS. Also, included is a Payment Options Forms with different methods of payments available.*
- 6. Semper Fi Property Management is working with the Board of Directors to ensure that we have the correct information and knowledge for your POA. 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 look forward to meeting you.*


*Respectfully yours,*

*Billy Rivera, CPO, NP*

*Semper Fi Property Management, LLC & Laurel Woods HOA*

1756 HIGHWAY 501 MYRTLE BEACH, SC • 843.315.1756 • SEMPERFIMANAGEMENT.COM

ANNUAL RENTALS • HOA/POA MANAGEMENT

 GIVE US A LIKE ON FACEBOOK & GOOGLE! 

# LAUREL WOODS HOA

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Managed by: Semper Fi Property Management, LLC  
1756 Hwy 501  
Myrtle Beach, SC. 29577  
843.315.1756

## PAYMENT OPTIONS

1. **HOA Dues:** Paid Monthly. **Due the first of each month and will be considered late if not received by the 20th of the month.** A late fee will be assessed to your account.

2. **Payable to:** Laurel Woods HOA. **NOT** Semper Fi Property Management.

3. **Mail or Deliver to:**  
Laurel Woods HOAOA  
C/o Semper Fi Property Management, LLC  
1756 Hwy 501  
Myrtle Beach, SC. 29577

We do have a drop box outside to the left of the door to drop payments off. **WE DO NOT ACCEPT CASH.**  
There is also a drop box in front of the pool clubhouse.

4. **AppFolio online portal:** Online Portal through our system called Appfolio. You will get an invitation via email to set up your account once we receive the closing documents from the Attorney or contact when you close so we may update your account.

5. **Direct Deposit Bill Pay:**

Contact your Bank or set it up online with your Bank. Information to give your Bank:

1. Payable to: Laurel Woods HOA
2. Date to be delivered by: The first of each Month.
3. Amount to be paid: Your current dues amount.
4. Mail to: Above address.
5. Account number example: Your account number is your address...i.e....house number & street name.

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

6. **Account Number:**

1. Your account number will be your address.... for example...house number and street name....123 Blossom Ave.
2. **YOUR ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**

# Laurel Woods HOA

HOA Managed By:  
Semper Fi Property Management  
1756 Hwy 501  
Myrtle Beach, SC. 29577  
843.315.1756 Office

## OWNER INFORMATION UPDATE

Owner Name: \_\_\_\_\_

Street Address \_\_\_\_\_

Mailing Address (if different from above): \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cellular: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

## RENTAL COMPANY INFORMATION

Do you rent your unit? YES \_\_\_\_\_ NO \_\_\_\_\_

Rental Company Name & Address: \_\_\_\_\_

Office #: \_\_\_\_\_ Cellular: \_\_\_\_\_

After Hours Emergency #: \_\_\_\_\_