

On behalf of your Board of Directors and Premier Management Company...

Welcome to the Community!

The Board of Directors and Premier Management Company work together to protect the appearance and integrity of the community based on the governing documents and budget available. Our goal is to assure that your community maintains an attractive appearance and pleasant living environment.

Assessments

In order to maximize the value of your property, careful consideration is given to your assessments. Assessments charged to each owner should be high enough to maintain items in a quality condition but not so high that they deter prospective buyers. Owners will receive regular bills for assessments in advance of their due dates and may request the charges be automatically drafted from a bank account by completing and returning the enclosed **Auto Debit Payment Form**. Please note late fees will be added to any balance outstanding if payment is not received prior to the past due date described on a bill.

Governing Documents

The Declaration of Covenants, Conditions and Restrictions, By-Laws and any Guidelines or Rules and Regulations which may have been adopted, contain important information about the way your association is governed. Please take the time to read these documents. If you did not receive copies of your governing documents at closing, a complete set is available by visiting www.PremierManagementNC.com under Homeowners / Administrative Support / Community Documents.

Architectural Review Process

The governing documents require owners to obtain approval prior to making any changes to the exterior appearance of your property. Please review the governing documents and use the **Architectural Request Form** to submit any proposed changes to your community association for review. The form is also available on our website.

Lastly, please take a moment to complete and return the enclosed **Owner Contact Information Form** providing important contact information for community mailings and correspondence.

Thank you for the opportunity to be your Association Management Company. Should you have any questions do not hesitate to contact us.

Sincerely,

The Staff of Premier Management Company



PREMIERMANAGEMENTNC.COM

Dear Homeowner:

We would like to make sure our records indicate the correct mailing address and information for your property. Please take a moment to fill out the following and return this form to our office so that we are sure to avoid a misunderstanding with any bills or important correspondence.

Today's Date _____

Community Name _____

Owner's Name(s) _____

Property Address _____

Mailing Address (if different) _____

Telephone Number(s) _____

Email Address(es) _____

Signature (Property Owner) _____

Please return form via:

Fax: 888-799-7626

Email: Admin@PremierManagementNC.com

Website: www.PremierManagementNC.com

Go to: Homeowners / Administrative Support / Update Contact Information

or Mail to:

Premier Management Company

P.O. Box 12051

Wilmington, NC 28405

Automatic Debit Plan Form

I authorize Premier Management Company, Inc., as managing agent for the

_____ Association, Inc., to automatically debit my:

checking savings account.

Bank Account # _____

Routing Number _____

Financial Institution _____

City _____ State _____ Zip _____

↓

↓

↓ Staple voided check here

↓

↓

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I understand that this authorization will be in effect until I notify Premier Management Company in writing that I no longer desire this service, allowing it reasonable time to act on my notification. I also understand that if corrections in the debit amount are necessary, it may involve an adjustment (credit or debit) to my account.

I have the right to stop payment of a debit entry by notifying Premier Management Company before the account is charged. If an erroneous debit entry is charged against my account, I have the right to have the amount of the entry credited to my account by Premier Management Company, if within 15 calendar days following the date on which I was sent a statement of account or a written notice of such entry of 45 days after posting, whichever occurs first, I give my financial institution a written notice identifying the entry, stating that it is in error and requesting credit back to my bank account.

THIS AUTHORIZATION IS NONNEGOTIABLE AND NONTRANSFERABLE.

Customer Name _____

Property Address _____

Phone _____ E-mail _____

Association Name _____

Signature _____ Date _____

Architectural Request Form

Name of Community: _____

Name: _____ Date Form Submitted: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Estimated Start Date: _____ Estimated Completion Date: _____

Type of Changes:

- | | | | |
|--|---|--|---|
| <input type="checkbox"/> Fence | <input type="checkbox"/> Deck | <input type="checkbox"/> Covered Porch | <input type="checkbox"/> Utility Building |
| <input type="checkbox"/> Patio | <input type="checkbox"/> Pool | <input type="checkbox"/> Garage | <input type="checkbox"/> Home Addition |
| <input type="checkbox"/> Exterior Color Change | <input type="checkbox"/> Play Equipment | <input type="checkbox"/> Roofing | <input type="checkbox"/> Landscaping |
| <input type="checkbox"/> Other: | _____ | | |

Location: _____

Size: _____

Color: _____

Materials: _____

Contractor Name: _____

INSTRUCTIONS: Please read and follow carefully.

- Attach a **written description** of the scope of the proposed changes including the general nature of the work, location of the changes, colors and materials to be used plus any plans, drawings, photos or brochures necessary to illustrate the dimension, size and appearance. Please be sure to include details of any landscaping changes or removals which may be necessary to accomplish the changes proposed.
- Attach a **property survey** with the location of the proposed changes clearly marked on the survey. This item **MUST** be included so that there is a clear understanding of precisely where the changes will occur in relation to the home, driveway, other structures and any easements or rights of way which may exist on the property.
- **For email requests:** please assembled electronically into a **single email** with preferably a single PDF attachment. Please include your Community's Name, your Last Name and your Property Address in the subject line.

**Mail, Email or Fax request <<Your Community's Name >>
and supporting P.O. Box 12051
documentation to: Wilmington, NC 28405**

**Fax: 888-799-7626
Email: ARC@PremierManagementNC.com**

IMPORTANT: Please allow up to 3-4 weeks for the community to complete the review and response process. Requests which do not include the items described above will delay the process. The review and response is based on the community's governing documents and the information submitted with this request. **The property owner is responsible** for investigating and complying with any and all other local requirements, permits or jurisdictions the property is subject to.

Committee Use Only

Approved Denied

Comments:

(Name of Committee Member)

(Signature Of Committee Member)

(Date)

Premier Management Company Contact Information

Mailing/Billing Address: P.O. Box 12051, Wilmington, NC 28405
Phone: 910.679.3012
Fax: 888.799.7626
Office Hours: Monday - Friday, 8:30 am to 5:00 pm

Phone Extensions

Extension 2	Account / HOA Dues questions
Extension 3	Maintenance
Extension 4	Violations
Extension 5	General Questions, including ARC Requests, Clubhouse Reservations, ADI / Closings

Emails

Admin@PremierManagementNC.com	General administrative questions
Info@PremierManagementNC.com	Request for general information re: PMC
ARC@PremierManagementNC.com	Questions regarding new or pending architectural requests
Reservations@PremierManagementNC.com	Clubhouse / amenities reservations
Violations@PremierManagementNC.com	Report a violation
Maintenance@PremierManagementnc.com	Report a maintenance request
Invoices@PremierManagementNC.com	Where to send an invoice

HOA Payments

Visit our Website ~ www.PremierManagementNC.com ~ Go to Homeowners / Pay Dues

HOA Documents

Visit our Website ~ www.PremierManagementNC.com ~ Go to Homeowners / Administrative Support / Community Documents