



40 Gotham Drive, Suite D, Red Lion, PA 17356  
717-889-0515 | [www.yorkHGproperties.com](http://www.yorkHGproperties.com)

October 23, 2019

### **New Management Company Introduction**

Dear Homeowner(s),

Effective January 1, 2020, York H-G Properties, LLC is honored to have been selected to provide property management services to your Homeowner's Association (HOA), [Name of Association]. It is the intent of this letter to advise you of some of the services and benefits you will receive from our management company and the role you will play as a valued homeowner. We would also like to introduce our team that is ready and eager to provide you with the highest standard of management services.

#### **Our Team**

Scott Hicks – Managing Director, Ext: 101  
Ryn Miller – Association Administrator, Ext: 200  
Dave Ziegler – Director of Maintenance, Ext: 300  
Sabrina Fritz – Property Manager Assistant, Ext: 100

#### **Our Services**

York H-G Properties, LLC is a full-service property management and real estate company, committed to providing excellent customer service and administration of your HOA. We promise to maintain constant communication with your Board of Directors on all matters so that we can support with the supervision of all work performed in your community. We will also be assisting in completing monthly compliance inspections and your Board of Directors with future planning. Lastly, we will be here to answer your questions through an open line of communication with all homeowners. We're confident that our services will continue to maintain competitive resale values in your community.

#### **Homeowner Benefits**

We have already established individual accounts for each homeowner in the association based on the information we received from your Board of Directors and/or the previous management company. In order to ensure that the information we received is accurate and complete, we kindly ask that you complete the attached Homeowner Information sheet within three (3) days of receiving this notice. This will help us in maintaining accurate records as we reconcile your account data with previous management.

Additionally, if we already have your email address, and/or once we receive your contact information, you will receive an email inviting you to activate your owners' portal page. The owner's portal will be the most efficient way to make payments, access notices and documents, and make architectural or maintenance requests. You can also submit a work order for repairs needed that are not covered by the HOA and we can provide you with an estimate!



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## **Payments**

Please continue your current payment method for your dues until December 31, 2019. Beginning January 1, 2020 payments should be directed to York H-G Properties, LLC either by mail or through your owner's portal. For your convenience, you can also set-up automatic payments through the owner's portal.

Payment Address:

### **Forest Meadow**

c/o York H-G Properties, LLC  
40 Gotham Drive, Suite D  
Red Lion, PA 17356

**For payments sent by mail, please reference your property address and payment month/year in the memo line.**

We look forward to building a strong and lasting relationship with each of you. Please do not hesitate to contact our office for assistance with any questions or concerns.

Regards,

The York H-G Properties Team