

SEMPER FI PROPERTY MANAGEMENT, LLC

1756 Hwy 501
Myrtle Beach, SC. 29577
Phone 843.315.1756 ext 2
Fax 843.315.1758
Quailmarshhoa@gmail.com

Ref: Welcome Letter
To: Quail Marsh HOA

Hello to all,

My name is Billy Rivera (owner) Owners Rep & Operations of Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) & Accountant is Ron Petone along with Property Manager Melissa Tardino will be assisting your HOA. SFPM also has 4 maintenance techs that will be working for your HOA. Together we are Semper Fi Property Management, LLC your new HOA Property Management Team starting January 1, 2020.

Included in this letter 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: quailmarshhoa@gmail.com. Please use this email for all communications to SFPM & your BOD. Your email blasts, updates and information will come from this email.
2. After hours emergency number...as always call 911 for Police, Fire and Medical. SFPM's after hours line is 843.251.4873.
3. No late fees will be assessed to any accounts for the month of January 2020. This will give you December 2019 & January 2020 to make changes with your banks, accountants, etc. Late fees will start again in February 2020.
4. In the near future updated rules and regs, towing policies, etc will be sent out to all owners.
5. Enclosed are two important items: Owners information & Property Managers information. Please complete and return to me via email or USPS. We are missing information on some owners, emails, phone numbers, etc.
6. Your Board of Directors are hard at work for you and Quail Marsh. I have met and spoken with your BOD through out this transition. They are motivated and eager to make Quail Marsh "AWESOME".

Respectfully yours,

Billy Rivera

Billy Rivera, CPO
Owners Rep & Operations
Semper Fi Property Mgmt, LLC
Quail Marsh HOA

QUAIL MARSH HOME OWNERS ASSOCIATION

Managed by: Semper Fi Property Management, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577
843.315.1756 ext office, 843.315.1758 fax

PAYMENT OPTIONS

1. **Monthly Dues:** \$264.00 per month per unit. **Due on the first of each month and will be considered late if not received by the 20th of the month.** A late fee of \$40.00 will be assessed to your account.
2. **Payable to:** Quail Marsh HOA **NOT** Semper Fi Property Management.
3. **Mail or deliver to:**
Quail Marsh HOA
c/o Semper Fi Property Mgmt, LLC
1756 Hwy 501
Myrtle Beach, SC. 29577
4. **Direct Bill Pay:**
Your bank will automatically disperse a check for you monthly on a specified and the amount you request each month recurring payment. Just give your bank the information...IE....date to be dispersed, mailed, amount, payable to and address. This option is a one time set and forget about it option. Set up the payment onetime and it will be paid automatically monthly.
5. **Account Number:**
You account number will be your building #-Unit # example A101, B108, C104, etc. **YOU ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**

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OWNER INFORMATION SHEET

Building Number _____ Unit Number _____

Street Address _____ 2005 Greens Blvd, Myrtle Beach, SC. 29577 _____

Owner Name _____

Home Mailing Address _____

Email Address: _____

Home Telephone: _____

Cellular #: _____

Emergency Contact: _____

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RENTAL COMPANY INFORMATION

Building Number _____ Unit Number _____

Owners Name: _____

Rental Management Co: _____

Property Manager: _____

Office Number: _____

Cellular Number: _____

After Hours Emergency: _____

Email Address: _____

Additional Information: