

Savoia Property Management Company

P. O. Box 155
Norwood, PA 19074-0155

610 586-2787

March 15, 2016

NOTICE SENT TO OWNERS

Effective April 1, 2016, Savoia Property Management Company will become the managing agent for the administrative functions of Beacon Hill Townhomes Condominiums. Council will oversee all aspects of the Association's finances and they will continue to control how your money is spent.

Fees are due on or before the first day of each month. A \$20 late fee is charged if your payment is not received by the 15th of the month due. We pickup from the PO Box every day except for Sunday and we save envelopes that are received after the 15th of each month. While Council doesn't go by postmarks, if you send your payment by regular mail on the 14th of the month, it's not likely to be received the next day. Council has a strict late fee enforcement policy so be sure to mail your payments timely.

Many banks offer Bill Pay service free to their customers. Setting up a monthly automatic payment arrangement with your bank will help assure your payment will arrive on time.

The mailing address is: **BHTC, P.O. Box 155, Norwood, PA 19074-0155.**

Your check or money order will be scanned before depositing and payments are deposited promptly. If your check does not clear the bank in a reasonable amount of time, please don't hesitate to send an email to peg@savprop.com or call me at 610-586-2787.

We are eagerly looking forward to working with Council with the goal of providing you first class administrative services. If this letter is addressed with the wrong honorific, please stick a note on your next payment with your choice of Mr., Mrs: or Ms. Thanks in advance for your understanding.

Sincerely,

Peg Savoia

Peg Savoia
Property Manager