

January 10, 2019

Dear Pebble Creek Condominiums Homeowners,

Maximum Property Management is very excited to announce that we have partnered with Pebble Creek Condominiums Homeowners Association and will be taking over the management responsibilities for your HOA effective February 1st, 2019. Maximum Property Management is a company that operates in the Denver Metro area and is committed to providing exceptional service to the communities we manage. We are excited that your board has added us as a member of your team and we want to assure you that we will be working closely with them to continue to make Pebble Creek Condominiums a desirable place to live.

You may reach Maximum Property Management at 303-369-0800. Your property manager is Jen Woodman. You can reach Jen at extension 1006 or jenw@maximummgt.com. Sometimes when you call the office you will get voice mail if your property manager is not available. This is because we emphasize that our property managers spend time on properties and, therefore, they are not always physically in the office to take phone calls. In situations like this, please leave a message with your name, your Association name, and a return telephone number and your call will be returned. If it is an urgent situation please press 0 and you will be transferred to the receptionist who can direct your call to someone else. In the **event of an after-hours emergency (before 9am, after 4:30pm & weekends)**, such as an irrigation water problem, that needs immediate attention or an issue that could bring immediate harm to the property, please call 303-215-3087 and leave a voice mail with your telephone number, Association and your name. An employee from Maximum Property Management will be immediately paged and call you back.

During this transition period, there may be changes in procedures that will be communicated to all owners. Please be sure to check your mail and carefully read all correspondence you receive. You will begin sending your Monthly **2019** HOA dues to Maximum Property Management. In the next few weeks, you will receive a statement for your February 2019 HOA dues. *(Please note that any outstanding balance or credit may not be listed on the 1st statement since we won't receive that information until after the books from your previous management are closed out).* Homeowners may pay their HOA dues by one of the following methods. Please follow the instructions below per the method of payment you would like to use:

Personal Check / Money Order – Please follow the instructions that come with the statements. Checks must be accompanied by the statement stub and sent to the address listed on the statements. Please make **checks payable to PEBBLE CREEK CONDOMINIUMS** (not Maximum Property Management). **Please note that you must use the stub on the bottom of the statement mailed to you if you are sending in a check with the payment stub. Stubs printed from electronic statements may not be sent in with personal checks.**

ACH / Direct Debit (Automatic Withdrawal from Account) – please fill out the enclosed direct deposit form to have your payment automatically withdrawn each quarter.

These forms are also available on our website, www.maximummgt.com. The first month it will be available is February 2019 (forms must be received by February 2nd to have your February 2019 dues withdrawn automatically).

Bank Bill Pay – if you are making your payments through your bank bill pay and cannot send a coupon with your payment, please list your account number on the check and send your payments to the address listed on the statements.


Caliber Portal Payments – our software system has an online payment feature. Once you register and create a login for your individual account, payments can be made directly through this system. You will need to have your email address entered into our system and your account number which will be on the statement you should receive in January. You can also contact emma@maximummgt.com for further assistance in registration.

Please note that the PO Box addresses on the statements are for PAYMENTS ONLY. All other correspondence should be sent to the address below:

*Pebble Creek Condominiums Homeowners Association
C/o Maximum Property Management
2851 S. Parker Rd, Suite 840
Aurora, CO 80014*

We are excited about the opportunity to work with Pebble Creek Condominiums HOA. Maximum Property Management is dedicated to working with your Board of Directors to provide outstanding customer service and increase communication with the owners/residents of Pebble Creek Condominiums. We are committed to making this transition a smooth & positive experience for everyone. We appreciate your patience as we learn about your community and the particular concerns that need to be addressed. Maximum Property Management looks forward to serving you.

Sincerely,



Tammy Hall, President
Maximum Property Management, Inc.

***Attention – Off-site Owners with tenants.
Please make sure you share our contact information with your renters.***

Dear Homeowner:

Maximum Property Management is excited to announce that we are able to offer homeowners ACH/EFT (automatic withdrawal from your checking or savings account) to pay your monthly maintenance fee payment(s).

If you would like to sign up for this service, please fill out the enclosed "Authorization for Direct Deposits" form located at the bottom of this page and mail to Maximum Property Management 2851 S. Parker Rd Ste 840, Aurora, CO 80014. **If you are not sure where to find your routing or account number we will fill that out for you from the information on the voided check that you are required to send.**

PLEASE RETURN A VOIDED BLANK CHECK, NOT A DEPOSIT SLIP WITH THIS FORM.

Payments will begin to be withdrawn from your account the month you indicate on the form as long as it is received no later than the 25th of the prior month.

ALL WITHDRAWALS WILL OCCUR BETWEEN THE 4TH AND 8TH OF EACH MONTH – NO EXCEPTIONS!

Please let us know if you have further questions or need assistance.

Sincerely,
Maximum Property Management

AUTHORIZATION AGREEMENT FOR DIRECT DEPOSITS (ACH CREDITS)

Please check one: New Request Change to existing agreement

Community Association Name (This is NOT Maximum Property Management) _____

PROPERTY ADDRESS: _____

I (WE) HEREBY AUTHORIZE OUR HOMEOWNERS ASSOCIATION, HEREIN AFTER CALLED "COMPANY" TO INITIATE A MONTHLY CREDIT TRANSACTION IN THE AMOUNT OF OUR CURRENT MAINTENANCE FEE FROM MY/OUR ACCOUNT INDICATED BELOW AT THE BANK NAMED BELOW, HEREINAFTER CALLED "DEPOSITORY" TO CREDIT THE SAME TO SUCH ACCOUNT.

Depository (Bank) Name: _____

Branch: _____ City: _____ State: _____ Zip: _____

Routing #: _____ Account #: _____

Checking: Yes___ No___ (Check one) Savings: Yes___ No___ (check one)

Begin Automatic Withdrawal: Month _____ **Year** _____

THIS AUTHORIZATION IS TO REMAIN IN FULL FORCE AND EFFECT UNTIL TERMINATED, IN WRITING, BY EITHER THE HOMEOWNER OR "COMPANY".

NAME(S): _____ PHONE _____

_____ PHONE _____

DATE: _____

SIGNED: _____ SIGNED: _____

PLEASE MAIL THIS FORM TO THE ADDRESS ON THE LETTERHEAD LISTED ABOVE