



Attn: The Sound at Washington Acres Homeowner,

Please read all information below for information pertaining to your HOA and account for 2023.

Your HOA dues for 2023 will be billed Quarterly at a rate of \$157.50. Please note that if your account was set up for automatic payments that your payments will automatically be drafted on the first day of each quarter (January 1, April 1, July 1, and October 1), and will no longer draft on a bi-annual basis.

Your Board of Directors for 2023 is below.

Andrea Phillips, Eddie Medrano, Shira Goodfellow, Ashley Bracey, and the newest member, Patrick LaJeunesse. Thank you all for your dedication to the SAWA community; we look forward to working with you next year!

Our normal hours of operation are Monday-Thursday, 9 a.m. to 5 p.m., and Friday, 9 a.m. to 12 p.m. All requests for assistance and/or general information can be submitted through the online portal at www.comwebportal.com or submitted to any ASM employee. If you need assistance with general information, financial matters, statements, and account balances, or you require assistance with the ComWeb portal, Amy will be happy to assist you! You can reach her at Amy@AtlanticShoresManagement.com or at 910-386-3459. Liz can address ANY of your questions or concerns, no matter which category they fall under! Feel free to give her a call at 910-270-9975 or send an email to Elizabeth@AtlanticShoresManagement.com. ASM is very much a team, and we are frequently in touch with each other. If you have questions or concerns and aren't sure who to ask, any of us will be happy to pass your message along to the team member who can best assist you. This packet includes a Financial Information Letter from Liz, a Payment Authorization Form, and a copy of your 2023 budget.

After you read the letter explaining your dues payment options, you may decide to fill out the Payment Authorization Form. You may return it via either of the above options. If you have an email address and would like to set up access to our Online Owner Portal, Amy will be happy to send a registration email. The ComWeb Online Owners Portal allows you to access community information, access governing documents, make online payments and set up a free Auto-Pay service.

Elizabeth Parker,
President

Amy White,
Accounts Manager

Kathryn Collins,
Operations Manager

Atlantic Shores Management, LLC

**The Sound at Washington Acres
Homeowners Association, Inc.**

Income: Start: 01/01/2022 End: 08/31/2022					
Account	Actual	Budget	Variance	2022 Budget	2023
4110 Assessment Income	\$44,400.00	\$44,400.00	\$0.00	\$44,400.00	\$46,620.00
4240 NSF Fee	\$20.00	\$0.00	\$20.00	\$0.00	\$0.00
4340 Late Fee Income	\$1,260.00	\$0.00	\$1,260.00	\$0.00	\$0.00
4391 New Hanover County Reimbursement	\$62.10	\$0.00	\$62.10	\$0.00	\$0.00
Total	\$45,742.10	\$44,400.00	\$1,342.10	\$44,400.00	\$46,620.00

Expense: Start: 01/01/2022 End: 08/31/2022					
Account	Actual	Budget	Variance	2022 Budget	2023
6010 Management Fees	\$4,000.00	\$4,000.00	\$0.00	\$6,000.00	\$6,180.00
6150 Legal Fees	\$0.00	\$366.64	\$366.64	\$550.00	\$500.00
6170 NSF Fee	\$20.00	\$0.00	(\$20.00)	\$0.00	\$0.00
6261 Office Supplies Expense	\$0.00	\$133.36	\$133.36	\$200.00	\$350.00
6262 Postage	\$116.00	\$133.36	\$17.36	\$200.00	
6265 Meeting Expense	\$0.00	\$66.64	\$66.64	\$100.00	\$100.00
6280 Insurance	\$1,324.38	\$1,046.64	(\$277.74)	\$1,570.00	\$1,800.00
6910 Electric	\$2,309.13	\$2,400.00	\$90.87	\$3,600.00	\$3,720.00
6930 Water & Sewer	\$472.00	\$586.64	\$114.64	\$880.00	\$750.00
7070 Gen. Supplies & Maintenance	\$553.29	\$1,726.64	\$1,173.35	\$2,590.00	\$3,000.00
7270 Tax Prep	\$0.00	\$166.64	\$166.64	\$250.00	\$275.00
7275 Landscape Contract	\$12,400.00	\$12,400.00	\$0.00	\$18,600.00	\$19,530.00
7276 Landscape Supplies	\$0.00	\$840.00	\$840.00	\$1,260.00	\$2,415.00
7277 Pond/Basin Ecology	\$2,260.05	\$3,013.36	\$753.31	\$4,520.00	\$4,550.00
7278 Pet Waste Clean Up	\$320.00	\$320.00	\$0.00	\$480.00	\$480.00
7925 Reserve - Road	\$0.00	\$1,200.00	\$1,200.00	\$1,800.00	\$1,500.00
7926 Reserve - Stormwater Pond/Basin					\$1,470.00
Total	\$23,774.85	\$29,599.92	\$5,825.07	\$44,400.00	\$46,620.00
					630/annually

Operating: Checking	\$21,471.99
Cash Savings: Money Market	\$36,635.55
Assessments Receivable	\$4,387.05
Prepaid Assessments Receivable	-\$240.00
Late Fees Receivable	\$478.00
NSF Fee Receivable	\$20.00
	\$62,752.59

General	\$12,211.85
Road	\$12,211.85
Stormwater Pond/Basin	\$12,211.85
	\$36,635.55

Dear SAWA Owner,

There are several options available to homeowners for payment of their monthly dues. Once you have returned your Owner Information Sheet and have an email address on file, we will send an invitation from our ComWeb Portal. This will allow you to register for an online account. When registering, you will need your account number. All account numbers are your home numbers and the first letter of your street name. To give you an example:

375 Seneca Reef Dr. would be "375SR."

If you have any questions regarding the setup process, please contact Amy White, Accounts Manager, at Amy@AtlanticShoresManagement.com or 910-386-3459.

#1. You can make a manual payment through the online portal. **When you make a manual payment, a processing fee will be applied to your account.** Please be advised that this fee is NOT collected by ASM or your HOA. The fees are determined by the software company and are outlined below:

***\$0.00 Fee per Reoccurring (Auto-Pay) ACH/Checking Account Transaction,
3.0% Fee per Recurring Mastercard/Discover Transaction,
\$2.95 Fee per one-time ACH Transaction,
3.0% Fee per Mastercard/Discover Transaction***

#2. If you prefer "Auto-Pay," you may enroll through the ComWeb Portal or send the following Bank Authorization Form, along with a voided check, to ASM. All processing fees are waived when paying an automatic, or what's known as "ACH," through your bank. This is an incentive for homeowners to pay their HOA dues on the 1st day they are invoiced. If you choose the "Auto-Pay" option, our software will not allow you to select the withdrawal date from your account. Payment processing will begin on the 1st of the month and will take 3-4 business days before the payment clears and reflects on your account. **Auto-pay MUST be enabled before the 1st of the month to be in effect.** This option may be enabled anytime throughout the year; however, payments missed will either have a one-time transaction fee applied or you will need to send a physical check in the mail.

#3. If you would like to send a physical check, you may do this through your bank via online banking or mail a physical check to your HOA's P.O. Box. **Please make all checks payable to your HOA; any checks made out to ASM will be returned to the sender.** Please also understand that if you are mailing a check through the United States Postal Service, ASM cannot guarantee the date of delivery of your check. ASM solely relies on USPS to deliver your mail to the P.O. Box in a timely fashion. ASM checks the Post Office weekly; our Post Office run typically occurs on Mondays.

Kind regards,



Elizabeth Parker, President
Atlantic Shores Management,
LLC

PAYMENT AUTHORIZATION FORM

_____ I prefer to have my dues automatically deducted from my bank account.
Please complete this application below and return it with a VOIDED check.

_____ I prefer to pay my dues by statement (mail-in check).

I would prefer to continue to receive a statement as a receipt for auto-pay via: _____ Paper _____ Email

Please note that statements produced on the 1st will show a balance because the current payment will be processing

Name(s): _____

Address: _____

Association Name: _____

Your checking account will be drafted for dues of \$157.50 and collected Quarterly. Your account will be drafted on the 1st day of the month and will process within 3-4 business days. If HOA dues are increased and auto-pay is enabled, auto-pay will automatically process and charge the approved increased HOA dues amount. Any special assessments must be set up SEPARATELY when using auto-draft. Please contact Amy White, Accounts Manager, to help with this setup.

Bank Name: _____

Authorization Agreement:

I hereby authorize ATLANTIC SHORES MANAGEMENT, LLC to automatically deduct the homeowner's dues for the homeowner's association indicated above at the financial institution named in this application. I further authorize the financial institution to accept this debit and charge it to my account. I understand that both the financial institution and ATLANTIC SHORES MANAGEMENT, LLC reserve the right to terminate my participation in this payment plan. I also understand that I may discontinue enrollment at any time with written notice to ATLANTIC SHORES MANAGEMENT, LLC. I also acknowledge that I have the right to opt-out of receiving online account statements from Atlantic Shores Management, LLC at any time.

Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE ADDRESS BELOW

The Sound at Washington Acres Homeowners Association, Inc
% ATLANTIC SHORES MANAGEMENT
P.O. BOX 964
HAMPSTEAD, NC 28443