

SEMPER FI PROPERTY MANAGEMENT, LLC

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

Ref: Welcome Letter
To: Bellegrove POA Owners

Hello to all,

My name is Billy Rivera, Owners Rep & Operations at Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) & Accountant is Ron Petone will be assisting with your POA. SFPM also has maintenance techs that will be working for your POA. Together we are Semper Fi Property Management, LLC Your POA Property Management Team.

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 email address to keep in contact with Semper Fi Property Management (SFPM) and your Board of Directors (BOD) is bgpoa@yahoo.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, Water and Medical. SFPM's after hours emergency line is 843.251.4873.
3. Payment information about monthly dues, late fees, how to make payments, etc can be found on the Payment Options page.
4. Website address is bellegrovemb.com
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. Also, included is a Payment Options Forms with different methods of payments available.
6. Semper Fi Property Management is working with the Board of Directors to ensure that we have the correct information and knowledge for your POA. Any questions please email or call me. I am the owner of Semper Fi Property Management and YOUR Rep.
7. From this date on please send your monthly HOA Dues to the new address. Please complete the enclosed documents and return. I look forward to meeting you.

Respectfully yours,
Billy Rivera, CPO, NR
Owners Rep & Operations
Semper Fi Property Management, LLC
Bellgrove POA

BELLEGGROVE POA

Managed by: Semper Fi Property Management, LLC

1756 Hwy 501

Myrtle Beach, SC. 29577

843.315.1756 ext 2 office, 843.315.1758 fax

PAYMENT OPTIONS

1. **Monthly Dues:** per month. **Due the first month of each month and will be considered late if not received by the 30th of the month.** A late fee of \$20.00 will be assessed to your account.

2. **Payable to:** Bellegrove POA. **NOT** Semper Fi Property Management.

3. **Mail or Deliver to:**

Bellegrove POA

C/o Semper Fi Property Management, LLC

1756 Hwy 501

Myrtle Beach, SC. 29577

4. **Direct Deposit Bill Pay:**

Contact your Bank or set it up online with your Bank. Information to give your Bank:

1. Payable to: Bellegrove POA
2. Date to be delivered by: The first of the month.
3. Amount to be paid: Your current dues amount.
4. Mail to: Above address.
5. Account number example: Your account number is your address...ie... 142 Bellegrove or 319 Weeping .
The house number and the first word of your street.

Your bank will automatically disperse a check for your monthly on a specified day and the amount you request each month recurring payment. Just give your bank the information...IE...date to be dispersed, amount, payable to and address. This option is a onetime set and forget about it option. Set up the payment one time and it will be paid automatically monthly.

5. **Account Number:**

1. You account number will be your unit address..for example... 142 Bellegrove or 319 Weeping . The house number and the first word of your street.
2. **YOUR ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**

BELLEGGROVE POA

POA Managed By:
Semper Fi Property Management
1756 Hwy 501
Myrtle Beach, SC. 29577
843.315.1756 Office
bgpoa@yahoo.com

OWNER INFORMATION UPDATE

Owner Name: _____

Bellegrove Address: _____

Mailing Address (if different from above): _____

Email: _____

Phone Number: _____ Cellular: _____

Emergency Contact: _____

RENTAL COMPANY INFORMATION

Do you rent your unit? YES _____ NO _____

Rental Company Name & Address: _____

Office #: _____ Cellular: _____

After Hours Emergency #:
