

SALISBURY'S SYSTEMS & SOLUTIONS

* Salisbury's Systems & Solutions * PO BOX 65 * Mt. Clemens, MI 48046 *
* Phone – 586-291-7000 * Fax – 866-929-1098 * www.salisburysas.com *

January 1, 2019

Heritage Pointe Resident(s),

The purpose of this letter is to introduce myself and Salisbury's Systems & Solutions (SSAS) to you and your family. My name is Nicole Grammatico and I have been assigned as your new association manager. The Heritage Pointe Board of Directors has contracted SSAS to manage your community. Our company will perform, on a daily basis, many tasks that your community needs to maintain the quality environment in which you live. My job will be to facilitate the needs and wants of your community through the direction of your Board, with input from yourself as well.

Here is a brief overview of what our company will do for your association; collect dues, pay bills for service vendors, answer resident phone calls/emails, process modification requests, provide financial reports to the Board of Directors (and residents upon request), drive through the community to ensure compliance with the bylaws and other governing documents.

We look forward to becoming a valuable supporting member of your Association. Our main goal is to keep and maintain high home values by keeping the community clean and in compliance, all the while keeping dues to a minimum.

Your 1st quarter 2019 association dues will be processed this week and invoices will be sent out to you based on your communication preference. We are happy to announce online payments as an option when paying your dues. All payments options will be listed on the invoice.

Lastly, we request that you fill out and return the Owner Contact Information sheet so we can ensure the records are up to date and your communication preferences are set.

Sincerely,

Nicole Grammatico

Nicole Grammatico, Association Manager
Salisbury's Systems & Solutions (SSAS)
Direct: 586-291-7000
Fax: 866-929-1098

Nicolegrammatico84@gmail.com

www.salisburysas.com

2018/2019 Board of Directors

President – Tommie Estes
Vice President – Sharon Lafferty
Treasurer – Dexter Thomas
Secretary – Valerie Burns
At Large – Nina Gordon

Visit the new community website at www.heritagepointeassociation.com

HERITAGE POINTE ASSOCIATION

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As the Managing Agent for HERITAGE POINTE ASSOCIATION, we ask that you furnish our office with the following pertinent contact information to allow us to maintain the Association's records.

TITLEHOLDER NAME(S) : _____

PROPERTY ADDRESS : _____

BILLING ADDRESS (if different) : _____

HOME PHONE : _____

CELL PHONE : (Yourself) _____

(Spouse/Other) _____

EMAIL : (Yourself) _____

(Spouse/Other) _____

IF PROPERTY IS LEASED/RENTED

All leases shall include a section indicating they are responsible for adhering to all Association's governing documents.

TENANT NAME(S) : _____

LEASE TERM : _____

HOME PHONE : (Tenant) _____

CELL PHONE : (Tenant) _____

COMMUNICATION PREFERENCES

- Receive all communications via email.
 Receive all communications via email except dues invoices/statements which would be postal mailed.
 Receive all communications via postal mail.

PLEASE FORWARD COMPLETED FORM TO:

Heritage Pointe Association
PO BOX 65
Mt. Clemens, MI 48046

Email : nicolegrammatico84@gmail.com

Fax : 866-929-1098