



Corporate License # 01116622

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## **IMPORTANT NOTICE**

November 22, 2011

Dear Homeowner:

Jenkins Properties continually strives to improve the services we provide to our clients and in doing so we are changing the mailing address for the payment of dues. This will ensure a quicker and more efficient way to collect the assessments due the association.

### **Beginning in January 2012 dues payments should be mailed to:**

**Jenkins Properties  
PO Box 60508  
City of Industry, CA 91716-0508**

To ensure proper credit please use the coupon that will be mailed to you in December. If you use the online banking services provided by your banking institution to pay dues and will **not** utilize the coupons provided, the account number, **exactly** as it appears on the attached statement with no spaces in between – all together, must be included on the remittance. The account number has three fields of information, and has been highlighted on this statement. It identifies the association, unit number and the owner code. SAMPLE: XXXHOA-101-DOEJ.

The payment due date and late fee schedule for your association do not change. Payments must be received before the 15<sup>th</sup> of the month in the lockbox and will be assessed a late fee on the 16<sup>th</sup> day.

Look for the new coupons in the mail in December and please **do not mail payments to our office address**. Your cooperation is greatly appreciated.

**WE WISH YOU A HAPPY HOLIDAY SEASON!**

**JENKINS PROPERTIES**