



Welcome Letter

November 20, 2020

Dear Home Owner,

Your Board of Directors made the decision to change management companies. After much research, Resource Management LLC was chosen. It is our honor to begin serving you December 1, 2020. Going forward, Resource will act on behalf of the board. If you have any questions or concerns regarding your association, do not hesitate to contact Resource and anyone on our team can assist you.

Resource Management has built a reputation as an efficient and transparent association manager. Our priority is to provide a high quality of service that is focused on solid financial management. We achieve this by working closely with your board of directors and being responsive to owners. The goals of your association become ours and we guide and advise the association as to the best plan of action to meet and exceed these goals.

There are 3 ways to pay your assessment:

1. Sign up for Auto Pay-**free** through Resource. **Form Included.** -Your auto pay **DOES NOT** transfer-please submit form.
2. Pay online at www.resourcemanagementllc.com with either a bank account or a credit card-a transaction fee to an online processing company.
3. Mail a check made payable to **Briar Cove**

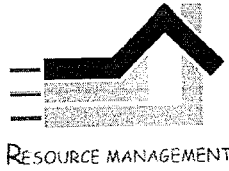
Coupon books will be mailed for January

Please use the address below for all correspondence and make sure you include the address of your property to ensure proper credit to your account:

Briar Cove C/O Resource Management, LLC 1101 Sheffield Avenue, Dyer, IN 46311

Enclosed in this letter is also the Owner Information Form and a statement of your account. Please complete the form and return it as soon as possible to ensure our records are correct.

Welcome home to a new level of service.



Resource Management, LLC

1101 Sheffield Ave, Dyer, IN 46311

219-865-2104 office 219-865-2148 fax

AUTO PAY AUTHORIZATION FORM

****THIS DOES NOT TRANSFER-Please fill out this form****

First Name _____ MI _____ Last Name _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Home Phone: _____ Cell Phone: _____

I hereby authorize Resource Management, LLC, acting as the management company for *Briar Cove*, to originate an electronic debit transaction to my bank account for HOA dues on a monthly basis. This transaction will be originated no earlier than the **5th** of the month. This authority is to remain in full force and effect until Resource Management, LLC receives written notice of its termination. A fee of \$40 will be charged if the ACH is returned.

Bank: _____

Routing# _____

Account# _____

Type of account: _____ checking _____ savings

Signature _____

Date: _____ Date to Begin ACH: _____

PLEASE ATTACH A VOIDED CHECK TO THIS FORM



Please complete this form and return to Resource Management so we may accurately update your unit file. We appreciate your help in keeping Briar Cove running smoothly.

OWNER INFORMATION

Owner Name(s) _____

Property Address _____

Primary Phone Number _____ Cell Phone Number _____

Email address: _____

Emergency Contact: _____

Emergency Contact Phone Number: _____

Emergency Contact Email: _____

Vehicle on property

Make _____ Model _____ Year _____ Color _____ Plate# _____

Make _____ Model _____ Year _____ Color _____ Plate# _____

If you reside at an alternative address during anytime, please complete the below:

Alternate Address _____

Approximate Dates _____

Please keep us informed of any changes. Email us at:
service@resourcemanagementllc.com or briarcoveresidentsemail@gmail.com