



In preparing for the 2022 Assessment coupon book mailings, we wanted to reach out to all owners regarding the 2022 Assessment coupon books. We understand that a lot of assessment payments are made through online bill pay through your bank or our website. To reduce expenses for your association, we would like to give you the option to “opt out” of coupon books and/or mailed statements if you will not need one. If you would like to "opt out" of receiving a coupon book or mailed statement, please fill out the information below and return to HOA Community Solutions. If you would like to be included in the 2022 coupon book mailing, you need to do nothing at this time.

Due to extremely delayed mail times, we are urging homeowners to set up payments via our website to avoid delinquency. Please see the attached payment information for instructions on how to set up payments. If you have any questions, please feel free to email katie@hoacommunitysolutions.com

****Reminder:** If you pay your assessments through your banking online bill pay, please make sure to adjust your monthly payment amount once the 2022 budget has been ratified (if your monthly assessment amount changes, per the 2022 budget.) **If you pay through the HOA Community website portal, your payment will be adjusted according to the 2022 assessment amount. You will receive a confirmation email of the changed amount. ****

Your name: _____

Email address: _____

Community Name: _____

Account # (if known): _____

Please reply by 11/15/2021 if you would like to **opt out** of receiving a coupon book for 2022. If we do not hear back from you by 11/15/2021, we will send you a 2022 coupon book after your Association’s 2022 Budget has been ratified. **If you filled this form out for the 2021 coupon books, you do not need to do anything at this time. We will not send you a 2022 coupon book.**

Thank you in advance for your prompt attention to this matter.

PLEASE RETURN THIS FORM TO HOA COMMUNITY SOLUTIONS BY 11/15/2021:

- CONFIDENTIAL FAX: (253) 313-1219
- Scan and email to: katie@hoacommunitysolutions.com
- Mail to: HOA Community Solutions PO Box 364 Gig Harbor, WA 98335