



THE
EVERGREEN
HARVARD
GROUP

TO: All Homeowners

FROM: Scott T. Barbera, Vice President
The Evergreen Harvard Group

SUBJ: Future Condominium Fee payments

DATE: December 29, 2016

As part of Harvard Management Solution's continued merger with Evergreen Management, there will be some upcoming changes and news we wanted to bring to your attention as the New Year arrives.

Within 24 hours you will receive an invoice for your January 2017 condominium/homeowner fee. Please use the bottom half of the invoice as your coupon and include it with your payment and mail it to the lockbox address noted at the bottom. Your check should be made payable to your Association and please note your account number on your check. Your **new** account number is the ten (10) digit number which appears on your enclosed invoice. Please use this number as the Harvard Management Solution account number will not be valid for payment going forward. **Please note if you have already paid your January fee, disregard this invoice.**

We will be ordering coupon books during the next 4-6 weeks for all owners who are not currently using Automatic Clearing House (ACH) payments to process your monthly fee payment. For those using this process, your January, as well as, future fees will be deducted on the first of each month as has been the practice in the past. There is nothing you need to change to complete this process.

For those who are not familiar with ACH, the process allows a seamless transfer of your monthly condominium/homeowner fees to be transferred from your bank account to the association bank account. If you are not currently using this system you can contact Susanne Stratton via email at sstratton@harvardmanagement.com for more information regarding the overall process and to sign up for this service for your future payments. We have also included an ACH form for you to complete if you would like to sign up for the option.

Homeowners who submit your fee through a 3rd party bill pay service (such as your bank) should change or add if not already included, your **new** ten (10) digit account number on your check. Please verify with your bank that your payments are mailed to the lockbox mailing address noted on your invoice.

Regarding other news:

As of December 19, 2016, Caliber, the management software system used by The Evergreen Harvard Group and the associations we support, has announced an upgrade which will enhance the overall view you will see when logging into the association web portal on-line.

Below you will find a link to a test site and a login for the Caliber Portal. This will allow you the opportunity to explore and familiarize yourself with the changes Caliber has made.

Caliber Portal Site: https://caliber.cloud/portal_Demo

Caliber Portal Username: CaliberPortal

Caliber Portal Password: CaliberPortal1

Please note the “directory” tab of the web portal will not be functional for the associations we manage due to privacy concerns. Also, the “Board” tab is only available to members of the Board of Directors.

We are excited to share this information and if you should have any questions, please direct your questions via email to sstratton@harvardmanagement.com or 603-429-2019 X331 and she will be happy to help you.

Happy New Year from the entire staff at The Evergreen Harvard Group.

DEBIT AUTHORIZATION

Condominium Association Name: _____

Street Address: _____

I (We) hereby authorize Evergreen Harvard Group, hereinafter called COMPANY, To initiate debit entries to my (our) bank account indicated below at the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

DEPOSITORY (BANK) PLEASE INDICATE:
NAME _____ CHECKING SAVINGS
NEW ACH (ENCLOSE VOID CHECK)
ROUTING NUMBER ACCOUNT NUMBER

This authorization is for the amount of the monthly fees only. It is to remain in full force and effective until COMPANY has received an advanced notice (by the 15th of the month preceding the next debit) from the unit owner of its termination. Failure to afford COMPANY and DEPOSITORY a reasonable opportunity to act on a termination request will result in a \$25 fee to process a reimbursement. A \$25 fine will be charged for all debits returned for insufficient funds and a second offense will also result in termination from the program.

PRINTED NAME (S) PROPERTY UNIT ACCOUNT #
(EHG Use Only)
X _____
X _____ ()
X _____ SIGNATURE (1) _____
DATE
X _____ SIGNATURE (2) _____
EMAIL ADDRESS: _____
PHONE NUMBER _____

Please indicate the MONTH you wish your Auto Debits to begin: _____

(When indicating the month to begin your ACH please keep in mind that by the 15th of the prior month written above, this form needs to be received by us and your balance needs to be at a Zero.)