

# University Terrace Homeowners Association

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c/o Willis Management Group, Inc. • 7033 Village Parkway # 212 • Dublin, CA 94568 • Phone 925-828-7150 • Fax 925-828-7195

To: All New Homeowners

Re: Welcome to the Community

Greetings:

Within this notice you will find important information concerning your individual homeowners account.

1. Who are the bookkeepers for the Association and whom should I contact should I have a concern or question?

*Account Management Solutions, LLC, a subcontractor for Willis Management Group, Inc., will be handling the bookkeeping for University Terrace Homeowners Association. Any questions or concerns you might have regarding your monthly assessments should be addressed to their office, Monday through Friday, 9 am to 4 pm, phone number: 925.691.9168.*

2. How do I pay my monthly homeowners assessments and where should I mail my monthly check?

*The Association will be using Union Bank Lockbox Service., All assessment payments should be made payable to "**University Terrace Berkeley**". If you pay your assessments with an on-line service **or** will be mailing in a check each month, please use the following address: **Union Bank, P. O. Box 45412, San Francisco, CA 94145-0412 along with your Customer Number.***

3. What do I need to do if I would like to pay my assessments via automatic debit/payment?

*Within a few days, Account Management Solutions will be providing you with some important information: a recap statement of your account and a Pre-Authorized Electronic Assessment Payment Form. If you sign up for the Automatic withdrawal program, Union Bank withdraws your payments monthly from your personal checking account and you don't have to worry about sending your payments by mail.*

4. When will I receive a coupon book?

*If you purchase your unit mid-year, you will receive statements each month until a new coupon book can be ordered. Statements for those who do not yet have coupon books are mailed between the 24<sup>th</sup> and 25<sup>th</sup> of each month. All owners will receive their 2008 coupon book in June (fiscal year end is June 30<sup>th</sup>).*

5. When is my payment considered late?

*Association payments are due on the 1<sup>st</sup> of every month and considered late on the 15<sup>th</sup>. A ten percent (10%) or ten dollar (\$10), whichever is greater, late fee and interest of ten percent (10%) per annum will be applied to those accounts whose payments are not received by the bank in the time frame noted above. Late charges are applied on the 15<sup>th</sup> of the month and interest is placed on the account at the end of the month.*

If you have any questions regarding your property, please feel free to call Dina Varellas, Willis Management Group, Inc. (925) 828-7150 xt.104.

Sincerely,

**Board of Directors  
University Terrace HOA**