



November 18, 2024

Dear LeisureTowne Association Homeowner,

On behalf of the Board of Trustees of LeisureTowne Association, Inc., we would like to take this opportunity to introduce Association Advisors New Jersey, LLC as your **new** Management Company. Association Advisors NJ has been retained by the Board of Trustees to manage the daily operations of your Association **effective January 1, 2025.**

Association Advisors NJ is a full-service property management company, which specializes in managing Associations such as yours. We are excited to have this opportunity to manage LeisureTowne Association.

We offer professional advice based on our experience, education, and specialized knowledge. Association Advisors NJ guides the Board of Trustees and has no voting power. We carry out the directions of the Board, keep all records and minutes, maintain compliance with the rules and regulations of the Association, supervise all vendors, supervise our managers, competitively bid contracts, ensure that the contracts are being met, verify invoices for payment, field calls, conduct site inspections, and attend Board and owner meetings - just to name a few of our duties!

We are in the process of transitioning all your records to our homeowner's information and accounting database. Enclosed is a Homeowner Registration Form for your completion. **Please complete this form in its entirety so we may have the most accurate and updated contact information on file.** You may email this form to help@askaa.com

Enclosed are statements for January through March 2025. All payments made should be mailed to your new lockbox in Phoenix, Arizona. All checks should be made payable to **LeisureTowne Association, Inc.** You will be receiving a coupon book for the new fiscal year starting April 2025.

On the following page please note our payment methods and lockbox information. For your convenience, we have also attached an ACH form for your completion should you choose to have your monthly maintenance fees electronically deducted each month from your checking or savings account. You can email the form and voided check back to our Accounts Receivable department at AR@askaa.com. **NOTE: ACH forms must be returned no later than December 23, 2024, for your January 2025 Maintenance Fee to be deducted on January 6, 2025.**

Any accounting questions relating to your maintenance fees should be directed to Accounts Receivable at 732-294-8882 extension 117. You may also email them at AR@askaa.com.

PAYMENT INFORMATION

Please note your **LOCKBOX ADDRESS:**

LEISURETOWNE ASSOCIATION, INC.

C/O Association Advisors NJ

PO Box 98072

Phoenix, AZ 85038-8072

We offer the following payment options:

- 1.) ACH Direct Debit- **Form Enclosed** Forms received prior to the 23rd of the month will be effective for the following month's maintenance payment.
- 2.) U.S. Mail- PLEASE ALLOW UP TO FIVE TO SEVEN (5-7) BUSINESS DAYS FOR MAILING AND PROCESSING
Please note your LOCKBOX ADDRESS:

LEISURETOWNE ASSOCIATION, INC.

C/O Association Advisors NJ

PO Box 98072

Phoenix, AZ 85038-8072

- 3.) Your Bank's Electronic Bill Pay
- 4.) Online- eCheck or Credit Card*

*Should you choose to utilize the Online method, eCheck or Credit Card, simply log onto our website and follow the prompts for setting up your account. The website is:

www.associationadvisorsnj.com

Click on "PROCESS" my online payment

MANAGEMENT ID: 8081

ASSOCIATION ID: 285

**PROPERTY/ACCOUNT NUMBER: ASSIGNED ACCOUNT NUMBER
(LOCATED ON STATEMENT AND/OR COUPON. IT CAN ALSO BE FOUND
ON THE BOTTOM LEFT CORNER OF THE ENVELOPE THAT THIS
MAILING CAME IN)**

****Please do not send any correspondence other than your payment to the lockbox address. ** If you pay via credit card, First Citizens Bank will charge a 2.95% convenience fee. If you pay via First Citizens website, they will charge a \$1.95 convenience fee.**

If you have any questions relating to the Administration, Operation, or Management of your community, please contact Association Advisors NJ at 732-294-8882 or email help@askaa.com.

Our contact information is as follows:

Association Advisors NJ

19 West Main Street

Freehold, NJ 07728-2200

Monday – Friday 9:00 am – 5:00 pm

Phone: 732-294-8882

Fax: 732-294-8884

General Email – help@askaa.com

Service Department- service@askaa.com

Accounts Receivable- AR@askaa.com

24-hour Emergency for Fire, Flood or Eminent Danger

1-888-295-4617

THE 24-HOUR EMERGENCY NUMBER IS ONLY TO BE USED FOR EMERGENCIES IN THE COMMON AREAS. THE EMERGENCY NUMBER IS NOT A SUBSTITUTION FOR THE POLICE OR FIRE DEPARTMENT. IN A SEVERE OR MEDICAL EMERGENCY PLEASE CALL 911.

We at Association Advisors NJ are committed to providing you with the highest level of service and professionalism in our efforts to establish a long-term relationship. We are excited to be involved with your community.

Sincerely yours,

Bonnie Bertan

President

Association Advisors New Jersey LLC