

CW Division 12 STEP Association
C/o Diamond Community Management
7512 Stanich Lane #6
Gig Harbor, WA 98335
253.514.6638

**BOARD OF DIRECTORS
2018/2019**

PRESIDENT: Lynn Singleton
13706 47th Ave Ct NW
Gig Harbor, WA 98332
beebarb@hotmail.com

VICE PRES/SEC: John Soukup
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Gig Harbor, WA 98332
jssoukup@soukup-schiff.com

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rmeeder@hotmail.com

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253-514-6638

Hello Division 12 STEP Homeowner and Welcome!

This letter is to introduce us, Diamond Community Management, and to let you know your Board of Directors has contracted with us to assist with the management of the STEP association.

Our objective is to provide the association board with administrative and financial solutions while providing personalized customer service to community homeowners.

Enclosed is an introduction flyer so you will know who we are and how to get in touch with us.

- ◆ If you would like to set up your monthly payment of \$101.00 with an auto- deduction, we have enclosed the ACH form. Please mail it with a voided check to the address below.
- ◆ If you currently use on-line banking you will need to set up your system to mail the monthly payment to:
 - **STEP Association, c/o DCM,
7512 Stanich Lane, Suite #6, Gig Harbor, WA 98335.**
- ◆ If you have any questions, please feel free to contact us at our office:
 - 253-514-6638 Monday through Friday 9:00 AM to 5:00 PM.

We look forward to the opportunity of working with the STEP Board and homeowners.

Sincerely,
Diamond Community Management

Carol Burton
Community Manager

Lisa Dillon
Accounting Manager



Diamond Community Management

Debit Authorization (ACH) Form

I (we) hereby authorize **CW Division 12 STEP Assoc.** to Initiate a **Debit** entry to my (our) Checking/Savings account at the financial institution indicated below, and initiate adjustments (if necessary) for any transactions debited in error. This authority will remain in effect until the company is notified by me (us) in writing to cancel it in such time as to afford the company and financial institution a reasonable opportunity to act on it.

Name of Financial Institution

City, State and Zip Code

Financial Institution Routing/Transit Number

Checking Account Number

(Please attach a voided check)

For Debit Entries: Recurring debit amount of **\$101.00** to be made the **5th** of each month.

Customer Name (Please Print)

Date

Customer Signature

Please be sure to attach a VOIDED check

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Dear Homeowner,

The Board of Directors of CW Div. 12 STEP Association is looking to improve our communications. If you have an email address, we would like to send the Board meeting Minutes, notices and other correspondence to you using email. If email is preferred, please send an email to carol@diamonddcm.net with your name(s), email address(es, contact phone numbers and type, mailing address and communication preference so we can update our records. Alternately you can send us the information via regular mail if that works better – see form below. Our mailing address is: DCM, 7512 Stanich Lane #6, Gig Harbor, WA 98335.

Your assistance regarding this matter is greatly appreciated. Please feel free to call 253-514-6638 with any questions. Please respond as soon as possible.

Thank you.

Carol & Lisa

Diamond Community Management

Name(s) _____

Email Address (es) _____

Mailing Address _____

Phone Number(s) Please Specify Type—home or mobile (with owner)

Information Preference: Email _____ Regular Mail _____ Both _____