## **CW Division 12 STEP Association**

c/o Diamond Community Management 7512 Stanich Lane #6 Gig Harbor, WA 98335 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 with an <u>auto- deduction</u>, we have enclosed the ACH form. Please mail it with a voided check to the address below.
- If you currently use <u>on-line banking</u> 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



Debit Authorization (ACH) Form

I (we) hereby authorize <u>CW Division 12 STEP Assoc</u>. to Initiate a <u>Debit</u> 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 N	Number
Checking Account Number	(Please attach a voided check)
For Debit Entries: Recurring debit am <u><b>5th</b></u> of each month.	nount of <b>\$101.00</b> to be made the
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 <u>carol@diamondcm.net</u> 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: EmailRegular MailBoth