

MacArthur Park

9351 Grant Street; Suite 500
Thornton, CO 80229

www.4SHOA.com
Phone: (303) 952-4004
Fax: (720) 229-0407

Dear MacArthur Park Homeowner,

We are pleased to announce that 4 Seasons Management Group has been retained by your Board of Directors to provide the homeowner association management of MacArthur Park. The contract with 4 Seasons Management Group includes the day-to-day management of MacArthur Park, free on-line check payments, on-line credit card payment (a small fee will be charged to the user), individual assessment statements, and a state-of-the-art technology network that will be a benefit to the entire community.

ASSESSMENTS / ONLINE ACCESS

4 Seasons Management Group sends billing statements during the month prior to the assessment being due. The first statement from 4 Seasons will be received in the coming days. Please note that the 2022 assessment for MacArthur Park is \$65.00 per month and the balance reflected on your first statement will not reflect actual account balances. Please allow 30-45 days for account balances to be adjusted.

Assessments are due on the first day of the billing period, with late fees being assessed according to your association's collections policy. Please make checks payable to MacArthur Park, and mail to:

MacArthur Park
c/o 4 Seasons Management Group
PO BOX 66394
Phoenix, AZ 85082-6394

For your convenience you can go online to **www.4SHOA.com** to access your account and review necessary forms, documents, and information for your association. We encourage you to take some time and review the features of the website so that you can use it to its full capacity. To gain access to your online account you have been assigned an account number and password that have been sent to you in a previous letter.

The Association depends on your prompt payment to ensure the financial health of the organization. Please remember that your responsibility in paying assessments is not dependent on whether or not you receive a statement (coupon). If you previously had ACH (AutoPay) with prior management, you will need to sign up again. You may sign up in the portal or you can download the ACH document from the portal and send it to our office.

OFFICE HOURS AND CONTACT INFORMATION

The office of 4 Seasons Management Group is open Monday through Thursday from 8:00 AM to 5:00 PM and on Friday from 8:00 AM to 1:00 PM (excluding some holidays). Should you wish to meet with someone in our office, please arrange for an appointment to ensure a team member is available to assist. If you have an administrative request, please email our amazing support team at Hello@4SHOA.com and someone will respond to your request within 1 business day. Our team is here to assist with Architectural change requests, AutoPay requests, work orders, compliance related matters, and much more.

Your manager will be Janet Watts. Janet can be reached at (303) 952-4004 or JWatts@4SHOA.com.

EMERGENCIES

If you have an emergency at your property which involves a police related incident, fire, or medical issue, please dial 911 for assistance. If you have an emergency at your property in which assistance is needed from the Association, please call (303) 952-4004. If our office is closed, please select the emergency option from the menu and leave a detailed message. The person handling emergency calls will return your call promptly. Please note that no information will be given by the on-call manager regarding account balance, covenant violations, or other administrative issues. This service is for emergencies only!

4 Seasons Management looks forward to working with the homeowners and residents of MacArthur Park.

Sincerely,

4 Seasons Management Group

CC: Homeowner File