



The Poconos 5-Star, Four Seasons, Recreational Community

December 8, 2023

2024 Annual Assessment Invoice

Dear Member:

Greetings! Enclosed is your invoice for the 2024 annual assessment. The invoice **is due and payable in full by January 15, 2024**. Please include your account number (lot/section number) with your payment. The following forms are included with this package:

- 2024 Assessment Invoice
- 2024 Payment Plan Options Form
- 2024 Association Fee Schedule
- Payment Options
- Authorization for Direct Debit Form (ACH)
- Collection Policy
- Rental Policy

Payment plans are available should you choose not to pay in full. Qualifying members who choose a payment plan option must make their first payment, and the enclosed payment plan option form **no later than January 15, 2024**. If you have a delinquent balance on your account, you will not be eligible for a payment plan. Please contact our Accounting Department at accounting@sawcreek.org to schedule an appointment to discuss alternative payment arrangements that may be available to you.

In 2022, we instituted Amenity Access Fobs, replacing the Forever badges. Each property received a total of 6 fobs once the member of record signed a Disclaimer (ASSUMPTION OF RISK, GENERAL RELEASE, AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT). **Please be advised that the terms and conditions of the Disclaimer continue to apply until a unit transfer occurs or there is a change in tenancy.**

I would personally encourage you to complete the Mandatory Annual Member Information Form. Contact information does change from time to time, and if an emergency at your property occurs, our only resource to alert someone is the contact information you provide on this form. Please take a few minutes to complete this form online. Please visit <https://sawcreek.org/memberform/> and complete the required Member Information Form to avoid any disruption with your gate cards.

Member Services is open Monday, Wednesday, Thursday, Friday, and Saturday from 9 am to 4 pm. We will be closed on Monday, December 25th and Monday, January 1, 2024, in observance of the holidays, however, we will be open on Tuesday, January 2, as an added convenience for our members to make payments. As a reminder, we have a night deposit box at the Member Services Office for any after-hours transactions. Our goal is always to provide you with excellent service. Don't hesitate to get in touch with us at (570) 588-9329 or email us at memberservices@sawcreek.org with any questions that you may have.

On behalf of the Association and the Board of Directors, the Management Team wishes you a Happy Holiday Season and a Prosperous New Year!

Sincerely,

Greg Trunzo

Greg Trunzo, CMCA
Community Manager