



# SOUTHERN PROPERTY MANAGEMENT GROUP, LLC

## MANAGERS OF

HOA & CONDO ASSOCIATIONS

RESIDENTIAL COMMUNITIES

COMMERCIAL PROPERTIES

**Date:** December 1, 2017  
**To:** All Owners of the Eden Villas Garden Court Townhomes Association  
**From:** S. Barrett Oakley  
**Subject:** **Your New Management Company as of January 2018**

Dear Home Owner,

I am pleased to announce that your Board of Directors has selected my company, Southern Property Management Group (SPMG), as your new association and property management provider effective January 1, 2018. My firm has been a locally owned property and association management company in Birmingham since 2006. We pride ourselves on responsive customer service, efficient management of your property, association and finances.

Our office number is 205-568-2533. The office email is [info@southernpmg.com](mailto:info@southernpmg.com). If you have any questions and/or need information on your association, please direct those communications to our main office. Karen Wigley and I will personally serve as the Property Managers in charge of your account at this time. After **January 1<sup>st</sup>** if you have questions regarding your personal financial standing with the association please contact Karen Wigley at [kwigley@southernpmg.com](mailto:kwigley@southernpmg.com) or call 205-568-2533.

**As of January 1, 2018, please mail your payments to:**

Eden Villas Garden Court Townhomes Association  
 C/o Southern Property Management Group  
 2100 Southbridge Parkway, Suite #650  
 Birmingham, AL 35209

Attached for your convenience is an informational sheet on how to obtain an account so you can make on line payments or have your dues drafted out of your account.

Work orders – If you have a routine work order (not an emergency or after hours issue) please call Victoria Gunter at the Eden Villas Office – phone 205-637-5365.

Lastly, I've attached an owner contact form, so we can reach you/your tenant(s) in case of emergencies. Please fill out this form and email to [kwigley@southernpmg.com](mailto:kwigley@southernpmg.com) in order for us to update your information.

Sincerely,

S. Barrett Oakley, President  
 Southern Property Management Group

P.O. Box 59788, Birmingham, AL 35259 | Phone: 205-568-2533 | Email: [info@southernpmg.com](mailto:info@southernpmg.com)



# SOUTHERN PROPERTY MANAGEMENT GROUP, INC

---

## MANAGERS OF

HOA & CONDO ASSOCIATIONS

RESIDENTIAL COMMUNITIES

COMMERCIAL PROPERTIES

### EDEN VILLAS GARDEN COURT TOWNHOMES ASSOCIATION 2018 ANNUAL ASSESSMENT NOTICE

Dear Homeowner,

The Board of Directors has established the 2018 Assessment amount. The Association relies on your assessment for expenses such as landscape maintenance, utilities, insurance property taxes, reserves, financial and management services. **The 2018 Monthly Assessment amount is \$236.** Please make your checks payable to the Eden Villas Garden Court Townhomes Association and you can also pay your dues on line using the following information:

#### Payment options:

1. Visit <https://spmng.cincweb.com> and click on the Homeowner Login.
2. Register your account. Your account will begin with "EV" then enter street name, house number and street name. Example: 1234 Stonehenge Drive would be "EV1234SD".
3. You will receive an email with your password and login.
4. You can set up automatic payments or make a one-time e-check or credit card payment. It is free to set up payments through your bank. You can also mail your payment to Southern Property Management Group, 2100 Southbridge Parkway Suite #650, Birmingham, AL 35209. Please be certain to put your Eden Villas address on the check.

#### If you have trouble making a payment online, please see the following steps:

1. Click Pay Assessment.
2. If you have a blank page, your pop up blocker is blocking the page.
3. Select the three dots at the top right of your screen.
4. Select settings, select advance settings, and select privacy content. Allow pop ups.
5. Manage exceptions and key in the link. Please note there will be a processing fee for online Payments.

**All monthly homeowners' assessments are due and payable on the 1<sup>st</sup> of each month and are considered late on the 10<sup>th</sup>. Failure to pay by the 10<sup>th</sup> will result in a \$40.00 late penalty per month that the assessment is late.** After assessments are sixty (60) days late, the matter will be turned over to the Association's attorney who shall then institute collection procedures against the homeowner. The delinquent homeowner will be responsible for the payment of any attorney's fees and cost arising from the legal action. **While the Association prefers not to take these actions, they are requested under the terms of the By-Laws.**

# EDEN VILLAS TOWNHOME ASSOCIATION

## Owner Contact Information

Owner(s): \_\_\_\_\_

Eden Villas Home Address: \_\_\_\_\_

Owner Billing Address (if different than above): \_\_\_\_\_

Phone: Cell: \_\_\_\_\_ 2<sup>nd</sup> Cell: \_\_\_\_\_

Work: \_\_\_\_\_ 2<sup>nd</sup> Work: \_\_\_\_\_

Home: \_\_\_\_\_

Email(s): \_\_\_\_\_

What is the best way to contact you: \_\_\_\_\_

Do you rent your home? YES: \_\_\_\_\_ NO: \_\_\_\_\_

Renters Name: \_\_\_\_\_

Renter Phone #: \_\_\_\_\_ Renter Email: \_\_\_\_\_

If you use a Management Company to handle your rental property please provide:

Company Name: \_\_\_\_\_

Property Manger Name: \_\_\_\_\_

Phone : \_\_\_\_\_ Email: \_\_\_\_\_

\*\*\*\*\*

**PLEASE RETURN TOP PORTION AND KEEP BOTTOM FOR YOUR RECORDS:**

[info@southernpmg.com](mailto:info@southernpmg.com) contact email or call 205-568-2533  
Southern Property Management Group, LLC  
2100 Southbridge Parkway, Suite 650, Birmingham, Al 35209





<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>01/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>02/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>
<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>03/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>04/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 352109</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>
<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>05/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Pkwy, # 650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>05/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Pkwy, # 650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>
<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>07/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>08/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>
<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>09/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway, #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>10/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway, #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>
<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>11/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway, #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>	<p><b>EDEN VILLAS PAYMENT COUPON</b></p> <p>12/01/18 Amount Due \$236.00</p> <p>Payments are due on the first of each month and late after the 10th Late fee is \$40.00</p> <p>Mail to: Southern Property Management Group, 2100 Southbridge Parkway, #650, Birmingham, AL 35209</p> <p>PLEASE WRITE YOUR NAME AND ADDRESS ON ALL PAYMENTS</p>