



THE PRESERVE AT
JEFFERSON CREEK

Welcome to The Preserve at Jefferson Creek! We are the property management firm for the The Preserve at Jefferson Creek Homeowners Association. As a new owner, we wanted to supply you with some useful information to help familiarize you with the community.

Enclosed are a new owner questionnaire, an ACH form, as well as a SeaScape Handbook. Please take some time to review these documents, as they contain important information about your community.

The handbook will help familiarize owners with our company and our role in the community. The new owner questionnaire will ensure we have accurate contact information for you and your family. Rest assured though, this information will NOT be shared with those outside of the HOA.

The HOA Assessments are invoiced on a Monthly basis (Due on the 1st of every month). Seascape Property Management offers homeowners the ability to have your monthly payment automatically withdrawn from your checking account. If you are interested, please complete the included ACH form with a voided check and return to our office. While you can always mail the Association a check directly, sometimes having this electronic method of payment is more convenient. Seascape Property Management will email all homeowners a reminder invoice approximately 10 days prior to the due date.

The Association's website is www.jeffersoncreek.org and this website will give you the ability to have access to an electronic set of Covenants, a current events calendar, and various community documents including Architectural Review forms. As the community grows so will the content and the importance of this site.

We will continue to update owners on the new amenities and what rules are adopted to facilitate everyone's enjoyment of these amenities. We will also draft a monthly newsletter to keep owners informed of community news.

Again, welcome to The Preserves at Jefferson Creek and we look forward to meeting you in the future.

Truly,
Londin Boots
SeaScape Property Mgmt., Inc
lboots@seascapepm.com

Creekside Plaza
32566 Doc's Place
Suite 5
Millville, DE 19967
302.539.3600



Nassau Commons
17563 Nassau Commons Blvd
Suite 3
Lewes, DE 19958
302.645.2222

Community Information

Utilities

Delaware Electric Co-op	(302) 349-9090
Tidewater (Water)	(302) 734-7500
Mediacom	(855) 633-4226
Poores (Propane)	(800) 505-4281

Trash Company

Waste Industries/GFL Environmental (302) 934-1364

Trash Pick-Up Every Tuesday

Recycling Pick-Up Every Other Tuesday

Homeowners will need to contact Waste Industries to order trash and recycling containers and to set up billing preferences.

Homeowner's Association dues will not include trash service, therefore, this service is billed directly to homeowners from Waste Industries. Please call Waste Industries – (302) 934-1364 or email Kristy Chmelewski at Kristy.Chmelewski@wasteindustries.com to update contact information and billing address or to obtain initial garbage and recycling containers. Any questions regarding the trash please contact Zach Butler at (302) 645-222 or at the email provided.



Creekside Plaza
32566 Doc's Place
Suite 5
Millville, DE 19967
302.539.3600



Nassau Commons
17563 Nassau Commons Blvd
Suite 3
Lewes, DE 19958
302.645.2222

The Preserves at Jefferson Creek New Owner Questionnaire

Owner Questionnaire

Lot # _____ Date Questionnaire Completed _____ Community _____

Name (s) _____

Community Street Address: _____

Mailing Address _____

Phone: Home _____ Cell _____

Work _____ Fax _____

Email _____

Circle One: Year Round Home Second Home Rental Unit

Do you agree to receive Association correspondence and invoicing electronically? Yes No

May We Publish Your Phone Number and E-mail Address In a Community Directory? Yes No



Creekside Plaza
32566 Doc's Place
Suite 5
Millville, DE 19967
302.539.3600



Nassau Commons
17563 Nassau Commons Blvd
Suite 3
Lewes, DE 19958
302.645.2222

ACH Payment Set – Up

If you would like to utilize ACH for payment of your Association dues please complete the enclosed form and return it to our office. You can mail it to the address above OR fax it to 302-645-1292. Once we have received the signed form, we can complete the setup of your account and link to your checking or savings account via the online ACH system.

A few things you should know...

- ☞ Please send a copy of voided check.
- ☞ Dues will be transferred from your account on the 10th of the month they are due. If for some reason you need to cancel a scheduled payment, you MUST notify our office in writing by the first of the month as the payments are automatically scheduled and it takes time to modify the system to postpone or cancel a payment.
- ☞ The authorization you are returning to us is valid until we receive written notification to cancel the ACH service.
- ☞ Those who utilize the ACH system WILL still receive an Invoice for their payments. This will simply serve to remind you that the ACH will be occurring.
- ☞ You are responsible to ensure that funds are available in your account on the scheduled transfer date. You will be held responsible for all associated fees from your bank, SeaScape and the HOA bank resulting from an ACH denial.

Should you have any questions, please feel free to contact our office. We would be happy to answer any questions or concerns you may have.

Truly,

Chris Nichols
President, SeaScape Property Management



Creekside Plaza
32566 Doc's Place
Suite 5
Millville, DE 19967
302.539.3600



Nassau Commons
17563 Nassau Commons Blvd
Suite 3
Lewes, DE 19958
302.645.2222

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)

Community: _____

Name(s): _____

(Please Print)

Property Address: _____

I (we) hereby authorized SeaScape Property Management, hereinafter called COMPANY, to initiate debit entries to my (our) Checking Account/Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Number: _____






Account Number: _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

Signature: _____

Date: _____

Note: Debit authorization must provide that the receiver may revoke the authorization only by notifying the originator in the manner specified in the authorization.

-  Please send a copy of voided check.
-  Dues will be transferred from your account on the 10th of the month they are due. If for some reason you need to cancel a scheduled payment, you MUST notify our office in writing by the first of the month as the payments are automatically scheduled and it takes time to modify the system to postpone or cancel a payment.
-  The authorization you are returning to us is valid until we receive written notification to cancel the ACH service.
-  Those who utilize the ACH system WILL still receive an Invoice for their payments. This will simply serve to remind you that the ACH will be occurring.
-  You are responsible to ensure that funds are available in your account on the scheduled transfer date. You will be held responsible for all associated fees from your bank, SeaScape and the HOA bank resulting from an ACH denial.

