



PROPERTY MANAGEMENT, LLC

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December 30, 2022

Walden Woods Conservancy  
Unit Owner  
Windsor, CT 06095

Dear Unit Owner:

At the Virtual Annual Meeting on December 28, 2022, the 2023 budgets were approved resulting in the following common charges, effective January 1, 2023.

**Conservancy – Increase by \$4** The Conservancy has adopted a budget with a \$4 increase in common fees. **(Fees will be \$56 per month).**

**Village – No Increase.** The Village Council has adopted a budget with no increase in common fees. The Village fee will be **\$331 per month (\$275 Council fee + \$56 Conservancy fee).**

**Ridge – No Increase.** The Ridge Council has adopted a budget with no increase in common fees. The Ridge fee will be **\$151 per month (\$95 Council fee + \$56 Conservancy fee).**

**Duplex – Increase by \$6 per month.** The Duplex Council has adopted a budget with a \$6 increase in common fees. The Duplex fee will be **\$422 per month (\$366 Council fee + \$56 Conservancy fee).**

**Townhome – Increase by \$30 per month.** The Townhome Council has adopted a budget with a \$30 increase in common fees. The Townhome fee will be **\$396 per month (\$340 Council fee + \$56 Conservancy fee).**

Please refer to the enclosed document **Important Payment Information** for ways to pay your monthly dues. Checks should be payable to Walden Woods Conservancy, Inc. and mailed to the address below. Please remember to include your unit number on the memo line of your check.

Please make your check payable to:

**Walden Woods Conservancy, Inc.**  
c/o Elite Property Management  
PO Box 66304,  
Phoenix, AZ 85082-6304

**Automatic Withdrawal Program:** If you are enrolled in this program, the common fee will continue to be withdrawn from your account until we are otherwise instructed. If you wish to enroll in this service, please complete the enclosed Automatic Debit Agreement and return it to our office.

**Bill Pay Service:** If you are enrolled in this service, you will need to contact your bank to ensure the monthly increase will be withdrawn from your account.

Your monthly fees are due on the 1<sup>st</sup> of each month. The Board of Directors has established a policy, which will charge a late fee of \$25 to your account, if your payment is not **received by the 10th** of each month. There will be no late fees applied for January, 2023.



PROPERTY MANAGEMENT, LLC

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If you have not completed a Registration form, or have had any changes in tenants and/or vehicles, please call the office to request a Registration form. This information will be kept confidential and will allow us to more accurately and quickly resolve various situations that arise. We thank you for your cooperation in this matter.

If you have any questions regarding how to make your monthly payment, please do not hesitate to contact our Bookkeeping Department at (860) 430-6640x34 or via email at [bookkeeping@epmlc.com](mailto:bookkeeping@epmlc.com).

Sincerely,

*Chris Kohnle*

Chris Kohnle  
Property Manager  
Walden Woods Conservancy

## **Important Payment Information**

### **5 easy ways to pay your monthly fees!**

**1) Automated Clearing House (ACH)** - This is the preferred method of payment. The management office will manage this service. Your monthly payment will be automatically debited from your checking account each month. There is no charge for this form of payment. Please fill out and remit an auto withdrawal form.

**2) Mailing A Check**- mail your check payable to Walden Woods Conservancy in an envelope addressed to:

**Walden Woods Conservancy**  
C/o Elite Property Management  
PO Box 66304  
Phoenix, AZ 85082-6304

Your account number should be noted on the memo line. Please allow at least 5 business days for the mail to be received at the lockbox.

**3&4) Pay by E-Check or Credit Card –**

- Go to <https://propertypay.cit.com/>
- You may make a one-time payment or register for more payment options and transaction history. Elite does not charge for payments that are made using an e-check. However, a charge may be applied by your cell phone provider. There is a 3% convenience fee charge for payments made using your credit card.
- Complete the required information using the information below and, on your check,/credit card.
  - **Management Company (Elite's) ID:** 5068
  - **Association ID:** 000021 (must be 6 digits long).
  - **Property Account #:** This must be 16 digits long. For example, if your unit number is 201, then your property account number would be 000000000000201

**5) Online banking** - If you choose this method of payment you must instruct your bank to send the payment to:

**Walden Woods Conservancy**  
C/o Elite Property Management  
PO Box 66304  
Phoenix, AZ 85082-6304

Your unit number should be included on your payment.

Please consider the above method the most difficult for the lockbox and management office to process. Each bank has their own method of processing this request for the account holder. There is very little consistency from bank to bank, therefore causing many delays and mistakes in posting of these payments. These delays can often cause late fees to be charged to homeowners.

[Visit our website at www.propertypay.cit.com](http://www.propertypay.cit.com)

## **Elite Property Management, LLC.**

39 New London Turnpike  
Suite 330  
Glastonbury, CT 06033

860-430-6640-Phone  
888-666-8300 - Toll Free  
860-430-6646 - Fax

### Elite Property Management Automatic Debit Agreement for Electronic Funds Transfers

I hereby authorize on this **1st** day of each month **WALDEN WOODS CONSERVANCY, INC.** (Association) and their agents, Elite Property Management, L.L.C., to initiate electronic debit and/or credit entries to the bank account shown below for an allotted amount. I understand that adjustment entries may be made to this account to insure an accurate and balanced accounting (debits and credits must balance) of all transactions. This authorization will remain in effect until;

1. I must notify my Bank and the above Company **in writing** to terminate this agreement and give the Bank and the above named Company reasonable time to so terminate the agreement.
2. The Bank and/or the above named Company have sent me five (5) business days advance written notice of the Bank's and/or Company's termination of this Agreement

I understand that any cancellation in writing will become effective no earlier than five (5) business days after the day the last transaction has cleared and there are not outstanding balances to the account.

I UNDERSTAND THAT ELITE PROPERTY MANAGEMENT PROVIDES ONLY ITS SERVICES TO PROCESSOR AND COMPANY, ALL MONIES TO BE TRANSFERRED AS CREDITS MUST BE COLLATERALLY FUNDED AND ARE FULLY GUARANTEED BY THE COMPANY. IN THE EVENT COMPANY'S FUNDING FOR A CREDIT IS RETURNED FOR ANY REASON AND ELITE PROPERTY MANAGEMENT HAS CREDITED MONIES TO MY ACCOUNT, I AUTHORIZE ELITE PROPERTY MANAGEMENT TO DEBIT MY ACCOUNT FOR THE AMOUNT OF THE MONIES CREDITED AND OR DEBIT MY ACCOUNT ANY FEES ASSOCIATED WITH RETURNED ITEM.

**Electronic Funds Transfer (15 U.S.C. 1693):** I hereby acknowledge receipt of notice by the financial institution described herewithin of the undersigned's liability for an unauthorized electronic fund transfer, duty to promptly report such unauthorized transfer, charges for electronic fund transfers, the right to stop payment or pre-authorize electronic fund transfers, procedure to initiate such stop payment order, the right to receive documentation of electronic fund transfers, and the Bank's liability pursuant to the Electronic Funds Transfer Act found at 15 U.S.C 1693, et al., and as against Elite Property Management, waives all rights thereunder.

**Limitation of Action:** The undersigned will have 60 days from the transaction date to notify the above-referred-to Company, in writing, of any discrepancies, errors or problems with a transaction processed. This will include but is not limited to, errors in amounts, or transactions processed erroneously. You may contact the above-referred-to Company, but by doing so you will not preserve your rights. When writing, provide the above-referred-to Company the following information:

1. The name, account number and ABA number on the transaction in question.
2. The dollar amount of the transaction in question.
3. Describe the error and explain why you believe this is an error. If you need more information, describe the item you are unsure of.

The above-referred-to Company will tell you the results of our investigation within 30 days and will correct any error promptly. If the above-referred-to Company needs more time, we may take up to 45 days to investigate your complaint.

**(PLEASE RETAIN THIS PAGE FOR YOUR RECORDS)**



**Walden Woods Conservancy, Inc.**  
**Registration Form**

Elite Property Management, LLC  
39 New London Turnpike, Suite 330  
Glastonbury, CT 06033

Fax form to: (860) 430-6646 or  
via email at [danielle@epmlc.com](mailto:danielle@epmlc.com)

Unit Owner Name(s): \_\_\_\_\_ Unit #: \_\_\_\_\_

Mailing Address for owner: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Tenant(s): (1) \_\_\_\_\_ (2) \_\_\_\_\_

Lease Period From: \_\_\_\_\_ To: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

**Name of all occupants(including children) and age of all the occupants (not just the minors) (use the back of the form if necessary):**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Name: \_\_\_\_\_ Age: \_\_\_\_\_

**Vehicles:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_

Color: \_\_\_\_\_ License Plate: \_\_\_\_\_ State: \_\_\_\_\_

**Pets (if none, please note:**

Type: \_\_\_\_\_ Coloring: \_\_\_\_\_ Name: \_\_\_\_\_

Type: \_\_\_\_\_ Coloring: \_\_\_\_\_ Name: \_\_\_\_\_

**Emergency Contact:**

Should emergency access of your unit be required, please list a contact person who may have the ability and authorization to access your unit in your absence. Any damage as a result of forced entry will be the responsibility of the unit owner.

Emergency Contact's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Miscellaneous:**

Upon any change of information or a change in resident, please contact our office to update your information. Connecticut State law requires that your unit be equipped with a smoke detector. The use of kerosene heaters or propane tanks within the unit is illegal. We recommend each unit be equipped with fire extinguishers. A copy of the Association's rules and regulations have been provided to the lessee(s) of the rented unit and the lessee(s) understand that it is their responsibility to adhere to these rules and regulations. **It is mandatory that this form be completed and sent to the management company.**

\_\_\_\_\_  
Unit Owner's Signature

\_\_\_\_\_  
Tenant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\*The information on this form will be used by Elite Property Management and by authorized committees serving on behalf of the Walden Woods Conservancy Board for Walden Woods emergency and communication purposes only.