

# Heritage Trace Homeowners Association



February 2023

Dear Homeowner,

We are pleased to announce that effective **March 1, 2023** the Board of Directors for Heritage Trace has selected Pindell-Wilson Property Management to manage your Association. Alex Wilson will serve as Association Manager under your current Board of Directors to handle the necessary duties of running your Association. Please carefully read this notice for information regarding the transition. If you have any questions, please contact Alex at [alex@pwraleigh.com] or your Board of Directors.

Recurring payments, bank drafts, or bill pay you currently have set up will *not* transfer from Charleston. Any payment arrangement through Charleston will be cancelled by them; any arrangement you made through your bank needs to be cancelled by you. Your 2023 payment coupons are no longer valid and need to be discarded. No new coupons will be mailed – alternative payment options are listed below. Dues are billed on the 1<sup>st</sup> and payable by the 31<sup>st</sup>.

**NOTE: Ending account balances from February will be transferred to us in March.**

**NOTE: Annual dues to Heritage II Master Association will still be paid to Charleston Management.**

- 1) You can set up Automatic Draft using the enclosed form (no fee). *\*No need to enter HOA account # as you do not know it yet.*
- 2) Payments may be made online by e-check (\$1.99 fee) or credit card (3% fee) at our website **pwp.cincwebaxis.com**. *\*These can be one time or recurring.*
- 3) Checks or money orders payable to Heritage Trace HOA can be mailed directly to: **Heritage Trace HOA, P.O. Box 99720, Raleigh, NC 27624**. *\*DO NOT mail payments to the Pindell-Wilson office.*

**\*\*\*Do Not attempt to make payments to us before March 1<sup>st</sup>. There will be no late fees during the transition period so wait until after the 1<sup>st</sup> of the month to mail or make payments. Do Not try and register an account online before March 1<sup>st</sup>.**

If this letter did not arrive at your preferred address, please contact Alex or your Board of Directors to update your preference. Please visit our website, **pwraleigh.com**, to view your community documents [Associations – Documents – Heritage Trace - View Documents].

We are very excited to begin working with your Association!

Sincerely,

Alex Wilson  
*Pindell-Wilson Property Management, Inc.*