
FRIARS VILLAGE HOMEOWNERS ASSOCIATION, INC.



WELCOME TO FRIARS VILLAGE

Dear Friars Village Homeowner:

On behalf of the Board of Directors and Management of Friars Village Homeowner Association, it is my pleasure to welcome you to your new home.

OFFICE HOURS / MANAGEMENT TEAM: The Association's office is located at 1190 Camino Copete and the office is open daily for Association business from 10:00 a.m. – 5:00 p.m. The clubhouse and recreation facilities are at the same location and are open and available to residents until 10:00 p.m. each evening.

ARK Management is our management company and Vicki MacHale and Erika Sosa are your Management team. Erika is on-site and works from the office Monday – Friday (excluding holidays). The office is closed daily from 1:30 – 2:00 p.m. for lunch. Accounting services are accomplished out of ARK's corporate office in Cardiff by the Sea, CA.

ASSESSMENT PAYMENT / HOMEOWNER REGISTRATION INFO: Attached you will find an ACH (assessment auto pay) Form and Resident Registration Form. We ask that you return the COMPLETED Registration Form to the office as soon as possible. You can drop it off in person or e-mail it or fax it to the number / email address below. For your convenience assessment payments can be made via e-check or credit card on-line at www.cabanc.com. Please wait until you receive your first billing statement so that you have your new account information available. Please note that e-check is free, however there is a charge through the financial institution for payment by credit card.

TRASH PICK UP: Trash pick-up is Wednesday, and recycling day is on alternating Wednesdays. You will know which "alternate" Wednesdays are recycling days when you see the blue recycling cans being set out by your neighbors. You are also welcome to call the office to confirm the days. **If you have any issues with your trash pick-up, please call (619) 543-0016.** Large items pick-ups may be scheduled for the last Wednesday of the month at an additional cost of \$10 per item. You must schedule and pay for this in advance. Please contact management for more information.

MANAGEMENT DUTIES: Management works with your Board and Committees for the overall excellent administrative and maintenance operations of the Association. Community reviews are performed on a monthly basis. If you wish to make a complaint against a unit, please provide the information in writing to Management.

RULES & REGULATIONS / WEBSITE: You should have received a full set of governing documents and community rules and regulations prior to the close of escrow. If you have misplaced your documents, they are located on line on the Friars Village website @ www.friarsvillage.org. Most community forms are also available on line for immediate download. Please help us stay in communication with you by "LIKE"-ing us on Facebook. Search Friars Village Homeowners Association.

Once again, we welcome you to your new home. We look forward to meeting you!

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San Diego, CA 92111
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vicki@ark-management.com

Telephone: (858) 277-5132
FAX: (858) 277-5135
www.FriarsVillage.org

SETTING UP ACH (AUTO-WITHDRAWAL THROUGH ARK MANAGEMENT)

- This is the type of payment that you sign-up for through ARK Management to allow ARK to automatically charge your designated account for assessment payment. Any homeowner who would like to set-up ACH payment, please follow the below instructions:

- **ACH SET-UP INSTRUCTIONS:**
 - Please remember to SIGN the application below and send to the address included on the application.

 - All accounts MUST BE current and not in delinquent status of 15 days or more in order to process ACH applications.

 - ACH withdrawals are typically processed on the 5th of each month.

 - Applications received after the 5th of the month will be processed for withdrawals starting for the following month's assessment. As such, you will need to submit payment for the current month's assessment.

----- **DETACH HERE** -----

ACH: AUTHORIZATION FOR DIRECT PAYMENT AUTOMATIC BILL PAYMENT

<p>Company Name: ARK Management (the "Company")</p> <p>I (we) authorize the Company to initiate variable entries to my (our) account described below: (Select one)</p> <p>1. Checking Account #: _____ OR</p> <p>2. Savings Account #: _____</p> <p style="text-align: center;">Bank Information for Selected Account:</p> <p>1. Bank Name: _____</p> <p>2. Bank Address: _____</p> <p style="text-align: center;">*** IMPORTANT ***</p> <p style="text-align: center;">In order to process your ACH withdrawal, you MUST include either a voided check OR a readable copy of a voided check with this application.</p> <p style="text-align: center;">We cannot process ACH solely upon handwritten or typed bank account and routing numbers.</p>	<p>Print Full Name: _____</p> <hr/> <p>Signature: _____</p> <hr/> <p>Site Address: _____</p> <hr/> <p>Date: _____</p> <hr/> <p>Telephone Number: _____</p> <hr/> <p style="text-align: center;">Please return this form along with your voided check or copy of voided check to:</p> <p style="text-align: center;"> Friars Village C/O ARK Management 2533 South Coast Hwy 101, Suite 230 Cardiff by the Sea, CA 92007 </p> <p style="text-align: center;">Allow 10 days to process your ACH Application</p>
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HOMEOWNER/RESIDENT INFORMATION FORM

Address: _____ Lot # _____

Occupants: (circle one) Homeowner(s) Tenant(s)

Full Name: _____ Home Phone # _____
Email: _____ Work Phone # _____
Full Name: _____ Home Phone # _____
Email: _____ Work Phone # _____
Additional Occupants: (if under 18 please note age)

In Case of Emergency – Please Notify: (please list in order of choice)

Name _____ Relationship _____
Address _____ Phone Number(s) _____
Name _____ Relationship _____
Address _____ Phone Number(s) _____

RESIDENT DRIVEN VEHICLES: *Please list **ALL** vehicles driven by residents of the unit*

	Make & Model	Color	License Plate #	State Registered
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

PETS: *Please include name of pet, species, and breed (if applicable)*

Please use the reverse side of this form for additional information

Signature: _____ Date: _____