



February 16, 2021

TO: All AOA Napili Ridge Owners

Re: AOAO Napili Ridge – New Management

Aloha,

JS Property Management has been selected as the new managing agent for AOA Napili Ridge. We look forward to working with you. If there are any matters that require immediate attention, please contact Mary Jane "Janie" Kramer, (or the main office), at (808) 243-8600, Monday through Friday from 8:00 AM to 4:00 PM. Our contact information is:

Janie Kramer, President/Managing Agent
JS Property Management, Inc.

Office: (808) 243-8600 ext 208
Cell: (808) 870-7836
Fax: (808) 249-0894
Email: jkramer@js.management or
Email: jkramer@jsmaui.com

Krista Barresi, Managing Agent
JS Property Management, Inc.

Office: (808) 243-8600 ext 201
Fax: (808) 249-0894
Email: kbarresi@js.management or
Email: kbarresi@jsmaui.com

We will be handling the collection of monthly dues. We do not provide coupons; we do forward a statement of your account monthly for you to remit payment.

Your Association Account payment options for your monthly dues:

Starting March 1, 2021, we will be offering an automatic payment plan (ACH) and encourage you to enroll in this program.

If you are interested in signing up for ACH:

- 1] Just fill out the attached/enclosed Automatic Withdrawal for Monthly Maintenance Fees form.
- 2] Send us an attached voided check. This will allow the bank to obtain your routing number and bank information.



Starting March 1, 2021, we will also offer a payment option using a credit card provided by Zego (formally PayLease). This can also be set up for automatic monthly payments.

- 1] See attached/enclosed flyer for more info
- 2] If interested, and want to sign up, please visit our website at:
JS.Management (No need for a .com on our website.)
- 3] If you'd like to use this service, please contact us for your account number.

If you prefer, you may also mail us a check:

- 1] Make checks payable to: **AOAO Napili Ridge**

Action Items:

Please fill out and return the paperwork enclosed:

- ❖ Complete the owner information form so we may update our records.
- ❖ To receive a friendly reminder each month, please fill out the Email Monthly Statements form with your preferred billing email address.
- ❖ If you choose to pay automatically with the ACH check payment option, fill the Automatic Withdrawal form and return with a voided check.

Please note: All concerns and/or correspondence must be in writing, signed, and either mailed, faxed, or emailed to us. If it does concern a Board response or action, we will forward your concerns to the Board of Directors and will follow up with you on how best to proceed.

We are confident you will be pleased with the services that JS Property Management, Inc. offers. Feel free to contact us with any questions you may have.

Kind Regards,
JS PROPERTY MANAGEMENT, INC.
Managing Agent for AOA Napili Ridge

A handwritten signature in black ink, appearing to read "Mary Jane Kramer".

Mary Jane Kramer (PB)
Managing Agent

JS Property Management, Inc.

OWNER'S INFORMATION SHEET

Owner Information:

Please print. Fill in all blanks completely.

Property: AOAO NAPILI RIDGE

Unit #: _____

Owner's Name: _____ Home #: _____

Mailing Address: _____ Work #: _____

_____ Cell #: _____

Email Address: _____ Fax #: _____

Would you like a friendly monthly email reminder? Yes No

Emergency Contact Information:

Name: _____ Phone #: _____

Address: _____

Owner's Signature: _____ Date: _____

Please return completed form to:
JS Property Management, Inc.
1962 B Wells Street, Wailuku, Hawaii 96793
info@js.management or info@jsmaui.com
or Fax to (808) 249-0894

AOAO NAPILI RIDGE

EMAIL MONTHLY STATEMENTS

To help reduce mailing costs and delays, if you would like your monthly statement mailed to you please complete the information below:

As the owner(s) of Unit # _____ at Association of Apartment Owners of Napili Ridge we would like our monthly statements emailed to us:

EMAIL ADDRESS: _____

Owner Name: _____
(print name)

Contact#: _____

Signature: _____

Date: _____

Return completed form to:

JS Property Management, Inc.
1962 B Wells Street
Wailuku, HI 96793

FAX: (808) 249-0894

EMAIL: jkramer@js.management

JS Property Management, Inc.

Automatic Withdrawal Form for Monthly Maintenance Fees (ACH)

Property: AOAO NAPILI RIDGE

Owner Name: _____

Unit #: _____

The automatic payment system is set up with American Savings Bank.

To set up this payment plan, please send us a voided check. This allows the bank to obtain a routing number and information to set up the automatic payment plan.

Please note that the amount to be withdrawn will only be for the monthly maintenance fees. If there are other amounts owed, we will need written approval, separate from this form, to make the withdrawal.

We ask that you fill in the information requested and sign below. Once completed, please return to our office authorizing an automatic withdrawal from your account. Thank you.

I authorize the withdrawal of funds from my account for the monthly assessment fees.

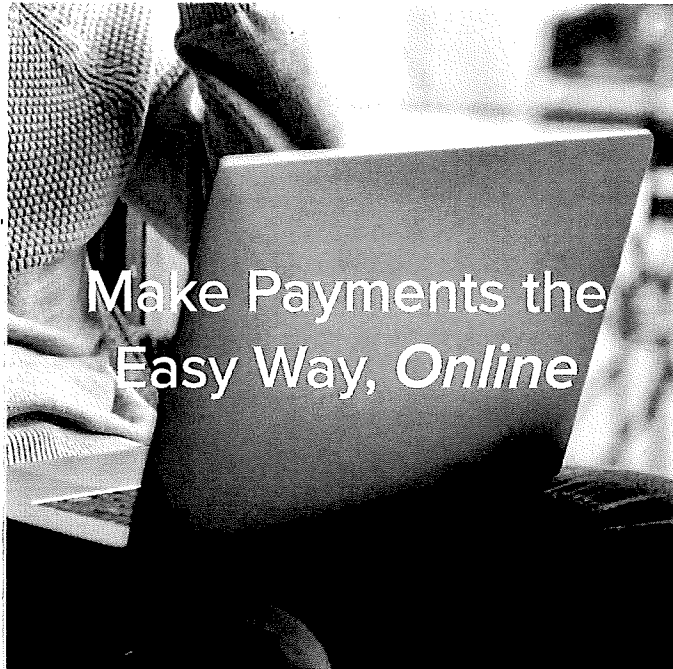
Print Name

Unit #

Signature

Date

(Attach voided check)



Make Payments the
Easy Way, *Online*

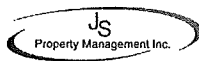
JS Property Management

Get Started Today

- Visit js.management
- Click on 'Make a Payment'
- Login or register for a new account
- Make a one-time payment or set up AutoPay

A More Convenient Way to Pay

JS Property Management now accepts payments online. Make payments using a credit card or an e-check.



808.243.8600
support.paylease.com