

On behalf of your Board of Directors and Premier Management Company...

Welcome to the Community!

The Board of Directors and Premier Management Company work together in order to efficiently operate your community association. Visit www.PremierManagementNC.com to register a Homeowner Login where you can:

- View and download important community documents, forms and information
- Update your phone number, email and mailing address
- View account balance and transaction history
- Pay dues or set up and adjust automatic payment routines
- And more...

Please note if your property is a member of more than one Association (Master/Sub), you have an additional account for a boat slip, or you own an additional property, you will have multiple account numbers and access to different profiles within the homeowner portal. This is very important to realize as the homeowners' associations are managed as separate organizations with separate purposes. In order to access relevant documentation and account specific information for each Association that your property is a member of, you will need to register your property for both Associations. This is very easy to do! In order to link your accounts, once you have logged in to the new homeowner, please complete the following steps:

- Click the "Account Info" tab at the top of your screen
- Click "My Profile"
- Click the blue "Register an Additional Property" button and complete each field marked with an asterisk.
- Click "Submit"

Your additional account registration will be submitted to management for approval. Once approved, the additional account that you registered will be accessible from the drop-down menu by your name in the top right-hand corner of your screen. You will see the option to "Switch Account" where you will be able to click on the link to the alternate account and access the related account information including balances and community documents. Should you have any questions or need any further assistance with this process, please reach out to Admin@PremierManagementNC.com.

Communications

Notices of formal meetings or assessments are sent by regular mail to property owners but helpful reminders of these items and other information related to community events and activities are often sent by email. Please login and make sure your contact information is correct so that you do not miss out on important communications.

Assessments

Owners receive bills for assessments in advance of the due dates and can pay dues or set up and adjust automatic payment of future charges online. Late fees will be added to any outstanding balance if payment is not received in advance of the past due date described on a bill.

Governing Documents

The Declaration of Covenants, Conditions and Restrictions, Bylaws and any Guidelines or Rules and Regulations describe the operation and governance of the community. Please look over these important documents which are available at www.PremierManagementNC.com through the Homeowner Login.

Architectural Review

The documents require owners to obtain approval prior to making any changes or additions to the exterior appearance of your property. Please review the documents and be sure to submit any plans for proposed changes online via an ***Architectural Review Application***.

Thank you for the opportunity to be your Association Management Company. Should you have any questions do not hesitate to contact us.

Sincerely,

The Staff of Premier Management Company

Premier Management Company Contact Information

Mailing Address: P.O. Box 12051, Wilmington, NC 28405
Physical Office Address: 1985 Eastwood Road, Suite 102, Wilmington, NC 28403
Phone: 910-679-3012
Fax: 888-799-7626
Office Hours: Monday - Friday, 8:30 am to 5:00 pm

Phone Extensions

| | |
|-------------|--|
| Extension 0 | Customer Service Representative; ARC Requests, Homewise/ Closings, Account Questions, Clubhouse Reservations |
| Extension 2 | Dial by name directory |
| Extension 3 | Maintenance – request or emergency |

Emails

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|--|---|
| Admin@PremierManagementNC.com | General administrative questions |
| Info@PremierManagementNC.com | Request for general information re: PMC |
| ARC@PremierManagementNC.com | Questions regarding new or pending architectural requests |
| Reservations@PremierManagementNC.com | Clubhouse / amenities reservations |
| Violations@PremierManagementNC.com | Report a violation |
| Maintenance@PremierManagementNC.com | Report a maintenance request |
| Invoices@PremierManagementNC.com | Where to send a vendor invoice |

HOA Payments

Visit our Website ~ www.PremierManagementNC.com ~ Login via the Homeowner tab. Once logged in, click the Pay Assessment tab. You may also pay by check or money order made payable to your HOA and mailed to PO Box 1207 Commerce, GA 30529-0022.

HOA Documents

Visit our Website ~ www.PremierManagementNC.com ~ Login via the Homeowner tab / Community / Document Library.

Dear Homeowner:

We would like to make sure our records indicate the correct mailing address and information for your property. Please take a moment to fill out the following and return this form to our office so that we are sure to avoid a misunderstanding with any bills or important correspondence.

Today's Date _____

Community Name _____

Owner Name _____

Additional Owner Name _____

Property Address _____

Mailing Address (if different) _____

Owner Telephone Number _____

Additional Owner Telephone Number _____

Email Address _____

Additional Owner Email Address _____

Signature (Property Owner) _____

Signature (Additional Property Owner) _____

Please return form via:

Fax: 888-799-7626

Email: Admin@PremierManagementNC.com

Mail: Premier Management Company
P.O. Box 12051
Wilmington, NC 28405