

Westminster Crier

News from the Community

WELCOME

Let's put our hands together as we welcome our new property manager, Pamela Peterson!



New Board

Rick Bidwell- President

Tim Baranek- Vice President

Frieda Sarubbi- Secretary

Stephen McKinnon- Treasurer

Ray Sucik- Board Member

Jack McManus- Board Member

Lawrence Christiano- Board Member

Caliber Instructions

Here are the instructions to set up an on-line account that will allow you to monitor the status of your HOA payments. It is recommended you do this. **(See #2 below)**. By entering your northern address as well as your Westminster address you can make one active when you are here so any Westminster mailings will come to your local address and then you can switch it back when you are up north. This will help getting mailings in a timely and not have to wait for them to be forwarded.

Also, on the attached is a form that you'll need to fill out to start a new ACH (should you wish to pay via ACH).

As a reminder, the HOA fees can now be paid in four different ways:

1. By Check - send in your payment via the address on the coupon (the address for your residence on the coupon may be wrong, if so, just line it out. The account number at the

top of the coupon is correctly assign to you and is the most important data point).

2. By e-check - created the on-line account per the attached and complete the required personal information and banking information and transmit the payment (**see # 2**)
3. By ACH - complete the attached form and mail it or email it with a voided check.
4. Credit Card - created the on-line account per the attached and complete the required personal information and credit card information and transmit the payment. **PLEASE NOTE YOU WILL BE RESPONSIBLE FOR A CONVENIENCE FEE.**

The important issue is **you must have your account number**. If your address of record is not your Westminster address, it could be delayed due to the USPS forwarding. To avoid this, you can set up both addresses in the Caliber System and change your mailing address to match your current location.

HOMEOWNERS HAVE SEVERAL WAYS TO PAY THEIR ASSOCIATION FEES

- 1) Mail your check with the Coupon to the Address indicated on your coupon
- 2) Make payments through the Portal
 - A) Create Login and Follow Prompts
 - B) Your Associations Portal Website address: https://caliber.cloud/CaliberWeb2_SpiresAssoc
(We do need a current email address on file to access the Portal)
 - C) This will give you access to your account to make payments, address changes, view account history, etc.....
 - D) FEES APPLY for Credit Card payments
- 3) On-line banking through your personal bank
 - A) Make check payable to your Association
 - B) Note your full coupon account number on the "MEMO" line on the face of your check
 - C) Remit payments to the address on your coupon
- 4) Direct Debit from a US bank checking account
 - A) Complete the authorization form below for processing to begin the following Due date

Pre-authorized Electronic Payment Authorization Form

(Please print in BLACK ink)

Association Name:

Property Address:

Account Number from coupon: _____ Due Date to Start ACH: _____

Your Mailing Address(if different from above): _____

Your

Name: _____ Phone: _____ Email: _____ Your Name:

_____ Phone: _____ Email: _____

ACH REQUEST WILL BE PROCESSED AROUND THE 71" DAY OF THE MONTH THEY ARE DUE AND WILL POST TO YOUR ACCOUNT

*****For ACH setup: RETURNED THIS SIGNED FORM & A "VOID" CHECK by Fax, US Mail or E-mail:

****,*

US MAIL: SPIRES & ASSOCIATES PA.12734 KENWOOD LN 25,FORT MYERS FL 33907-5639

FAX: 239 936-4941or EMAIL:

karenh@spiresassociates.com;renee@spiresassociates.com; julia@spiresassociates.com

X _____ Date:

FORM MUST BE SIGNED AND DATED ABOVE TO BEGIN THIS PROCESS

FOR QUESTIONS PLEASE CALL OUR OFFICE AT (239) 936-4336

Community Center News

Ice Cream Social

April 23

1-3 pm

Ladies Luncheon

First Thursday of each month

Starts at 11:30

Contact Irene if interested - 540-748-0513

Bingo Grand Finale for the season

April 27th at 6:30pm

Burgers, hotdogs, and prizes will be provided

Please text or call Kay at 239-896-4353 if you plan on attending

Bring a dish to share and plan on having some fun.

Board Meeting

April 19 at 7 pm

Community Center