

**Elmcrest Homeowners Association  
c/o Associa New York  
11 Raymond Avenue – Suite 32  
Poughkeepsie, NY 12603  
845-473-3711 ~ Fax: 845-473-3749**

December 13, 2017

Dear Homeowners of Elmcrest HOA:

We are pleased to inform you that as of January 1, 2018, Associa New York will formally take over the management of Elmcrest HOA

Enclosed is an Owner / Tenant information Form which we ask that you fill out and return to us at your earliest convenience. By filling out the form you help us to keep the most current information on file for you. If you have an off-site address please include it on the form.

Coupon books for the 2018 monthly assessments will be mailed out in the coming weeks. There is a slight delay due to some transitional items so you can expect coupons some time in mid-January.

***Please do not mail January payments to your prior management company or to our offices until you receive a coupon booklet. This coupon will list your account number and will allow us to apply payments appropriately. The mailing will not only include the monthly payment coupons but it will also contain information regarding other payment methods that you may take advantage of. No late fees will be assessed for the month of January.***

Your Manager is Siobhan Gelb and she can be contacted at:  
845-473-3711  
[Siobhan.Gelb@associa.us](mailto:Siobhan.Gelb@associa.us)

***Keep a lookout for a save the date for an introductory meeting where Associa will introduce themselves to the community.***

Please note that our offices are open Monday through Friday, from 8:30 am to 5:00 pm.  
After hours and on weekends and holidays, for emergency calls, you should call (845) 431-6589.

We look forward to serving your community and all of the owners and residents at Elmcrest HOA.

Respectfully,  
Siobhan Gelb, CMCA  
Community Association Manager  
Associa New York

Enclosure

# Elmcrest Homeowners Association

## Owner/Tenant Information Sheet

Owner(s) name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Address: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Is this unit a rental unit: Yes  No  (If "Yes" Please Answer the Following)

Tenant name: \_\_\_\_\_

Home phone #: \_\_\_\_\_ Work phone #: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Lease dates: \_\_\_\_\_

Do you or your tenants have any household pets: Yes  No

If yes, how many: \_\_\_\_\_ Pet's Name(s): \_\_\_\_\_

Pet's breed and description \_\_\_\_\_

Do you have a copy of current Rules & Regulations: Yes  No

Vehicle information: (For owners/tenants with vehicles on the property, please list information for each)

Year	Make/Model	Color	Plate #
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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Emergency Information

Another person and phone number who can be contacted in and emergency:

\_\_\_\_\_

Someone else with keys to your unit, who may be contacted:

\_\_\_\_\_