

Ellerslie Place Homeowners Association, Inc  
Office Phone # 706-653-9630  
4745 Armour Road  
Columbus, GA 31904



Statement Date: 7/6/2023  
Page Number 1

## Statement

Account Number	Amount Due
	\$120.00

Date	Description	Charge	Payment
04/11/2023	Annual Assessment 2023	\$120.00	

Over 30 Days	Over 60 Days	Over 90 Days	Current	Amount Due
\$0.00	\$120.00	\$0.00	\$0.00	\$120.00

**Your 2023 Annual Assessment:** The statement above reflects any past due or credit balance on your account in addition to the 2023 Annual Assessment. There is a 30-day grace period before late fees are assessed. A late fee in the amount of fifty dollars (\$50.00) will be charged to ALL unpaid account balances at 12:01am August 6, 2023. On August 7, 2023, collection notices will be sent and a collection fee of twenty-five dollars (\$25.00) will be billed to your account. **See the reverse side of this statement for all payment methods.**

The Annual Assessment for all homeowners and lot owners is due on the first of each year. Billing statements for 2024 will be mailed by December 1, 2023. We are in the process of preparing the 2024 operating and capital reserve budgets and anticipate an increase will be necessary due to inflation and the increased costs of utilities and other expenses.

The Annual Meeting is scheduled for 3:30 pm August 13, 2023, so please **SAVE THE DATE.**

Please direct all questions regarding this statement to [management@totalservicegroupinc.com](mailto:management@totalservicegroupinc.com) or 706-653-9630.

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Please detach and return this portion with payment. Do not staple or fold

Ellerslie Place Homeowners Association, Inc  
Office Phone # 706-653-9630  
4745 Armour Road  
Columbus, GA 31904

Account Number	Amount Due
	\$120.00

To: Ellerslie Place  
MAIL CHECKS HERE  
PO Box 847  
Commerce, GA 30529

Make Checks Payable To:  
Ellerslie Place Homeowners Association, Inc

1200 00000100 0000000000010062 4 00012000 00012000 3

## Payment Options:

**Avoid processing fees by sending your payment to the payment processing center.** The payment address is on the left bottom on the payment coupon under the note "MAIL CHECKS HERE." The payment address is Ellerslie Place Homeowners, P.O. Box 847, Commerce, GA 30529. If you mail your payment to the local address, a processing fee in the amount of \$25.00 will be charged for the administrative costs of handling.

**Online Payments:** You will be able to make online payments using either an e-check or credit card. To make your payments, please go to our website at [tsg.cincwebaxis.com/ellerslieplace](http://tsg.cincwebaxis.com/ellerslieplace). On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. You will need your account number (found on your statement coupon), address, and an email address. Once you register, a temporary password will be sent to the email address you provided. Use this to log in for the first time and you will be given the opportunity to change your temporary password in the MY PROFILE section of the website.

The payment processor (Not TSG or Ellerslie Place) charges a fee of \$1.99 for e-checks and the credit card processor charges a 3.25% fee for credit card payments. **There are no funds in the Budget to pay the convenience fees therefore all fees are charged to the Owner at the time of payment.**

**Your Personal Bank's Online Payment Service:** You may set up Association payments through your personal bank's online payment service or pay online through your personal bank's online payment service. Please set up the Association as a new payee using the address above and include your account number in order to ensure your payment is posted promptly. You will need to update the payment amounts when they change.

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On October 1, 2021, the United States Postal Service modified the service standards for First Class mail. The delivery day range for First-Class Mail expanded from 1-3 days to **1-5 days**.

**If you choose regular mail, please mail it early.**

June 30, 2023

**Members of Ellerslie Place Homeowners Association, Inc.**

**Total Service Group, LLC**

**Dear Homeowners:**



PROPERTY  
MANAGEMENT  
SERVICES

4745 Armour Road  
Columbus, Georgia  
31904

Post Office Box 6010  
Columbus, Georgia  
31917-6010

Tel 706.653.9630  
Fax 706.653.9633

The Board of Directors has retained Total Service Group, LLC (TSG) as the Maintenance and Administrative Agent for your Association. TSG works directly for your Board of Directors and will be handling the day-to-day accounting, maintenance, and administrative duties. **The 2023 Annual Meeting is scheduled for Sunday, August 13, 2023. Please SAVE THE DATE.** We are in the process of preparing the annual meeting packet to include the Official Meeting Notice, Proxy, Agenda, Financial Reports, 2023 Operating and Capital Budgets as well as the State of the Community. In the State of Community your Board will share the 2022 accomplishments and 2023/2024 goals. We will also include a summary of sales and the procedures for covenant control. The Board's first priority is to maintain and protect the property values of your homes and TSG will assist and advise your Board in accomplishing this goal.

**TSG is committed to supporting your Association with an efficient, friendly, and knowledgeable staff working diligently to assist your Board in achieving your community's objectives.** We specialize in single family Homeowner and Condominium Association services. We work directly for your Board of Directors. Your Board is still in complete control. Below is a list of services TSG will be providing your Board. We will be covering more details at the upcoming Annual Meeting.

- Accounting, Banking and Budgeting
- Collection of Homeowner Assessments
- Process Resales and Maintain the Association Directory
- Operates via Common Interest Community Software with Multiple Payment Avenues
- Maintenance of Common Areas
- Covenant Control Inspections
- Architectural Control Approval Process
- Association Communications

TSG is locally owned and operated by DeLaney & Bill Johnson. Together we have over 64 years in property management and associated activities in Columbus and the Southeast.

**2023 Annual Assessment**

Enclosed is your 2023 Annual Assessment Billing Statement. The statement reflects any past due or credit balance on your account in addition to the 2023 Annual Assessment. The payment is due upon receipt. There is a 30-day grace period before late fees are assessed. A late fee in the amount of fifty dollars (\$50.00) will be charged to ALL unpaid account balances at 12:01am August 6, 2023. On August 7, 2023, collection notices will be mailed. All collection expenses will be billed to your account. All payment methods can be found on the billing statement.



### Information Sheet

It is very important that the Association has up to date information for each homeowner. If you do not live full-time in your Ellerslie Place home, we must have your off-site mailing address. If this is not provided all mailings will be sent to the Ellerslie Place address. Please complete the attached information sheet and return it to TSG via email, or regular mail (details below). The information sheet will assist us in serving you better and ensure we are able to reach you in an emergency. **Please make sure to include your email address.** All correspondence such as newsletters and announcements are sent electronically via email. This keeps the Association expenses down. We are looking forward to assisting you.

### Summary of Contact Information

TSG Office Hours:	Monday-Thursday - 8:30 am-5:30 pm Friday – 8:30 am-2:30pm
TSG Office Phone:	706-653-9630      Fax: 706-653-9633
Email:	management@totalservicegrouppllc.com

Mailing Address (for \*Correspondence Only):      P.O. Box 6010  
Columbus, Georgia 31917-6010

Street Address:      4745 Armour Road, Columbus, Georgia, 31904

### Rental Homes and Non-Owner Occupied Homes

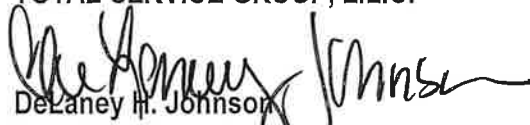
Ellerslie Place homeowners, please be aware that renters, tenants, and others occupying property in Ellerslie Place must comply with the Covenants. When an occupant violates the Covenants, the homeowner will be cited and is legally obligated to bring the occupant into compliance. Rental agreements should include wording that requires renters to comply, so that the owner has leverage with the renter.

If you should have any questions or special needs, please contact our office at 706-653-9630.

Our team is looking forward to serving you.

Sincerely,

TOTAL SERVICE GROUP, L.L.C.

  
DeLaney H. Johnson  
Director of Property Management

Enclosures: 2023 Annual Assessment Billing Statement  
Information Sheet

**Ellerslie Place HOA  
Owner Information Sheet**

\*Owner Occupied Home \_\_\_\_\_ \*Rental Home \_\_\_\_\_ \*Relative/Non-Owner Occupied Home \_\_\_\_\_  
**\*Complete a separate information sheet for each category of occupants**

Ellerslie Place Address\*: \_\_\_\_\_

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

Spouse's Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

\*Mailing Address (if different): \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_ Alternate Phone #: \_\_\_\_\_

Name of Each Occupant if not listed above:

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

\_\_\_\_\_ Relationship: \_\_\_\_\_ Age: \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone: \_\_\_\_\_

**Please complete the following if your home is managed by a real estate company:**

Name of Rental Company \_\_\_\_\_

Name of Rental Agent \_\_\_\_\_ Phone Number \_\_\_\_\_

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

**PLEASE RETURN THIS FORM TO OUR OFFICE AT YOUR EARLIEST CONVENIENCE SO WE CAN HAVE AN ACCURATE RECORD OF YOUR MEMBERSHIP ACCOUNT.**

Mail to: P O Box 6010, Columbus GA 31917

Fax to: (706) 653-9633

Email to: [management@totalservicegroupllc.com](mailto:management@totalservicegroupllc.com)

