



BHG Business Campus
7164 Route 209,
Stroudsburg, PA 18360

Phone: (570) 421-5409
Email: nepa@wilkins1.com
www.nepamgmt.com

PA 135722

December 12, 2024

Dear The Woods POA,

On behalf of NEPA Management Associates, Inc. we would like to take this opportunity to introduce you to our company. Effective January 1, 2025 we were retained by The Woods POA to provide Bookkeeping and Fiscal Management services including the collection of the dues, assessments (if any), late fees, fines and other charges.

An invite to your owner portal will be emailed to the email address we have on file, if we do not have an email address please provide us with one. The owner portal will allow you to access your account information, balances and important community documents.
(www.comwebportal.com)

If you have any questions concerning your account, you can reach our office any business day between 8:00 a.m. to 4:30 p.m. Monday thru Friday at 570-421-5409. The personnel handling your account include:

Cathy Hissim, Senior Bookkeeper* Ext. 324 chissim@wilkins1.com
Christina Serpico, Sr. Vice President.** Ext. 383 cserpico@wilkins1.com

*Your Primary Bookkeeper
**Your Primary Property Manager, (For Administration Purposes Only)

Our office is located at the BHG Business Campus, 7164 Route 209, Stroudsburg, PA 18360. Please feel free to stop in at our office, say hello and meet our staff.

WE HAVE INPUT ALL THE UNIT OWNER INFORMATION INCLUDING YOUR OWNER BALANCE. IF YOU HAVE A QUESTION OR THINK THE BALANCE IS INCORRECT YOU MUST CONTACT US WITHIN THIRTY (30) DAYS FROM RECEIPT OF THE ATTACHED STATEMENT. WRITTEN PROOF OF PRIOR PAYMENT WILL HAVE TO BE SUBMITTED BEFORE WE CAN CHANGE YOUR ACCOUNT. IF NO DISPUTE IS MADE, AFTER 30 DAYS YOUR BALANCE WILL BE CONSIDERED CORRECT.

On behalf of the Board of Directors and NEPA Management Associates, Inc. we thank you for your cooperation and hope to hear from you soon.

The Woods POA
We need your current telephone numbers, spelling corrections, correct mailing address and your email address.
Please indicate any changes below **Email or Scan to propertymanager@wilkins1.com or call (570) 421-5409 ext 335.**

Name: _____ Lot# _____
Street Address: _____
City: _____ State: _____ Zip: _____
Telephone: Primary Cell : _____ Secondary Cell: _____
Email address: _____ Secondary Email address: _____