

HIGH TIDE

ASSOCIATES

Real Estate Services • Brokerage • Regime & Association Property Management

Our Commitment:

High Tide Associates provides best in class service for our communities that is rooted in the philosophy of honesty, integrity, and respect. We enable the Communities and their Board of Directors to achieve its goals through this approach. This earned trust leads to long lasting relationships. In addition, our philosophy provides our employees with a challenging and rewarding environment in which to grow and succeed.

Dear Kingston Cove Owners,

High Tide Associates (HTA) is your property management company. We look forward to serving the Kingston Cove community with 25+ years of experience in regime property management. We are very excited and confident that our service will meet your expectations as we have assembled a great team to manage the property. Ted Coords is your property manager. Ted is eager to work with the Board of Directors and all owners to work through the challenges facing Kingston Cove.

Be certain to visit our Website at <https://hightideassociates.com> for all Governing Documents (i.e., Master Deed, Bylaws, Rules and Regulations, etc.) and carefully review all documents in full.

If you have any questions, please call the office at 843-686-2241 or e-mail us at one of the e-mails in the cover letter.

Sometime in the near future you will be receiving a statement showing your balance due. If you notice any errors on the statement, please contact Naryi Escudero in accounting at your earliest convenience. If you have signed up for ACH, you will not be receiving a coupon book. If you have not signed up for ACH you will receive a coupon book.

Ted Coords
Property Manager
843.686.2241 ext. 104
E-mail – Ted@hightideassociates.com
Office Hours -- Monday – Friday 9 am – 4 pm
P.O. Box 7665 – Hilton Head Island, SC 29938
Fountain Center
55 New Orleans Road, Suite 211
Hilton Head Island, SC 29928



Kingston Cove Owner's Association
Toni Russo - President
13 Kingston Cove
Hilton Head, SC 29928
Toni01.tr@gmail.com

Welcome to Kingston Cove! We are glad to have you as a neighbor and hope you will feel right at home. Our owners love it here and know that you will too! Please read the attachments for new homeowners which have several items pertinent to your KCOA ownership. You will find a copy of the Background of our KCOA, KCOA Rules and Regulations, Services provided by your Regime Fee, and your Owner's Information needed by our Secretary and Bookkeeper.

It is suggested that if you RENT your home that you post the services and phone numbers for your guests somewhere visible. **Please also see that pets are not allowed in rental properties.**

Our community has a Board of 5 Directors. The present officers are:

President: Toni Feldman #13 - part-time resident
Vice President: Lauren Mullan #5 - part-time resident
Treasurer: Gery Kwiatkowski #22 - part-time resident
Secretary: Sharon Koch #15 - part-time resident
Member ..at-Large: John Stanley #16 - part-time resident

We have a management company that helps keep us organized, manages our work orders, and makes sure our bills are paid.

High Tide Associates

P.O.Box 7665
55 New Orleans Rd., Ste. 211
Hilton Head Is., SC 29928
Ted Coords, Property Manager
Email: Ted@hightideassociates.com .
Cell: 843-802-6720

Regime Payments - currently \$300.00 a month and due by the 10th of each month.

Direct Payments (ACH Debits) for setup can be found on the High Tide Web Site
www.htausa.com

Checks can be mailed to: High Tide Associates P.O. Box 7665, Hilton Head Is., SC 29938

Sincerely,
Sharon Koch
Secretary - KCOA

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AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS (ACH DEBITS)
ALL DIRECT DRAFT TRANSFERS WILL BE DRAWN ON OR AROUND THE 10TH OF THE MONTH
OF WHICH IT IS DUE.

I (we) hereby authorize High Tide Associates (HTA), hereinafter called COMPANY, to initiate debit entries to my (our) checking or savings account indicated below at the depository financial institution named below, hereafter called DEPOSITORY, and to debit the same to such account. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Your Banking Information:

Depository Name: _____ Branch: _____ (Bank Name)
(Location) City: _____ State: _____ Routing Number: _____
Account Number: _____ Checking Account _____ Savings Account _____

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it.

If you wish to stop direct draft you must notify High Tide Associates in writing, including the date you would like the services to be discontinued. Your Personal Information: (Please Print) Account Number (Example: ABC1234): _____

Name(s): _____ Phone Number: _____ day
_____ evening

Signature: _____ Date: _____

Signature: _____ Date: _____

PLEASE ATTACH A VOIDED CHECK TO THE BOTTOM OF THIS
AUTHORIZATION FORM

P.O. Box 7665 • Hilton Head Island, SC 29938 • Phone 843-686-2241 • Fax 843-686-2204 •
www.htausa.com

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Contact Information Sheet

Please take a few moments and fill out the information requested below. This information is for regime business and should we need to reach you in the event of an emergency. Please return by mail, fax or email.

Kingston Cove Unit #: _____

Owner Name: _____

Mail address: _____

City: _____ State _____ Zip _____

Home Phone: _____ Work Phone: _____

Cell Phone: _____ Fax: _____

E-mail: _____

Emergency contact name: _____

Emergency contact number: _____

Rental Company & Contact Name _____

Phone number: _____ Email: _____

Renter Name: _____ Renter Phone Number: _____

PLEASE RETURN TO:
Ted Coords
Property Manager / Kingston Cove
Ted@hightideassociates.com
843-802-6720