

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 Colony Owners,

High Tide Associates (HTA) is your property management company. We look forward to serving The Colony 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. Drew Davis is your property manager. Drew is eager to begin working with the Board of Directors and all owners to work through the challenges facing The Colony.

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 Accounting at your earliest convenience. If you have signed up for ACH, you will not be receiving a coupon book.

Drew Davis
Property Manager
843.686.2241 ext. 111
E-mail – Drew@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

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THE COLONY HPR

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**

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THE COLONY HPR

Contact Information Sheet

If you have already done so, thank you. If you need to update, or if you have not sent your information to our office, please take a few moments, and fill out the information requested below. This information is for regime business only should we need to reach you in the event of an emergency. You may return by mail, fax or email.

Villa #: _____
Name: _____
E-mail 1 _____ E-mail 2 _____
Mail address: _____
City: _____ State _____ Zip _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____ Fax: _____
Emergency contact name: _____
Emergency contact number: _____
Who will be living in your unit if not the owner? _____

Is your unit a rental? _____ Yes _____ No
Rental Company: _____
Phone number: _____ Email: _____
Other Comments: _____

*****For your privacy, protection & security, we do not provide any owner contact information to any other party unless the individual owner provides written consent.***

Drew Davis
Property Manager / The Colony HPR
Drew@hightideassociates.com
Office 843-686-2241 Office Fax 843-686-2204