



Welcome to Green Glen Neighborhood Association!

July 5, 2024

Re: Green Glen Neighborhood Association - Account# 074403598328
24 Gingerwood

NEW MANAGEMENT INFORMATION ENCLOSED

Lin Wang
Calvin Chen
24 Gingerwood
Irvine, CA 92603

Dear Lin Wang & Calvin Chen:

Welcome to your new home at Green Glen Neighborhood Association! We are delighted to serve you! Our company's vision of "People-Performance-Passion" is what provides every community with superior professional management and strategic guidance. Below are some initial resources and information about your new community to help you settle in. We will be here when you need us and here's how to contact us for your various association needs.

Community Manager: Each community is assigned a dedicated Community Manager who addresses the day-to-day operations and works with the Board of Directors to ensure that the financial, physical and administrative obligations of the association are being met. In addition, they conduct regular inspections of the property to ensure quality service is performed, proper maintenance of common areas is achieved, and architectural control is consistent. Your Community Manager is Jonathan Hong, who can be reached Monday - Friday, from 9:00 AM - 5:00 PM at jonathan.hong@seabreezemgmt.com or 9492596359. For calls pertaining to after-hours property threatening emergencies please call 800-232-7517.

Escrow Contact: For your convenience, please refer calls pertaining to Billing/Account Review to 800-232-7517 and select option (1). Inquiries pertaining to the Escrow process should be referred to 800-232-7517, option (2) or sent via e-mail to EscrowTeam@SeabreezeMgmt.com.

Assessment Payment Methods: To assist in making your monthly payments, we have several payment options to choose from - whichever method you choose, please be sure to include your Seabreeze account number: **074403598328** (which is also featured on your billing statement). Payments may be submitted to Seabreeze Management Company, Inc. at: **P.O. Box 25189, Santa Ana, CA, 92799-5189** or delivered at a Seabreeze office and/or mail slot.

- **Check:** You may send a check in with your monthly courtesy billing statement.
- **Auto Direct Debit service/Bank Bill Pay:** Which will withdraw the assessment from your bank account - Please provide your bank the payment address listed above and the Seabreeze account number: **074403598328**.
- **Credit Card:** Pay by credit card using <https://commarea.cincwebaxis.com/>.
- **Automatic Payment Registration:** We also offer a FREE Recurring Automatic Payment program which authorizes us to debit your assessment from the checking account of your choice automatically. To enroll online, please use your new Seabreeze Management account number: **074403598328** at <https://commarea.cincwebaxis.com/>.

Community Web Portal: As a new owner, there is so much to learn about your community; we are here to help with that as well. With Common Area, a full-service web portal for your Association, you can access important account information and stay up to date with the latest community news online at your convenience. Here you will find your Association's governing documents, necessary forms and pertinent information that will assist you in residing in your neighborhood. To access your complimentary member account, please log onto <https://commarea.cincwebaxis.com> and click on the Sign In button and then "Create Account". From there, please complete the "Login Registration" form and click Register at the bottom of the screen.

Our aim is to assist your community under direction of your Board of Directors in creating the best living experience possible, as well as maintaining property values consistently. Our company is dedicated to providing you with professional full-service community management that prides itself on a personal approach to each member of your community. We look forward to working with you. Should you have any questions, please feel free to contact us. You may access our website at www.SeabreezeMgmt.com for more information regarding our company.

Sincerely yours,

Isaiah Henry, CMCA®, AMS®, CCAM®
Chief Executive Officer

26840 Aliso Viejo Parkway, STE. 100 | Aliso Viejo, CA 92656 | seabreezemgmt.com | p 800.232.7517 | f 949.855.6678



Owner Notice Disclosure
Date: July 5, 2024

California law requires all Owners in a community association to provide the following information to the association on an annual basis. Please complete and return this form within ten (10) days. If this form is not returned, then by law Association notices will only be sent to the last property address provided by you, or if none was received, the property address within this association.

1. Association Name: Green Glen Neighborhood Association

2. Owner Name(s): _____

3. Owner Phone(s): _____

4. Owner Email(s): _____

5. Address in Association: 24 Gingerwood

6. Mailing Address (can be same): _____

7. Valid Email Address: _____

- Optional alternate or secondary delivery method for receiving notices from the Association, including:

8. Secondary Mailing Address: _____

9. Secondary Email Address: _____

10. Member's preferred delivery method for receiving notices (please circle your preference):

Mailing Address: Yes or No

Email Address: Yes or No

Both: Yes or No

11. Owner's legal representative, if any, including any person with power of attorney or other person who can be contacted in the event of the Member's extended absence from the separate interest:

a. Name: _____

b. Mailing Address: _____

c. Valid Email Address: _____

12. This property is:

- Owner Occupied: Yes or No
- Rented Out: Yes or No

a. If rented out, your tenant's: Cell: _____ Email: _____

13. This property is developed, but vacant: Yes or No

14. This property is on undeveloped land: Yes or No

15. Civil Code provides homeowners with an opportunity to "OPT OUT" of sharing their names, property address, and mailing address on the association's membership list. This opt out shall remain in effect until changed by the homeowners.

- Do you wish to "OPT OUT" of neighbors receiving info? Yes or No

*Please note: Civil Code does not require member to provide an email address to the Association but does require the Association to ask for it. Additionally, if you would like to Opt In for electronic receipt of documents, please also complete and submit the enclosed form. This is required. Please return all applicable forms within 10 days to:

Seabreeze Management Company, Customer Care

26840 Aliso Viejo Pkwy, Suite 100

Aliso Viejo, CA 92656

customercare@seabreezemgmt.com

Seabreeze Management Company
26840 Aliso Viejo Pkwy
Suite 100
Aliso Viejo CA 92656



Welcome Letters

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