



May 6, 2024

Dear Bell Creek Homeowners:

It is our pleasure to announce that our firm, myStreet Community Management, has been selected by your Board of Directors to manage your community beginning June 1, 2024. Our community managers have many years of experience in managing townhomes, condominiums, and residential associations. myStreet has been a staple family-owned community management group in Richmond for over 25 years with recent expansions in the Hampton Roads and Charlottesville markets. The local branch is at: 7231 Forest Avenue, Suite 102, Richmond, VA 23226. Our office hours are Monday through Friday 9 AM until 4 PM. with availability for emergency calls after hours. In person office hours are by appointment only. You may contact us via phone, email, website, fax, or mail. We realize our company and processes are new to you and we are available to answer your questions.

If you have set up recurring payments through Associa Community Group, then Associa Community Group will turn off the recurring payments. You will then need to set up the recurring payments through our third-party payment vendor, Pacific Western Bank.

To make your payment online, visit our website www.mystreetva.com and click on the “Make a Payment” tab. You can make your payments two ways: 1. by credit card 2. by E-check. E-check payments are free but there is a charge for credit card payments. If you need help setting up payments, the Pacific Western Bank help desk will walk you through the process. You can reach them at (888-705-0600) during normal business hours. There is also an option to setup monthly recurring payments through Pacific Western Bank.

As a reminder, your annual assessment for 2024 is \$912.00 payable quarterly on January 1, April 1, July 1 and October 1 in the amount of \$228.00. Your next assessment is due on July 1, 2024. Payments are considered late if not received within 30 days of the due date. A late fee of \$27.56 will be charged to your account if payment is received after 30 days of the due date.

If you are more comfortable writing a check, you will still be able to do so. Coupon booklets will be issued upon request. Coupon booklet requests should be emailed to info@mystreetva.com.

IMPORTANT: All checks must be made payable to Bell Creek Single Family Residential Owners’ Association and be sure your account number is referenced on your check. Checks payable to myStreet Community Management or Pacific Western cannot be processed.

Remit To:
Bell Creek Single Family Residential Owners’ Association
c/o myStreet 0880
P O Box 105007
Atlanta, GA 30348-5007

Your account number is an abbreviation of your address (**IE: 1234 Abatis Court = 1234AC – See below chart for additional abbreviations**).

Abatis Court	AC	Lunette Lane	LL
Annex Lane	AL	Minie Ball Ave	MBA
Barbette Court	BC	Prolonge Lane	PL
Battalion Drive	BD	Red Sash Drive	RSD
Brevet Lane	BL	Salient Lane	SLN
Brigadier Road	BR	Six Pound Lane	SPL
Dress Blue Drive	DBD	Smoothbore Lane	SL
Fascine Court	FC	Sutlers Lane	SL
Hardtack Road	HR	Tow Hook Place	THP
Haversack Lane	HL	Vidette Lane	VL

myStreet offers an owner portal that allows you to access important community documents, receive community updates, view your account ledger, submit service requests, and much more! This site will go live on June 1, 2024. On or after June 1, 2024, please visit <https://portal.goenumerate.com/register> to register using your account number and email address.

myStreet also hosts an educational blog titled *Word on myStreet* to help all owners better understand the association structure. There are lots of moving parts to an association and we know it can be confusing at times. We encourage owners to browse the blog regularly to stay up to date on all things related to association living. *Word on myStreet*, can be accessed through our company website at <https://www.mystreetva.com/wordonmystreet>.

If you have any future questions or concerns, please contact our office at info@mystreetva.com or by phone at 804-359-2895.

On behalf of the Board of Directors for Bell Creek Single Family Residential Owners’ Association,



Tricia Risby, CMCA®
 Senior Manager
 myStreet Community Management