

# **SEMPER FI PROPERTY MANAGEMENT, LLC**

1756 Hwy 501  
Myrtle Beach, SC. 29577  
Phone 843.315.1756 ext 2  
Fax 843.315.1758  
Oceanbaytownhomes@yahoo.com

Ref: Welcome Letter  
To: OCEAN BAY TOWNHOMES HPR OWNERS

Hello to all,

My name is Billy Rivera (owner) Owners Rep & Operations of Semper Fi Property Management, LLC. The Property Manager in Charge (PMIC) & Accountant is Ron Petone will be assisting with your HOA. SFPM also has maintenance techs that will be working for your HOA. Together we are Semper Fi Property Management, LLC Your New HOA Property Management Team.

Included in this letter packet you will find the following:

1. Payment options.
2. Owner update information.
3. Rental Company information (rental units).

Important information for you:

1. Your new email address to keep in contact with Semper Fi Property Management (SFPM) and your Board of Directors (BOD) [oceanbaytownhomes@yahoo.com](mailto:oceanbaytownhomes@yahoo.com). Please use this email for all communications to SFPM & your BOD. Your email blasts, updates and information will come from this email.
2. After hours emergency number...as always call 911 for Police, Fire, Water and Medical. SFPM's after hours emergency line is 843.251.4873.
3. No late fees will be assessed to any accounts for the month of January 2022. This will give you a month to make changes with your banks, accountants, etc. Late fees will start again in February 2022.
4. In the near future a new website address will be sent out to all owners.
5. Enclosed are two important items: Owners information & Property Managers information. Please complete and return to me via email or USPS. We are missing information on some owners, emails, phone numbers, etc.
6. Semper Fi Property Management is working with the Board of Directors to ensure that we have the correct information and knowledge for your HOA. Any questions please email or call me. I am the owner of Semper Fi Property Management and YOUR Rep.
7. From this date on please send your monthly HOA Dues to the new address. Please complete the enclosed documents and return. I will be inspecting the HOA grounds and reviewing the budget and current bills. I look forward to meeting you.

Respectfully yours,  
Billy Rivera, CPO, NR  
Owners Rep & Operations  
Semper Fi Property Mgmt, LLC  
Ocean Bay Townhomes HPR

# OCEAN BAY TOWNHOMES HPR

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Managed by: Semper Fi Property Management, LLC  
1756 Hwy 501  
Myrtle Beach, SC. 29577  
843.315.1756 ext office, 843.315.1758 fax

## PAYMENT OPTIONS

1. **Monthly Dues:** \$255 per unit. **Due on the first of each month and will be considered late if not received by the 20th of the month.** A late fee of \$25 will be assessed to your account.

2. **Payable to:** Ocean Bay Townhomes **NOT** Semper Fi Property Management.

3. **Mail or deliver to:**  
Ocean Bay Townhomes  
c/o Semper Fi Property Management, LLC  
1756 Hwy 501  
Myrtle Beach, SC. 29577

We do have a drop box located to the left of the entry door to our office. This is for easy drop off if our doors are locked or you do not need to come in.

4. **Direct Bill Pay:**

Your bank will automatically disperse a check for you monthly on a specified and the amount you request each month recurring payment. Just give your bank the information...IE....date to be dispersed, mailed, amount, payable to and address. This option is a one time set and forget about it option. Set up the payment onetime and it will be paid automatically monthly.

5. **Account Number:**

You account number will be your unit number. For example if your unit is A1 or C2, etc. **YOUR ACCOUNT NUMBER MUST BE ON YOUR CHECK CORRECTLY TO RECEIVE PROPER CREDIT.**

# OCEAN BAY TOWNHOMES

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## OWNER INFORMATION SHEET

Ocean Bay Townhomes  
Address: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Email Address: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cellular #: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

## RENTAL INFORMATION

Do you rent your unit? YES \_\_\_\_\_ NO \_\_\_\_\_

Name of Rental Company: \_\_\_\_\_

Address: \_\_\_\_\_

Office #: \_\_\_\_\_ Cellular #: \_\_\_\_\_

After Hours Emergency #: \_\_\_\_\_

Name of Property Manager: \_\_\_\_\_