

EMAIL COMMUNICATIONS

1. Email is checked on a regular basis by the President, and all current board members have access. Emails are forwarded to the board members' personal emails if the issue requires a board vote. Simple questions may be answered by the board directly, while gate code requests and remote inquiries will be forwarded to the appropriate volunteer handling those issues.
2. Any complaints, violations reports, or in-depth items are forwarded to PMC who then responds to residents directly (while cc'ing the board), minimizing the number of situations the board has to intervene in. These interactions will be summarized and presented to the board in the following month's executive session.
3. The board reserves the right to defer any communications to PMC and is under no obligation to personally respond to emails. Inappropriate, incessant, or redundant communications to the board will be handled by PMC.
4. When anyone contacts the HOA via chadwickshores.com, an autoresponder is sent with the following information:

Thank you for contacting the Chadwick Shores HOA Board of Directors.

Please make sure your email includes the address of the property you own and/or inquiring about.

We will respond to your email within 10 business days, but in the meantime here are the answers and links to our most frequently asked questions:

For Immediate Inquiries

- *Please call our property manager, Premier Management - 910-679-3012.*
- - Front Gates***
 - *You have the option of using your gate code or buying a gate remote.*
 - *For gate codes please call Janet (910) 327-2264*
 - *To buy a remote (\$60 each) please text Allison 540-597-8449.*
 - ***HOA Dues***
 - *Dues must be paid by March 31st in order to avoid the accrual of late fees.*
 - [*You can pay your dues online here*](#)
- - Board Meetings***

- *2023 Annual Meeting for homeowners is planned for November 16th at 6:30pm*

Stay informed: [Sign-up to receive periodic emails from the CSHOA Board](#) including minutes/highlights from the monthly board meetings, updates and community information and happenings.

Please note:

All complaints will be handled directly by our property manager, Premier Management, and not the board of directors.