

Eagles Landing Subdivision Homeowners Association

Name

Address 1

Address 2

Magnolia Management Services Introduction

The board is pleased to announce that we have officially transitioned to a new management company. This change signifies a significant step in entrusting the day-to-day operations of our Homeowners Association and community to them. Management Services has taken on the role of managing the Eagles Landing Subdivision Homeowners Association. As residents of this community and active board members, it is our utmost priority to ensure that our community and association receive optimal care, adhering to industry practices and upholding the highest standards, while always keeping the best interests of the community at heart.

The management company's primary responsibility is to provide administrative support for the association and its Board of Directors. Serving as a neutral party, Magnolia Management Services will act as an essential liaison, addressing the needs of the Board of Directors and each owner throughout the workweek. Their comprehensive management services will encompass the following:

Administrative Management

- Manage the day-to-day operations of an Association.
- Maintain Association records and meeting minute books.
- Assist with Amendments to Bylaws, Covenants & Restrictions and Rules & Regulations.
- Creation and administration of Association Website.
- Creation of Association Newsletters.

Property Management

- Conduct monthly Neighborhood Inspection of community.
- Enforcement of covenants and restrictions during Neighborhood Inspection.
- Maintain and facilitate repairs to amenities in community.
- Facilitation and coordination of Association projects.

Financial Management

- Invoice for homeowner assessments.
- Collection of homeowner assessments.
- Process liens for assessment delinquencies.
- Prepare budget goals and objectives for Association.
- Manage accounts payables and receivables for the Association.
- Coordinate yearly tax returns.

Meeting Management

- Attendance, preparation, and coordination of Board meetings.
- Attendance, preparation, and coordination of Association meetings.

Eagles Landing Subdivision Homeowners Association

Insurance Management

- Maintain liability and D&O insurance policies for Association.
 - Maintain certificates of insurance for all Association vendors.
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How will the new management company affect you?

There are a few notable changes that you will need to be aware of. The first being Magnolia Management Services has created a website solely for Eagles Landing Subdivision Homeowners Association. The new website has a personal look to Eagles Landing Subdivision Homeowners Association and contains all the vital information concerning the Association. The new website address will be

Where/How to find information about your Association and your account:

Community Portal (portal.magnoliabr.com): The first place to go is your Association's designated portal which provides 24/7 access. We highly encourage you to sign up for your property website.

To login to your new owner's portal, go to portal.magnoliabr.com. In the top right corner, click 'Login' then click 'Sign Up'. You will need the following information to create your login:

Account Number:

EGL####

Portal Key:

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Having an online account with our system will not only give you access to see your association related documents, but also see your account balance, make payments online, enter and track maintenance requests, view a community calendar, access condominium documents, and receive important information about the Association.

Our system is role and password protected and 128-bit encrypted. By signing up you will not only stay in the "know" and be better informed but also help the environment by accepting electronic communications about your property.

Daily Communication

The most important change is daily communication. Communication is very important to us, and we recognize this quality in Magnolia Management Services. Magnolia Management Services is committed to addressing your concerns in a timely manner. Please feel free to contact Magnolia Management Services by phone or text at (225) 286-7546, or by email at info@magnoliabr.com. Our office hours are 8am to 4pm, Monday through Friday.

The new mailing address is:

Eagles Landing Subdivision Homeowners Association
PO Box 87234 | Baton Rouge, LA,
70879 225-286-7546 | info@magnoliabr.com

Eagles Landing Subdivision Homeowners Association

Eagles Landing Subdivision Homeowners Association

PO Box 87234

Baton Rouge, LA 70879

Assessment Payment Options

Payments by check or money order

Eagles Landing Subdivision Homeowners Association now has a new mailing address for payments to be mailed to. Although Magnolia Management Services is a local company based out of Baton Rouge, they use First Citizens Bank's processing center to process checks that are received from owners.

Please make checks payable and mail to:

Eagles Landing Subdivision Homeowners Association

PO Box 98067

Phoenix, AZ 85038

Online Payments -

If you would like to pay online with a bank draft or credit card, then you can use First Citizens Bank's payment website –

<https://propertypay.firstcitizens.com/>



**Access the direct link
by scanning the QR
code with your phone.**

To Pay Online, you will need to know the following information:

Management Company ID: **3149**

(Magnolia Management Services, old name, Pelican Management Group, may still appear)

Association ID: **EGL**

Property / Account Number: **EGL11111**

Online payments incur additional fees:

- Scheduled ACH – \$0.00 per transaction
- One-time ACH – \$2.25 per transaction
- Card payments – 2.95% per transaction amount

If you have any questions about the Eagles Landing Subdivision Homeowners Association finances, comments, or concerns please contact Magnolia Management Services by phone at 225-286-7546 or by email at info@magnoliabr.com

Sincerely,

Magnolia Management Services

On behalf of the Eagles Landing Subdivision Homeowners Association Board of Directors

Eagles Landing Subdivision Homeowners Association

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