

## How to Contact Associa

The Wetherington HOA Board has hired Associa as our property manager for Wetherington. There are three ways for you to contact Associa:

- 1) Post on TownSQ. You can use the Requests feature on TownSQ that is located on the left side of the TownSQ home page. Requests are sent to our Associa account manager who reviews Requests daily and responds to most communications within 24 hours.
- 2) eMail Associa. You can email Associa at CustomerService@RPManagement.com. Please include your name, address, community, phone number and the details of your need/concern/inquiry. eMails are typically responded to within 24 hours.
- 3) Call Associa. You can call Associa Customer Service at 888-612-2299 or 614.766.6500. The phones are answered between 8:30 a.m. and 5:00 p.m. weekdays. You can leave a voicemail outside of those hours, or if no one answers. Please leave your name, phone number, neighborhood (Wetherington), and email address. You can expect a returned communication within 48 hours.

If you are paying your Quarterly Dues or other fees by check, make all checks payable to Wetherington Community Association and mail to:

Wetherington Community Association P.O. Box 105770 Atlanta, GA 30348-5770