

# West Airport News

• Community Newsletter

• West Airport Homeowners Association, Inc.

• November 2021

## Board of Directors

**Donald Scott**

President

**Marsha Fisk**

Vice President

**David Fisk**

Secretary/Treasurer

**Margaret Murrell**

Architectural/Deed Restrict.

**Sondera Malry**

Section 1

**Angela Brown**

Section 2

**Denise Warren**

Section 6

**Randall Management**

6200 Savoy Drive, Suite 420

Houston, Texas 77036

Phone

(713) 728- 1126, Option 3

**West Airport**

**Management Team:**

Direct Number for Team

**(832) 702 - 4782**

**wa@randallmanagement.com**

**Marqueeta Clark**

Assistant Manager

**mclark@randallmanagement.com**

**Imelda Garza**

**igarza@randallmanagement.com**

**Randall Q. Smith**

Team Supervisor

**Accounting Questions?**

**Call or Email Collections at**

**(713) 728-1126, Option 1**

(Account Receivables)

Collections@randallmanagement.com

Collections2@randallmanagement.com

Collections4@randallmanagement.com

**Enforce Security**

(832) 367-3429

## 2022 Assessment Fees

Your Annual Statement is enclosed in this mailer. Your annual assessment is \$375.00. Assessments are due on January 1, 2022 and are late on February 1, 2022. Remember, monthly penalty fees begin accruing on February 1, 2022. Please do your part to keep the fees as low as possible by paying on time!

**Take Advantage of the**

**3 Month Payment Plan**

**Pay 1/3 in January**

**1/3 in February**

**& 1/3 in March**

## Please Pay Your Annual Assessment Fee!

There are several options available to make your assessment payments. One is by visiting [www.propertypay.cit.com](http://www.propertypay.cit.com) and making a one-time online payment. There is no service charge for payments made through your checking account. The payment will be deducted from your bank account on the same day, if submitted prior to 3:00 p.m. If you would like to utilize your credit card, you may do so for a fee as stated on the website. Please allow Randall Management two (2) business days to post the payment onto your account, as the payment is digitally sent to RMI the next business day.

### Online Payment Instructions

To begin the process, please visit the CIT Bank website at [www.propertypay.cit.com](http://www.propertypay.cit.com), then click on "Make a Payment", and you will need the management ID: **3053** and association ID: **WA00** and your account number listed on your statement. If you need assistance with submitting your payment, please contact the bank directly by calling 1-866-800-4656.

Per the Association Collection Policy, all unpaid accounts will be turned over to the Association's Attorney for Collections. Please pay on time & avoid costly & unnecessary legal fees. Once the matter is turned over to the Association's Attorney for legal action, your cost will increase dramatically. Please work with us to avoid these unnecessary legal fees. Contact the Account Receivables Department to discuss your account and work out a payment plan and as long as you are making your monthly installments, the collection fees will stop accruing. Once the matter is forwarded to the Association's Attorney, Randall Management will not be able to offer you a free payment plan.

## Randall Management Holiday Schedule:

- Thanksgiving - November 25th & 26th
- Christmas & New Year's - December 22nd thru January 2nd
- Normal business hours will resume on January 3, 2022

## Vacation Watch

Take advantage of the Vacation Watch. Enforce Security will keep a watchful eye on your home while you are away on vacation. To sign up for the Vacation Watch, contact Enforce Security at least seven (7) days in advance of your vacation at (832) 367-3429.

*The Board of Directors and Randall Management would like to wish everyone a*

*Safe and Happy Holiday Season!*



# *West Airport 2022 Annual Meeting*

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*c/o Randall Management, 6200 Savoy Drive, Suite 420, Houston, TX 77036 (713) 728-1126, Option 3*

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October 29, 2021

Dear Homeowner:

The Annual meeting is the time at which one or more members of the Board of Directors will be elected or confirmed.

With COVID-19 still being a threat, the Board has decided to hold the Annual meeting via Zoom. Therefore, candidates will not be nominated from the floor. If you are an eligible owner who wishes to run for the Board during this election, and you would like for your name to be placed on the absentee ballot, please be sure to notify the Association by January 7, 2022, to ensure that your name is added to the ballot.

Notices must be sent to Randall Management, 6200 Savoy, Suite 420, Houston, Texas 77036, attn: Imelda Garza and must be received on or before January 7, 2022. The names of all eligible Owners who comply with these instructions will be placed on the ballots prior to mailing. Requests to be placed on the absentee ballot after the above deadline will not be included on the absentee ballot.

If you have any questions or concerns, please contact Imelda Garza at (713) 728-1126, Option 3 or by email at [wa@randallmanagement.com](mailto:wa@randallmanagement.com).

Sincerely,

Imelda Garza, Property Manager

For the West Airport Homeowners Association Board of Directors