



2nd Mailing Attempt SPECIAL ANNOUNCEMENT

Dear Upland Green Homeowner,

It is my pleasure to announce the Upland Green Board of Directors has retained 3stripe Management to manage your property and community effective January 1st, 2025. Our 3stripe Management team, specializing in community association management, is comprised of extraordinary people who are great at what they do.

Our commitment to excellence is achieved through direct and regular interaction with our clients, combined with the innovation and use of new technology, systems and processes. Utilizing Buildium.com we provide 24/7 online access to owner accounts, financial information, community discussion topics, and much more. We encourage you to participate in this free, online service and are available to assist in setting up your online access. Also available to you is a 24-hour answering service providing owners and residents around-the-clock access to an immediate response to any emergencies that may occur after normal-business hours.

Believing in three core values: Transparency, Consistency, and Integrity, we focus on problem solving and planning so we can properly protect your investment into the future.

ACTION REQUIRED:

- 1) Complete and return to 3stripe, the below "Owner Contact Information Form" so that we may initiate your account with us, as well as to ensure all necessary Association information is properly and timely communicated to you.
- 2) ACTION REQUIRED: You will now make your Association Dues payment to Upland Green via 3stripe Management. Attached is our "Association Payment Procedures Sheet", choose how you would like to submit your Association assessments. We are able to accept monthly payments and Online EFT is the preferred method. We are happy to assist in this set up to ensure worry free payments.
- 3) Early next week, you will receive another email from [3stripe.managebuilding.com](mailto:admin@3stripe.com). This email will provide you the link to initiate your online portal. Please note that for security purposes, the Buildium email will only be delivered to "one" email address per unit. If you are having trouble finding this email, please call our office and we can confirm the email address it was sent to.

We look forward to working with the Upland Green community Beginning January 1st, 2025. Please direct all of your questions, thought and concerns to our team at: 206-686-2026 or via email: admin@3-stripe.com.

3STRIPE MANAGEMENT

We are here to protect your investment!

Welcome!

JOIN BUILDIUM

- 1) Upon receipt of your information, 3stripe will setup your Buildium account.
- 2) Once established, an email will be sent to you. Simply follow the instructions to finalize your account setup.

LET'S MEET!

Complete and return the Owner Contact Information form to 3stripe.

ASSESSMENTS

- 1) Set up your assessment payment by logging into your portal once you receive the email providing you the set up link.
- 2) Contact us directly if you would like any assistance with your payment options.

NEED ASSISTANCE?

Simply call or email anytime!

(206) 686-2026 | admin@3stripemgmt.com | <http://www.3stripemgmt.com>

3stripe Mailing Address:
P.O. Box 300321
Seattle, Washington 98103

3stripe Office
4303 Fremont Ave N. #201
Seattle, Washington 98103

Office Hours
Monday – Thursday 9 AM to 6 PM
Friday – 9 AM to 1 PM



RESIDENT CONTACT INFORMATION FORM

To ensure that we are able to timely and accurately communicate Association emergencies, notices and necessary information, please fill out and return this form to our main office. Email: admin@3-stripe.com or mail to P.O. Box 300321, Seattle, WA 98103.

ASSOCIATION: _____ **UNIT #:** _____

UNIT OWNER

Legal-Owner Name(s) _____

*(The information provided below will be used send all Association documents requiring the attention or action by you, the unit owner(s).
If you live offsite, please provide your alternate mailing address here, and your tenants contact info below.)*

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Email: _____ Secondary Email: _____

Phone: (home) _____ (mobile) _____ (work) _____

Parking Space(s)#: _____ / _____ Vehicle(s) Make/Model/License: _____ / _____

Emergency Contact: (Required) To be used for emergency unit access when we are not able to contact the unit owner.

Name: _____ Email: _____ Phone: _____

**** Owner Occupies Unit: yes ☐ no ☐ ****

**** Tenant Occupies Unit: yes ☐ no ☐ ****

(If unit has a tenant please provide their contact information below.)

If tenant occupies unit without owner, please provide us with a copy of the current signed lease)

UNIT TENANT

Legal-Tenant Name(s) _____

(Tenants will receive notification of on-site maintenance that requires their attention or action. Note: Unit Owners are both responsible and liable for tenants compliance. IE: Unit Entry for Fire System testing, Clear personal items for carpet or window cleaning etc.)

Mailing Address: _____ City: _____ State: _____ Zip: _____

Primary Email: _____ Secondary Email: _____

Phone: (home) _____ (mobile) _____ (work) _____

Family Member yes no Relationship _____

ACKNOWLEDGEMENT: the information provided above is correct.

Signature

Date:

Upland Green Community Organization
11410 NE 124th Street, PMB 222
Kirkland, WA 98034 US
425-296-2988
upland.green.hoa@outlook.com
www.uplandgreen.org

Invoice

BILL TO

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
8930	01/01/2025	\$350.00	02/28/2025	Net 60	

DESCRIPTION	QTY	RATE	AMOUNT
Annual Assessment Annual Home Owner’s Association Dues	1	350.00	350.00

SUBTOTAL	350.00
TAX	0.00
TOTAL	350.00



Payment Procedures Handout

3stripe Management's core values of Transparency, Consistency and Integrity are present in everything we do. In keeping with these values and to better serve all of our association owners, 3stripe Management has selected Buildium.com to provide access to your account information 24 hours a day, seven days a week, from any device connected online.

With the 3stripe Buildium.com Owner Portal, you can:

- View your account balance, charges, and payments
- Make credit card or eCheck payments
- Submit requests online
- Opt into a resident directory available only to other association owners
- Post discussion topics and participate in community forums

To get started, 3stripe Management will use the email address that you provide to us on the Owner Contact Information Form to register you with Buildium.com. Once set up we will forward you the online-access information for you to finalize your registration.

Payment Options:

Electronic Payment through 3stripe's Financial Buildium Portal

Worried about paying your Association Assessment on time? Once set up, you can access your Buildium account 24/7 to schedule a one time or continuous autopayments to Electronically Transfer Funds via:

- 1) eCheck – free of charge, you will need your checking account and routing number
- 2) Credit Card – a 2.75% transaction fee, plus a \$5.00 processing fee will apply.

If you would like assistance or have any questions about electronic payments, please contact us directly: (206) 686-2026.

Additional forms of payment: Check, Money-order or your banks Bill-Pay Service

All three of these forms of payment require a physical check to be created, mailed or hand delivered. It must then be received, recorded and manually deposited to the bank by 3stripe. In our efforts to be as sustainable and paperless as possible we encourage all of our residents to sign up for electronic fund transfer via Buildium as directed above. If you do prefer to pay you assessments with a check, please contact us at 206-686-2026 or admin@3-stripe.com for additional directions.