

Subject: **IMPORTANT UPDATE:** Transitioning to QuickBooks Online Billing

Dear Olde Franklin Towne Resident,

As you are aware, the rising cost of living has impacted many aspects of our daily lives, including the ongoing efforts to maintain and enhance our wonderful Olde Franklin Towne community. In response, we have been exploring innovative ways to reduce costs while continuing to improve the services we offer.

One of the key initiatives we're implementing this year is the transition to an online accounting system, **QuickBooks Online**, for processing annual dues. As discussed in previous Homeowners Association (HOA) meetings, this system will help us streamline operations and minimize expenses associated with printing and mailing invoices and payment reminders.

With QuickBooks Online, you will receive electronic invoices via email for your annual dues (and any applicable late fees). Additionally, the system will send payment confirmations and due date reminders, making it easier for you to stay on top of payments.

Phase II of this project will include the ability to pay your dues online using credit card, debit card or electronic check. We will provide you with an update on this initiative after we have fully launched the first phase.

To support this transition and reduce costs, we kindly ask each homeowner to provide us with an active email address that you check regularly. Please send an email to oft.hoa.treasurer@gmail.com by **November 14, 2025**, including your name and Olde Franklin Towne home address in the subject line.

Our goal is to have the new system fully operational by the end of November, and you can expect to receive your electronic invoice for the 2026 Annual Dues during the first week of December.

Thank you for your continued support as we work together to maintain and improve our community for the benefit of all. If you have any questions or concerns, please don't hesitate to reach out to me directly.

Sincerely,

Rachel Sabada

Rachel Sabada
Olde Franklin Towne HOA Treasurer
oft.hoa.treasurer@gmail.com

www.oldefranklintowne.org