

# *Some important notes from Excalibre Management*

- Payments are NOT accepted at our Mentone office. ALL payments must be mailed to the Lock Box in Los Angeles, California, just as your dues statement and return envelope specify.
- When you mail your payment and statement in the enclosed envelope to the Los Angeles Lock Box, DO NOT include any additional correspondence. This not only slows down your payment, this also costs your association additional funds to be charged by Union Bank.
- When sending correspondence to your association, the mailing address is:

(Association name)  
PO Box 200  
Mentone, CA 92359

Again NO PAYMENTS will be processed at this office. They will be forwarded to the Los Angeles Lock Box. No cash payments will be accepted at any time.

- All homeowners are encouraged to use the enclosed form to set up their payments for automatic deduction. This saves you time and money and assures your payment will be received prior to the 15 of each month. The bank will normally deduct your payment on the 8<sup>th</sup> of each month.

## *Please note:*

Our office is open from 9 am to 5 pm, Mon, Tue, Wed, Thur, and 9 am to 12noon Fri. However, our gate is kept closed to the public. All forms are available on your association website (see your monthly statement for sign-in information), or they are available by email.

If for any reason you need to visit us at our office, it is by **ADVANCE APPOINTMENT ONLY**. Please call our office at (909) 389-2389 to make an appointment.

**Excalibre Management**

**(909) 389-2389**  
**www.Excalibre.biz**

**Fax (909) 389-1442**