

When to use Eagle River/Saint Germain PO Boxes

PO Box 126, Saint Germain, WI 54558. Use for:

1. Mailing **non BP financial information** to the Property Manager like LCE requests, Proxies, Shorestation in/out dates & other similar BP Property Manager matters and requests not emailed.
2. Mailing Annual Declaration page of your unit Insurance coverage. (a ByLaw requirement).
3. Mailing all pertinent information regarding your mortgage including changes. (A ByLaw requirement).
4. Reporting address and phone number changes to the Property Manager should contact ever be needed.

PO Box 1223, Eagle River, WI 54521. Use for:

1. Mailing in quarterly and special Assessments.
2. Reporting specifics concerning the sale of a garage to a different owner.
3. Reporting a new address and phone number (BP & Permanent) for a new owner for mailing assessments, necessary contact concerning billing, etc.
4. Reporting an existing owners "permanent" address change along with phone number for mailing assessments, necessary contact concerning billing, etc.

Updated July, 2012