

## **WARMINSTER HEIGHTS HOME OWNERSHIP ASSOCIATION, INC.**

Warminster Heights Home Ownership Association continues to update its response to the ongoing and dynamic COVID-19 (Coronavirus) public health emergency. As you know, due to this emergency, the Management Office is temporarily closed to the public through at least March 31<sup>st</sup> or until further notice.

### **FOR CARRYING CHARGE PAYMENTS**

Until further notice, Carrying Charges must be paid in the following manners:

- (1) Make sure you put your address on check or money order
- (2) The best way to pay your Carrying Charges is to mail to:  
WHHOA, 75 Downey Drive, Warminster, PA 18974
- (3) You may hand-deliver your Carrying Charge payment to the Management Office. During this public health crisis, the LOBBY ONLY will be OPEN from the first (1st) to the tenth (10th) of the month from 8:00 a.m. until 6:00 p.m.

The front doors will be UNLOCKED to drop off your Carrying Charges into a LOCKBOX mounted on the wall which will be clearly marked (it is hanging right next to the water fountain).

- i. DROP ALL PAYMENTS IN THE LOCKBOX
- ii. IMMEDIATELY VACATE THE BUILDING  
To maintain 'SOCIAL DISTANCING' procedures set forth by the Centers for Disease Control (CDC), and the PA Department of Health.
- iii. FOR A RECEIPT  
If you want a receipt, please include your email address with your check in your payment envelope. The Management Office will email the receipt to you.

There will be NO BUSINESS conducted at the windows.

- i. PLEASE Do Not try to Open the windows
- ii. PLEASE Do Not knock on the windows

For QUESTIONS or WORK ORDERS, please go home and call the Management Office at 215-672-0610

Normal hours for the Management Office are:

Monday – Thursday  
8:00 a.m. to 6:00 p.m.

(4) You may request your bank or other financial institution to pay your Carrying Charges by e-check or other electronic means (such as ACH debit or wire transactions) on a recurring basis. The Management Office can provide the Routing Number and Account information your bank will need to establish recurring payments. Any fees associated with paying your Carrying Charges electronically charged by your bank or other financial institution are your responsibility. Electronic payments must be received by the Management Office by the tenth (10th) day of the month to avoid late fees.

(5) If you are experiencing financial difficulty due to a disruption of your employment, please contact the Management Office by telephone at least five (5) business days prior to the date your Carrying Charges become due. **IT IS YOUR RESPONSIBILITY TO CONTACT THE MANAGEMENT OFFICE PRIOR TO THE DATE YOUR CARRYING CHARGES BECOME DUE, TO REQUEST A HARDSHIP WAIVER OF YOUR CARRYING CHARGE PAYMENT OBLIGATION.** The Management Office will email you the paperwork necessary to consider your eligibility for a temporary forbearance (this is NOT a forgiveness) of what you owe in Carrying Charges

(6) As further information becomes available, it will be posted to our website at [WARMINSTER-HEIGHTS.ORG](http://WARMINSTER-HEIGHTS.ORG)

(7) WARMINSTER TOWNSHIP is also providing updates regarding the Coronavirus. PLEASE visit their website at <https://warminstertownship.org/covid19/>