

Richmond Place Homeowners Association, Inc.  
P. O. Box 13310  
Savannah, GA 31416  
[www.richmondplaceghoa.com](http://www.richmondplaceghoa.com)

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Welcome to *Richmond Place!*

We hope you are settling in nicely in your new home. We would like to provide you some important information about Richmond Place Homeowners Association, Inc.

- Richmond Place is a covenant-ruled community. Please take the time to familiarize yourself with the community's Covenants and Community Wide Standards.
- The homeowners association is managed by:  
Premier Services and Management, LLC  
9 Chatham Center South, Suite B-2  
Savannah, GA 31405  
(912) 236-7575
- Homeowner assessments are billed annually. The HOA mails/emails invoices annually to owners a minimum of 30 days prior to the date assessments are due (beginning of December).
- **AMENITY ACCESS:** During your closing you should have received an Amenity Registration Form and an amenity fob (which is required to access the Community Amenities). If you did not receive the form, a blank Amenity Registration Form is available on the community website or you can contact Property Services and Management and they will send a copy to you. Make sure you submit the completed Amenity Registration form **within 14** days of closing to avoid deactivation of the fob you received (or that was left at your new home).
- The HOA requires all amenity access fobs be properly registered to ensure the amenities are enjoyed by owners/residents of the community. If you did not receive a fob at closing, you may purchase a replacement fob by submitting the Registration Form and a payment of \$35.00 to the Property Management Company.
- Please register for the HOA's website: [www.richmondplaceghoa.com](http://www.richmondplaceghoa.com) where you will find important HOA documents.
- If you did not complete a contact information form at closing, please send an email to [admin@psmofsavannah.com](mailto:admin@psmofsavannah.com). Please provide your property address, email address and phone number. The HOA periodically sends mass email updates with pertinent information important to all homeowners. *Your contact information will not be shared with other parties outside of the management office or association.*
- If you have any questions regarding your dues, maintenance or other community matters, you may send an email to Premier Services at [admin@psmofsavannah.com](mailto:admin@psmofsavannah.com) or call the office at the number listed above.

Again, welcome to *Richmond Place!*