



ASSOCIATION SERVICES  
INCORPORATED

March 26, 2020

Association Services, Inc. (ASI), is closely monitoring the COVID-19 situation and will be working to ensure that the business of your Association continues during these challenging times. Our highest priority, however, is the safety of our employees and communities.

Like many other businesses in our region, ASI is taking precautions aimed at helping to slow the spread of the coronavirus, and many of the ASI staff are working from home. The door and elevator to the ASI office are locked to the public, with essential employees working inside on their day-to-day responsibilities and supporting the staff who are working from home. We are reachable by telephone at 208-676-8626 or email (see our website for individual email addresses). Our office hours are from 8:30 am to 4:00 pm, Monday through Thursday, and we close at noon on Fridays.

For those owners who customarily come to our office to make assessment payments, we ask that you either mail your payment to us or place it in the locked box mounted on the wall outside our office door (in the stairwell). Envelopes are available for your convenience. We also strongly encourage you to use online bill pay with your bank or through ACH or ASI's owner portal, if your Association is set up for it. If you are unsure which of these options are available to you, please call Michelle George at 208-758-8241 or Alix Millan at 208-758-8237.

For owners or architects who need to drop off ACC applications or design plans to our office, we ask that you email or mail them to us. Or, for your convenience, we have placed a bin outside our office door (stairwell) where those items can be dropped off.

Thank you for your patience as we adapt to this rapidly evolving situation. We are committed to supporting our communities and continuing to manage the day-to-day business of your Association during these challenging times.

Stay safe,

*Sherry Lenarz, CMCA® AMS®*

Vice President

Association Services, Inc.

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