

PRECISION PROPERTY MANAGEMENT

SOLUTIONS, INC.

137 S. COURTENAY PARKWAY, #592
MERRITT ISLAND, FL 32952

sunsetbaycondomgmt@gmail.com

Dear Member,

I am writing you this letter to introduce our company as your Property Manager, effective August 1, 2022, for **Sunset Bay Merritt Island Condominium Association**. My name is Sharon Freeman, my staff and I will be working with your board to help ensure your investment is protected here at *Sunset Bay*. Our goal is to ensure your community remains a pleasant place to live, your Association functions successfully, and all of your concerns as members are addressed.

I will assist the board with enforcement of your "Declaration, By Laws, and Rules and Regulations" and monitoring your contractors such as the lawn service, pest control, maintenance/cleaning, and all aspects of your common elements along with advising the board on Association issues.

Website: Be sure and log on to the Website <http://sunsetbaycondo.com/> to get information regarding your association. Please contact the office for the username and password. We are looking forward to working with each and every one of you.

Payment: Carol Manders will be the contact for financials for the association including homeowner accounts. Ms. Manders can be reached at (321) 432-2195 or via e-mail: carolmanders@yahoo.com. Effective August 1, 2022, no payments, electronic or mail in will be accepted by your current property management company. For homeowners who we have an email address on file, you will be receiving a notice to invite you to sign up for on-line payments. You will have a choice to create a monthly recurring payment or a one-time payment. If you pay by check, make it payable to Sunset Bay and mail to:

Precision Property Management

Solutions

P.O. Box 25091

Miami, FL 33102-
5091

In the memo section of your check, please write in your unit number. If you use a coupon booklet, there will be a \$3.00 charge back to the homeowner for a new booklet for the remaining year. Please send Carol Manders an email request for the coupon booklet.

Sunrise bank will be the new banking institution for the association. If you have any issues signing up to use the on-line banking system, contact Liz Mandeville or Angela Drury at Sunrise, (321) 784-8333 for **assistance**. If you did not receive an email invite for on-line payments, please contact Carol Manders.

Sincerely

,

**Sharon
Freeman**

Sharon Freeman

Property Manager,

CAM

(321) 298-1181