

PRECISION PROPERTY MANAGEMENT
SOLUTIONS, INC.
137 S. COURTENAY PARKWAY, #592
MERRITT ISLAND, FL 32952

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. User name: sbay (all lower case) and Password: TROP952\$ 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 e-mail 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 e-mail 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 e-mail invite for on-line payments, please contact Carol Manders.

Sincerely,

Sharon Freeman

Sharon Freeman

Property Manager, CAM

SunseyBayCondoMgmt@gmail.com

(321) 298-1181