



January 17, 2024

Dear Pine Rush Villas Condominium Association, Inc. Owner,

We are pleased to announce that your Board of Directors has selected Condominium Associates (CA) to provide full-service management for your Association effective February 1, 2024. Condominium Associates will be responsible for overseeing maintenance, preparing financial reports and handling administrative functions for your community. The Board of Directors will continue to be the governing body of the Association with the support of Condominium Associates as the Management Agent.

Condominium Associates began managing condominiums, homeowner associations and upscale multi-family residential real estate across Florida in 1982. Condominium Associates is a full-service association management company providing services in the areas of facilities management, financial management and administration. Condominium Associates is excited for this opportunity to serve the Board and homeowners in your community.

HOW DO I CONTACT CONDOMINIUM ASSOCIATES?

You can reach the Clearwater Office by calling **727-573-9300** and your call will be personally answered by one of our Association Services team members. You can also email Association Services at info@condominiumassociates.com

The assigned association manager will oversee the day-to-day operations of your Association. Your Regional Director is Brandy Fetter, and the Vice President of Management is Diana Goetz. Manjola Kavacic, Executive Vice President of Accounting, oversees all financial aspects of the associations and manages the accounting and finance team.

Our office staff is ready to assist you between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. After hours, an answering service will contact a CA representative in the event of an emergency. Our Clearwater Office is located at **3001 Executive Drive Suite 260 Clearwater, FL 33762.**

The manager will routinely brief our Association Services team members so that they are familiar with events and aspects of your condominium. The Association Services team maintains close integration with the manager. Effective February 1, 2024, if you wish to contact the manager about property management matters, please contact the Association Services team at the number above. The assigned manager will be promptly informed by the team and will follow up with you as necessary on the matter.

3001 Executive Drive, Suite 260
Clearwater, FL 33762
727-573-9300

2019 Osprey Lane
Lutz, FL 33549
813-341-0943

777 S. Harbour Island Blvd., Suite 270
Tampa, FL 33602
813-209-9300



HOW DO I PAY MY MAINTENANCE FEES?

Condominium Associates offers several ways to make your monthly payment including ACH, check, e-check, or credit card. A payment coupon book will be mailed to your attention shortly. If you have already made your February 1st payment to Ameritech Property Management, it will be forwarded to Condominium Associates. Instructions for each payment method follows:

By Auto Pay

Complete and return the enclosed Automated Clearing House (ACH) form to start ACH payments for February 1, 2024, in order for your January payment to be made via ACH we will need to have the form completed and returned to us by January 25, 2024. You may email it to us at ar@condominiumassociates.com. There is no charge for this service.

By Check or e-Check (include your account number on the check)

There is no charge for payments sent to the P.O. Box when you include your payment coupon. Pay by check by mailing to the bank lockbox below.

**Pine Rush Villas Condominium Association, Inc.
P.O. Box 22437
Tampa, FL 33622-2437**

If you currently pay your fee using an on-line bill paying service, you need to contact your financial institution to change the mailing address for your payments to the above address.

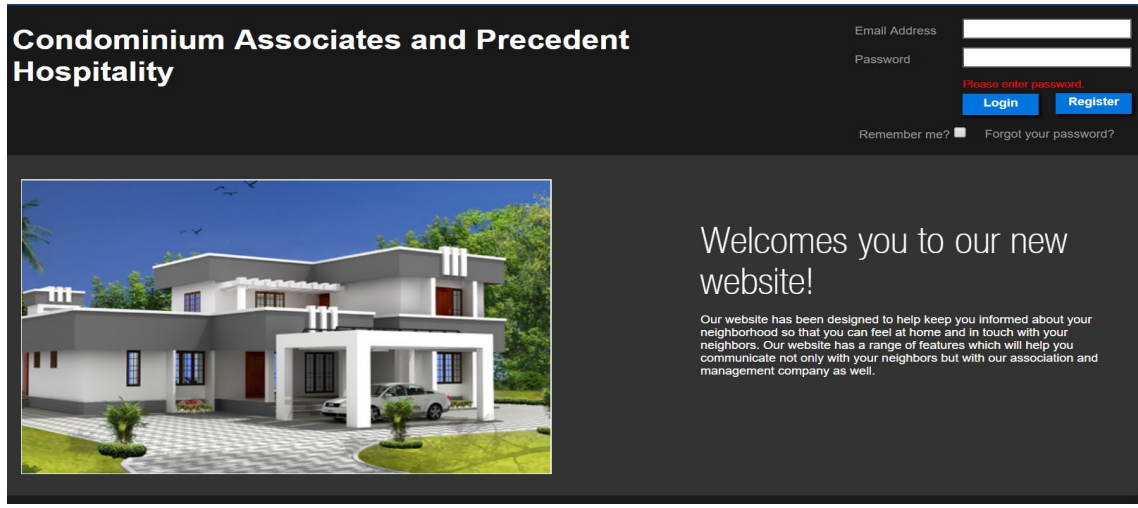
By on-line payment

Pay on-line at www.condominiumassociates.com. Use the instructions below to register as an owner. You may then make a payment to your account. PLEASE NOTE: ***The bank (not Condominium Associates) charges a fee for processing payments on-line via e-check or credit card. The E-check processing fee per payment is \$1.99 or 3.00% by credit card.***

WHAT ADDITIONAL RESOURCES ARE AVAILABLE TO ME AS A HOMEOWNER?

Condominium Associates will also be setting up a website for your Association with your governing documents, rules and regulations, approved meeting minutes, and other important information. You will also be able to enter work orders and have access to your account ledger through the website.

To register for website access please visit www.condominiumassociates.com and click on the button **Owner Login**. You may also go to the site directly by typing into your browser <https://condo.cincwebaxis.com/>. Below is a screen shot of the setup page for your association. After you have reached the site below, click the **Register** button and follow the onscreen prompts. Once you have completed the initial registration form a representative will be alerted that you have registered and send to you in a separate email the login instructions.



The attached Emergency Contact form will also assist us in the event of an emergency. This form and the information contained within it is for internal use only. Please include contact information for the unit rental or management company for your unit as well on this form if applicable. Your information will not be shared with third parties. Please mail, fax or email this form back to info@condominiumassociates.com for processing.

The transition of your community's records and management will be handled over the next few weeks. We look forward to providing exemplary client service to homeowners and supporting the Board of Directors in their stewardship of Pine Rush Villas Condominium Association, Inc.

Sincerely,

The Condominium Associates Team

**** ACH FORM ****
AUTO DEBIT
AUTHORIZATION
 Condominium Associates and
 Precedent Hospitality & Property Management

**USE THIS FORM TO AUTHORIZE A RECURRING ELECTRONIC
 PAYMENT FROM YOUR BANK ACCOUNT**

How do I sign up for this service?

Step 1 Fill in the required information below and return this form to:
Condominium Associates
Attn: ACH Processing
3001 Executive Dr. Suite 260 Clearwater, FL 33762
Fax: (727)573-8549
Or Email to AR@condominiumassociates.com

Step 2 Include a void check with this form so that account numbers can be verified.

How do I confirm that you received these instructions?

Step 1 You will be notified by email
 Email me at:

What other information do I need to know?

- Item 1 **The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be debited on the next regularly scheduled date. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.**
- Item 2 Your account will be automatically debited on the 3rd day of the month that the payment is due. If the 3rd is on a weekend or holiday your account will be debited on the next business day.
- Item 3 By submitting this form you authorize your association to initiate the ACH debit for the property/unit listed below.
- Item 4 A separate enrollment form must be completed for each property/unit payment obligation.
- Item 5 This auto debit will continue until you provide written instructions to cancel.
- Item 6 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 7 Bank account to be debited must be within the US territorial jurisdiction and the funds must be payable in US dollars.

PLEASE COMPLETE INFORMATION BELOW & INCLUDE VOIDED CHECK COPY

Association Name: Pine Rush Villas Condominium Association, Inc. Unit/Account: _____
 Auto Pay Start Date: Month _____ Year _____
 Name: _____ Phone: _____
 Street Address: _____ City: _____ State: _____ ZIP: _____
 Financial Institution: _____
 Bank Routing No. (9 digits) _____ Bank Account No. _____
 Is this a checking account ____ (yes/no) or a savings account ____ (yes/no)? Is this within US territorial jurisdiction ____ (yes/no)?

By signing this authorization, you agree to the following: I am authorized to initiate transactions for the checking or savings account I have provided. I hereby authorize the above named association to debit my checking or savings account to collect my association payments. I hereby authorize Popular Association Banking to process electronic transfers by ACH debit entries to the account referenced above for the purpose of making these payments.

 Date Signature

 Date Signature



Pine Rush Villas Condominium Association, Inc.

Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762
727.573.9300 • Fax: 727.573.8549
info@condominiumassociates.com

EMERGENCY CONTACT INFORMATION

Please complete the form below by **PRINTING** the requested information, sign & date and mail, fax or email to the address above.

Homeowner Name(s) _____

Property Address _____ Unit# _____

Mailing Address if Different _____

Cell Phone Number _____

Home Phone Number _____

Work Phone Number _____

E-mail _____

Emergency Contact Information 1

Name _____ Phone _____

E-mail _____

Do they have a key to your unit? _____

Emergency Contact Information 2

Name _____ Phone _____

E-mail _____

Do they have a key to your unit? _____

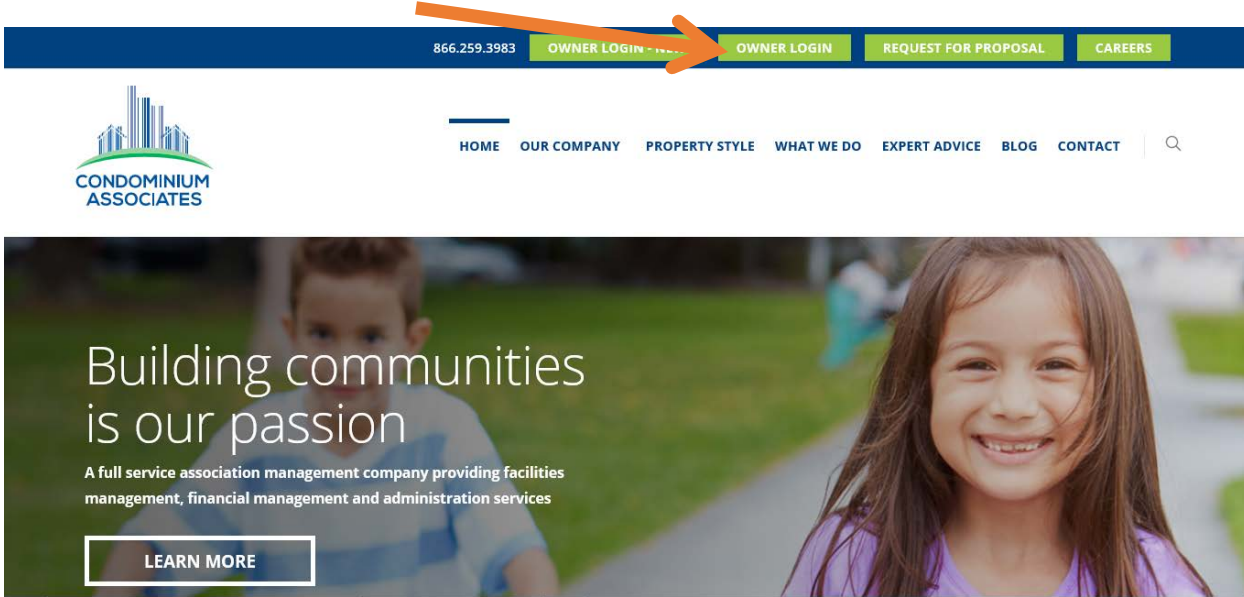
Vehicle(s)	Make/Yr	Model	Color	TAG Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE SIGN AND DATE BELOW:

Owner Signature *Date:* _____
Spouse/Co-Owner Signature *Date:*

How to Register for the New CA Website

To register for website access please visit www.condominiumassociates.com and click on the button **Owner Login**. You may also go to the site directly by typing into your browser www.condo.cincwebaxis.com.



Below is a screen shot of the setup page for your association. After you have reached the site, click the **Register** button and follow the onscreen prompts. To access your online community, please fill in all the information required. Once you have completed the information it will be submitted via the software to the Management Company for approval.

