

LAKESIDE GREEN HOMEOWNERS ASSOCIATION #9, INC.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

www.seabreezecms.com

September 15, 2020

Re: Introduction Letter from Sea Breeze Community Management Services

Dear Canterbury Estates Homeowners:

We are happy to announce that our Community has a new Management Company. Effective October 1, 2020 Sea Breeze Community Management Services, Inc. will be our Property Management Company. Sea Breeze is conveniently located on Northlake Boulevard, one block west of I-95 across the street from the Publix Supermarket. Sea Breeze is open Monday through Friday from 9:00 am to 5:00 pm.

Tops One Owner Access: Once all records have been received from prior management, you will receive an email from Tops One; this is your invitation for your Tops One Owner Portal. **Please keep an eye out for this email early October.** We encourage all owners to create a log in. This will allow you to view your account, make payments and/or set up ACH, which are direct debit payments, pay online, update contact information, view violations and photos, download Community Documents and more. Our goal is to have the new lock box set up in the next couple of weeks, invoices for your fourth quarter dues will be mailed to you. This is a secure portal and will save you and your Association the costs of mail outs. You will have instant access to your account at any time. Please sign up as soon as you receive the e-mail invite, and being able to make payments online is so much quicker than relying on regular mail. Tops One also offers other payment options.

Payments: Your assessments will not be changing in amount or frequency. Please continue to make your payments payable to **"Lakeside Green HOA #9, Inc."** Please DO NOT send any payments to the current P.O. Box or to the prior management company as they will not be able to process the payments. You may drop off payments directly to the Sea Breeze office. Other ways to pay will be up and running once we have received final Financials from the prior management company. If you are currently set up on ACH, it will be discontinued and you will need to re-sign up through Tops One.

Website: Sea Breeze maintains a website for your Community. You can download frequently used Forms such as Architectural Change Forms, Sales Application for purchase/rentals, HOA Governing Docs and more as they are made available and are updated. The website address is: **www.seabreezecms.com** Click on Communities to find your front entry picture and click the blue Access Community button. The community website is still active and will continue to be active, links will be provided to access either site.

Receive Official Notice(s) by Electronic Transmission: Complete the enclosed Form if you would like to receive official Association notices via email. Important notices may still be sent via U.S. Mail. We do encourage you to sign up for faster notifications, cost savings and it helps save trees.

Communication is the key to effective community management. Please do not hesitate to contact Sea Breeze with any of your questions or concerns – we are here to help. We want to thank you for the opportunity to help with the on-going maintenance and betterment of your Community. Please feel free to contact our office at the number above or send us an email at **office@seabreezecms.com** should you have any questions or require additional information.

Sincerely,

Beverley Jamason, President and

James Schmitt, LCAM, Canterbury Estates Property Manager

Sea Breeze Community Management Services, Inc.

On behalf of your Board of Directors

Encl. Written Consent to Receive Official Notices by Electronic Transmission & #9 Envelope

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Written Consent to Receive Official Notices by Electronic Transmission

I, (*print name*) _____, as an owner of the following property:

Community Name: _____

Property Address: _____

and on behalf of all the owners of the property hereby provide Written Consent to receive all Official Notices from the Association by Electronic Transmission to the following email address.

Email Address: _____

NOTE: I understand that I am responsible to ensure such Electronic Transmissions are not blocked by a spam filter or other type of filter. I further understand that notwithstanding such opt-in the Association may, from time to time, still provide notices to me via U.S. mail at my official mailing address maintained with the Association.

Signature

Date

Update Form

If you do NOT want to opt in as per above, but would still like to access your Owner Information in the Tops Portal to view your account and receive Community Bulk Emails please provide your information below.

Community Name: _____

Email Address: _____

Is the name and address listed on the label correct? If not please state changes below.

Owner Name: _____

Property Address: _____

Alternative Address: _____

Please provide the best number to contact you if any issues come up, or we need to reach out to you.

Phone Number: _____ Cell: _____

Comments: _____