

SANDTREE HOMEOWNERS ASSOCIATION, 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

9/28/2021

Re: Introduction Letter from Sea Breeze Community Management Services, Inc.

To Sandtree Homeowners Association, Inc.:

Effective **October 1, 2021**, your Community has a new Management Company called Sea Breeze Community Management Services, Inc. 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.

Payments: Your assessments will not be changing in amount or frequency. Please continue to make all payments out to: **SANDTREE HOMEOWNERS ASSOCIATION, INC.**. Please do NOT send the payments to Onalim Property Management of South Florida as they will not be able to process the payments. You will receive an invoice for the **October** dues with a new account number to submit payments. If you are currently set up on ACH, it will be automatically discontinued and you will need to re-sign up through Tops One. You may also mail or drop off payments directly to the Sea Breeze office.

Website: Sea Breeze maintains a website for your Community. You can download frequently used forms such as Architectural Change Forms, Occupancy Applications and more as they are made available and are updated. The website address is: www.seabreezecms.com click Communities, find your front entry picture and click the blue Access Community button.

Receive Official Notice(s) by Electronic Transmission: Complete the enclosed Form if you would like to receive official Association notices via email. The Association may, from time to time, still provide notices via U.S. mail at your official mailing address maintained with the Association.

Tops One Owner Access: You will receive an email from Tops One (provided you return the enclosed Update Form), this is your invitation for your Tops One Owner Portal. We encourage all owners to create a log in as this will allow you to view your account, make payments, set up ACH, pay online, update contact information, view work orders, violations, photos, download Community documents and more.

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 management 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,
Anna Christou, LCAM
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, _____, as an owner of the following
property _____ (print name)

Community Name: _____

Community 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 like to still access the Owner Access 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: _____

Community 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: _____