

Avondale at Bear Lakes POA, 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

December 5, 2022

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

To Avondale at Bear Lakes POA, Inc.

Effective, **January 1, 2023**, your Community has a new Management Company called Sea Breeze Community Management Services, Inc. Sea Breeze is 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 **Avondale at Bear Lakes POA, Inc.** Please DO NOT send payments directly to the prior management company as they will not be able to process the payments. However, you are able to still send payments to the Community's P.O. Box. If you are currently set up on ACH through the prior management company, 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 between 9:00 am to 5:00 pm, it must be dropped off inside as there is no mailbox outside.

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

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.

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 ongoing 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,

Sea Breeze Community Management Services, Inc.
On behalf of your Board of Directors

Encl. Sea Breeze Staff Introduction Letter, Written Consent to Receive Official Notices by Electronic Transmission & #9 envelope

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Re: Introduction to Sea Breeze Community Management Services, Inc. Employees

Dear Avondale at Bear Lakes POA, Inc. RESIDENTS:

Welcome from Sea Breeze and what do you know about us or would like to know! Many times, it is just the Board that builds a relationship with the management company. We would also like our owners to get to know about us: let us begin the introductions:

Beverley Jamason, LCAM – Beverley is the Owner of Sea Breeze. She created this company as a single mother with a few accounts over 20 years ago. Some of our current communities have been with us this entire time and we are very thankful for them. Beverley is very hands-on at Sea Breeze and continues to do new community interviews, community social events.

Cady Jamason-Bond, LCAM – Cady has officially been with Sea Breeze for 14 years. She is the Operations Manager and is the glue that keeps us all together. If there is a problem, she is sure to implement the solutions needed to make our office run smoothly.

Nick Bond, LCAM – Nick is the Service Director and has been working with us for 9 years. He is in charge of our community start-ups, helps us bring issues to the table, and makes sure they are addressed, and oversees the bookkeeping department of Sea Breeze.

Laura Carlisle, LCAM - Laura is the LCAM Director and has been with Sea Breeze for over 10 years. Laura is the person that assists all of our manager's. Laura performs new and ongoing Manager training, site visits, and continuing education and monthly Manager meetings.

Holly Mohammed – We call her the face of Sea Breeze. Holly is the first person you see when coming into our office. She always has a smile on her face and is happy to assist you.

Marge Tuman – Marge comes in part-time to help out with the phones and the mail distribution.

Mary Jane Roper – Mary Jane has been with Sea Breeze for over 9 years. She is our gatekeeper and it seems fitting that she is in charge of parking decals, gate and access control matters. Mary Jane also tracks rental renewals and sends reminders to owners and renters that their lease is about to expire and they will need to update their lease for approval to remain within the community.

Karen Sluman – Karen handles the Rental and Purchase Applications. Karen will make sure we have all of the information to screen the Applications that come into Sea Breeze.

Lindsey Wilke – Lindsey reviews all of the Architectural Applications for each of the communities and corresponds with the owners if there is any additional information needed. Lindsey sends out the letters with the approvals and denials based on the Board's decisions.

Pedro Ledesma – Pedro is in charge of the bids for our communities. The Manager returns from a Board Meeting and meets with Pedro to put together a scope of work. Pedro will then communicate to vendors, collect the bids, and create a coversheet breaking down the bids to help the Board have a clear picture to help them make an informed decision.

Paige Wade – Paige is our Senior Bookkeeper and has been with Sea Breeze for over 8 years. Paige puts together the month-end financials and assists the CPAs with Year-End Financials.

Maija Caraballo and Shevy Brooker- Maija and Shevy are in charge of Accounts Payable to make sure vendors get paid.

Sahara Richter – Sahara is in charge of Accounts Receivable and processes all incoming payments and sends out past due letters.

LCAMs – We have 14 Licensed Community Association Managers. The Manager is the cog in the wheel to make sure everything is moving forward and that your Association is properly managed. The Manager works directly with the Board to help run the community in accordance with the Florida Statutes and the Association Governing Documents. The Manager utilizes Sea Breeze resources to help the Association run smoothly.

We also have an after-hours and weekend Association Emergency Phone Number that is answered by an actual employee at Sea Breeze. The Emergency Number is (561) 315-3595 and is for Association issues that may come up after hours or on the weekends. Please do not call a Board Member! Dial 911 if there is an emergency such as a fire.

We encourage all owners to set up their portal, they can view account information, receive communications, and look at documents: If there are items that you would like to see on the site, please contact us and we will check with the Board for approval.

Sea Breeze is open from 9:00 am to 5:00 pm Monday through Friday. We look forward to working with you and helping you with any of your community needs.

Please feel free to contact our office at the number on the first page or send us an email at:
office@seabreezecms.com

Sincerely,

The Sea Breeze CMS Team

Sea Breeze Community Management Services, Inc.

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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 access the Owner Access Tops Portal to view your account, make payments, set up ACH, update contact information, view work orders, view violations, download Community documents and receive Community bulk emails please provide your information below.

Community Name & Your Unit Address: _____

Your Email 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: _____

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

Owner Name: _____

Community Address: _____

Alternative Address: _____

Signature

Date