

Forest Lake Townhomes Homeowners Association, Inc.

3434 Hancock Bridge Parkway, Ste. 306

North Fort Myers, FL 33903

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www.VestaPropertyServices.com

Dear Forest Lake Homeowner:

We are excited to announce that Vesta Property Services, Inc. has been retained by your Board of Directors to provide professional management for Forest Lake Townhomes Homeowners Association, Inc. We are a full-service management firm specializing in community association and amenities management and we have been in business for over 30 years. Vesta currently employs over 1,000 dedicated professionals from office locations throughout Florida.

Moving management companies often requires significant effort and cooperation to migrate the Association's records and we thank you in advance for your patience and understanding as we work to establish the infrastructure needed to serve your community.

Management Information

Your property will be managed by Cynthia Sheets, LCAM, from our Fort Myers office, supported by local staff who understand your Association's unique needs. Please use the office contact information above, or email Cynthia at csheets@vestapropertyservices.com with any urgent needs. Our business hours are Monday through Friday between 8:00 a.m. and 4:00 p.m. Although our management staff are available for emergencies after hours, this does not cover lockouts, pest control, accounting issues or any other item that can be resolved during regular business hours. In the event that an emergency occurs that could be life threatening, please call 911 before calling the management office. After hours emergency calls should be made via the office number: 239-573-3225.

Association Documents

The Association has been established for the management and maintenance of the Association common area and to enforce the Covenants, Conditions & Restrictions and Rules & Regulations governing the Association. These documents are the framework for the operation of the Association. Every owner is encouraged to read these documents thoroughly for a complete understanding of the responsibilities of the Association and its Members. These documents can be found on your Association's website which is referenced below.

Architectural Modifications Control

Management is responsible for the control of Architectural Modifications in order to maintain the aesthetic integrity of your community. Prior written approval is required before any changes may be made which affect the exterior appearance of your home or Lot.

You may request an Architectural Modification Form from our office. *Please review your Association documents for any additional requirements and do not undertake any modifications before receiving written approval from the Association.*

Payment Information

You will receive information regarding your account number and payment option information shortly.

As part of the owner information form, we will ask if you would like to receive a coupon book for your annual payments. If requested, there will be a charge of \$10 per coupon book, per year.

Several convenient payment options are available to you via the Association's bank and these can be accessed from our secure website: <https://vestaprocessingcenter.com/search/>

If you plan to pay your assessment(s) via a paper check please utilize the Association's bank lock box facility rather than mailing or bringing checks to our office (which may result in a handling fee being applied to your account). To ensure efficient processing, please enclose the appropriate payment coupon along with your check when mailing to the Association's bank lock box.

Association Records

An Owner Information form has been enclosed with this letter which will allow us to bring the Association's records current. Whether you are an owner occupying or renting your property, please complete the form and return it to our office as soon as possible. If you are renting your property, please speak with your tenant and have them complete an additional form and remit to us in a timely manner, as it is imperative that we have an accurate list of residents for the property.

Vesta Vantage Pro

Vesta has partnered with an industry leader to provide our residents the most comprehensive communication technology that pushes out information in multiple formats – on both mobile and web platforms. This cutting-edge technology is easy to use, fast and is a huge time saver that effectively informs and engages residents. A welcome email with the subject line "Join **Forest Lake Townhomes Homeowners Association, Inc.**" in Enumerate Engage will be sent on **4/1/2025** and may be in your spam/junk mailbox. If you did not receive the email, please contact the office at the above email or phone number to have the link resent. This will be your opportunity to access the website and create your password and notification preferences.

Please do not hesitate to contact our office if you need any further information or assistance.

Sincerely,

Vesta Property Services, Inc.

Owner Information Form

Please fill in the information below, sign and send back via regular mail, e-mail or fax. This information is needed for your account. *Please be advised that this information will become part of the official records of the association and may not be accessed by any other homeowner.*

Forest Lake Townhomes Homeowners Association, Inc.

Owner's Name _____

Forest Lake Address: _____

Mailing Address (if different from above): _____

Phone: _____ Alternate Phone: _____

Residence: Year-Round/Onsite ☐ Seasonal ☐ Long Term Leased/Offsite ☐

Would you like to receive a coupon book for your annual payments?

☐ Yes, I would like a coupon book and acknowledge the \$10 per year charge.

☐ No, I do not require a coupon book.

Owner Consent to Transmit Data via Email:

Email notification allows the Association to improve communication with the membership in a more efficient and cost-effective manner. By providing my email address and signing below, **I hereby grant permission to transmit all Association general mailings, letters, meeting notices and agendas, proxies, budget and billing information via email.**

E-mail Address: _____

E-mail Address: _____

You may also receive email from the management company regarding maintenance services and education opportunities. Vesta Property Services will not pass on email addresses to any third party without my express and written permission. I will make every effort to update Vesta Property Services, in writing, of any changes to my email address and will hold them harmless for any errors resulting in my failure to do so. NOTE: If an owner requires payment information or other documents to be mailed, an additional administration fee may apply.

SIGNATURE: _____ DATE: _____

If Leased: Lease Term: _____ to _____

Tenant(s) Name: _____

Phone #: _____ Email: _____

Tenant Emergency Contact: _____

If your property is managed by a real estate agent for rentals, please provide their contact information:

Agent Name: _____

Address: _____

Phone #: _____ Email: _____

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