



November 21, 2023

Dear Pineapple Plantation POA Owner:

We are pleased to announce your Board of Directors recently selected Coastal Property Management to manage your association beginning on December 1, 2023. This will be a quick transition due to the abrupt departure of the current management company.

One of the many responsibilities of your management company is to assist the Board of Directors with the implementation of your association's Declaration of Covenants and other documents governing your community, which set the standards for the character, control, and composition of your community. We will advise and assist your Board in the general operation of your community in compliance with the Association's Documents and Florida Statutes.

All correspondence regarding any association matters should be sent to the Board of Directors, in writing, and mailed to Coastal Property Management at the following address:

**Pineapple Plantation POA
c/o Coastal Property Management
10 SE Central Parkway, Suite 400
Stuart, FL 34994**

We will make ourselves available to assist you in all matters of Association concerns. We assure you professional, personalized service, and will make every effort to meet or exceed the standards set forth by you, the homeowners. Coastal Property Management's administrative and accounting staff may be reached by email at Admin@cpmfl.com, Accounting@cpmfl.com or by calling our office at 772-600-8900.

In regard to your maintenance fee payment - **AFTER NOVEMBER 30, 2023, PLEASE DO NOT SEND ANY PAYMENTS TO THE FORMER MANAGEMENT COMPANY.** If you currently have the Direct Debit method of payment, this will be discontinued under your former management company, and they do not have authorization to process your next payment. If you wish to continue with direct debit, you can sign up for direct debit through our online owner portal system **on or after** December 1st by going to [HTTPS://PORTAL.CPMFL.COM/HOME](https://portal.cpmfl.com/home) and click on the "Sign Up" button to register and set up your account. The statement for the 1st quarter of 2024 will be arriving in December and there will be no late fees during the transition period.

Please keep in mind the owner portal will not be activated to set up or make online or direct debit payments until after December 1st. Payments by mail should be submitted to the address below. **If you have an automatic check processed from your checking or investment account, please make sure to update the mailing address to the address listed below:**

**Pineapple Plantation POA
c/o Coastal Property Management
PO Box 30349
Tampa, FL 33630**

Always make your check payable to: Pineapple Plantation POA and be sure to put your Pineapple Plantation POA address on the reference line of your check.

Enclosed with this letter you will find the “Owner Contact Information Form.” Please take a moment to fill this out and mail/fax/email it back to us to be certain your information including email and phone numbers are up to date. Please keep in mind the name on the account **must** be the name that appears on the Warranty Deed.

We look forward to a long-term, effective management relationship with your Association and we look forward to meeting and getting to know each of you. Please do not hesitate to call us should you have questions or concerns.

Very truly yours,

A handwritten signature in blue ink that reads "Richard D. Krett". The signature is written in a cursive style with a large initial 'R'.

Richard D. Krett, LCAM
President

Enclosure

Pineapple Plantation POA

c/o Coastal Property Management
10 SE Central Parkway Suite 400, Stuart, FL 34994
Office: (772) 600-8900 Fax: (772) 266-9801
www.cpmfl.com

OWNER INFORMATION UPDATE

Please complete this form to assure that we have the most current information on file regarding your home.

Name of owner: _____ Second owner name: _____

Property Address: _____

Phone: _____ Work: _____ Mobile: _____

Primary E-Mail: _____ E-Mail 2: _____

Mailing/Alternate Address: include city, state, zip _____

Where you want your correspondence to go.

Away Phone# _____

Residency Status: Full-Time Seasonal Yes, this is Rental property

Do you currently have a tenant? No Yes

If yes, Tenants Name: _____ Phone: _____

Lease Start Date: _____ Lease End Date: _____ Tenant email: _____

In order to decrease the postage and mailing costs that the Association incurs we have a consent to receive informal electronic communication below. Note: Florida Statutes provides that for owners who consent to email communication their email addresses and phone numbers may be accessible to other owners.

CONSENT

You must provide consent even if your e-mail address is currently on file.

By initialing this box, I **authorize** Pineapple Plantation POA and Coastal Property Management to communicate informally with me via electronic transmission.

By initialing this box, I **authorize** Pineapple Plantation POA and Coastal Property Management to place the information in the community telephone/address directory (if published) which will be made available to residents of Pineapple Plantation POA Only.

Signature

Date

Thank you for your time in completing this form and please return to Coastal Property Management at the address above or fax to (772) 266-9801 or email to Admin@cpmfl.com

You must notify Coastal Property Management if any information on this form changes.