

Palmer Reserve

March 2, 2020

Dear Member(s):

We would like to introduce Sunstate Association Management Group, Inc. to you. Below is information that will be helpful to you.

Sunstate Association Management Group, Inc. will assist your Board of Directors with the protection of your investment and provide all of the homeowners with prompt, courteous service.

- Your Community Association Manager is **Christine Wofford**. Christine can be reached at Christine@sunstatemanagement.com.
- Your Community Association Office Team Member is **Chelsea Smith**. Chelsea can also be reached at the contact information provided below or at: Chelsea@sunstatemanagement.com
- Our website address is: www.sunstatemanagement.com

RESIDENT INFORMATION FORM

A Resident Information Form has been enclosed with this letter. The completed Resident Information Form will allow us to verify the Association's records are current. Please complete the form and return it as soon as possible. It is the Owner's responsibility to ensure that the association has an accurate list of residents for the property, correct mailing addresses, and certain tenant information, if applicable.

COMMITTEE VOLUNTEERS

The Board of Directors would like to ask for volunteers for the following committees:

- Landscape Committee
- Compliance Committee
- Architectural Review Committee

If you have *any* interest or would like more information please email christine@sunstatemanagement.com or Chelsea@sunstatemanagement.com (please include your Community in the subject line. You may also contact the office directly 941-870-48920).

TENANT REMINDER, IF APPLICABLE

Please ensure that your tenants have the necessary information concerning the Rules and Regulations while living within the community. Also, please remember to forward a copy of your tenant's lease agreement with



200 Capri Isles Blvd. Suite 2
Venice, FL 34292
P: 941.870.4920 / F: 941.922.3234
www.sunstatemanagement.com

attached application form to the Association. Please be reminded that Owners will be held accountable to the association for tenants, family members and guest behavior and actions while in the community.

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ASSESSMENT PAYMENTS

Your Board of Directors has chosen to have the association’s bank account CADENCE BANK. PLEASE MAKE PAYMENTS PAYABLE TO PALMER RESERVE HOA AND SIMPLY SEND THE CHECK TO Sunstate Management Group, P.O. Box 18809, Sarasota, FL 34276.

SUGGESTIONS OR CONCERNS

If you have any concerns to express, this is a perfect time to speak up. Send in your letter, fax, or email to Sunstate Association Management Group, Inc. Your Board is always interested in hearing from you. As the new Community Management Team on your account, it would certainly help us to get to know your community quickly.

THANK YOU / LOOKING FORWARD TO WORKING WITH THE BOARD AND HOMEOWNERS

On behalf of the entire behind the scenes staff here at Sunstate Association Management Group who will be servicing your account, I look forward to working with you and your Board. I’d like to thank the Board for their confidence and trust in Sunstate Association Management Group, Inc. We will do everything in our power to keep that confidence and trust strong.

Regards,

Michelle S. Thibeault, LCAM
President/Owner
Sunstate Association Management Group, Inc.
Enclosure: Resident Information Form



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Palmer Reserve HOA, Inc.

c/o Sunstate Management Group
P.O. Box 18809, Sarasota, FL 34276
Tel.: 941.870.4920 / Fax: 941.870.9652

Please provide the information listed below to ensure that we are able to contact you, if there is an emergency and to update our records. Please return this form to Sunstate Management, P.O. Box 18809, Sarasota, FL 34276.

PLEASE SPECIFY ONE MAILING ADDRESS

OWNER: _____

ADDRESS: _____

PHONE#: _____

USE AS MAIN MAILING ADDRESS _____

.....
MAILING ADDRESS: _____

PHONE #: _____

USE AS MAIN MAILING ADDRESS _____

EMAIL: _____

Emergency Contact Name: _____ Tel. #: _____

July 1, 2010 the Florida Legislature enacted a new law governing the publication of owner personal information such as phone numbers, email addresses and alternate addresses. Please indicate below if you do or do not want this information published in the annual owner roster (check one) and sign.

I do want this information published.

I do **not** want my e-mail address published in the annual roster but I **do give authorization** to the Board of Directors or their management designee to contact me by e-mail.

Signature

Date

Please Note: If you change your address, it is **YOUR** responsibility to notify management in **WRITING**.

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MASTER ASSOCIATION, INC.

ALTERATION APPLICATION

OWNER'S NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

E-MAIL ADDRESS: _____

DESCRIBE IN DETAIL, TYPE OF ALTERATION AND MATERIALS TO BE USED:

(IF MORE SPACE IS REQUIRED, PLEASE ATTACH TO THIS FORM. THANK YOU)

An application requesting approval for any alteration which occurs outside the exterior walls of the building must be accompanied by all of the following:

- 1. A COPY OF YOUR LOT SURVEY INDICATING PLACEMENT OF THE ALTERATION**
- 2. A CONTRACTORS ESTIMATE SHOWING STYLE, COLOR, HEIGHT OR ANY ADDITIONAL INFORMATION NECESSARY.**
- 3. IN LIEU OF A CONTRACTOR ESTIMATE, PROVIDE PICTURES OF STYLE, COLOR, AND DETAIL OF ALTERATION**

If approval is granted, it is not to be construed to cover approval of any County or City Code Requirements. A building permit from the appropriate building department is needed on most property alterations and/or improvements. The Architectural Control Committee shall have no liability or obligation to determine whether such improvement, alteration and addition comply with any applicable law, rule, regulation, code or ordinance.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, the applicant, their hires and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration or addition. IT IS UNDERSTOOD AND AGREED THAT PALMER RESERVE HOMEOWNERS ASSOCIATION AND SUNSTATE MANAGEMENT ARE NOT REQUIRED TO TAKE ANY ACTION TO REPAIR, REPLACE OR MAINTAIN ANY SUCH APPROVED CHANGE, ALTERATION OR ADDITION, OR ANY STRUCTURE OR ANY OTHER PROPERTY. THE HOMEOWNER AND ITS ASSIGNS ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE AND ITS FUTURE UPKEEP AND MAINTENANCE.

DATE: _____ OWNER'S SIGNATURE: _____

Please send your signed and completed application for approval by mail or e-mail.

**Mail: Sunstate Management
PO Box 18809
Sarasota FL 34276**

E-mail: Christine@sunstatemanagement.com

Palmer Reserve

MASTER ASSOCIATION, INC.

ACTION OF COMMITTEE

_____ Recommend Approval As Requested

_____ Request Denied for the following reasons

_____ Date

_____ Authorized Signature for the Design Review Board