

# *Gulf Horizons Condominium Association, Inc.*

June 1, 2014 (revised April 24, 2015)

Dear Member(s):

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

## **MANAGEMENT COMPANY CHANGE**

Effective **May 1, 2014**, your Board of Directors has engaged the services of Sunstate Association Management Group, Inc. as the new management company for your community.

**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 **Michelle Thibeault**. Michelle can be reached at [michelle@sunstatemanagement.com](mailto:michelle@sunstatemanagement.com)
- Your Community Association Office Team Member is **Jo-Ann Finnell**. Jo-Ann can also be reached at the contact information provided below or at: [joann@sunstatemanagement.com](mailto:joann@sunstatemanagement.com)
- Our website address is : [www.sunstatemanagement.com](http://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.

## **TENANT REMINDER, IF APPLICABLE**

Per your Declarations, Article 20.1, Lease/Sales; lease applications are to be no less than ninety (90) days, and only four (4) times per year. 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 attached application form to the Association for approval prior to your tenants commencement.



228 Ponce De Leon Avenue  
Venice, FL 34285  
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[www.sunstatemanagement.com](http://www.sunstatemanagement.com)

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date. **Gulf Horizons unit owners shall not permit smoking or secondhand smoke within the individual units or upon any portion of the common elements or limited common elements, with the exception of a designated smoking area at the North East section of the parking lot.** 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.

## **ASSESSMENT PAYMENTS**

Your Board of Directors has chosen to have the association's bank account **remain** the same. Please make your payment payable to Gulf Horizon Condominium Association, Inc. Please mail each payment to Sunstate Management Group, P.O. Box 18809, Sarasota, FL 34276. If you have already mailed your payment to the previous management company, there is no need to worry; Sunstate will be in constant communication with them to assure that we receive your payments.

## **MAINTENANCE ISSUES**

Please refer all your maintenance issues to our office and we will coordinate with Tom Clark, your maintenance provider, to schedule the repairs. Tom's schedule is Monday, Tuesday, Wednesday and Friday from 9:00 am to 1:00 pm.

## **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(s): Resident Information Form



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