



11770 US Highway One, Suite 501E Palm  
Beach Gardens, Florida 33408

Office: 561.686.7818 | Fax: 561.686.7284  
[www.miamimangement.com](http://www.miamimangement.com)

May 24, 2024

Dear Property Owner:

The Board of Directors for **Bristol Lakes Homeowners Association, Inc.** has selected MMI of The Palm Beaches, Inc. as the new management company for your Association, with a commencement date of **June 1, 2024**. We are honored and excited to be your Association's property management team!

As your management company, we will be providing administrative services and working closely with your Board of Directors in the daily operations of your Association. MMI of The Palm Beaches, Inc. has the experience, knowledge, and training to operate and maintain your community to the highest standards. We are a full-service property management company serving communities for over 35 years. We invite you to visit us at [www.miamimangement.com](http://www.miamimangement.com).

Our office is located at 11770 US Highway One, Suite 501, Palm Beach Gardens, FL 33408 and our phone number is **(561) 686-7818**. Our business hours are from 8:30 am to 5:00 pm, Monday through Friday. For emergencies that arise after hours, we can also be reached at the above number through our answering service. An emergency is a situation that must be addressed immediately and cannot wait until the next business day, i.e., no water, sewer backup, etc.

We are pleased to introduce **Mr. Bruce Boro, CAM** as your Property Manager who will be part of the team assigned to handle the day-to-day operations of your Association. **Bruce** can be reached at [BBoro@miamimangement.com](mailto:BBoro@miamimangement.com) or (561) 686-7818 extension 207. His Administrative Assistant is **Erica Lay**, who can be reached at (561) 686-7818 extension 214 or [ELay@miamimangement.com](mailto:ELay@miamimangement.com).

### **Assessment Information**

Maintenance fee assessments are due on the 1<sup>st</sup> day of each month. To route your payment accordingly, you will find new payment coupons for the remainder of this year. Please continue to make your checks payable to **Bristol Lakes Homeowners Association, Inc.**

REMITTANCE ADDRESS  
**Bristol Lakes Homeowners Association, Inc.**  
*c/o MMI Payment Processing Center  
14275 SW 142<sup>nd</sup> Avenue  
Miami, FL 33186*

If you use a Bill Pay Service to make payments through your personal bank account, please include your Miami Management account number in the memo section of your payment. Your new account number can be found on your new payment coupon.

*\*Please be certain to cancel previously established automatic payments with  
your financial institution to avoid any double payments.*

#### IMPORTANT NOTE

Automatic withdrawals (ACH) from your bank account will need to be established if you would like to be drafted for your monthly assessment. **Please complete the ACH Enrollment Form enclosed and email to [ACH@miamimanagement.com](mailto:ACH@miamimanagement.com). A convenience fee will NOT be charged for Automatic withdrawals (ACH).**

#### ADDITIONAL PAYMENT OPTIONS

Online payment services will be available approximately 30 to 45 days after we begin managing your association. You can pay your assessments online via **E-check and/or Credit Card** by going to [www.miamimanagement.com/payonline](http://www.miamimanagement.com/payonline) and clicking "sign up". You will be asked for your account number and billing name. The billing name must be entered exactly as printed on your coupon.

Enclosed you will find a Resident Information Sheet. We request that you kindly complete this form and e-mail it to [ELay@miamimanagement.com](mailto:ELay@miamimanagement.com). It is important to complete and return this form as soon as possible so that we can update our records with your most current information.

Thank you for the opportunity of serving **Bristol Lakes Homeowners Association, Inc.** We look forward to a long and mutually satisfying partnership with your lovely community.

Sincerely,

*Cathie Carr*

Cathie Carr  
Vice-President

#### **ATTACHMENTS**

ACH Enrollment form  
Payment Coupon Book  
Resident Info  
Sheet