



October 8, 2024

Dear Tara Master Association, Inc.,

We are pleased to announce that your Board of Directors has selected Condominium Associates (CA) to provide management services for your Association effective November 1, 2024. Condominium Associates will be responsible for overseeing maintenance, preparing financial reports, and handling administrative functions for your community. We are excited for this opportunity! The Board of Directors will continue to be the governing body of the Association with the support of Condominium Associates as the management Agent.

Condominium Associates began managing condominiums, homeowner associations and upscale multi-family residential real estate across Florida in 1982. We are a full-service association management company providing services in the areas of facilities management, financial management and administration. We look forward to serving the Board and homeowners in your community.

HOW DO I CONTACT CONDOMINIUM ASSOCIATES?

You can reach the Sarasota Office by calling **941-236-7701** and your call will be personally answered by one of our Association Services team members. You can also email Association Services at info@condominiumassociates.com. Our Sarasota Office is located at **5500 Bee Ridge Road Suite 201 Sarasota, FL 34233**.

Your Regional Director is Sandra Fuentes, and the Vice President of Management is Diana Goetz. Manjola Kavaric is the Executive Vice President of Accounting and a Certified Fraud Examiner, who oversees all financial aspects of the associations and manages the accounting and finance team.

The CA office staff is ready to assist you between the hours of 8:30 a.m. and 5:00 p.m. Monday through Friday. Should you need assistance after hours, dialing 941-236-7701 will connect you to our 24/7 answering service, who will connect you with a CA representative in the event of an emergency.

The Community Association Manager will routinely brief our Association Services team members so that they are familiar with events and aspects of your community. Effective November 1, 2024, if you wish to contact the Community Association Manager about property management matters, please contact the Association Services team at the number above. The manager will be promptly informed by the team and will follow up with you as necessary on the matter.

We will soon send under separate cover an invite for the Condominium Associates Meet & Greet at the community. Please join us to meet your Community Association Manager and other members of our team. Food and beverages will be provided, and we will be available for any questions or assistance in the process payments, website portal navigation and registration. Communication of the event will go out to the community soon regarding the Meet & Greet and we look forward to meeting all who can attend.

3001 Executive Drive,
Suite 260
Clearwater, FL
727-573-9300

5500 Bee Ridge Road
Suite 201
Sarasota, FL 34233
941-236-7701

2019 Osprey Lane
Lutz, FL 33549
813-341-0943

777 S. Harbour Island Blvd.,
Suite 270
Tampa, FL 33602
813-209-9300

www.condominiumassociates.com

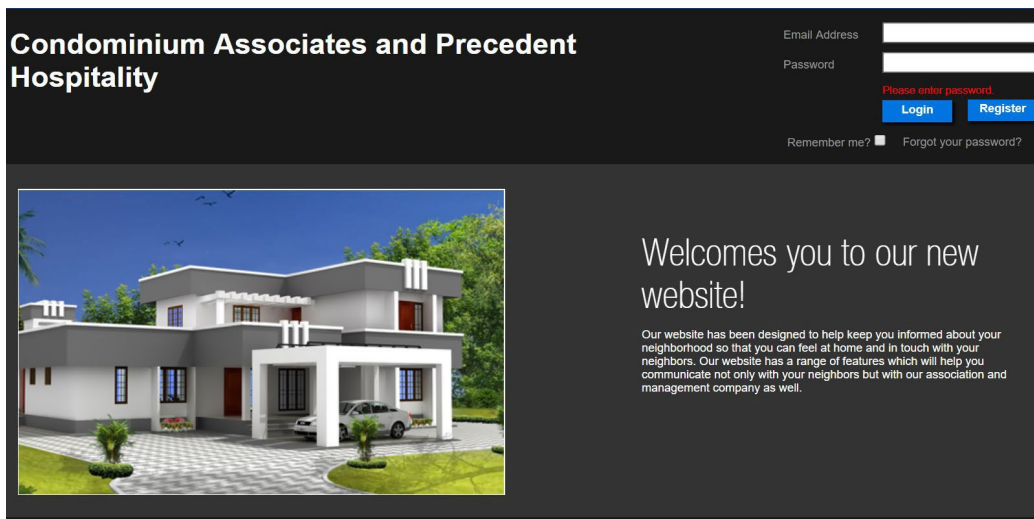
HOW TO REGISTER ON THE CONDOMINIUM ASSOCIATES WEBSITE PORTAL

Condominium Associates will also be setting up a website portal for your Association which will allow you to pay your association dues by E-check or Credit Card.

You can request your new account number by reaching Association Services by phone, email or when you register on the website.

The TMA board requests that all homeowners register for website access. The website will give you access and the ability to contact Condominium Associates, request and submit work orders, process ARC requests, access important association documents, view and maintain annual dues in your account and view calendar with association events.

Owner Login. You may also go to the site directly by typing into your browser <https://condo.cincwebaxis.com/>. Below is a screen shot of the setup page for your association. After you have reached the site below, click the **Register** button and follow the onscreen prompts. Once you have completed the registration form a representative will be alerted that you have registered and provide access.



HOW DO I PAY MY MAINTENANCE FEES?

Condominium Associates offers several ways to make your annual payment including ACH, check, e-check, or credit card. If you have already made your 2025 annual payment for either Tara or Preserve all balances will be transferred to CA regardless of credit/debit, past due, SA past due, and/or any prepayments etc. from Resource Property Management. Your new annual statement will arrive shortly.



- **By Check or e-Check payable to the association (include your account number on the memo of check)**

You can call or email the Association Services team to request your new unit account number. The account number can also be found once you have registered as an owner on the website. You can reach Association Services at 727-573-9300 or email info@condominiumassociates.com

Pay by check by mailing to the bank lockbox below. There is no charge for payments sent to the P.O. Box.

**Tara Master Association, Inc.
P.O. Box 22437
Tampa, FL 33622-2437**

Please note: If you currently pay your fee using an on-line bill paying service, you need to contact your financial institution to change the mailing address for your payments to the above address.

- **By on-line payment-** Pay on-line at www.condominiumassociates.com. Use the instructions under How to Register on the Portal to register as an owner. You may then make a payment to your account. ***The bank (not Condominium Associates) charges a fee for processing payments on-line via e-check or credit card. The E-check processing fee per payment is \$1.99 or 3.00% by credit card.***
- **By Automatic Clearing House (ACH)**

Complete and return the enclosed ACH form to start your Annual 2025 ACH payment. For your Annual 2025 payment to be made via ACH we will need to have the form completed and returned to us by December 25, 2024. You may email it to us at ar@condominiumassociates.com. **There is no charge for this service.** The attached Emergency Contact form will also assist us in the event of an emergency. This form and the information contained within it is for internal use only. Please include contact information for the unit rental or management company for your unit as well on this form if applicable. Your information will not be shared with third parties. Please mail, fax, or email this form back to info@condominiumassociates.com for processing.

The transition of your community's records and financial management will be handled over the next few weeks. We look forward to providing exemplary client service to homeowners and supporting the Board of Directors in their stewardship of Tara Master Association, Inc.

Sincerely,

The Condominium Associates Team

3001 Executive Drive,
Suite 260
Clearwater, FL
727-573-9300

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www.condominiumassociates.com

**** ACH FORM ****
AUTO DEBIT
AUTHORIZATION
 Condominium Associates and
 Precedent Hospitality & Property Management

**USE THIS FORM TO AUTHORIZE A RECURRING ELECTRONIC
 PAYMENT FROM YOUR BANK ACCOUNT**

How do I sign up for this service?

Step 1 Fill in the required information below and return this form to:
Condominium Associates
Attn: ACH Processing
3001 Executive Dr. Suite 260 Clearwater, FL 33762
Fax: (727)573-8549
Or Email to AR@condominiumassociates.com

Step 2 Include a void check with this form so that account numbers can be verified.

How do I confirm that you received these instructions?

Step 1 You will be notified by email
 Email me at:

What other information do I need to know?

- Item 1 **The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be debited on the next regularly scheduled date. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.**
- Item 2 Your account will be automatically debited on the 3rd day of the month that the payment is due. If the 3rd is on a weekend or holiday your account will be debited on the next business day.
- Item 3 By submitting this form you authorize your association to initiate the ACH debit for the property/unit listed below.
- Item 4 A separate enrollment form must be completed for each property/unit payment obligation.
- Item 5 This auto debit will continue until you provide written instructions to cancel.
- Item 6 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 7 Bank account to be debited must be within the US territorial jurisdiction and the funds must be payable in US dollars.

PLEASE COMPLETE INFORMATION BELOW & INCLUDE VOIDED CHECK COPY

Association Name: Tara Master Association, Inc., Unit/Account: _____
 Inc.

Auto Pay Start Date: Month _____ Year _____ Phone: _____
 Name: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Financial Institution: _____

Bank Routing No. (9 digits) _____ Bank Account No. _____

Is this a checking account ____ (yes/no) or a savings account ____ (yes/no)? Is this within US territorial jurisdiction ____ (yes/no)?

By signing this authorization, you agree to the following: I am authorized to initiate transactions for the checking or savings account I have provided. I hereby authorize the above named association to debit my checking or savings account to collect my association payments. I hereby authorize Popular Association Banking to process electronic transfers by ACH debit entries to the account referenced above for the purpose of making these payments.

 Date Signature

 Date Signature



Tara Master Association, Inc.

Condominium Associates, 3001 Executive Drive, Suite 260, Clearwater, FL 33762
727.573.9300 • Fax: 727.573.8549
info@condominiumassociates.com

EMERGENCY CONTACT INFORMATION

Please complete the form below by **PRINTING** the requested information, sign & date and mail, fax or email to the address above.

Homeowner Name(s) _____

Property Address _____ Unit# _____

Mailing Address if Different _____

Cell Phone Number _____

Home Phone Number _____

Work Phone Number _____

E-mail _____

Emergency Contact Information 1

Name _____ Phone _____

E-mail _____

Do they have a key to your unit? _____

Emergency Contact Information 2

Name _____ Phone _____

E-mail _____

Do they have a key to your unit? _____

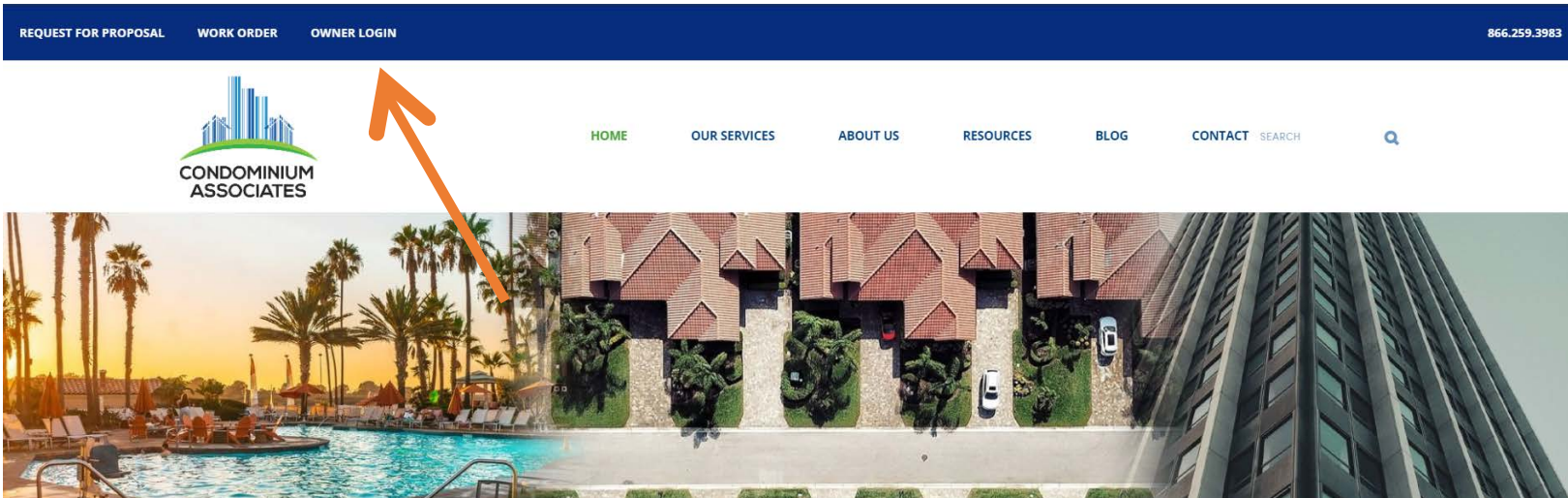
Vehicle(s)	Make/Yr	Model	Color	TAG Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE SIGN AND DATE BELOW:

_____	_____	_____	_____
<i>Owner Signature</i>	<i>Date:</i>	<i>Spouse/Co-Owner Signature</i>	<i>Date:</i>

How to Register for the New CA Website

To register for website access please visit www.condominiumassociates.com and click on the button **Owner Login**. You may also go to the site directly by typing into your browser www.condo.cincwebaxis.com.



Below is a screen shot of the setup page for your association. After you have reached the site, click the **Register** button and follow the onscreen prompts. To access your online community, please fill in all the information required. Once you have completed the information it will be submitted via the software to the Management Company for approval.

