



# Phoenix Management Services, Inc.

*We Manage to Make Your Life Easier*

RE: WESTWOOD COMMUNITY FIVE ASSOCIATION, INC.

July 26, 2018

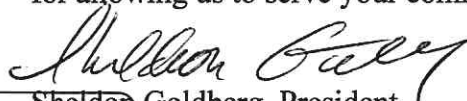
Dear Association Member:

PHOENIX MANAGEMENT SERVICES, INC. has been chosen to be the Association's property management company as of August 1, 2018. Phoenix will be providing administrative, financial, and janitorial services to the Association. **Ann Campbell** will be your Licensed, Community Association Manager, **Diana Cinisi** your Customer Service Representative, **Rochelle McLeishe** your Accounts Payable Representative, **Brittany Laing** your Accounts Receivable Representative and **Portia Manning-Scott** your Bookkeeper. There is also an assigned Janitor, **Juan Roman**, who will be cleaning the common areas each Monday, Thursday, Friday, Saturday and Sunday early in the mornings.

Phoenix Management's Kings Point office is located at 7680 N. Nob Hill Road, Tamarac, FL 33321, only 3 minutes from your front door. Our telephone number is 954-640-7070 and our fax number is 954-640-7080. Our e-mail address is [frontdesk@phoenixfla.com](mailto:frontdesk@phoenixfla.com). Office personnel are available in our office from 8:00 AM to 5:00 PM, Monday through Friday. Diana Cinisi, your Customer Service Representative, will be in Phoenix's office Monday through Friday, from 9:00 AM to 4:00 PM, and **in your Association's Clubhouse Office from 4:00 PM to 6:00 PM, Monday through Friday for the convenience of Westwood Community 5 residents.**

You may drop your monthly payments of **\$60.00** at the Clubhouse, or mail it to Phoenix Management in one of the enclosed pre-addressed envelopes. Please write all checks to WESTWOOD COMMUNITY FIVE ASSOCIATION, not Phoenix Management and remember, payments are due on the first day of each month, and are considered late if not received by the 16<sup>th</sup> day of the month payment is due. If you wish to establish the electronic payment of your maintenance fees (ACH) at no cost to you, please complete the enclosed form and mail, email, fax or hand deliver it to Phoenix's Office, or the Clubhouse Office. If you wish to pay your maintenance fees on-line, using a credit card, debit card or check (there is a small fee), please contact Phoenix Management, and a Representative will assist you.

If you are a seasonal resident, please let us know when you leave and when you return, so we can change your mailing address. If you are interested in joining the Fining Committee, and help ensure that the Association's rules are followed, which will result in a safer and more beautiful community, please contact Diana Cinisi at Phoenix. If you have any issues regarding your Association, including an afterhour's emergency, please call 954-640-7070, not a Board member. A person, not a recording, answers emergency calls **24/7**. We at Phoenix Management thank you for allowing us to serve your community.

  
Sheldon Goldberg, President



Full Service Community Association Management

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