



Dear Homeowners,

May 20, 2024

We have some exciting news to share with you. As your Board of Directors of Ironwood, we have retained a company to manage the common elements. Should you have any questions, please feel free to contact your new Management Team by phone, e-mail or letter:

Our company is:

Complete Property Management of SWFL
3050 North Horseshoe Drive Suite #172
Naples, Fl. 34104
239-403-4006 Phone 239-403-4008 Fax

Our manager is Lee Burgin. He has handled the needs of a select few Associations very professionally in his 13 years of experience. He brings a highly skilled team of administrative, financial and maintenance personnel to assist our Association. We have every confidence they will help us manage a smooth transition for you.

QUESTIONS OR CONCERNS:

Call Lee Burgin, Manager, Ileana Castro, Administrator or Kirsten Olsen, Accountant at 239-403-4006 or email:

Lee Burgin, Manager @ lee@cpmswfl.com
Ileana Castro, Administrator @ ileana@cpmswfl.com
Kirsten Olsen, Accountant/Bookkeeper @ Kirsten@cpmswfl.com

BILLING:

The current billing procedure is simple and efficient. Starting with the July 1, 2024 billing, you will receive a quarterly invoice each quarter from Complete Property Management. **Simply tear off the top portion of the billing at the perforation, insert it with your check in the envelope included. Please be sure to write your unit number on your check.** Your check is posted to the Associations account on the day it is received. **SPECIAL NOTE:** You may be interested in having your fees automatically deducted each month through our ACH debit program (Please see attached information).

Respectfully,

Ironwood Board of Directors