



CLOVER KEY, Inc.

Community Association Management

110 Imperial Street

Merritt Island, FL 32952

(321) 735-7624

Website: www.cloverkeyservices.com

E-Mail: office@cloverkeyservices.com

Dear Beach Island Resort Owners,

In advance of January 1, 2024, we at Clover Key, Inc. are pleased and honored to introduce ourselves as the new management company selected by your Board of Directors to assist in the management and financial oversight of Beach Island Resort!

From Clover Key, you can expect to receive services such as the collection of annual assessments, assembly and production of monthly financial reports, presence at association meetings, preparation of meeting minutes, and assistance in developing future budgets and reserve analyses. We also assist in overseeing the common elements of your property and obtain competitive bids for services, repairs, and maintenance of these common elements. We will also ensure that all residents and guests adhere to the resort rules (often referred to as covenant enforcement) and that all individual units comply and uphold the standards set forth by the governing documents.

Coming soon to enhance access to association documents and information, Clover Key offers a community webpage for your property. At www.cloverkeyservices.com your property will have its own page where you can review details and amenities of the property, as well as download any association documents (insurance, meeting minutes, rules & regulations, etc.), forms, and financial information.

We want to make being part of Beach Island Resort as pleasant and trouble-free as possible. Please do not hesitate to call if you have any issues or concerns. Putting those concerns in writing will ensure the request is discussed among your Board of Directors. At Clover Key, we like to utilize electronic delivery to our advantage. On the Owner Profile form, we ask for your electronic delivery consent to allow us to reduce printing and postage costs. Notices of Board meetings will always be posted in advance on-site, and required association documents will be mailed to you unless it is noted that you have opted for electronic delivery.

ACTION REQUIRED: Please return the enclosed owner Profile Form management at your earliest convenience to ensure we have the most up to date contact information on file for you. This can be provided to us in the mail at 110 Imperial St, Merritt Island, FL 32952, or a copy can be sent via email to office@cloverkeyservices.com.

Annual dues payments can be sent to Clover Key at 110 Imperial Street, Merritt Island, FL 32952. All current account balances and credits will be transferred to us.

We are excited to be your new management team and we look forward to meeting you soon!

Best Regards,

Jennifer Vo

Jennifer Vo, President

CLOVER KEY, INC
OWNER PROFILE FORM

We are required by the Condominium Act to maintain and keep a roster of owners and a record of e-mail consent. Furthermore, it is necessary to be able to contact you in the event of emergency. The information you provide is kept confidential. Your cooperation in completing this profile thoroughly and promptly will be greatly appreciated. **If you do not want to provide certain information, please leave space blank.** Please return the completed profile to management as soon as possible. Mail to 110 Imperial Street, Merritt Island, FL 32952 or email a copy to Office@cloverkeyservices.com.

Owner Name(s): _____

UNIT _____ **WEEKS OWNED:** _____

Phone Number(s): _____

_____ I consent to receive text messages

E-Mail(s): _____

_____ **I consent to receive notices for all meetings information and additional correspondence via e-mail to save the association postage and printing costs.** I understand that mailed/paper notice may not be provided unless I rescind this consent to receive notice by e-mail. I also understand that e-mail address provided for purpose of receiving electronic notice will be an official record of the Association.

Mailing Street Address: _____

City: _____ **State:** _____ **Zip:** _____

We may supply owners with a directory of other owners, do you wish to be part of this directory?

_____ **YES** _____ **NO**

Emergency Contact: _____ **Phone:** _____ **Relation:** _____

Signature: _____ **Date:** _____