



PROPERTY MANAGEMENT SYSTEMS, INC.

Pioneers • Professionals • Proven
Your Experts in Community Association Management

Date: March 25, 2025

Re: New Management Company

Dear Homeowner,

We would like to take this opportunity to introduce ourselves as the *Mariners Landing Homeowners Association, Inc.* New Management Company. Your Board of Directors has hired us to take over the day-to-day operations of your community. Property Management Systems, Inc. is the administrative arm of the *Mariners Landing Homeowners Association, Inc.* Board of Directors.

Our services include:

- Functioning as an administrative resource for the Board of Directors in the management of Association business.
- Providing bookkeeping service and administering collection of owner's maintenance fees and assessments.
- Maintenance of all Association records and files.
- Disbursement of funds on behalf of the Association for operating expenses.
- Placing and keeping in force all forms of insurance which may be necessary to protect the Association.
- Providing monthly inspections of the Association's common areas and initiating any required corrective actions.
- Providing enforcement of Covenants, Conditions and Restrictions.

Sincerely,
PROPERTY MANAGEMENT SYSTEMS, INC.
As Managers for
Mariners Landing Homeowners Association, Inc.

Owner Assessment Payment Options:

1) "ComWeb" is our preferred software program for owner online assessment payments. To gain access to ComWeb, our accounting department must have a valid email address for you on file. Please email mwortham@pmsiofflorida.com to have an email invite sent to you. Once you have activated your account on ComWeb you can access the portal through our website, www.pmsiflorida.com. Under the tab titled "Pay Dues Online", click on "Registered ComWeb Owners".

**The ComWeb Portal will be available for owners to sign up and make their payment on:
May 1st, 2025.**

2) You may send your payment directly to our office by making the check payable to:

Mariners Landing Homeowners Association, Inc.

and mailing it to:

Mariners Landing Homeowners Association, Inc

c/o Property Management Systems, Inc.

P.O. Box 1987

Yulee, FL 32041-1987

3) There is a blue mailbox "*dropbox*" for payments. It's off the parking lot in front of the Mariners Landing pool area.

NOTE: Keep in mind when a payment is left in the "*dropbox*" it takes longer to reach our office to be processed. It will be quicker to mail it directly to our office.

Sincerely,
PROPERTY MANAGEMENT SYSTEMS, INC.
As Managers for
Mariners Landing Homeowners Association, Inc.

MARINERS LANDING POA

Request for Information

March 25, 2025

**JOHN L. KISSINGER
334 MISSION FOREST TRAIL
KINGSLAND GA 31548**

In an effort to have the most current mailing information, we are asking you to verify your mailing address.

Is the above address your primary mailing address? **Yes** **No**

If **No** please provide the correct mailing address:

Optional Contact Information:

Email: _____

Phone # _____

Please forward this completed form at your earliest convenience to:

MARINERS LANDING POA
c/o Property Management Systems, Inc.
P.O. Box 1987
Yulee, FL 32041-1987
or
Fax: (904)225-0790
or
Email: shutfles@pmsiofflorida.com

Owner Signature

Date

Thank You!