

# akam<sup>®</sup>

## On-Site, Inc.

Exceptional Management  
Impeccable Reputation  
An AKAM Living Services Company

August 1<sup>st</sup>, 2018

Abbey Village Condominium Association, Inc.  
6294 Abbey Lane  
Delray Beach, Florida 33446

### RE: Management Transition

Dear Homeowner:

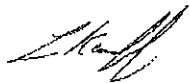
As Chief Executive Officer of AKAM Living Services, Inc., it is my pleasure to confirm that the Board of Directors of Abbey Village Condominium Association, Inc., has appointed AKAM On-Site, Inc. as Managing Agent for your property effective July 1, 2018. It is our hope that you will find the following information helpful. Please feel free to contact your AKAM Management Team should you have any questions.

As of August 1<sup>st</sup> your AKAM On-Site Management Executive, Ms. Danielle Morale, will be available Monday-Friday in the Management Office by phone at (561) 499-1438 or via email to [abbeyvillagepm@akam.com](mailto:abbeyvillagepm@akam.com). For after hours emergencies, please call (954) 843- 2526. In addition, please be assured that the entire AKAM Executive echelon, including AKAM On-Site President Ms. Susan Fitch, Vice President Mr. David Cohen, Managing Director Ms. Andrea Norman, Director of Accounting Mr. David Rofe, and I will be working to ensure your satisfaction and are available should you wish to communicate with us. We may be reached through AKAM On-Site's corporate office.

At your convenience, please review the enclosed payment options and instructions. Additionally, to ensure that we have your most up to date contact information, please complete and return the enclosed Unit Owner Information Sheet to include an email address for communication purposes.

On behalf of AKAM On-Site, it is our privilege to be of service to you.

Very truly yours,



Leslie Kaminoff  
Chief Executive Officer



smart CEO

AKAM On-Site, Inc.

Fort Lauderdale: 1815 Griffin Road | Suite 101 | Dania Beach | Florida 33004

Fisher Island: 41221 Fisher Island Drive | Fisher Island | Florida 33109

Broward: 954.843.2526 | Miami-Dade: 305.830.2526 | Palm Beach: 561.994.4870 | Fax: 954.922.4665 | [www.akam.com](http://www.akam.com)

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## PAYMENT OPTIONS & INSTRUCTIONS

For your convenience, please refer to the following instructions for making your maintenance payments online or by mail, commencing **October 1, 2018**.

1. We highly encourage owners to manage and pay their maintenance fees through our secure **ONLINE PAYMENT PROCESSER, ClickPay**. *\*If you are currently enrolled in Automatic ACH Payments, it will not be active for the October 1<sup>st</sup> payment. If you would like to continue utilizing the Automatic ACH Payment method, you must re-register with the following instructions:*

- You may setup automatic recurring or make one-time payments, at no charge when paying by E-Check (ACH), or with a major Credit/Debit Card (fees apply).
- To enroll in online payments, please visit [www.akam.com/payonline](http://www.akam.com/payonline), and select Florida
- If you require assistance in setting up your account, please feel free to contact ClickPay Support:

*E-MAIL: [support@clickpay.com](mailto:support@clickpay.com) | PH: 1.800.533.7901 | GO TO: [www.clickpay.com/help](http://www.clickpay.com/help).*

2. **If you prefer to PAY BY CHECK**, please mail your payment to the New Mailing Address.

*Abbey Village Condominium Association, Inc*

**P.O. Box 30015**

**Tampa, FL 33630-3015**

- All checks must be made payable to Abbey Village Condominium Association, Inc.
- Please include your unit number in the memo section of the check.

3. **If you are enrolled in ONLINE BILL PAY with your Bank**, please immediately contact your banking institution with the New Mailing Address and Account Number.

*Abbey Village Condominium Association, Inc.*

**P.O. Box 30015**

**Tampa, FL 33630-3015**



smart **CEO**

**AKAM On-Site, Inc.**

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**UNIT CONTACT INFORMATION SHEET**

Please complete and return this form to your Management Office to update and/or confirm your contact information. Send by MAIL to 6294 Abbey Lane, Delray Beach, FL 33446 or via E-MAIL to [abbeyvillageapm@akam.com](mailto:abbeyvillageapm@akam.com)

Bldg & UNIT #:

Primary Owner Name:

Second Owner Name:

Primary Phone:

Alternate Phone:

Primary E-Mail:

Second E-Mail:

To have your mail sent to an **ALTERNATE MAILING ADDRESS**, please provide the full alternate mailing address directly below:

*Street Address / City / State / Zip / Country*

If the **UNIT IS LEASED**, please provide the following tenant information:

Tenant(s) Name:  Lease Start Date:

E-mail Address:  Lease End Date:

Primary Phone:



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