



CARDINAL MANAGEMENT GROUP

A REALMANAGE COMPANY

Mitchell and Sarah Mackedanz
15126 Palmer Lake Circle 201
Naples, FL 34109

Dear Mitchell and Sarah Mackedanz,

We are pleased to announce that Cardinal Management Group, a RealManage Company has been selected as the Management Agent for Livingston Lakes Condominium Association, Inc, as of February 1, 2025. Cardinal Management Group is a full-service community management firm with our corporate office located at 4670 Cardinal Way in Naples, Florida.

If you have any questions regarding the Association, your home, or your assessment account, you may contact us directly. We are currently transitioning control of the Association from prior management and appreciate your assistance during this process.

In the future, you will receive a statement invoice and a return envelope in the month preceding each due date. We also offer the convenience of direct debit for the payment of your assessments. You may sign-up for this convenient service via the included form, and we urge you to take advantage of this convenient method of payment. ***Please note that if you were enrolled in direct debit with the prior management company, you must re-enroll with Cardinal Management Group to utilize this service.***

To create and access your online account, you will receive a separate email from the portal system with instructions to register and create your account. Or you can manually set up your account by following the steps below:

1. Go to www.Cardinalmanagementgroup.com and click on **Portals/ Homeowner Portal/ Homeowner Portal FL**
2. Click on **Register Now**
3. On the next screen, enter the requested information. Your Community name is listed as **Livingston Lakes Condo**

You will be sent an email with a link to complete the account set up process. Once created, you will be able to log onto the portal. Please ensure we have the most current information on file by updating your information after successfully logging in. Your assistance in ensuring the accuracy of our records is greatly appreciated.

Contact information for your Management Team is below. Please feel free to contact them if you need assistance in any way.

Phone Number: (239) 774 – 0723
Email: livingstonlakes@cmgflorida.com

If an emergency situation should ever arise, please note that our phone lines are answered 24 hours a day. We look forward to a long and successful relationship with you and your community and hope to meet you at an Association meeting in the future.

Sincerely,

Stewart Carter, Senior Vice President
Cardinal Management Group, Inc.

AGREEMENT FOR PRE-AUTHORIZED PAYMENTS

Community Name: Livingston Lakes Condominium Association, Inc.

I hereby authorize Cardinal Management Group of Florida, a RealManage Company, on behalf of my community association, to initiate debit entries in the amount of my Association assessment from my account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution/Branch: _____ **Routing No:** _____
City _____ **State** _____ **Zip** _____ **Account No.** _____

This authority is to remain in full force and effect until the Community and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Community and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first and tenth of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program, and I will be charged a \$75.00 administrative fee. **A VOIDED CHECK MUST BE ATTACHED.**

Return the completed form and voided check to:

receivables@cmgflorida.com

Or mail to:

Cardinal Management Group, 4670 Cardinal Way, Suite 302, Naples, Florida 34112.

Name(s) _____ **Home Phone** _____
Property Address 15126 Palmer Lake Circle, 201 **Work/Other Phone** _____
Mailing Address (if different) _____
(Street Address) (City) (ST) (Zip)

Date _____ **Signed** _____

IMPORTANT NOTE: Please continue to make your payments until you receive written notification of the effective date of the first automatic debit.

Scan or take a picture with your cell phone and return enrollment form to:

receivables@cmgflorida.com

Or

Mail the completed form to:

Cardinal Management Group of Florida
Attn: Accounts Receivable
4670 Cardinal Way Suite 302
Naples, FL 34112