

Optimum Property Management
PO Box 152075
Cape Coral, FL 33915
239-406-1660



Re: New Management

January 10, 2024

Dear Cypress Landing Owner,

I am very pleased to advise you that your Board of Directors has contracted with Optimum Property Management, OPM, to manage Cypress Landing Association effective January 1, 2024.

My name is Brandy Davenport, I will be your new property manager. Although Joann is no longer going to be the office manager effective January 31, 2024, there will be a new office manager, more details to follow. Please continue to email and call the Cypress Landing Office for your Association concerns. For after hour, Association emergencies, you may call OPM at 239-406-1660 and leave a message. Calls are monitored 24/7, and if an emergency, will be returned immediately. Examples of emergencies are fire, water, or life. For medical or life-threatening emergencies, please call 911 first.

Cypress Landing Bank accounts will remain with Truist Bank, you do not need to change anything. Your autopay's will carry over and the mailing address for payments will remain the same one in the coupon book you received. If you have prepaid assessments, your credit will transfer from Premier CAM Services to OPM.

Please find enclosed an Information Request Form and Email Opt In Form. I will use this information to verify and update my data base in order to serve you better.

I look forward to working with each of you!

Sincerely,
Brandy Davenport, LCAM, CMCA, AMS
Optimum Property Management

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**INFORMATION REQUEST FORM
CYPRESS LANDING ASSOCIATION INC.**

Please complete the fields below and return this form to Brandy@OPMFL.com, or
via mail to: PO Box 152075, Cape Coral, FL 33915

Complete Unit Address: _____

List all names that appear on your deed: (if you are an owner)

E-mail Address:

Mailing Address you want Association mail to be addressed to:

Phone numbers where you can be reached: (Please include Home, Office and/or Cell
Phone)

Home: _____

Cell: _____

Office: _____

Vehicle #1 Make _____ Model _____ Color _____ Tag # _____

Vehicle #2 Make _____ Model _____ Color _____ Tag # _____

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Do you have any pets? YES or NO

If YES -Type:

Are you Seasonal or Year-round? _____

If Seasonal - Months you are away:

If Seasonal - Do you have anyone watching your unit while away? YES or NO

Do you lease your unit? YES or NO

If YES - Terms:

Name, Address and Phone Number of a relative and or friend who could reach you in the event of an emergency, if we are unable to reach you from any of the above information you supplied.

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**OWNER EMAIL CONSENT FORM
CYPRESS LANDING ASSOCIATION INC.**

In order to improve communication with the membership and to save ongoing administration costs, your board of directors would prefer to utilize email rather than the regular mail service. Florida Statutes mandates that we can only use your email address if given your authority to do so. If you wish to take advantage of this service, please complete the fields below and return this form to Brandy@OPMFL.com, or via mail to: PO Box 152075, Cape Coral, FL 33915

NAME: _____

PROPERTY ADDRESS:

PHONE #: _____ **PHONE #:** _____

Email address(s): _____

(PLEASE PRINT CLEARLY)

Please sign below if you consent to receiving email notifications for the following:

General Mailings: Signature _____

Letters & Notices: Signature _____

Bills & Statements: Signature _____

General Management Correspondences Signature _____

Board Correspondence Signature _____

Dated: _____

OPM will not pass on email address to any third party without my express and written permission. I will make every effort to update OPM, in writing, of any changes to my email address and will hold them harmless for any errors resulting in my failure to do so.