

DUNES OF PANAMA PHASE 1 ASSOCIATION, INC.

c/o Total Professional Association Management
P.O. Box 12412 | Tallahassee | FL 32317
Phone: (850) 583-1173 | Email: customerservice@tpam.biz

September 24, 2025

Subject: Introduction of New Management Team

Dear Dunes of Panama Phase 1 Association,

I hope this letter finds you in good health and high spirits. It is with great pleasure that we introduce ourselves, Total Professional Association Management (TPAM) as the new managing agents for your community effective September 15, 2025. TPAM is thrilled to be joining this vibrant and close-knit community, and we look forward to working collaboratively with each of you to ensure a prosperous and harmonious environment for all residents.

TPAM will assist the Board in their efforts to maintain the beauty and value of the Building and surrounding common areas. In addition to carrying out the day-to-day operations, we are here to benefit homeowners such as yourself. Please do not hesitate to reach out to us with your questions and concerns. We are here to be of service to you.

Furthermore, to ensure timely and efficient communication, TPAM is requesting your consent to transmit information via email. Your email will NOT be distributed or disclosed to any outside parties. Your email will be used only to transmit letters and notices of the HOA. By law, we must obtain the owner's consent to transmit these letters and notices by email. Therefore, enclosed is a consent form to be completed and returned to TPAM at your earliest convenience.

Once we have received your primary contact email, you will receive an email invitation from Enumerate Central via Comweb. After completing your registration, you will gain access to your property information, the community's governing documents, and any other information pertaining to your community. The Accounting and how you pay your Assessments will not change, the company that performs that will remain in place, if you have any questions on this please let us know.

If your property is a rental and currently occupied by tenants, please complete the Tenant Acknowledgement Form and submit it to customerservice@tpam.biz with a copy of the executed lease for processing. Please ensure the form includes your tenant's signature, confirming their awareness of the community guidelines and their agreement to adhere to them

You may contact us by calling (850) 583-1173 or by email at customerservice@tpam.biz. On behalf of the staff at TPAM, we look forward to working with you.

Sincerely,



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EMAIL AUTHORIZATION

A member may elect to receive all notices from the Association by email by providing a specific email address.

This completed form may be sent by (1) regular mail, (2) email:

- (1) Dunes of Panama Phase 1 Association, Inc.
P.O. Box 12412
Tallahassee, FL 32317
- (2) **Email:** customerservice@tpam.biz

I/We, _____ owners(s) of _____ (PROPERTY address), on this date _____ (date), hereby waive notice via prepaid United States Mail for any future notice of any meeting or other correspondence from Dunes of Panama Phase 1 Association, Inc. For the purpose of giving future notice of meetings and or other correspondence from the Association, such notice or other correspondence shall be deemed given when transmitted electronically to the email address contained in this email or any other substituted email address designated by the aforementioned Unit Owner(s). I/We will be responsible to notify the Association via email of any change in my/our email address in the future.

Also, please verify that your mailing address is correct as shown at the top of this form. If not, please provide your correct mailing address below:

Email Address (please print clearly):	* Mailing Address (please print clearly):
Signature:	

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TENANT ACKNOWLEDGMENT FORM

By signing below, you acknowledge that you have read, understand, and agree to abide by the Association's Covenants, Conditions, and Restrictions. This document will become part of the Association's official records and will not be accessible to any homeowner who is not a member of the Board of Directors.

Property Address: _____

Owner's Name(s): _____

Tenants Name(s): _____

Mailing address: _____

E-mail Address: _____

E-mail Address: _____

Home Phone: _____ Cell Phone: _____

Tenant:

Print Name: _____

Signature: _____

Please return this important information as soon as possible to:

Mail: Dunes of Panama Phase 1 Association, Inc.

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