



Dear Homeowner and member of the ***Villages of Glen Lakes Association Villa I, Inc.:***

We are pleased to announce that your Board of Directors has selected PMI Adventure Coast to provide full-service management for your community effective **JULY 1, 2026**. We look forward to working with you to keep the community looking and functioning at its best.

We wish to take this opportunity to provide you with some information which will help make the transition of management for your community as smooth as possible. We hope you find this information useful and that you will let us know if we can be of further help.

**You may direct any questions or concerns to your new community management Team at 352-403-2220 or email [info@pmiadventurecoast.com](mailto:info@pmiadventurecoast.com).**

Please take a moment to fill out the attached Owner Information form and email back to ensure that we have the correct contact information for you. **You can send it back by email to [info@pmiadventurecoast.com](mailto:info@pmiadventurecoast.com) Or you can mail the form to our office: PMI Adventure Coast, 4336 Odin Street, Spring Hill, Florida 34609.**

***Villages of Glen Lakes Association Villa I, Inc.*** assessments due **JULY 1, 2026**, and moving forward will be handled by PMI Adventure Coast. If any dues get paid to your previous management company they will be received at a later date upon reconciliation of all accounts. ***Please do not panic if your account does not reflect your payment for the first 2 months of this transition.*** You will not be charged any late fees during this transition. When all accounts have been reconciled statements will be sent out. Please contact our office if you see any billing issues.

**Where/How to find information about your Association and your account:**

**Community Portal** ( <https://pmiac.cincwebaxis.com/> ): The first place to go is your Association's designated portal which provides 24/7 access. We highly encourage you to sign up for your property website. Having an online account with our system will not only give you access to see your association related documents, but also see your account balance, make payments on-line, enter and track maintenance requests, view a community calendar, access condominium documents, and receive important information about the Association.

**How to pay your Association Assessments (Dues):** For your convenience, PMI in conjunction with CINC Systems, LLC will provide the following methods of payment:

- 1) **There is an ACH Authorization form enclosed that will allow you to set up automatic payments for your **MONTHLY** assessments. There are no fees associated with this draft. This is the preferred method of payment. If you set this up it will take 2 WEEKS to go into effect for the next payment due. If the payment is due before the two weeks is up – you will have to pay it manually.** Return this form to PMI Adventure Coast via email, [info@pmiadventurecoast.com](mailto:info@pmiadventurecoast.com)

**OR**

mail to: PMI Adventure Coast, 4336 Odin Street, Spring Hill, Florida 34609. **The ACH form is the most common method of payment used.**

2) **Online Payments:** You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our website at <https://pmiac.cincwebaxis.com/>. This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information. On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. Once your registration request is reviewed and validated by PMI, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community. **There is a \$2.49 convenience fee for E-checks and a 3.25% convenience fee for credit card payments.**

3) **Online Recurring Payments:** Our website also allows you to set up automatic recurring payments. To set up your recurring payments, log into your account and then click the Pay Assessments Link. On the Pay Assessments page, you can choose to set up your recurring payments for E-checks or credit card by clicking on the New Recurring E-check or New Recurring Credit Card link. **There is a \$2.49 convenience fee for E-checks and a 3.25% convenience fee for credit card payments.**

4) **Mailing Payments:** You will be receiving new payment statements in your email. The new address for mailing payments is listed below. When writing your check, please make sure to make it payable to your Association (***Villages of Glen Lakes Association Villa I, Inc.***) and include your unit address on the check.

5) If you would like to pay your assessments using an online bill payment service or your personal bank's online payment service, you must delete and set up a new payee using the updated information below. This will ensure your payment is posted promptly.

**OFFICE ADDRESS:**

***Villages of Glen Lakes Association Villa I, Inc.***

C/O PMI ADVENTURE COAST

4336 Odin Street

Spring Hill, FL 34609

**Where/how to update your contact information:** It is imperative that we always have current contact information, so you are kept informed about important association-related business. When/if your email, mailing address, phone number or other contact information changes, you can make these changes on the owner's portal on the 'Contact Info' page. It's important to keep your profile current.

**Contact Us:** If you don't find the information you need on the website, we can be reached at 352-403-2220 and we will be happy to assist you.

We appreciate the opportunity to serve as your management team and look forward to getting better acquainted.

Again, we extend a warm welcome to you!!!

Your Management Team @ PMI Adventure Coast

Dana Reeves, Owner/LCAM,

Brian Evard, Owner/Director of Operations,