



Dear Kelly Plantation Owner(s)

Virtuous Management Group is excited to be your management company. We consider it a privilege to serve your Association, and we look forward to building a great working relationship while providing excellent service to you, our new Virtuous customer.

Virtuous Management Group provides management and financial services for homeowners and condominium associations. Our mission is to continually improve homeowner value by providing unparalleled service. We will work tirelessly to help you thrive by managing with integrity and commitment to your community's long-term goals. The team at Virtuous Management Group comes to work every day because we care about you and your community. For more information about who we are, please visit us at www.virtuousmg.com.

Our team contact info is:

CAM: David Bell – Email: david@virtuousmg.com Phone: (850) 974-3785

Admin: Kelly Cipriani – Email: kcipriani@virtuousmg.com Phone: (850) 654-5478

Accounting: Delenn Mobley – Email: dmobley@virtuousmg.com Phone: (850) 610-8222 ext. 435

Please complete and return the enclosed owner contact sheet to us by email to ar@virtuousmg.com or by mail to:

Kelly Plantation Owners Association, Inc.
c/o Virtuous Management Group
500 Grand Blvd., Ste K-220
Miramar Beach, FL 32550

Payment Options are listed on the next page. For the quickest and most reliable method of payment register autopayments at www.virtuousmg.com.

Please join your association's online portal to receive access to all documents and notifications from your association. To get started, click the invite provided in the email from your association and Virtuous Management Group. Setup your login and password information, then launch the application.

We look forward to working with you. If you have any questions, feel free to contact us.

Sincerely,

Virtuous Management Group, LLC

**500 Grand Blvd # K-220
Miramar Beach, FL 32550
Tel (850) 610-8222**



**COUPON BOOKLET HAS BEEN ORDERED AND WILL BE MAILED TO
HOMEOWNER DIRECTLY FROM THE BANK**

PAYMENT OPTIONS

Virtuous Management offers the following payment options to submit your assessment:

Payment by Automatic Debit: You will need information from your Centennial Bank Coupon Booklet. Once you have received your coupon booklet:

- Go to www.virtuousmg.com and select MAKE PAYMENT
- Select MAKE PAYMENT NOW

Payment by Check and Coupon:

- Include a coupon with your check.
- Mail checks to the address listed on the coupon booklet.
- All checks must be made payable to the association.
- Foreign checks must have U.S. Dollars written on the check.
- Do not send postdated checks.

Payment using Online Bill Payment Service:

To enroll in an Online Bill Payment Service, set up your payment using the "Payment Account Number," which can be found in the upper right-hand corner of your coupons. **The payment must be made payable to your association and mailed to Centennial Bank, PO Box 30061, Tampa, FL 33630-3061.**

Using the "Payment Account Number" will ensure that your payment is properly posted to your account. The "Payment Account Number" is different for every unit and payment obligation. If you own more than one unit or if you have more than one payment obligation, please be sure to use the "Payment Account Number" assigned to each unit or payment obligation.

Should you have any comments, questions, or concerns please feel free to contact us.

Sincerely,

Virtuous Management Group
Accounting
ar@virtuousmg.com
(850) 610-8222

**500 Grand Blvd # K-220
Miramar Beach, FL 32550
Tel (850) 610-8222**



OWNER INFORMATION SHEET

Please provide us with the following so we may update your information in our system.

Association Name: _____

Association Property Address: _____

Owners Name: _____

Mailing Address: _____

Home Phone: _____ **Mobile Phone:** _____

Mobile Phone: _____ **Other Phone:** _____

Email Address: _____

Email Address: _____

Homeowner agrees that by providing email, Virtuous Management Group may use email to contact homeowner for HOA purposes.

_____ Check here if you are designated as the official contact of property owned by multiple parties.

_____ Check here if you consent to have your name and contact information shared in the directory.

_____ Check here if you consent to receive electronic meeting notifications.

Do you rent your unit: Y___ N___ Rental Management Company: _____

Contact: _____ Phone: _____ Email: _____

Please submit the completed form by email to ar@virtuousmg.com

500 Grand Blvd # K-220
Miramar Beach, FL 32550
Tel (850) 610-8222



Pursuant to Section 720.303 (15)(a) Florida Statutes, before **October 1, 2024**, an association must provide a physical or digital copy of the association's **"rules and covenants"** to every member of the association.

Pursuant to Section 720.303 (15)(d), associations may also comply with this requirement by "posting a complete copy of the association's rules and covenants, or a direct link thereto, on the homepage of the association's website if such website is accessible to the members of the association and the association sends notice to each member of the association of its intent to utilize the website for this purpose." This notice will be sent in accordance with Section 720.303 (15)(d)(1) and (2).

The Rules and Regulations and Covenants are located on the portal.

To access the portal, visit virtuousmg.com and click "Online Portal," where you will be prompted to enter your email and password associated with your account. If you have never logged into the portal before or have forgotten your login information, please contact the association manager (CAM), and they will send you an invitation or password reset link.

If you would like to have a paper copy mailed to the address on file, please reach out to the association manager to coordinate.

If you have any questions concerning this matter, please do not hesitate to reach out.