



## RICHVIEW PARK HOMEOWNERS ASSOCIATION

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Executive Management Services looks forward to working with the Richview Park Community. Our office is located right up the road from the community at 644 Capital Circle NE. Owners may come to our office if they have any questions or they can contact us via phone at 850-878-3134.

We are currently becoming familiar with your Association and reviewing relative documents for a smooth transition. Our goal is, with your cooperation, to make your community the best it can be, while also continuing to comply with Florida laws.

Your new management company has a full staff available to assist you in all aspects of your Association, whether it be financial information, architectural requests, vendor recommendations to obtain the best bids, and prompt follow up on Board-approved projects. We will also have a representative attend Board of Directors meetings, as well as the Annual Meeting.

Our experienced and professional team will assist the Board in the day-to-day operations of your Association, as well as maintaining accurate records. Our accounting department will handle all accounts receivable and payable, produce monthly financial reports, follow up on delinquent homeowner dues, and monitor the Association accounts.

Please feel free to contact us relative to any association matters. We will do our best to assist you or get you in contact with the appropriate person for assistance. Thank you.