



**SEACREST SOUTHWEST**

1044 Castello Drive, Suite #206  
Naples, Florida 34103-1900  
(239) 261-3440

**RE: Introduction to Seacrest Southwest**

Dear residents of **Vista Commons at Heritage Bay**:

We are pleased to announce the Board of Directors of **Vista Commons, Townhomes and III at Heritage Bay** has entered into a contract with Seacrest Southwest to provide comprehensive management services for your community, starting **January 15, 2025**. Seacrest Southwest will begin managing **Vista I** under contract starting March 1, 2025.

In addition to this letter, we will be sending detailed information on how to make payments and access your new online portal. This information will be sent by **February 3<sup>rd</sup>**. A link to activate your AppFolio online portal will be included in the communication. For any inquiries regarding Sales or Leases, please contact our customer service team using the information provided below. Our Sales and Lease software, Tenant Evaluation, is currently being set up and will be implemented within the next 2-3 weeks.

Our responsibilities include managing common area maintenance, administration, accounting services, responding to and servicing owner inquiries, and enforcing the Rules & Regulations of your community, amongst other managerial duties. Additionally, Seacrest Southwest will assist your Board of Directors in the operation of the community and in maintaining compliance with Florida Statutes and your governing documents.

**Seacrest Southwest** is located at **1044 Castello Drive, Suite #206, Naples, Florida 34103**. The phone number is **(239) 261- 3440**.

The **contact information to reach the property manager** will be sent on February 3<sup>rd</sup>.

**Important Information Attached to this E-Mail:**

- **“Owner Information Update” Form:**
  - **Please complete this form and return it to our office at your earliest convenience.** This will ensure that we have your most current contact information. Please make sure to include your preferred mailing address. **Send the completed form via email to [csr@swpropmgt.com](mailto:csr@swpropmgt.com) or mail to the address at the top of the form.**

We look forward to a building a lasting and effective partnership with the residents of **Vista Commons at Heritage Bay**. Please anticipate our next email with additional information. We will be in touch with further updates soon.

Best regards,

*Bryan Fowler*

Bryan Fowler, President  
Seacrest Southwest