

FLAMINGO GARDENS ESTATES HOA

GABLES PROFESSIONAL MANAGEMENT CONTACT LIST

Dear Homeowner,

We are sending this contact information sheet in order for you to better understand the services that we, at Gables Professional, will provide.

Your Association's property manager Fernando Garrote, LCAM is provided with a full office support staff to assist with the proper and courteous services you deserve (Monday-Friday 9am-5pm), closed for Lunch from 12:30–1:30 p.m. In order to better serve you, we appreciate your cooperation when calling our office by following these instructions:

Accounts Receivables: Alminda Calle – acct1@gablesprofessional.com

To verify your balance or any information about your account and maintenance fees.

Applications: - Contact (305) 441-0904 - Receptionist

To find out information about an application for lease or purchase, or the status of a pending application, you may contact our office Receptionist. Applications take up to 20 business days to process, so provide yourself with time for the application process. For more information contact Erica Cruz – appgpm@gablesprofessional.com

Architectural Modifications:

To make any alterations to the exterior of your residence you must first submit your request to be approved by the Board of Directors. Contact our office (305) 441-0904 for the form, and to begin the process.

Complaints, Comments, and Concerns: please send in writing by email info@gablesprofessional.com, by fax (305) 441-7982 or by mail 3934 SW 8th Street #303 Coral Gables, Florida 33134

PUD Questionnaires and Estoppels: to order CONTACT (305) 441-0904

Insurance Information: Yarelyn Cabrera – assistantpm@gablesprofessional.com

Your insurance carrier is **Anderson & Jacoby** at Ph. (305) 596-0500 & Fax (305) 270-1657; they can provide you with insurance information and certificates.

Website by Gables Professional: Gables is providing for all homeowners, a community website with important information and useful forms. The website address is www.gablesprofessional.com, then click on "Properties" on the top portion, type in username: **flamingog** and the password: **fkmg86** We are sure you will find this website very handy for your property management needs.

Due to a large volume of calls, your phone call may be answered by our voicemail system. Please leave your message with your information and your community and the appropriate representative will return your call.

Please keep your mailing address updated to ensure receipt of all correspondence.

PLEASE DO NOT DISCARD THIS LETTER. PLEASE KEEP IT FOR FUTURE REFERENCE.

GABLES PROFESSIONAL MANAGEMENT CO.
3934 SW 8th Street. Suite 303 • Coral Gables, FL 33134 • FAX (305) 441-7982 • TEL. (305) 441-0904
E-mail: info@gablesprofessional.com