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June 15, 2022

To: Carrington at Stonebridge Homeowners

From: Carrington Board of Directors/Complete Property Management of SWFL

**RE: Change in Management Company Effective July 01, 2022**

Dear Carrington at Stonebridge Homeowners,

Your Board of Directors is excited to announce a change from Vesta Property Management to Complete Property Management of SWFL. Complete Property Management of SWFL manages three of our "sister" properties, Ashton Oaks, Middleburg and Willowbend.

Lee Burgin, C.A.M. and Manager has been in Property Management in Marco Island, Naples and surrounding areas for over 12 years. Lee brings a highly skilled team of experienced administrative, financial and maintenance personnel to assist our Association. We have every confidence they will help us manage a smooth transition for all.

If you have questions or concerns, please feel free to call the office at the number above or email the Complete Property Team:

Lee Burgin, Manager: [Lee@capnaples.com](mailto:Lee@capnaples.com)  
Ileana Castro, Administrator: [ileana@capnaples.com](mailto:ileana@capnaples.com)  
Marsha Mier, Accountant: [Marsha@capnaples.com](mailto:Marsha@capnaples.com)

**BILLING:** The Complete Property Team has been collecting electronic and hard copy records from Vesta Property Management. Included in these records will be customer account balances. Any homeowners who have "pre-paid" or hold credit on their accounts, will be carried over and implemented into Complete Property's reporting system. The same will be for any outstanding balances or past due.

If you are a homeowner who currently has your fees Auto Debited through Vesta Property Management, you will need to complete and return a new Auto Debit Form (attached) for Complete Property Management.

If you use electronic bill pay to pay your quarterly fees, you will need to change the "pay to" section of your bill pay through your bank. Please direct payment to read as follows:

Carrington @ Stonebridge  
C/O 1<sup>st</sup> Horizon Bank Lockbox  
P.O. Box 12132  
Naples, FL 34101-2132

**PLEASE INCLUDE YOUR ADDRESS AS YOUR ACCOUNT NUMBER**

If you pay your fees by check, an invoice will be generated and mailed to the address on file for your unit. Please remove the top section of the invoice and remit your payment to the Lock Box address above. (An envelope will be included with your invoice)

Please complete and return the Homeowners Questionnaire to Complete Property Management's office at your very earliest convenience.

Thank you,  
Directors, and  
Management



Carrington Board of  
Complete Property