



708-532-6200 
708-532-6280 
www.parkpmsolutions.com 
8951 W. 151st Street 
Orland Park, IL 60462

*Community Association Management
Property Management | Maintenance*

October 6, 2023

TO: All Association Members
Lakeview Estate Homeowners Common Area Maintenance Association

RE: New Managing Agent

Dear Association Member:

We are pleased to announce that effective immediately, the Board of Directors has retained Park Property Management Solutions as the Association's new managing agent.

As the Association's managing agent, it is our responsibility to assist the Board of Directors in administering the property. These responsibilities include common area repairs, landscape maintenance, etc. We request that any owner with a question or maintenance request contact our office at (708) 532-6200.

Our business hours are as follows:

Monday thru Thursday8:00 a.m. to 5:00 p.m.
Friday.....8:00 a.m. to 2:00 p.m.

Please note that there is an after-hours emergency answering service, which you may contact by calling our main telephone number (708) 532-6200. The answering service is for emergency maintenance concerns only.

We will issue an annual invoice for your assessment payment. Assessment payments remain due on the 1st of the month. The late fee date/amount will not change.

We offer homeowners the convenience of having their Assessments electronically debited from their Checking or Savings account when due. If you would like to sign up for this free service, please complete the enclosed Direct Pay form and return it to Management **with a voided check.**

Please visit the Owner Portal on our website at www.parkpmsolutions.com, which can be used to make assessment payments, view Governing Documents, Minutes, and more. You may access it immediately, although please keep in mind that we will continue to add documents.

To access the portal, place the cursor over "Login" and choose "HOA/Condo Login", select "Sign-In". First-time users will be required to create an account.



All **payments** should be made payable to “Lakeview Estates Homeowners CAMA” and mailed to:

Lakeview Estates Homeowners CAMA
c/o Park Property Management Solutions
P.O. Box 550
Wheaton, IL 60187-0550

If you currently pay your Assessments using your bank’s online bill-pay service, please be sure to update the remit to address to the payment address noted above.

All **correspondence** (other than assessment payments) should be mailed to the following address:

Lakeview Estates Homeowners CAMA
c/o Park Property Management Solutions
8951 W. 151st Street
Orland Park, IL 60462-3390

Finally, the Association is in the process of updating its records for all members. To that end, we have enclosed a census form to be completed and returned to this office. The information on the form is pertinent to serving you and will be used only in the event of an emergency, such as fire, storm, or water damage, improperly parked vehicles, etc. Please take the few minutes that will be necessary to complete the form.

We look forward to working with your Board and having the opportunity to serve you. Please feel free to contact us if we may be of any service.

Sincerely,

David Kress, CAAM, CMCA, AMS
President

DK:dd

Enclosures



DIRECT-PAY AGREEMENT

8951 W 151st Street, Orland Park, IL 60462 • Phone: (708) 532-6200 • Email: HELLO@PARKPMSOLUTIONS.COM

Please return the fully completed page with your preprinted and VOIDED check to the address below. It takes 4-6 weeks for the bank information to be verified. You will receive confirmation of your Direct Pay authorization and the month that your first Direct Pay Payment will be taken automatically. (Continue to make your assessment payments by check until notified).

ASSOCIATION NAME:		ACCOUNT #		
CUSTOMER NAME: (as on Assessment Invoice)	UNIT ADDRESS: (street, city, zip) Account #			
DAY PHONE: ()	MAILING ADDRESS: (if different from above)			
E-MAIL ADDRESS:				
FINANCIAL INSTITUTION NAME:		INSTITUTION ADDRESS & PHONE: (street, city, zip, phone #)		
CHECKING ACCOUNT NUMBER:		BANK ROUTING NUMBER:		
FOR OFFICE USE ONLY:	ENTERED BY:	ENTERED DATE:	START MONTH:	ADMIN CONFIRMATION LETTER:

DIRECT-PAY AGREEMENT AND DISCLOSURE STATEMENT

Stop Payments

Stop payments can be issued up to seven days prior to your payment date. As with checks, you are responsible for any charges associated with the stop payment. You may be required to provide written confirmation of the stop payment to your financial institution. Please contact Park Property Management Solutions if you have requested a stop payment.

Scan the
QR Code
to Complete this
form online.



Record of Payment

Your monthly bank statement will indicate the amount and date of your automatic transfer. Retain this record as proof of payment for future reference regarding your billing. If a question arises regarding your transfer or if the amount differs from your bill, you must immediately notify us, and your financial institution. Your financial institution will advise you of rights concerning an error.

Availability of Funds

You are responsible for having enough money in the account you designated on your payment date. You are responsible for any fees associated with non-sufficient funds. Direct Pay may be cancelled if two payments are returned within a 12-month period. A fee of \$35.00 will be charged to your account for returned payments. This fee is subject to change without notice.

Payment Date

You will be notified prior to your first payment. The predetermined amount will be transferred from your checking account on the date your payment is due or within the first business week of the month. If your payment date falls on a weekend or holiday, your account will be debited on the following business day.

Special Assessments/Extra Charges

Any Special Assessments or extra charges incurred will be automatically withdrawn.

Termination

Your authorization will remain in effect unless we receive written notice from you to terminate service. Requests for termination may take up to 30 days to process. Association and/or Management reserve the right to terminate service at any time.

Account/Address Change

Submit a new application 1 month before using a new bank account and submit address changes as soon as possible for uninterrupted billing.

Authorized Signature

By signing this document, you are authorizing Park Management and Realty, Inc., DBA Park Property Management Solutions to initiate debit entries for the balance due on your Assessment account to your financial institution account listed on this form. You acknowledge that the origination of ACH transactions to your account must comply with the provisions of U.S. law.

By signing below, you agree to the terms of the DIRECT-PAY AGREEMENT

Please
attach a
voided check.

Signature

Date

**LAKEVIEW ESTATES HOMEOWNERS COMMON AREA MAINTENANCE ASSOCIATION
2023 CENSUS INFORMATION**

OWNER(S) _____

ADDRESS _____ **UNIT** _____

CITY _____ **STATE** _____ **ZIP CODE** _____

HOME PHONE:(_____) **WORK PHONE:**(_____)

FAX:(_____) **CELL PHONE:**(_____)

EMAIL ADDRESS: _____

IF APPLICABLE

TENANT(S) _____

ADDRESS _____ **UNIT** _____

CITY _____ **STATE** _____ **ZIP CODE** _____

HOME PHONE:(_____) **WORK PHONE:**(_____)

FAX:(_____) **CELL PHONE:**(_____)

EMAIL ADDRESS: _____

LIST ALL OTHER OCCUPANTS:

1. _____ 3. _____

2. _____ 4. _____

AUTOMOBILE INFORMATION:

LIST ALL AUTOMOBILES THAT WILL BE PARKED AT PROPERTY:

	LICENSE PLATE #	YEAR	MAKE	MODEL	COLOR
VEHICLE 1					
VEHICLE 2					
VEHICLE 3					
VEHICLE 4					
VEHICLE 5					

TURN OVER

**LAKEVIEW ESTATES HOMEOWNERS COMMON AREA MAINTENANCE ASSOCIATION
2023 CENSUS INFORMATION**

IF APPLICABLE

PET(S): **YES** **No**

DESCRIPTION AND WEIGHT: _____

IF WE CANNOT CONTACT YOU IN CASE OF EMERGENCY, WHO SHOULD WE CONTACT?

NAME _____

PHONE :HOME _____

ADDRESS _____

WORK _____

CELL _____

THANK YOU FOR TAKING THE TIME TO COMPLETE THIS CENSUS. PLEASE RETURN TO:

***LAKEVIEW ESTATES HOMEOWNERS COMMON AREA MAINTENANCE ASSOCIATION
C/O PARK PROPERTY MANAGEMENT SOLUTIONS
8951 W. 151ST STREET
ORLAND PARK, IL 60462***

Fax 708-532-6280

Email to: census@parkpms.com

BELOW THIS LINE FOR OFFICE USE ONLY
