

April 6, 2025

Re: Clear Lake Keys Property Owners Association Management Change

Dear Homeowner,

Commonwealth Property Management (CPM) is proud to announce our appointment as Managing Agent for the Clear Lake Keys Property Owners Association as of March 1, 2025. We would like to take this opportunity to acquaint you with some of our procedures. We are hired by, and work under, the direction of your Board of Directors for the benefit of all Association members. We are here to help owners and residents make your community a better place to live.

To ensure that we have the most current information for every owner, we have enclosed an *Owner Information Form* that should be **completed and returned to our office by March 31, 2025**. This information is for internal use only and will be kept strictly confidential. It will not be given or sold to individuals, companies, or governmental agencies. Please take a moment to fill out and return these forms so that we can assure that we have the correct and most current information for each owner.

All accounting functions will be performed at Commonwealth Property Management's main office located in Santa Rosa. If the current accounting records show a past due balance on your account, a Statement of Account will be sent to you in the next week. It will include a coupon at the bottom to use to mail your payment directly to the Association's new bank, Pacific Premiere Bank. **Owners should mail their annual Association dues directly to the bank's processing department at:**

**Clear Lake Keys Property Owners Association
PO Box 7920
San Francisco, CA 94120-7920**

**Please be sure to put your account number on your check when you are mailing it in.
Your account number will be located on your Statement.**

If you would like, you can register for an "Owner Portal" at: <https://comwebportal.com/login>. Here you can set up recurring payments or one-time payments, update contact information, and view your account history. If you need more assistance establishing your Portal, please contact denese@cpmca.com.

Should you have any questions about your annual dues or about your account, please contact our Accounts Receivable Department at (707) 687-2580 Ext 213 or denese@cpmca.com. Questions about the community should be addressed at the Board of Directors Meetings. You are also welcome to send a letter to the Board at Clear Lake Keys POA at PO Box 1329 Clear Lake Oaks, CA 95423, or on the Contact Us page on the webpage or email the Board at info.keyspoa@gmail.com.

The next regular Clear Lake Keys Property Owners Board Meeting will be held on Tuesday, May 13, 2025, at 5:00 pm at the Keys Club. An Agenda will be posted on the community website. Homeowners are encouraged to support the community by attending your Board Meetings.

One of the first projects the Board is working on is to address the condition of some of the lots in the community. As this is a big project it will take some time to accomplish a community wide compliance. A further article will be included in the next Newsletter in April.

If you have any questions, please feel free to attend the next Board Meeting. Our regular office hours are Monday through Thursday, 9:00 am to 4:30 pm, (closed from 12:00 pm – 1:00 pm for lunch) Fridays 9:00 am to 12:00 pm.

Please call 707-543-2990 for after-hours common area (canal) **emergencies only**.

Please return the enclosed form so our information is as current as possible.

We look forward to a long and mutually beneficial relationship. Thank you for the opportunity to serve as your association management company.

Sincerely,

Vallen W. Cooper

Vallen W. Cooper, CPM, PCAM, President
Senior Property Manager

cc: Board of Directors