



PARAMONT PROPERTY MANAGEMENT, LLC

Dear Wiggins Bay Homeowners:

Paramont Property Management was hired by your association's board of directors to provide community association management services for The Wiggins Bay Foundation, effective July 1, 2020.

Property Manager: Your Property Manager is Guillermo Ruiz. He can be reached at our office in Naples at (239) 734-3200. Our emergency answering service is available 24 hours a day, 7 days a week. If you see an issue in the common area that requires attention, please call our office, or email us so the matter can be resolved.

Our Office: The Paramont Property Management team is ready to assist you! We are located between I-75 and Livingston Road off Immokalee Road in the Strand Executive Center.

- Guillermo Ruiz (gr@paramontproperty.com) is the Community Association Manager
Rita Robinson (rr@paramontproperty.com) processes all resale and refinance disclosures and HOA documents including estoppel certificates and lender questionnaires
- **Requests for resale or refinance information are handled through Homewise**
www.homewisedocs.com or call 1.866.925.5004 or email support@homewisedocs.com if you need any assistance
- Julie Kausland (jk@paramontproperty.com) is Office Administration and Reception.
- Wiggins Bay community website remains the same: www.wigginsbayfoundation.info

Owner Assessment Payments: Are due annually.

Seasonal owners (not a year-round resident): Our system can maintain multiple addresses for every owner. We ask that seasonal owners advise us, preferably by email or mail, when you want mail sent to a different address at least two weeks in advance.

We are looking forward to meeting you, working with your board of directors, and providing you with an outstanding level of service.

Sincerely,

Robert O. Smedley