



## WEST BROWARD COMMUNITY MANAGEMENT

820 SOUTH STATE ROAD 7 PLANTATION, FL. 33317

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[INFO@WBMANAGE.COM](mailto:INFO@WBMANAGE.COM)

NOVA GARDENS CONDOMINIUM ASSOCIATION, INC.

November 10, 2025

Dear Unit Owner:

As you were previously advised in our letter dated August 21, 2025, West Broward Community Management began the full management of your community effective September 1, 2025. Unfortunately, due to circumstances beyond our control, we did not receive your financial information until now which has caused a delay in processing your information. In order to do the payments, you have two options:

### TRUIST PAYMENT INSTRUCTIONS

#### 1. Online Payment via Truist Website

- Visit: TRUIST.COM/PAYMENTS

You will need:

- Bill Pay Number
- Serial Account Number
- Unit Account Number

In order to get this information please call Truist Association Services: 888-722-6669. You can also send an email to: [ar@wbmanage.com](mailto:ar@wbmanage.com), in order to get this information.

#### 2. Online Bill Pay via Your Bank

- If you use online bill pay through your personal bank, update the mailing address to:  
PO Box 628207, Orlando, FL 32862
- Include your Unit number to ensure your payment is applied correctly.

If you are currently enrolled in online bill pay through your bank, please remember to change the mailing address as stated on the coupon. (PO Box 628207, Orlando, FL 32862).

You can send the regular payment \$ 454.00 plus the Special Assessment of \$ 381.94 together in both options, for a total of \$ 835.94. Remember the last Special Assessment payment is due in December 1<sup>st</sup>, 2025

Late fees will be waived for the payments from September to November 2025. Late fees will be added to your account for payments in December 2025. Please follow the instructions.

Please be reminded that our office hours are from 9:00 A.M. to 5:00 P.M. Monday – Thursday (closed for lunch between 12:30 and 1:30 each afternoon). Friday's office hours are from 9:00 A.M. to 3:00 P.M.

Please feel free to call or email our office with any questions or concerns. We look forward to working with all of you and would like to thank you in advance. Very truly yours,

The Management Team at West Broward Community Management