

Oak Hammock Preserve Community Association, Inc.  
C/O Artemis Lifestyles  
1631 E. Vine Street, Suite 300  
Kissimmee, FL 34744



Oak Hammock Preserve Community Association, Inc.  
Account # 1547000101  
Management ID # 6971  
Association ID # 1529  
RE: 2941 Benton Lane  
May 28, 2024

**Adeline Smith**

86 Demarest Ave, Apt 1  
West Nyack, NY 10994

Dear Adeline Smith:

Greetings from Artemis Lifestyle Services, your new management company for Oak Hammock Community Association, Inc., effective June 1, 2024! We're here to partner with your Board of Directors to maintain your neighborhood and protect your investment. Below, you'll find some important information.

**Customer Service**

For general inquiries, reach out to our Customer Service Team:  
Monday-Friday | 8:30 a.m. – 5:00 p.m.

**Phone:** 407-705-2190      **Email:** [CustomerService@ArtemisLifestyles.com](mailto:CustomerService@ArtemisLifestyles.com)

**IMPORTANT NOTICE:**

- Current Payment:** Please be sure to submit payment for your Semi-Annual Assessment, due July 1<sup>st</sup>, of \$300.00 to Artemis Lifestyle Services, Inc. via any of the payment methods listed below.
- Previous Payments:** Payments submitted to the previous management company will be transferred to us and posted to your account 45 days after the onboarding date.
- ACH Payment Schedules:** Cancel any existing schedules related to Oak Hammock Preserve Community Association, Inc.



**Payment Options**

- ACH (one-time and recurring payment option)** – Please be advised that a \$2.95 convenience fee will apply.
- E-Check (payments mailed from your personal banking institution)** – Please make payable to Oak Hammock Preserve Community Association, Inc. and Mail to P.O. Box 620936 Orlando, FL 32862. Reference your assigned account number (Located at the top right of this letter)
- Mailing a personal check or money order to our lock box** – Please make payable to Oak Hammock Preserve Community Association, Inc. and Mail to P.O. Box 620936 Orlando, FL 32862. Reference your assigned account number. (Located at the top right of this letter)
- Credit Card Payment** – Please be advised that a 3.5% convenience fee will apply.

**ACH Payments**

Charging a convenience fee for ACH payments helps cover costs and supports technological advancements, while offering residents tailored payment options. This approach enables Artemis to provide top-notch payment solutions while accommodating residents' preferences.

**Convenience Fees**

We recommend fee-free alternatives such as online banking bill pay services or mailing personal checks/money orders to our lockbox. However, please note that these methods do not grant us control over payment timing. Our convenience fees may differ, but they enable advanced technological features to cater to your preferences, aligning costs with the convenience of swift transactions.

**Register for the Community Portal Today!**

- View Account Balance**
- View Community Documents**
- Community Updates**
- Make Payments**
- Submit ARB Requests AND SO MUCH MORE!**

Scan the QR code to Register!



*Love where you live!*