

Homeowner at Ridgemoor Master Association Inc.

We are thrilled to extend our warmest welcome to you as we begin managing your Master Association on February 1, 2026. Our team is dedicated to ensuring that your property is expertly maintained and that your operations run smoothly. We understand that your home and the community you live in are major investments, and we are committed to providing you with the highest level of service and support to maintain those investments.

To ensure that you have a direct line of communication with our team, we have assigned the following individuals to manage your account:

- Community Association Manager: Monica D'Ambrosio, mdambrosio@mgmt-assoc.com, 813-433-2004
- Bookkeeper: Ashley Catalano, acatalano@mgmt-assoc.com, 813-433-2005
- Admin Assistant: Carla Lanzilotta-Varas, clanzilottavaras@mgmt-assoc.com, 813-433-2031
- Service Coordinator: Mary Toler, mtoler@mgmt-assoc.com, 813-433-2001
- FrontSteps Portal Assistance: Tara Martinez, info@mgmt-assoc.com, 813-433-1530

Should you need to contact us, please do not hesitate to reach out to any of these individuals. They are available to assist you with any questions or concerns you may have and are committed to providing you with the highest level of service possible.

Next Steps for Residents:

- Residents that have prepaid their HOA assessment for February or the year do not need to do anything. All prepaid payments will be transferred from Harbeck Property Management to Management and Associates.
- Residents that have yet to pay their February HOA Assessments should mail their payments to:

Ridgemoor Master Association, Inc
c/o Management & Associates
P.O. Box 30450
Tampa, FL 33630-3450

****New coupon books will be mailed to all residents that do not currently pay their HOA assessment by automatic withdrawal (ACH). During the transition period, residents should mail in their payments to the above address until they receive their new coupon book. Please ensure Ridgemoor Master and your address are on the check so we may apply it to your account.****

There are four ways to make payments:

1. Auto Withdrawal (ACH) – Your HOA assessment will be automatically withdrawn from your checking account monthly. If you would like to set up auto withdrawal, please reach out to Ashley Catalano via email at acatalano@mgmt-assoc.com to request the automatic withdrawal form.

We encourage homeowners to sign up for auto debit with us. There is no fee for this.

2. You can set up Bill Pay through your online banking. Please send the check to the address above and ensure your account number is on the payment. Your account number can be found on the coupon.

3. You can mail your payment with the coupon to the address above. Please ensure your account number and Ridgemoor Master or printed on the check.
4. You may use the Portal to make your payment once you are registered. There are fees associated with payments by the third party.
5. Please look for an Invitation to Join the Ridgemoor Master Association Residents Portal within the next couple of weeks. The email will be coming from Ridgemoor Master Association. Should you need assistance with registering for the Portal, please email Tara Martinez at info@mgmt-assoc.com. Please include your address and contact information in your email.

*Please note that this email may be automatically directed to your junk or spam folders so you should check there as well if you haven't received an Invitation.

There is a blue 'CLICK HERE TO JOIN' button on the bottom of the invitation - just click that button and set up your password. That's it!!

This Portal will have everything that is required by Florida Statute Chapter 720. All association documents, maintenance requests, ACC's, agendas, meeting minutes, financials, contracts etc. will be accessible through this portal. All communications and community postings will be done through the Portal. The Portal is very easy to navigate.

We encourage you to reach out to us with any questions or concerns you may have as we transition into this new partnership. We believe that open and transparent communication is the key to a successful business relationship, and we look forward to building that relationship with you.

We are excited to have you as part of our client family, and we look forward to working with you. Thank you for entrusting us with the management of your community.

Sincerely,

Your Management and Associates Team



720 Brooker Creek Blvd., Ste 206

Oldsmar, FL 34677

Phone: 813-433-2000

Hours: Monday – Friday, 8:00A.M. - 12:00P.M. and 1:00P.M. - 4:00P.M.

Website: www.mgmt-assoc.com