

folio

Association
Management



Dear Homeowners,

We are proud to announce that the Board of Directors has selected **Folio Association Management** to provide professional community association management services for Middlebrook Pines Condominium Association beginning **July 1, 2025**. At Folio Association Management, we are committed to providing excellent service and enhancing the overall living experience for all residents. With our dedicated team and proven track record, we are confident in our ability to contribute positively to your community.

Please note that we are currently building your community database and inputting new account information. Transitions can take up to 90 days to fully reflect on your account. If you have questions about your statement or payment options, please see the information below.

How to Contact Us

Telephone: **407-214-8806**

Email: **MiddlebrookPines@folioam.com**

Office Address: **12906 Tampa Oaks Blvd., Ste 100, Temple Terrace, FL 33637**

Online Portal:

The Association utilizes an online system to keep the neighborhood informed of special events, updates, and announcements. You will also find digital copies of the By-Laws and Declaration(s), as well as forms for submitting architectural changes, making online payments, meeting minutes, and much more. To register, please go to www.myfolioaccount.com. Please click the Register Button and submit your information. *Note your account number can be found on the enclosed statement.* Once your information is verified, you will receive an email notifying you. To log in to your Account, enter your Email Address and Password in the fields provided. When you have successfully logged into your owner portal, you must update your information to keep our records current. This includes an up-to-date email address and telephone number.

Payment Options

1. Mailed Payments (Free of Charge)

Payments may be sent by check or via your bank's bill pay service to the following address:

Middlebrook Pines Condominium Association
c/o Folio Association Management
P.O. Box 25473
Tampa, FL 33622-5473

Please make sure your property address or account number is included on the check or in the memo line.

Reminder: Please allow 5–7 business days for your payment to arrive by mail to ensure it is received on time.

2. Bank Bill Pay (Free of Charge)

If you pay through your bank's bill pay service, be sure to update the payee and address listed above. This is a free service when used through your personal bank.

Reminder: Please allow 5–7 business days for your payment to ensure it is received on time.

3. Online Payments (Fees Apply)

To pay online, log in to your portal at www.myfolioaccount.com and click "Pay Assessments." You may pay by e-check (\$2.99 fee per transaction) or credit card (3.25% fee). If you have not yet registered for your portal, you must do so before making an online payment.

4. ACH Recurring Payments (Auto-Debit – Free of Charge)

To sign up for free recurring ACH payments, please email MiddlebrookPines@folioam.com to request the ACH authorization form.

IMPORTANT INFORMATION FOR MONTHLY BILLING:

- Forms received by the 25th of the month will take effect the following month.

Example: A form submitted on January 25th will start in February.

- Forms received on the 26th or later will not be effective for the next month. In that case, you must submit a one-time payment to cover the upcoming month.

Example: A form submitted on January 27th will begin in March, and a separate payment is needed for February dues.

Please ensure your account is current at the time of ACH enrollment by either mailing a check or logging into your portal at www.myfolioaccount.com to make a payment.

Previous ACH

If you had your assessment coming out via ACH with Truist Bank, your ACH will not transfer to Folio Association Management.

What's Next?

Our team is dedicated to ensuring a smooth transition and is committed to supporting the needs of Middlebrook Pines. As with any change, some adjustments are to be expected, and we appreciate your patience as we get to know your community, establish vendor relationships, and ensure your accounts are set up correctly.

Thank you for your attention and support. We are excited to serve Middlebrook Pines Condominium Association and look forward to working with you!

Warm regards,

Brad van Rooyen
President & CEO