

# *Parkside West Homeowners Association, Inc.*

C/o Nexus Real Estate, Inc.  
1370 Sarno Rd., Suite H Melbourne, FL. 32935  
321-242-9997

---

## **Re: New Association Management**

Dear Owner,

Effective April 1<sup>st</sup>, 2025, the Board of Directors has chosen Nexus Real Estate to be your management company. I want to take this opportunity to introduce myself and my company. I have been in the real estate management business for 20 years and a Licensed CAM for the last 10 years. I will be your association manager moving forward. I am looking forward to working with the Board members and Owners at Parkside West to ensure the property is maintained to the highest standards possible.

**Starting with the April payment please mail your dues to Parkside West HOA, Inc. C/O Nexus Real Estate, Inc. 1370 Sarno Rd. Suite H Melbourne, FL. 32935. I have included payment coupons for 2025 which has the address as well.**

We will be switching banks with the transition to new management. Please be sure to note the address above to mail your dues. **All direct deposit arrangements you have made will cease on April 1<sup>st</sup>.** Payments received by the old management company will be credited to you. If you want to have your association bill paid automatically by your bank, please contact them or go online and set up a recurring payment for your dues. If they ask about your account number, it is your address. We are in the process of setting up your association website. Please call the office or email [nexusreoffice@gmail.com](mailto:nexusreoffice@gmail.com) with your address and email address so we can send out welcome emails toward the end of March.

Thank you in advance for your help during this transition. If you have any questions or need further information, please reach out to me at the number above. Again, I'm looking forward to working with you to ensure that Parkside West is a wonderful and desirable place to live for years to come and I thank the Board for the opportunity to be your Association Manager.

Sincerely,

*Michael A Thelander Jr.*

Michael Thelander, CAM

**Parkside West HOA**                      **Parkside West HOA Payment Coupon**

For Your Records                      Unit# \_\_\_\_\_                      Due Date 1/1/25                      Amount: \$350.00

Owner Name: \_\_\_\_\_

Due Date 1/1/25                      Check payable to: Parkside West Homeowners Association, Inc.

Date \_\_\_\_\_                      Mail to: Nexus Real Estate, Inc.

Check# \_\_\_\_\_                      1370 Sarno Road, Suite H, Melbourne, FL 32935

Amount \_\_\_\_\_

( ) Please check box for name or address change and place new info on back

**Parkside West HOA**                      **Parkside West HOA Payment Coupon**

For Your Records                      Unit# \_\_\_\_\_                      Due Date 4/1/25                      Amount: \$350.00

Owner Name: \_\_\_\_\_

Due Date 1/1/25                      Check payable to: Parkside West Homeowners Association, Inc.

Date \_\_\_\_\_                      Mail to: Nexus Real Estate, Inc.

Check# \_\_\_\_\_                      1370 Sarno Road, Suite H, Melbourne, FL 32935

Amount \_\_\_\_\_

( ) Please check box for name or address change and place new info on back

**Parkside West HOA**                      **Parkside West HOA Payment Coupon**

For Your Records                      Unit# \_\_\_\_\_                      Due Date 7/1/25                      Amount: \$350.00

Owner Name: \_\_\_\_\_

Due Date 1/1/25                      Check payable to: Parkside West Homeowners Association, Inc.

Date \_\_\_\_\_                      Mail to: Nexus Real Estate, Inc.

Check# \_\_\_\_\_                      1370 Sarno Road, Suite H, Melbourne, FL 32935

Amount \_\_\_\_\_

( ) Please check box for name or address change and place new info on back

**Parkside West HOA**                      **Parkside West HOA Payment Coupon**

For Your Records                      Unit# \_\_\_\_\_                      Due Date 10/1/25                      Amount: \$350.00

Owner Name: \_\_\_\_\_

Due Date 1/1/25                      Check payable to: Parkside West Homeowners Association, Inc.

Date \_\_\_\_\_                      Mail to: Nexus Real Estate, Inc.

Check# \_\_\_\_\_                      1370 Sarno Road, Suite H, Melbourne, FL 32935

Amount \_\_\_\_\_

( ) Please check box for name or address change and place new info on back

# Engage - Owners Experience Invitation Email Community Management/Owner Website

Nexus Real Estate and your Association have a website through Engage. Through this website we empower residents and boards to engage with a modern, clean interface that provides you access to multi-channel communication tools and key information, including being able to see your account details, make payments on your account, view documents, calendars, amenities and more!

In this *informational document* we will go over:

- Receiving the welcome invite email.
- What will happen when you click the link.
- Setting your password.
- Terms of service.
- How to set notifications.
- OPTIONAL – If this feature is activated - Takes you to profile residency view – to set visibility option.

You will receive an invite email from your Community/Engage.

Click on it to open the email.

In the open email you will see:

**To access the mobile app and website, use this link.**

***The link will expire after 48 hours from the send time of the email for security reasons.***

When you click the link, it will take you to a webpage that says **Reset Password** where you can set a new password.

***Passwords must be at minimum 8 characters and must contain at least one number and one upper case letter.***

You will get a pop up telling you that your password has been updated. Click **OK**.

You will then be sent a mobile text message on the mobile phone number on file.  
Fill in the **verification code**.

- Click **Submit**.
- If you did not receive the verification code on your mobile phone, please log out and back in again and we will resend it.
- If you still have not received it, please contact your community management office to check which mobile phone number you have on file with them.

After submitting, you will get a pop up telling you that your verification passed. Click **OK**.

- Please log in to get to your community site.

The first time you log in you will need to agree to the terms of service.

- Please click the check box for **I Agree to the Enumerate Engage Terms of Use**.
- Then click **Accept**.
- The next screen will ask you to verify or edit your **Contact Information**.
- Fill in this Contact Information and click submit.

After submitting, you will get a pop up telling you that your account has been updated. Click OK.

The next thing you will want to do is click the dropdown on the **Settings** tab.

Go to and click on **Notification Preferences**.

Please choose your **notification preferences**.

Be aware there are Email Notifications and a section on Mobile App Notifications.

When complete click **Update** after each section.

Another option you may have is to set your **Profile Visibility**.

This option is under the **Profile** tab.

From the dropdown click on **Profile Visibility**.

Select your preference for **Profile Visibility**.

You can see the Preview of your choices at the bottom as it will show in the **Resident Directory**.

When done click **Confirm**.

After confirming, you will get a pop up telling you that your account is updated. Click **OK**.

Don't forget to log out each time you are finished in the site.

You will also receive an email thanking you for activating your account.

Please be on the lookout for that initial welcome email to get yourself set up in the system. **REMEMBER THAT THE LINK WILL ONLY BE AVAILABLE FOR 48 HOURS.** After that, you will need to be sent another welcome email with the link. Please contact management office via email to [nexusreoffice@gmail.com](mailto:nexusreoffice@gmail.com) or via phone at (321) 242-9997 to have them send you an additional invite, if necessary. \*\*\*

***NOTE: YOU WILL NOT GET AN EMAIL IF WE DO NOT HAVE ONE ON FILE. PLEASE MAKE SURE WE HAVE YOUR CURRENT EMAIL-please email your name unit address community name and email address to: nexusreoffice@gmail.com***

***NOTE: You will be able to pay your dues online. There is a service charge for that service. \$2.95 per transaction for auto payments monthly from your checking account, \$5.95 per transaction for 1 time payments with debit cards and 3 ½% for payments made with Credit Cards.***