Subject: Important: Annual Insurance Payment Due November 15, 2025

Dear Lake Park West Resident,

We hope this message finds you well. As we prepare for the upcoming fiscal year, we want to remind you of the annual insurance payment required to maintain coverage for our community's common areas.

🔔 **Key Details:**

- **Initial Payment Amount:** $500.00
- **Due Date:** November 15, 2025
- **Late Fee:** $15.00 if paid after 5:00 p.m. on November 30, 2025. Also, remember late fees on the insurance payments accrue the same as they do on the dues and water bills.

This payment is a portion of the total insurance premium. The full amount will be determined by October 31, 2025, and covers the period from **November 1, 2025, to October 31, 2026.**

🛡️ **Insurance Coverage Includes:**

- Property Insurance (largest portion)
- Liability
- Umbrella
- Officers & Directors
- Crime
- Workers' Compensation
- Vehicle Insurance

Payment Schedule:

- Initial large payment is due by **November 15, 2025**
- Two additional payments:
    - **February 10, 2026**
    - **April 10, 2026**

A follow-up letter will be sent in December with the exact amounts for the February and April installments, along with payment stubs.

Payment Instructions:

- Include the payment stub with your payment.

- If your bank is sending the payment, please ensure the check includes:
    - Your **building and unit number**
    - A note indicating it is for the **insurance payment**

We understand this is a significant expense, but timely payments are essential to ensure uninterrupted coverage for the Association.

Thank you for your attention and cooperation.

Warm regards,
Lake Park West Board of Directors

1st installment of insurance premium $500.00 due by November 15, 2025, if paid after 5:00 p.m. November 30, 2025, add $15.00 late fee. Also remember late fees on the insurance payments accrue the same as they do on the dues and water bill payments.

Name_____Building_____Unit_____

Address_____

December 8, 2025

Subject: Important: 2nd and 3rd insurance installment payments. Due on February 1st and April 1st, 2026.

Dear Lake Park Residents,

Our insurance agencies have gotten the insurance numbers together for this year. The total annual insurance charge per unit will be $935.32. The cost has **gone down** by **$10.04** this year. If you choose, you can pay the full insurance balance of **$435.32** for both the 2nd and 3rd installments on **February 10, 2025, by 5:00 pm.**

Key details: The 2nd insurance installment: amount **$217.66**
Due Date: February 1st, 2026
Late Fee: $15.00 if paid after 5:00 pm on February 10, 2025

The 3rd insurance installment: amount **$217.66.**
Due Date: April 1st, 2026
Late Fee: $15.00 if paid after 5:00 pm on April 10, 2026

Insurance Coverage includes:

****Property insurance:**	**$210,698.24**
****Liability:**	**$29,761.85**
****Umbrella (excess):**	**$13,129.41**
****Officers & Directors:**	**$4,500.00**
****Crime:**	**$1,301.00**
****Vehicle insurance:**	**$2,663.00**
****Workman Comp:**	**$5,448.00**
Total	**$267,501.50**

**Please include the payment stubs below with your payments.
**If your bank is sending the payment, please ensure the check includes:
** You're building and unit number
**a notation that it is for your insurance.

Insurance Premium of **$217.66** due by **April 1st, 2026.** If paid after April 10th add a $15.00 late fee. Please remember late fees accrue the same as late payments on dues or water bills.
Name_____Building_____Unit_____

Address_____

Insurance Premium of **$217.66** is due by **February 1st, 2026.** If paid after February 10th add a $15.00 late fee. Please remember late fees accrue the same as the late fees on the dues or water bills.
Name_____Building_____Unit_____

Address_____