



ASSOCIATION · RESIDENTIAL · COMMERCIAL · SHORT TERM

Property Owner  
Clear Lake Keys  
Clearlake Oaks, CA 95423

January 16, 2024

Dear Homeowner:

We are pleased to introduce PMI Oakland and inform you that, due to a sudden illness of the owner, we will be taking over the management of Clear Lake Keys POA from PMI Sonoma County effective immediately. We look forward to working with you to keep the community functioning at its best.

You may direct any questions or concerns to your new property manager, Stephen Ajani, at 510-255-1103 or email [stephen@pmioakland.com](mailto:stephen@pmioakland.com).

Effective immediately, all association dues will be handled by PMI Oakland. Your account has been transferred to the PMI Oakland online portal, <https://pmio.cincwebaxis.com>. Please take a moment to review the contact information on file in the web portal as this will be used to send statements and communicate important information about your account.

On your first visit to the website, you will need to register. Simply click on the "Register" button and complete the information required. Once your registration request is reviewed and validated by PMI Oakland, you will receive an email with a link to set your password. You can then log in with your email address and new password to make payments and access information about your community including your account balance and history, payments, submitting requests and contacting your community manager.

For your convenience, PMI Oakland will provide the following methods of payment:

- **Online Payments:**

You will be able to make online payments using either e-check or credit cards. To make your payments, please go to our website at <https://pmio.cincwebaxis.com>

This website has been specifically designed to allow you the convenience of making your payments online and accessing your account information.

- **Online Recurring Payments:**

Our website also allows you to set up automatic recurring payments. To setup your recurring payments, log into your account and then click the Pay Assessments Link. On the Pay Assessments page, you can choose to set up your recurring payments for E-checks or credit card by clicking on the New Recurring E-check or New Recurring Credit Card link.

- **Lockbox, Bill Payment or your personal bank's online payment service:**

When writing your check, please make sure to make it payable to Clear Lake Keys POA and include your account number on the memo line. You must delete and set up a new payee using the updated information below. This will ensure your payment is posted promptly.

Clear Lake Keys POA  
C/O PMI Oakland  
PO Box 612226  
San Jose, CA 95161

If you have any concerns or questions, please contact PMI Oakland at 510-255-1103 or email [stephen@pmioakland.com](mailto:stephen@pmioakland.com).

Again, we extend a warm welcome to you!

We appreciate the opportunity to serve as your management team and look forward to getting better acquainted.

Kind regards,



**Stephen Ajani, PMI Oakland**

**On behalf of Clear Lake Keys POA Board of Directors**