



## GRS MANAGEMENT CONTACT INFORMATION

Please register on the GRS website at [grsmgt.com](http://grsmgt.com). You can request workorders, download applications, view documents, access your account, make payments and much more.

**Resident Services:** 561- 641-8554 [residentservices@grsmgt.com](mailto:residentservices@grsmgt.com)  
help with almost all concerns/questions

**Sales and Leasing applications:** [applications@grsmgt.com](mailto:applications@grsmgt.com)  
applications are available at [grsmgt.com](http://grsmgt.com)

**Accounting:** [accountsreceivable@grsmgt.com](mailto:accountsreceivable@grsmgt.com)  
for accounting questions

**Homeowner Portal:** [Cincportalhelp@grsmgt.com](mailto:Cincportalhelp@grsmgt.com)  
For questions regarding the website portal

**Coupon Requests:** [couponrequest@grsmgt.com](mailto:couponrequest@grsmgt.com)  
To request a new coupon to be mailed or emailed. Please include name, address, association, and account number.

**Late Fees:** [latefees@grsmgt.com](mailto:latefees@grsmgt.com)  
To request a late fee to be removed. May be subject to board approval.

**Record Request:** [recordsrequest@grsmgt.com](mailto:recordsrequest@grsmgt.com)  
To request viewing of Association Documents.

**Pool Key:** Call GRS -- \$5.00 fee

**Gate: Gates are managed by the master association**  
**New Transponders and Gate cards – contact -Jane Newmark 561-789-2789**  
**Problematic issues with transponders and gate cards - contact - Jordan Morra – 561-877-8682**  
**Technical gate problems – contact - Charlie Ross – 516-313-2135**

**ADT:** 800-878-7806

**HOT Wire:** 833-789-2002 – [gethotwired.com](http://gethotwired.com)

**Website:** <https://www.grsmgt.com/association/the-lakes-of-westchester-country-club-homeowners-association-inc/>

**Manager:** Jeanne Schumacher, ext. 167 [jschumacher@grsmgt.com](mailto:jschumacher@grsmgt.com)

As a portfolio manager assigned to your community, please keep in mind the manager may be out in the field and may not be able to return your call right away. Please call the alternate contacts to better assist you quickly.