

July, 2023

WELCOME TO EAGLE LAKE



**We, the Board of Directors
for Eagle Lake Village,
welcome you and hope you will
enjoy comfortable living
in our beautiful community.
We are a family friendly community
and are glad you have chosen
Eagle Lake as your new home.**

**Attached you will find
Some useful information
about our community.**

EAGLE LAKE HOMEOWNERS ASSOCIATION, INC.
PALM CITY, FL 34990

EAGLE LAKE WEBSITE: www.eaglelakehoa.com
BOD CONTACT EMAIL: eaglelakehoapc@gmail.com
PROPERTY MANAGER EMAIL: todd@signaturepropertymgmt@gmail.com

EAGLE LAKE BOARD OF DIRECTORS

Diane Ranaldo
President

Sue Manchek
Vice-President

Mary DeFalco
Secretary

Alberta Bardin
Treasurer

Susan Sullivan
Director

MANAGEMENT COMPANY

Signature Property Management
3171 SE Dominica Terrace
Stuart, FL 34997

OFFICE (772) 219-4474 FAX (772) 219-4746
Website: www.signaturepropertymgmt.com

Eagle Lake Property Manager: Todd Rosenhaus
Email: todd@signaturepropertymgmt.com

Martin Downs Security Gate.....286-6163

Board Meetings are held monthly. A notification of date, time and location will be posted at the entrance. The Annual Meeting is held in March. All owners are welcome.

USEFUL INFORMATION

(we strive to ensure the details in this document are current and accurate)

- **Signature Website:** You will be required to set up an account with our property management company. Contact the property manager for setup.

Work Order Request: With problems or questions, complete the Work Order Form on the SPM website - www.signaturepropertymgmt.com or contact the Property Manager – Todd@signaturepropertymgmt.com

- **Eagle Lake Website:** Please visit our website at www.eaglelakehoa.com. Buyers should contact the property manager for the website password to ensure access to Board meeting minutes.
- **Eagle Lake Email Account:** Eagle Lake maintains an email account for distributing information to residents. Providing your email account will keep you current with all internal communications. Send your email address to eaglelakehoapc@gmail.com for inclusion.
- **Homeowners Insurance:** Homeowners interior insurance should be purchased with an HO-6 condominium policy.
- **MDPOA Access Information:** New residents are required to register with MDPOA Security, 3501 SW Corporate Parkway, Palm City. At that time, a gate entry code will be assigned and a gate access sticker will be applied to vehicles.
- **Electronic Funds Transfer:** HOA dues may be paid automatically through Signature Property Management website by completing their Electronic Funds Transfer Authorization Form (EFT), attaching a voided check and returning to SPM. You can also set it up through your banking institution. If you wish to use the coupon book payment method, contact our Property Manager, Todd Rosenhaus.
- **Garbage, Yard Waste and Trash Collection:** Trash pickup is on Monday and Thursdays. Recycle day is Monday. See <https://www.martin.fl.us/Garbage-Recycling-Yard-Waste> for additional info, holiday schedule, etc.

Trash must be placed in covered trash containers; never set out in plastic bags only. It is not permissible to put the trash barrels out the night before collection. Besides the fact that it is unsightly, there is a problem with animals spreading the contents throughout the community. Container must be kept inside the garage unless it is a pick up day. Wheels of recycle bin should face front of unit required for emptying.

- **Special Pickup Weds:** Large household items and yard waste see website – <https://www.martin.fl.us/Garbage-Recycling-Yard-Waste>. Yard waste has to be placed in a paper bag. This is a free service.
- **Recycle Bin:** Should have been left by the previous owner.
- **Pickup Trucks, Boats and Motorcycles:** These are not allowed. The exception is workmen with trucks on a daily basis.
- **Window Treatments:** All treatments should be white or have white backing.
- **Outside Deliveries:** No outside deliveries on Sundays except with prior Board approval.
- **Visitor Access:** Visitor access must be gained by calling the gatehouse at 772-286-6163 and providing your **gate entry code** and the name of the visitor or repair person.
- **Overflow Parking:** This is available for visitors and is located at the south end of Eagle Lake.
- **Changes to the Exterior of the Property (including windows, doors, patios and gutters):** These changes require completion of the ARB Request Form available on the Eagle Lake Website. Upon completion, the form should be forwarded to the Property Manager. After review, it will be forwarded to the Eagle Lake ARB Committee then to the BOD for final approval.
- **Mailbox Keys:** Keys not left by the previous owner/tenant are available at the Palm City Post Office at Mapp Road and Martin Highway. For identification, owners need to bring their deed; a renter needs to provide their lease. A fee of \$35.00 will be charged. A new key will be issued in approximately 2 days.

- **Comcast Cable:** Cable and internet service is included in the monthly HOA fee. Call 800-266-2278 to schedule setup and additional details.
- **Utility Numbers:** Florida Power & Light - 772-287-5400;
Martin County Utilities - 772-221-1434.
- **Golf Membership:** Is available at the Martin Downs Golf Club. Call 772-286-6818.
- **Pool Membership:** Is available at <https://villageclubpreserve.com/> or by calling 772-448-7256.
- **Landscape Plantings:** No landscape planting by owners unless approved by the Landscape committee and ARB.
- **Owner Responsibilities Regarding Tenants:** All owners are responsible for tenants/renters actions.
- **Leasing:** Owners are allowed to rent once a year with a 3-month minimum.
 - **Revision to Leasing:** Effective March, 2022, a new owner must reside in their unit for 2 years prior to leasing. All leases require BOD approval.
- **Pets:** Only 2 pets weighing less than 25 lbs are allowed.
- **Propane Tanks:** **Have to be stored outside.** Never store in the garage or any interior space.
- **Annual Budget:** Set by the BOD and voted on by the community to determine partial or full funding of the reserves. For the current year, the reserves are partially-funded.
- **Eagle Lake Lake Ladies:** This group gets together monthly to enjoy dining out at various local restaurants. If you would like to be included, please contact drranaldo13@comcast.net and she will add you to her distribution.

Eagle Lake Financial Responsibility Reference

Component	HOA Pays	Unit Owner Pays	ARB Approval Required
Air Conditioners		X	
Cement Patios		X	X
Driveway Cleaning	X		
Driveway cleaning – oil or lubricant stains		X	
Front Door & Screen Door		X	X
Garage Doors		X	X
Gutter Installation & maintenance		X	X
Hurricane Insurance deductible - Emergency Fund	X		
Insurance – Exterior	X		
Insurance – Interior		X	
Irrigation repairs/replacement	X		
Landscape Replacement	X		
Owner plantings – ARB approval		X	X
Painting – Exterior	X		
Patio cleaning		X	
Plumbing – Water Meter to Street (Martin County repairs)			
Plumbing – Water Meter to Unit		X	
Roads – Repaving	X		
Roof Cleaning	X		
Roof Repair	X		
Roof Replacement	X		
Screens		X	
Shutters – Hurricane		X	X
Sliding Glass Doors		X	X
Soffits	X		
Water Heater		X	
Windows		X	X

NOTES: ARB – Architectural Review Board

Exterior definition - See Declaration, Article 4.1

Interior definition – Declaration, Article 7.2

Unit Owners Insurance - Declaration, Article 13 (Unit Owners should cover interior with an HO-6 policy)

EAGLE LAKE COMMITTEES

- **Architectural Review Board**
- **Appeals**
- **Communications**
- **Decorations - Holidays**
- **Finance**
- **Landscaping**
- **Welcome**
- **Social**
- **Website**

We are always looking for volunteers to assist on these committees. If you see something you would like to participate in, please contact Diane Rinaldo dranaldo13@comcast.net or any Board member.

Eagle Lake HOA – Listing of Documents and Forms

Available on www.eaglelakehoa.com*

***(currently being revised)**

- **Rules Digest**
- **2nd Amended and Restated Declaration of Covenant and Restrictions, Articles of Incorporation, and Bylaws**
- **ARB Community Standards** – Download the approval form below and submit it with your builder’s proposal to Signature Property Management via mail or email (todd@signaturepropertymgnt.com) who will then forward it to the ARB Committee for approval.
 - **ARB Approval Form**
 - **ARB Landscape Form**
 - **Front Door Replacement with Side Window Panels**
 - **Rear Slider Doors**
 - **Garage Door**
 - **Kitchen Window Replacement**
 - **Patio**
 - **Replacement Window Standards**
 - **Paint Standards**
- **ARB Satellite Dish Installation Regulation**
- **Assessment Collection Protocol**
- **Hurricane Preparedness**
- **Disclosure Summary form**
- **Frequent Visitor/Contractor form**
- **Application for Resale**
- **Application to Lease**
- **Lease Renewal Application**
- **Request for Evidence of Insurance form**
- **EFT form to enable auto payment of monthly fees**
- **Estoppel Certificate Information**

For Orientation Use Only
Do not include in package handout

TOPICS TO COVER DURING WELCOMING VISIT

1. **Garbage/recycle rules & days of pick up.**
2. **Make sure they know how to access the Eagle Lake Declaration and By-Laws & that they understand them.**
3. **Make sure they know they can call, or email, the Eagle Lake property manager with any questions in the future.**
4. **Tell them that “On Demand” comes with Comcast basic cable.**
5. **Tell them that they cannot have outside deliveries on Sunday according to Martin Downs rules except with prior Board approval.**
6. **Explain that they can purchase a golf membership and explain the pool membership**
7. **For owners, tell them about board meetings & the annual meeting.**
8. **If they are an owner, tell them the purpose & function of the Architectural Review Board. Also, how the process works if they want to make changes i.e. hurricane shutters etc.**
9. **Ask for an email address if we don’t already have one.**