

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

EAGLE LAKE COMMUNITYEMAIL: eaglelakehoapc@gmail.com

EAGLE LAKE BOARD OF DIRECTORS (BOD)

George (Dan) Enright
President

Ralph Bouchard
Vice-President

Irene Hey
Secretary

Alberta Bardin
Treasurer

Dan Patrick
Director

MANAGEMENT COMPANY
Advantage Property Management
1111 SE Federal Hwy. Suite 100
Stewart, FL 34994

*OFFICE (772) 334-8900 FAX (772) 288-0175

Website: advantage-property-management.com

*After hours and weekend emergencies should be directed to this number
Email advantagepm@advpropmgt.com

Board meetings are held monthly. A notification of date, time and location will be posted at the entrance of Eagle Lake property. Additionally, meeting agendas are mailed via United States Postal Service or emailed by property management company. 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)

- **Gate Access:** Martin Downs Property Owners Association (MDPOA) manages gate access and utilizes the Butterfly System which is downloaded to your mobile device. You must contact them to set up your personal access. The procedure is as follows:
 - 1) Email reception@mdpoa.org. (You can visit their office however email is preferred).
 - 2) A copy of Certificate of Approval from the HOA and a copy of your Warranty Deed or Lease is required.
 - 3) MDPOA will also require a copy of your driver's license, registration and insurance information.
 - 4) Download the Butterfly App to your mobile device.
 - 5) MDPOA will follow up with an invitation to join Butterfly.
 - 6) Owner must visit in person, with vehicle, where a barcode sticker will be applied allowing resident access.
 - 7) Call 772-283-4746 with any questions.

Visitor and delivery access require a Butterfly pin or QR code to share with visitors or delivery for entry.

- **Advantage 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 Advantage website - or contact the Property Manager

- **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. Most questions or concerns should be directed to our property manager.
- **Homeowners Insurance:** Homeowners interior insurance should be purchased with an HO-6 condominium policy. A copy of the most recent wind mitigation report is available from the property manager. The homeowner is responsible for the doors, windows and the drywall in. Meaning walls, flooring, ceiling, cabinets, appliances and personal property.
- **Electronic Funds Transfer:** HOA dues may be paid automatically through the Advantage Property Management website by completing their Electronic Funds Transfer Authorization Form (EFT), attaching a voided check and returning to Advantage. You can also set it up through your banking institution. If you wish to use the coupon book payment method, contact our Property Manager.
- **Gutters:** Homeowners who have gutters or want them are responsible for installation, having downspouts from the gutter to the ground and extended at least 4' away from the foundation. Gutters must be white aluminum and residential in size. For new or replacement of gutters the unit owner must fill out the ARB form and have it approved. Also gutter maintenance, including yearly cleaning, is the responsibility of the unit owner. When gutters are filled with debris, the downspouts get clogged, and water begins to cascade onto the ground at the foundation. This causes erosion under the foundation and can contribute to the buildings subsiding, causing cracks in walls and floors. Our HOA will not be responsible for failure to have gutters and downspouts installed correctly or maintained. This includes building subsidence caused by faulty gutters.

- **Recycle Bin:** Should have been left by the previous owner. Otherwise contact Martin County Waste Management
- **Garbage, Yard Waste and Trash Collection:** Trash pickup is on Monday and Thursdays and Yard Waste is Wednesday. Recycle day is Monday. For additional info, holiday schedule, etc. <https://www.martin.fl.us/Garbage-Recycling-Yard-Waste>

Trash must be placed in covered trash containers; never set out in plastic bags only. It is permissible to put the trash containers out the night before collection. Trash containers and recycling containers should be placed three feet apart to allow for automation pickup. Wheels of recycling bin should face front of unit required for emptying. Containers should be brought in the night of pickup. The containers must be kept inside the garage unless it is pickup day. Keeping them outside is unsightly and there is a problem with animals spreading the contents throughout the community.

Special Pickup Wednesday: Large household items and yard waste see website – <https://www.martin.fl.us/Garbage-Recycling-Yard-Waste>. Yard waste must be a paper bag. This is a free service.

- **Boats, RV's and Motorcycles:** These are not allowed.
- **Window Treatments:** All treatments should be white or have white backing.
- **Overflow Parking:** This is available for visitors and is located at the south end of Eagle Lake Property
- **Changes to the Exterior of the Property (including windows, doors, patios, vegetation 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**: If keys were not left by the previous owner/tenant, a new lock will have to be installed at the owner's expense. Check with the post office to see the most current rules for obtaining a new lock. You will be required to show proof of ownership with a deed or a renter's lease.
- **Xfinity (Comcast) Cable**: Basic Cable and Internet service is included in the monthly HOA Fee. Call 800-266-2278 to schedule the setup and any 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. Only two planters are allowed in front of the property.
- **Owner Responsibilities Regarding Tenants**: All owners are responsible for tenants/renters and guests.
- **Leasing**: Owners must reside in their unit for 2 years prior to leasing and are allowed to rent once a year with a 3-month minimum. All owners are required to register the tenants through the property management company and pay the annual fee. All leases require BOD approval.
- **Pets**: Only 2 pets weighing less than 25 lbs. each 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. Also to determine partial or full funding of the reserves.
- **Eagle Lake "Lake Ladies"**: This group gets together monthly to enjoy dining out at various local restaurants. If you are interested, please contact drranaldo13@comcast.net and she will add you to her distribution.

- **PaintColors**:

Body of Building – Benjamin Moore - Cliffside Gray @ 175% Cryli Cote #410

Patios - Benjamin Moore - Cliffside Gray @ 175% & 289 Gator Grip with
non-skid additive.

Front Door – Benjamin Moore - Caliente DTM

Mulch - is Cypress Blend.

EAGLE LAKE FINANCIAL RESPONSIBILITY REFERENCE

| Component | HOA Pays | Unit Owner Pays | ARB Approval Required |
|--|---|------------------------|------------------------------|
| Air Conditioners | | X | |
| Cement Patios | | X | X |
| Patio Cleaning | | X | |
| Driveway Cleaning | X | | |
| Driveway Cleaning - Oil or Misc. Stains | | X | |
| Front Door & Screen Door | | X | X |
| Garage Door | | X | X |
| Gutter Installation & Maintenance | | X | X |
| Exterior Hurricane Insurance Deductible Emergency Fund | X | | |
| Insurance - Exterior | X | | |
| Insurance -Interior | | X | |
| Irrigation Repairs/Replacement | X | | |
| Landscape Replacement | X | | |
| Owner Plantings | | X | X |
| Painting - Exterior | X | | |
| Plumbing - Water Meter to Street | Martin County Utilities Responsible For Repairs | | |
| Plumbing - Water Meter to Unit | | X | |
| Roads - Repair/Repaving | X | | |
| Roof - Cleaning/Repair/ Replacement | X | | |
| Windows/Screens | | X | X |
| Sliding Glass Doors | | X | X |
| Sidewalks/Driveways - Repairs or Replacement | X | | |
| Sidewalk Paint | | X | X |
| Decorative Outside Window Shutters | X | | |
| Hurricane Shutters | | X | X |
| Soffit and Under Eve Lights | X | | |
| Water Heater | | X | |
| Windows | | X | X |
| Outside Faucets & Electrical Outlets | | X | |

HOA - Home Owner Association

ARB - Architectural Review Board

Exterior Definition - See Declaration of Covenants; Article 4.1

Interior Definition - See Declaration of Covenants; Article 7.2

Unit Owners Insurance - See Declaration of Covenants; Article 13

Declaration of Covenants & Bi-laws are Found on Signature Property Management Website

Unit Owners Should Cover Interior Insurance with an HO-6 Policy

EAGLE LAKE COMMITTEES

- Executive:
- Website:
- Welcome/ Communications/ Directory:
- Structural/Architectural ARB:
- Finance/ Insurance:
- Landscaping
- Infrastructure:
- Social/ Holiday Decor:
- Appeals:
- Sale and Lease Approvals:

We are always looking for volunteers to assist on these committees. If you see something you would like to participate in, please contact any Board member.

Eagle Lake HOA – Listing of Documents and Forms
Available on www.eaglelakehoa.com*

Rules and Regulations

2nd Amended and Restated Declaration of Covenant and Restrictions, Articles of Incorporation, and Bylaws

ARB Community Standards – Download the approval forms below, from the eagle lake website, and submit it with your builder’s proposal to Advantage Property Management via mail or email who will then forward it to the ARB Committee for approval.

ARB Approval Form

Landscape Form

Front Door Replacement

Rear Slider Doors

Garage Door

Kitchen Window Replacement

Rear Patio

Replacement Window Standards

Paint Standards

Assessment Collection Protocol

Hurricane Preparedness Disclosure

Responsibility Reference

Application for Resale

Application to Lease

Lease Renewal Application

Request for Evidence of Insurance form

Estoppel Certificate Information.

