

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
Stuart, 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.

- **Enumerate Engage Website:** This is a secure website to view financials, minutes, work orders, payments, etc. Contact the property manager for setup. Once setup is complete, click on the menu (top left 3 bars). In the dropdown click on Residents, then Website & App FAQ. Click on the Homeowner Training. This is a comprehensive video that includes information on all the Engage features. Most questions can be answered in this section.

- **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 dranaldo13@comcast.net and she will add you to her distribution.

- **Paint Colors**:

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 – Valspar Exterior Paint – Heirloom Red Color Code: 1010-3 with a recommended finish of satin or semi-gloss.

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 the Enumerate Engage Website

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

EAGLE LAKE HOMEOWNERS ASSOCIATION (HOA)

2026 EXECUTIVE BOARD AND COMMITTEES

Please note: Advantage Property Management, LLC serves as the first point of contact at 772-334-8900

EXECUTIVE BOARD:

President: Dan Enright (772-323-6100/enrightfour@gmail.com)

Vice President: Ralph Bouchard (724-998-7468/hardwareguy99@gmail.com)

Treasurer: Alberta Bardin (561-978-1312/alberta.bardin@yahoo.com)

Director: Dan Patrick (613-281-9495/dr.patrick@gmail.com)

Secretary: Irene Hey (561-573-6256/irenebyard@aol.com)

WEBSITE COMMITTEE:

Alberta Bardin (Chair), Irene Hey

COMMUNICATIONS COMMITTEE: (E-mails to the community)

Irene Hey (Chair)

Carolyn Dunnigan (772-283-6490/cmdunni41@gmail.com)

Wendy Bouchard (**Directory**) (724-998-3023/mimiwendy58@gmail.com)

WELCOME COMMITTEE:

Irene Hey (Chair)

Carolyn Dunnigan

Pat Schaffer (973-229-7045/ptbreeze@aol.com)

Sandi Weinerth (570-780-4115/dweinerth@comcast.net)

STRUCTURAL/ARCHITECTURAL ARB:

Ralph Bouchard (Chair), Dan Enright

FINANCE COMMITTEE:

Alberta Bardin (Chair), Ralph Bouchard, Phyllis Valenti

INSURANCE COMMITTEE:

Alberta Bardin (Chair)

Ralph Bouchard

Alice Shan (772-285-7025/aliceshann53@gmail.com)

LANDSCAPING COMMITTEE:

Alberta Bardin (Chair), Susan Sullivan

INFRASTRUCTURE COMMITTEE:

A) Roads and Drainage: Dan Patrick (Chair), Ralph Bouchard

B) Irrigation: Dan Enright (Chair), Dan Patrick

C) Buildings: Ralph Bouchard (Chair), Dan Enright

SOCIAL/HOLIDAY DÉCOR COMMITTEE:

Diane Ranaldo (631-678-2370/drranaldo13@comcast.net)

Kitty Patrick (613-281-9496/kanddpatt@yahoo.com)

Wendy Bouchard

SALES AND RENTALS APPROVAL COMMITTEE:

Irene Hey (Chair), Jeene Brown (772-215-1952/jeeneinc@gmail.com)

APPEALS COMMITTEE:

Carole Kuhlmeier (203-648-3935/Ckuhlmeier@yahoo.com)

Jeene Brown (772-215-1952/jeeneinc@gmail.com)

COMMUNITY COMMITTEES OVERVIEW

Volunteer Roles & Responsibilities

Website Committee

Responsible for maintaining and updating the community website. This includes posting announcements, governing documents, meeting information, and ensuring residents have access to accurate and timely online resources.

Communications Committee (Community Emails)

Oversees communication with residents through email and other channels. Ensures important updates, notices, and announcements are distributed clearly, consistently, and in a timely manner. May also assist with maintaining the community directory.

Welcome Committee

Greets and assists new residents by providing helpful information about the community, answering questions, and fostering a welcoming and friendly environment. Also responsible for updating and maintaining the community welcome package to ensure new residents receive current and helpful information.

Structural / Architectural Review Board (ARB)

Reviews and evaluates requests for exterior property modifications or improvements. Ensures that changes comply with community standards, guidelines, and governing documents to maintain the overall appearance and property values.

Finance Committee

Supports the Board in financial matters, including reviewing budgets, monitoring expenses, and helping ensure the financial health and stability of the community.

Insurance Committee

Reviews the community's insurance policies to ensure adequate coverage and cost efficiency. Makes recommendations to the Board regarding insurance needs and risk management.

Landscaping Committee

Oversees the maintenance, appearance, and enhancement of landscaping in common areas. Works to preserve and improve the overall aesthetic of the community.

Infrastructure Committee

A) Roads and Drainage: Monitors road conditions and drainage systems. Makes recommendations for maintenance and improvements to ensure safety and proper water flow.

B) Irrigation: Oversees irrigation systems to ensure they are functioning properly and efficiently, supporting healthy landscaping while conserving water.

C) Buildings: Addresses maintenance, repairs, & structural concerns related to community-owned buildings & shared facilities.

Social / Holiday Décor Committee

Plans and organizes social events and seasonal decorations. Encourages community involvement and enhances neighborhood spirit through activities and visual improvements.

Sales and Rentals Approval Committee

Assists in the sales and rental approval process by working with prospective buyers and tenants. Conducts interviews to review community rules and regulations, answer questions, and help ensure applicants understand the requirements and expectations of living in the community. Provides feedback to the Board as part of the overall approval process.

Appeals Committee

Provides an independent review process for residents who wish to appeal decisions related to violations, fines, or enforcement actions. This committee must be made up of homeowners who are not on the Board, ensuring a fair and impartial review process.

Duties of the Appeals Committee Include:

- Reviewing appeals submitted by homeowners regarding violations, fines, or enforcement decisions
- Listening to both the homeowner's perspective and the association's position
- Evaluating whether rules and procedures were applied fairly and consistently
- Making an independent determination to uphold or reject the fine or enforcement action
- Helping ensure due process and fairness within the community

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.