

HIGHGATE II CONDOMINIUM ASSOCIATION

Welcome Folder

The Board of Directors, representing 132 homeowners of Highgate II, welcome you to our community. We hope you find Highgate II a great place to live seasonally or full time. This booklet is designed to help you understand the Association operational process and the general rules and regulations the Board follows. You were provided the condominium prospectus which contains all the processes, rules and regulations. We encourage you to read the prospectus for greater understanding and to aid in your transition to Kings Point condominium life.

This folder contains the following information and forms:

1. Welcome Letter from Board of Directors for Highgate II
2. Governance
3. Board/POC Contacts
4. 2018-2019 Association Budget
5. Overview of Property Responsibilities
6. Copy of Article XVII – Rules and Regulations for Highgate II (*revised March 10, 2008*)
 - a. Amendment to the Rules & Regulations dated April 8, 2013
 - b. Amendment to the Bylaws dated March 2017
7. Frequently Called Telephone Numbers
8. Safety Procedures & General Reminders
9. COA Services (Condominium Owner's Association)
10. Waste & Recycling Services
11. Rental Information for Highgate II Association and Application Form

Forms

- Association Work Order Request Form
- Resident Emergency Information Form
- Request for Landscaping Alterations or Improvements Form
- Request for Building Alterations or Improvements Form
 - Highgate II Screen Porch Requirements

Additional information and some forms are available on the Kings Point website at: www.kpscc.com.

Dear Neighbor:

The Board of Directors, Person of Contact (POC) and street captains have volunteered to serve the community. Should you have any questions about our community or the association please do not hesitate to contact any director, POC or street captain listed on the following page. We encourage you to read and be familiar with the bylaws and rules of the association as these are the guidelines and standards of conduct we all follow.

Condominium living is different from other types of home ownership in that your ownership ends outside the walls of your home. Everything outside your residence is known as “common area”. Common Area is owned and controlled by all the owners in Highgate II, (the Association), which is administered by the elected Board of Directors. The area outside your home, including the carport and five (5) feet around your home, is the “limited common” area. “Limited common” simply means you have an exclusive right to use of this area.

In general, anything you do outside your residence requires an alteration form and board approval. The alteration request forms and other Kings Point community information is available on the Kings Point website at www.kpscc.com and in the back of this booklet. The forms are also available at the FirstService Residential (FSR) office, the management firm.

In addition, you are eligible to have access to the Highgate II website, which has information exclusive to Highgate II. To get access, call the FSR office at 813-462-8990 and ask for a connection to the Highgate II website. The website provides up-to-date information, minutes of meetings, bylaws, etc.

You are encouraged to attend one of the monthly orientations sponsored by FSR management to learn more about the Kings Point community.

Social events for Highgate II are planned 3 or 4 times a year and notices are delivered to your door or electronically if you have an email address registered with the association (highgate2@yahoo.com). We look forward to personally meeting you soon and wish you a happy life in an outstanding community.

Sincerely,

Highgate II Association Board of Directors

HIGHGATE II CONDOMINIUM ASSOCIATION

Volunteer residents are elected as directors to the Highgate II Board for two-year terms; with three people being elected one year and two the next. Board members are volunteers who interpret and administer all Association documents such as the bylaws, rules, regulations, maintenance, repairs and alterations. A Board member also represents and votes on behalf of Highgate II at Federation and Master meetings. The Board's primary responsibility is fiduciary, to maintain and enhance the Association assets. This includes common and limited common areas along with the expenses and financial reserves of the members.

Any resident-owner interested in being of service to the community or wishing to fill an open board position should contact a Board member. Directors will be able to guide you through the process.

Highgate II Association has 132 homes located on the following streets:

Hadrian Court	Harleston Place	Heathfield Circle
Halmrock Place	Hawkhurst Circle	Hovington Circle

We hope you enjoy the many Kings Point amenities and the Highgate experience. Our Association is enhanced by winding streets, large trees and many picturesque homes and yards that have developed over the years. Your life here will be enhanced by you and other volunteers who collectively make our neighborhood a great place to live.

To maintain and enhance our Association and neighborhood there are Rules and Regulations that should be followed, together with the amended Declaration of Condominium, which you were furnished by the previous owner upon purchasing your unit. The Rules and Regulations (as amended on April 8, 2013 & March 2017) are also found in the Bylaws section of the Highgate II website. The rules are designed to ensure neighborhood conformity, maintaining property values and all-around good neighbor rapport needed for pleasant living.

HIGHGATE II CONDOMINIUM ASSOCIATION GOVERNANCE

Federation of Kings Point Condominiums Inc.

The Federation consists of nine directors elected by each districts' unit owners to represent the concomitant associations. Districts are geographic with each representing approximately 600 homes. The federation membership is made up of the presidents of each of the 113 associations. Each president votes the number of units in their respective association. The purpose of the Federation is to have a legal entity operating on behalf of the associations in negotiating bulk contracts that benefit all associations. Through this corporation, the Federation can administer multi-association bulk contracts. Each association has one weighted vote on Federation matters, Highgate II Board of Directors sends a representative to the Federation meetings which are held monthly except during June, July and August.

Master Association

The general purpose of the Master Association is to provide supervision, management, and determination as to the care and maintenance of roads, traffic control, landscaping within the roadway rights-of-way and other Master Association property, drainage systems, and irrigation systems (including all wells, pumps, pipes, and other facilities or equipment thereof) located throughout Kings Point, as well as other matters determined to be in the best interest of the Master Association by the Board of Directors from time to time.

Highgate II Board of Directors

The Board of Directors consists of five directors who are volunteer unit owners. This Board is elected from among all unit owners at the Annual Meeting for a two-year term. An election is held for 2 directors on even numbered years and 3 directors odd numbered years, each to serve for a period of two years. All unit owners are urged to vote in the election and attend the Annual Meeting and any other meetings held by the Board of Directors.

The Board meets at least three times a year, depending upon circumstances. These meetings are open to all resident owners. All-important association related information including meeting notices are posted on the five (5) bulletin boards located along Hammersmith Drive. Notices are also sent electronically if you have provided the association with your email address.

Applications for open director positions are mailed to all unit owners in October. Elections are performed by mail and the results are provided at the annual meeting in February. The continuing and new board members meet immediately following the membership meeting to elect officers who serve for one year. During the year, open positions are filled by the Board from among the volunteers. If you are interested in filling an open position, see any current board member for information.

Highgate II Committees

The following are the Committees formed from among owner volunteers to serve for one year.

Budget & Finance (B&F): Has the responsibility of reviewing the annual budget, with input from FirstService Residential management firm. The budget is reviewed by the B&F committee and recommendations are made to the Board of Directors for presentation to the membership at the Annual Meeting of condominium owners. The B&F committee makes recommendations to the Treasurer on investment policies and instruments consistent with Florida Law restrictions and the Association documents.

The B&F committee identifies the level of assessment needed to establish reserve accounts sufficient to fund anticipated ordinary painting, roofing and paving. The committee makes recommendations on additional reserves for other expected repairs, maintenance and Association expenditures. The B&F committee is charged with insuring that terms employed in the financial statements are consistent with IRS rules, regulations and standards to avoid any potential tax and/or accounting problems.

The B&F committee's recommendation is advisory in nature and is not binding on the final budget decision. In the absence of a committee the Treasurer, with the input of the Board of Directors, establishes the annual budget.

Lawn & Landscape: This Committee has the responsibility of overseeing the condition of lawns, trees, landscaping and irrigation, and of monitoring the services supplied under the contract for maintenance. The committee is also responsible for making recommendations to the Board on owner requests to make alterations and/or additions to the landscaping or planting of trees submitted on *Request for Landscape Alterations or Improvement* forms. The form is available from the FirstService Residential office and a sample is included near the back of this folder. **No alteration work can be performed until notified by FSR through the U.S. mail, which will have the Board of Directors approval.**

Lawn clippings disposal

A. Plant and brush cuttings may be deposited at the street edge Saturday mornings for pickup by the landscape contractor. PLEASE DO NOT PUT THESE CUTTINGS IN THE TRASH DUMPSTERS.

B. NO TREES OR ORIGINAL DEVELOPER PLANTED BUSHES ARE TO BE TRIMMED OR REMOVED BY UNIT OWNERS. If a tree or bush requires trimming or removal, contact a POC or Board member who will arrange to have these items professionally trimmed or removed if required.

Social Committee: This Committee has the responsibility of developing and carrying out social events and welcoming new owners on behalf of the Association. Other activities may be requested at the discretion of the Board. By law, no Association money may be spent for projects or activities of this kind. The Committee must be self-supporting by charging adequately for social events.

Building Alterations & Construction

In general, all alterations and additions to the exterior of the building and common grounds are governed by the Board of Directors. All requests for additions or alterations **MUST** be submitted to the Board, **IN WRITING** on a *Request for Alterations or Improvement* form. The form is available as noted earlier and included in the back of this folder. The request will be investigated and approved or disapproved **IN WRITING** by the Board of Directors. Notification of approval or non-approval will come from FSR by U.S. Mail. **No alteration work can be performed until proper written notification has been received.**

Structural alterations within a unit may be made only with the prior written consent of the Association. Renovating current structures, painting, wallpapering and decorations on the interior of a unit do not need Board approval. This is the responsibility and cost of the unit owner.

All outside improvements, repairs, etc. must be submitted to the Board for approval. All additions or alterations (i.e. screen rooms, awnings, etc.) become the responsibility of the owner to maintain in appearance and good working order.

All previous alterations/changes to the unit is the responsibility of the new owner to maintain and repair. All changes to the unit beyond the original design are the responsibility of each subsequent homeowner.

The following identifies Unit Owner versus Association responsibilities.

Electrical: Repair and maintenance of all electric wiring, fixtures, etc. inside and outside of residence is the responsibility of the **unit owner**. If there is any change or addition to the outside service, the Board must be notified in writing. Replacement and repair of all outside electrical fixtures is the responsibility of the **unit owner** (*including the curbside lamp post.*)

Plumbing: Repair and maintenance of all water lines inside the residence including the main shut-off valve located on the front of the unit and all sewer lines to the outside clean-out connection are the responsibility of the **owner**. Alteration and replacement of all outside water and sewer lines must be approved by the Board of Directors. Requests must be made **in writing** to the Board. No water supply lines are to be run along the outside of the building. (*This includes the installation of water softeners outside the unit.*)

Roof: It is the Association's responsibility to maintain the roof in good repair, repairing all leaks and flashing. Replacement of roofs will be made when deemed necessary by the Board of Directors. Any addition to the roof structure (i.e. vent-a-ridge, turbine vents, skylights, solar tubes) must be requested **in writing** on the appropriate alteration form, to the Board of Directors. Any additional roof installations must be performed by the original roofing contractor to maintain the new roof warranty provided by the contractor. If an alteration is approved and installed the maintenance of the addition becomes the responsibility of the unit **owner**.

Gutters, Downspouts & Splash Pans: Repair or replacement of gutters and downspouts are the responsibility of the Association. Repair or replacement of splash pans is the unit **owner's** responsibility. Gutters will be cleaned by a contractor once a year except under extreme conditions.

Painting: Painting inside the residence is the responsibility of the unit **owner**. Painting of the building exterior is the responsibility of the Association. Inside walls of glass enclosures and ceilings are to be painted at the unit owner's expense. The two masonry walls in a screened enclosure will be painted the same color as the outside of the building by the Association at no expense to the owner. (*Enclosed lanai additions will not be painted as they are considered interior walls.*)

No owner shall paint any exterior wall, door, window, or any exterior surface or replace anything thereon or affixed thereto without the written consent of the Board of Directors.

Driveways: Request for driveway painting must be made **in writing** to the Board of Directors. Unit owners are responsible for driveway painting. Repainting the driveway with the same color and same design does not require Board approval. Changing the color or design must be requested in writing to the Board. The Association is responsible for repairs to the driveway.

Awnings: Hurricane type awnings/shutters are the only type of awnings approved for installation in this Association. Specifications for this installation may be obtained from the Building & Construction Chairperson or BOD President. Requests for installation must be made **in writing** to the Board of Directors on a *Request for Alterations or Improvement* form.

Screen Rooms: Screen rooms are generally approved but must follow specifications as approved by the Board of Directors. Requests for this type alteration must be made **in writing** to the Board.

Exterior Doors: The Association accepts the responsibility for repairing exterior entry door frames mounted in the perimeter wall of units (i.e. front entry, side entry, utility and golf cart entry) for damage caused by dry rot, insects and insurable loss in the Highgate II area. All doors (including door hardware, painting the inside face of the door and frame) are the responsibility of the unit **owner**.

Definitions and abbreviations

B&F.....Budget and Finance (committee)
Common area..... For use by all residents
FSR.....FirstService Residential (management company)
Limited common.....Exclusive use of unit owner
Unit.....A home represented by ownership or rental

AMENDMENTS TO THE BYLAWS OF HIGHGATE II

The following pages contain the official amendments to the Highgate II bylaws, which were filed:

March 2008

February 2013

March 2017

by the Board of Directors and ratified by the membership.

HIGHGATE II
Condominium Association, Inc.

Safety Procedures

Your Board of Directors are concerned for accidents, fires and other catastrophes that could occur to properties that are vacant, particularly during the off season (May-October) and other extended periods of time. There are several events that could occur that would need immediate action by your Board:

- A. Because of the potential for mold, **your home's electricity should remain connected and on**, the breakers to the HVAC should remain in the on position. If your home has a humidistat, it should be set to the manufacturers specifications. Without a humidistat the temperature should be set at 80 degrees or lower. Dangerous mold can grow quickly during hot and humid time periods.
- B. Many of the fires that occur in Kings Point are a result of **bathroom exhaust fans** overheating. Bathroom fans that have been left to run continuously, especially when the property is vacant for a sustained period, overheat and may burst into flames. All electrical appliances should be unplugged, and bathroom fans turned off when not in use. Regular room fans run at a low speed to circulate air are a much lower risk.
- C. To avoid water damage inside your home while you are away, the **main water valve in front of your home should be turned to the off position** (some homes have shut-off inside). You can also open the outside spigot or some other location to drain and relieve the pressure from the water lines.
- D. Another concern is the number of items that homeowners leave outside their unit during the off-season. Hurricane season starts June 1st and ends November 30th. **Objects that are movable become missiles in high winds**, and a danger to life and limb. If you will be gone for more than a week and the home is unoccupied, all movable objects should be placed inside your home.

NOTE: The Highgate II bylaws and Florida Statute stipulate that the Board of Directors or their agents have the lawful responsibility and authority to enter an unoccupied unit, without the homeowner's permission, for safety and maintenance purposes or to reestablish electricity to the unit. Our Association attorney sent the following statement:

(Excerpt from the association's attorney.)

The Association directors and their agents can enter a unit to perform maintenance which is the responsibility of the Association or as necessary to prevent damage to common elements or other units. This is also permitted by Florida Statutes, 718.111(5). The Association can enter the unit and check and adjust air conditioning settings to prevent damage to other units and the common elements. I would recommend notifying the owners that the Association may take this action while they are away and the reasons for doing so.

GENERAL PROCEDURES & REMINDERS

This briefing is to reinforce your understanding of the bylaws and general procedures for Highgate II; please help keep our community a pleasant place to live.

1. An alteration form is required for all work performed on the building or changes made to the landscape or anything outside the doors of your home.
2. All trash must be placed inside the dumpster provided to the association. Please do not overload the dumpster, it affects your neighbors and our community.
3. Do not place items outside the recycle bins. There is no person available to dispose of litter outside the container and the collection service will not pick up items outside the container.
4. Parking on the grass is not advised as you may crush a part of the irrigation system. Drive your golf cart carefully on the grass.
5. Golf carts are not allowed to travel or park on the sidewalks.
6. Our landscaping is performed on a bulk contract basis; they do not sculpture bushes and plantings of various sorts. All trimming and landscaping is done to the same standard for everyone.
7. As of April 1, 2018, our new landscaper is "Down To Earth". The contract specifically states that owners are not to speak to the workers. If you have a request of the landscape contractor, please contact one of the POC's and the appropriate work order/CSR will be submitted, or proper action taken.
8. Do not feed the wildlife. It is dangerous for you and may place your neighbor and/or their service animals in peril. It is also against the Florida State law.

Seasonal departures

1. Be sure to complete and submit your emergency contact information to FirstService Residential.
2. Place a key with a friend or neighbor in case of an emergency and have the key location on your FirstService contact form.
3. Before leaving for the season prepare your home for a Hurricane. All movable objects should be inside your home. Where applicable, lower shutters and clear screened areas.
4. Water should be turned off and secured if possible.
5. Bathroom fans in off position, appliances unplugged to avoid power surge damage.
6. **Humidistat set properly, or the AC kept on**, with the thermostat set to 80 degrees.

NOTE

Something we wish you would think through when asking for work to be done at your home. When you ask one of the directors to have work performed at your home, you are asking your neighbors to pay to solve the problem. Common problems are the responsibility of the Association; they relate to common elements and items that affect all or most residents. Sometimes they are items that are identified in the bylaws and covenants of the association as being common or as being the homeowners' responsibility. Other items repaired may be those defined by the BoD as affecting the welfare of the community. If the solution you seek is not within the purview of the director's fiduciary capacity, they must decline.

HIGHGATE II CONDOMINIUM ASSOCIATION

Unit Rentals

Unit owners should follow the established rental procedures for Highgate II Association. Association Rules and Regulations require that all rentals be processed through FirstService Residential at the management office. Renting without processing through the proper channels is a violation of Association documents, which all owners agreed to when they purchased their units.

The necessary forms and processes required under the bylaws must be completed to finalize a rental contract. Renter contact information is needed in the event of an emergency. The unit owner and renter must read and sign a statement acknowledging the Association Rules & Regulations.

The following are some of the conditions required when a Highgate II unit is rented:

1. A completed Lease Application with required documentation, along with a \$25.00 application fee (payable to Highgate II) must be submitted to FirstService Residential.
2. One of the renters must be at least 55 years of age.
3. The minimum rental duration is 90 days (3 months). Any rental agreement less than 90 days is a violation of our Rules & Regulations.
4. The type of trucks allowed to be parked in Highgate II (by a unit owner, renter or guest) must comply with the Bylaws amended April 8, 2013 by the Board of Directors.

Any unit owner who rents out his/her unit without going through FirstService Residential, our management company, could be subject to a fine up to \$1,000 in accordance with Florida Statutes 718. Your cooperation is appreciated.

Board of Directors
Highgate II Condominium Association, Inc.