

**CONDOMINIUM**

**OVERVIEW**

## 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 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 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 WSI Disposal. 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.

C. Ornamental plants, bushes and trees are not original, plantings and remain the responsibility of the homeowner.

**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. Maintenance of screen rooms remains the responsibility of the homeowner.

**Enclosed additions:** An added lanai remains the responsibility of the homeowner including gutter and roof cleaning and repair.

**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