



## A Message from The President

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I hate to start with an apology, but it seems appropriate in this case. In June of 2012 we requested an opinion from our attorney regarding the maintenance of fences in the Golf Club. He told us that his interpretation of our Declaration was that our Homeowners Association is responsible for maintenance of all fences, and we proceeded on that basis.

We have a large amount of fencing which contributes to the charm, appeal and value of our community. I believe that our fences are a significant asset and after 16 or so years of Key West weather, they are really starting to show their age. Fast-forward to October 2013. We have a new management company and a new attorney, and the question of who maintains our fences is reopened. This time the opinion is quite different and the Board voted at the October meeting to adopt a new policy on fence maintenance.

The best way to remember the new policy is the HOA will perform all work that can be done while standing on common (Association) property. This includes painting and individual picket replacement. All work that must be done by entering private property is the responsibility of the owner. Here are the details of the new policy on fence maintenance:

of all fences (arbors excluded) that are adjacent to common property. For the most part, this includes the fences in front and in back of your property and, in some cases, side fences as well.

2. Owners are responsible for painting all fencing within the bounds of their property, including the interior of boundary fencing.
3. Owners are responsible for all fence post repair or replacement and for picket replacement inside the boundary fence.
4. Maintenance of fencing on property lines between units should be worked out between owners.

We believe that this change will give us the most efficient and effective way to keep our fences in good condition, and will require a commitment from both owners and Association. Remember that our governing documents allow the Association to bill you for the cost of repairs to fences when you fail to complete repairs. This can be handled by the inspection and violation process, but a better approach is for all of us to take a good look at our fencing and do what's necessary to make them look their best.

Best Regards,

Dave Hubbert, President

[president@kwgchoa.com](mailto:president@kwgchoa.com)

1. The Association will paint the exterior



# The Budget Process



**“When the Board and Management have developed the best possible draft budget, the Association sends it out to every member for review and comment.”**

Each year, you will receive a draft of the proposed budget for review and comment. A lot of work goes into preparing the annual budget. It is a complex activity that has to start early so that the budget can be finalized and approved prior to the beginning of the new calendar year. The Board has a Finance Committee to help with some or all of the following tasks:

The Board and Management work together to gather all financial information needed to project expenses for the coming year. This includes a reserve analysis, bids for contracts, projections for utility or service increases, comparisons of past years' budget trends and many other details.

The Board and Management also examine all sources of income - monthly assessments, interest on investments, proceeds as well as other types of miscellaneous income.

The Board and Management create a working draft by adjusting the expenses and income until they balance. This may be accomplished

by foregoing certain expenses to avoid the raising of monthly assessments. Or it may be necessary to raise assessments in order to cover increased expenses such as insurance or utilities that the Board cannot control.

When the Board and Management have developed the best possible draft budget, the Association sends it out to every member for review and comment. One of the reasons that we start the process early is to allow you plenty of time to study the budget, ask questions and offer comments.

Based on member comments, the Board and Management revise the draft budget as needed.

At the budget approval meeting on Wednesday, November 20th, members have the opportunity to provide additional suggestions prior to the Board voting to approve the final budget.

## General Reminders

- The KWGC HOA annual meeting will be held on Saturday, January 25, 2014 at 3:00 p.m. at the Golf Course clubhouse.
- If you see any suspicious activity in the Golf Club community, first call 911 and then call Security at 305.293.9863.
- Waste Management has indicated that they will have their drivers pick up the trash, recycling and yard waste between 10am and noon on Fridays. This should allow time for owners to take their bins out and for Maintenance to pull the cans back in before the end of the day.
- Exterior Holiday decorations should be limited to a few strands of lights, simple wreaths and bows. Decorations cannot be put up before thanksgiving and need to be taken down by January 7th.
- Please provide us with and keep us updated on your current contact information. Having your e-mail address will help us keep you informed of upcoming Board meetings and up to date on approved Board meeting minutes. We can also keep you informed about any special projects that may affect you or your guests.
- Please be sure that your pets are registered with the administrative office. The pet registration form can be found at [www.kwgchoa.com](http://www.kwgchoa.com) under “Documents and then in the “Welcome Packet.”
- Be sure to lock up your bicycles!

# Government by Representation

Community associations are a representative form of government founded on the principle of elected individuals representing the people. Much of our country is based on the principles of representative democracy. It starts with organizations like community associations and progresses through our schools boards, city governments, county governments, state governments—all the way to the federal government. We vote for a person, or persons, who will act on our behalf.

Some might advocate that a board should not take action without a vote of the members to find out what the people want. That would be counter-productive. If association members were to vote on every issue before a decision was made, there would be no need for a board, but simply someone to send out ballots and tally results. However, boards find out what their constituents want in other ways. Many make time to hear from residents at each board meeting. But, it's up to you to attend meetings, voice your opinions and participate in the exchange of ideas with the board. We also encourage your involvement and participation. Perhaps you would consider joining a committee. We want your input, ideas, thoughts and opinions.

If you're considering running for the Board of Directors in the new year, we ask that you take a few moments to ask yourself the following three questions:

## **Do I have the time?**

As a Board member, you will need to devote a few to several hours of your time each month to Association business. In addition to regular monthly board meetings, you will need to be active in e-mail discussions and occasional special meetings. During special projects, you may need to spend a little extra time on Association business. Some Board members may also spend a little more time than others if they work with a committee.

## **Can I make tough decisions when it's required?**

The primary role of the Board is to conduct the business of the Association. This doesn't just mean approving the budget, but also developing and enforcing policies. Board members are required to step outside their immediate circle of family and neighbors and make decisions based on the greater good of the community.

## **Can I do all this and have fun, too?**

It isn't all about policies and tough decisions. Our community is only as good as we make it and establishing and maintaining a sense of community is a part of a Board member's responsibility. Planning and attending functions such as our annual social and being a presence in the community are as important as any policy decisions you may make.

Being a Board member can be hard work at times, but it may also be one of the most rewarding ways you'll find to volunteer your time. If you're interested in running for The Key West Golf Club Board or would like more details about the Board's responsibilities, please contact the administrative office or a current Board member. First notice of the annual meetings will be mailed to each owner in December. In that packet there will be instructions on how to file your intent to run for an opening on the Board of Directors.

Thank you to the Community Associations Institute for information contained in this article.



## A Message From Mosquito Control



The Salt Marsh Mosquito is the most common mosquito in the Florida Keys. The Salt Marsh Mosquito is a migrating mosquito that is often seen moving into the Florida Keys from the Everglades during “blow ins.” The aedes aegypti is the most common mosquito in Key West. A mosquito’s life revolves around water. Its eggs are laid in water or areas expected to flood. Once the eggs hatch, the mosquito larvae must stay in the water through their pupal stage. These stages happen quickly in the Florida Keys - in as little as five days. When the adult mos-

quito emerges from the water in residential areas, they do not travel far from their water of origin. Female mosquitoes searching for blood meals can become a problem for residents. If you want to reduce mosquitoes around your home, please remove unnecessary water-holding containers. A Mosquito Control Inspector can help you identify problem areas as a benefit to you and your neighbors. Florida Keys Mosquito Control can be reached at 305.292.7190 or visit their website at [www.keysmosquito.org](http://www.keysmosquito.org).

## The Importance of Having a Local Agent

Please be advised that individual unit keys kept in the on-site office are for emergency situations only and are not meant to be given out to housekeepers or other vendors who come to perform work on your property. The on-site HOA staff is not responsible for handing out house keys. If a pest control company treats your house every month for insects, please give them a key of their own to use.

Each owner should also have a local emergency contact who checks on their property periodically when the owner is away. This person should inspect the inside of the home for problems such as water leaks or broken air conditioners and would be the one to give keys to service people. The administrative office can provide you with a list of some who perform this service.

## Leasing Policies

The Governing Documents for the Key West Golf Club (KWGC) require written notification prior to any person other than the owners residing in a unit. Prior to prospective tenants residing in a unit all required forms need to have been submitted to the Association.

these procedures are to be followed when leasing a home. For more information and to see the lease application packet go to [www.kwgchoa.com](http://www.kwgchoa.com) and go to the “Documents” tab.

Any guest(s) occupying a unit for one to six months needs to complete and submit a unit use notification form. In accordance with the amended Declaration of Covenants for the KWGC and applicable rules duly adopted by the Board of Directors of the KWGC,



“A Mosquito Control Inspector can help you identify problem areas as a benefit to you and your neighbors.”



**Key West Golf Club**  
Homeowners Association



## Non-Profit Fundraiser

Please join the 11th Annual Rotary Club of Key West Golf Tournament to benefit "Help a Child Smile" on Sunday, January 19, 2014, 7:30 a.m. shotgun at the Key West Golf Course. All proceeds will go to the Rotary Club Dental Fund to help local children who cannot afford dental care. The registration fee is \$100 per player which includes two red tees, two Mulligans, snacks and beverages on course, lunch after the tournament and a goody bag. There will also be prizes awarded, raffle tickets and there will be an auction for various items. To sign up please send an e-mail to [KWDentalTournament@gmail.com](mailto:KWDentalTournament@gmail.com) and a registration form will be sent to you.

## Design Guidelines

If you're thinking about making any changes to the exterior of your house, please be sure to review the HOA's design guidelines. The full document can be found at [www.kwgchoa.com](http://www.kwgchoa.com) under the "Documents" tab. Depending on the extent of work that you wish to perform, you may need to have your project approved by the Architectural Review Committee. The purpose of the design guidelines is to define the uniform

design themes and standards which will maximize benefit to all owners and residents and promote maximum property values. The guidelines establish both architectural and landscape themes as well as installation and maintenance responsibilities for owners.

## E-Statements and ACH

You can receive your KW Golf Club HOA statements wherever you are when you sign up for E-Statements. Whether you are traveling, you switch your billing address with the seasons, or you just don't want to take chances with the mail service, getting your statement has never been easier. Please e-mail Vickie at [vickie@tampoa.com](mailto:vickie@tampoa.com) and she will set you up for your next statement.

If you would like to sign up to pay your monthly home-

owner assessments by ACH, please email Connie at [connie@tampoa.com](mailto:connie@tampoa.com) to request an ACH authorization form.

All payments should be made to:

Key West Golf Club HOA  
201 Front Street, Suite 103  
Key West, FL 33040

### Main Office:

201 Front Street, Suite 103  
Key West, FL 33040  
305.296.0556  
305.293.0251, Fax

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We're on the web

[www.kwgchoa.com](http://www.kwgchoa.com)