



Owners' Handbook and Association Rules & Regulations

**Management/Association Office
74 Golf Club Drive
Key West, FL 33040
www.kwgchoa.com
305-296-0556**

**IN AN EMERGENCY CALL 911 FIRST
THEN NOTIFY OUR SECURITY AT
305-293-9863**

NOTICE
Risk Associated with a Residential Community
Adjacent to a Golf Course

The Declaration of Protective Covenant, Restrictions and Easements of the Key West Golf Club, a Townhome Planned Unit Development states in Article 9.2B “Another risk associated with a residential community adjacent to a golf course is damage to person or property caused by golf balls being hit from the golf course and unintentionally striking objects outside of the golf course. In such events, Owners agree to hold Declarant harmless from any and all damages caused by such misdirected golf balls.”

For your safety and the safety of your family, friends and invitees, we want to emphasize the importance of taking precautions to prevent any unnecessary risks while enjoying your rear yard as well as the common grounds adjacent to the golf course and especially when utilizing a backyard pool or spa.

The best means of avoiding personal injury is to limit your outdoor activities to times when the golf course is not in play. **Of particular concern is persons sunbathing or swimming in the private pools or spas adjacent to the golf course area.**

DEFINITIONS

Management refers to employees of the Community Association Company (CAC) including onsite property managers who are certified Community Association Managers (CAMs). Management is managing the property, security and maintenance staff on behalf of the Key West Golf Club Homeowners Association (KWGC HOA). The CAM is located in the Management or Association Office in the Community Center at 74 Golf Club Drive.

Security means any of the Security personnel onsite.

Notes

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Welcome to the Key West Golf Club Homeowners Association

The Key West Golf Club is a gated, residential community where everyone is subject to the Governing Documents and Rules & Regulations of the Key West Golf Club Homeowners Association Inc., for the benefit of the community as a whole.

We have created this summary of information and our Rules & Regulations as well as a map to help you find your way around our community.

Be aware of the risk associated with living in a golf course community as noted on the inside cover. We ask that you review this information and if you have any questions do not hesitate to call the Association Office at 305-296-0556.

For information about keeping house or mailbox keys at the Management/Association Office, see "Security Information".

Important Phone Numbers

KWGCHOA

Management 305-296-0556
Management/Association Office in the Community
Center located at 74 Golf Club Drive
Management Fax 305-293-0251
KWGC HOA Website: www.kwgchoa.com
Management Email: info@kwgchoa.com

QuickPass

<https://www.quickpass.us>

Homeowners and tenants can enter their VISITORS' information into the system's website and also may add Quick Text capability for adding VISITORS on the go. Contact Management to obtain your username and password.

IN AN EMERGENCY CALL 911 FIRST THEN NOTIFY OUR SECURITY

Security (Guard House)	305-293-9863
Police Non-Emergency	305-809-1000
Fire Dept. Non-Emergency	305-809-3936

Golf Course

Key West Golf Course 305-294-5232
www.KeyWestGolf.com
Rates are available on their website

Utility Companies

Waste Management (Trash, Yard Waste & Recycling) 305-289-6037

See page 22 for specific instructions.

Keys Energy (Electricity) 305-295-1000

1001 James Street, Key West, FL 33040

\$125 deposit required for new service.

Florida Keys Aqueduct Authority (Water)

305-296-2454

1010 Kennedy Drive, Key West, FL 33040

\$110 deposit required for new service.

Key West Resort Utility (Sewer) 305-295-3301

6630 Front Street, Key West, FL 33040

A two month deposit required for new service.

AT&T (Telephone/Internet) 888-757-6500

Deposit charged to first billing for new service.

Comcast (Cable/Internet/Phone) 305-292-8376

Digital Starter is included in your Association dues.

For other services contact Comcast and request "Bulk Owner/Tenant" rates.

Moving In and Out

Please give advance notice to Management in order to insure that your move is a pleasant one. Management will make arrangements with Security and guide you through this process.

- **Tractor trailers are not permitted on our narrow streets. Make sure your moving company is aware of this. Moving companies need to use box van trucks only.**
- Moving hours are limited from 8:00 a.m. to 10:00 p.m.
- Due to the traffic pattern, moves that are in the Sanctuary require two signs indicating which unit and side of the loop will be blocked by moving trucks. Talk to Management or Security personnel to arrange for placement of the signs.
- U-Haul, Budget and other moving trucks and trailers are not permitted to park in the community overnight.
- Real Estate Open Houses – One sign per house on front porch is permitted during open houses.

Fire Precautions and Safety

Fire is a major concern in our community. Follow these rules for everyone's safety.

- No Smoking in Pool Areas & Butterfly Garden.
- Charcoal & wood grills are prohibited.
- Gas & electric grills are permitted, provided a properly maintained fire extinguisher is located nearby.
- Tiki torches are prohibited.
- Any exterior grill, when not in use, shall be covered with a cover manufactured for that purpose, which is clean, unblemished and not torn.

Mail Pickup & Deliveries

Starting mail - You may use the card in your mailbox (PS Form 3575) when you arrive or obtain the form from your post office or online and submit it ahead of time at no cost. You can also pay \$1 and start mail online at: <https://moversguide.usps.com>.

- Your mailing address will be your street address.
- All mail will be delivered to the community mailboxes on the property by the US Post Office.
- If you did not receive a mailbox key from your sales/rental agent, check with Management. Management does not have a copy of all keys.
- Replacement keys will be provided at a fee of \$15.00 each.
- UPS, FedEx and USPS make deliveries to the community daily.
- Management and Security personnel are not permitted to sign for packages or delivery.
- Tractor trailers are prohibited from making large item deliveries. .

Trash, Yard Waste & Recycling

Trash, Yard Waste and Recycling are all picked up on FRIDAY mornings

- Trash, yard waste and recycling must be in a proper container and put out **after 4:00** p.m. the night before pickup. Green containers are for trash. Blue are for recycling. Yard waste containers are purchased by resident. Management has stickers for Yard Waste cans.
- Containers must be clearly marked with your house number. If you will not be here to put your trash out, contact Management so they can make arrangements for you.
- All items eligible for recycling may be mixed in the Blue Recycling bin. No plastic bags may be in bin.
- After pickup, trash, yard waste and recycling containers will be placed inside your fence out of sight of the street/sidewalks.
- Store your containers in the appropriate area behind the side fence of your property under the A/C unit if it fits
- Smaller containers may be obtained to replace a larger one if they do not fit through your gate.
- Do not place yard waste on the ground in front of your property. Clippings and yard waste must be placed in paper bags or containers labelled YARD WASTE which will be picked up on **FRIDAY** mornings. Do not mix yard waste and trash.
- A loose pile of yard waste can be picked up by Waste Management for a charge. Call 305-296-8297 for pickup and cost information.
- Large items that do not fit into a sealed container, such as furniture and appliances, must be removed immediately. Call Waste Management at 305-296-8297 in advance for the free pick up of large items. If an item is left on the street you may be charged \$30 per man hour for the removal and a dumping fee for disposal.

Security Information

Security 305-293-9863

**In an emergency call 911 first.
Then notify our Security.**

- Security is available to help residents with issues such as parking and violation of HOA rules and regulations.
- Twenty-four hour Security is provided within the Key West Golf Club community.
- Our Security is a deterrent to crime in our community, but not a guarantee. Each owner is ultimately responsible for the security of their home and occupants.
- Please be advised that, although the KWGC community is gated, the general public is allowed to enter the property freely and access the public golf course.
- Treat all Security personnel with respect. They have an important job to do in our community and we all need to cooperate.
- **You can reach Security, at the guardhouse, on a 24 hour basis at 305-293-9863.**
- **Any suspected criminal activity should be immediately directed to the Key West Police Department by dialing 911 or the Department's non-emergency number 305-809-1111, then follow up with a call to the KWGC Security 305-293-9863.**
- If you want to keep a copy of house keys or mailbox keys at the Management Office, provide a copy.
- **An emergency phone is located in the Security guard house and on the Community Center porch.**

Wildlife

Please do not feed wildlife. Wild animals who depend on people for food can cause injuries or spread disease. When wild animals gather for food handouts, it can cause crowding and competition. These unnatural conditions increase the chances of fighting and injury among animals. It can also increase the spread of diseases, some of which may be transmitted to pets and humans. Human foods aren't nutritious for animals and may cause serious health problems (especially when animals are continually fed bread, French fries or popcorn).

- Bird feeders are prohibited.
- Leaving food outside for your pets is prohibited.

Repeated violation of these rules will result in violation notices and fines.

Exterior Appearance

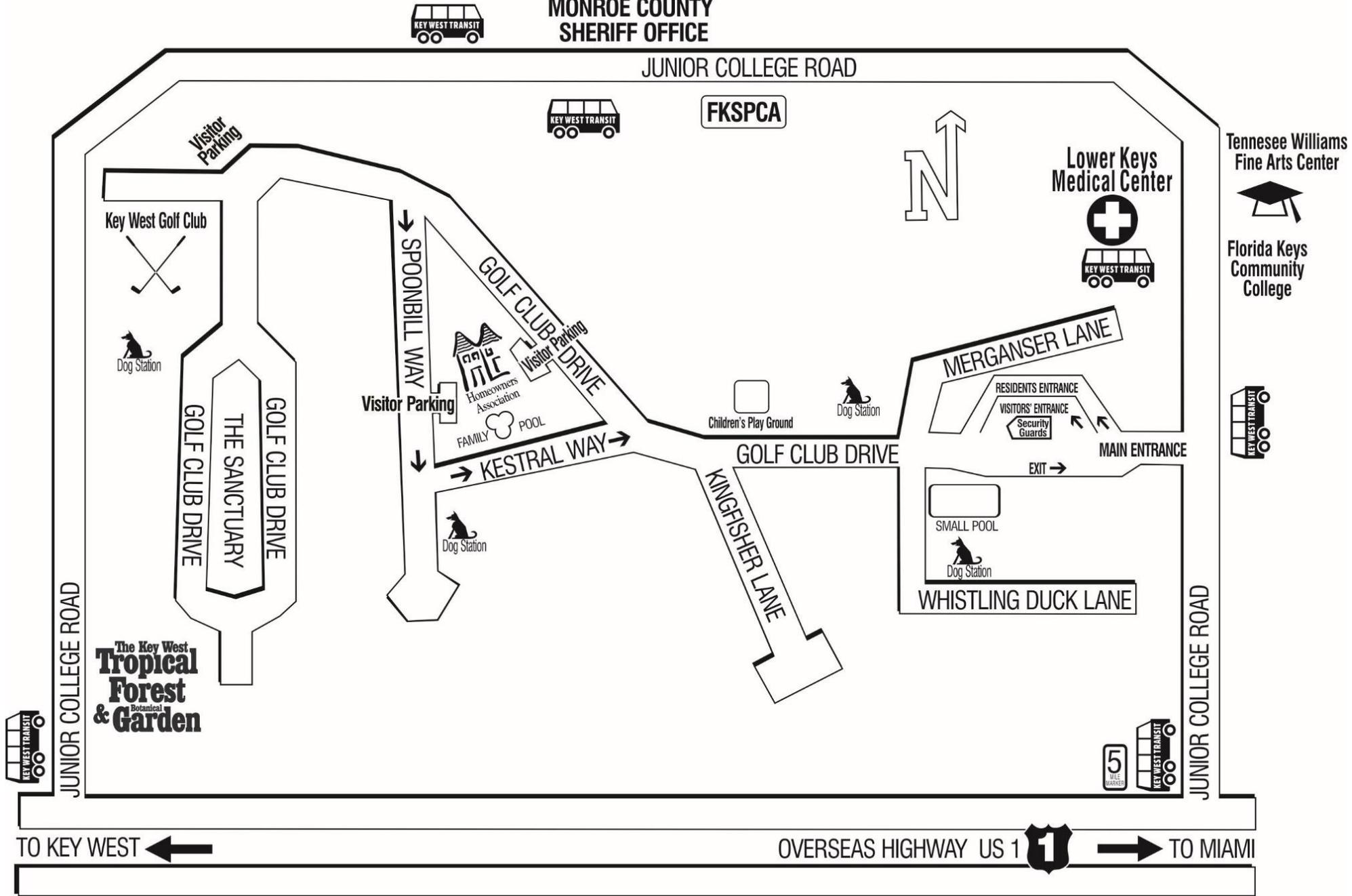
We take great pride in the appearance of our homes. Ensure that the exterior of your property is well maintained and uncluttered.

- All homes must meet specific maintenance requirements a copy of which are available at the Management/Association Office or online at www.kwgchoa.com, Documents/Design Guidelines, section III.
- Homes will be inspected to make sure they are properly maintained. Violation notices will be sent if homes are not properly maintained.
- If no action is taken and management is not contacted, homes not properly maintained will be subject to repair or cleanup by KWGC HOA for a fee.

Flags - The following portable, removable flags may be flown in a respectful manner (per Florida State Statute pertaining to HOAs): United States Flag, Florida State Flag, a flag representing the US Army, Navy, Air Force, Marine Corps, Coast Guard, and the POW-MIA flag. The HOA permits the Conch Republic Flag, other national, state and professional/college sports team flags.

- No more than two of the listed flags may be flown at one time. No other flags may be flown. No Flag may be more than 4 1/2 feet by 6 feet. All flags must be in good condition.

**MONROE COUNTY
SHERIFF OFFICE**



Exterior Appearance

Ensure that the exterior of your property is well maintained, sensibly furnished and uncluttered.

- All exterior furnishings and accessories must have prior design approval. Items that have not been approved must be submitted to the Architectural Review Committee (ARC) for consideration.
- Front Screen doors require ARC approval.
- Changing paint colors requires ARC approval. See www.kwgchoa.com for options.
- The ARC may be contacted by sending an email to the Management. Contact information can be found at www.kwgchoa.com

The following front porch furnishings and accessories are currently approved:

- Furniture must be intended for outdoor use, well maintained, and may be any color except neon, dayglow or florescent colors and may be made of any material except bare aluminum or plastic.
- Flowerpots must be well maintained and made of natural materials or glazed ceramic. Plant hangers must be well maintained and made of natural materials or metal.
- Wreaths or plaques 24"x 24" or smaller intended for outdoor use may be hung on the front door of the house or siding on the front of the house. No more than two items may be displayed at one time.
- No other accessories may be placed, stored or displayed on houses, porches or in yards.
- Front porches are to be sensibly furnished, e.g. 2 chairs and 1 table or 2 chairs and 1 hanging wooden swing.

Exterior Appearance

Ensure that the exterior of your property is well maintained, sensibly furnished and uncluttered.

- Rear Porch/Yard should be well maintained, sensibly furnished with furniture intended for outdoor use and uncluttered. Additional furniture may be permitted subject to prior approval by the ARC.
- Remove all holiday decorations promptly after the holiday. Christmas decorations and lights may be up between the day after Thanksgiving and the 7th of January. Decorations for other holidays must be down by the 7th day after the holiday.

To avoid the community having an unkempt appearance:

- DO NOT leave clothing, towels or rugs hanging over porch or balcony railings at any time.
- DO NOT leave coolers, snorkel gear, shoes, sports equipment, cleaning tools etc. on your porches.
- DO NOT leave toys or other items in your front yard. Bicycles may be parked in your front yard in a neat manner.

Occupancy Limits

The following are KWGC HOA occupancy restrictions:

- 2 BR units – up to 4 persons
- 3 BR units – up to 6 persons
- 4 BR units – up to 8 persons

Infants below the age of 2 are excluded from these limits.

Occupancy over these limits will result in termination of your lease.

Noise Restrictions

Loud disruptive noise will not be tolerated at any time. The privacy, peace and enjoyment of all our residents is protected.

- All residents must respect the rights of their neighbors.
- If you are asked by your neighbor or one of our Security personnel to turn down your music or TV, cooperate by doing so.
- Remember this is a compact community and loud noises are bothersome to our neighbors and others and are prohibited at all times.
- Outside TVs or speakers must be kept at a low level at all times.
- Wind chimes are prohibited.
- After 10:00 p.m. no noise shall be created from inside or outside a dwelling that can be heard from any neighboring dwelling or the common area. No amplified noise is allowed.

Hurricane Information

Hurricane preparation is critical to properly maintain your home and protect your personal property.

- Coconuts must be removed from your palm trees. If coconuts remain after June 1st, the association will remove them and charge your association account.
- Hurricane shutters may be closed on the rear and sides of your home from May through November, when you are not in residence.
- The front of any home may not be shuttered until there is an official hurricane watch or warning in effect for Key West.
- Homeowners are responsible for shuttering their homes. Make these arrangements well in advance of hurricane season.
- Patio furniture, bicycles, trash cans and gas grills must be tied down or brought inside the home.
- We encourage all residents to listen and comply with Monroe County Evacuation Orders.
- Notify Monroe County Emergency Management if you have special needs. The number is 305-292-4591.
- Notify Management of the party who is responsible for taking care of your shutters in your absence.

Vehicle/Parking Regulations

NO MORE THAN TWO VEHICLES PER ADDRESS ARE ALLOWED.

This policy is strictly enforced with no exceptions.

Vehicular Access/Parking Restrictions:

KWGC HOA Permanent Decals (Decals) and Quickpass Transponders: For Homeowners & Long Term (Six months or more) Tenants

- Management will issue this pass.
- Decals and Quickpass Transponders must be properly displayed for residents to enter the HOA without going through the Visitor lane.
- New Residents or Residents with new vehicles will be allowed a one week grace period to get a Decal and Quickpass Transponder.
- A Decal/Quickpass Transponder must be permanently affixed to the vehicle to which it is registered and may not be transferred to another vehicle.
- To obtain a Decal/Transponder:
 - Residents must have proof of residency (property title or lease/HOA forms.)
 - Vehicles must have a current state registration and be street worthy.
- Each address is allowed two vehicles and two Decals/Transponders unless owners want renters to have Mirror Hangers (see below).
- If an address has two Decals, any renters or visitors may only have daily passes.
- Vehicles with Decals may park anywhere in KWGC except for designated spots.

Vehicle/Parking Regulations

NO MORE THAN TWO VEHICLES PER ADDRESS ARE ALLOWED.

This policy is strictly enforced with no exceptions.

Vehicular Access/Parking Restrictions (Cont.):

KWGC HOA Parking and Facility Visitor Pass (Mirror Hanger): For Vacation/Short Term Rentals (30 days to six months) and Part-Time Owners (or Owners with a Rental Vehicle.)

- Part-Time Owners are those who rent their units and want the tenants to be able to have two of these passes. These owners will not be given permanent decals. Management will issue this pass.
- To Obtain a Mirror Hanger:
 - You will need proof of residency (rental agreement, lease/HOA Forms or title) and vehicle registration or car rental agreement.
 - Vehicles must have a current state registration and be street worthy.
- No more than two permits of all types are permitted for an address. If no Permanent HOA Decals are issued to that address two Mirror Hangers may be issued. If one Permanent HOA Decal has been issued only one Mirror Hanger may be issued.
- Vehicles with Mirror Hangers may park anywhere in KWGC.except in designated spots.

Vehicle/Parking Regulations

NO MORE THAN TWO VEHICLES PER ADDRESS ARE ALLOWED.

Daily Quickpass Paper Pass: For Visitors Here Less than 30 Days or where a combination of two Decals or Mirror Hangers have been issued

- Quickpasses are issued by Security.
- All Visitors must receive a Quickpass. No exceptions for Short visits, Pickups, Regular Visitors, Golfers, Contractors, Taxis, or Food Delivery.
- The Quickpass must be visible and readable on the driver's side dash for our patrolling Security (24 hour) personnel.
- Any resident or owner may authorize a visitor to receive a Quickpass.
- Quickpasses are good for 24 hours. Another Quickpass must be obtained at the end of 24 hours.
- Quickpasses are the only passes that anyone may use when visiting an address with (1) two permanent HOA Decals, (2) one Permanent HOA Decal and one Mirror Hanger or (3) two Mirror Hangers. This applies regardless of length of stay, lease or ownership.
- Vehicles with a Quickpass may only be parked in designated VISITORS parking areas (see map pages 12-13)
- Vehicles with a Quickpass parked in RESIDENT ONLY parking areas may be towed at the owner's expense.

Vehicle/Parking Regulations

SPEED LIMIT is 15 MPH

Obey One Way Signs! Key West Police conduct random speed controls

- Recreational vehicles, campers, derelict automobiles, watercraft, trailers or vehicles with For SALE signs may not be parked in the KWGC at any time.
- Commercial vehicles are prohibited between 10 p.m. and 7 a.m.
- KWGC HOA considers a Commercial Vehicle as any large commercial-type vehicle such as, a box, panel, dump, cement mixer, oil, gas, delivery or flatbed truck, a tractor-trailer or any other vehicle with attached equipment such as racks, ladders or external (to truck bed) tool storage. This includes U-Haul, Budget and other moving trucks.
- All vehicles must park between the white lines.
- Vehicle length is limited to 18'6" including trailer hitches.
- Vehicle width is limited to 80".
- Must park with the flow of traffic.
- Parking in the street or on the grass in the Sanctuary is prohibited.
- Vehicle covers must provide for visibility of the license plate and the owner must have been granted permission by the Property Manager.
- To avoid damage to grass and the sprinkler system, do not park on or turn around on landscaped grassy areas.
- Vehicle repairs, oil changes and engine pressure washing are prohibited on the property except in emergency situations.
- Scooters need to park in "Scooter" designated areas or in your yard. Residents are allowed to park their scooter in front of or behind their vehicle ONLY IF there is a curb or a car stop. Scooters may not be parked in a car space to reserve it.
- Electric cords are not permitted to be used on or draped over community property such as sidewalks or in parking areas for the purpose of charging electric vehicles.

Pool Rules

We have two pools heated to 82° for your year around swimming pleasure. The small pool is located at Whistling Duck and Golf Club Drive. The larger family pool is located adjacent to the Community Center and is accessible from either Golf Club Drive or Spoonbill Way.

- **NO LIFEGUARD ON DUTY Swim at your own risk**
- **An Emergency Phone** is available on the porch of the Community Center building.
- Pool use is limited to residents and authorized guests with a Pool ID.
- The Pool ID will be provided to you by the sales/rental agent or owner. If the ID is lost, a replacement can be ordered from Management at a cost of \$50.
- Pool parties are prohibited.
- Security will regularly check for Pool IDs.
- Guests are limited to four (4) persons per address, and must have a Pool ID to enter.
- No diving in the pool.
- Hours are Dawn to Dusk.
- Children under 12 must be accompanied by an adult 18 years of age or older.
- NO GLASS containers in the pool area.
- NO FOOD OR DRINKS in pool or within 4 feet of pool edge.
- NO HORSEPLAY in pool area.
- NO RUNNING on the pool deck.
- Shower before entering the pool.
- No pets allowed.
- Smoking is prohibited in Both Pools and Pool Areas
- Incontinent patrons are prohibited from both pools. Diapers and swim pants are prohibited.

Yard Maintenance

We take great pride in our community's extensive landscaping. Please help us maintain this beautiful, common asset.

- All yards must meet specific landscape requirements which are available at the Management Office or online at www.kwgchoa.com, documents/ Design Guidelines, sections III and VII.
- Yards will be inspected to make sure they are properly maintained.
- Violation notices will be sent if homes are not properly maintained.
- If no action is taken and Management is not contacted, yards not maintained will be subject to cleanup by KWGC HOA for a fee.
- Your front and back yard must be maintained year-round. If someone other than the owner is maintaining your yard you must provide Management with the name of that party.
- Yard waste pickup information is on page 7 of this booklet.

DO NOT PLACE YARD WASTE ON THE GROUND IN FRONT OF YOUR PROPERTY

Pet Policies

Pets are permitted with approval by KWGC HOA and are governed by the following rules:

- Pets must be registered with Management. Pet registration forms are online at www.kwgchoa.com
- You must supply a picture of your pet and written proof or a picture of a rabies tag indicating vaccination is current.
- Noxious or offensive behavior by pets will not be tolerated within the development.
- Substantiated complaints will result in the KWGC HOA withdrawing their approval for the pet.
- Pets must be on a leash at all times while outdoors and the owner must have control of the leash.
- When walking your dog, you must carry a pooper scooper or a plastic bag with you so you can immediately pick up any droppings.
- Dog stations are provided for disposal of droppings and are equipped with materials for you to clean up after your pet.
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- Respect your neighbor's right to quiet enjoyment by making sure your dog's barking does not disturb them.
- Do not leave food outside for your pets. The wildlife will come up on your porch to eat from the bowl.
- Repeated violations of any of the above rules will result in losing your privilege of having a pet.

Notes

Key West Golf Club Homeowners Association
December 2016