



Owners Handbook And Association Rules & Regulations

**Management/Association Office
74 Golf Club Drive
Key West, FL 33040
www.kwgchoa.com
305-293-0301**

**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

ARC refers to the Architectural Review Committee.

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 refers to our onsite Security personnel employed by the HOA.

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 Management at the KWGC HOA Office at **305-293-0301**.

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

Important Phone Numbers

KWGCHOA

**Management and Association Office in the
Community Center located at 74 Golf Club
Drive: 305-293-0301**

Management Billing Issues: 305-296-0556

Management Fax: 305-293-0251

KWGC HOA Website: www.kwgchoa.com

Management Email: office@kwgchoa.com

QuickPass: 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 305-809-1111

Fire Dept. Non-Emergency 305-809-3936

Golf Course

Key West Golf Course 305-294-5232

Rates are available at: www.KeyWestGolf.com

Utility Companies

Waste Management (Trash, Yard Waste & Recycling) 305-289-8297

See pages 7 and 23 for specific instructions.

Keys Energy (Electricity) 305-295-1000

1001 James Street, Key West, FL 33040

Deposit required for new service.

Florida Keys Aqueduct Authority (Water)

305-296-2454

1010 Kennedy Drive, Key West, FL 33040

Deposit required for new service.

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

6630 Front Street, Key West, FL 33040

Deposit required for new service.

AT&T (Telephone/Internet) 800-288-2020

Deposit charged to first billing for new service.

Comcast (Cable/Internet/Phone) 800-266-2278

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 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 am to 10:00 pm.**
- **U-Haul, Budget and other moving trucks and trailers are not permitted to park in the community overnight.**
- **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. Contact Management by email prior to move to arrange for placement of signs: office@kwgchoa.com.**
- **Real Estate Open Houses – One sign per house on front porch is permitted during open houses.**

Mail Pickup & Deliveries

Starting mail - You may use the card in your mailbox (PS Form 3575) when you arrive or obtain the form from the US Postal Service office or online and submit it ahead of time at no cost. You can also pay a small fee 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 Postal Service.
- 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 are available for a fee of \$15 each from the US Postal Service at 305-294-6575.
- 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.

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, pellet, etc. grills are prohibited.
- Gas & electric grills are permitted as long as they are not on porches or decks. A properly maintained fire extinguisher must be 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.

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 pm** the night before pickup. **Green** containers are for trash. **Blue** are for recycling. Additional trash and yard waste containers, including smaller containers that will fit through your gate may be 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 must 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.
- 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 labeled 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 will 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,**
- Copies of your keys may be left at the Management Office.
- **An emergency phone is located in the Security guard house and on the Community Center porch.**

Pet Policies

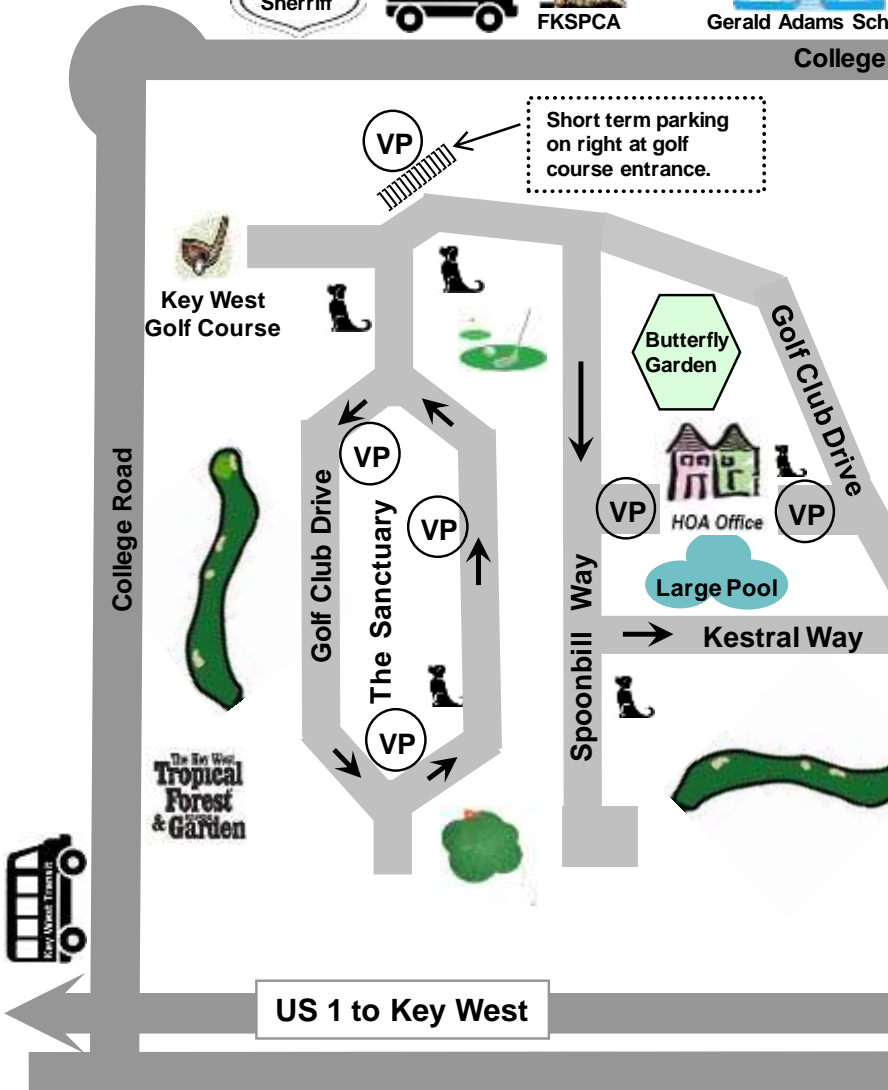
Pets are permitted with approval by KWGC HOA and are governed by the following rules:

- 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.
- Excessive barking or other offensive behavior by pets will not be tolerated within the development. Contact Florida Keys SPCA at 305-294-4857 and the Management Office if a problem is reoccurring, or if you feel an animal is being abused or mistreated.
- Substantiated complaints will result in the KWGC HOA withdrawal of 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.
- Do not leave food outside for your pets as 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.

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 these requirements is 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 by the owner, Management will repair or clean up homes not properly maintained for a fee.
- Flags: One of the following portable, removable flags may be flown on a pole 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 flag may be more than 4-1/2 feet by 6 feet and must be in good condition.



Dog Stations



Visitor parking in other areas



Tennessee Williams Theater



College of the Florida Keys

ool Road



Lower Keys Medical Center



EMERGENCY

College Road

Merganser Ln

Playground



Resident Entrance

Visitor Entrance

Security



Exit →

ENTRANCE ←

Golf Club Drive



Pool



Whistling Duck Ln

Kingfisher Ln



5 MM

US 1 to Miami

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Key West Transit Pickup Points

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.
- No other accessories may be placed, stored or displayed on fences, 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.
- Additional furniture may be permitted subject to approval by the ARC.

Exterior Appearance

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

- Rear Porch/Yard must 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.
- Yard/Carport sales are not permitted in the Golf Club.

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.
- Outside TVs or speakers must be kept at a level considerate of others. If you are asked by your neighbor or 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 are prohibited at all times.
- Wind chimes are prohibited.
- After **10:00 pm** no noise shall be created from inside or outside a dwelling that can be heard by 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 KWGC HOA 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 to 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 FOUR-WHEELED VEHICLES PER ADDRESS ARE ALLOWED. IN ADDITION, NO MORE THAN TWO TWO-WHEELED VEHICLES ARE ALLOWED PER ADDRESS.

This policy is strictly enforced with no exceptions.

Vehicular Access/Parking Restrictions:

- To obtain any pass:
 - 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 one Decal and QuickPass Transponder for each of those vehicles.
 - Only 4 wheeled vehicles will utilize Transponders.
 - Management will issue Permanent Decals, Transponders and Mirror Hangers.
Transponder Fees: The first Transponder is free. Second and subsequent Transponders are \$50 each.
- Residents must give visitors prior permission by entering visitor's information into the QuickPass system.
- A Decal and QuickPass Transponder must be properly displayed and permanently affixed to the vehicle to which it is registered for residents to enter the HOA without going through the Visitor lane. It cannot be transferred to another vehicle.
- Vehicles found with forged or fake HOA parking stickers will be towed immediately.
- Vehicles with Decals and Transponders may park anywhere in KWGC except for spots designated for specific homes. Two wheeled vehicles must park in scooter / motorcycle parking.

Vehicle/Parking Regulations

Ownership/Type of Lease/Rental	Permanent Decals and Transponders	Yellow Mirror Hanger	Green Mirror Hanger or Paper QuickPass
Owner/Long Term Tenant	Yes	Yes	No
Vacation/Short Term Rentals	No	Yes	No
Visitors 15-30 Days	No	No	May be permitted *
Visitors < 15 Days	No	No	Yes

Definitions:

Owner - Individual or immediate family member of Deed holder.

Long-Term Tenants - Lease for **6 months or more**.

Vacation/Short Term Rentals - Rent for **30 Days to 6 months**.

* Visitors for 15-30 Days - Visitors that stay beyond **14 days**, but less than **30 days** may be permitted **Green Mirror Hanger** or Paper QuickPass at discretion of Management.

Visitors for less than 15 Days – All visitors entering the property and staying up to **15 Days**.

Vehicle/Parking Regulations

KWGC HOA Homeowners & Long Term (Six months or more) Tenants

In addition to Vehicular Access/Parking Restrictions on **page 17**: Management will issue **Permanent Decals and Transponders** to homeowners.

Vacation/Short Term Rentals (30 days to six months) and Owners with a Rental Vehicle.

In addition to Vehicular Access/Parking Restrictions on **page 17**:

- Management will issue a **Yellow Mirror Hanger**.
 - No more than two permits of all types are permitted for an address. If one Permanent HOA Decal has been issued only one Mirror Hanger may be issued.
 - Vehicles with Yellow Mirror Hangers may park anywhere in KWGC except for spots designated for specific homes.
-

Visitors Here Between 15 and 30 Days

In addition to Vehicular Access/Parking Restrictions on **page 17**: A **Green Mirror Hanger** may be permitted at the discretion of Management.

Vehicle/Parking Regulations

Visitors Here Less than 15 Days

In addition to Vehicular Access/Parking Restrictions on **page 17**:

- A **QuickPass** is issued by Security.
- All Visitors must receive a **QuickPass** or **Green Mirror Hanger**. No exceptions for Short visits, Pickups, Regular Visitors, Golfers, Contractors, Taxis, or Food Delivery.
- A **QuickPass** must be visible and readable on the driver's side dash for our patrolling Security (24 hour) personnel. **Green Mirror Hangers** must be hung from the rear-view mirror.
- A resident or owner must authorize a visitor to receive a **QuickPass** by entering their information into the QuickPass system.
- Owner/resident may obtain a **Green Mirror Hanger** for up to 14 days by contacting Management via email.
- A paper **QuickPass** is good for 24 hours. Another **QuickPass** must be obtained at the end of 24 hours.
- Vehicles with a paper **QuickPass** or a **Green Mirror Hanger** may be parked only in designated **VISITORS** parking areas (see map pages 12-13)
- Vehicles with a **QuickPass** or a **Green Mirror Hanger** parked in **RESIDENT ONLY** parking areas will be towed at the owner's expense.
- **Removal of the Mirror Hanger prior to driving is strongly recommended.**

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 pm and 7 am. A Commercial Vehicle is any large commercial-type vehicle such as, a tractor trailer, a box, panel, dump, cement mixer, oil, gas, delivery or flatbed truck or trailer. This includes U-Haul, Budget and other moving trucks or trailers.
- All vehicles must park and fit between the white lines **and within the ends of the lines. A vehicle is not permitted to extend past the parking lines into the driving lane.**
- Vehicle length is limited to 20 feet including trailer hitch.
- All vehicles must park with the flow of traffic.
- Parking in the street or on the grass in the Sanctuary is prohibited.
- Vehicle covers may be used provided the owner obtains prior permission from the Management Office. **The HOA decal number must be written on the cover.** Covers must be in good physical condition.
- To avoid damage to grass and the sprinkler system, do not park on or turn around on landscaped or grassy areas.
- Vehicle repairs, oil changes and engine pressure washing are prohibited on the property except in emergency situations.
- Motorcycles/Scooters must be parked in "Motorcycle/ Scooter" designated areas, in your yard **or in** front of or behind their vehicle only if there is a curb or a car stop.
- Motorcycles/Scooters may not be parked in a car space to reserve it.
- Electric cords for the purpose of charging electric vehicles are not permitted to be used on or draped over community property such as sidewalks or in parking areas.

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 up to (4) authorized guests per address.
- An electronic card key that provides access to the pools and the exercise room may be purchased from the Management/Association Office for \$50. No more than two card keys are allowed per address.
- Pool parties are prohibited.
- Hours are **8 am to 10:00 pm** at both large and small pools.
- 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 the pool or within **4 feet** of pool edge.
- **NO DIVING** into the pool
- **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.
- Infants must wear swim diapers / pants.
- Speakers are not allowed in the pool area. Also see Noise Restrictions on page 15.

Yard Maintenance

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

- All yards must be well maintained and 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 yards 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**

Exercise Room

Our exercise room is located in the Community Center. The entrance is on the opposite side of the building from the Management / Association Office.

- An electronic key card that provides access to the pools and the exercise room may be purchased from the Management/Association Office for \$50.
- Open 24/7
- The exercise room is for the use of residents.
- Please comply with all rules posted next to the exercise room entrance.
- Do not remove any equipment for the gym.

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.

Key West Golf Club Homeowners Association
January 2020