

**KEY WEST GOLF CLUB HOMEOWNERS ASSOCIATION, INC.**

**305 Whitehead Street Key West, Florida 33040**

**305.296.0556 305.293.0251 facsimile www.kwgchoa.com**

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Welcome to the Key West Golf Club Community. We would like to relay some pertinent policy information and offer some helpful suggestions to assist you with your Association needs.

**Local Agent** - We suggest establishing a relationship with a local agent to monitor your property during extended absences. Several owners who did not previously have a local agent have discovered major damages to their units which occurred while their units were vacant. The need to monitor your unit throughout the year cannot be overemphasized. The Association's staff is responsible for maintaining the common property and is not responsible for the maintenance of individual units. Such maintenance and repairs are the sole responsibility of individual owners.

**Unit Keys** - Many owners have provided the Association with a copy of the key to their unit in case of emergencies and natural disasters. However, these keys are not intended to be signed out to various contractors who need to gain access to an owner's unit to perform maintenance. Such contractors should contact your local agent to gain access to your unit.

**Mail Keys** - Typically during the closing of a property, the agent or seller distributes all keys relating to the property; such as, house, gate, and mailbox keys. Recently, new owners and long-term renters have approached the Association office seeking a key for their mailbox. While we have obtained some mailbox keys as an emergency spare, we do not distribute mailbox keys. If you have not obtained your mailbox number, location, or key, please contact the agent who handled the sale of your property. If you are renting your unit to a long-term tenant, be sure to supply your tenant or rental agent with all pertinent keys and information.

**Pool Tags** – Pool tags identify owners when using one of the Association's pools. These tags should also be distributed at closing from prior owners to new owners. There is a \$50 charge for replacement tags.

**Parking Spaces** - Parking within the community is very limited and there is only space for two cars per unit. If you reside within The Key West Golf Club community, you must register your vehicle with the Association office. Long-term renters also need to register their vehicles. Upon registration, a decal will be issued for your vehicle(s). Owners who rent a vehicle while in town or short-term renters with a vehicle need to obtain a temporary parking pass from our office. Vehicle size is limited to those vehicles not exceeding 18 feet in length or 80 inches wide. Also, remember that boats, trailers, RV's, waverunners, etc. are not allowed within the Key West Golf Club community. You should make arrangements to park these items elsewhere.

**Architectural Approval** - Owners who desire to make changes to the exterior of their home should remember that requests for any changes, including exterior paint color and the addition of any items such as awnings or screen doors, need to be submitted to and approved by the Association. All requests must be in writing.

**Pet Registration** - The Board of Directors has also approved the implementation of a pet registration program. All pets within the Key West Golf Club must be registered with the administrative office by completing the approved Pet Registration Application. If you (or your tenant) have a pet, please register it today.

**Rule Booklet** – A booklet entitled “Welcome to The Key West Golf Club Homeowners Association” is included on the Association’s website. Please review it from cover to cover to find information on anything from important phone numbers to our rules and regulations.

**Disposal of Large Items and Debris** - Individual homeowners or their contractors are not allowed to use the association dumpster for their yard waste. It is a good idea to advise your contractor ahead of time that he is responsible for removing the waste from the property. Homeowners doing their own landscaping must remove their waste themselves, or call a hauling service. When replacing carpeting, appliances, cabinets etc., the same logic applies, and many of these requests are to be handled by Waste Management. We simply are not equipped for dealing with such large items any other way.

**Package Deliveries** - If you anticipate receiving packages at your home in The Key West Golf Club community during your absence, we understand that requesting that the packages be sent to the Association office seems like a logical alternative. However, with 390 residences, we are not equipped to handle this type of service and are unable to accept any packages or mail. Some alternatives you may consider are:

1. Contact a neighbor who is currently in town and send the package to their address,
2. Have the package sent to your address a day or two after your arrival to town to ensure that it will arrive after you, or
3. Have packages sent to the agent that monitors your unit during your absence.

**Address Update** - To enable us to better serve your association needs, please take a few minutes to complete the Address Update form and return it to our office so that we can update our records. You may fax the form to us at 305.293.0251 or email it to [Suzanne@cackw.com](mailto:Suzanne@cackw.com) or you may mail it to us at 305 Whitehead Street, Key West, FL 33040.

**Website** – Our Association website is [www.kwgchoa.com](http://www.kwgchoa.com) and it provides a lot of helpful information.

**Rental Of Your Unit** - If you plan to rent your unit, the lease agreement between you and your tenant must be registered at the Association office whether you use an agent or lease directly. Your tenant will not be able to obtain parking stickers until this has been done. Be aware that tenants are subject to the same rules and regulations of the Association as homeowners. The lease agreement between you and the tenant must include a “Crime-Free, Drug Free” addendum, must state that the Association has the right to terminate the lease for tenant’s failure to comply with the Association’s rules and regulations, and must state that the Association has the right to collect rent to apply against unpaid Association assessments and fees. Please obtain a “Lease Approval” packet from the Association office for details. (see Association website documents page – Long Term Lease Application)

**In Closing** - Members of our staff are available to help homeowners with issues such as parking and violations of homeowner bylaws. The Security Staff can be reached at the guard house 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, followed by a call to KWGC HOA Security.