



Key West Golf Club Homeowners Association

FALL 2015

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A Message from The President

This summer, our Management Team has been hard at work to improve the appearance and security of the community. Special attention was given to security staff performance and directing the maintenance crew on priority projects.

Briefly, some of these efforts include:

Security Staff

There was an unusually high turnover in the security staff in early summer. We are now fully staffed and management has been working with the guards to be more observant about what's going on throughout the property, especially the evening guards. In addition, the process of entering people into the Quick Pass system has been more efficient. However, this is still a work in progress.

We have added a part-time security professional to check in and provide individual guidance to the guards. As the night supervisor, he has been working with the staff -- riding with them on rounds to reinforce what they need to be looking for to maintain safety and security.

Maintenance Staff

We have three full time maintenance personnel, in addition to the landscape contractors. Over the summer our personnel worked on backyard fences and making limited repairs to improving the appearance of two foreclosed properties, properties where the bank has been unwilling to undertake the work. The HOA will be reimbursed for this work on one -- and most importantly, the appearance of both homes has been drastically improved.

The lights in the sanctuary are all up and working. We are looking at some ideas to improve the lighting without spending a lot of money.

Vehicle Access Control

The QuickPass system is working well with a few minor incidents. We believe the glitches last month were caused by the Wi-Fi signal. A "plan B" procedure was put into place, so if this hap-

pens again, we can maintain a consistent check-in process.

We are revisiting the concept of having a third access lane. There appears to be some merit to the idea even without a computer based vehicle tracking system. It would ensure quicker access for residents while affording time to properly check in visitors. The HOA has retained the services of an engineering firm and is looking into the feasibility and cost of the improvement.

Pool Checks and Maintenance:

Since June we have started doing pool checks every other hour. The first guard on each shift that goes on patrol, is the pool checker. In the first month and half, over 200 guests were checked. The majority of the guests had their pool tags with them. Warnings were given the first few weeks when someone did not have their tags. Now folks that do not have their tag are asked to please get it. Please remember to bring your pool tags when using the pool facilities.

Both pool decks have been cleaned, sealed and painted -- there is a noticeable improvement in these areas. Also all the furniture has been cleaned and we will continue to maintain these areas as a top priority on a daily basis.

In summary

As always, your Board of Directors has, as a top priority, to maintain the appearance and security of our property and enhance the value of all of your properties. And, we will continue to do our part.

Every homeowner must do his part, as well. Take a good look at your property and do what's necessary to make it look its best -- see what needs work and make the repairs. Please help maintain the appearance and quality of our community and protect the investment we all have in the KWGC.

Thank you,

Russ Vickers, President KWGCHOA





“Please provide us with and keep us updated on your current contact information.”

The Budget Process

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 Board meeting on Tuesday, November 17th, members will have the opportunity to provide suggestions prior to the Board voting to approve the budget.

General Reminders

- If you see any suspicious activity in the Golf Club community, **first call 911** and then call Security at 305.293.9863.
- Electric cars are not allowed to be plugged in anywhere on property unless the car is in a private carport. Electrical cords must never run across a sidewalk or any other common area for obvious safety reason.
- Exterior Holiday decorations should be limited to a few strands of lights, simple wreaths and bows. Decorations can be put up 11/27/15 and need to be taken down by 1/7/16.
- 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.
- PET PROTOCOL: Dogs are not permitted to roam the Community unattended. We need to remember to keep your dog, large or small, on a leash. Also it is the responsibility of the owner to clean up after his/her pet. It is never fun to run into a “present” left behind by a wandering pet with an un-watchful owner. Please clean up after your pet!
- Doggie bag stations are located throughout the property for your convenience.
- Also: Please be sure that your pets are registered with the administrative office. The pet registration form can be found at www.kwgchoa.com under “Documents.”
- Be sure to lock up your bicycles! We have added a new **AIR FILL STATION** at the Maintenance shop for bicycles & scooters only! Available 24 hrs. a day.

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.

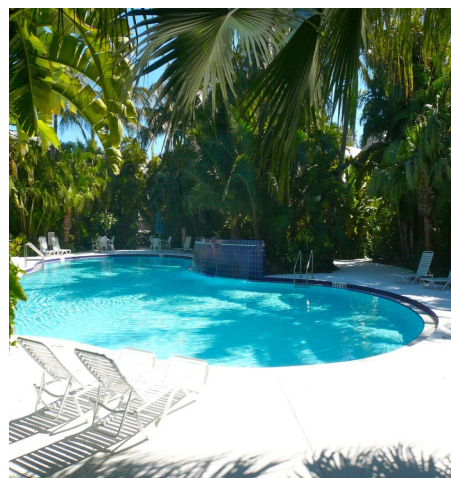
Being a Board member can be hard work at times, but it may also be one of the most rewarding ways you'll find to volunteer your time. If you're interested in running for The Key West Golf Club Board or would like more details about the Board's responsibilities, please contact the administrative office 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.

Our administration office has moved!

*Please update your records and mail any correspondence
and/or HOA payments to:*

KWGC HOA
305 Whitehead Street
Key West, FL 33040





KWGC HOA Annual Meeting Date

KWGC HOA Annual Meeting will be held on

Saturday January 30, 2016 @ 3:00pm

at the Golf Course Clubhouse

**If you cannot attend,
please send in your proxy so there will be a quorum.**

Parking

We all know parking is a big issue in the Community. Management and Security do the best they can to control the situation. It will help tremendously if everyone took pride in this situation and please advise your visitors and guest to park in Visitor Parking. At the same time Stickered vehicles should park in the streets to keep the visiting parking free for visitors.

CAUTION:

As you drive through our neighborhood, you

often see small children, walkers, runners, roller-bladers and cyclists. Both drivers and pedestrians need to exercise caution! If you are a driver, please be watchful around all pedestrians and cyclists by driving slowly. For those of you exercising, stay safe by wearing light colored clothing and reflective gear so drivers can see you.

Parents please instruct the children on proper protocol on the streets vs. sidewalks. We can all share the roadways; all parties stay alert to avoid the unforeseen!

Resident Only Parking:

**Spoonbill Way and Golf Club Drive between #57 - #183 – (Kestral to the Sanctuary Gates).
Guests/Visitors are to park at the pool parking lots or the overflow lot at the golf course that is marked "HOA Parking." Please adhere to these policies in consideration of all residents.**

Leasing Policies & Gratuitous Guests

The KWGC HOA monitors the rental activity of homes within your community. For that reason, when renting your home, you need to submit the required forms to the HOA management. This also applies to family use as well as gratuitous guest who are using your unit when you are not. Pet forms (including a photo and vaccination records) also need to be completed for any pets accompanying tenants.

In addition to the forms to be completed, there is a \$150 fee for long-term rentals (6 months or longer) and a \$50 fee for each short-term rental. This fee helps to offset the cost of monitoring the rentals, which includes additional record keeping and parking supervision as well as additional security activity.

Please be advised that, when renting either long-term or short-term, as the owner you are transferring the ability to use the common property (i.e. pool and parking) to your tenants.

For more information and to download required forms, please go to our web-site: www.kwgchoa.com and select the "Documents" tab. Forms are: *Long Term lease Application* for long term leases and *Unit Use Form* for Vacation rental and Gratuitous Guest.

THE IMPORTANCE OF 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.

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.

~If you are a
driver, please be
watchful around
all pedestrians
and cyclists by
driving slowly~

A Message from Your Community Association Manager

I would like to take this opportunity to introduce myself as your Community Association Manager (CAM) working with The Community Association Company (CAC). I'm excited about working for your community and know that, together, we can make a difference. There will be challenges and I'm ready to take them on. I have been involved with the KWGC HOA for eight months and, during that time, I have gotten to know a lot of the owners and renters.

I was born and raised in Key West. My family has been here for six generations. My wife is from the Cleveland, OH area and has been in Key West for the last twelve years. I have two young children: a four-year-old daughter and an eleven-month-old son.

My work experience in property management started when I brought my first home here in Key West. It was a condo and, at the first annual meeting that I attended, I left as President. I had no idea what I was getting into, but I persevered. I continued to be President for the next five years. During that time, I learned a lot about condominium living and all that comes with it. For the last five years, I have been working as an independent property manager for various owners.

When I was asked to join CAC and had a chance to meet their team, I thought this could be the next step to my future. For the last eight months, I have been on property at the KWGC HOA and learning what goes on. You have a very nice community and some very nice people working for your community. As in any community, there is always room for improvement and I know that I'm the one that can get it done for you. So, if you see me out in the neighborhood, please stop me to introduce yourself. I do not have set office hours as I regularly check in on all shifts, although I am on property throughout the week. I am always available by email randy@cackw.com or by phone [305-747-2330](tel:305-747-2330). Please do not hesitate to reach out to me.

Thank you,

Randy Niles, CAM

Improving Our Community's Appearance

For a long time the Key West Golf Club Homeowners' Association enforced strict rules on the appearance of each individual home. It seems over the last few years, little by little, the rules have become lax. We would like to inform owners that inspections will be done on all homes and remind all owners of the rules for the exterior appearance of your KWGC home. These rules can be found in the KWGC HOA Rule Book, which can be found on our website KWGCHOA.com. Please take the time now to assess the exterior appearance of your home and make any improvements or adjustments necessary. I will help make our community a much more inviting place to live.

To ensure that the exterior of your property is kept in a good, safe, clean, neat and attractive condition:

- 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 as it gives our community an untidy appearance.
- Remove all holiday decorations promptly after the holiday. Christmas lights can go up the day after Thanksgiving and must be taken down by the 7th of January. NO blinking lights; however, colored lights are permitted.
- All exterior furnishings and accessories must have prior design approval. Items that have not been approved must be submitted to the Architectural Review Committee for consideration.
- Screen doors require Architectural Review Committee approval.

The following furnishings and accessories are currently approved :

- White, pastel or stained furniture must be made of wood, wicker, wrought iron or resin (not plastic).
- Natural terra cotta or glazed flowerpots as well as white, green or metal plant hangers (not plastic) are approved.
- No other accessories can be placed, stored or displayed on porches or in yards.
- Front porches are to be simply furnished and shall not have more than 2 chairs and 1 hanging wooden swing.
- Rear Porch/Yard: Approved furniture materials for the back porch and rear yard shall include white, pastel, or stained furniture made of wood, wicker, wrought iron, or resin (not plastic). Additional furniture may be permitted for the rear yards/porches subject to prior approval in each case, provided that in the case of rear porches the porch is closed in with black-out screening. In the case of rear yards, the yards must be extensively and completely screened from view by landscaping and/or fencing.
- All other furniture or items must be stored in fully screened areas on back porches.



Trash Pickup

Garbage pickup is on Fridays. Please put your bins out on Thursday evenings or Friday mornings. Please label your cans clearly so there is no confusion when returning them to your home. Association staff have been instructed to close all gates after returning cans. REMINDER: Green cans are for household trash and Blue cans are for recycle only. **DO NOT PUT PLASTIC TRASH BAGS IN THE BLUE CONTAINERS.** If there are plastic bags mixed in with your recycling, Waste Management will not take it. If you have a grassy area in front of your home, place the trash container in the grass, freeing up the sidewalk for pedestrians. Please remember trash cans and recycle containers, when empty, should be kept back behind your side gate (closed).

Yard Waste/Debris:

As a reminder yard debris trimmings should be cut and placed in personal trash containers provided by the home owner, not placed in piles in the common areas. It will not be picked up by the HOA nor by Waste Management if left in piles. The trash container should have a "Yard Waste" sticker on the side. Stickers are available in the office if you need one.

PLEASE REMEMBER TO MARK YOUR CANS WITH YOUR HOME ADDRESS!!! This makes it much easier for the crew to get the cans back to their proper home.

Large Item Trash Pickup:

Waste Management offers a pickup service free of charge. To arrange to have your items picked up you can call them at 305.296.8297. Make your arrangements in advance so your large item(s) are picked up immediately. Examples are household furniture and appliances. You must make the call to Waste Management for pickup as the regular trash pickup trucks will not haul large items. There is a local company that will pick up appliances. Call Mo @ 954-822-5313. He will normally pickup same day.

If you are remodeling your home and will have large quantities of scrap building materials, please make your own arrangements to have it hauled from the property daily.

If any large items are left on the street, you will be charged \$25/per man hour plus dumping fees for the disposal.

Administrative Office:
305 Whitehead Street
Key West, FL 33040
Phone: 305.296.0556
Fax: 305.293.0251

Sterling Christian, CPM®
Operations Director
sterling@cackw.com

Randy Niles, CAM
KWGC Property Manager
randy@cackw.com

Vickie Datzman, CAM
Property Manager
vickie@cackw.com

Matthew Greenblatt, CAM
Property Manager
matthew@cackw.com

Connie Christian, CPA
Accounting Manager
connie@cackw.com

Suzanne Egle
Office Administration
Suzanne@cackw.com

Guardhouse 305.293.9863

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@cackw.com and she will set you up for your next statement.

If you would like to sign up to pay your monthly homeowner assessments by ACH, please email Connie at connie@cackw.com to request an ACH authorization form.

All payments should be made to our new mailing address:

Key West Golf Club HOA
305 Whitehead Street
Key West, FL 33040

If your bank sends your payment automatically, please update the mailing address with your bank.

We're on the web

www.kwgchoa.com