Owners Handbook
Association Rules & Regulations

Management/Association Office
74 Golf Club Drive
Key West, FL 33040
kwgcoffice@cackw.com

Office Phone # 305-293-0301

Community Property Manager:
Traci Gulledge
traci@cackw.com

IN AN EMERGENCY CALL 911 OR

NOTIFY NON EMERGENCY POLICE (305) 809-1111

Updated 10-22-26

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 the HOA 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

KWGC Key West Golf Club HOA

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, Resident Services, 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.

RS. Resident Serves refers to our onsite Community Standards Team employed by the HOA.

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Key West Golf Club
Home Owners 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 the KWGC HOA Office.

KWGCHOA

Management and HOA Office in the Community Center located at 74 Golf Club Drive: 305-293-0301
Billing Issues: 305-294-3040
KWGC HOA Website: www.kwgchoa.com
Management Email: kwgcoffice@cackw.com.com **Property CAM Email:** traci@cackw.com

QuickPass: www.quickpass.us

Homeowners and tenants can enter their VISITORS' information into the system's Quickpass Parking app (for adding VISITORS on the go). Contact Management to obtain your username and password.

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

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 (Internet) 866-299-6824 Included in the Association monthly fee.

DirecTV (Television) directv.com/mycommunity then verify your address or call 866-258-8766 Included in the Association monthly fee.

Mail Pickup & Delivery

Starting mail - When you arrive obtain the form from the US Postal Service office or online at 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 from the US Postal Service at 305-294-6575, and from Home Depot. You will need to contact the US Postal Service to schedule a lock change.
- UPS, FedEx and USPS make deliveries to the community daily.
- Management or other personnel are not permitted to sign for packages or delivery.
- For large deliveries please refer to Page 5 for acquiring the correct Liability form.

Moving In and Out

Proper Notice to Management is required by completing an Acknowledgement of Liability & Indemnification form.

- Contact kwgcoffice@cackw.com for an Acknowledgement of Liability & Indemnification form. This can also be found on ONR. This form should be submitted no later than 48 prior to the expected delivery.
- 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: kwgcoffice@cackw.com.com**.**
- 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, 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. 32 gallon garbage cans without a lid are to be used for yard waste. Yard waste can not be piled higher than 18”over the top or Wate Management may not take it.
- Containers must be clearly marked with your house number.
- All items eligible for recycling may be mixed in the Blue Recycling bin. No plastic bags may be in bin. Clear instructions from Waste Management regarding recycling are available at the HOA office.
- 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 32-gallon 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.
- For Bulk Item pick-ups, such as appliances or furniture, Call Waste Management at **305-296-829**7 in advance for the free pick up of large items. Do not place the items outside for pick up until the day prior to pick up. Contact the HOA office at kwgcoffice@cackw.com to make the office aware of the bulk pick up scheduled.
- 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.

Emergency Information

In an emergency call 911

Non Emergency 305-809-1111

Main Gate 305-293-9863

- 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 personnel with respect.
- **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**
- You can reach the Main Gate on a 24 hour basis at 305-293-9863.For HOA emergencies such as leaking irrigation. All other issues can be directed to the office via email or in person.
- Copies of your home keys and or mailbox keys may be left at the Management Office.
- An emergency phone is located in the Security guard house and on the Community Center porch.
- ***The Resident Services Team is not Security.***
- An Automated External Defibrillator (AED) are located at the HOA Clubhouse adjacent to the Large Pool for use during emergency situations.
    - Please note that Key West Golf Club HOA does not provide on-site medical personnel, emergency responders, or individuals specifically trained in the use of the AED. The availability of the AED does not constitute a guarantee of medical assistance
    - Key West Golf Club HOA assumes no liability for its use or misuse and makes no representations or warranties regarding the effectiveness of emergency medical intervention.
    - Residents and guests use all amenities at their own risk and should not rely on the presence of the AED as a substitute for professional emergency medical care

Pet Policy

- Pets must be registered with Management including a photo and written proof or photo of a rabies tag indicating vaccination is current. Pet registration forms are on ONR and online at **www.kwgchoa.com.**
- The rules in this paragraph are effective March 22, 2026 and are not retroactive for dogs properly registered with a photo prior to that date. No more than two dogs (including service dogs) per home are allowed. There is no breed or size restrictions. For service dogs, additional documentation provided by a physician must be included with registration. Pets of any kind may not be bred for commercial purposes within the Association.
- Excessive barking or other aggressive / 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.

All pets, including cats, must be under the control of their owner while outside the residence. Cats are not permitted to roam freely within the community. Any cat outside of the owner's residence must be secured by a leash or other contraption and under the control of a responsible person. Cats may not roam freely on Association common property. Feeding stray or feral cats on Association common property is prohibited.

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 on ONR under **"Design Guidelines".**
- 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 property maintained for a fee.

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.

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 fluorescent 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.

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.

Noice 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

- 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.

Vehicular Access/Parking Restrictions:

- Homeowners and long-term tenants (6 months or longer lease) should obtain a resident/tenant parking decal. Proof of residency must be provided (property title or lease/HOA forms)
- All vehicles parked on HOA premises must have a current state registration and be street worthy.
- Each address is allowed up to two 4-wheeled vehicles and up to two 2-wheeled vehicles. One Decal is allowed for each of those vehicles. Decals and transponders cannot be transferred to another vehicle.
- Only 4-wheeled vehicles will utilize QuickPass transponders.
- **Management will issue all Permanent Resident/Tenant decals, QuickPass Transponders, and Mirror Hangers.**
- Transponder Fees: The first Transponder is free. Second and subsequent QuickPass transponders are $50 each.
- In order to use the “Resident” entry lane (i.e. right entrance lane), a valid vehicle decal and QuickPass transponder must be properly displayed and permanently affixed to the vehicle to which it is registered.
- 4-wheeled vehicles with decals and transponders may park in any KWGC designated parking space, except for (i.e. Spa Home designated spots).
- Motorcycles and scooters must be parked in designated “Motorcycle/Scooter” parking areas or within a resident’s back yard. They may also be parked in a car spot ONLY if there is a car stop or curb, but must be parked tightly against the car stop or curb to allow a 4-wheeled vehicle to share the spot. Motorcycles and scooters are NOT allowed to park on the road side end of a car spot that has a car stop.
- Motorcycles/Scooters cannot be used to reserve car spaces. If a motorcycle/scooter is parked against a car stop or curb, another vehicle may park behind/in front of it.
- Vehicles found with forged or fake HOA parking stickers will be subject to immediate tow.

Owner or **Long-Term Tenant** Decal & Transponder

To be given out by office staff with appropriate documentation of sale or lease and copy of photo ID & vehicle registration. Vehicle must be present to receive Decals & Transponders. May have up to 2 (4) Wheel vehicles & 2 (2) Wheel vehicles per home.

Example: Owners, *Long Term Tenant 6 months -1 year*

Short Term Tenant – **Yellow Hang Tag**

Prompted for approval by a UNIT USE FORM. For tenants residing on property for less than 6 months. Kept at Main Gate for guest arrival.

Example: Air B&B vacation rental, short term lease (1-6months)

Owner VIP Guest – **Pink Hang Tag**

Prompted by Owner VIP Request Form

Kept at Main Gate for guest arrival.

Example: family in town, weekend or extended stay visitor, vacationing owner or snowbird arriving in rental vehicle

Orange Hang Tag

Blank passes will be distributed by Main Gate for daily vendors.

If extended contracting services are needed the pass is prompted by owner request (ARC request & construction agreement received)

NO OVER NIGHT PARKING – IMMEDIATE TOW

Example: plumbers, cleaners, pool service, groomers, landscapers, contractors and etc.

White Visitor Pass

Printed and distributed at Main Gate through Quickpass system

Parking in **Visitor Parking ONLY**. Pass must be clearly displayed.

Owners have ability to add approved visitors on Quickpass app

(Type of Visitor: temporary, permanent, recurring, duration)

Visitors on 2 Wheeled Vehicles Must stop at Main Gate for pass

Owners and Long-Term Tenant:

In addition to Vehicular Access/Parking Restrictions above:

- Management will issue a **proper decal and transponder upon submission of appropriate supporting documentation**
- May have up to 2 (4) Wheel vehicles & 2 (2) Wheel vehicles per home

Short Term Tenant:

In addition to Vehicular Access/Parking Restrictions above**:**

- A **Yellow Hang Tag** may be permitted at the discretion of Management. **Yellow Hang Tag** must be hung from the rear-view mirror.
- Prompted for approval by a UNIT USE FORM.
- UNIT USE FORM found on ONR . $50 Charge will be added to owner account for each Unit Use Form submitted.
- A Yellow Hang Tag can park in resident or visitor parking

Guest Hang Tag:

In addition to Vehicular Access/Parking Restrictions above:

- PINK PASS:
  - Management will issue Pink Hang Tag - prompted by submission of Owner VIP Guest Request Form.
  - Owner cannot be currently storing 2 vehicles on property (owners are allotted 2 parking spots – this pass can substitute those spots)
  - A Pink Hang Tag can park in resident or visitor parking
- ORANGE PASS:
  - Orange Hang Tag Parking passes are given out to contractors as a designated day pass to park in front of the property they are working on
  - May park in Resident Parking during the day NO OVERNIGHT PARKING
  - May park in designated Vendor parking spaces in the Sanctuary

Visitor Pass:

In addition to Vehicular Access/Parking Restrictions above:

- White visitor pass is printed and distributed by main gate thru Quickpass System
- A White visitor pass must be visible and readable on the driver's side dash.
- Owners/Tenants have the ability to add approved visitors via quickpass app. (Temporary, recurring, permanent, duration)
- Duration type visitors may have a pass printed for up to 30 days.
- Vehicles with a **White Visitor Pass** may **ONLY** park in **VISITORS** parking areas (see map pages 12-13).
- **Removal of the Mirror Hanger prior to driving is strongly recommended.**

Other Parking Regulations:

- Speed Limit throughout the community is **15 mph**.
- Obey all one-way signs.
- 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 defined as 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 moving trucks or trailers.
- All vehicles must park and fit between the white lines and within the ends of the lines. If a vehicle does not fit in a standard parking spot, the vehicle must be either parked in the overflow lot or off premise (see map pages 12-13). 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.
- Parking in Vendor parking spaces is prohibited unless you are a Vendor.
- 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 and should not be left on the common area when removed from the vehicle.
- 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.
- 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.

PARKING ENFORCEMENT AND TOWING POLICY

A. Purpose

The purpose of this policy is to establish a uniform and enforceable procedure for parking violations and towing within the community, ensuring compliance with the Association's governing documents and maintaining orderly use of parking areas.

B. Responsibility & Compliance

Owners are responsible for ensuring that all occupants, guests, tenants, and vendors comply with the Association's parking regulations. Failure to comply may result in violations, fines, and/or towing as outlined herein.

Enforcement actions are taken against the Owner for the unit associated with a violating vehicle.

- Vehicles are identified by license plate number and/or vehicle pass number, which is used to determine the corresponding unit.
- The **Owner is responsible** for all vehicles associated with their unit, including those of residents, guests, tenants, and vendors.

C. Violation and Enforcement Process

1. First Violation – Courtesy Warning

- A written notice ("ticket") will be placed on the vehicle at the time of the violation.
- The violation will be **documented and recorded**, including photographic evidence.

2. Second Violation – Formal Notice

- Upon a second violation attributed to the same unit, regardless of vehicle, the Owner will receive a **formal notice** via email.
- The notice will advise that:
    - Two (2) violations have been recorded; and
    - A third violation may result in the Owner being brought before the Board of Directors for consideration of a fine..
- Documentation and photographic evidence will be made available upon request.

3. Third Violation – Proposed Fine

• Upon a third violation attributed to the same unit, regardless of vehicle, the Owner will receive written notice that the violation will be presented to the Board of Directors at the next available Board Meeting for consideration of a proposed fine.

• In accordance with Florida Statutes, the Owner must be provided a minimum fourteen (14) day notice prior to the Board Meeting where the fine will be considered. Depending on timing and notice requirements, the matter may be placed on either the current month's or following month's meeting agenda.

• If the Board votes to propose a fine, the matter will then be forwarded to the Association's Fining Committee for review and approval.

• The Fining Committee must independently approve or reject the proposed fine before the fine may be imposed against the Owner.

• Documentation and photographic evidence supporting the violations will be made available upon request.

D. Fining and Hearing Rights

- All fines shall be subject to the requirements of Florida Statutes and the Association's governing documents.
- Fining hearings will be held as needed with proper notice provided to the membership and affected Owner in accordance with Florida Statutes and the Association's governing documents.
- Owners may submit written correspondence, supporting evidence, and any dispute documentation for consideration by the Fining Committee.
- If no response or dispute request is received within the required timeframe, the fine shall stand as approved.

E. Expired License Plates

- It is the responsibility of each Owner to ensure that all vehicles parked within the community maintain current and valid registration and license plates at all times.
- Vehicles displaying registration or license plates expired **less than six (6) months** will be enforced under the Association's standard Violation and Enforcement Process
- Any vehicle displaying registration or license plates **expired more than six (6) months** is considered non-compliant under Florida law and is subject to **immediate towing** at the Owner's expense without additional warning.

F. Car Covers

- Any vehicle parked on property with a vehicle cover must display a current HOA-issued identification tag assigned specifically to that vehicle. All covered vehicles must always remain identifiable and must correspond with the vehicle registration information on file with the Association.
- Vehicle covers may not be used to conceal, misrepresent, or falsify a vehicle's identity, registration status, or parking compliance. Any covered vehicle that cannot be properly identified, does not display the required HOA-issued identification tag, or is found to be misrepresented under cover shall be considered non-compliant and subject to immediate towing at the Owner's expense without warning.

G. Evidence and Recordkeeping

The Association will maintain records of all violations, including dates, descriptions, and photographic evidence, to support enforcement actions and fining procedures. Covers without an identification tag will be removed to identify the vehicle.

Towing Enforcement

1. Immediate Towing

Certain violations are designated as towable offenses, as defined by the Association and provided to the authorized towing vendor. *Towable Vehicles* is posted on ONR and available in the Handbook of Rules and Regulations.

- Vehicles in violation of these categories may be **towed immediately without prior notice**.
    - Any vehicle with no parking identification
    - Orange pass after 7pm parked anywhere on property
    - Any vehicle parked on the grass
    - Improperly parked in Handicap spot
    - Blocking roadway for Emergency Vehicles

2. Towing Authority

- The Association has authorized its towing vendor to conduct **roaming enforcement**, including overnight monitoring.
- The towing vendor enforces only those violations approved by the Association.

3. Owner Responsibility

- All towing costs and vehicle retrieval are the **sole responsibility of the vehicle owner and/or unit Owner**.
- The Association **shall not be responsible for, nor intervene in, any towing action** performed in accordance with this policy.

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.

  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.

Resident Services Team

The Resident Services Team is responsible for supporting the day-to-day operations of the community by controlling parking and access, helping maintain compliance with HOA rules, and ensuring common areas are properly monitored and cared for. Their role is not enforcement in a security or law enforcement capacity.

Community Monitoring & Compliance

- Conduct routine patrols throughout the property
- Identify and document HOA rule violations (parking, property appearance, etc.)
- Issue courtesy notices and violations in accordance with HOA policies
- Submit photo documentation of all violations for recordkeeping
- Monitor for ongoing or repeat issues and report patterns to management

Parking & Access Support

- Assist with issuing temporary parking passes (under 30 days)
- Help ensure vehicles are parked in compliance with community rules
- Monitor for unauthorized vehicles, expired tags, and parking misuse
- Use of systems like QuickPass for guest access

Property Oversight

- Perform regular checks of common areas (pools, gym, bathrooms, gates, etc.)
- Ensure shared spaces are clean, orderly, and functioning properly
- Report maintenance issues promptly (lighting, plumbing, damage, etc.)
- Lock/unlock designated areas based on schedule

Resident Interaction & Assistance

- Serve as a visible point of contact for residents with general questions
- Provide guidance on HOA procedures (parking, guest access, amenities)
- Maintain a professional, calm, and respectful presence at all times

Operational Support

- Follow structured patrol routes and complete required check-ins
- Document daily activity and submit reports to management
- Assist in implementing new policies and community initiatives

Important Clarification

The Resident Services Team is **not security** and does not perform law enforcement duties. They do not intervene in disputes, enforce criminal laws, or respond to emergencies. In those situations, residents should contact local law enforcement or emergency services directly.

KWGC FLAG POLICY

Allowed:

- Statutorily protected flags.
- Official Conch Republic flags.
- Official sports team flags.
- Seasonal/holiday flags found on the list below

Prohibited:

- Political flags.
- Social movement flags.
- Modified versions of otherwise approved flags.
- Any flag containing slogans, advertising, or profanity.
- Any flag primarily expressing a political, ideological, commercial, religious, or social viewpoint.

Holiday Flags

January	New Year's Day, Martin Luther King Jr. Day
February	Valentine's Day, Presidents' Day
March	St. Patrick's Day, Easter (when applicable)
April	Easter (when applicable), Earth Day
May	Memorial Day
June	Pride Month, Juneteenth, Flag Day
July	Independence Day
August	No major national flag holidays
September	Labor Day, Patriot Day (9/11), Hispanic Heritage Month (Sept. 15–Oct. 15)
October	Halloween, Breast Cancer Awareness Month
November	Veterans Day, Thanksgiving, Native American Heritage Month
December	Christmas, Hanukkah, Kwanzaa, New Year celebrations

Statutorily protected flags

1. United States Flag
2. Official Florida State Flag
3. United States Army Flag
4. United States Navy Flag
5. United States Air Force Flag
6. United States Marine Corps Flag
7. United States Space Force Flag
8. United States Coast Guard Flag
9. POW/MIA Flag
10. First Responder Flags, including flags representing:
    - Law Enforcement Officers
    - Firefighters
    - Emergency Medical Technicians (EMTs)
    - Paramedics
    - Correctional Officers
    - 911 Public Safety Telecommunicators
    - Search and Rescue Personnel
    - Federal Law Enforcement Officers as defined by statute

GENERATOR POLICY

The Association recognizes the owner's right to install and use generators for emergency power in accordance with Florida law. Permanent generators and related equipment are considered exterior improvements and must comply with the Association's governing documents, architectural standards, and all applicable governmental requirements.

Permanent / Standby Generators

Prior written approval from the Architectural Control Committee (ACC) is required before installation of any permanent or exterior fixed generator, fuel storage tank, concrete pad, electrical equipment, piping, screening, or other related exterior equipment.

Applications must include the proposed location, generator dimensions and specifications, fuel source and tank information, and any proposed landscaping or screening.

Permanent generators and related equipment must:

- **Be located in the least visually intrusive location reasonably available while meeting applicable code requirements, with consideration also given to the potential noise impact on neighboring properties.**
- Comply with all required setbacks, clearances, building, electrical, fire, and other governmental requirements.
- Be reasonably screened from view when feasible, provided the screening does not interfere with safe operation, ventilation, access, or required clearances.
- Not encroach upon Association common property, easements, neighboring property, or other areas where installation is prohibited.
- Be maintained by the owner in a clean, safe, and attractive condition.
- Be installed, maintained, repaired, and replaced entirely at the owner's expense.

Association approval does not replace or constitute approval by the City of Key West or any other governmental authority.

Portable Generators

Portable generators may be temporarily used during power outages, hurricanes, and other emergency situations without prior ACC approval.

Portable generators must be operated outdoors and in accordance with manufacturer instructions and applicable safety requirements. They may not be operated inside a residence, garage, enclosed porch, or other enclosed or partially enclosed area where exhaust may create a carbon-monoxide hazard.

When not in emergency use, portable generators and fuel containers must be properly and safely stored and may not be permanently placed in areas visible from the street or common areas.

Generator Operation and Testing

Generators may be operated as necessary during an electrical outage or emergency. Routine testing and maintenance should be performed during reasonable daytime hours whenever possible to minimize unnecessary disturbance to neighboring residents.

Fuel Storage

Permanent propane or other fuel-storage tanks associated with a generator require ACC approval and must comply with all applicable fire, building, safety, and governmental requirements.

Owner Responsibility

Owners are responsible for the installation, operation, maintenance, repair, and replacement of their generator and related equipment, as well as any damage caused to Association property or neighboring property by the installation or operation of the equipment.

This policy is subject to the Association's governing documents and applicable federal, state, and local law.

Property Inspection and Compliance Procedure

The Community Association Manager (CAM) is responsible for conducting an exterior compliance inspection of each home within the Association at least once annually. The annual inspection is a visual compliance inspection and is not intended to constitute a structural, engineering, building code, safety, or property condition inspection.

Inspections are conducted on a random and ongoing basis throughout the year rather than by street or on a published inspection schedule. An inspection may also be prompted by the sale or anticipated sale of a property so that visible outstanding maintenance or compliance issues can be identified during the sale process.

Inspections are conducted to identify visible conditions that may not comply with the Association's Declaration, Design Guidelines, Rules and Regulations, or approved architectural standards. The inspection may include, but is not limited to, the exterior condition of the home, paint, fencing, landscaping, exterior modifications, doors, windows, shutters, roofs, visible equipment, and other items governed by the Association's documents.

Routine inspections are generally conducted from streets, common areas, and other areas where the exterior of the property is readily visible. The inspection is a visual compliance inspection and is not intended to constitute a structural, engineering, building code, safety, or property condition inspection.

First Notice

When a maintenance or compliance issue is identified, the CAM will document the condition and may photograph the area. A written Property Inspection Notice will be provided to the Owner identifying the items requiring attention.

Owners are generally provided thirty (30) days from the date of the notice to correct the identified items.

If an Owner is unable to complete the work within 30 days, the Owner must contact management within ten (10) days of the notice with a proposed plan for correction and the additional time requested.

Management may approve a reasonable extension based on the nature and extent of the work, contractor availability, permitting requirements, weather, or other reasonable circumstances. Any approved extension should be documented in writing.

Reinspection and Second Notice

Following the compliance date, or an approved extended compliance date, the property will be reinspected.

If all identified items have been corrected, the violation will be closed.

If one or more items remain outstanding, a Second Notice will be issued identifying the remaining items and providing a new compliance date. The Owner should contact management before that date if work is underway or additional time is reasonably necessary.

The property will be reinspected following the Second Notice compliance date.

Final Notice

If the violation remains unresolved following the Second Notice and reinspection, a Final Notice will be issued providing the Owner with a final compliance date.

If there is a legitimate reason the work cannot be completed by the final compliance date, the Owner must contact management before the deadline. Any additional extension will be considered based on the circumstances and documented in writing if approved.

The property will be reinspected after the final compliance date.

Board Referral

If the violation remains unresolved after the Final Notice, and the Owner has not established an acceptable plan for correction, the matter may be referred to the Board of Directors for further enforcement.

Management will provide the Board with the inspection history, notices, photographs, Owner communications, extensions granted, and any other relevant documentation.

Depending on the nature of the violation, the Board may authorize further enforcement as permitted by the Association's governing documents and Florida law, including applicable fining procedures, legal enforcement, or Association-performed exterior maintenance or repairs.

Association-Performed Maintenance or Repairs

Association-performed maintenance is not automatic following a Final Notice. The Board must determine that the maintenance or repair is required and authorize the Association to proceed when permitted by the governing documents.

The Declaration provides that the Association may perform certain required maintenance or repairs when an Owner fails to do so following ten (10) days' written notice and may charge the Owner for the cost.

When the Board authorizes Association-performed maintenance or repairs, the Owner will receive a separate Notice of Association-Performed Maintenance describing the work to be performed and advising that the related costs will be charged to the responsible Owner as permitted by the governing documents.

When entry onto the Parcel or exterior of the Unit is necessary to perform maintenance authorized under Article 5, the Association must provide the Owner with at least five (5) days' written notice before entry, except in an emergency. The Declaration requires this notice to be delivered personally or by certified mail, return receipt requested, and provides that entry must occur at reasonable hours on a day other than Sunday.

Management will maintain documentation of the work, including applicable Board authorization, notices, photographs, contractor proposals or invoices, and before-and-after documentation.

The actual cost of authorized exterior maintenance may be assessed to the responsible Owner as provided by the Declaration. The Declaration specifically provides that exterior maintenance performed by the Association is at the responsible Owner's expense and may be assessed as a Special Assessment.

If the resulting charge remains unpaid, the account will proceed through the Association's applicable assessment and collection procedures.

Compliance Process Summary

Inspection → First Notice (30 days) → Reinspection → Second Notice → Reinspection → Final Notice → Reinspection → Board Referral

If the Board authorizes Association-performed maintenance:

Board Authorization → Notice of Association-Performed Maintenance → Required Notice Before Entry → Contractor Performs Authorized Work → Before/After Documentation → Actual Cost Charged to Owner → Collection Process if Unpaid