

The Lakes at University Center Homeowners Association

We at the Lakes HOA extend our welcome to you! The Lakes is not an Apartment Complex. Each unit is individually owned. Please contact your landlord if you need any assistance related to your unit.

The Lakes at University Center is a Homeowners Association and is managed by Kelly's Association Management LLC, an independently owned management company. Our goal is to be helpful to you while providing services to ensure the proper management of the Lakes.

The following are a few items of information which we believe you will find helpful. Please note the Lakes rules, governing documents, and general information may be found online. We are currently updating the HOA website and we have a new web address of www.lakeshoa.org.

Mailing address – the Lakes has cluster mailboxes. Your unit has a building designation as well as a unit designation, both of which are required for receipt of mail. If you lose your key, it will be necessary for you to contact a Locksmith and pay to have your lock replaced. The Postal Service and the Lakes HOA do not have keys or locks.

Gate access – Gate codes are available to all owners and residents at no cost. These codes require a telephone number to be linked to them for access. This code may be provided to your guests so that they may contact you for access. The gate service can provide access by dialing #228 to reach the gate service. There is a fee for this service so we do ask that you utilize your personal gate code. Gate remotes are available for purchase for accounts in good standing. Please contact your Landlord if you need a new remote as the number of remotes per unit are restricted and remotes are only available for purchase by the Owner. The cost per remote is \$45 each payable by check or money order. Please report lost remotes via email to office@kellysmanagement.com and also notify your Landlord. Remotes are keyed to specific users so remotes must not be loaned or shared. Gate Codes will be provided after management receives your completed information form. To help prevent trespassing, please do not provide gate codes to others. Gate codes will be provided when you submit your Resident Information Form.

Parking – please note that parking rules are strictly enforced and violations will result in vehicles being towed. There are two resident parking decals and one guest hang tag for each unit. Replacement tags are \$45. If you are a new resident, complete and return a Resident Information Form including the name of the resident you are replacing at your unit. Parking rules are available online at the Lakes website. Should you experience having a vehicle towed, please call American Eagle Wrecker Service directly at 850-574-9200 for information. See additional Tow Information sheet provided. Do not call Management if you are towed.

Garage – vehicles must be parked inside of the garage and the garage doors must be kept closed. No vehicle repairs are permitted onsite at the Lakes, including inside of the garage. If your vehicle does not properly fit in your garage or on your parking pad, please use parking spaces available throughout the property. No trailers, recreational vehicles, or boats are permitted on the Lakes property. Vehicles parked in guest parking must fit fully within the lines of the parking space and not block traffic or the use of adjacent spaces. Fine of \$100 will be charged per violation.

Pets – by Leon County and City of Tallahassee ordinance, pets must be kept on leash when not inside your unit and have current immunization against rabies and other diseases. Further, all pet waste must be immediately removed by the owner when walking the dog to avoid a fine. Residents found violating this ordinance will be

fined \$150 per occurrence and reported to Leon County. Pets are cute, pet waste is not, please be considerate.

Pest control – the Lakes provides for annual termite protection for the community. Pest control is the responsibility of the homeowner.

Pools – gates to the pools require an entry code for entrance into the pool area. The pool gate code will be provided after receipt of your information form by our office. A pool key should be provided for you by the current unit owner. There is a \$50 fee for a replacement key (key is needed only if you do not have the pool code or an electrical malfunction). Please follow pool rules posted on the pool houses. **PETS ARE NEVER ALLOWED IN THE POOL OR ON THE POOL DECK. THE POOL WILL BE CLOSED FOR NOT LESS 1 WEEK IF A PET IS INSIDE THE FENCED AREA AND PET OWNER WILL BE FINED.** Pool parties must be registered with Management in advance via email (see Covenants and Rules online at www.thelakeshoa.org). Noisy parties will be required to leave. **EFFECTIVE JAN. 1, 2017, ALL NEW TENANTS ARE NOT ALLOWED TO HAVE PETS.**

Noise control – Lakes rules do not permit excessive noise including music, television, get-togethers, barking dogs, etc. All parties must be kept inside the unit, and noise levels must be kept at a level that will not bother neighbors. Excessive noise or rules violations will result in a fine of \$100 per occurrence.

Trash – there are five locations on the property where your trash may be properly disposed of. **If the dumpster closest to your unit is full, please take your trash to another dumpster for disposal.** All trash must be bagged and placed inside of the dumpster! Furniture must not be placed in front of the dumpster for removal as the City will not remove the furniture and they will also not service the dumpster. **Please place your furniture on the area behind the dumpster located at the overflow parking area on the southeast side of the complex.**

Recycling - the recycling container is located at the southeast corner of the Lakes. Please note that unless your recyclable item fits through the doors of the recycling container, they must be placed in the dumpster. Please do not place items on top of, or next to, the recycling container as they will not be removed by the City and are very unsightly.

Governing Documents including Rules – please familiarize yourself with these important documents. They are available online at www.thelakeshoa.org.

Please complete the information form included in this packet, and return the completed form to Kelly's Association Management (email, fax, or postal service).

Kelly's Association Management LLC
PO Box 3965, Tallahassee, FL 32315
Phone: 850-925-9911 Fax: 850-925-3191
Email: office@kellysmanagement.com
Please note the new web address for The Lakes:
Lakes website: www.lakeshoa.org

Sincerely,
The Lakes HOA Board of Directors
and
Kelly's Association Management LLC

The Lakes at University Center Homeowners Association

HOW TO PREPARE YOUR UNIT FOR A PROLONGED ABSENCE

General Preparations:

- Turn off all circuit breakers not in use.
- Remove perishables from the refrigerator.
- Pouring a little vegetable oil into the dishwasher will help to keep the seals moist.
- Run the disposal to be sure it is empty, then place the cover on the drain.
- Clean your oven prior to departure, and set the timer to "off" position.
- *Turn off the water supply to the entire unit, and turn off water lines behind the toilet and under the sinks.*
- Cover the toilet bowl with saran wrap to help avoid evaporation and discoloration. Close the lid to the toilet.
- Turn off televisions, computers, and phones. Cable and phone lines should also be disconnected.
- Close and lock all exterior doors and windows.
- Notify the Post Office to forward all of your mail.

Air Conditioning:

- Do not turn off the air conditioner during an absence. Due to the amount of humidity, mold and mildew will form in the unit if the air conditioning is not left on. Set the unit to no more than 78 degrees in the summer when you are away.
- Drain the a/c line prior to your departure to be sure there will be no damage due to overflow of the drain pan. An air conditioning company can perform this service.
- Leave mothballs around your unit to further deter mold and mildew, and also to discourage insects in the home.

Exterior and Garage:

- Please remove all items from the deck and exterior areas of your unit. Items are not to be stored outside and should always be put away when not in use.
- Garage doors must be kept closed except when entering or exiting the garage.

Emergency Contact Information:

- Please complete the information form included with this information, and return the completed form to Kelly's Association Management (email, fax, or postal service).

The Lakes at University Center Homeowners Association – Please return completed form to office@kellysmanagement.com. Thank you.

INFORMATION FORM – EACH RESIDENT MUST COMPLETE A COPY OF THIS FORM AND RETURN VIA EMAIL

Please submit a copy of your Driver’s License and this form to activate your access

Please Print

Name: _____ Unit #: _____ Date: _____

Mailing Address: _____

I am (check one) Owner ___ Tenant ___ Lease start: _____ Lease end: _____

Cell Phone Number: (_____) _____ Alt. Number: (_____) _____

If you have a remote, what is the 3 number i.d. on the remote at the end of the remote or on the metal clip on the back of the remote : _____ (MD1101 is not the id number).

Email Address: _____

Emergency Contact: _____

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Vehicle Information

Make: _____ Model: _____ Color: _____

License Number: _____ State Issuing Tag: _____

Make: _____ Model: _____ Color: _____

License Number: _____ State Issuing Tag: _____

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Pet Information – NEW TENANTS

Notice to all NEW tenants. NEW Tenants are not permitted to have pets at the Lakes at University Center Homeowners Association. A fine of \$150 per day will be assessed for any person in violation. NO EXCEPTIONS.