

Calabay Parc at Tower Lake Homeowners
Association
3020 S. Florida Ave. Ste. 305
Lakeland, FL 33803

June 19, 2020

Current Resident
341 Cherokee Ave
Haines City, FL 33844

Re: WELCOME

Welcome New Resident,

Calabay Parc at Tower Lake is a beautiful community. It is also a Short-Term Rental Community as well as Full-time Resident community. As such it has a Homeowners Association (HOA) and restrictions. This is good news because the restrictions help protect the safety, security, beauty and value of our houses and community. Below, please find some friendly reminders about the most common restrictions.

“Do’s”

- Park vehicles in your garage or driveway (you, family and visitors) - avoid street parking as much as possible, especially on curves, at mailboxes and opposite a neighbor’s driveway
- Maintain your house in good condition and appearance
- Maintain your driveway and sidewalks with pressure washing
- Keep trash and recycling cans in the garage or out of site behind a screen approved by the HOA
- Keep garage door(s) closed when possible
- Pick up after your pet and keep your pet on a leash when outdoors
- Always get approval from the HOA for any and all changes to the exterior of your house and property including but not limited to alterations, painting, planting, landscaping, etc.

“Don’ts”

- Calabay Parc at Tower Lake is a short-term rental community that allows for full-time residential and long-term rental. This is an advantage to families as with working residents as the community is a mixed community and share both short-term and long-term rentals, as well as full-time residents. Please make sure to adhere to the City of Haines City’s ordinance for noise 11:00 PM to 7:00 AM quiet hours. We want to be sure you’re well rested when you head to the parks as well as those of us going to work, meetings, golf and other activities. Please respect your neighbors. If you are being bothered after these hours, please feel free to call the Haines City police non-emergency number (863) 421-3636. Haines City enforces a strong no-tolerance policy on this ordinance, so please make sure to respect these quiet hours to avoid a fine or penalty.

- Don't speed – The default speed limit for all unmarked roads in Haines City is **25 MPH** within the city limits, unless marked with a sign. We have many children and people walking dogs, jogging, riding bicycles, and moving about. Please help keep these activities safe.

“Other Helpful Information of our Community”

- **Minniehaha Circle Gate:** The gate at Minniehaha Circle is for access by those with gate openers only. The Main Gate is on Tower Lake Blvd and all friends, deliveries, and those without gate remotes should use this gate. Cars tailgating and entering against traffic are being recorded and any damages that result will be addressed to the plate of the vehicle that causes the problem. This can cause repairs bills, fines and other consequences to be incurred to the rental company or your insurance carrier. If in doubt, please use the main gate.
- **Why can I not enter through the Minniehaha Circle gate?** All short-term renters, vacationers, and non-residents must enter the community through the main gate with the guard house. The resident gate on the east side of the community is specifically for homeowner use only and is monitored by video cameras. While you are able to exit through that gate, you will not be permitted to enter the gate, unless you are a homeowner or long-term tenant and have a gate remote. To avoid damage to your vehicle and/or the gate, please do not attempt to enter behind a homeowner. Any damage incurred is strictly your responsibility, and to repair or replace the gate will be expensive.
- **Emergencies and Security Issues:** If you have a medical or police emergency, please dial **9-1-1**. Should you have a non-emergency issue requiring police assistance you may contact the Haines City non-emergency line at **(863) 421-3636**. The guard house should be contacted should you need to give them information regarding guests, but not for security or emergency issues. You will need to contact local authorities for emergency issues. Should you need to contact the guard house, their number is (863) 353-2684.
- **Communications:** To help promote communications between residents and the HOA, we also email periodic newsletters; we post notices of meetings at the entrance and we post information on our website.

Being mindful of the restrictions can help avoid fines. To see the complete set of restrictions, you may view the Declaration of Covenants, Conditions and Restrictions on the Polk County Clerk's Website under Official Records or by receiving them by email by emailing: admin@hcmanagement.org.

We hope you enjoy living in Calabay Parc as we do.

Should you have any questions, feel free to contact Highland Community Management listed below in order to advise the Board of Directors.

Sincerely,
HOA Board of Directors

Contact Information

Highland Community Management (on behalf of Calabay Parc):
Phone: (863) 940-2863 *Email:* admin@hcmanagement.org *Website:* www.hcmanagement.org
Our HOA Website: <https://calabayparcattowerlakehoa.com>

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

3020 S Florida Ave. Ste. 305; Lakeland, FL 33803
Office: 863-940-2863 Email: admin@hcmangement.org

OWNER/RESIDENT PARKING TAG APPLICATION

In order to receive a numbered decal that will allow access to the association, this form must be filled out COMPLETELY (including a Calabay Parc Residents Verification Signature) and VEHICLE PROOF OF REGISTRATION. 2 will be given to each owner- extra tags can be purchased at \$5 each.

Please return form along with Proof of Vehicle Registration to Highland Community Management office via email.

NOTE: A separate application MUST be filed for each additional decal.
PLEASE PRINT

RESIDENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE#1: _____ PHONE#2: _____

1. VEHICLE LICENSE PLATE #: _____ STATE: _____

MAKE/MODEL: _____ COLOR: _____

2. VEHICLE LICENSE PLATE #: _____ STATE: _____

MAKE/MODEL: _____ COLOR: _____

EMAIL ADDRESS: _____

CALABAY PARC ADDRESS: _____

CALABAY PARC RESIDENT'S SIGNATURE FOR VERIFICATION

By my signature below, I request that Calabay Parc issues a DECAL(S) to the party listed above. As a condition, I accept responsibility for the named-party's actions while in the Calabay Parc boundaries. I further agree that I will notify CALBAY PARC IMMEDIATELY if the named-party is no longer welcome in my home.

Calabay Parc Owner's Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION WITH PROOF OF VEHICLE REGISTRATION AND CHECK OR MONEY ORDER OF A TOTAL AMOUNT OF \$5 PER EACH TAG TO:
CALABAY PARC AT TOWER LAKE HOA: 3020 S FLORIDA AVE. SUITE 305; LAKELAND, FL 33803

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

3020 S Florida Ave. Ste. 305; Lakeland, FL 33803
Office: 863-940-2863 Email: admin@hcmanagement.org

RESIDENT REMOTE APPLICATION

In order to receive a numbered decal that will allow access to the association, this form must be filled out COMPLETELY (including a Calabay Parc Residents Verification Signature) and VEHICLE PROOF OF REGISTRATION.

Please return form along with Proof of Vehicle Registration to Highland Community Management office via email.

NOTE: A separate application MUST be filed for each additional decal.
PLEASE PRINT

RESIDENT NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE#1: _____ PHONE#2: _____

VEHICLE LICENSE PLATE #: _____ STATE: _____

EMAIL ADDRESS: _____

I HEREBY REQUEST THAT YOU ISSUE ____ REMOTE(S).

RESIDENT'S NAME: _____

CALABAY PARC ADDRESS: _____

CALABAY PARC RESIDENT'S SIGNATURE FOR VERIFICATION

By my signature below, I request that Calabay Parc issues a GATE REMOTE(S) to the party listed above. As a condition, I accept responsibility for the named-party's actions while in the Calabay Parc boundaries. I further agree that I will notify CALBAY PARC IMMEDIATELY if the named-party is no longer welcome in my home.

Calabay Parc Owner's Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION WITH PROOF OF VEHICLE REGISTRATION AND CHECK OR MONEY ORDER OF A TOTAL AMOUNT OF \$50 PER EACH REMOTE TO:
CALABAY PARC AT TOWER LAKE HOA: 3020 S FLORIDA AVE. SUITE 305; LAKELAND, FL 33803

CALABAY PARC AT TOWER LAKE HOMEOWNERS ASSOCIATION, INC.

3020 S Florida Ave. Ste. 305; Lakeland, FL 33803
Office: 863-940-2863 Email: admin@hcmanagement.org

RESIDENT CLUBHOUSE KEY APPLICATION

In order to receive a key card that will allow access to the club house, this form must be filled out COMPLETELY (including a Calabay Parc Residents Verification Signature).
Please return form to Highland Community Management office via email.

PLEASE PRINT

RESIDNET NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE#1: _____ PHONE#2: _____

EMAIL ADDRESS: _____

I HEREBY REQUEST THAT YOU ISSUE ____ KEYS(S).

CALABAY PARC ADDRESS: _____

CALABAY PARC RESIDENT'S SIGNATURE FOR VERIFICATION

By my signature below, I request that Calabay Parc issues a KEY CARD(S) to the party listed above. As a condition, I accept responsibility for the named-party's actions while in the Calabay Parc boundaries. I further agree that I will notify CALBAY PARC IMMEDIATELY if the named-party is no longer welcome in my home.

Calabay Parc Owner's Signature: _____ Date: _____

PLEASE RETURN COMPLETED APPLICATION AND CHECK OR MONEY ORDER OF A TOTAL AMOUNT OF \$10 PER EACH KEY TO: CALABAY PARC AT TOWER LAKE HOA: 3020 S FLORIDA AVE. SUITE 305; LAKELAND, FL 33803

Consent Form to Authorize Electronic Transmission

Dear Calabay Parc homeowners,

Should you wish to have Association information transmitted to you electronically, Per Florida Statutes, we must obtain your approval.

Please complete the below if you would like to be included in this electronic mail delivery system.

Name(s) _____

Address: _____

E-mail Address(s): _____

I agree to accept electronic transmission for Association information.

(Please check one) YES _____ NO _____

Unit Owner(s) Signature _____ Date _____

_____ Date _____

Please mail or e-mail form to:

Calabay Parc Homeowners Association, Inc.
3020 S. Florida Ave.
Suite 305
Lakeland, FL 33803
Tel: 863-940-2863
E-Mail: admin@hcmanagement.org