



Longwood Green Homeowners Association
c/o Specialty Management Company
882 Jackson Avenue • Winter Park, FL 32789
407-647-2622 • fax 407-647-3226
www.LongwoodGreen.org

Dear New Neighbor,

On behalf of the Longwood Green Homeowners Association (Longwood Green and the Oaks of Longwood Green), we would like to officially extend a warm welcome to you as a new resident of our community. We are pleased that you have chosen to call the Longwood Green community your home.

Whether you are a new resident or a new homeowner in Longwood Green, we are providing this welcome packet to help make your adjustment to your new home as trouble-free as possible.

Our community is governed by legally recorded documents known as the By-Laws and the Declaration of Covenants, Conditions and Restrictions, which set forth your rights and obligations as a homeowner. Homeowners who need a copy of these documents should contact our Community Association Manager (CAM). Instant access to legal documents and other important information are also available on our community website at www.LongwoodGreen.org.

The Longwood Green Homeowners Association has a five member Board of Directors consisting of residents who volunteer to meet once a month to manage the everyday business of the Association. All homeowners are welcome to attend Board meetings. Once per year, an annual meeting of homeowners is held. All homeowners are encouraged to attend, meet other homeowners, discuss issues and concerns about our community and to participate in electing community members to the Board of Directors.

The Board's primary responsibility is to preserve the integrity and maintain the appearance of the neighborhood by managing the following:

1. provide Financial Management and Neighborhood Planning
2. common Area Maintenance and Repairs
3. provide Architectural Change/Improvement Guidance
4. oversee the Covenants and Rules Enforcement

Since Board members are unpaid volunteer homeowners who have limited time, the Association utilizes the services of a community management company. Our community management company is Specialty Management of Central Florida.

The management company works for the Board of Directors on behalf of all members of our neighborhood. Specialty Management assigns a Community Association Manager (CAM) as an interface to the Board and residents.

Kim Stitt kstitt@greatcommunities.com 407-647-2622

Assessments are collected semi-annually from homeowners to pay a share of the common expenses incurred in the daily upkeep and future maintenance of our community. Common expenses incurred by the community include: street lights, street repairs, property management fees, expenses for common areas such as irrigation, mowing, insurance, etc. At the time of purchase of your new home your closing agent collected your semi-annual assessments. You do not need to pay future assessments until notified by our community management company. Please refer to our community website for more specific details about assessments and homeowner obligations to pay these HOA dues.

Included with this letter, you will find our Good Neighbor Guide to the Longwood Green Homeowner Rules. The guide will provide you with additional general information about our Homeowners Association and helpful information that may come in handy in the future. Please take a moment to look it over and let us know if you have any questions regarding the Association.

Again, please refer to our community website for announcements, newsletters, calendar of events, HOA documents, maps and plats, ARB application/instructions and more. Additionally, many frequently asked questions (FAQ) are answered on the website. If you do not have internet access, please contact our CAM at Specialty Management for answers to all of your questions.

Sincerely,

Longwood Green Homeowners Association - Board of Directors

GOOD NEIGHBOR GUIDE
to the
LONGWOOD GREEN HOMEOWNER RULES



www.longwoodgreen.org

Welcome to the Neighborhood!

Our community association is the Longwood Green Homeowners Association of Longwood, Inc.

This guide is meant to be utilized as a reference only to the community rules and to provide some initial information which should help ease the transition into your new community. You will find the most current and detailed information for the Homeowners Association on our community website:

www.longwoodgreen.org

This guide does not replace the Third Amendment to Declaration of Covenants, Conditions and Restrictions for Longwood Green recorded April 21, 1986 in Records Book 1726, Page 1590 of the Public Records of Seminole County, Florida.

Living within a Homeowners Association

You are now living within a community with a mandatory Homeowners Association and became a member upon the purchase of your property. The Association has governing documents recorded by the Clerk of Courts in Seminole County, which consist of the Declaration, Articles of Incorporation, and By-Laws. These documents provide for the administration, maintenance and preservation of the Association.

The Declaration includes the basic "rules and regulations" that all homeowners must follow. The rules are known as Covenants or Deed Restrictions that are recorded as part of your Deed. The enforcement of the Covenants and Restrictions is the responsibility of the Association, its Board of Directors, and our property management company. The documents also give the Association the right to seek legal remedy in the event an owner fails to follow these restrictions.

It is also a requirement of the Covenants that certain changes, additions or modifications to your property must first have the approval of the Architectural Review Board.

The advantages to living in a community with an Association are property values and quality of life is maintained at the highest standard!

Architectural Review Board

To preserve the conformity and harmony of the community, an Architectural Review Board (ARB) was formed to approve proposed changes or additions within the community. Before constructing, altering, adding to, or replacing any structure, specific plans and specifications must be submitted to the ARB for approval. Examples of changes requiring ARB approval include, but are not limited to: house painting, reroofing, fencing, room additions, major landscaping changes & tree removal, driveways/walkways, solar heaters/panels, sports equipment, pools and screen enclosures, etc.

Making certain improvements to the exterior of your home or exterior areas of your lot without ARB approval **may result in administrative fines and/or legal action**. The Longwood Green Homeowners Association **may require you to undo any unapproved changes** you make to the exterior areas of your home. If in doubt about the requirement of ARB approval on any alteration on your property, please contact an ARB member to discuss your proposed project. ARB members can be contacted using the community website or you may contact Specialty Management with your question.

ARB application forms and instructions can be downloaded from the community website. If you do not have internet access, please contact our Community Association Manager at Specialty Management Company.

Kim Stitt kstitt@greatcommunities.com 407-647-2622

Submission of the ARB application alone is incomplete without attaching supporting documentation that gives the ARB the specifics of your request. A plot plan or survey showing exactly where the additions are to be placed must be included. For exterior house color changes such as house paint, roof shingles, walkway/driveway tiling or painting, etc., a color sample swatch must be attached. Permits, which are required by the City of Longwood for some modifications, such as for roofs and fences, will not be issued without an application signed off by the ARB. Please allow thirty (30) days for the review process to complete.

Architectural Review Application

Click [HERE](#) for application instructions



www.LongwoodGreen.org

Date

Lot Number

Select Plat

Amended Plat of Longwood Green

Replat - Amended Plat of Longwood Green

Click [HERE](#) to locate your LOT number and PLAT ID

Homeowner Name

House Number Street Longwood, FL 32750

Mailing Address

Same as Above

Phone Number

Email Address

Request Type

Description of Proposed Changes, Additions, or Repairs

Homeowner Signature

Attach a copy of a plot plan or survey showing where the addition, such as fence, pool, solar heater, etc. is to be located. All materials, dimensions and finishes must be described in detail. Color sample swatches must be attached for roof shingles, house paint or other finishes. All requests must conform to local zoning and building regulations. Property owners must obtain all necessary permits if application is approved by the Architectural Review Board. Please allow thirty (30) days for the application to be processed.

Section below to be completed by Architectural Review Board

APPROVED with REQUIRED CHANGES (see notes) DENIED (see notes)

Application Review Notes/Comments

All approvals are subject to the following:

- Property owner must accept liability for damage to HOA common areas, rights-of-way or other property
- Property owner must abide by all HOA Covenants and By-Laws and obtain any necessary permits
- Property owner must continue to maintain property during all phases of approved project
- All work must be completed within ninety (90) days of the date of this signed approval
- CITY OF LONGWOOD - PERMITTING DEPARTMENT - For this approval to be valid:
 - This application MUST have the Architectural Review Board seal of approval
 - This application MUST have three signatures below

SITE/PLOT PLAN AND/OR COLOR SAMPLES ATTACHED

PROJECT STARTED WITHOUT PRIOR ARB APPROVAL

Architectural Review Board Signature / Date

Architectural Review Board Signature / Date

Architectural Review Board Signature / Date

Please return application to:

Specialty Management Company of Central Florida, Inc.
882 Jackson Avenue • Winter Park, FL 32789
407-647-2622 • 407-647-3226 fax • specialty@smcofc.com

Restrictions

Houses

Only finished building materials such as brick, stucco, native stone and wood shall be used on the exterior sides of buildings and structures visible from the street.

Garages

Garages shall be used primarily for housing vehicles and storage of personal belongings. No garage may be converted into a dwelling space. Replacement garage doors must have ARB approval.

Other Structures

No structure of a temporary nature, including a trailer, basement, tent, shack, garage, barn or other building shall be placed upon any lot, except during construction of a main dwelling.

Yards

All lots shall be maintained in a clean and orderly condition, free of rubbish and overgrown weeds. All front, side and rear yards shall be sodded except for paved areas, patios, flower beds and shrubbery. ARB and City of Longwood approval are required to remove trees greater than six inches in diameter at the base of the tree. In many cases, an arbor permit must be obtained from the City of Longwood prior to tree removal.

No sign shall be displayed in public view except for one identification sign of not more than two square feet or a temporary real estate sign of not more than five square feet. No commercial flags, pennants or other such items are allowed.

Clotheslines are prohibited unless screened from view.

No TV or radio antenna, mast, aerial or other audio/visual reception or transmission device is permitted without prior ARB approval.

Commercial Use

Properties are for residential use only. No commercial manufacturing is permitted.

Animals

A maximum of two dogs, cats or other common domesticated household pets may be raised and kept, provided such pets are not kept, bred or maintained for commercial purposes. City of Longwood pet noise and leash laws ordinances apply. Please do not allow your pets to defecate on your neighbor's lawn. Pet owners are responsible for cleaning up after their pets. Seminole County Animal Services will be contacted regarding reports of owners not cleaning up after their pets.

Vehicles

No commercial vehicles, boats, trailers, mobile homes, campers, and the like may be parked anywhere in the community in excess of ten hours, except in a closed garage. Any inoperable vehicle or vehicles without current tags parked outside will be reported to City of Longwood Code Enforcement. No major vehicle repairs are permitted in the community. **Overnight street parking is not permitted. Vehicles parked on the street at any time between the hours of 12am and 6am will be automatically towed. The vehicle owner is responsible for all towing charges. Vehicle parking in the yard is not permitted.**

Noise

City of Longwood noise ordinances address the issue of excessive or repetitive noise. The Longwood Police and/or Longwood Code Enforcement may be utilized when neighbors do not adhere to the noise ordinances. Enforcement of the ordinances is in effect 24 hours a day. The specifics of the ordinances can be reviewed on the community website under the FAQ section. Call the non-emergency number for the Longwood Police at 407-339-1297 or call Longwood Code Enforcement at 407-260-3409 to report noise problems.

Other Restrictions and Frequently Asked Questions

Other restrictions are listed in the Covenants and By-Laws and are available for review on the community website. In addition, answers to many of the Frequently Asked Questions (FAQs) can be found on the website. Topics include: the most common violations, how to report violations, HOA assessments and how to pay them, how to contact Board/ARB members and many other topics.

Garbage/Recycling/Waste Collection

It is requested that garbage, trash, yard waste and recycling materials not be placed curbside earlier than 6 p.m. the evening prior to the scheduled collection. Yard waste should be bagged, canned or bundled. Yard waste bundled with twine should be less than 4 feet in length. At your earliest opportunity, after pickup, we ask you move your garbage receptacle to a location out of view.

Garbage containers are to be stored out of view when not placed alongside the street for garbage pickup. Further, the City of Longwood has Ordinances which specify:

City Code, Chapter 70 Sec. 70-48 (f) - Placement of containers:

- Containers shall not be placed at curbside more than 12 hours prior to collection.
- Containers shall be removed within 12 hours after collection.
- Containers must be placed behind the front line of the house any days not designated for collection.

These simple rules will help keep our community looking tidy and pleasant. Garbage and yard waste collection days are:

Tuesday: Household Garbage only

Wednesday: Yard Waste only

Friday: Household Garbage and Recycling

Stay Connected to Your Community

In order to keep HOA assessments as low as possible the HOA utilizes email as a means to communicate with members of the community. Email communication is the preferred mechanism to delivery efficient and timely communication of community alerts as well as for distribution of quarterly newsletters. If you are a new homeowner or resident of our community we ask that you provide your current email address. To participate in receiving community newsletters and alerts send an email to webmaster@longwoodgreen.org. Your email address will only be used for official HOA business and emails will be limited to less than one email per month on average. The HOA does not give out or sell email addresses.

Important Phone Numbers

EMERGENCY NUMBERS

- Fire • Ambulance • Police 911
- Poison Control Center 800-222-1222

CITY OF LONGWOOD GOVERNMENT

- Longwood Police - Non-Emergency 407-339-1297
- City of Longwood - Main Number 407-260-3440
- Longwood Code Enforcement 407-260-3409
- City of Longwood – Permitting Department 407-260-3464

SEMINOLE COUNTY GOVERNMENT

- Property Appraiser 407-665-7506
- Department of Motor Vehicles 407-665-1000
- Seminole County Tax Collector 407-665-1000
- Seminole County Extension 407-665-5560

ANIMAL CONTROL/SERVICES

- Seminole County Animal Control 407-665-5201
- Humane Society - SPCA of Central Florida 407-323-8685

SCHOOLS

- Highlands Elementary School 407-746-6650
- Greenwood Lakes Middle School 407-420-7650
- Lake Mary High School 407-320-9550

LOCAL COLLEGES

- Seminole State College 407-708-4722
- University of Central Florida 407-823-2000

Important Phone Numbers (continued)

HEALTH

- Seminole County Health Department 407-665-3000
- South Seminole Hospital 407-767-1200
- Urgent Care of Longwood 407-212-3000
- Centra Care Longwood 407-699-8400

LIBRARY

- Northwest Branch - Lake Mary 407-665-1640

POST OFFICE

- US Postal Service - Longwood 407-339-8230

UTILITIES

- Duke Energy - Electricity 407-629-1010
- Brighthouse Networks - Cable/Internet/Phone 407-291-2500
- Longwood Public Utilities - Water 407-831-6175
- Waste Pro USA - Garbage 407-774-0800
- CenturyLink - Phone/Internet 800-877-4646

LAWN MAINTENANCE SUPPLIES

- Sunniland Corporation - Sanford 407-322-2421 x307
- BWI Companies – Apopka 407-884-0242
- SiteOne Landscape Supply - Longwood 407-332-8933

OTHER

- Courtesy Towing 407-679-2352

Website links are available on the community website for most of the entities listed above.

Longwood Green HOA Dues and Collection Process

Payment of annual HOA dues is mandatory for all homeowners as outlined in our Covenants and By-Laws. Failure to pay HOA dues can eventually result in the loss of your house to the HOA through foreclosure. Our Association follows a process to give homeowners fair opportunity to pay their dues. This process includes a procedure to enforce the collection of homeowners' assessments/dues.

Semi-annual Invoices

Invoices are mailed to homeowners twice per year at least 30 days prior to assessment due dates. Annual dues are billed semi-annually for the convenience of homeowners. The first installment is due on January 1st and the second installment is due on July 1st. Homeowners may elect to pay the full annual amount of \$284 prior to January 1st or may pay on a semi-annual basis. In either case, dues must be paid by the due date shown on the invoice. Our Covenants and By-Laws authorize the Association to charge six (6%) percent annual interest on outstanding balances that are 30 days past due. If you do not receive your semi-annual invoices at least 30 days before the due date please contact Specialty Management.

Late Notice

Past due notices are mailed to homeowners who fail to pay their assessments on time. Please pay on-time, as it costs all of us when past due notices have to be sent out. If there is some circumstance that prevents you from paying on time please contact Specialty Management in advance of your due date.

Final Notice

Homeowners who do not do not respond to the past due notices will receive a 10-day Final Notice. This is the last notice sent out before legal action is taken by the Association attorney. Contact Specialty Management immediately if you receive a Final Notice.

Attorney Collection

Homeowners who do not respond to the Final Notice will have their overdue account turned over to the Association attorney for collection. Once this happens, the homeowner cannot resolve their account status through Specialty Management and the homeowner must contact the Association attorney. An additional cost of approximately \$115 will be due on the account if it is sent to the attorney for collection. In addition, any extra legal costs associated with resolving the matter though the attorney will be billed to the homeowner.

Lien on Home

If the homeowner account continues to be past due, the Association attorney will file a lien with the Seminole County Clerk of the Court against the owner's home. This process adds approximately another **\$330** to the homeowner's past due account.

Foreclosure

When an account becomes severely past due, the Association Board will authorize the HOA attorney to begin foreclosure proceedings on the homeowner's property. This process adds a minimum **\$1,200** to the overdue account and legal fees can easily outpace the past due amount. When the Court orders the foreclosure judgment, Longwood Green HOA has the right to evict the occupants of the property and may also elect to lease the property to collect the balance owed. The responsibility of the outstanding mortgage remains with the owner(s) who originally executed the note, not Longwood Green HOA. To date, the Association has and will continue to utilize the foreclosure process for severely overdue accounts.

Stopping Foreclosure

The homeowner can stop the foreclosure process by contacting the Association attorney and arranging for payment of the outstanding balance. The attorney will present the homeowner with a breakdown of the amount due on the account. The outstanding balance will include all past due HOA assessments, legal fees and interest accumulated on the balance. Specialty Management is not involved with accounts that have been sent to the Association attorney and cannot resolve any past due issues at this juncture.

Longwood Green Homeowners Association of Longwo

2018

Proposed Budget January 01, 2018 to December 31, 2018

Based on 127 units assessed Semi-Annually

	MONTHLY	SEMI	ANNUALLY
INCOME			
ASSESSMENTS	\$3,005.67	\$18,034.00	\$36,068.00
TOTAL INCOME	\$3,005.67	\$18,034.00	\$36,068.00

OPERATING EXPENSES			
ADMINISTRATIVE			
MANAGEMENT SERVICE	\$762.00	\$4,572.00	\$9,144.00
OFFICE EXPENSES, POSTAGE, MAILINGS	\$150.73	\$904.40	\$1,808.80
INSURANCE-LIABILITY/PROPERTY/D&O	\$310.00	\$1,860.00	\$3,720.00
LEGAL/PROFESSIONAL SERVICE	\$172.00	\$1,032.00	\$2,064.00
CORPORATE REPORT	\$5.10	\$30.60	\$61.20
TAX PREPARATION/ACCOUNTING	\$18.75	\$112.50	\$225.00
BAD DEBT	\$100.00	\$600.00	\$1,200.00
COMMUNITY RELATIONS	\$18.00	\$108.00	\$216.00
MISC ADMINISTRATIVE	\$50.75	\$304.50	\$609.00
TOTAL ADMINISTRATIVE EXPENSES	\$1,587.33	\$9,524.00	\$19,048.00
UTILITIES			
ELECTRICITY	\$274.00	\$1,644.00	\$3,288.00
WATER/SEWER	\$40.00	\$240.00	\$480.00
TOTAL UTILITIES	\$314.00	\$1,884.00	\$3,768.00
LANDSCAPING AND GROUNDS			
LANDSCAPE MAINTENANCE CONTRACT	\$450.00	\$2,700.00	\$5,400.00
MULCH, PLANTS, SOD REPLACEMENT	\$218.00	\$1,308.00	\$2,616.00
IRRIGATION REPAIR	\$40.00	\$240.00	\$480.00
TREE TRIMMING	\$30.00	\$180.00	\$360.00
MISC LANDSCAPE MAINTENANCE	\$49.33	\$296.00	\$592.00
TOTAL LANDSCAPING & GROUNDS	\$787.33	\$4,724.00	\$9,448.00
REPAIRS AND MAINTENANCE			
SIGN & ENTRANCE MAINT	\$11.00	\$66.00	\$132.00
LIGHTING REPAIR	\$0.00	\$0.00	\$0.00
BRIDGE REPAIRS	\$0.00	\$0.00	\$0.00
PAVEMENT REPAIRS & MAINT	\$0.00	\$0.00	\$0.00
COMMON AREA IMPROVEMENTS	\$50.00	\$300.00	\$600.00
MISC. REPAIRS & MAINTENANCE	\$0.00	\$0.00	\$0.00
TOTAL REPAIRS & MAINTENANCE	\$61.00	\$366.00	\$732.00
TOTAL OPERATING EXPENSES	\$2,749.67	\$16,498.00	\$32,996.00

RESERVE EXPENSES			
ROADS/INCREASED INSURED PREM.	\$256.00	\$1,536.00	\$3,072.00
TOTAL RESERVE EXPENSES	\$256.00	\$1,536.00	\$3,072.00

TOTAL OPERATING AND RESERVES EXPENSES	\$3,005.67	\$18,034.00	\$36,068.00
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ASSESSMENTS PER UNIT	\$23.67	\$142.00	\$284.00
ASSESSMENTS INCREASE - DOLLARS	\$0.00	-\$0.02	-\$0.04
ASSESSMENTS INCREASE - PERCENTAGE	0.00%	0.00%	0.00%

Dues are payable semi-annually: \$142.00 due 1/1/2018 and \$142.00 due 7/1/2018