

# Sail Harbour at Healthpark

Homeowners Sub-Association, Inc.

## Vision

*We envision a community of neighbors working together to achieve a higher quality of life and increasing property values. We envision a neighborhood that is considered by residents and non-residents alike to be a desirable place in which to live and enjoy the benefits of family, friends and community.*

## Mission

*Our mission is to enhance the quality of life in our neighborhood through management of common areas, enforcement of rules and covenants, support of initiatives that strengthen bonds among residents, and investment in capital improvements that benefit the greater good.*

## Values

*In fulfilling our mission and achieving our vision we value honesty, fairness, firmness, equity, common sense, participation, respect and cooperation in all our actions.*



Dear Sail Harbour at Healthpark Member:

Welcome to Sail Harbour at Healthpark Homeowners' Sub-Association, Inc! The purpose of this packet is to acquaint you with the duties of your association's management firm as well as provide you with the homeowner information you will need as a new owner living at Sail Harbour at Healthpark. I know you will love your new home and make many friends in the Townhome community. Please note that your new community has a website [www.sailharbourfortmyers.com](http://www.sailharbourfortmyers.com) that provides helpful information pertaining to your association.

**YOUR BOARD OF DIRECTORS:**

President:	Tim Genovese
Vice President:	Julie Vergin
Treasurer:	Margaret Howerton
Secretary:	Frank Nelson
Director:	Tom Jazowski

**GOVERNING DOCUMENTS:**

The approved set of new governing documents, which was distributed to the entire membership on November 2, 2009 with the second notice of the Annual Membership Meeting, was passed on November 16, 2009. If you do not have a complete set, including the amendments that have been recorded since then, you can download the recorded documents and amendments from [www.LeeClerk.org](http://www.LeeClerk.org) by [www.SailHarbourFortMyers.com](http://www.SailHarbourFortMyers.com). It will be very important to get acquainted with the governing documents if you haven't already.

**RESIDENTS INFORMATION:**

Please complete the enclosed Contact and Emergency Information form and return it to Tropical Isles Management Services. Please make sure to send this form back so I can add you to the community distribution list to receive periodic updates, notices, meeting minutes, etc. Please note that each home shall be occupied by only one family, its servants and guests, as a residence and for no other purpose.

**PART TIME RESIDENTS:**

If you are a part time resident, you might want to consider a home watch service to oversee your home site. Those part time residents who have hired a home watch service have been relieved in knowing their property is well maintained in their absence, and that should a tropical storm or hurricane invade Southwest Florida, there is an on-site presence to identify any items needing immediate attention at their Florida home.

**LEASING:**

In order to foster a stable residential community and prevent a motel-like atmosphere, the leasing of homes by their owners shall be restricted as provided in the leasing section of the governing documents. All leases of homes must be in writing. A homeowner may lease only his entire home, and then only in accordance with this Section, after receiving the approval of the Association. The lessee must be a natural person as opposed to an artificial entity such as a corporation, partnership, trust, etc. An application must be submitted to Tropical Isles Management Services at least twenty (20) days prior to the start of any lease with a signed copy of the lease agreement and a application fee made payable to Tropical Isles Management Services, Inc. NO TENANT OR LESSEE MAY MOVE INTO OR OCCUPY A HOME, NOR SHALL ANY OWNER PERMIT A TENANT OR LESSEE TO MOVE IN OR COMMENCE OCCUPANCY WITHOUT FIRST TIMELY SUBMITTING A COMPLETE APPLICATION WITH THE ASSOCIATION AND RECEIVING WRITTEN APPROVAL FROM THE ASSOCIATION. THIS APPLICATION MAY BE DISAPPROVED FOR GOOD CAUSE PER SECTION 10.1 (C) OF DECLARATION OF RESTRICTIVE AND PROTECTIVE COVENANTS. You must also provide to your renter a copy of the rules and regulations for Sail Harbour. Should your renter fail to abide by the



documents of the community, their lease should be terminated immediately. If you should decide to lease your property, please make sure to obtain a lease & access packet from Tropical Isles Management.

### **ARCHITECTURAL CHANGES:**

According to your association's documents, any change or modification to the exterior of your home must be approved by the association prior to completing the modification. This would include lawn ornamentation, flags, pottery, additional landscaping, structural changes, door wreaths, etc. Requests must be submitted to my attention at the address listed below. An ARC form can be found on [www.SailHarbourFortMyers.com](http://www.SailHarbourFortMyers.com).

### **INSURANCE:**

The unit owner is liable for the exterior and interior of their unit as this is a homeowner's association and not a condo-association. The unit owner will need to contact their own insurance agent of choice and obtain a complete homeowners insurance policy, flood certification and elevation certificate as neither the management office nor the association will be able to provide this documentation. Please refer to section 9.2 of your governing documents.

### **ASSOCIATION VENDORS:**

**CLA Landscapes**—Lawn & Irrigation Maintenance. A few items that are covered in their contract include the following types of maintenance:

- All Palm trees will be trimmed annually. Hardwoods will be trimmed to seven feet, with a canopy appearance.
- Fertilization program to include treatments for turf areas, treatments for shrubs and treatments for Palms and other trees. Weed control of flowerbeds is done both manually and chemically.
- Sail Harbour will receive mulch twice per year. Generally, in April and November.
- All Association sprinkler systems will be monitored and inspected by CLA Landscapes, Inc. twice in a given month, to include programming timer/clocks to maintain correct coverage and proper functioning of heads.

Should you notice any deficiencies in your landscaping, please contact Tropical Isles Management (via email preferably) with a detailed explanation of the issue so that Tropical Isles Management can address the issue in a timely manner.

**Summit Broadband**—(cable and internet) (239) 444- 0400 or [launch@summit-broadband.com](mailto:launch@summit-broadband.com)

**Please contact Summit Broadband directly with any service related issues or upgrades concerning the above stated services they provide. If you are new to the community, you will need to contact Summit Broadband to set up your account and not Tropical Isles Management.**

### **Arrow Pest Management**

(800) 226-3139

- Interior pest control vendor. Should you have interior pest control problems, you may contact directly to schedule an appointment. This service is part of the contract and is no additional charge to the unit owner.

### **OTHER IMPORTANT NUMBERS:**

Florida Power & Light:

(239) 435-0077

Waste Pro (to get a recycling bin or order a schedule special pick ups)

(239) 334-1224

Lee County Utilities (water)

(239) 533-8700

### **GARBAGE/TRASH:**

Trash, garbage and other waste shall be kept only in sanitary containers which shall be kept in a clean and sanitary condition and kept in the garage and not on the interior roadways except when out for pick-up. Recycle bins and trash shall not be put on the curb, for pick-up, prior to 6:00 p.m., the night before the scheduled pick-up and shall be removed from the curb no later than 6:00 a.m., the following morning of pick-up.

**Monday: Recycling/Horticultural Pick-Up Day**

**Friday: Trash Pick-Up Day**

**GENERAL COVENANTS AND USE RESTRICTIONS:**

Living in a deed restricted community can be considered a “love/hate relationship” at times. You love the beautiful community that you live in yet you may disagree with the restrictions that come with living in a deed restricted community. However, it is the restrictions that keep the community looking its best and continue to increase property values in a very competitive market. **PLEASE REVIEW THE GENERAL COVENANTS FOUND IN SECTION 5 (PP.11-22) AND THE RULES & REGULATIONS.**

**PETS 8.3 & PARKING 8.9:**

Please refer to the community documents and rules & regulations.

**COMMUNITY ACCESS:** NO RESIDENT CODES WILL BE GIVEN OUT. With your new purchase, you will be given 2 free activated transponder stickers for your unit. Additional access items can be purchased. Please see the “Owner Access Procedures” sheet that is attached with this packet. It will have detailed information on what you need to supply our office for your access items.

**GATE INSTRUCTIONS:** There is a Guard House that is being constructed and all visitors will need to go thru the gate guard to enter the community. If you are having maintenance personnel, visitors, house tenders, etc. visit your home; you will need to call Envera Systems phone number at 1-877-936-8372. A customer service rep can get you your information quickly through the phone. The gate guard will not allow entrance without approval. The Gate House will be equipped with an updated owner and tenant roster to verify your identity should you visit or call in to approve a visitor. However, it will be important to verify your new owner information has been entered into the management system as it often takes up to four (4) weeks to be received by management after closing. To do so, contact Tropical Isles Management Services, Inc.

**Envera Systems for Gate Software:**

Tropical Isles Management, once the recorded title is received, will send an account set up to Envera Systems. Envera Systems will email or mail you a letter with your account details. If you have not received your Envera letter with log in credentials, you can call Envera directly at 1-877-936-8372. Keep in mind that once Envera Systems receives a new account set up request from Tropical Isles Management, it can take anywhere from 24-48 hours. It is very important that you register your guests in advance to avoid denial to enter the community. To enter your guests, there are a few ways. You can call 1-877-936-8372 or use the below information. Without your visitors being registered, they will not be allowed entry.

**Guest List Updates**

You may maintain your profile and add visitors to your guest list:

- **MyEnvera.com Website & Smartphone App**
  - [Click here to download the MyEnvera app to an Apple device](#)
  - [Click here to download the MyEnvera app to an Android device](#)
  - Owners can add and update visitor information via the community website or app.
  - Log on with your username & password.
  - The information you submit will be instantly saved to your account.
  - Download the [MyEnvera Website brochure](#)
  - Download the [MyEnvera App brochure](#)
  - Watch [MyEnvera tutorial videos](#)



- **Customer Service**

- Residents can schedule guests over the phone by calling Customer Service.
- Toll-free number: 1 (877) 936-8372
- Your information will be updated immediately by the Customer Service agent.

**MAINTENANCE FEES:**

The 2020 quarterly dues are \$810. The HOA dues cover:

- Lawn & Irrigation Maintenance. This does not include plant replacement.
- Access Control (Gate System) into community.
- Operation of Gate Attendants and Gate House
- Community Roving Security Patrol Services (2 times per night). They look for parking violations only.
- Mulch (twice per year)
- Interior Pest Control
- Cable and Internet through Summit Broadband
- Pool & Cabana
- Insurance for the pool and all other common areas.
- Website [www.SailHarbourFortMyers.com](http://www.SailHarbourFortMyers.com). After you close, please make sure to request a log-in.
- Exterior Light Maintenance. This does not include any electrical work on the inside of the home.
- Exterior Decorative Shutter Maintenance.
- Pressure Washing the Common areas.
- Holiday Decorations for front gate area.

Your 2020 quarterly maintenance fees are due January 1, April 1, July 1 and October 1. If you have questions regarding your account or the methods of payment, please contact Karen Hughes at the accounting firm Spires & Associates, P.A. (239) 936-4336 ext. 603.

Should you have any questions or concerns regarding the Sail Harbour at Healthpark Homeowners' Sub-Association, Inc. please feel free to contact me at (239) 939-2999, ext. 224. You can also email me at [kayla@tropicalisles.net](mailto:kayla@tropicalisles.net). I look forward to working with you in the future.

Best regards,  
Kayla Matias,  
Assistant to Brett Rudland, CAM  
Tropical Isles Management  
For Sail Harbour at Healthpark

**Enclosures:**

Owner Access Procedures Form  
Vehicle Registration Form  
Pet Registration Form  
Sail Harbour Collection Policy

# Sail Harbour at HealthPark

## Homeowner's Sub-Association, Inc.

c/o Tropical Isles Management Services, Inc. 12734 Kenwood Lane, #49, Fort Myers, Florida 33907

Phone (239) 939-2999 \* Fax (239) 939-4034 [brett@tropicalisles.net](mailto:brett@tropicalisles.net)

### Owner Access Procedure for Sail Harbour at Healthpark

Dear Homeowner:

**COMMUNITY ACCESS ITEMS:** Every registered vehicle in the community is required to display the transponder sticker unless specific exception is granted by the Board. If you lease your home or plan on leasing your home, please download the lease and access packet on the website. If you are using your unit as a secondary vacation home and rent vehicles, the Gate House will have your owner information to allow you access into the community. If you are going to stay for over 30 days or even 2 weeks, it may be an idea for you to obtain a transponder sticker that can be deactivated when you depart. This will help enter the community with ease. Transponder stickers can be purchased for \$25.00. \*\*A maximum 2 transponders stickers per 1-car garage, 4 transponder stickers per 2-car garage. \*\*

**EVERY VEHICLE IS REQUIRED TO HAVE A TRANSPONDER STICKER.**

**Example #1:** If you have a 1 car garage, you will receive no more than 2 transponder stickers.

**Example #2:** If you have a 2 car garage, you will receive the minimum of 2 transponder stickers but no more than 4 transponder stickers.

\*\*\*Access items are available for pick up at Tropical Isles Management Office by **appointment only**. \*\*\*

For Access Items, please submit the following in advance:

\_\_\_\_\_ ***Pet Registration Form (If no pet, please sign and put NA)***  
\_\_\_\_\_ ***Vehicle Registration Form***  
\_\_\_\_\_ ***Copies of current driver's license for each resident over 16 years old***  
\_\_\_\_\_ ***Copies of current Vehicle Registration for each vehicle registered to unit***  
\_\_\_\_\_ ***Copy of current vehicle insurance card or policy for each vehicle registered to unit***

**GATE INSTRUCTIONS:** There is a Guard House that is being constructed and all visitors will need to go thru the gate guard to enter the community. If you are having maintenance personnel, visitors, house tenders, etc. visit your home; you will need to call Evnera Systems phone number at 1-877-936-8372. A customer service rep can get you your information quickly through the phone. The gate guard will not allow entrance without approval. The Gate House will be equipped with an updated owner and tenant roster to verify your identity should you visit or call in to approve a visitor. However, it will be important to verify your new owner information has been entered into the management system as it often takes up to four (4) weeks to be received by management after closing. To do so, contact Tropical Isles Management Services, Inc.

#### **Envera Systems for Gate Software:**

Tropical Isles Management, once the recorded title is received, will send an account set up to Envera Systems. Envera Systems will email or mail you a letter with your account details. If you have not received your Envera letter with log in credentials, you can call Envera directly at 1-877-936-8372. Keep in mind that once Envera Systems receives a new account set up request from Tropical Isles Management, it can take anywhere from 24-48 hours. It is very important that you register your guests in advance to avoid denial to enter the community. To enter your guests, there are a few ways. You can call 1-877-936-8372 or use the below information. Without your visitors being registered, they will not be allowed entry.



**Sail Harbour at HealthPark**  
**Homeowners' Sub-Association, Inc.**

c/o Tropical Isles Management Services, Inc. 12734 Kenwood Lane, #49, Fort Myers, Florida 33907  
Phone (239) 939-2999 \* Fax (239) 939-4034

**VEHICLE REGISTRATION & DRIVER LICENSE FORM**

**OWNERS** Last Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Head of Household Only  
Address: \_\_\_\_\_ Unit # \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_ 2<sup>nd</sup> Email: \_\_\_\_\_

**TENANTS** Last Name: \_\_\_\_\_ First Name(s): \_\_\_\_\_  
Head of Household Only  
Address: \_\_\_\_\_ Unit # \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_ 2<sup>nd</sup> Email: \_\_\_\_\_

**LEASING AGENCY/LESSOR** Name: \_\_\_\_\_ Agent Name: \_\_\_\_\_  
Phone: (    ) \_\_\_\_\_ Fax: (    ) \_\_\_\_\_ Cell: (    ) \_\_\_\_\_  
Email: \_\_\_\_\_ 2<sup>nd</sup> Email: \_\_\_\_\_

**Unit Vehicles: Maximum of Two (2) Vehicles per One Car Garage & Four (4) per Two Car Garage**

1<sup>st</sup> Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Owner(s): \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Bar Code # \_\_\_\_\_

2<sup>nd</sup> Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Owner(s): \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Bar Code # \_\_\_\_\_

3<sup>rd</sup> Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Owner(s): \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Bar Code # \_\_\_\_\_

4<sup>th</sup> Vehicle Make: \_\_\_\_\_ Model \_\_\_\_\_ Tag #: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_  
Owner(s): \_\_\_\_\_ Driver's License #: \_\_\_\_\_ Bar Code # \_\_\_\_\_

**\*\*\*IMPORTANT\*\*\*** Please attach a copy of the vehicle registration for each vehicle on this form and attach a driver's license copy for each household licensed driver.

<u>Item</u>	<u>Replacement or Additional Access Item Fee</u>	<u>Quantity **</u>	<u>Total Amount</u>
Transponder sticker	\$25	_____	\$ _____
Pool Proximity card/Key Fob	\$10	_____	\$ _____
			<b>Total \$ _____</b>

Please make checks payable to Sail Harbour HOA.

\*\* A maximum 2 transponder stickers per 1-car garage, 4 transponder stickers per 2-car garage.

# Sail Harbour at HealthPark Homeowners' Sub-Association, Inc.

c/o Tropical Isles Management Services, Inc. 12734 Kenwood Lane, #49, Fort Myers, Florida 33907

Phone (239) 939-2999 \* Fax (239) 939-4034

## PET REGISTRATION FORM

PROPERTY ADDRESS \_\_\_\_\_ UNIT # \_\_\_\_\_

Date of Application: \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

☐ Resident ☐ Tenant

Phone ( ) \_\_\_\_\_ - \_\_\_\_\_ Mobile ( ) \_\_\_\_\_ - \_\_\_\_\_

### PET INFORMATION

Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_ Type of Pet: \_\_\_\_\_ Breed: \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Pet's Name: \_\_\_\_\_

Lee County Rabies Tag # \_\_\_\_\_ Lee County Rabies Tag # \_\_\_\_\_

Expiration Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Present Weight: \_\_\_\_\_ Full-Grown Weight: \_\_\_\_\_ Present Weight: \_\_\_\_\_ Full-Grown Weight: \_\_\_\_\_

### Sail Harbour at HealthPark Rules & Regulations

**Note: No dog may be kept in a leased home. A registered dog(s) in a leased home as of 3/11/2015 is grandfathered for the remainder of their lease and renewals thereof.**

**Pets, Livestock and Poultry.** No animals, livestock, snakes or poultry of any kind shall be raised, bred or kept except that dogs, cats, or other, normal, domesticated, household pets may be kept, but no more than a total of two (2). **Those pets which in the sole discretion of the Association, endanger the health, safety or welfare, make objectionable noise, or constitute a nuisance or inconvenience to the Owners of other Units or the Owner of any property located adjacent to the Properties may be expelled and removed from the Properties by the Board.** No pets shall be kept, bred or maintained for any commercial purpose. All household pets shall be confined to a leash whenever they are outside a Unit. **ADDITIONALLY, IT SHALL BE THE PET OWNERS OBLIGATION TO REMOVE THE PET'S WASTE MATERIAL FROM ALL PROPERTY WITHIN THE DEVELOPMENT.** All pets shall be properly licensed and shall have all required medical vaccinations. Upon request a pet owner shall provide the Board proof of licensure and the medical history/records of the pet. The keeping of pets is a privilege not a right. Pets may only be kept subject to the following conditions:

- (A) No pets shall be permitted in the pool area, leashed or unleashed.
- (B) Owners may not leave pets unattended in screened porches, or lanais where their noise may bother others.
- (C) Any Owner tenant or guest who keeps or maintains any pet shall, in exchange for and in consideration of the privilege to keep the pet, hereby indemnify and hold the Association and other Owners and residents free and harmless from any loss, claim or liability of any kind or character of whatever nature arising from or related to the keeping or maintaining of such pet on the Property.

I understand and acknowledge:

- Any falsification of information contained within this form or failure to register a pet may result in fines or termination of lease, if applicable.
- Any future pets must be registered within 10 days of ownership
- I have read the Sail Harbour at HealthPark Rules & Regulations section of this form.

Applicant's Signature \_\_\_\_\_

Date \_\_\_\_\_

Association Representative \_\_\_\_\_

Date \_\_\_\_\_

Approval \_\_\_\_\_ Denial \_\_\_\_\_



# **Sail Harbour at Healthpark Homeowners' Sub-Association, Inc.**

## **Collection Policy**

WHEREAS the Declaration of Restrictions and Protective Covenants for Sail Harbour at Healthpark Homeowners' Sub-Association, Inc. in Section 10 gives the Board the right to impose late charges, costs, interest and reasonable attorney fees; and

WHEREAS the above referenced Declaration in Section 10 gives the Board the authority to record a notice of lien for unpaid Assessments and when delinquent the lien may be enforced by suit, judgment and foreclosure; and

WHEREAS the Board of Directors authorizes Tropical Isles Management and Spires & Associates, PA to take reasonable action in the name of the Association as may be necessary or appropriate to enforce any rights which the Association may have as a result of default as the Board may determine in accordance with the Documents and adopted policy procedures:

BE IT THEREFORE RESOLVED the Board adopts the amended Collection Policy as follows:

**Ten days after the first working day of a new quarter.** A delinquency letter is sent invoicing for all past due amounts and interest at the maximum rate allowed by law, and with a \$50.00 administrative late fee added. The delinquency letter must be mailed Certified Return Receipt mail to the address on record.

**Thirty days after the first working day of a new quarter.** With continued non-payment of the full amount due, the services provided by Summit Broadband such as but not limited to internet service and cable television will become inactive and other amenities such as the pool access will be suspended. Furthermore, the account is turned over to the Association's legal counsel with instruction to take all steps necessary, in accordance with Florida Statutes §720.3085, in notifying intent to lien, recording of lien, notifying intent to foreclose and foreclosure upon board approval of the property as necessary, for the assessed amount outstanding, including applicable interest and all administrative, legal and court fees needed to collect as provided by the laws of the State of Florida. A fee will be applied to the owner account for the pre-lien legal fee charged by the association attorney. Once any delinquent account has been turned over to the Association's Legal Counsel, all communication from that time on must go through Legal Counsel.

Adopted on 11/13/19