San Marco Village HOA, Inc. Organization, Rules, and Procedures

As of: 8 Jul 2026

References: (available at https://campbellportal.com)

a. Declaration of Covenants, Restrictions and Easements for Riviera Isles, 19 Jul 2000
b. Bylaws of Riviera Isles Master Association Inc., 26 Jan 1999 (Exhibit E, of ref. A)
c. Declaration of Covenants, Restrictions and Easements for San Marco Village, 12 Aug 2003
d. Bylaws of San Marco Village HOA Inc., 1 Mar 2002 (Exhibit E, of ref. C)
e. Articles of Incorporation, San Marco Village HOA Inc., 8 Jan 2002 (Exhibit D, of ref. C)
f. Riviera Isles Master Association (RIMA) Inc, Rules and Regulations, 9 Sep 23
g. RIMA ARC Guidelines, 23 Jul 24

Purpose: To consolidate and promulgate information on San Marco Village HOA organization, rules, and procedures to foster a common understanding and to promote transparency, consistency, and efficiency in the management of the community.

ORGANIZATION:

Background: The San Marco Village HOA Inc. (the Association) is a Florida not for profit corporation established and operated for the benefit of the San Marco Village homeowners in accordance with the governing documents referenced above and applicable Florida law.

Functions: The Association exists to maintain and enhance property values and community enjoyment by maintaining common area property and by organizing and conducting a number of additional functions on behalf of the community, including, but not limited to:

- Establishing a budget
- Maintaining adequate maintenance reserves
- Providing sound fiscal management and oversight
- Establishing and maintaining community architectural standards
- Establishing and maintaining fair and sound association procedures
- Providing vendor contract and management company oversight

Management: The Association is governed by a five-person Board of Directors (BoD) elected annually by participating homeowners in good standing (the members) with day-to-day operations managed by a professional property management company hired by the BoD for this purpose. The Directors are unpaid volunteers who have a fiduciary duty to serve the community. Some of the BoD officers and management company roles and responsibilities include, but are not limited to:

President: Chief Executive of the association and presiding officer at BoD meetings. Oversees the implementation of policies and decisions.

Vice-President: Assumes Chief Executive duties in the absence or incapacitation of the President.

Treasurer: Manages the bookkeeping and financial records of the Association. Presides over the annual budget workshop and prepares and presents the proposed annual budget for BoD approval.

Secretary: Maintains meeting minutes and Association records (excluding financials). Ensures compliance with statutory notice requirements.

Director at Large: Participates fully in all board decisions and assists with specific operational duties and projects.

Property Manager (Campbell Property Management): The property manager takes direction from the BoD in overseeing various aspects of the community including, but not limited to:

- Enforcing compliance with the governing documents, rules, and Florida law
- Coordinating maintenance of common areas
- Vendor and service provider management and oversight
- Association customer service and administration
- Association accounts receivable, accounts payable, and financial records management

Association Responsibilities: Among other duties, the Association is responsible for funding and maintaining community property and services, including, but not limited to:

- Village roads
- Village sidewalks
- Village monuments
- Commonly metered utilities (street/monument lighting and irrigation pump electricity)
- Village main irrigation lines from the pump to the distribution valve at each home

Homeowner Responsibilities: Homeowners' responsibilities include, but are not limited to:

- Maintenance of landscaping, drainage, and irrigation systems on his/her lot up to the adjacent street, lake, canal, or property line (this includes any adjacent swale areas)
- Mailbox repair and maintenance to original community style and color standard
- Maintaining buildings and other property improvements in a neat, orderly, and attractive manner and in accordance with community architectural standards
- Ensuring lawns are neatly trimmed, edged, and all landscaping is maintained in good, neat, and living condition in accordance with community architectural standards
- Ensuring all member, tenants, and guests comply with all RIMA and San Marco Village requirements and applicable federal, state, and local laws.

Member Meetings: Member meetings will be announced 14-days in advance providing the meeting time, place, and agenda. Notification signs will also be conspicuously posted 48hrs in advance. Members are active participants in member meetings subject to reasonable rules of decorum. Member meetings require 10% of the total voting Members to be present in person or by proxy to establish a quorum. Minutes of these meeting will be posted on-line and must be retained for a minimum of seven years.

- Annual Membership Meeting. Usually conducted in October, November, or December each year. Purpose of this meeting is to elect new directors and to transact any additional member actions announced in advance on the agenda.

- Special Membership Meetings. Special membership meetings can be called to address important emergent issues requiring a vote of the membership. Only the specific item identified in the meeting notification may be addressed at a special meeting. Special meetings may be called by the President or a majority of the BoD. The President or Secretary of the board must call a special meeting upon written request of a majority of the association members or by written request of 10% or more of the members if the purpose of the meeting is to recall a director or, in some instances, to dispute an annual assessment increase of more than 15%.

Board of Directors Meetings: Board meetings, with the exception of the annual budget meeting, must only be announced to all directors three days in advance with public notice conspicuously posted 48hrs in advance. For the annual budget meeting, a copy of the proposed budget and a meeting notification must be provided to all association members 14-days in advance. A quorum for a directors meeting consists of a majority of the incumbent directors, and, in most cases, the actions approved by a majority of those present with a quorum constitutes a decision by the entire BoD. Homeowners are welcome to attend all open board meetings and have the right to speak regarding designated items on the agenda subject to reasonable rules of decorum published by the BoD (encl. G). As a matter of practice, the BoD will generally conduct an informal town hall sensing session with any homeowners in attendance at the conclusion of each BoD meeting. Minutes will be posted on-line and will record the votes of each director, including abstentions, and must be retained for a minimum of seven years.

- Organizational Meeting. This is the initial meeting of a newly elected BoD in which the BoD determines the office/duties of each director. It is usually conducted in conjunction with the annual membership meeting immediately following the election.

- Regular Meetings. These meetings are normally conducted quarterly in February, May, August, and November. They provide an opportunity for the property manager and committee chairs to brief the board on their areas of responsibility and for the board to discuss and take action on Association business.

- Annual Budget Workshop. Although not technically a director's meeting, the treasurer presides over this annual working group with the property manager and other interested parties to develop the following year's draft budget for BoD consideration and approval.

- Annual Budget Meeting. Usually conducted just prior to and in conjunction with the annual membership meeting, this is the meeting at which the BoD approves the next year's budget and quarterly assessments.

- Special BoD Meetings (open). A special BoD meeting may be called by the president of the board as needed to address emergent BoD issues. It must be called by the president or secretary upon written request of 60% of the board members. Notification, attendance, and record keeping requirements are the same as for a regular BoD meeting.

- Special BoD Meetings (closed). Florida law allows for closed BoD meetings to discuss sensitive legal or personnel matters only. Notification requirements are the same as for regular BoD meetings, but homeowner attendance is not allowed.

Committee Meetings: The Association currently has two standing committees.

- Architectural Review Committee (ARC). The association ARC is a standing executive committee composed of all members of the BoD. This committee is continuously in session and reviews all ARC requests submitted by association members. Any request approved by three or more directors is advanced to the RIMA ARC for review. Homeowners require both San Marco Village ARC and RIMA ARC approval before initiating any modifications to the exterior or irrigation system of their home. With few exceptions, San Marco Village abides by RIMA ARC guidelines when considering ARC requests. The BoD has the authority to and has enacted some guidelines that are stricter than RIMA ARC standards (see RULES section below), but it does not have the authority to approve requests that do not comply with RIMA ARC standards. Any changes to the RIMA ARC guidelines are considered and either approved or rejected for the village at regular BoD meetings or at Special BoD Meetings called specifically for that purpose. Any work performed without written approval from both ARCs may be subject to removal/restoration at the homeowner's expense, and fines may be levied for non-compliance.

- Compliance Committee. The compliance committee is required by Florida statute to independently review proposed fines for non-compliance with Associations restrictions, rules, regulations, and standards. It consists of three or more volunteer homeowners who are not members of, related to, or living with anyone on the BoD. Homeowners who have not cured a violation after timely notice will have an opportunity to present their case at a compliance committee hearing. The compliance committee will decide by majority vote whether to approve or reject the proposed fine.

- Other Committees. Other ad hoc or advisory committees may be established at the discretion of the Board to support community functions or projects as required.

RULES:

Association Rules: In addition to RIMA rules and ARC guidelines (refs. F and G), San Marco Village has the following rules and restrictions:

- ARC Guidelines. The San Marco Village has the following architectural guidelines that are stricter than RIMA ARC standards. Any work performed without written approval from both the San Marco Village and RIMA ARCs may be subject to removal/restoration at the homeowner's expense, and fines may be levied for non-compliance.
    - Driveways – Concrete slab design with grass or artificial turf inserts not allowed (May '22 BoD decision)
    - Solar Panels – Installation on south facing front elevations is not allowed unless required per Florida Statute (May '22 BoD decision)
    - Metal Roofs – Dark brown or bronze striated, beaded, or ribbed flat panel metal roofs with matching trim and/or garage door colors are approved when properly installed.

Pure flat panel seamed metal roofs are not allowed. Barrel metal roofs will be considered on an "as requested" basis. Red, white, silver, and green metal roofs are not allowed. Other colors will be considered on a case-by-case basis. (Mar '26 BoD decision)

- Concrete Roofs – Concrete S tile roofs not allowed (May '22 BoD decision). Saxony 900 Slate and Split Slate flat tile concrete roofs with matching paint schemes will be considered on a case-by-case basis. Red, white, silver, and green concrete roofs are not allowed. (Mar '26 BoD decision)
- Faux wood door painting not allowed (May '25 BoD decision)
- Garage door glass (up to 80% glass) will be considered on a case-by-case basis only (May '25 BoD decision)
- RIMA Jun '24 gutter rules still apply. Gutter color must match fascia color. Downspout color must match house base color. Rain chains only on side of house and only on first floor. (May '25 BoD decision)
- All address signs must contain numeric digits only, no letters (May '25 Bod decision)
- Concrete border painting is allowed, but painting of roofs and driveway pavers is prohibited (RIMA guidance emphasized by May '25 BoD decision)
- Paint Schemes – New Scheme 18 and New Scheme 22, dtd 27 Mar 24 are no longer authorized. (Mar '26 and Jul '26 BoD decisions)
- Only the following lots are allowed the aluminum "Dura Fence" privacy fences authorized by the RIMA ARC Guidelines' Apr '25 update (May '25 BoD decision):
  - Inside homes between SW 52nd Ct and SW 53rd St not on the water
  - Inside homes between SW 53rd Ct and SW 54th Ct not on the water
  - Inside homes between SW158th Ave and SW 159th Ave not on the water
  - Corner homes at 15602 SW 53rd St, 15601 SW 53rd Ct, and 5384 SW 159th Ave

- Parking. Owners, guests, and residents/tenants should utilize unit garages, driveways, and driveway aprons to the maximum extent possible. Vehicles parking on a driveway or apron must not block the sidewalk or bike path. Overnight street parking (12:00am – 6:00am) and parking on grass is prohibited. Violators are subject to being towed or booted at owner's expense. Exceptions will be made for major holidays and can be requested for special events 48-hours in advance. Please notify the Association in writing at least 48-hrs in advance of any planned large parties or events that will impact community parking.

- Leasing. Short term leasing (Air BnB, VRBO, etc.) is prohibited. Minimum lease term is 6-months, and subleasing is prohibited. All leases require prior written approval from the BoD. Failure to comply with the association's tenant screening procedures may result in fines and the eviction of unapproved tenants at the owner's expense.

- Pets. Pets must be leashed at all times when outside. Owners are required to promptly clean up pet waste and to ensure their pets do not create a nuisance. The Association reserves the right to take action against any member whose pet behavior violates community standards or local ordinances.

- Signs. Vendor signage is not allowed except for Realtor signs offering the property for sale or lease. The realtor sign can be no larger than 24"x 18" with a secondary attached signs no larger than 15"x 6." The sign post cannot be taller than 4 feet and must be posted on the lawn only, not on the swale.

- Trash. No trash, construction material, or unsightly objects should be visible from the street at any time. Exceptions can be requested during the execution of ARC approved projects. Trash and recycling containers must be stored out of public view except on collection days, and bulk trash may only be placed out 24-hrs prior to the scheduled bulk trash pick-up. Please return trash containers promptly after pickup to maintain community aesthetics and road safety.

- Tarps. Roof tarps can only be used to address an emergent situation and while awaiting repairs. All homeowners with a long-standing roof tarp will receive a violation. They must provide the violation coordinator proof of an insurance claim to retain the tarp and the tarp must be maintained in good condition.

PROCEDURES:

Association Procedures: San Marco Village will conduct association business according to the following procedures:

- Maintenance requests. Please contact the clubhouse at (954) 322-5284 to report any issues with the community property of the Association. The after-hours emergency contact number is (954) 427-8770.

- ARC requests. Homeowners require both San Marco Village ARC and RIMA ARC approval before initiating any modifications to the exterior or irrigation system of their home. ARC approval is required for all exterior modifications. Even if a permit is not required by the City of Miramar, ARC approval is still mandatory. Any work performed without written approval from both the San Marco Village and RIMA ARCs may be subject to removal/restoration at the homeowner's expense, and fines may be levied for non-compliance. The ARC request process is as follows:

    - Submission: Homeowners submit a completed ARC application form along with supporting documentation (e.g., drawings, survey, photos, color samples) online at https://campbellportal.com. Make sure you are on the San Marco Village tab and not the RIMA site. A tutorial is available under "Documents," then "Homeowner Documents", then "Training."
    - Deposit Requirement: Per RIMA guidelines, a $150 or $500 refundable deposit is required depending on the project scope.
    - Review: The San Marco ARC reviews applications for compliance with HOA and RIMA guidelines and communicates approval, conditional approval, or denial in writing. All committee members are required to review the request as soon as possible. Requests approved by a majority of the ARC are forwarded to the RIMA ARC for final approval.
    - Decision Timeline: The ARC process typically responds within 30 days of a complete submission. Projects may not begin until written approval is granted.

- Enforcement. The association's goal is voluntary compliance through education and communication. Enforcement is applied fairly and consistently and is not intended to be punitive when cooperation and good faith are demonstrated. Homeowners have the right to cure violations before a fine is enforced and have a right to attend and speak at their compliance hearing. Fines will not be imposed if the violation is corrected prior to the hearing.

    - Step 1: Notice of Violation. When a violation is identified, the HOA (via property management) will send a written notice to the homeowner detailing:
        - The specific violation
        - The corrective action required
        - A deadline to comply (usually 10–14 days)
    - Step 2: BoD Levys a Fine. If the violation is not resolved, the BoD shall consider the violation at a BoD meeting and may levy a fine.
        - Fine can be up to $100 per violation per day that the violation is ongoing.
        - Fine can accrue up to a maximum of $1000 per violation, plus repair/replacement costs
    - Step 3: Hearing Notification. If the violation is not resolved, a Notice of Hearing is sent, providing:
        - At least 14 days' written notice before the hearing occurs
        - Description of the alleged violation
        - Hearing date, time, location, or access info (if held electronically)
        - Right to cure the violation before the hearing
    - Step 4: Hearing Before the Compliance Committee. The Compliance Committee reviews the violation and the homeowner's response.
        - The committee may hold the hearing in-person, by phone, or electronically.
        - If the committee does not approve the proposed fine or suspension, it cannot be imposed.
    - Step 5: Post-Hearing Action.
        - Within 7 days after the hearing, written notice of the committee's decision is provided to the homeowner.
        - If the violation is confirmed and not cured, the fine becomes due no sooner than 30 days after that notice
        - Fines can be up to $100 per violation per day up to $1000 maximum for each violation, plus repair/replacement costs if required
        - The HOA may seek legal recovery of unpaid fines after the notice and hearing process has been followed and the due date has passed
        - If a violation continues after the notice, hearing, and fine process, the BoD may authorize legal action (e.g., injunction, compliance order, or foreclosure for unpaid fines or assessments over $1,000).
        - The violator may be held responsible for the Association's legal fees in addition to any fines and repair costs

- Common Assessments. Common assessments are charged to all owners equally to provide the funds needed to operate the Association as determined by the annual budget. Timely payment

of assessments is essential for funding community services, maintenance, and reserves. Assessments are billed quarterly, in advance, with payments due on the first day of each quarter (January 1, April 1, July 1, October 1). Payments can be made in advance. Payments not received by the due date are considered delinquent. A member's voting rights may be suspended by the BoD at a BoD meeting when an assessment or any other monetary obligation due the Association is 90-days or more past due. The BoD will send notice to a member that their voting rights have been suspended if approved by the BoD. This is a change required by Florida Statute to the Association By-Laws' automatic suspension at 30-days delinquent. Voting rights are automatically restored as soon as all past due assessments and other fees are paid in full.

- Individual Assessments. Individual assessments are billed only to specific homeowners for amounts due the association for such things as late fees, fines, maintenance and repair services, or attorney fees charged specifically to an individual property owner.

- Special Assessments. The Association intends to avoid special assessments by prudent financial operations and maintenance of an adequate reserve. Should an unexpected requirement exceed available funding, the BoD will schedule a special BoD meeting to address the requirement with the community.

- Collections Process. Late accounts are subject to late fees and interest. These charges are applied monthly and continue to accrue until the account is brought current. In addition, an NSF individual assessment of $30 is applied for any bounced checks. A late account is also subject to acceleration meaning the remaining annual assessments can be made due immediately. The Association will follow the following process to collect delinquent payments:

    - Step 1: Late Notice. After 30-days, the management company will issue a late notice advising member of their delinquent payment. ($25 late fee plus $5 notification charge to owner)
    - Step 2: Statutory Notice of Late Assessment (NOLA). ($50 notification charge to owner)
        - Issued 60 days after a missed payment
        - Sent by the property management company
        - Provides the homeowner with 30 days to bring the account current
    - Step 3: File Turned over to Alliance CAS for Collection. ($50 turnover charge to owner)
        - If payment is not received within 30 days of the NOLA, the account is turned over to Alliance CAS for collection.
    - Step 4: Alliance CAS Collection Sequence.
        - Notice of Late Assessment Letter – Sent within 48 hours of file submission.
        - Collection Placement Letter – Sent 31 days later if the account remains delinquent.
        - Intent to Lien (ITL) Letter – Sent 41 days after the placement letter if payment is still not received.
        - Lien Filing – Filed 45 days after ITL delivery if the account is unpaid and no payment plan is established.

        - Account Manager Stage – Ongoing outreach (calls, notices, emails). This stage lasts up to 90 days.
        - Intent to Foreclose Letter – Sent at the end of the outreach period if payment is still outstanding.
        - Foreclosure – Legal process begins after final review, board authorization, and cost deposit submission.
    - Payment Plans
        - Alliance may offer payment plans to homeowners if authorized by the board.
        - 20% down payment
        - Up to 12-month term
        - Interest and late fees frozen during the plan
        - Failure to comply with terms will reinstate all fees and resume collection steps.
    - Waiver of Fees
        - The Board may authorize Alliance to waive 100% of late fees and interest if the full balance is paid immediately.
        - No waivers apply to payment plans

- Tenant Screening. All leases require prior written approval from the BoD. Failure to comply with the Association's tenant screening process may result in fines and the eviction of unapproved tenants at the owner's expense. Please have your prospective tenant(s) complete the on-line application at Tentev.com (encl. I). The prospective tenant(s) will be responsible for the Tentev application fee of $150. The board will evaluate the prospective tenant(s) per an established criteria (encl. H) and notify the owner of its decision. Please do not sign a lease without first receiving written approval from the BoD.

- Estoppel Services. The property manager is authorized to provide estoppel letters and other transfer documentation support to homeowners for a fee. These fees are regulated by state law and are between the property owner and the management company. The Association is not a party to these transactions.

- Sidewalk cleaning and maintenance. The sidewalks will be cleaned and repaired at least annually. Please report any issues or damage to the clubhouse as soon as possible.

- Insurance. The Association will maintain the following required insurance coverages:
    - Commercial General Liability Insurance
    - Directors and Officers Liability Insurance
    - Workers Compensation Insurance
    - Umbrella/Excess Liability Insurance

Enclosures:

A. Sample annual member meeting agenda
B. Sample annual member meeting proxy
C. Sample regular BoD meeting agenda
D. Sample special BoD meeting agenda
E. Sample budget BoD meeting agenda
F. Sample organizational BoD meeting agenda
G. Member BoD meeting participation guidelines
H. Tenant screening criteria
I. Tenant application
J. Homeowner maintenance guidelines

Enclosure A: Sample Annual Member Meeting Agenda

1. Call to order (President)
2. Establish quorum (Property Mgr)
3. Attestation of proper meeting notification or waiver (Property Mgr)
4. Opening remarks (President)
5. Read/Review/Approve previous minutes (BoD)
6. Report of Officers and Committees (as required)
    a. TBD
    b. TBD
7. Appointment of a Chairperson (President)
8. Appointment of Inspector of Elections (Chairperson)
9. Determination of Number of Directors (Chairperson)
10. Nomination of Directors (Members)
11. Statement of Nominees (as required)
12. Comments/Discussion from the floor (Members present. 3-min max per member.)
13. Election of Directors (Members)
14. Old business (Chairperson)
    a. TBD
    b. TBD
15. New business (Chairperson)
    a. TBD
    b. TBD
16. Adjournment (Chairperson)

Enclosure B: Sample Annual Member Meeting Proxy

SAN MARCO HOMEOWNERS ASSOCIATION INC

GENERAL PROXY

The undersigned owner(s) or designated voter of the Lot located at:

(Check one *)

(insert street address) _____ hereby appoint(s):

(a) _____ Any Member of the Board of Directors, or

(b) _____ (if you check "b", insert the name of your proxyholder): _____.

The proxyholder named above has the authority to vote and act for me to the same extent that I would, with full powers of substitution, and to appear, represent and cast votes using his/her best judgment on all matters that may come before the meeting with the same effect as I/we was/were present at the meeting, with power of substitution. I authorize and instruct my proxy to use his or her best judgment on all matters to come before the Annual Meeting of the Members to be held **on _____ __, 202X at ____ pm at the Riviera Isles Clubhouse, Great Room, located at 5055 SW 171st Avenue, Miramar, Florida 33027** and any and lawful adjournments of such meeting held within ninety (90) days of the date for which the meeting was originally called, if any, unless this Proxy is sooner revoked in writing by the undersigned.

Failure to check either (a) or (b), or if (b) is checked, failure to write in the name of the proxy, shall be deemed an appointment of the President of the Association as your proxy holder.

THIS PROXY IS REVOCABLE BY THE LOT OWNER AND IS VALID ONLY FOR THE MEETING FOR WHICH IT IS GIVEN AND ANY LAWFUL ADJOURNMENT. IN NO EVENT IS THIS PROXY VALID FOR MORE THAN 90 DAYS FROM THE DATE OF THE ORIGINAL MEETING FOR WHICH IT WAS GIVEN.

_____ _____
OWNER SIGNATURE DATE OWNER SIGNATURE DATE

_____ _____
OWNER PRINT NAME OWNER PRINT NAME

SUBSTITUTION OF PROXY

(Do not write in the space below unless the named Proxy above is substituting this proxy to a third party)

The undersigned, appointed as proxyholder above, does hereby designate _____ to substitute for me in the proxy set forth above.

_____ _____
DATE PROXY HOLDER SIGNATURE

_____
Printed Name

RETURN ENVELOPE TO:

San Marco Village
Homeowners Association, Inc.
5055 SW 171st Avenue
Miramar, FL 33027

Enclosure C: Sample Regular BoD Meeting Agenda

1. Call to order (President)
2. Establish quorum (Property Mgr)
3. Attestation of proper meeting notification or waiver (Property Mgr)
4. Opening remarks (President)
5. Review/Approve previous minutes (BoD)
6. Property manager report (Property Mgr)
    a. Assessment collection status
    b. Collection activity update
    c. ARC activity update
    d. Compliance activity update
    e. Contracting activity update
    f. Budget activity update
    g. Legal activity update
7. Report of Officers and Committees (as required)
    a. TBD
    b. TBD
8. Old business (BoD)
    a. TBD
    b. TBD
9. New business (BoD)
    a. TBD
    b. TBD
10. Comments/Discussion from the floor (Members present. 3-min max per member.)
11. Adjournment (BoD)

Enclosure D: Sample Special BoD Meeting Agenda

1. Call to order (President)

2. Establish quorum (Property Mgr)

3. Attestation of proper meeting notification or waiver (Property Mgr)

4. Opening remarks (President)

5. Report of Officers and Committees (as required)

    a. TBD
    b. TBD

8. Special BoD meeting business (BoD)

    a. TBD
    b. TBD

9. Comments/Discussion from the floor (Members present. 3min max per member.)

10. Adjournment (BoD)

Enclosure E: Sample Budget BoD Meeting Agenda

1. Call to order (President)
2. Establish quorum (Property Mgr)
3. Attestation of proper meeting notification or waiver (Property Mgr)
4. Opening remarks (President)
5. Review/Approve previous minutes (BoD)
6. Consideration and adoption of proposed budget (BoD)
7. Adjournment (BoD)

Enclosure F: Sample Organizational BoD Meeting Agenda

1. Call to order (Chairperson)
2. Establish quorum (Property Mgr)
3. Election of officers (BoD)
4. Bank resolution / signature cards (BoD)
6. Adjournment (BoD)

Enclosure G: Member BoD Meeting Participation Guidelines

1. The following member participation guidelines were approved on 25 Jul 17. They are published here in compliance with FL Statute 720.303(2)(b).

2. Members are allowed to speak on published BoD meeting agenda items subject to the following written guidelines:

a. Members must indicate their desire to speak on the sign-up sheet before the start of the meeting.

b. Member must indicate on the sign-up sheet the specific agenda item they wish to address.

c. Member comments will be limited to 3-minutes for each agenda item addressed.

3. The above guidance does not apply to the open forum generally provided to members at the end of each BoD meeting. For the open forum, the following guidance applies:

a. Prior registration on the sign-up sheet is not required.

b. Please wait until recognized by the board to comment.

c. Member comments are still limited to 3-minutes each.

4. All comments by directors and members, whether in the BoD meeting or open forum, must be made with courtesy and respect for each other's opinions and participation. Angry, abusive, or profane comments will not be tolerated. Violations will result in one warning to desist. Repeated violations will result in expulsion from the meeting.

Enclosure H: Tenant Screening Criteria

1. These tenant screening criteria were approved on 6 Sep 18. They are published here for transparency and awareness.

2. The following criteria will be considered in the approval/denial of any lease applications:

a. Lease term – Six (6) months minimum

b. Maximum of two (2) persons per bedroom

c. Number of vehicles owned must be accommodated by garage and driveway only

d. Application must not on its face indicate a violation of the governing documents (e.g. operating a business or owning a commercial vehicle that will not fit in garage)

e. Prior residence/rental history

f. No pedophile history

g. Criminal history – No felony convictions involving violence to persons or property, the sale, distribution, or use of controlled substances, or a felony demonstrating dishonesty or moral turpitude, or has pled guilty to any such felonies. The nature, severity and recency of the lease applicant's criminal conduct, which is the subject of the conviction or guilty plea, as well as any rehabilitation efforts, will be addressed on a case-by-case basis.

h. Verifiable income – Verifiable household monthly income (pay stubs/tax returns) must be at least 2.5 times monthly rent

i. Minimum credit score of 620

j. No material misrepresentations on the application

Enclosure I: Tenant Application

A copy of the attached application sheet is available at the clubhouse for you to provide your prospective tenant(s).

Tenant Evaluation

(+1) 305.692.7900
support@tenantevaluation.com

Property Application for

SAN MARCO VILLAGE HOMEOWNERS

1

Access TenantEvaluation

You can go to **Tenantev.com** or scan this QR Code

Then

2

Create a new account

Use the following application code to begin

12640

Property Application Code

How to Apply?

You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.

The community you are applying to could request information such as Credit report (Social Security number necessary), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

The Application process may take up to 45 minutes

App available on

Download on the App Store | GET IT ON Google Play

Important

- Application Fee: There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.
- This application is linked to the email address you will use to create your new account.
- If you have questions regarding the application requirements, please contact the association directly.
- Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.

Enclosure J: Homeowner Maintenance Guidelines

1. House Maintenance

    a. Pressure washing of entire house annually

    b. Pressure washing of driveway/pavers annually

    c. Painting of entire house every 6 – 8 years or as needed, as determined by the BoD

    d. Exterior feature maintenance:

        1. Light fixtures: clean, fresh bulbs, and in good working order

        2. Garage doors: functional and in good repair

        3. Windows/doors/shutters: fully operational and neatly secured

2. Landscaping

    a. All grass mowed and edged at least monthly, usually twice per month in the summer

    b. All hedges trimmed monthly

    c. All trees trimmed annually

    d. Minimum of three (3) palm trees kept in healthy condition

3. Automobiles

    a. No commercial vehicles left out of garage

    b. No vehicle maintenance on driveway or street

    c. Inoperable vehicles must be enclosed in garage or not visible from street (covered)

    d. No blocking sidewalks or parking on grass

    e. No parking on street after midnight