

## Property Application for **Lighthouse Bay Six**

Property Name

### How to Apply ?

1

You can go to  
[Tenantev.com](https://tenantev.com) or scan  
this QR Code.



then

2

Create a new account  
and use the following  
application code to begin.

**11692**

Property Application Code

### Please read before applying

**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.

#### **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.**

Application process  
may take up to 45 *minutes*  
**tenantev.com**

### Do you need help?



Email us at  
[support@tenantevaluation.com](mailto:support@tenantevaluation.com)



Call us at  
305.692.7900

# Estoppels & Insurance Information

---

In keeping with our commitment to provide you with industry leading services, we partnered with HomeWise Docs, a leader in sourcing and fulfilling estoppel and questionnaire requests. To place a request for an Estoppel or Questionnaire, go to <https://www.homewisedocs.com/>. We do not perform these in the office on site.

---

To obtain our insurance information please contact Doris Laurence.

Doris Laurence

239-649-1444

[Doris.Laurence@assuredpartners.com](mailto:Doris.Laurence@assuredpartners.com)

---

# LIGHTHOUSE BAY AT THE BROOKS

## PROCEDURES AND RULES FOR LISTING AND SHOWING AGENTS REGARDING OPEN HOUSES

1. The unit owner must inform the Harbour Club office that the unit is either for rent or for sale and must also provide the name of the listing agent, the agency affiliation and appropriate contact information. If the unit owner is serving as his/her own agent, the unit owner will be considered to be a listing/showing agent for the purposes of these procedures and rules.

2. The listing agent for a rental is responsible for securing the Association's information for Lease and/or Purchase on the Lighthouse Bay website, in the "Classifieds and Open House" tab, under "Prospect Info".

→ <https://www.lighthousebay.com/folder/prospect-info/>

**No other lease or purchase applications will be accepted other than those submitted through the Tenant Evaluation website (property codes for applications are available in the realtor packets for the desired Association).**

3. The selling or leasing agent of a unit in Lighthouse Bay has the responsibility of becoming familiar with the limitations imposed on a lessee or prospective owner by the various condominium documents, the Rules and Regulations of the Harbour Club and ensuring that no conditions exist which would place the lessee or prospective owner in violation of the above documents.

4. No property may be shown before 9:00 a.m. or after 7:00 p.m.

5. A real estate agent must obtain a guest pass from the homeowner to visit/show the property when not for an open house.

6. Open Houses must be previously scheduled with the office via the Open House Form that is available on the Lighthouse Bay website <https://www.lighthousebay.com/open-house-2/>. Hours are limited to Saturday and Sunday between 1 :00 p.m. and 4:00 p.m. During a requested date of Open House, in the specified time parameters, a passcode will be posted at the front entry gate on the Kiosk in the Guest Lane (right side).

7. No announcement or direction signs may be displayed within Lighthouse Bay **except** one of the approved "Open House" signs which may be displayed at curbside at the walkway to the unit. This Harbour Club Board-approved "Open House" sign with its specifications developed by the Architectural Review Board is the only real estate sign that is permitted in Lighthouse Bay (see attached).

8. Agents and prospective buyers or renters are guests of Lighthouse Bay and are expected to conduct themselves appropriately, e.g., obeying speed limits, observing parking restrictions and not creating a disturbance for the residents. If you are unsure of the rules, ask the office staff. Prospects may not make use of the amenities.

**Lighthouse Bay  
Architectural Review Board (ARB) Design Criteria  
“Open House” Signage**

**Authority:**

Article 7.18 of the Declarations of Covenants, Conditions and Restrictions of Lighthouse Bay states as follows:

**“No sign of any kind shall be displayed to public view on any Unit, condominium common area or Common area, except a sign identifying Lighthouse Bay individual condominiums within Lighthouse Bay, street or traffic control signs, except as approved by the ARB.**

**Specifications:**

- Material: Coroplastic in beige and turquoise colors to blend with surroundings of Lighthouse Bay.
- Dimensions: The flat portion of the sign shall be 24 inches wide by 18 inches high.
- Contents: The words **“Open House”** shall appear on both sides of the sign. The color of the words **“Open House”** shall be turquoise painted against a beige background.
- Attachment & Signage Mounting: The sign shall be attached to or mounted on a 24 inch high ½” corex black angel iron metal stand.

The sign may be purchased by individuals or by realtors through their local Realtors Associations.

**Approved: Harbour Club Board of Directors**

Name Philip A. Sanchez Title BOARD PRESIDENT  
Date 5-6-2011

Attachments:  Yes  
 No

April 2011

# Lighthouse Bay



18"x24" coropl., 2 sided w/ metal frame stand

# Maintenance Fees Coverage

## Common Area Amenities

### **Pools & Spa**

- ❖ Lagoon Pool
- ❖ Lap Pool
- ❖ 3 Satellite Pools
- ❖ Spa & Sauna

### **Tennis Courts**

- ❖ Six Clay Tennis Courts
- ❖ Competitive Teams
- ❖ Tennis Center
- ❖ On-Site Tennis Pro (October-April)

### **Bocce Courts**

- ❖ Competitive Teams
- ❖ Two Professional Courts

### **Basketball Court**

### **North and South Boathouses**

- ❖ Piano

### **Fitness Center/Flex Space**

- ❖ Two Ping Pong Tables
- ❖ Various Cardio Equipment
- ❖ Weights

### **Arts & Learning Center**

- ❖ Two Computer Stations
- ❖ Printing Services
- ❖ Library
- ❖ Card Room
- ❖ Art Room / Art Classes
- ❖ Kitchenette

### **Clubhouse**

- ❖ Available for rent to Owners for special events
- ❖ Management Office:
  - ✓ General Manager
  - ✓ Property Manager
  - ✓ Administrative Assistant
  - ✓ Office Services: Copies, Faxes, Notary Public

### **Access Control**

- ❖ 24/7 Fully Autonomous Access Control
- ❖ Two Gated Entrances

## **Landscaping**

- ❖ Landscaping / Irrigation throughout the community

## **Maintenance**

- ❖ On-Site Maintenance Staff
- ❖ All exterior building structural repairs
- ❖ Community pool service & housekeeping of all amenities

## **Boat Rentals**

- ❖ Rowboats
- ❖ Canoes
- ❖ Paddle Boats
- ❖ Motorboats

## **Commons Club Membership**

- ❖ Bronze Commons Club Membership
- ❖ Access to The Brooks Common Center
- ❖ Access to Club Restaurant

## **Garden Plots**

- ❖ Available by reservation

## **Activities Director**

- ❖ On-Site Activities Director
- ❖ Year-Round Activities & Events
  - ✓ Water Aerobics
  - ✓ Fitness Classes
  - ✓ Bingo / Trivia Nights
  - ✓ Social Gatherings
  - ✓ Dances
  - ✓ Bus Trips
  - ✓ Movie Showings

## **Other Amenities**

- ❖ 2-Mile Walking Path
- ❖ Botanical Garden
- ❖ TV and Internet Service (Bluestream Fiber)
- ❖ Water & Sewer (Non-Villas)
- ❖ Pest Control with Purcor Pest (Quarterly – External; upon request – Internal)
- ❖ All electrical costs for external lighting and 52 lake fountains

**LIGHTHOUSE BAY SIX ASSOCIATION, INC.**  
**FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET**

*January – December 2025*

- Q. What are my voting rights in the condominium association?**
- A. Association members are entitled to one (1) vote for each Unit owned by them. Please refer to Article II, Section 2 of the By-Laws.
- Q. What restrictions exist in the condominium documents on my right to use my unit?**
- A. Use Restrictions include residential use, minors, pets, nuisance, parking, antennas and signs, access, stairs and halls, common elements, garage, fire hazards, and leasing. Please refer to Section 12 of the Declaration Condominium.
- Q. How much are my assessments to the condominium association for my unit and when are they due?**
- A. Assessments are **\$2,410.00** per unit per quarter (Includes Master Association, full reserves, cable, internet, inside pest control on an as needed basis, trash removal and landscaping). Assessments are due Jan. 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and Oct. 1<sup>st</sup>.
- Q. Do I have to be a member in any other Association? If so, what is the name of the Association and what are my voting rights in this association?**
- A. Yes, all Unit Owners in Lighthouse Bay Six, must also be members of *The Harbour Club at Lighthouse Bay, Inc.* Each Unit owner in Lighthouse Bay Six, is entitled to one vote in the Master Association. Please refer to Article III of the Master Association By-Laws. Unit Owners in Lighthouse Bay Six also automatically become Bronze Members of the Commons Club at the Brooks per the Declaration of Covenants, Conditions and Restrictions for Lighthouse Bay at the Brooks. The Annual dues for such membership is included in the assessment quoted above.
- Q. Am I required to pay rent or land use fees for recreational or other community used facilities? If so, how much am I obligated to pay annually?**
- A. No.
- Q. Is the Condominium Association or other mandatory membership Association currently involved in a lawsuit in which it may be subject to liability in excess of \$100,000? If so, identify each such lawsuit.**
- A. No.

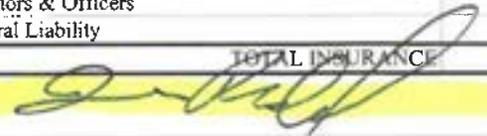
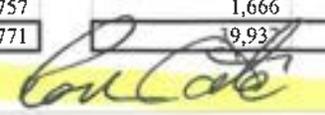
**NOTE: THE STATEMENTS CONTAINED HERIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERTO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.**

Association Name:

Lighthouse Bay Six Association

Budget Worksheet for period Beginning January 1, 2025 to December 31, 2025

	2024 Approved Budget Quarterly	2024 Approved Budget Annual	2025 Approved Budget Quarterly	2025 Approved Budget Annual	
<b>INCOME</b>					
41100	Assessment	102,823	411,292	103,312	413,248
41110	Reserves Assessment	22,090	88,358	22,154	88,616
41105	Harbour Club Assessment	166,483	665,933	173,762	695,048
41290	Harbour Club Renovation Assessment	14,073	56,290	14,073	56,290
	<b>TOTAL MAINTENANCE</b>	<b>305,468</b>	<b>1,221,873</b>	<b>313,300</b>	<b>1,253,201</b>
<b>OTHER INCOME</b>					
42001	Application Income	400	1,600	171	685
	<b>TOTAL OTHER INCOME</b>	<b>400</b>	<b>1,600</b>	<b>171</b>	<b>685</b>
	<b>TOTAL REVENUES</b>	<b>305,868</b>	<b>1,223,473</b>	<b>313,472</b>	<b>1,253,886</b>
<b>ADMINISTRATIVE EXPENSES</b>					
51010	Audit / Tax Fees	69	275	81	325
51077	Corp. Annual Fees	15	61	15	61
51110	Fees Payable to Division/Corp. Fee	130	520	130	520
51132	Insurance Appraisal	123	490	123	490
51150	Legal Fees	625	2,500	-	-
51161	Harbour Club Maintenance Fees	166,483	665,933	173,762	695,048
51163	Harbour Club Renovation Assessment	14,073	56,290	14,073	56,290
51170	Office Supplies	125	500	25	100
51200	Postage & Delivery	25	100	130	520
51209	Professional Fees	900	3,600	900	3,600
51230	Screening Fees	200	800	-	-
70239	Management Services	2,059	8,236	2,162	8,648
70239.1	Overhead Fee KWPM	483	1,931	507	2,028
	<b>TOTAL ADMINISTRATIVE</b>	<b>185,309</b>	<b>741,236</b>	<b>191,907</b>	<b>767,630</b>
<b>UTILITIES</b>					
60040	Waste/Trash Pickup	1,346	5,383	1,800	7,200
60050	Water & Sewer	20,000	80,000	22,000	88,000
	<b>TOTAL UTILITIES</b>	<b>21,346</b>	<b>85,383</b>	<b>23,800</b>	<b>95,200</b>
<b>GROUNDS</b>					
80191	Irrigation Repairs & Maintenance	1,000	4,000	1,500	6,000
80210	Landscaping	13,244	52,975	18,612	74,448
80311	Pine Straw/Mulch	3,168	12,673	-	-
80384	Sod, Shrub & Tree Replacement	2,500	10,000	2,500	10,000
80395	Tree Trimming	1,801	7,202	438	1,750
	<b>TOTAL CONTRACTS</b>	<b>21,713</b>	<b>86,850</b>	<b>23,050</b>	<b>92,198</b>
<b>INSURANCE</b>					
72005	Property	43,214	172,857	36,590	146,360
72010	Umbrella	546	2,184	504	2,016
72015	Worker's Compensation	141	565	127	509
72020	Crime	251	1,002	244	976
72025	Directors & Officers	602	2,406	806	3,223
72030	General Liability	1,689	6,757	1,666	6,664
	<b>TOTAL INSURANCE</b>	<b>46,443</b>	<b>185,771</b>	<b>49,937</b>	<b>159,748</b>



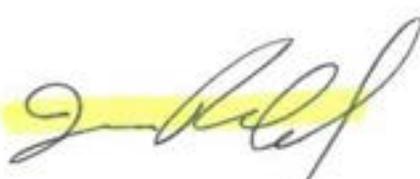


NW PROPERTY MANAGEMENT & CONSULTING

Association Name: Lighthouse Bay Six Association

Reserve Budget Worksheet for period Beginning January 1, 2025 to December 31, 2025

Description	Estimated Replacement Cost	Estimated Total Useful Life	Estimated Remaining Useful Life	Projected Fund Balance as of 12/31/2024	Balance to be Funded	2025 Quarterly Contribution	2025 Annual Contribution	2025 Partial Reserve Contribution (if applicable)
	-	-	-	-	-	-	-	-
32780 - Roof Replacement	3,134,295	50	46	259,534	2,874,761	15,624	62,495	-
32790-Roof Cleaning	-	3	3	-	-	-	-	-
32110-Building Painting	171,725	7	5	78,666	93,059	4,653	18,612	-
32270- Screen Cage Replacement	152,250	35	15	56,373	95,877	1,598	6,392	-
Mailbox Replacement	19,000	20	17	-	19,000	279	1,118	-
	-	-	-	-	-	-	-	-
<b>TOTAL RESERVES</b>	<b>3,477,270</b>			<b>394,572</b>	<b>3,082,698</b>	<b>22,154</b>	<b>88,616</b>	<b>-</b>



KW PROPERTY MANAGEMENT & CONSULTING

Association Name:

Lighthouse Bay Six Association

Maintenance and Reserve Income Per Unit for period Beginning January 1, 2025 to December 31, 2025

Yearly Maintenance

1,164,585

Yearly Reserves:

88,616

Unit Type	Number of Units per type	Ownership % per Unit	Total ownership % per unit type	Quarterly Maintenance per unit	Quarterly Reserves per Unit	Total Quarterly Maintenance with Reserves per Unit
One Unit Type	130	0.76923%	100.000%	2,239.59	170.42	2,410.00
	130		100.0000%			

Unit Type	Number of Units per type	2024 Quarterly Fees	2025 Quarterly Fees	\$ Change per Quarter	% Change
One Unit Type	130	2,349.76	2,410.00	60.24	2.56%