

## Property Application for Lighthouse Bay Villas Four

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.

**11690**

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

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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.

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To obtain our insurance information please contact Doris Laurence.

Doris Laurence

239-649-1444

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

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# 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 <b>“Open House”</b> shall appear on both sides of the sign. The color of the words <b>“Open House”</b> 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 M. Dargatzis 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 VILLAS FOUR 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 **\$3,091.00** 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 Villas Four, must also be members of *The Harbour Club at Lighthouse Bay, Inc.* Each Unit owner in Lighthouse Bay Villas Four, 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 Villas Four 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.**





K&amp;W PROPERTY MANAGEMENT &amp; CONSULTING

Association Name:

Lighthouse Bay Villas 4 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	69,877	279,509	71,602	286,406
41110	Reserves Assessment	31,250	125,000	33,750	135,000
41105	HCLHB Master Association	81,961	327,844	85,544	342,177
41290	Harbour Club Renovation Assessment	6,928	27,712	6,928	27,712
	<b>TOTAL MAINTENANCE</b>	<b>190,016</b>	<b>760,065</b>	<b>197,824</b>	<b>791,295</b>
	<b>OTHER INCOME</b>				
42001	Application Income	175	700	100	400
42440	Late Fee Income	-	-	181	725
	<b>TOTAL OTHER INCOME</b>	<b>175</b>	<b>700</b>	<b>281</b>	<b>1,125</b>
	<b>TOTAL REVENUES</b>	<b>190,191</b>	<b>760,765</b>	<b>198,105</b>	<b>792,420</b>
	<b>ADMINISTRATIVE EXPENSES</b>				
51010	Audit / Tax Fees	69	275	81	325
51077	Corp. Annual Fees	15	61	15	61
51110	Fees Paid to Division	64	256	64	256
51117	Event Costs	-	-	75	300
51132	Insurance Appraisal	108	430	108	430
51150	Legal Fees	625	2,500	500	2,000
51161	Harbour Club Maintenance Fees	81,961	327,844	85,544	342,177
51163	Harbour Club Renovation Assessment	6,928	27,712	6,928	27,712
51170	Office Expense-Other	75	300	50	200
51200	Postage & Delivery	38	150	75	300
51209	Professional Fees	625	2,500	25	100
51230	Screening Fees	100	400	-	-
70239	Management Services	1,013	4,052	1,064	4,258
70239.1	Overhead Fee KWPM	241	962	56	224
	<b>TOTAL ADMINISTRATIVE</b>	<b>91,861</b>	<b>367,442</b>	<b>94,586</b>	<b>378,343</b>
	<b>GROUNDS</b>				
80191	Irrigation Repairs & Maintenance	2,000	8,000	2,250	9,000
80210	Landscaping	15,673	62,693	21,905	87,620
80311	Pine Straw/Mulch	1,999	7,995	-	-
80384	Sod, Shrub & Tree Replacement	3,750	15,000	4,500	18,000
80395	Tree Trimming	3,140	12,560	-	-
	<b>TOTAL GROUNDS</b>	<b>26,562</b>	<b>106,248</b>	<b>28,655</b>	<b>114,620</b>
	<b>INSURANCE</b>				
72005	Property	26,770	107,081	23,808	95,232
72010	Umbrella	555	2,219	525	2,099
72015	Worker's Compensation	141	565	127	509
72020	Crime	198	791	193	771
72025	Directors & Officers	474	1,895	651	2,605
72030	General Liability	1,000	4,001	1,026	4,103
	<b>TOTAL INSURANCE</b>	<b>29,138</b>	<b>116,552</b>	<b>26,330</b>	<b>105,318</b>
	<b>REPAIRS &amp; MAINTENANCE</b>				
70070	Dryer Vent Cleaning	-	-	384	1,536

*Theresa Taylor**Paul Brown*



HPM PROPERTY MANAGEMENT &amp; CONSULTING

Association Name:

Lighthouse Bay Villas 4 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
80044	Roof Cleaning	-	-	5,720	22,880
80098	Fire Extinguisher Maintenance	100	400	150	600
80180	Hurricane	1,250	5,000	625	2,500
80181	Insurance Storm Loss, Clean up Fund	1,250	5,000	625	2,500
80243	Building Maintenance	2,500	10,000	1,000	4,000
80300	Pest Control	1,451	5,804	1,451	5,804
80300.1	Rodent Bait Station	1,056	4,224	1,056	4,224
80340	Driveway/Walkway Cleaning	1,200	4,800	1,200	4,800
80360	Roof Maintenance	2,574	10,295	2,574	10,295
	<b>TOTAL REPAIRS &amp; MAINT.</b>	<b>11,381</b>	<b>45,523</b>	<b>14,785</b>	<b>59,139</b>
	<b>RESERVES</b>				
94050	Reserve Contribution	31,250	125,000	33,750	135,000
	<b>TOTAL RESERVES</b>	<b>31,250</b>	<b>125,000</b>	<b>33,750</b>	<b>135,000</b>
	<b>TOTAL EXPENSES:</b>	<b>190,191</b>	<b>760,765</b>	<b>198,105</b>	<b>792,420</b>
	<b>NET OPERATING INCOME (LOSS):</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Summary of Assessments

	2024	2025
Assessment	279,509	286,406
Reserves Assessment	125,000	135,000
HCLHB Master Association	327,844	342,177
Harbour Club Renovation Assessment	27,712	27,712
<b>Total</b>	<b>760,065</b>	<b>791,295</b>

Disclaimer: The Budget and figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual costs of such items may exceed the estimated costs.

APPROVED BY:

DATE:

10/31/2024

APPROVED BY:

DATE:

10/31/24



K&W PROPERTY MANAGEMENT & CONSULTING

Association Name:

Lighthouse Bay Villas 4 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 12/31/24	2025 Quarterly Contribution	2025 Annual Contribution	2025 Partial Reserve Contribution (if applicable)
Roofs, Coated Metal	3,088,000	40	27				
Gutters and Downspouts, Aluminum	38,400.00	15-20	17				
Lanai, Screens and Frames	416,000.00	15-20	15				
Walls Stucco, Paint Finished and Capital Repairs	105,600.00	5-7	0				
Reserve Study	3,100.00	2	0				
Pooled Reserves				248,493	33,750	135,000	
TOTAL RESERVES	3,651,100			248,493		135,000	-

*Mr. A. Lopez*

*[Signature]*



KW PROPERTY MANAGEMENT & CONSULTING

Association Name:

Lighthouse Bay Villas 4 Association

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

Yearly Maintenance

656,295

Yearly Reserves:

135,000

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	64	1.56250%	100.000%	2,563.65	527.34	3,091.00
	64		100.0000%			

Unit Type	Number of Units per type	2024 Quarterly Fees	2025 Quarterly Fees	\$ Change per Quarter	% Change
One Unit Type	64	2,969.00	3,091.00	122.00	4.11%

*[Signature]*

*[Signature]*