

## Property Application for Lighthouse Bay Two

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.

**11607**

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 <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. 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 TWO 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 total \$2,505.00 per unit per quarter (Includes Master Association and Commons Club fees, 2021 Special Assessment (\$108.25 per quarter), 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 Two, must also be members of *The Harbour Club at Lighthouse Bay, Inc.* Each Unit owner in Lighthouse Bay Two, 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 Two 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.**



KW PROPERTY MANAGEMENT &amp; CONSULTING

ASSOCIATION NAME: Lighthouse Bay 2

ENTITY#: 119

	2025	2025	2026	2026
	Approved Budget	Approved Budget	Proposed Budget	Proposed Budget
	Quarterly	Annual	Quarterly	Annual
<b>Assessment Income</b>				
411000 - Assessment	\$ 116,908	\$ 467,630	\$ 118,599	\$ 474,395
415000 - Reserve Assessment	\$ 24,950	\$ 99,800	\$ 28,199	\$ 112,794
411050 - Master Maintenance Income	\$ 15,588	\$ 62,352	\$ 15,588	\$ 62,352
411040 - Master Maintenance Income	\$ 192,475	\$ 769,899	\$ 198,334	\$ 793,336
<b>Total Assessment Income</b>	<b>\$ 349,920</b>	<b>\$ 1,399,681</b>	<b>\$ 360,719</b>	<b>\$ 1,442,877</b>
<b>Other Income</b>				
420080 - Application/Screening	\$ 500	\$ 2,000	\$ -	\$ -
420160 - Bad Debt Recovery	\$ -	\$ -	\$ -	\$ -
420540 - Finance Charges	\$ -	\$ -	\$ -	\$ -
420720 - Interest Income	\$ 267	\$ 1,066	\$ -	\$ -
420780 - Late Fee Income	\$ 265	\$ 1,060	\$ -	\$ -
421000 - Non Sufficient Fee Income	\$ -	\$ -	\$ -	\$ -
421680 - Violation / Fine Income	\$ -	\$ -	\$ 136	\$ 545
<b>Total Other Income</b>	<b>\$ 1,032</b>	<b>\$ 4,126</b>	<b>\$ 136</b>	<b>\$ 545</b>
<b>Grounds</b>				
805760 - Irrigation R&M	\$ 2,125	\$ 8,500	\$ 2,500	\$ 10,000
806000 - Landscaping	\$ 21,453	\$ 85,812	\$ -	\$ -
806600 - Landscape Sod, Shrub & Tree Rep	\$ 5,000	\$ 20,000	\$ 5,500	\$ 22,000
806720 - Landscaping Tree Trimming	\$ -	\$ -	\$ -	\$ -
<b>Total Grounds</b>	<b>\$ 28,578</b>	<b>\$ 114,312</b>	<b>\$ 8,000</b>	<b>\$ 32,000</b>
<b>Administrative Expenses</b>				
500080 - Accounting/Audit/Tax Fees	\$ 81	\$ 325	\$ 81	\$ 325
500280 - Application/Screening Fees	\$ -	\$ -	\$ -	\$ -
500360 - Bad Debt Expense	\$ -	\$ -	\$ -	\$ -
500400 - Bank Charges	\$ -	\$ -	\$ -	\$ -
501000 - Corporate Annual Report	\$ 15	\$ 61	\$ 15	\$ 61
501560 - Fees Payable to Division	\$ 144	\$ 576	\$ 144	\$ 576
502120 - Legal Expense	\$ 1,000	\$ 4,000	\$ 1,000	\$ 4,000
504000 - Office Supplies	\$ 50	\$ 200	\$ -	\$ -
504400 - Postage & Delivery	\$ 88	\$ 350	\$ -	\$ -
504600 - Professional Fees	\$ 25	\$ 100	\$ 25	\$ 100
502200 - Legal Fees Collections	\$ 750	\$ 3,000	\$ 750	\$ 3,000
503440 - Harbour Club Maintenance Fees	\$ 192,475	\$ 769,899	\$ 198,334	\$ 793,336
503320 - Harbour Club Renovation Assess	\$ 15,588	\$ 62,352	\$ 15,588	\$ 62,352
505640 - Taxes Income Taxes	\$ 1,125	\$ 4,500	\$ 1,825	\$ 7,300
<b>Total Administrative Expenses</b>	<b>\$ 211,341</b>	<b>\$ 845,363</b>	<b>\$ 217,763</b>	<b>\$ 871,050</b>
<b>Utilities</b>				
604040 - Water & Sewer	\$ 20,500	\$ 82,000	\$ 22,550	\$ 90,200
<b>Total Utilities</b>	<b>\$ 20,500</b>	<b>\$ 82,000</b>	<b>\$ 22,550</b>	<b>\$ 90,200</b>
<b>Contracts</b>				
704120 - Landscaping/Grounds Contract	\$ -	\$ -	\$ 22,098	\$ 88,392
708020 - Waste	\$ -	\$ -	\$ -	\$ -
705160 - Management Overhead Fee	\$ 504	\$ 2,017	\$ 450	\$ 1,800
705200 - Management Services	\$ 2,394	\$ 9,574	\$ 2,063	\$ 8,250
706360 - Roof	\$ 1,724	\$ 6,895	\$ -	\$ -
701560 - Dryer Exhaust/Vent	\$ -	\$ -	\$ -	\$ -
707600 - Trash Removal Contract	\$ 2,225	\$ 8,900	\$ -	\$ -
<b>Total Contracts</b>	<b>\$ 6,847</b>	<b>\$ 27,386</b>	<b>\$ 24,611</b>	<b>\$ 98,442</b>
<b>Insurance</b>				
720280 - Insurance Crime	\$ 295	\$ 1,179	\$ 295	\$ 1,179
720400 - Insurance Directors & Officers	\$ 843	\$ 3,372	\$ 843	\$ 3,372
720800 - Insurance General Liability	\$ 2,154	\$ 8,616	\$ 2,154	\$ 8,616
721080 - Insurance Property	\$ 39,668	\$ 158,672	\$ 39,668	\$ 158,672
721160 - Insurance Umbrella	\$ 572	\$ 2,289	\$ 572	\$ 2,289
721240 - Insurance Worker's Compensation	\$ 127	\$ 509	\$ 127	\$ 509



KW PROPERTY MANAGEMENT & CONSULTING

ASSOCIATION NAME: Lighthouse Bay 2

ENTITY#: 119

	2025 Approved Budget Quarterly	2025 Approved Budget Annual	2026 Proposed Budget Quarterly	2026 Proposed Budget Annual
720160 - Insurance Appraisal	\$ 115	\$ 460	\$ 115	\$ 460
<b>Total Insurance</b>	<b>\$ 43,774</b>	<b>\$ 175,097</b>	<b>\$ 43,774</b>	<b>\$ 175,097</b>
<b>R&amp;M</b>				
808120 - Pest Control	\$ 980	\$ 3,920	\$ 980	\$ 3,920
809160 - Roof Maintenance	\$ -	\$ -	\$ 1,724	\$ 6,895
803400 - Fire Extinguishers	\$ -	\$ -	\$ 375	\$ 1,500
805520 - Hurricane Expenses	\$ -	\$ -	\$ -	\$ -
801380 - Trash Removal	\$ -	\$ -	\$ 2,500	\$ 10,000
801120 - Building Repairs & Maint	\$ 3,250	\$ 13,000	\$ 3,250	\$ 13,000
807400 - Maintenance Supplies	\$ -	\$ -	\$ -	\$ -
805480 - Hurricane Cleanup	\$ -	\$ -	\$ -	\$ -
808760 - Pressure Cleaning	\$ 1,938	\$ 7,750	\$ 1,938	\$ 7,750
803360 - Fire Extinguisher Inspections	\$ 1,625	\$ 6,500	\$ -	\$ -
802560 - Dryer Vent Cleaning	\$ -	\$ -	\$ -	\$ -
808160 - Pest Control Bait Station	\$ 1,281	\$ 5,124	\$ 1,281	\$ 5,124
809040 - Roof Cleaning	\$ 5,889	\$ 23,555	\$ 3,913	\$ 15,650
<b>Total R&amp;M</b>	<b>\$ 14,962</b>	<b>\$ 59,849</b>	<b>\$ 15,960</b>	<b>\$ 63,839</b>
<b>Other Expenses</b>				
<b>Total Other Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Payroll &amp; Benefits</b>				
<b>Total Payroll &amp; Benefits</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Reserve Expenses</b>				
900000 - Reserve Contributions	\$ 24,950	\$ 99,800	\$ 28,199	\$ 112,794
<b>Total Reserve Expenses</b>	<b>\$ 24,950</b>	<b>\$ 99,800</b>	<b>\$ 28,199</b>	<b>\$ 112,794</b>
<b>Total Expenses</b>	<b>\$ 322,374</b>	<b>\$ 1,289,495</b>	<b>\$ 360,856</b>	<b>\$ 1,443,422</b>
<b>Net Income/(Loss)</b>	<b>\$ 57,156</b>	<b>\$ 228,624</b>	<b>\$ -</b>	<b>\$ -</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: *[Signature]*

DATE: 10/14/25

APPROVED BY: *[Signature]*

DATE: 10/14/25



KW PROPERTY MANAGEMENT & CONSULTING

ASSOCIATION NAME: Lighthouse Bay 2

ENTITY#: 119

Yearly Maintenance: \$1,330,083  
Yearly Reserve Allocation: \$112,794

QUARTERLY						
Unit Type	# units per Type	Ownership % per Unit	Total ownership % per unit type	Maintenance per unit	Reserves per Unit	Total Maintenance with Reserves per Unit
One Type	144	0.6944%	100.00%	2,309.2 \$	195.8 \$	2,505.0
Total	144		100%			

VARIANCE SUMMARY				
Unit Type	# units per Type	2025 Quarterly Fees	2026 Quarterly Fees	YoY Change (%)
One Type	144	\$ 2,430.00	\$ 2,505.00	3%

  




## KW PROPERTY MANAGEMENT &amp; CONSULTING

ASSOCIATION NAME:	Lighthouse Bay 2
-------------------	------------------

ENTITY#:	119
----------	-----

Description	Estimated Replacement Cost	Estimated Total Useful Life	Estimated Remaining Useful Life	Projected Fund Balance as of 12/31/25	2026 Quarterly Contribution	2026 Annual Contribution	2026 Partial Reserve Contribution (if applicable)	Comments/Remarks (will not print)
Pooled Reserves				\$ 1,024,123.01	25698.5	102794		
Grand Total	\$ -			\$ 1,024,123	\$ 25,699	\$ 102,794		

Dev. P. H.

Handy Card