

Revised January 5, 2012

FISHHAWK RIDGE ASSOCIATION, INC. IMPORTANT ASSOCIATION INFORMATION

As a resident of Fishhawk Ridge, you are subject to **two different** Associations, the Fishhawk Ranch Master Association and the Fishhawk Ridge Association, which is the homeowners association for the townhomes.

There are professional management companies for both the Fishhawk Ranch Master Association and the Fishhawk Ridge Association to assist you with your needs. Please contact the appropriate entity as follows:

COMMUNITY ASSOCIATION MANAGEMENT COMPANY & RESIDENT SERVICES OFFICE FOR FISHHAWK RANCH MASTER ASSOCIATION & CDD:

Off-Site Management Company

Rizetta & Company
5844 Old Pasco Road
Suite 100
Wesley Chapel, Florida 33544
(813) 994-1001
(813) 994-2100 FAX

On-Site Resident Services

5721 Osprey Ridge Drive
Lithia, FL 33547
(813) 657-6629
(813) 657-4429 FAX

Contact the Off-Site Management Company should you have questions regarding payment of these annual assessments or situations regarding the **Master Association**.

Contact the Resident Services Office for CDD community amenities. In order to receive photo I.D.'s and access cards to the amenities within Fishhawk Ranch Master HOA and CDD, you must be an Owner **OR** an Owner may TRANSFER his use of the amenities to their tenant. I.D.'s and access cards will **NOT** be issued to both Owners and their Tenants.

For all OWNERS, please proceed to the Resident Services Office. Please bring a photo I.D. and your closing paperwork with you to confirm that you own the Property. Your community I.D. and access card will be issued.

For all TENANTS, you must fill out the appropriate LEASE PAPERWORK for the **Master Association**, which can be obtained from either the Resident Services Office or from Rizetta & Company. Once the lease has been approved by the Master Association, the Tenant's name will be released to the Resident Services Office. The Tenant can then produce an I.D. and will then be able to obtain a community I.D. and access card.

COMMUNITY ASSOCIATION MANAGEMENT COMPANY FOR FISHHAWK RIDGE ASSOCIATION, INC (townhomes):

Greenacre Properties, Inc.

4131 Gunn Highway

Tampa, Florida 33618

Louise Brown, Community Association Manager

lbrown@greenacreproperties.com

(813) 600-1100 ext. 247

After hour emergencies for Fishhawk Ridge: Please call (813) 600-1100 and follow the prompts and instructions on the message system. The on call manager will return your call.

All information on this and following pages pertains only to the Fishhawk Ridge Community Association -Townhomes:

ASSESSMENTS:

After closing, a copy of your warranty deed and any Association funds collected from you should be forwarded to the management company by your closing agent. The management company will order assessment coupons for you and mail them to the mailing address you have specified at closing. All changes in address should be reported in writing to the management company immediately.

EXTERIOR ALTERATIONS:

In the event any owner wishes to install a satellite dish, hurricane shutters, exterior lighting, water softener or add a screen room to an existing slab, an Association Architectural Review Committee (ARC) form must first be filled out and submitted to the Fishhawk Ridge Association for approval by the ARC of Fishhawk Ridge Association. Please refer to the Association documents for further information and a specific listing of those items that are pre-approved or prohibited. The Fishhawk Ridge ARC shall either approve or deny the application and will then forward the application on your behalf to the Master Association for their approval. A copy of the approved or denied application will be returned to the owner. ARC forms may be obtained from the Association by contacting 813-600-1100, extension 125, or via the community website at www.fishhawkridgehoa.com.

EXTERIOR BUILDING MAINTENANCE

Please refer to Article II, Section 11 of your Association documents regarding the owners' and Association's responsibility for exterior building maintenance. In summary, the respective responsibilities are as follows:

Association Responsibility:

- Provide complete grounds and irrigation maintenance
- Exterior Painting approximately every 5-6 years
- Replacement of all roof shingles upon each unit
- Removal of debris from gutters annually
- Maintenance, repair and replacement of subdivision entry gate and amenities

Owner's Responsibility:

- Repair and replacement of all glass surfaces and exterior doors
- Repair and maintenance of all caulking around exterior doors, windows and vents
- Repair and maintenance of gutters
- Inspection and repair of all cracks in cementitious texture surfaces
- Inspection and repair of all cracks or peeling of exterior paint
- Maintenance, repair or replacement of any damage resulting from any fire, wind, flood, tornado, hurricane or other casualty
- Roof repairs and maintenance (other than a complete re-roofing)

Please refer to the section entitled "Lawn Maintenance" below for complete landscape services provided and refer to the section entitled "Water" below for information regarding water/sewer line maintenance.

GATES:**Owners:**

All new Owners were given 2 gate remotes for their unit at closing by the builder. Owners are responsible for issuing and collecting these from their Tenants and when their unit is sold. To get your name on the entry panel at the entrance, you must fill out the appropriate gate programming form.

Please contact the management company for the townhomes should the gates malfunction.

Tenants:

Owners must submit a complete copy of their signed Lease, New Tenant Profile Form, Lease Application Fee (in the amount of \$60.00) and Gate Programming Form to the Association for approval by the Board. The Lease Application fee is payable by check or money order only. It is to be made payable to Fishhawk Ridge Association, Inc. Once approved, the management company will load the Tenant's information into the gate entry system and will mail to each Tenant the following documentation:

Copy of Fishhawk Ridge Association Documents
Gate Programming Instructions and Operating Procedures
Recreation Center Rules & Regulations

ASSOCIATION DOCUMENTS:

All Owners are provided with a full set of recorded Association documents at the time of purchase by the seller of the property. Additional sets may be obtained by downloading from the website at www.fishhawkridgehoa.com. The Owner of each unit will be held accountable for any deed restriction violations by their tenants. Tenants will receive a copy of the Fishhawk Ridge documents after submission of the Lease Application Fee, lease copy and Tenant Profile Form.

INSURANCE:

The Association carries General Liability, Property and D&O Insurance for recreational facilities (common areas) and for the Board of Directors. **Individual general liability and property insurance for each unit and the contents thereof are the responsibility of each owner or tenant.** The Association does not maintain insurance on any of the individually owned structures at all. It is highly recommended that tenants obtain renter's insurance for their personal contents. A copy of the Declarations page of the homeowner's insurance policy for each unit is required to be provided to the homeowners association at each renewal period annually. Failure to provide the proof of insurance may result in legal fees and/or force-placed insurance on the individual dwelling, at the owners' expense. Such force-placed insurance is more expensive than if the owner obtains their own homeowners insurance.

LAWN MAINTENANCE:

The Association will provide full lawn care for your unit, including mowing, blowing, weeding, edging, fertilization, and pest control plus irrigation services. **NO ADDITIONAL LANDSCAPING MAY BE ADDED TO ANY UNIT**, unless upon special request to accommodate a water softener. Concerns regarding your lawn care should be directed to the Community Association Manager.

LEASES/TENANTS:

If a unit is occupied by someone other than the owner, a **TENANT PROFILE** form and Gate Programming Form must be filled out and returned, along with a \$60.00 Lease Application Fee and copy of the lease, to the Fishhawk Ridge Association. Each time a new non-owner moves in, this process must be repeated. Please refer to the Association documents, Section 33, for rules and regulations pertaining to leases.

Important Note: All gate remotes, pool keys and mail kiosk keys were distributed to each original owner by the developer. It is the responsibility of each Owner to transfer all of these items to his/her tenant and to collect them from the tenant upon lease expiration. There will be charges for replacement of remotes (\$45.00 ea) and pool keys (\$5.00 ea). Each individual owner/tenant shall be responsible for replacement of mail kiosk keys.

MAIL KIOSK KEYS:

The original owner was issued two keys for the mail kiosk by the builders. The Owner/Tenant is solely responsible for these keys, and the Association and Management Company will have no financial or administrative responsibility for replacement of lost keys. Keys can be obtained by contacting the Lithia Pinecrest Post office at 7825 Lithia Pinecrest Road. The phone number is (813) 661-4001.

PARKING:

Each unit is **assigned** one (1) parking space. Additional parking spaces are unmarked and are available on a first come, first served basis. Parking in any areas other than those dedicated for parking is strictly prohibited, and the Association **WILL TOW** any vehicles improperly parked, at the vehicle owner's expense. **PLEASE DO NOT PARK IN SOMEONE ELSE'S DESIGNATED SPOT OR BLOCK ANOTHER VEHICLE.** Additionally, please do not block the trash dumpsters.

PEST CONTROL:

Exterior pest control is included in the maintenance fees for Fishhawk Ridge Association townhomes. Interior pest control is the responsibility of the unit owner.

POOL/CABANA:

All original owners were issued two keys to the Fishhawk Ridge pool by the builders at closing. Tenants will obtain pool keys from the unit Owner. Lost keys may be purchased from the Association for \$5.00 each. **Keys will only be issued to an Owner, not to agents or tenants.**

RULES & REGULATIONS:

The Association has adopted rules and regulations, which have been provided to each owner at closing. Tenants shall receive copies after submission/receipt of the Tenant Profile Form, lease copy and Lease Application Fee. Copies are also posted on the bulletin board at the pool cabana. Please review them carefully.

TRASH PICK-UP:

There are ten (10) dumpsters located throughout the community. All owners/tenants are to place their **household trash only INSIDE** the dumpster and then **close** the dumpster **bin lid and the gates** surrounding the dumpster. There is no on-site maintenance staff to pick up after owners or tenants. If the dumpster is full, go to one that has room for your trash. **Please be aware that leaving trash outside the Dumpster is considered illegal dumping in Hillsborough County and is reported to and investigated by the Sheriff's Department.** The dumpsters are emptied twice each week on Mondays and Thursdays, but this schedule is subject to change at any time. To report trash that has not been picked up, please contact the Community Association Manager at 600-1100 ext 247.

WATER:

Upon closing, all Owners must contact FewTek at 888 455-8333 extension 1 or 727 595-2300 extension 1 to establish a water account. **Accounts can only be established in the name of the OWNER.**

Each month FewTek will read the individual meters and send an invoice/bill for the water usage plus the base fee for the service. **NON-PAYMENT OF WATER INVOICES/BILLS MAY RESULT IN A LIEN AGAINST THE UNIT AND A PERSONAL JUDGEMENT AGAINST THE UNIT OWNER.**

If you have questions regarding your water account, contact: 888 455-8333 extension 1 or 727 595-2300 extension 1.

The mailing address for sending a check is:

FewTek, Inc
P O Box 23663
Tampa, FL 33623

The mailing address for e-bill or on line banking is:

FewTek, Inc
P O Box 2458
Oldsmar, FL 34677

WATER LINES AND PLUMBING

Each Owner is responsible for all plumbing/water lines inside the unit and the ones running from the individual meter to each unit. The Association is responsible for all water lines underground from the main meter at the front entry up to and under each individual meter.

If you experience low pressure, no water, or foul odors, please contact U.S. Water at (727) 848-8292.

If you see a broken or leaking pipe outside your unit between your unit meter and the water line coming into your meter, please contact the Community Association Manager at 600-1100 extension 247. A contact will be made to U.S. Water or Larson Plumbing for the repair.

If you have a leak or break in the line inside the unit or between the unit meter and water line going into the unit, you must contact your own plumber.

WARRANTY ISSUES:

Please contact the builder regarding problems you may have inside your unit, such as electrical, plumbing, interior walls/doors, flooring, appliances, etc. During the first year, the unit is covered by warranty. If your unit is less than one year from the date it was built, please contact the builder's warranty department. Warranty contact numbers can usually be found on a sticker on your electrical panel in the utility room.

WEBSITE:

All Association documentation and information can be found on the community website at www.fishhawkridgehoa.com. You may download forms and view documents from this site.