

## **INFORMATION LETTER TO OWNERS**

### **HOA Maintenance fees**

Your HOA fees are due on the 1<sup>st</sup> of each month. They are **late** after the 10<sup>th</sup>, and if late, a late fee is charged of \$20 for a 1 bedroom and \$24 for a 2 bedroom.

*Make payment to:*

***Gateway Arms Condo Association  
c/o Cnergy Property Management  
2020 NE 163rd St #300RR  
North Miami Beach FL 33162***

Or contact the property management company at **(786) 579-0386** to learn about other payment options.

### **Management Company**

***Cnergy Property Management  
2020 NE 163rd St #300RR  
North Miami Beach FL 33162  
(786) 579-0386 / [manager@cnergypm.com](mailto:manager@cnergypm.com) / [www.cnergypm.com](http://www.cnergypm.com)***

Please direct questions, maintenance requests, etc. to them.

### **MAIL**

Get a mail box key from previous owner. If one is not available you must have the postman remove the previous lock and purchase one from a hardware store such as Home Depot. They are fairly easy to install yourself.

Put your name on the **INSIDE** of the **TOP** of the mailbox. This is for the mailman's use. If you do not want mail delivered while you are away, you or the mailman can put masking tape across the inside of your box. Remove it when you return. Outgoing mail is the last slot on the bank of mailboxes.

### **ACCESS KEYS TO UNITS**

A current key to your door must be provided to an officer for emergency access to your unit. This is the law. This can be found in Florida Statutes 718.111(5)

*“RIGHT OF ACCESS TO UNITS. The association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or if necessary to prevent damage to the common elements or to a unit or units.”*

You will be happy about this if you have a plumbing problem in the unit above you. In cases of forgotten/lost keys, there is also someone to get a key from. Currently keys are provided to the Vice-President. In her absence, keys are maintained by the Treasurer.

If you use a keypad entry, the codes must be provided.

### **CONDO WEB SITE**

The gateway Arms web site is [www.gatewayarmscondo.com](http://www.gatewayarmscondo.com). Most of the information is of general interest and accessible by the public. There is a password-protected *Owners Portion* which contains financial reports, minutes of annual meetings and insurance Declarations. The management company can provide you with the password upon verification of ownership. If you have a mortgage, your insurer will ask you annually for a current copy of certain **Declarations**, such as our **Flood Insurance**. You can obtain a copy at the web site. The password is available from the President. Hard copies are available if you do not have a computer access.

The web site is developed and maintained by an owner who gives of his time in this manner. Content must be approved by the President.

### **GOVERNING AUTHORITY AND REGULATIONS**

As a condominium, we are governed by the Florida Statutes for condominiums, by the Gateway Arms Declaration and Bylaws and by the Rules and Regulations passed by the Board of Gateway Arms. New owners can access the Gateway Arms-specific governing documents on our web site. Rules are also posted on the bulletin board above the mailboxes. It is your responsibility to abide by them and be familiar with them. If you have tenants, be sure they are familiar with the Rules and Regulations.

### **SERVICES PROVIDED AND YOUR PARTICIPATION**

The condo provides many services to the common elements and individual owners. These include lawn care, gardens and tree maintenance, pool maintenance, parking lots, building and roof maintenance, laundry facilities, garbage and trash removal, water use, collection and deposit of rent, contracting with and payment to vendors, development of budgets and preparation of financial reports, required annual report to the state and requested reports for buyers/sellers.

You can participate by attending Annual Meetings; by helping maintain the facilities,

i.e. pick up trash you see; by reporting things that need to be done/attended to; and by reporting problems/suspicious activity to the management company.

Please do not instruct vendors on what to do, unless you formally have that responsibility. Instead share your suggestions with the management company. Please also know that the back laundry door is to be locked in the evening to discourage homeless persons from making this a temporary home. Similarly, persons using the pool who do not live here and are not guests of an owner are prohibited (not approved for public use), nor do we want loiterers. In all things, we want the safety of owners to be of high consideration.

### **CONTACT INFORMATION**

Please provide updated contact information to the management company (*see above*) so that they can communicate with you. Include your telephone number(s). The management company prefers to send communications by email, if you use it. This is faster and cheaper. Provide email if you wish and will permit us to contact you this way. The management company can provide you with a release form which is necessary for certain formal communications to come to you via email or you can obtain it from the owner's section of the condominium's website. Unless in emergency, the management company does not communicate with tenants, as this is the owner responsibility. If your tenant has an updated telephone number, please provide it to the management company. Otherwise, the management company relies on the *Application for Occupancy* Form which you provide to give tenant phone numbers.

### **OCCUPANCY BY NEW OWNERS AND NEW TENANTS**

The *Application for Occupancy* Form for new owners and new tenants is on the web site or can be provided in hard copy. Accurate and complete information is to be given. Allow 30 days for the background checks to be done before access is or is not authorized to new tenants and/or approval is given for a new buyer.

It is to your interest to inform the management company of your intent to put a unit for sale. The management company needs to provide a considerable amount of information to realtors, mortgage companies and brokers for a sale to go through.

Owners taking possession after October 2010 cannot be considered for renting until 2 years of ownership have passed.

### **ELEVATOR**

The elevator has a contract for monthly maintenance, including checking the emergency telephone. To use the emergency phone, press the button and wait for it to be answered. It is staffed 24/7. If you are aware of equipment problems, please report them to the President.