



T o w n h o m e s
Homeowners' Association
P.O. Box 4236
Miami Lakes, Florida 33014

E-Mail: iglmanager2@gmail.com

To Our new Residents/Homeowners: Welcome!!!

We hope that you will enjoy our community as much as we do. We have put this package of material together to assist your acclimation and answer some things that might be on your mind.

Each homeowner is a voting member (one per household) of our Association. We are governed by our Board of Directors which we elect at our Annual Membership Meeting in April. The Board of Directors usually meets once a month (on the 2nd Thursday of each month) to attend to the business affairs of our Association, but provides time prior to the business meeting for any resident to address questions, complaints, requests, etc... just notify us one week in advance.

We are all governed by the "By-Laws of Miami Lakes Windmill Gate Homeowners' Association Inc. We are also governed by other documents which are referred to in the By-Laws; the "Articles of Incorporation", the Declaration of Covenants and Restrictions", the Declaration of Restrictions; and the First, Second, Third, Fourth and Fifth Amendments to the Declaration of Restrictions" all of which are included in this package.

NEED TO KNOW INFO

Trash pickups are on Tuesdays and Fridays; recycling is picked up on Fridays. Trash must **NOT** be placed for pickup before Monday night (for Tuesday pickup) or Thursday nights (for Friday pickup). Trash containers, if used, and re-cycle bins **MUST BE STORED OUT OF SIGHT**. If you have excessive trash or bulky items, you must contact Miami-Dade Sewer Dept at 305-592-1776 to schedule a pickup. You will be given a confirmation # which you must present to the Association, in order to avoid a violation fee.

Each resident/homeowner is responsible for their property maintenance. Mildew must be removed from building walls as it begins to appear; landscaping must be weeded, watered, mulched and replaced as necessary.

The speed limit throughout the community is **15 MPH**. Please honor this and do not put our children at risk.

If you will be having a gathering and having guests, please contact the management office by email or phone, so that a parking pass can be issued and security will be advised. Remember that there is no visitor parking in our community. Please be courteous to your neighbors. Towing policy will be imposed.

Management can be reached by email at: iglmanager2@gmail.com

Our community website is: windmillgatehoa.org.



T o w n h o m e s
Homeowners' Association

House Rules- RE: Homeowners/Renters Registration Procedure
Voted on at Board Meeting December 12, 2012

House Rules and Deed Restrictions are imposed to make living for you and your neighbors pleasant and comfortable and for the benefit of all.

WGHA is zoned for single family residences and each home is restricted for residential use. At no time may the home be used for commercial purposes or by more than the number of persons which is designed for under the Zoning laws.

1. A unit owner intending to make a "bona fide" Sale or Lease of his unit, shall give notice of such intentions to the Association. The Association will provide the Property Owner/Landlord an application for the prospective Purchaser or Lessee to complete and send back to the Association together with a copy of the Contract and/or Lease Agreement which should contain language referring to the House Rules and its violation effects.
2. The Association may conduct, at their discretion a background check for the welfare and safety of the Community. Although the Association cannot disapprove the Sale or Lease, it has the right to minimum information as requested in the application. The Applicant will be required to pay a \$100.00 fee to cover the costs of processing said application. An approval letter will be issued upon meeting all of the above requirements.
3. The Association has the right to expect all residents, whether Property Owner or Renter to abide by the House Rules, however, it is the responsibility of the Property Owner to make sure their Renter has a copy of the House Rules and enforces them.
4. The Property Owner/Landlord shall be exclusively responsible for the actions, damages and/or nuisance practices of his Lessee and Guests. The Property Owner will be notified by the Association of any violations of said Rules and or Deed Restrictions by his Guest or Lessee and the Association's expectations of enforcement and/or compliance. If a fine is imposed, as applicable by law, the Property Owner/Landlord will be levied for said fines.
5. Association may demand from Property Owner/Landlord the termination of a Rental Agreement after 3 violations (Multiple Violations) of the Lessee which are repeated or uncured.
6. . Failure of the Property Owner/Landlord to abide by the House Rules which require registration of the Lessee will be considered a violation of said House Rules and subject to fines.
7. The Association may impose fines against a Property/Owner as allowed by law for failure to comply with the provisions of the House Rules, Deed Restrictions and Amendments of the Association Documents.

WGHA Property Maintenance & Inspection

Homeowner Planters Property owners are responsible for weeding, ground cover, plant & shrub maintenance and replacement within their own planter areas...front, median, side and rear. Median planters are a joint responsibility of the two homeowners whose properties are separated by these Medians. We have landscape guidelines for the types of plantings that are approved/suggested for Windmill Gate. If you do not have one of these guidelines, leave a message on the HOTLINE and one will be sent to you.



Roof Inspections All homeowners are urged to obtain a roof inspection every 3 to 5 years to re-seal around the vent stacks, check for weathering of your flat deck, etc. It's good insurance and can prevent potential leaks.



Vehicle Parking Each townhouse in the development has parking space for three vehicles in the front of the townhouse. Some owners with small cars are able to get four vehicles side by side in the provided space. There is no guest parking area provided within the development. Parking is not permitted in a mail-stop area, along the curb of any access road, at the end of a cul-de-sac or double-parked behind owner vehicles. In the case of an invited gathering, it is necessary that the host make arrangements with neighbors, with a space or two available, to allow some guest parking.

Remodeling Any change or modification which will affect the exterior appearance of a unit must first be approved by the Homeowners' Association. After this approval the owner must request approval from the Architectural Control Committee. If these requests are granted the homeowner (or contractor) must, then, obtain a Building Permit from The Town of Miami Lakes Building Dept.



Speed Limit The posted speed limit on the Windmill Gate townhouse property is 15 MPH. Many drivers are being observed exceeding this speed. With no sidewalks in the community, pedestrians have no place to walk except in the streets, so be mindful of the law and give your neighbors a BRAKE.



Street Lights For the benefit of our newcomers, the street lights are the property of the Windmill Gate Homeowners' Association. If you see a light that is not working properly, call the HOTLINE 305 819 4133 and leave a message with the pole number of the light in question. We'll get right on it!



Suspicious Activity When suspicious activity is noticed, day or night, you are encouraged to call 305-4 POLICE and report what you have seen. You just might save your neighbor a big loss. Good neighbors are our best security.

Gutter Conditions Many gutters are in disrepair and in need of replacing. If gutters are eroded through the bottom they are allowing dirty rainwater to stain the awning and a new awning is far more costly than a new gutter.



Lakes The cost of maintaining our two lakes is born by the properties which touch the water. Anything which ends up in the water must be removed to preserve the beauty and cleanliness of the water. If you observe someone throw trash into a lake, please report it to the HOTLINE. If the infraction is from a vehicle, give us a description and a tag number, if possible.



Trash Containers Trash and recycle containers are to be placed for pickup no sooner than sundown the evening before pickup and are to be returned to your out of sight storage by the end of the pickup day. No containers are to be visible at any other time. NOTE: Loose trimmings, such as palm fronds must be tied in a bundle or bagged for trash pickup. The County will not pick up loose trimmings.



Pet Control Dog walkers are required to keep their pets on a leash and scoop the poop! Keep them out of your neighbor's plants, bushes, etc. Those seen walking their dogs without a leash may be reported to the Town Code inspector.

WINDMILL GATE
LANDSCAPE RECOMMENDATIONS FOR HOMEOWNERS

Windmill Gate residents have customarily displayed a pride of ownership in the ongoing maintenance of their properties. The following landscaping replacement suggestions are given in an effort to aid homeowner when replanting becomes necessary at Windmill Gate patio villas and townhomes.

These landscaping guidelines were formulated by a Miami Lakes landscape architect in conjunction with the original Windmill Gate landscaping plans.

RECOMMENDATIONS:

- Islands between units (parking lots): 4 - 6 jasmine bushes or similar plants.
- Front planter areas of townhomes: 4 - 6 shrubs from the suggested list below.
- Front planter areas of patio homes: 6 - 8 shrubs from the suggested list below.
- Large planting areas (dry lots, end units, corner units, etc): Approximately 40% coverage of plant material from the plant list below with the same size suggestions for shrubs.
- Lakeside planter areas: 3 - 6 shrubs across the back. For corner units an additional 6 - 8 shrubs are suggested for approximately 40% coverage.

RECOMMENDED TREE AND SHRUB TYPES AND SIZES:

Please note that plant varieties are recommendations. You may choose to use others but please adhere to the suggested size plants for spaces described.

1. Replacement trees: Oaks: 12' - 14'
Pink Tabebuias: 8' - 10'
2. Replacement palms: Sabal Palms: 8' - 14' trunk (front areas)
Roebeilini Palms: 2' - 3' height minimum (planting bed areas)
Coconut Palms: 1' trunk, 20' overall height (back areas)
3. Replacement shrubs: 18" - 24" minimum height with 12" - 14" spread:
Philodendrum Jasmine Arboricola Bougainvillea
Ixora Hibiscus Cocoplum

4' - 5' minimum height with 12" - 14" spread
Areca Palm
4. Ground cover: Mulch, woodchips, rock

RECOMMENDATIONS FOR NEWLY PLANTED LANDSCAPE MATERIALS:

- **Water:** Every day first week, 3 times a week the second week, two times a week thereafter. After 3 months, watering can be adjusted according to rainfall amount.
- **Fertilize:** 3 - 4 times a year with a palm fertilizer for all plantings.
- All palms should be kept in healthy condition and pruned regularly. (Please note that palms are nesting spots for rats!)
- All planting beds should remain weed-free of all large and unsightly weeds.
- **Watch for underground lines:** Build up or berm with soil for areas with rock, roots, or underground obstructions.

HERE'S THE SCOOP ON "DOGGIE POOP"

The Board of Directors of Miami Lakes Windmill Gate Homeowners' Association have been receiving increasing complaints from our residents whose neighbors permit their pet dogs, leashed and/or unleashed, to defecate freely on private property, with owners of pets making no effort to clean up the poop.

Florida city governments have passed laws requiring owners to scoop up their pets' poop from lawns, sidewalks and swales. Locally in Miami Beach, the law is quite clear.

Miami Beach Ordinance # 94-2906: Requires that any person owning or having the care of any animal shall immediately remove and dispose any fecal matter.

Penalties for the violation of the "Pooper Scooper" law will include a \$50 fine for the first offense and \$200 for each additional offense per calendar year. This does not apply to blind persons accompanied by a dog used for their assistance.

Obviously, this is a difficult, no-win problem for our Board to enforce. We urge our neighbors to "Do the Right Thing" in this matter and help solve this problem.

Two years ago, in the Town of Medley, our neighbors, a resident there spent months on a "stakeout" outside his South River Drive home with the single-minded purpose to catch the dog who kept dumping "hazardous" poop on his front lawn. And he finally did! The culprit was not a stray, but a dog on a leash and accompanied by its owner! The homeowner filed a police report and the case wound up before the Town Council. The Council took a "pass" on the evidence, saying proof (not even a DNA test?) wasn't necessary to arrive at a solution. The homeowner described himself as a dog lover who owned three dogs. "My dogs are like my children," he said in a Miami Herald story, "and I am concerned for their health." Ramon Rodriguez, the Mayor of Medley sent a reminder to residents and business owners to clean up after their pets. The Mayor offered three solution options to the problem:

- #1: Pet owners should have their pets relieve themselves only on the owners' property.
- #2: Owners should carry cleanup materials and plastic bags when walking their pets and remove the waste from other people's properties.
- #3: Walk your dogs in places where their waste products cannot affect another person's properties, such as special "doggie-designated areas" or where property owners have no objection.

For those of you who want to be more eco-friendly, two South Florida residents invented doggie bags made from a corn starch mixture that would biodegrade in a few months, rather than regular plastic bags that would take many years to decompose. Check out GreenDoggieBags.com for more information on this new product.

We urge our neighbors and residents to obey the laws and "Do the Right Thing."

"Don't let your Pet Doggie be a "Potty Pooper"!"

Property Manager

Windmill Gate Homeowner's Association
P.O. Box 4236
Miami Lakes, FL 33014
Property Manager: Zelma Iglesias

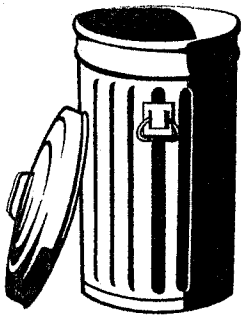
Email: iglmanager2@gmail.com

IMPORTANT REMINDER

RESIDENTS ARE NOT ADHERING TO THIS RESTRICTION!

Trash and Recycle containers are to be stored out of sight in accordance with our governing documents and the Town of Miami Lakes. Trash may not be put out before sundown the evening before pickup. Containers must be returned to storage at the end of pick up day. Violations will be issued by the Town if not adhered to.

Keep your Community Beautiful! Your cooperation is appreciated!



Curbside Recycling

Miami-Dade County's new "single-stream" recycling is now in full force and scheduled pick up is every Friday for the Windmill Gate Community. This means you will no longer have to separate your recyclable materials. ALL containers should be stored out of sight. If you still have the 35 gallon blue recycle bin that were delivered in error that needs to be picked up, please notify us at (305) 819-4133.



What materials can I recycle?

- * Paper Products: newspapers, magazines, paper, mail
- * Cardboard: packing boxes, cereal boxes, gift boxes
- * Plastic Containers: bottles, milk, water, detergent and shampoo containers, etc
- * Aseptic Containers: polycoated drink boxes, juice & milk cartons
- * Glass: glass food & beverage containers
- * Metals: aluminum & steel food and beverage containers

RENTING YOUR UNIT?

It is your responsibility as owner and a member of this Association to inform your renters of the Rules and Regulations of this community, and to make sure that they abide by these rules. Help us keep the integrity, tranquility and beautification of your neighborhood. Upon the rental of your unit please contact the Association



VISITOR PARKING

Please exercise caution when parking so as not to obstruct your neighbors' cars and/or emergency vehicles from passing through our streets! The Library can be used as additional parking.



**WINDMILL GATES COMMUNITY
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MIAMI LAKES, FL 33014**

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Windmill Gate HOA – Towing Policy Effective 5/15/14

At the Board Meeting held on April 24th, 2014 the Board voted to adopt the following towing policy in an effort to control an increasing problem in our community:

Steps to be taken before towing by the Security Company:

- Assess Violation
- Photograph Violation
- Attempt to Contact Violator and request the vehicle be moved, log incident (no matter what number offense).

FIRST OFFENSE:

- 1st Offense, and moved, log incident
- 1st Offense, not moved and not blocking passage - Sticker Vehicle, log incident.
- 1st Offense, not moved and blocking passage – Contact Tow Company.

SECOND OFFENSE:

- 2nd Offense and moved, log incident
- 2nd Offense, not moved and not blocking passage – Sticker as final warning, log incident
- 2nd Offense, not moved and blocking passage – Contact tow company

THIRD OFFENSE:

- **3rd Offense, blocking or not Contact Tow Company**

1. Only Vehicles either blocking passage or on third offense WILL BE towed.
2. An attempt to contact the owner before towing WILL BE made and documented, however, if owner is not available or does not respond, towing will proceed.
3. All parking violations will be logged and kept for reviewing upon request.
4. Home owners need to contact HOA via phone or e-mail, 1 week prior to a party to alert HOA and obtain parking permission. They must receive a reply from the Property Manager, acknowledging the request. Security will be notified. They must put a copy of the HOA reply in windshield. Parking will not be permitted anywhere blocking the normal passage.