

GATEWAY GREENS COMMUNITY ASSOCIATION, INC.

WELCOME TO GATEWAY GREENS

OCTOBER 18, 2021

Welcome to Gateway Greens and congratulations on the purchase of your single-family home, townhouse or condo unit. Whether you are a longtime Gateway Greens resident or a new Owner, this welcoming document provides you with some basic and current information about our Community.

Gateway Greens is a gated, deed restricted community of approximately 1400 homes and condo units governed under a single Master Homeowners Association, the Gateway Greens Community Association, Inc. The Association's governing documents, including the Declaration and General Protective Covenants, Articles of Incorporation and By-Laws along with the Community's Rules and Regulations, Design Review Manual and dwellingLIVE Entry System can be found on the Community's website - www.gatewaygreens.com. The Association has updated its website and introduced a new Community communication portal. In essence, Owners log-in on www.gatewaygreens.com to access their own personal website page that will provide up-to-date documents, a directory, service requests, work orders and much more information about your community. This site will also allow the Association to communicate with you regarding announcements and other important information by e-mail or text. **Please note that it is the responsibility of all Owners to keep their e-mail addresses, phone numbers, etc. current with the management company office to avoid interruption in communications between the Association and you as the Owner.**

The Gateway Greens Community Association, our Master Association, is organized to promote the recreation, health, safety, aesthetic enjoyment and social welfare of the Owners. All Property Owners are members of the Master Association, which is governed by five (5) Governors elected by the Owners for two- year terms. Typically, the Board meets the 3rd Thursday of every month at 9:00 AM at the Club at Gateway; however, during the COVID pandemic, all Board and Committee (DRC) meetings have been virtual via ZOOM. Owners can call into the meetings via Zoom and ask questions via "Chat". All regular and special meetings of the Board and its Committees are open to the Parcel Owners in the community. The Agenda of all meetings is posted 48 hours in advance of the meeting on the Notice Boards located at each entrance or exit to the community and on our Community website.

The Gateway Greens Master Association Offices, i.e., both our Property Manager and Access Control Director are located in the Country Club's Golf Maintenance Bldg., which is located at the far west end of Gateway Greens Drive just past the Tennis Courts. Lorey Seech, our CAM and Chris Johnson, our Access Control Director are located in the first two offices. The outside door is marked "Gateway Greens Community Offices".

The following is a list of things you need to know about living in Gateway Greens:

Quarterly Dues Payment

More than one-half of our Owners live within one of our sixteen (16) Neighborhood Associations. These sub- Associations are either Homeowner or Condo Associations with their own Covenants, Articles of Incorporation and By-Laws and Rules and Regulations. These Neighborhood Associations are identified in

the Community's website. **Owners living within these Neighborhood Associations pay their quarterly assessments of the Master Association directly to their Neighborhood Associations, who then is responsible for paying the Master.** All other Owners pay directly to the Master Association, i.e., Alliant Property Management. Coupons for these quarterly assessments are mailed to all Owners NOT living within a Neighborhood Association in December of each year. **Quarterly payments are due and payable on Jan. 1, Apr. 1, July 1 and Oct. 1 of each year. If not paid and deposited within thirty (30) days, a late fee and interest will be charged to the account. These fees will not be waived.** A Direct Debit Form is enclosed so your dues can be paid automatically from your bank account each quarter to avoid any late payment penalties. Please complete and return the form as soon as possible to the address provided.

Capital Reserve Payments at Closings

The Master Association collects a Capital Payment of \$2000 at the initial purchase of any **new** single family and/or condo unit. A Capital Resale Payment of \$1000 is collected at all subsequent resales of the property. These amounts are subject to change by the Board of Governors. **The Association also collects a Membership Lease Payment of \$150 or the maximum amount allowed by Statute every time a single family or condo unit is leased, including all renewals.** These payments are assessed to make purchases for and improvements to the Association's Common Areas and to purchase initial and future equipment and supplies.

Recycling and Garbage Pickup

Recycling and yard wastes are collected every Thursday and trash collection is every Friday. In the event of a Holiday during the week, collections are moved back one (1) day to Friday and Saturday. Recycling collection containers (blue wheeled boxes) are provided by Waste Pro. Their number is 239-337-0800.

Design Review

Any **exterior** change to your home and/or property, including significant landscaping changes (including tree removal) requires Design Review Committee (DRC) approval. The Design Review Committee typically meets the 2nd Wednesday of the month at 3:00 PM at the Club at Gateway and is open to the Owners. Design review change forms are located on the Community website and are to be submitted to Alliant Property Management by the Friday preceding the Wed. Committee meeting. All forms can be submitted on-line. **The DRC Application form and associated application documents need to be submitted to Alliant on or before the Monday preceding the next DRC meeting.**

Bulk Cable TV & Internet from Comcast

Basic bulk Cable TV and Internet service from Comcast is included in your regular quarterly assessment effective July 1, 2020. Additional services, including telephone and channel offerings can be purchased directly from Comcast by calling 800-XFINITY or visiting www.xfinity.com. All Owners in Gateway Greens should have received an update from both Comcast and the Master Association the first week of July, 2020. **Construction of the new fiber system is complete and in some Neighborhoods Fiber Activation has already started. All Owners need to be looking for a letter from Comcast in the near future advising them of their Fiber Activation date and the phone number to schedule a free, Professional Activation Inspection.**

Public Utilities

Potable water, wastewater, irrigation (reuse) and stormwater sewer service issues and billings are the responsibility of the Gateway Services Community Development District (CDD). The District can be contact at 239-561-1313 or visit their website at www.gatewaydistrict.org.

Access Control and Dwelling Live Entry System

Access Control in our Community is managed by our Access Control Team and Vendor Access Control Services, whose officers attend the Main and Westlinks Gates. The Association's new Entry System, dwellingLIVE, is under the management of our individual Resident Owners. Each Owner is responsible for activating their dwellingLIVE account and entering their guests and vendors and vehicle registration information. All Owners are encouraged to go to the Community website and activate their accounts. If you do not have your password for dwellingLIVE, you can contact our Access Control Staff at vms@gatewaygreens.com or call 239-990-6647 and request this information or schedule an appointment. Another new feature of dwellingLIVE is dwellingLIVE VOICE which allows Owners and approved Tenants to call 239-356-6766 and leave a message with Staff regarding your guests and vendors. However, this is not a last-minute opportunity as our guards do not constantly monitor these calls.

Our Access Control Staff, including our Vendor's guards and officers, are not police officials. If you feel threatened or observe anything suspicious, immediately call the Lee County Sheriff Office (LCSO) at 239-477-1000 and report the incident.

Street Parking

Parking on all streets within the Gateway Greens community is prohibited from midnight to 6:00 AM. Owners needing to park on the street during these hours can obtain a temporary permit from the Main Gate in person or by going to VMS@gatewaygreens.com. Vehicles will be towed at the Owner's expense. Parking is also prohibited on grassed or lawn areas and sidewalks.

Pets

Pets must always be leashed and cannot be left outside or unattended on your property whether in the lanai, fenced area of your property or inside invisible fenced area. Pet wastes must be picked up and disposed of properly by all pet Owners.

Leasing of Units (Property Rental)

Property Owners in Gateway Greens must meet **both** their Neighborhood Association's and the Master Association's rules and regulations pertaining to the lease or rent of their property. The Master Association limits leasing/rentals to no more than three (3) times per unit in any calendar year—and each lease or rental **must** be for-30 days or more. Each new lease or rental and renewals requires -approval by the Master Association's management company, Alliant, in advance of the lessee or renter taking occupancy. Until the Owner has an approved Notice of Lease form from Alliant, the tenant will not receive an entry pass to the community. Owners desiring to lease or rent their property should contact their Neighborhood Association and Alliant at 239-454-1101 for any questions and to obtain the required Lease of Unit and Vehicle ID Forms.

Property Inspection

All properties within Gateway Greens, whether or not in a Neighborhood Association, must be in compliance with the Association's Governing Documents, Rules and Regulations. All properties are inspected monthly by our Property Management firm, Alliant, for violations of our Covenants, such as the cleanliness of roofs and driveways, proper landscaping and maintenance thereof, concealment of trash containers, etc. Violators will receive a Notice of Violation, and if not timely corrected, will be subject to the Association's fining policy.

Forms

In a community with almost 1400 Owners, communication is critical. The HOA's Board can most effectively communicate with its Owners via "blast" e-mails. However, in order to do so, EVERY OWNER must complete and sign the Owner Contact Information Form, as prepared by our Property Management firm, Alliant. A copy of this form is attached and can be found on-line at our web site. Another significant aspect of our gated community is our Access Control Team and our dwellingLIVE Entry System. It is essential that ALL OWNERS be registered into and familiar with this system, as well as registering all their vehicles and any golf carts. Finally, any Owner desiring to rent or lease their unit must first obtain approval from Alliant, and if you live within one of our Neighborhood Associations, you must also obtain their approval. A copy of the Lease Form for the Master Association can also be found at the community web site.

Enclosure

Direct Debit Form

Alliant Owner Contact Information Form

Alliant Lease of Unit Form