

# The Manors at Westridge

For comments or to provide suggestions or articles please email [manorsnewsletter@gmail.com](mailto:manorsnewsletter@gmail.com)

## **UPDATE from the Board.**

It has been a difficult time throughout the world, as we all try to cope with Covid - 19.

The Clubhouse was opened in September with limited use. The Board continues to review how other communities are managing their facilities.

With travel restrictions for many of our Owners limiting their option to attend the Annual General Meeting and the requirement of social distancing the Board has decided to postpone the AGM and the AGM BBQ scheduled for November 2020. The Board also cancelled the October Community Garage Sale.

At the present time we are tentatively rescheduling the AGM in February 2021. There will be more in the next newsletter.

In addition to rescheduling the AGM, the Board agreed to proceed with the implementation of an electronic voting process. The new process will allow all Owners the option to vote for their Board representatives, regardless of their ability to attend the AGM, in person. It will also allow for voting, should something arise, that require Owner consent.

The Past President /Vice President has now moved from our community. The new VP of the Board is Mi'kel Dawson.

Stay safe

On behalf of the Board

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## Annual General Meeting



**AGM**  
**Postponed**  
Annual General Meeting

The AGM will be rescheduled for February 2021.

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## Garage Sale

The Garage sale scheduled for October 18<sup>th</sup> has been cancelled. Garage sale dates will be published in the November newsletter



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## Parking at The Manors at Westridge

Parking within our community is covered in the Manors at Westridge Homeowner's Manual and the Community Covenants.

In order to maintain a safe community all vehicles parked between the hours of 12:00 midnight and 6:00 AM will be towed at the owner's expense. During all other times, long term, or habitual on-street vehicles, may be towed at the owner's expense.

**Parking on the grass (including partially) is NOT permitted.**

**Parking on the (driver's) left side of the roadway is illegal and NOT allowed.**

Please remember that our roads are narrow. Please park in such a way that allows cars to proceed.

If you are planning to have guests, where the number of vehicles will exceed the capacity of your driveway, temporary arrangements can be made through Extreme Management Team LLC. Please provide a 48-hour notice.

Please remember that it is in all our best interests to preserve the safety, integrity and maintain the appearance of the neighborhood.

## Board Meeting - Budget (2021)

The next Board meeting is scheduled for October 18<sup>th</sup>, 7:00pm.

The proposed 2021 budget will be presented and approved at the October Board meeting,

It is planned that this meeting will be a dial in call with the possibility of a video call.

Watch for the announcement boards at the inside the gate entrances on the 18<sup>th</sup>

## Pet Rules at The Manors at Westridge

As a responsible pet owner, it is your responsibility to take care of them.

Our Covenants Declaration, Article 6.8 state "Only Dogs, cats, aquarium kept fish or indoor birds are permitted. An excess of 2 of each type of household pet shall be considered unreasonable (except aquarium kept fish) Please also ensure that all pets are kept on' a leash and cleaned up after."

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## House and Driveway Colors

We have listed the “Approved Colors” in The Owner’s Portal. While we have included paint colors from Sherwin Williams and Valspar, any brand of exterior paint can be used.

Most stores can cross reference the Sherwin Williams/Valspar paint chip.

Approved driveway colors can also be found in The Owner’s Portal.

An ARB is to be submitted even when the color is remaining the same, but an approval is not required.

If you are changing home or driveway colors, or should you want to use a color other than those approved, you can request the color on your Architectural Review (ARB) form. Remember an ARB approval **is required** when changing the color of your home or driveway.

## Clubhouse (Bulletin sent August 2020)

To: The Manors at Westridge Owner’s

The Board of Directors have voted to reopen the Clubhouse, effective Monday August 17th. This will include the Gym, Library and Community Pool. The event room will remain closed at this time.

We now have a sufficient amount of disinfectant available. We suggest that those wishing to use the facilities still bring their own.

Users of the facilities, including the gym, library, pool, and pool chairs etc. are to clean all the equipment they use following its use.

Users are required to maintain a safe distance from any others in the facility and wear a face covering when sufficient space is not possible.

Owners wanting to use the Gym and Library will be required to obtain, complete, and sign a Waiver. Once the completed waiver has been received by Extreme Management, your access card will be re activated.

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## Gate Keypads - Codes

To better protect the residents, **gate codes should not be provided to guests, couriers etc.** Visitors should use the directory on the keypad. When the visitor finds your name and presses enter the system will call your designated telephone for entry. Once you confirm the visitor press "9" on your telephone keypad and the gate will open for your visitor.

Should you be planning an event, i.e. Party etc. please request a special code from Robert at Extreme Management for your event.

## Gate Operation

There have been some concerns raised regarding the operation of the gates. There are several reasons that the gates fail or appear to fail.

When Police, fire or ambulance services are called to the Manors, they use what is called a Knox box which provides entrance to the community. Many times, when they leave, they do not release the gates to their normal operation. Only emergency services can release the gates.

Occasionally cars strike the keypad rendering the code and card reader to be inoperable. Shortly you will see a concrete filled bollard placed in front of the north and south keypad, preventing vehicles from damaging the keypad.

When the gates are not working you can call Extreme Management during working hours at 352-366-0234, email [manorsnewsletter@gmail.com](mailto:manorsnewsletter@gmail.com) or post on the Facebook page at <https://www.facebook.com/groups/121023695056156/?ref=bookmarks>

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## The Manors at Westridge is on Facebook

We have a Facebook page for "The Manors at Westridge HOA"

This Page is intended to be a means of promoting news and events within our community for Owners, Long and Short-term renters.

The page is NOT for advertising your home for rent or advertising.

The administrator(s) of this page will delete postings that are deemed inappropriate.

Questions about the page may be directed to [manorsnewsletter@gmail.com](mailto:manorsnewsletter@gmail.com)

## Owner Contact Information

It is important that Owners update their contact information on Vantac, (The Manors at Westridge Owner Portal), including your Email address, telephone numbers and address. Please sign in, review and update your Profile information. Don't forget to save your changes. Owners without Owner Portal access should contact contact Robert to have the information updated.



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## Long Term Renters

Homes that are rented long term are required to submit a copy of the long-term rental agreement to the HOA. The rental agreement must state that the tenants were informed or were provided a copy of the Manors at Westridge Covenants and rules and regulations.

The rental agreement must be signed by owner/agent and the tenant stating they agree to abide by the Covenants and rules and regulations. Homes that are rented more than 6 months will be considered long term.

Owners should ensure tenants have an access card for the Clubhouse facilities.

Contact Robert Oldro for assistance at Office: 352-366-0234, Direct: 352-404-4473 or [robert@hoaemt.com](mailto:robert@hoaemt.com)

## Trash and Recycle Totes

Are you missing a wheel? Is your tote no longer in good shape?

Call Polk County Wates to arrange for a new tote or to schedule to have it repaired.

(863) 284-4319 or send an email to [PolkWasteWise@polk-county.net](mailto:PolkWasteWise@polk-county.net)



## Architectural Review Board - ARB

We often get asked - When is an ARB required?

An ARB form is required when the Owner is contemplating any type of work on the Exterior of their home. This could include home addition, wall, fence or other structure or improvement of any nature or kind also including mailboxes, landscaping fences and exterior paint and finish. It also includes new plantings, trees etc. Removal of trees also require an ARB approval.

Inside your lanai is **NOT** included as external to your home.

While it may seem arbitrary from an individual homeowner's standpoint, the ARB process **looks out for the entire community**. Aside from stopping residents from painting pink polka dots on their houses, the committee's job is to make sure that the size and style of the project, the type of building materials being used, and the overall look of the new structure adhere to the Association's design requirements.

The process also protects us all by ensuring contractors hold the necessary licence and insurance.

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## Responsibilities of the Community Manager

Community associations today employ highly qualified professional community association managers, and we think residents should know what the manager has and has not been hired to do. Some residents expect the manager to perform certain tasks that just are not part of the job. When the manager does not meet those expectations, residents are unhappy. In short, the manager has two primary responsibilities: Carry out policies set by the board and manage the association's daily operations.

In practice, what does that mean for some common resident questions and concerns?

The manager is trained to deal with conflict, but he or she typically will not get involved in quarrels you might be having with your neighbor. However, if association rules are being violated, the manager is the right person to notify.

While the manager works closely with the board, he or she is an advisor – not a member of the board. Also, the manager is not your advocate with or conduit to the board. If you have a concern, send a letter or e-mail directly to the board.

Although the manager works for the board, he or she is available to residents. That does not mean the manager will drop everything to take your call. If you need to see the manager, call, and arrange a meeting.

The manager is always happy to answer questions, but he or she is not the information officer. For routine inquiries, like the date of the next meeting, read the newsletter or check the association website or bulletin board.

The manager is responsible for monitoring contractors' performance but not supervising them. Contractors are responsible for supervising their own personnel. If you have a problem with a contractor, notify the manager, who will forward your concerns to the board. The board will decide how to proceed under the terms of the contract.

The manager inspects the community regularly but even an experienced manager will not catch everything. Your help is essential. If you know about a potential maintenance issue, report it to the manager.

The manager does not set policy. If you disagree with a policy or rule, you will get better results sending a letter or e-mail to the board than arguing with the manager.

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## **Responsibilities of the Community Manager (Continued)**

The manager has a broad range of expertise, but he or she is not a consultant to the residents. Neither is he or she typically an engineer, architect, attorney, or accountant. The manager may offer opinions but do not expect technical advice in areas where he or she is not qualified

Although the manager is a great resource to the association, he or she is not available 24 hours per day except for emergencies. Getting locked out of your home may be an emergency to you, but it is not an association emergency. An association emergency is defined as a threat to life or property.

## **Fertilizer Schedule for the Manors at Westridge**

As requested below you will find the schedule for fertilizer applications

Full Service Lawn: Dry Fertilizer, spot Weed Control - October 2020

Full Service Lawn: Fungicide , Liq Fertilizer, Weed Control - December 2020

Full Service Lawn: Liq Fertilizer, Fungicide (if needed) , Weed Control - February 2021

Full Service Lawn: Dry Fertilizer, spot Weed Control - March 2021

Full Service Lawn: Insecticide, Liq Fertilizer, Fungicide (if needed), spot Weed Control - May 2021

Full Service Lawn: Insecticide, Liq Fertilizer, Fungicide (If needed), spot Weed Control - July 2021

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## Water Restrictions Apply To Everyone

Thank you for helping to conserve our most valuable resource



**Thank you for following our two days per week watering restriction schedule.**

**Please remember these restrictions apply to everyone whether your water is supplied by a utility, private well, or surface water source.**

**If you are unsure of your scheduled days for watering visit:**

**[www.polk-county.net/utilities/watering-schedule-and-restrictions](http://www.polk-county.net/utilities/watering-schedule-and-restrictions)**

## No Solicitation Allowed at the Manors at Westridge

Recently we have seen an increase in salespeople knocking on doors selling windows, doors etc. If this happens, ask them to leave the community as soliciting is NOT allowed.



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## Entrance Gates

The entrance gates have been scrapped and painted and they look great. The Board decided that the signs on the gates should stay where they are. Some signs are in poor shape and are difficult to read. Those signs will be replaced



Before



After





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## Key Card Access to Clubhouse and Entrance Gates

In June of 2017, our Clubhouse and entrance gates began to utilize a Proximity card and a Key Tag style card system. The system will track entrance to the Clubhouse with a date and time of entry. With the camera monitoring system, we will now have an opportunity to identify those individuals that abuse the Clubhouse.

At that time, all homeowners received 2 Proximity cards free of charge. If you have purchased your home after that date you should have received those cards from the previous owner.

Cards are available for purchase from Extreme Management at \$10.00 or you may purchase the Key Tag style card for \$35.00 with a maximum of 4 keys per owner.

With the Owner's approval, the cards may be picked up by the Owner's Management Company, Short-Term renter, or Long-Term renter (More than 6-months, with a Tenant Information Sheet for Long Term Renters).

Should you have any questions please contact Robert Oldro, at [robert@hoamt.com](mailto:robert@hoamt.com) or 352-404-4473



Example of FOB and Key Card