

## KEY VISTA VILLAS HELPFUL INFORMATION

<b>There are 3 Associations at Key Vista</b>	1. Masters
<b>You must be a member of both the Masters &amp; Vilas</b>	2. Villas
	3. Single Family
<b>General Information</b>	
Total number of units in KVV 55+ section	167 Homes
Type of association	Homeowner Association (HOA)
Year built	2000-2005
	KVV (Key Vista Villas) is a Homeowners Association located in Holiday, Florida. It is a 55+ gated community comprised of 167 single family villas/homes.
Rubbish pick-up day	Monday & Thursday, Recycle: 2 <sup>nd</sup> and 4 <sup>th</sup> Wednesday. Waste Management-Owner Responsibility (727)847-9100
Does the homeowner contact the rubbish vendor directly for service?	Yes- Waste Services. The homeowner is responsible for payment for this service.
How do I arrange for special pickup of bulky items?	Contact vendor directly
Does the homeowner contact the utility vendors directly for service? (cable, waste, electric)	Yes. For Spectrum Cable for the HOA bulk rates contact (833)-697-7328
Mowing day	Friday
Is there outdoor irrigation system?	Yes- the Association is responsible for the maintenance of ORIGINALLY INSTALLED irrigation. Upgrades to the irrigation system on each lot are the responsibility of the homeowner.
Lawn Watering	Limited to once a week per Pasco County. Sprinklers are managed by Nature Coast
Is there controlled access in the common areas?	Yes. A key fob can be obtained at the Master Clubhouse by contacting. Natasha Santiago (727)943-0295. Key Vista is a gated community
Type of parking for each home/unit	Two stall garage
Guest parking restrictions	Overnight parking on the street is prohibited. Permit required for overnight parking at the Masters Clubhouse. Contact Clubhouse Manager (727) 943-0295.
Is there on-site staff?	At the Master Clubhouse only
Contact information for Master Clubhouse Manager	Natasha Santiago (727)943-0295 – <a href="mailto:nsantiago@lelandmanagement.com">nsantiago@lelandmanagement.com</a>
Clubhouse rental reservation information- Masters	Contact Natasha Santiago for the Master Clubhouse
Clubhouse rental reservation information- Villas (KVV)	Contact Gale Parkerson 502-262-1856 for the Key Vista Villas Clubhouse. Rental form can be found on our website <a href="http://mykeyvista.com/villas.htm">http://mykeyvista.com/villas.htm</a> under 'PDF Forms'
How do I obtain proof of insurance?	Contact your insurance agent. Homeowner is responsible to insure his or her residence and lot

## KEY VISTA VILLAS HELPFUL INFORMATION

Exterior decorations information/rules?	Refer to the Covenants and Restrictions and Design Review Manual
Towing vendor	None
Pest control vendor	Each homeowner is responsible for pest control for his or her residence
RV and Boat Storage	Contact Master Clubhouse at 727-943-0295 and ask for Natasha
Pool passes	Contact Natasha at Master Clubhouse at 727-943-0295 for purchase of key fob
Visitor passes	Contact Master Clubhouse at 727-943-0295 and ask for Natasha
Parking passes/decals	No
<b>Property Specifications</b>	
What facilities are included in the common areas?	Clubhouse Pool and Spa
Type of construction	Block and stucco
Number of buildings	167 single family homes and clubhouse
Type of roof	Shingle
Wind mitigation forms	Unit owner responsible
Date of last appraisal	Unit owner responsible
Architectural approval process	Yes, DRB approves all exterior modifications. Please refer to the most recent version of the Design Review Manual found on Villa's website.
<b>Association Dues and Assessments</b>	
The association recommends/requires owners to purchase and HO-6 insurance policy	Yes
Special assessments-PENDING	None
Special assessments-APPROVED	None
The association does/does not have a blanket insurance policy	Does
How are assessments billed?	Monthly
Assessments due date	1 <sup>st</sup> of the month
Additional dues	There is a maintenance fee for the Key Vista Master Association. Contact Clubhouse Manager Natasha Santiago-727-943-0295
Late Fees	1.5%
Is electronic payment available	Yes. For the Villa Dues complete ACH form in the Welcome Packet or contact RPM Seminole office at 727-581-2662 and ask for Melinda Phillips. For the Master Maintenance fee contact Resident Support/Assessment & Billing: <a href="mailto:residentsupport@lelandmanagement.com">residentsupport@lelandmanagement.com</a> at 727-451-7850

## KEY VISTA VILLAS HELPFUL INFORMATION

Listing and Selling Information	
Is the master association completed	Yes- Key Vista Master Association is managed by Leland Management. Villas 55+ Association is managed by Resource Property Management (RPM)
Has control of the association been transferred from the developer to the unit owners?	Yes
When was control transferred?	July 18, 2000
Is any part used for commercial purposes?	No
Does the Association have any other restrictions?	Please refer to the Covenants and Restrictions, along with the Design Review Manual for any additional/further restrictions. These documents can be obtained on the Key Vista VILLAS website at <a href="http://mykeyvista.com/villas.htm">http://mykeyvista.com/villas.htm</a>
Does the Association have a pet policy?	Yes. Two pets are allowed. Please refer to the Covenants and Restrictions for KVV
Does the Association have a realtor lockbox policy?	N/A
Are open houses allowed by the Association?	Yes.
Are For Sale signs allowed to be displayed on the property?	Yes. Please refer to the Covenants and Restrictions which can be found on Villa's website at <a href="http://mykeyvista.com/villas.htm">http://mykeyvista.com/villas.htm</a>
Does the Association have the right to approve the buyer/lessee?	Yes. Sale/Lease approval form should be provided by your realtor and the BOD will schedule an interview/orientation meeting prior to closing.
Is there an application fee?	Yes - \$150
What is the application process?	Prospective owners and renters must complete Sale/Lease Application Form, RHR General Consent Form, Age Verification Form and Resident Information Questionnaire. These forms can be obtained on the associations website under the "Realtor/New Home Buyers" section or obtained from the management company (RPM).
Is there a Move In/Move Out fee?	N/A
Is a security deposit required?	N/A
Meetings	Open to All Residents -Notices for all meetings send via email (Eblast)
Board Meeting	4 <sup>th</sup> Monday of each month, posted monthly at the clubhouse
DRB Meeting	Friday before the BOD meeting
Grounds Meeting	1 <sup>st</sup> and 3 <sup>rd</sup> Monday of each month
Open Forum	2 <sup>nd</sup> Thursday of each month

## KEY VISTA VILLAS HELPFUL INFORMATION

Important Phone Numbers		
Electric Service	Duke Energy	800-700-8744
Water/Sewer	Pasco County Water/Sewer	727-847-8131
Cable (phone & internet) some spectrum services are provided with your Key Vista Masters	Spectrum	833-697-7328
Pasco County Recycling	Utilities Solid Waste	727-856-4539
Trash Pickup	Waste Connection	727-847-9100
Chamber of Commerce	West Pasco Chamber	727-842-7651
Automobile Tag Agency (Driver's License)	West Pasco	727-847-8165
Post Office	4737 Mile Stretch Dr. Holiday	727-937-2207
Pasco County Tax Collector – Mike Fasano	4720 US-19N, New Port Richey	727-847-8165
Acronyms & Definitions		
BOD	Board of Directors (7) President, VP, Treasurer, Secretary and 3 Directors	
DRB	Design Review Board	
HOA	Homeowners Association	
KVV	Key Vista Villas	
TSC	Trouble Service Complaint	
RPM	Resource Property Management	