

CHELSEA OAKS

Welcome Packet

Revised May 26, 2023



Welcome to Chelsea Oaks!

We are pleased to have you join our community. The “Welcome Committee” has put together information you will need as a resident to help you establish yourselves in your new community. The following are provided in the Welcome Packet in addition to this document:

- Welcome Letter from the HOA President
- Forms:
 - New Tenant Application (if you are a landlord) – this form includes the rental guidelines
 - Pet Registration Agreement
 - Architectural Change Form
 - Gate / Pool Access
- Chelsea Oaks Covenants (rights and responsibilities of homeowners)

Chelsea Oaks HOA (Homeowners Association) - Board of Directors – January 2023

President – Robert (Bob) Fischer	fischerchelseaoaks1@gmail.com
Vice President – Heather Cook	heathercookchelseaoaks@gmail.com
Treasurer – Brandon Silva	brandon.silvia@mac.com
Secretary - Bernadette Boardman	bernboard@aol.com
Past President Director – Nancy Craig	ncdcraig@gmail.com

Property Management

Ameri-Tech Property Management Inc.

For general and operational questions:

Christina Kelly, LCAM

1-727-726-8000 Ext. 242

ckelly@ameritechmail.com

Or please fill out the form on the **Contact** tab on the chelseaoaks.net web site which will go to Chris Kelly (a copy also goes to all board members).

Architectural Review Committee (ARC) 2023

Bryan Bishop bryan.bishop@live.com

Mark Jordan klj2423@gmail
Sandy King queenking272@yahoo.com

Welcoming Committee

Sandy King queenking272@yahoocom
Deb McFarland debmc1157@gmail.com
Cheryl Hefferon chefferon3@gmail.com

Monthly HOA Payment

- Your monthly HOA fees are \$316.00, due on the first of every month. Payments can be made by:
 - Mailing a check with a coupon from the coupon book provided by Ameri-Tech
 - Credit card
 - Bank debit
 - Autopay
 - Echeck
- When your home deed is registered with the county, Ameri-Tech will send you a payment coupon book.
- Payments are managed by Ameri-Tech. If you have not received your coupon book, or if you have any questions regarding payments please contact:
Jennifer Sosnoff at Ameri-Tech: **1-727-726-8000 ext 252** -or-
Christina Kelly at Ameri-Tech: **1-727-726-8000 ext 242**

Entrance Gate and Clubhouse/Pool

Gate codes, gate remotes (fobs) and clubhouse/pool door cards are available.

- You may use a code to enter the front gate. It is free and can be used instead of a fob. To receive a code for gate entry, please complete the form which is on the website under “Documents” and it is included in this packet. Once completed, please send to:
Christina Kelly ckelly@ameritechmail.com *and to*
Deb McFarland debmc1157@gmail.com
- The fobs for the front gate are \$40. If one was provided to you by the previous owner, please complete and email the above mentioned form as directed above to have it assigned to you.
- A door card for the clubhouse/pool is free for the first one, and \$25 for each additional one.
- Checks should be made out to **Ameri-Tech** and should be delivered to Deb McFarland.
- Please contact Deb McFarland at debmc1157@gmail.com to schedule an appointment to obtain your fob and/or door card.

Pool use:

- Pool rules are posted inside the gym and at the pool.
- Our amenities are for residents and the guests they bring with them.
- Please help us by picking up after yourselves while using the gym and the pool area.
- Please wind down the umbrellas after use, otherwise they tend to blow away.
- Please clean up any refuse before you leave the pool area.

Utilities and Utilities Access Boxes

The access boxes to the utilities on your property (sewer, water, cable, power) are not maintained by the HOA. If you see any utilities that need repair, please call the appropriate utility company.

Listed below are a few of the utilities that might be helpful to you:

- Water and Water Meter covers – Email utilities@polk-county.net or call Polk County Customer Service at 1-863-298-4100
- Electric and Electric Boxes – call Lakeland Electric Customer Service at 1-863-834-9535
- Sewer drain clean outs/caps are the responsibility of the owner to maintain
- Cable/Internet:
 - Verizon (Customer Service) 1-800-922-0204
 - Spectrum (Customer Service) 1-855-366-7132

HOA Meetings

HOA meetings are held monthly on the **first Tuesday of each month at 7:00 PM**. The meetings are held in person and by Zoom at zoom.com or using the Zoom app. The agenda will be posted in advance at the club house bulletin board and on Board Notes in the Nextdoor app or website. The in-person location is at the clubhouse. All Homeowners are encouraged to participate.

Zoom information: ID: 882 8840 8058 Passcode 423210

Garbage and Recycling Pickup

- Garbage pickup is weekly on Tuesday using the gray bins.
- Recycling pickup is weekly on Wednesday using the black and yellow bins.
- **Garbage/Recycling bins cannot be stored outdoors**. Garbage/Recycling bins can be placed out after 6p.m. the evening before pickup. Please don't block the sidewalks with your bins. Bins will need to be stored in your garage the day of pickup. This helps keep the community looking neat, and keeps the animals away. If you are not able to pick up your garbage/recycling bins, **please ask a neighbor** to help you out. Any bin left out can be subject to a fine by the HOA.
- **Bulk waste pickup** information is also located on site listed below. If you have bulk pickup scheduled, please message the board for awareness. It's the owner's

responsibility to follow-up with Polk County if the items are not removed within the timeframe provided. In addition, please do not block sidewalks. To prevent lawn damage, do not allow the garbage to remain on the grass for an extended period of time. This means you may have to move the items if there is delay.

- Information can be found at <https://www.polk-county.net/waste-and-recycling> or Phone: (863) 284-4319.

Parking


- If you park on the roads, please don't park across from another car, remember that emergency vehicles may need access.
- **Parking on the street is prohibited at night from 12:00am until 6am.** The towing company will tow any car found in violation, and the owner will have to pay a towing charge to reclaim the car.
- Please park in your driveway without obstructing the sidewalk as a courtesy to your walking neighbors.
- Please do not park on or over the grass, this is also subject to towing.
- Please observe the signs for parking in front of the clubhouse. Only those designated for overnight parking may be used as such. You must display a Handicap hanger in your window or Handicap license plate to park in a Handicap space.
- The towing company is: Black Sheep Towing, phone 1-863-236-0251.

Neighborhood Online Information

Online information about your community can be found at several locations:

- The HOA community website ***www.chelseaoaks.net*** contains the following useful information, accessible by clicking the three little lines in the upper right corner:
 - ***Board of Directors*** - Lists the board members
 - ***Meeting Minutes*** - Contains HOA monthly meeting minutes.
 - ***Documents*** - Contains forms you may need:
 - New Tenant Application (if you are a landlord) – this form includes the rental guidelines
 - Pet Registration Agreement
 - Architectural Change Form
 - Gate / Pool Access

Note: The above forms are also included in this packet for your convenience.
 - ***Budgets*** – Contains the HOA annual budget which is reviewed and voted on late in the year.
 - ***Management*** - Contains contact information for our management company- Ameri-Tech.

- **Contact** - The web site provides a means to communicate to our representative - Chris Kelly (a copy also goes to all board members) with your questions and needs.
- If you scroll down on the home page, you will find at the bottom of the page:
 - **Emergency Management** – Information on Ameri-Tech’s support for emergencies, such as hurricanes.
- **NextDoor** is also a way to find out Chelsea Oaks news, and for homeowners to find out homeowner and board information.
 - It can be accessed through the NEXTDOOR app or at nextdoor.com.
 - When you are posting on NextDoor, please limit your comments to the Chelsea Oaks neighborhood, or the Homeowners Discussions. If you do not limit them by un-checking the world icon  on the second page of your post, they will be sent to many thousands of South Lakeland residents.
 - Please refrain from abusive language or personal attacks or your comment may be removed.
 - If you need help getting onto NextDoor –or- if you are a homeowner and need help joining the Homeowners Discussions and the Board Notes groups, please contact Cheryl Hefferon at chefferon3@gmail.com.

Maintenance Issues

You are responsible for repairs to the interior of your home including your appliances, all windows and doors, electrical light fixtures, air conditioner, driveway and entrance walk, all added porches and screens, and gutters – these are the owner’s responsibility.

- Please contact Ameri-Tech for all maintenance questions or concerns within the common grounds, gates, clubhouse, pool, or the exterior of your home structure (roof, exterior walls). This can be done by filling out the message form on the **Contact** tab on the chelseaoaks.net web site which will go to Chris Kelly (a copy also goes to all board members).

Architecture Review Committee (ARC)

Changes to your townhome's exterior must be reviewed and approved by the Architectural Review Committee. The following are included: outside windows, doors, electrical light fixtures, air conditioning units, added porches, patios, screen rooms, gutters, driveways, walkway into your home, landscaping, and tree removal. Fences at present are not allowed.

The ARC typically meets monthly to review and vote on requests from owners. ARC requests are unique to each owner's property. The request process and form is on our community website: <http://www.chelseaoaks.net> under documents. Once you have filled the information on the document, please email it to both ckelly@ameritechmail.com and chelseaoaksarc@outlook.com.

Please allow 30 days for the ARC Committee to process.

Streetlights

The streetlights are maintained by Lakeland Electric. To report a streetlight problem, please fill out the web form (<https://lakelandelectric.com/storms-and-outages>) or call (863) 834-9535. You can speak to a Customer Service Representative from 7:30 a.m. to 6:00 p.m., Monday through Friday.

Landscaping and Yard Spraying (Weeds/Pests)

- During the growing season, lawns are cut weekly and during the colder months, bi-weekly. They are cut on Monday or Tuesday (weather permitting). Shrubs are cut every other time.
- Lawn maintenance will not be performed if the owner's property is not accessible; excessive personal items (chairs, toys, etc.) or pet waste are present.
- Lawn pest-and-weed spraying is performed weekly, ¼ of the subdivision at one time. Of course, the schedule is subject to change based on weather or other factors.
- Floralawn is our current lawn care provider.
- If you are having an issue, please contact a board member and Chris Kelly to voice your concerns.

Common Areas and Community

Common Areas are those limited parts of the community that belong to us all, including the ponds and areas around the clubhouse and some other spaces. It takes a community to keep our neighborhood safe and looking great, so:

- If you see something problematic, be proactive: say something, or do something helpful.
- If you see a problem (clubhouse, pool, gate, neighbor's house, irrigation) please fill out the form on the Contact tab on the chelseaoaks.net web site which will go to Chris Kelly (a copy also goes to all board members).
- If you see trash on the street, help us by picking it up.
- If you see someone suspicious in the neighborhood, notify the police.

Pets

- All pets must be kept on a leash.
- No more than three dogs are allowed per unit.
- All dogs must be registered in Chelsea Oaks. Please fill out the necessary form which can be printed from the website under "Documents". It is also included in this packet. Once completed, the form should be emailed to the Ameri-Tech property manager, Christina Kelly, at ckelly@ameritechmail.com

- Please pick up your pet's waste and dispose of it properly. There are no "common areas" that this doesn't include. Please be courteous of others in our community regarding this matter.

Activities

Please contact the board if you are interested in volunteering for community activities (yard sales, welcoming committees, community events, etc.).

Local Businesses

Some of our residents have used the following vendors, they are provided for your convenience but of course you are welcome to choose whomever you wish.

Repairmen

Handyman – resident of Chelsea Oaks – Brian 1-813-843-2307
Air Conditioning – Ride Out
Electric and Plumbing – ACE

Veterinarians

All Creatures
Christina Animal Hospital

Restaurants

Ovation Bistro
Joshua's Kitchen
Wooden Spoon
Palace Pizzeria
Egg Place
Domino's
Shaing Hai Chinese

Home Improvement

Home Depot

Grocery Stores

Publix
Winn Dixie
Walmart
Aldi's

Hair and Nail Salons

Supercuts at Publix Plaza
End Results
Tim's Barber Shop
Fanci Nails
Happy Nails

Finally, communities are better when all residents do their best to keep it a well-maintained, kind, caring, helpful place to live.

Your Welcome Committee members,

Sandy King

Deb McFarland

Cheryl Hefferon