

## Property Application for Lighthouse Bay Two- C Association

Property Name

### How to Apply ?

1

You can go to  
[Tenantev.com](https://tenantev.com) or scan  
this QR Code.



then

2

Create a new account  
and use the following  
application code to begin.

**11661**

Property Application Code

### Please read before applying

**You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.**

The community you are applying to could request information such as Credit report ( Social Security number necessary ), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

#### **Important!**

**Application Fee:** There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process. This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly. **Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.**

Application process  
may take up to 45 *minutes*  
**tenantev.com**

### Do you need help?



Email us at  
[support@tenantevaluation.com](mailto:support@tenantevaluation.com)



Call us at  
305.692.7900

# Estoppels, Insurance & Capital Reserve Fee

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In keeping with our commitment to provide you with industry leading services, we partnered with HomeWise Docs, a leader in sourcing and fulfilling estoppel and questionnaire requests. To place a request for an Estoppel or Questionnaire, go to <https://www.homewisedocs.com/>. We do not perform these in the office on site.

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To obtain our insurance information please contact Doris Laurence.

Doris Laurence

239-649-1444

[Doris.Laurence@assuredpartners.com](mailto:Doris.Laurence@assuredpartners.com)

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# LIGHTHOUSE BAY AT THE BROOKS

## PROCEDURES AND RULES FOR LISTING AND SHOWING AGENTS REGARDING OPEN HOUSES

1. The unit owner must inform the Harbour Club office that the unit is either for rent or for sale and must also provide the name of the listing agent, the agency affiliation and appropriate contact information. If the unit owner is serving as his/her own agent, the unit owner will be considered to be a listing/showing agent for the purposes of these procedures and rules.

2. The listing agent for a rental is responsible for securing the Association's information for Lease and/or Purchase on the Lighthouse Bay website, in the "Classifieds and Open House" tab, under "Prospect Info".

→ <https://www.lighthousebay.com/std.php?IID=100637760>

**No other lease or purchase applications will be accepted other than those submitted through the Tenant Evaluation website (property codes for applications are available in the realtor packets for the desired Association).**

3. The selling or leasing agent of a unit in Lighthouse Bay has the responsibility of becoming familiar with the limitations imposed on a lessee or prospective owner by the various condominium documents, the Rules and Regulations of the Harbour Club and ensuring that no conditions exist which would place the lessee or prospective owner in violation of the above documents.

4. No property may be shown before 9:00 a.m. or after 7:00 p.m.

5. A real estate agent must obtain a guest pass from the homeowner to visit/show the property when not for an open house.

6. Open Houses must be previously scheduled with the office via the Open House Form that is available on the Lighthouse Bay website → <https://www.lighthousebay.com/std.php?IID=100219392>. Hours are limited to Saturday and Sunday between 1 :00 p.m. and 4:00 p.m. During a requested date of Open House, in the specified time parameters, the barrier arm in Gate #1 will be held in the upright position to accommodate walk-ins and all scheduled visitors without the need for a guest pass, entry code, phone call, etc.

7. No announcement or direction signs may be displayed within Lighthouse Bay **except** one of the approved "Open House" signs which may be displayed at curbside at the walkway to the unit. This Harbour Club Board-approved "Open House" sign with its specifications developed by the Architectural Review Board is the only real estate sign that is permitted in Lighthouse Bay (see attached).

8. Agents and prospective buyers or renters are guests of Lighthouse Bay and are expected to conduct themselves appropriately, e.g., obeying speed limits, observing parking restrictions and not creating a disturbance for the residents. If you are unsure of the rules, ask the office staff. Prospects may not make use of the amenities.

**Lighthouse Bay  
Architectural Review Board (ARB) Design Criteria  
“Open House” Signage**

**Authority:**

Article 7.18 of the Declarations of Covenants, Conditions and Restrictions of Lighthouse Bay states as follows:

**“No sign of any kind shall be displayed to public view on any Unit, condominium common area or Common area, except a sign identifying Lighthouse Bay individual condominiums within Lighthouse Bay, street or traffic control signs, except as approved by the ARB.**

**Specifications:**

- Material: Coroplastic in beige and turquoise colors to blend with surroundings of Lighthouse Bay.
- Dimensions: The flat portion of the sign shall be 24 inches wide by 18 inches high.
- Contents: The words **“Open House”** shall appear on both sides of the sign. The color of the words **“Open House”** shall be turquoise painted against a beige background.
- Attachment & Signage Mounting: The sign shall be attached to or mounted on a 24 inch high ½” corex black angel iron metal stand.

The sign may be purchased by individuals or by realtors through their local Realtors Associations.

**Approved: Harbour Club/Board of Directors**

Name Phyllis M. Sanchez Title BOARD PRESIDENT  
Date 5-6-2011

Attachments:  Yes  
 No

April 2011

# Lighthouse Bay



**18"x24" coropl., 2 sided w/ metal frame stand**

# LIGHTHOUSE BAY TWO C ASSOCIATION, INC.

## FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

*January – December 2024*

- Q. What are my voting rights in the condominium association?**
- A. Association members are entitled to one (1) vote for each Unit owned by them. Please refer to Article II, Section 2 of the By-Laws.
- Q. What restrictions exist in the condominium documents on my right to use my unit?**
- A. Use Restrictions include residential use, minors, pets, nuisance, parking, antennas and signs, access, stairs and halls, common elements, garage, fire hazards, and leasing. Please refer to Section 12 of the Declaration Condominium.
- Q. How much are my assessments to the condominium association for my unit and when are they due?**
- A. Assessments are **\$2,663.69** per unit per quarter (Includes Master Association, full reserves, cable, internet, inside pest control on an as needed basis, trash removal and landscaping). Assessments are due Jan. 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and Oct. 1<sup>st</sup>.
- Q. Do I have to be a member in any other Association? If so, what is the name of the Association and what are my voting rights in this association?**
- A. Yes, all Unit Owners in Lighthouse Bay Two C, must also be members of *The Harbour Club at Lighthouse Bay, Inc.* Each Unit owner in Lighthouse Bay Two C, is entitled to one vote in the Master Association. Please refer to Article III of the Master Association By-Laws. Unit Owners in Lighthouse Bay Two C also automatically become Bronze Members of the Commons Club at the Brooks per the Declaration of Covenants, Conditions and Restrictions for Lighthouse Bay at the Brooks. The Annual dues for such membership is included in the assessment quoted above.
- Q. Am I required to pay rent or land use fees for recreational or other community used facilities? If so, how much am I obligated to pay annually?**
- A. No.
- Q. Is the Condominium Association or other mandatory membership Association currently involved in a lawsuit in which it may be subject to liability in excess of \$100,000? If so, identify each such lawsuit.**
- A. No.

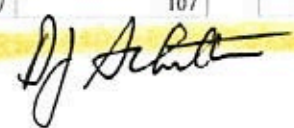
**NOTE: THE STATEMENTS CONTAINED HERIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERTO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.**

Association Name:

Lighthouse Bay 2C

Budget Worksheet for period Beginning January 1, 2024 to December 31, 2024

	2023	2023	2024	2024	
	Approved Budget	Approved Budget	Approved Budget	Approved Budget	
	Quarterly	Annual	Quarterly	Annual	
<b>INCOME</b>					
41100	Maintenance Fees	20,043	80,170	24,240	96,960
41110	Reserves Income	6,355	25,420	6,355	25,420
41105	IICLHB Master Association	29,176	116,705	30,735	122,941
41290	Harbour Club Renovation Assessment	2,598	10,392	2,598	10,392
	<b>TOTAL MAINTENANCE</b>	<b>58,172</b>	<b>232,687</b>	<b>63,928</b>	<b>255,714</b>
<b>OTHER INCOME</b>					
	<b>TOTAL OTHER INCOME</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
	<b>TOTAL REVENUES</b>	<b>58,172</b>	<b>232,687</b>	<b>63,928</b>	<b>255,714</b>
<b>ADMINISTRATIVE EXPENSES</b>					
51010	Accounting/Tax Prep Fees	69	275	69	275
51077	Corp. Annual Fees	15	61	15	61
51110	Fees Payable to Division	24	96	24	96
51132	Insurance Appraisal	86	345	86	345
51150	Legal	125	500	125	500
51161	Harbour Club Maintenance Fees	29,176	116,705	30,735	122,941
51163	Harbour Club Renovation Assessment	2,598	10,392	2,598	10,392
51170	Office Supplies- KW	27	108	-	-
51200	Postage/Office Supplies	29	115	38	150
51209	Professional Fees	25	100	25	100
51230	Screening Fees	27	106	64	256
70239	Management Services	364	1,455	380	1,521
70239.1	Overhead Fee KWPM	77	307	80	321
	<b>TOTAL ADMINISTRATIVE</b>	<b>32,641</b>	<b>130,565</b>	<b>34,239</b>	<b>136,958</b>
<b>GROUNDS</b>					
80191	Irrigation Repair	375	1,500	450	1,800
80210	Landscaping	2,463	9,853	2,463	9,853
80311	Pine Straw/Mulch	983	3,931	1,071	4,285
80384	Sod,Shrub & Tree Replacement	325	1,300	350	1,400
80395	Tree Trimming	352	1,406	371	1,485
	<b>TOTAL GROUNDS</b>	<b>4,498</b>	<b>17,990</b>	<b>4,706</b>	<b>18,823</b>
<b>INSURANCE</b>					
72005	Property	7,015	28,060	9,803	39,211
72010	Umbrella	448	1,790	396	1,585
72015	Workers Compensation	150	599	141	565
72020	Crime	136	545	155	618
72025	Directors & Officers	305	1,218	323	1,291
72030	Liability	423	1,690	435	1,740
	<b>TOTAL INSURANCE</b>	<b>8,476</b>	<b>33,902</b>	<b>11,253</b>	<b>45,010</b>
<b>REPAIRS &amp; MAINTENANCE</b>					
80044	Chlorination Roofs & Driveways	1,025	4,100	1,375	5,500
80098	Fire Extinguisher Maint.	27	107	25	100



KV PROPERTY MANAGEMENT & CONSULTING

Association Name:

Lighthouse Bay 2C

Budget Worksheet for period Beginning January 1, 2024 to December 31, 2024

		2023	2023	2024	2024
		Approved Budget	Approved Budget	Approved Budget	Approved Budget
		Quarterly	Annual	Quarterly	Annual
80243	Building Maintenance	500	2,000	1,250	5,000
80300	Pest Control	238	952	238	952
80300.1	Rodent Bait Station	264	1,056	264	1,056
80360	Roof	724	2,895	724	2,895
<b>TOTAL REPAIRS &amp; MAINT</b>		<b>2,778</b>	<b>11,110</b>	<b>3,876</b>	<b>15,503</b>
<b>UTILITIES</b>					
60050	Water & Sewer	3,425	13,700	3,500	14,000
<b>TOTAL UTILITIES</b>		<b>3,425</b>	<b>13,700</b>	<b>3,500</b>	<b>14,000</b>
<b>PAYROLL/RELATED EXPENSES</b>					
<b>TOTAL PAYROLL &amp; RELATED EXPENSES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>RESERVES</b>					
94050	Reserve Contribution	6,355	25,420	6,355	25,420
<b>TOTAL RESERVES</b>		<b>6,355</b>	<b>25,420</b>	<b>6,355</b>	<b>25,420</b>
<b>TOTAL EXPENSES</b>		<b>58,172</b>	<b>232,687</b>	<b>63,928</b>	<b>255,714</b>
<b>NET OPERATING INCOME (LOSS)</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Summary of Assessments

	2023	2024
Maintenance Fees	80,170.00	96,960
Reserves Income	25,420.00	25,420
HCLHB Master Association	116,705.00	122,941
Harbour Club Renovation Assessment	10,392.00	10,392
<b>Total</b>	<b>115,982.00</b>	<b>132,772</b>

Disclaimer: The Budget and figures are a good faith estimate only and represent an approximation of future expenses based on facts and circumstances existing at the time of preparation. Actual costs of such items may exceed the estimated costs.

APPROVED BY: David Rhee

DATE: 10-18-23

APPROVED BY: David J. Schmitt

DATE: 10/18/23





Location Name:

Lighthouse Bay 2C

Maintenance and Reserve Income Per Unit for period Beginning January 1, 2024 to December 31, 2024

Monthly Maintenance

230,294

Yearly Reserves:

25,420

Unit Type	Number of Units per type	Ownership % per Unit	Total ownership % per unit type	Quarterly Maintenance per unit	Quarterly Reserves per Unit	Total Quarterly Maintenance with Reserves per Unit
Homes	24	4.16667%	100.000%	2,398.90	264.79	2,663.69
	24		100.0000%			

Unit Type	Number of Units per type	2023 Quarterly Fees	2024 Quarterly Fees	\$ Change per Quarter	% Change
Homes	24	2,423.82	2,663.69	239.87	9.90%

*David Pura*

*Julie Schitt*



Location Name: Lighthouse Bay 2C

Reserve Budget Worksheet for period Beginning January 1, 2024 to December 31, 2024

Description	Estimated Replacement Cost	Estimated Total Useful Life	Estimated Remaining Useful Life	Projected Fund Balance as of 12/31/2023	2024 Quarterly Contribution	2024 Annual Contribution	2024 Partial Reserve Contribution (if applicable)
Roof Replacement	567,700	40	28				
Exterior Painting	59,750	7	7				
Mailbox Replacement	7,500	20	18				
Drainage Inlets & Pipes	15,000	10	4				
Water Loss	55,000						
Unallocated Reserves				190,044	6,355	25,420	
<b>TOTAL RESERVES</b>	<b>704,950</b>			<b>190,044</b>		<b>25,420</b>	<b>-</b>

*David R...*

*Jul J. Sch...*