

## Property Application for Lighthouse Bay Five

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.

**11691**

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 FIVE 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 **\$2,355.86** 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 Five, must also be members of *The Harbour Club at Lighthouse Bay, Inc.* Each Unit owner in Lighthouse Bay Five, 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 Five 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 5

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

Presented with Paritally Funded Reserves

	2023 Approved Budget Quarterly	2023 Approved Budget Annual	2024 Approved Budget Quarterly	2024 Approved Budget Annual	
<b>INCOME</b>					
41100	Regular Assessment	102,345	409,380	117,402	469,609
41110	Reserves Income	22,350	89,400	23,775	95,100
41105	HCLHB Master Association	177,489	709,957	186,973	747,894
41290	Harbour Club Renovation Assessment	15,805	63,218	15,805	63,218
	<b>TOTAL MAINTENANCE</b>	<b>317,989</b>	<b>1,271,955</b>	<b>343,955</b>	<b>1,375,820</b>
<b>OTHER INCOME</b>					
42001	Application Income	375	1,500	375	1,500
42200	Finance Charges	-	-	250	1,000
42322	Interest Income	-	-	100	400
42440	Late Fee Income	-	-	375	1,500
	<b>TOTAL OTHER INCOME</b>	<b>375</b>	<b>1,500</b>	<b>1,100</b>	<b>4,400</b>
	<b>TOTAL REVENUES</b>	<b>318,364</b>	<b>1,273,455</b>	<b>345,055</b>	<b>1,380,220</b>
<b>ADMINISTRATIVE EXPENSES</b>					
51010	Accounting/Tax Prep/Audit Fees	69	275	69	275
51050	Bank Charges	25	100	6	25
51077	Corp. Annual Fees	15	61	15	61
51110	Fees Paid to Division	146	584	146	584
51132	Insurance Appraisal	116	465	116	465
51150	Legal/Engineering	1,250	5,000	1,250	5,000
51152	Legal Fees - Collections	50	200	50	200
51161	Master (HC) Fees	177,489	709,957	186,973	747,894
51163	Harbour Club Renovation Assessment	15,805	63,218	15,805	63,218
51170	Office Expenses -Other	163	650	25	100
51200	Office Supplies/Postage	75	300	75	300
51209	Professional Fees	25	100	25	100
51230	Screening Fees	200	800	325	1,300
70239	Management Services	2,248	8,991	2,353	9,412
70239.1	Overhead Fee KWPM	461	1,845	483	1,931
	<b>TOTAL ADMINISTRATIVE</b>	<b>198,137</b>	<b>792,546</b>	<b>207,716</b>	<b>830,865</b>
<b>GROUNDS</b>					
80191	Irrigation Repair	1,125	4,500	1,250	5,000
80210	Landscaping	14,820	59,279	14,820	59,278
80311	Pine Straw/Mulch	2,908	11,633	3,101	12,404
80384	Sod,Shrub & Tree Replacement	3,750	15,000	5,000	20,000
80395	Tree Trimming	1,739	6,955	1,861	7,444
	<b>TOTAL GROUNDS</b>	<b>24,342</b>	<b>97,367</b>	<b>26,032</b>	<b>104,127</b>
<b>INSURANCE</b>					
72005	Property	35,108	140,432	46,172	184,689
72010	Umbrella	951	3,804	613	2,453
72015	Workers Compensation	150	599	141	565
72020	Crime	262	1,046	320	1,280
72025	Directors & Officers	540	2,161	602	2,406

*Handwritten signature: G.H. Jaskewlich*

Association Name:

Lighthouse Bay 5

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

Presented with Parially Funded Reserves

		2023	2023	2024	2024
		Approved Budget	Approved Budget	Approved Budget	Approved Budget
		Quarterly	Annual	Quarterly	Annual
72030	Liability	1,772	7,088	1,861	7,444
	<b>TOTAL INSURANCE</b>	<b>38,783</b>	<b>155,130</b>	<b>49,709</b>	<b>198,837</b>
	<b>REPAIRS &amp; MAINTENANCE</b>				
70070	Dryer Vent Maintenance	-	-	876	3,504
80098	Fire Extinguisher/Alarm Maint & Rep	173	692	188	750
80103	Fire Alarm Maintenance	858	3,431	1,000	4,000
80243	Building Maintenance	6,086	24,345	1,500	6,000
80300	Pest Control	994	3,976	994	3,976
80300.1	Rodent Bait Station	693	2,772	693	2,772
80340	Pressure Washing	2,638	10,550	8,615	34,460
80360	Roof Maintenance Contract	1,599	6,395	1,599	6,395
	<b>TOTAL REPAIRS &amp; MAINT</b>	<b>13,040</b>	<b>52,161</b>	<b>15,464</b>	<b>61,857</b>
	<b>UTILITIES</b>				
60040	Trash Removal	1,213	4,851	1,359	5,434
60050	Water & Sewer	20,500	82,000	21,000	84,000
	<b>TOTAL UTILITIES</b>	<b>21,713</b>	<b>86,851</b>	<b>22,359</b>	<b>89,434</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	22,350	89,400	23,775	95,100
	<b>TOTAL RESERVES</b>	<b>22,350</b>	<b>89,400</b>	<b>23,775</b>	<b>95,100</b>
	<b>TOTAL EXPENSES</b>	<b>318,364</b>	<b>1,273,455</b>	<b>345,055</b>	<b>1,380,220</b>
	<b>NET OPERATING INCOME (LOSS)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

## Summary of Assessments

	2023	2024
<b>Regular Assessment</b>	409,380	469,609
<b>Reserves Income</b>	89,400	95,100
<b>HCLHB Master Association</b>	709,957	747,894
<b>Harbour Club Renovation Assessment</b>	63,218	63,218
<b>Total</b>	<b>1,271,955</b>	<b>1,375,820</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:



DATE:

10/11/23

APPROVED BY:



DATE:

10/11/23





Association Name: Lighthouse Bay 5

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)
Exterior Building Elements	4,023,170	5-40	0-29				
Balconies, Concrete, Repairs & Waterproof Coating Apps.	121,920	10-15	7				
Balconies, Screens & Frames	200,400	25-30	8				
Gutters & Downspouts, Aluminum	99,450	15-20	16				
Roofs, Coated Metal (Incl. Carports & Garages)	3,312,000	40	29				
Staircases, Concrete, Repairs & Waterproof Coating Apps.	10,200	10-15	7				
Staircases, Railings, Aluminum	72,000	25-30	8				
Walls, Stucco, Paint Finishes & Capital Repairs - (Incl. Carports & Garages)	207,200	5-7	0				
Property Site Elements	29,450	15-25	3				
Mailbox Stations	20,000	25	3				
Signage, Renovation	9,450	15-20	3				
Reserve Study Update w/ Site Visit Allowance	3,550	2	1				
Storm Loss Deductible	150,000						
Pooled Reserves				696,392	42,700	170,800	95,100
<b>TOTAL RESERVES</b>	<b>4,206,170</b>			<b>696,392</b>		<b>170,800</b>	<b>95,100</b>

*Joseph P. Lugin*  
*TH Jackson*

Association Name: Lighthouse Bay 5

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

**Yearly Maintenance** 1,280,720 **Yearly Reserves** 95,100

**Presented with Partially Funded Reserves**

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
	146	0.68493%	100.000%	2,193.01	162.84	2,355.86
	146		100.0000%			

Unit Type	Number of Units per type	2023 Quarterly Fees	2024 Quarterly Fees	\$ Change per Quarter	% Change
-	146	2,178.00	2,355.86	177.86	8.17%

*Jeffrey L. Lujan*  
*T. H. Jaskuch*