

Dear Residents:

As a member of a community all residents must be involved in ensuring our community remains safe and a viable place to live. One of the benefits of living in a community managed by an association of its property owners are the governing rules and regulations that maintain our quality of life and property value. SunVast Properties Management does perform routine property checks; however, we also need the community to participate. We ask that all residents report issues or concerns, not only violations, using the communication process listed below. All inquiries will be addressed.

Communication Process:

All inquiries must be in writing and sent to James Ro, via email, mail, or fax. Phone calls can be made as well, in the event you have no access to email.

James Ro
SunVast Properties, Inc.
321 Interstate Blvd Sarasota FL 34240
Phone 941-378-0260 Fax 941-378-0322
Email info@sunvat.net

All communications will be reviewed by all board members. We meet periodically throughout the year approximately every 6 weeks, as well as communicate via email. Minutes and other communications are posted on www.MelwoodOaks.com Website. Board members will no longer discuss HOA business with residents in person due to increasing harassment and threats.

Reminders:

1. **PARKING RESTRICTIONS:**
NO PARKING IN THE ROAD OR ON THE GRASS OVERNIGHT.
NO OVERNIGHT PARKING OF COMMERCIAL VEHICLES, CAMPERS, BOATS, MOTOR HOMES, TRAILERS OVERNIGHT. Restricted use of guest and overflow parking. Any vehicle in violation will be towed at owner's expense without notice. Inoperable, abandoned or junk vehicles including those with expired tags are not permitted in the subdivision. No repairs to vehicles are permitted on premises. Two vehicles per lot. Residents should occupy their own garage or carport AND driveway primarily with their vehicles.
2. **EACH OWNER SHALL MAINTAIN THE RESIDENCE IN A SAFE, ATTRACTIVE AND NEAT CONDITION.** The repair on any damage, decay or evidence of wear and tear of exterior portion shall be made properly by owner. The association has the right to make such repairs as necessary for compliance and may add cost of such repairs to owner's annual assessment.

3. **BE ADVISED OF THE 15 MILE PER HOUR SPEED LIMIT IN MELWOOD OAKS.** Violators will be reported to local law enforcement and regular patrols are requested. There have been several near miss accidents with pedestrians and bicyclist recently.
4. **FOLLOW POOL RULES AND KEEP THE POOL AREA CLEAN OF DEBRIS DURING AND AFTER USE.** Pool for residents only. Homeowner must be present with the guests. Children 16 years of age and younger must be supervised by adult. Capacity 14 people. Hours are dawn to dusk. Shower before entering pool. No food or drink in pool area or on pool deck. No pets. No glass containers. No diving. The pool area is designated tobacco free. For the health of all residents smoking is not allowed.
5. **ANY ADULT STAYING LONGER THAN 30 DAYS MUST COMPLETE THE APPLICATION PROCESS AND BACKGROUND CHECK.** All visitors staying over 30 days a year will be considered as a permanent resident and must be reported to SunVast Properties Management.
6. **PLEASE RETRIEVE YOUR RECYCLING BINS AND TRASH CANS FROM THE STREET. DO NOT STORE IN FRONT OF YOUR HOME.** Trash cans, recycle bins, and any debris containers should be stored in garage, behind privacy fence or courtyard wall, in front of carport, etc. and not in view from the street.
7. **EXTERIOR PAINTING/ROOF REPLACEMENT RESERVE FUNDS.** We began an exterior painting roof reserve in 2017 with the plans to have enough in 7 years to begin painting buildings in mid-2024. This depends on the cost of paint, supplies, and labor at the time. The roof replacement cycle includes only 4 more buildings in the upcoming 2 years (subject to availability of supplies). We will start the next roof replacement cycle on an as needed basis around 2025.
8. **COMMUNITY INVOLVEMENT IS NEEDED/NECESSARY FROM FELLOW RESIDENTS.** Every year there is a request for volunteers to create resident committees for community issues/concerns with no results. Even major concerns such as parking garner no volunteers. If a resident feels strongly about an issue in the neighborhood they're welcomed to organize a resident committee (the correct/official process). Even individuals can gather information on the issue and present to the board, but to effect change and improvements there must be supportive evidence of a consensus amongst residents and, if needed, respective quotes/costs detailed.
9. **REQUESTS/COMPLAINTS/VIOLATIONS.** We review all sides of HOA issues and seek out the consensus of resident's preferences, ascertain if we have legal authority to authorize, and if it is cost effective for the community. This review process (due diligence) is timely and frustrating to many, but necessary to avoid costly mistakes, illegal actions, etc. Every request/complaint from a resident does not result in fulfillment of said request for many different reasons. Please, keep in mind board members are not solely responsible for reporting violations. As mentioned, SunVast Properties Management does multiple routine property inspections monthly, but if you see something that is not in alignment with our rules and regulations, please do not assume someone else is handling it.
10. **REVIEW OF PARTIAL BASIC DEED RESTRICTIONS.** Single family residential use only. No commercial activity shall be conducted there on. No signs (except 24"x34" Realtor signs) of any kind shall be displayed to public view. Fences are owner's responsibility to maintain and replace. Replacement

fence must be in beige PVC Horizontal Shadow Box, and pre-approved by Board. Board reserves the right to notify owner when fence is in need of repair or replacement. Leasing is for one (1) year minimum to the same tenant. Tenant must be approved by board after application process. No subletting or room renting without completing application process for all adults. No more than a total of two pets shall be kept. Maximum weights: Dogs 40lbs, Cats 10lbs. Pets must be well behaved and kept on a leash on streets and in common areas. Owners must clean up after their pets or be subject to a fine.

11. **INTERESTED IN JOINING MELWOOD OAK HOA BOARD?** The process for joining the board involves submitting an application (available on the Melwood Oaks website) to SunVast Properties, Inc., an interview with board members, and then a majority vote by board members.

This year the Melwood Oak HOA board consulted with South West Florida Water Management District, conducted thorough inspections with engineers and completed repairs (phases 1 and 2) on surrounding ditches as part of a 3 phase project. We pressure washed and painted utility walls on common ground. Multiple tree trimming and debris removal projects were accomplished. Road repairs and replacement were also completed. A new auto shutoff handle was installed on the shower at the pool. In addition to the routine responsibilities, regular walk arounds were conducted.