

*Melwood Oaks Homeowner's Association Inc.  
Palmetto, Florida*

**WELCOME TO MELWOOD OAKS HOA, INC.**

We would like to welcome you to our neighborhood. Melwood Oaks HOA is a community of 97 single-family homes. We hope that as a new resident this information will help you as you settle into your new home and community.

Every homeowner is automatically a member of the Melwood Oaks HOA, a non-profit corporation. Through this Association, each resident has a voice in the Community -- to maintain its standards of appearance, safety and values as the neighborhood matures. You can download the most recent Association **covenants, by-laws, rules and regulations and the architecture guidelines** from the Association website, [www.melwoodoakshoa.com](http://www.melwoodoakshoa.com). Each homeowner is a co-owner of the common areas and shares responsibility for their maintenance. Assessments are collected from each owner to maintain the common areas and support the administration of the Association. The current(Yr 2023) Melwood Oaks annual assessment is \$235.00/month

The Melwood Oaks Homeowners Association is managed from the off-site office by SunVast Management Company([www.sunvast.net](http://www.sunvast.net)). SunVast's office is located at 321 Interstate Blvd., Sarasota, FL., 34240.

The Melwood Oaks HOA **Board of Directors** is responsible for maintaining the affairs of the corporation. These duties include the adoption of rules and regulations governing the use of the Common Areas, hold Annual Meetings, to fix the annual assessments, to approve a fiscally responsible budget and oversee the general management of the Association.

The **Architectural Review Committee (ARC)** is responsible for overseeing all architectural improvements made to the exterior of any property within the Melwood Oaks HOA. The board is also responsible for overseeing the compliance of the residents in maintaining their homes by having regular inspections performed in the neighborhood. **Before you start any work on any buildings, structures or improvements constructed on your new home, please contact our Association, providing the information describing the changes planned in this improvement.** Applications for architectural improvements can be obtained from the Sunvast Office or on the Association website, [www.Melwoodoakshoa.com](http://www.Melwoodoakshoa.com).

Leasing: One rental per year with board approval and unit must be in good condition and compliance with Association

guideline. You are required to submit a copy of the lease to the association, tenant verification form, \$50 check and a rental application. Form is available from the association website.

**The services provided in your HOA assessments include the following:**

- **Grounds Maintenance:** Full service lawn maintenance (mowing, blowing and edging) Every 2<sup>nd</sup> Wed during Winter season. Summer time once a week Please leave your gate open if you wish them to cut your backyard
- Front courtyard maintenance is homeowner's responsibility
- Cable TV and Internet Service – Basic cable service only, Contact Spectrum, Tel : (941) 748-1822
- Pool maintenance
- Miscellaneous grounds maintenance (to include signage, lighting)
- Administrative Expenses
- General Liability, Property and D&O Insurance for common areas and Board of Directors
- Reserves for roofing (complete shingle replacement, not repair), pool repair, painting(whole building only, once every 7~10 yrs, upto the board to decide) and road repair
- General repairs in common area
- Painting of the exterior building as approved by the board

**Misc Information**

- Garbage/Recycle collection day – Contact Manatee County Utility
- Fence is owner's responsibility
- Regular roof repair is owner's responsibility
- Owner is responsible to insure their building
- Plumbing repair is the owner's responsibility
- Any other exterior maintenance is the owner's responsibility, ie) pressure wash building and driveway or any other repairs

If you have any questions, you can call SunVast office at 941-378-0260 and the staff will answer your questions. We hope you enjoy living in Melwood Oaks HOA

Sincerely,  
The Board of Directors