



SHARK KEY

PROPERTY OWNERS' GUIDE

Welcome to our community! Shark Key Homeowners Association is an exquisite residential community situated on a private gated island just minutes from Key West. There are 75 building lots, about half of which have been developed. Amenities include a member clubhouse, private beach, tennis courts, basketball court, and of course, the peace and tranquility that comes with living on a pristine private island.

The purpose of this guide is to assist new property owners with some of the “basics” of Shark Key. It is not intended to be an all-encompassing packet of information, rules, covenants, etc., but rather a basic guide to some of the more pertinent information relevant to owning a Shark Key property. Hopefully, prior to purchasing your property, you’ve had the opportunity to review the HOA’s governing documents including the *The Declaration of Covenants and Restrictions* and *Environmental Control Policies, Guidelines and Requirements*. These are important documents detailing the rules and policies of the island and can be found on the HOA’s website, <https://www.sharkkey.org>.

THE FRONT GATE

An important component to living in a private, upscale community is security, and the front entry gate is integral to the safety and security of Shark Key and its residents.

Use the following methods to open the entry gate to Shark Key.

FOB - Push button remote control used to open the gate. Upon request you will be issued two free FOBs for your household.

Owner Access Code - Enter the code on the access call box touchpad and the gate will open. One code per household will be issued.

Directory Listing - If you choose, you may have your name in the access call box directory. Guests or vendors simply touch your name on the access call box touch screen and your designated phone(s) will ring. Open gate by pressing "9" on your phone when called.

Directory Code - Guests or vendors may enter your directory code to call your designated phone(s). Open gate by pressing "9" on your phone when called.

Note: Once you press "9" to open the gate, you will no longer be able to communicate with the person at the gate.

Please see the attached "New Resident Gate Access Form" to setup codes, obtain FOBs etc.

Large groups of guests (i.e. parties, events, etc.): You may want to obtain a "temporary access code" that will expire after an event. Notify the management company to obtain a temporary code to share with guests.

Recurring Vendors: Notify the management company of your recurring vendor and they will assign an access code if the vendor doesn't already have one. DO NOT give your code to vendors.

Entrance to Shark Key and use of its facilities is restricted to property owners and their guests. By allowing access to Shark Key, property owners are responsible for the conduct of their guests. Sharing your own gate code with guests, vendors and other visitors is prohibited. **For more detailed information regarding all things gate related, please see the attached "Shark Key Gate Access" summary.**

SHARK KEY'S MANAGEMENT COMPANY

The "business" of Shark Key is handled by a professional homeowner association management company. Feel free to contact the management company with questions or concerns regarding Shark Key. Their contact information is:

The Community Association Company
305 Whitehead Street
Key West, FL. 33040

Office hours are: MONDAY-FRIDAY 8am-4pm
Contact Randy Niles at: (305) 296-0556 office or (305) 747-2330 cell
e-mail: randy@cackw.com

If you haven't already, please complete the attached *Consent for Authorization to use Personal Information* to be included on the association's roster of owners. Please send the completed form to the management company.

CLUBHOUSE INFORMATION

The Shark Key HOA has a beautiful clubhouse available to members for family gatherings, celebrations, meetings, etc. The facility is available on a reservation and deposit basis. To reserve the clubhouse, contact the Community Association Company for the reservation agreement and availability. The HOA member signing the agreement must be present at all times during the event. The reservation form and policies are also available on the HOA website, <https://www.sharkkey.org>. Please submit your completed reservation agreement to the management company.

TENNIS COURTS AND BASKETBALL HOOP

The tennis courts and basketball hoop (located near the clubhouse) are available to all Shark Key Residents and their guests on a first come first serve basis. Please be courteous relative to noise levels as the courts are adjacent to homes.

THE BEACH

At the North end of the center lagoon lies a beautiful beach available to all Shark Key residents and their guests. The lagoons have all been stocked with fish by Shark Key residents and the beach lagoon is a wonderful place to swim and snorkel. Please keep in mind there is not a lifeguard on duty, and swimming is at your own risk. Scuba diving and fishing are not allowed in any of the lagoons and swimming is only allowed in the beach lagoon. Also, please remember to take your trash with you when leaving the beach area.

TRASH PICKUP DAYS

Monday - Trash
Tuesday - Yard Waste
Thursday - Trash and Recycle

UTILITY & COUNTY INFORMATION

Building Permits

Monroe County Planning Building and Zoning Department
Public Service Bldg., Wing II
5825 Junior College Road
Key West, FL. 33040-4399
[305-294-4641](tel:305-294-4641)

Polling Location

Big Coppitt Fire Station
28 Emerald Drive
MM 10

Water Service

Florida Keys Aqueduct Authority
1100 Kennedy Drive
Key West, FL. 33040
[305-296-2454](tel:305-296-2454)

Electric Service

Keys Energy
PO Box 61000
Key West, FL. 33040
[305-295-1000](tel:305-295-1000)

Propane Service

Suburban Propane
726 Catherine St, Key West, FL 33040
Key West, FL 33040
305-296-2411

Ameri-Gas
5450 McDonald Ave. #2
Key West, FL. 3304
305-295-6303

Trash and Yard Waste Pickup

Waste Management
Trash [305-296-2794](tel:305-296-2794)
Recycling [305-296-8297](tel:305-296-8297)

Cable Television / Internet/Phone Service

AT&T
(888) 225-4578 or (305) 296-5007
<http://www.att.com>

Comcast
(800) 266-2278
<http://www.comcast.com>

COVENANTS, GUIDELINES AND RESTRICTIONS

To maintain standards expected in our community, along with helping to protect property values, Shark Key is a covenant controlled community. It is incumbent upon all homeowners to read and comply with the HOA's *Environmental Control Policies Guidelines and Requirements* document and *The Declaration of Covenants and Restrictions* document. By accepting title to your property one automatically accepts responsibility to abide by these covenants. Furthermore, all property owners are required to sign a document stating they accept responsibility to abide by these covenants. The dedicatory documents can be found on the HOA's website, <https://www.sharkkey.org>. By owning property within Shark Key, residents are bound by the rules and regulations set forth in the dedicatory documents. Should a violation of these documents occur, a property owner will receive a written notice of the covenant violation with proper timeframe to resolve the issue. Should a violation go unresolved, the HOA may take necessary steps to remedy the violation and charge the homeowner for the costs incurred. Violations which affect property values and/or neighborhood appearance must be resolved in a timely manner. Questions should be directed to Randy Niles of The Community Association Company, 305 Whitehead Street, Key West, FL at (305) 747-2330.

ANNUAL ASSESSMENTS

The annual assessment is due in quarterly payments due on the 1st of January, April, July, and October respectively. Accounts are considered delinquent if not received by the 5th of the month. Delinquent accounts are subject to a 10% late fee. A notice is mailed to every property owner at the beginning of the year. Accounts which remain unpaid may be referred to an attorney and liens may be placed on the property.

Yearly Mangrove Trimming Assessment: Most properties have a mangrove fringe that is trimmed yearly by the Association and cost of trimming is charged to the property owner based on lineal footage. Invoices will be sent out in advance of the trimming to each homeowner and are due and payable January 1.

Yearly Vacant Lot Maintenance Assessment: Vacant lot property owners are assessed a nominal maintenance fee per year for monthly mowing and maintenance by the HOA's landscape contractor.

GENERAL SHARK KEY NEIGHBORHOOD STANDARDS

1. All trash and landscaping debris containers are to be located at the rear or side yard and not visible from any street or adjoining property.
2. Capped containers are Required for all trash.
3. Outdoor clothes drying is NOT permitted.
4. Utility and Service boxes are to be screened/shielded from public view.
5. All exterior equipment such as air conditioners, water softeners, pool equipment, and similar items are to be screened/shielded from view by fencing, landscaping or other approved methods.
6. No aerial or antennae shall be placed or erected on any lot (Exception: satellite dishes may be placed upon any lot when shielded from public view.)
7. Large Trucks, recreation vehicles and boats are to be screened from public view.
8. Maintenance or repair of vehicles must be screened from public view.
9. Exterior of houses, including, but not limited to, fencing, driveway, and landscaping shall be maintained in original condition.
10. Landscaping design will make front facing garages hidden from the street.
11. Signs are not permitted on homes. (See Open House Exception)
12. Lots not currently being developed shall be graded, seeded and regularly mowed to maintain a clean appearance.
13. Vacant Lots not maintained by the owner will be subject to routine maintenance, if in the opinion of the ARB, such Lot is deemed a nuisance, eyesore, health hazard or environmental problem to a neighboring property. Owners will be responsible for paying the costs of any such maintenance performed on their lots.
14. Temporary Buildings are not allowed.
15. Artificial Vegetation is not allowed.
16. Fishing is **ABSOLUTELY FORBIDDEN** in any of the Shark Key Lagoons. Extensive efforts have been taken to keep the lagoons stocked with fish for the enjoyment of all.

MISCELLANEOUS

Weeds, Underbrush, or other unsightly growths are not permitted to grow on any property. A refuse pile or unsightly objects are not allowed to be placed or to remain anywhere on any lot. In the event any owner shall fail or refuse to keep their lot mowed, free of weeds, underbrush or refuse piles or other unsightly growths or objects, the Association may enter upon such lot and remove the same, or maintain the lot at the expense of the owner and such entry shall not be deemed a trespass.

GOVERNANCE

The operation of your homeowner's association is governed by an active volunteer Board of Directors. Names of current board members and their contact information can be found on the HOA's website, <https://www.sharkkey.org>. The Board of Directors is elected by the community to oversee all daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established dedicatory documents of the Association. There are specific provisions regarding what can and cannot be done on members' properties. It is imperative that members take the time to read through the filed dedicatory documents received during the property acquisition process. Copies are available online at <https://www.sharkkey.org>. Dedicatory documents initially set up by the Developer at the inception of the Association were revised and recorded with the Monroe County Clerk's office on 6/15/16.

The Board's primary duty is to preserve the integrity of the development and maintain the appearance of the neighborhood by managing the following:

1. Provide financial management and neighborhood planning
2. Common area maintenance and repairs
3. Provide architectural change/improvement guidance
4. Oversee the enforcement of the Declaration of Covenants, Conditions & Restrictions, and subsequent Amendments.

ARCHITECTURAL REVIEW BOARD (ARB)

The ARB was established by the HOA Board of Directors to carry out a mandate to enhance the environmental quality and economic value of all properties on Shark Key. By cooperating with property owners, the ARB serves to assure the Shark Key Covenants and Restrictions are adhered to, thereby preserving the uniqueness and desirability of Shark Key. Improvements and structures of any kind, including but not limited to, any building, fence, pool, wall, landscaping, etc., must be submitted to the ARB and receive approval by the ARB, before any commencement of such may take place. The review process, applications and forms may be found on the HOA website at <https://www.sharkkey.org>. Please refer to the association's management company with questions and concerns.

HOMEOWNER ASSOCIATION BOARD OF DIRECTORS (HOA BOARD)

The process of becoming a Shark Key Board Member is explained in the Shark Key Homeowner's Association, Inc. Bylaws. Board member contact information can be found on the HOA's website, <https://www.sharkkey.org>.

Again, this guide is not intended to be a replacement for, or even a complete summary of, the HOA Governing documents. All property owners are strongly encouraged to familiarize themselves with the governing documents of Shark Key which can be found on the HOA website at <https://www.sharkkey.org>.

We hope this guide has been a beneficial introduction to the Shark Key Homeowner's Association by sharing valuable information regarding the rules and regulations that are applicable to all members . Please let us know if you have any questions. Welcome to the island!

Sincerely,

Board of Directors
Shark Key Homeowner's Association, Inc.