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 **CYPRESS CREEK**

**PROPERTY OWNERS’ ASSOCIATION**

 **PROCEDURE FOR NEW PROPERTY OWNERS**

1. The Cypress Creek Property Owners’ Association (CCPOA) or its designated agent will send this New Property Owners Package to the Closing Agent when Estoppel is requested. Estoppel documents are completed on behalf of the CCPOA by Tallfield Wellington Office, 12765 Forest Hill Boulevard, Suite 1320; Wellington, FL 33414 - (561) 983-6000. Please contact Dale Mason, our Property Manager at Dale@tallfield.com.
2. This New Property Owners Package includes: Closing Agent Instructions, New Property Owners’ Contact Information Form, Consent to Receive Electronic Notice of Meetings Form, Welcome Letter from the Association, First Time Gate Access Pass, Transponder Information Form, and Rules and Important Information.
3. Closing Agent will request that the new property owner complete the forms in the New Property Owners Package.
4. Closing Agent will return the completed New Property Owners’ Contact Information and Consent to Receive Electronic Notice of Meetings Forms to CCPOA.
5. New property owner presents the completed First Time Gate Access Pass and Transponder Information Forms to the guard at the gate. The guard keeps the First Time Gate Access Pass and records new resident entry. The new resident is given back the Transponder Information Form to take with them to obtain a transponder for vehicle access from the Guard Supervisor at the West Entrance. This form will be retained by the Guard Supervisor who will provide it to the Association’s Property Manager for the Association’s records.
6. New residents can obtain a transponder from Aaron Hallyburton (heffey01@gmail.com).
7. A CCPOA representative will then contact the new residents with Gate Access Information and PIN number so they can use the online capabilities of our online gate access system.

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**CLOSING AGENT INSTRUCTIONS**

Thank you for helping welcome our new resident to Cypress Creek. Estoppel documents for members of the CCPOA are completed by Tallfield Wellington Office, 12765 Forest Hill Boulevard, Suite 1320; Wellington, FL 33414 - (561) 983-6000. Please contact Dale Mason, our Property Manager at Dale@tallfield.com.

Please provide our new resident with the following forms and documents from our New Property Owners Package:

* New Property Owners’ Contact Information Form
* Consent to Receive Electronic Notice of Meetings
* Welcome letter from the Association
* First Time Gate Access Pass
* Transponder Information Form
* CCPOA Rules and Important Information

You will also need to provide the new property owner the following:

* Copy of the Warranty Deed

Return their completed New Property Owners’ Contact Information Form and Consent to Receive Electronic Notice of Meetings Form to CypressCreekPOA@gmail.com.

Our new property owner will retain the other forms and documents from the New Property Owners Package and the Warranty Deed.

Please inform our new resident that they will need four (4) items to enter our community the first time. Those items are: a copy of their Warranty Deed, a State issued photo ID, the First Time Gate Access Pass, and the Transponder Information Form.

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**CYPRESS CREEK**

**PROPERTY OWNERS’ ASSOCIATION**

**NEW PROPERTY OWNERS’ CONTACT INFORMATION**

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot No.\_\_\_\_\_\_\_\_\_\_\_

Cypress Creek Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owners of Record: (Please attach additional page if necessary)

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Other persons residing in your home (optional):

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_

Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_



**CYPRESS CREEK**

**PROPERTY OWNERS’ ASSOCIATION**

**CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS**

Complete this form to receive official

Cypress Creek Property Owners’ Association communications by email

I/we consent to receiving notice by electronic transmission for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of Cypress Creek Property Owners’ Association, Inc. I/We designate the following email address for electronic notice purposes:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designated Email Address

The undersigned understands that mailed/paper notice may not be provided to the Lot Owners unless the Lot Owners have rescinded their consent to receive electronic notice of meetings. ***Please be aware that if you consent to receive electronic notice of meetings, your e-mail address designated for that purpose will be an official record of the Association.***

All Lot Owners of Record or the Designated Voter please print name, affix date and sign below:

Lot Address

1) Print name 2) Print name

Signature Signature

Email Email

Date Date

***The email address provided to the Association on this form will only be used by the Association for official communications from the Association to residents of the Cypress Creek Development. Additional email addresses may be provided to receive Association communications (attach additional copies of this form as necessary), but only the designated email address will be considered the official email address of record for this property.***

Scan and email this form to CypressCreekPOA@gmail.com or mail to CCPOA c/o Tallfield Wellington Office, 12765 Forest Hill Boulevard, Suite 1320; Wellington, FL 33414.



**CYPRESS CREEK**

**PROPERTY OWNERS’ ASSOCIATION**

Dear New Property Owner,

Welcome to Cypress Creek and congratulations on your new home purchase!

We ask that you please complete and sign the enclosed New Property Owners’ Contact Information Form and Consent to Receive Electronic Notice of Meetings Form at closing and return to your Closing Agent, who will return them to our Association on your behalf. This allows us to stay in touch with you regarding emergency situations, Board of Directors meetings, events, and to relay important community information.

Meeting and event notices are posted at the exit sign boards when leaving our community.

Please also complete the First Time Gate Access Pass Form and the Transponder Information Form and present these to the guard at the gate on your first visit. Please also have a copy of your Warranty Deed and a State issued photo ID with you to show the guard. The guard will keep the completed First Time Gate Access Pass Form and log you in on a temporary basis. The guard will give you back the Transponder Information Form, which you will need to complete the transponder procurement and assignment process.

A CCPOA representative will contact you with information regarding Gate Access and your PIN # so that you can access online features of our gate access system at gateaccess.net.

Again, welcome to the neighborhood. Please feel free to contact us should you have any additional questions at:

CypressCreekPOA@gmail.com

John Quatrini, President 561-369-3564

Best Regards,

Cypress Creek Property Owners’ Association

John Quatrini

President

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**CYPRESS CREEK**

**PROPERTY OWNERS’ ASSOCIATION**

 **FIRST TIME GATE ACCESS PASS**

**(PLEASE GIVE TO GUARD)**

**NAME:**

**ADDRESS:**

**LOT#:**

**CELL PHONE:**

**PRIMARY EMAIL ADDRESS:**

**EMAIL ADDRESS:**

**NAMES OF OTHER RESIDENTS AUTHORIZED TO APPROVE GATE ENTRY:**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Any questions, please contact Aaron Hallyburton (heffey01@gmail.com).**

**Please remember to bring the following four (4) documents with you when you visit the community for the first time:**

* **A copy of your Warranty Deed**
* **A State issued Photo ID**
* **First Time Gate Access Pass (this form)**
* **Transponder Information Form**

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**TRANSPONDER INFORMATION**

**Please bring this completed form with your First Time Gate Access Pass to the guard. You will get this form back from the guard to give to Aaron Hallyburton (****heffy01@gmail.com****) to obtain transponders.**

**NAME:**

**ADDRESS:**

**CELL PHONE:**

**1) VEHICLE YEAR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ VEHICLE MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **VEHICLE MODEL: PLATE #:**

**2) VEHICLE YEAR: VEHICLE MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **VEHICLE MODEL: PLATE #:**

**3) VEHICLE YEAR: VEHICLE MAKE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **VEHICLE MODEL: PLATE #:**

**Please contact Aaron Hallyburton (heffey01@gmail.com) The cost of the transponder is $25.00 each for vehicles registered at the residence address, or $50 each for all others – CHECK ONLY. Checks should be made payable to the CCPOA. You must have the vehicle with you for us to affix the transponder to the windshield of your vehicle.**

**Please remember to bring the following four (4) documents with you when you visit the community for the first time:**

* **A copy of your Warranty Deed**
* **A State issued Photo ID**
* **First Time Gate Access Pass**
* **Transponder Information Form (this form)**