

Sunset Lakes/Island Estates Community Overview

Sunset Lakes and Island Estates are both part of the Sunset Lakes Homeowners Association, Inc. in North Merritt Island that encompasses 469 homes. The community is situated within **15 minutes** of many services and popular locations including:

- Six elementary schools, two middle schools, two high schools, [Eastern Florida State College](#), and [University of Central Florida Cocoa campus](#)
- Two hospitals: [Rockledge Regional Medical Center](#) and [Cape Canaveral Hospital](#)
- Three public libraries
- Four Publix supermarkets
- Three ALDI supermarkets
- Three Walmart stores
- Target
- Home Depot
- Lowes
- Two Ace Hardware stores
- Four marinas
- [Brevard County Tax Collector/DMV](#)
- [Kennedy Space Center Visitor Complex](#)
- [Cape Canaveral Space Force Station](#)
- [Cruise terminals at Port Canaveral](#)
- [Cocoa Beach](#)
- [Air Force Space and Missile Museum Cape Canaveral](#)
- [Brevard Veterans Memorial Center](#)
- [Brevard Museum of Natural History and Science Center](#)
- [The Savannahs Golf Course](#) (6,450 yard/Par 72 Gordon Lewis design)
- [Mitchell Ellington Park](#) (walking distance of Sunset Lakes)
- [CMX Merritt Square 16 & IMAX Cinemas Merritt Island](#)
- Various restaurants, coffee shops (e.g. three Starbucks), thrift stores, flea markets, consignment stores, and other retailers
- Less than 10 miles from Interstate 95

What is a Homeowners Association (HOA?)

A Homeowners Association is a non-profit organization comprised of individual homeowners. The documents that govern the Association are the Declaration of Covenants, Articles of Incorporation, and the Bylaws. In addition, Associations may have Rules and Regulations and Architectural Guidelines that supplement the Declaration. All homeowners are subject to the governing documents which were created to maintain the community and keep property values high. See list of Association documents on page 6.

How to be a good neighbor in an HOA

Since the community is governed by covenants and restrictions, homeowners need to know what those are and abide by them. The biggest advantage of living in an HOA is the

maintenance of the entire community that directly affects property values. On a daily basis, we all want to live in a nice neighborhood.

[Help out your community by getting involved](#)

In February each year, the Association holds its annual membership meeting with the purpose of electing new Board members. These meetings are typically held at the Moose Lodge on Courtenay Pkwy just north of the barge canal. Homeowners will receive an information packet in the mail that will include the meeting agenda and explanation of electing Board members.

In order to call an Annual Meeting to order, a quorum requirement must be met. For Sunset Lakes HOA that is 30 percent or 141 of the 469 homeowners either present or represented by proxy. When Board members resign between annual meetings replacement members are appointed by a majority Board vote.

Homeowners do not need any special skills or experience to participate as a member of the Board of Directors or any one of various committees. Willingness to volunteer and serve is the only requirement. An advantage of being on the Board or a committee is gaining insight into how the Board and the committees make decisions. It is also an opportunity to serve our fellow neighbors in maintaining our community and protecting property values.

Board members in particular have a fiduciary responsibility to all homeowners to ensure we are not only fiscally responsible but can be trusted to make decisions that benefit all property owners. Board and committee members can resign at any time if they do not want to or are not able to continue to serve. For more information, see the [Sunset Lakes Homeowners Association, Inc Bylaws](#).

[Architectural Review Committee \(ARC\)](#)

The ARC is comprised of volunteer homeowners who are elected at the annual meeting of the membership. If a quorum of members is not met for the meeting, members may be appointed to the ARC by a majority vote of the current committee.

The ARC is the HOA body that enforces the architectural community standards in Sunset Lakes to keep the community uniform and visually standardized to a reasonable extent. Residents desiring to make a change or addition to their property need to submit an ARC request for approval. See the [Design, Review, and Guidelines](#) on SLHOA.com.

Modifications to a residential property or an Association common area should meet both safety and architectural standards. It is part of the ARC's responsibilities to enforce these standards.

The ARC is responsible for ensuring that any changes to the exterior of the homes and property conform to the standards set by the [Covenants and Restrictions](#), [Rules and Regulations](#), and the [Design, Review, and Guidelines](#).

The ARC application process is also the main way for an HOA to ensure that no exterior additions and modifications will have a negative impact on the appearance of the community. The duties of an HOA architectural committee include the evaluation and processing of ARC

applications from residents. In this regard, the ARC is the most important committee in our HOA.

All plans and materials for new construction or exterior modifications or improvements on a Lot must be approved by the ARC, in writing, before any construction or modification activity begins.

[SLHOA Website](#)

The [SLHOA.com](#) website exists to assist in providing communications to all homeowners. The site includes links to the following:

- Governing documents
- BOD Meetings/Notice/Agendas/Minutes
- Architectural Review Committee (ARC) information
- Garbage/recycle/yard waste pick up
- Other general information

[Leland Management Website](#)

Leland Management is Sunset Lake's property management company. Their website ([Lelandmanagement.com](#)) provides information to homeowners including:

- Account balance
- Compliance/Violations
- Service Requests
- Estoppel Requests
- Payment Options

Members must submit an access request via [Lelandmanagement.com](#) to access these services on Leland's website.

[Assessments](#)

The Sunset Lakes Homeowners Association is a non-profit corporation registered in the state of Florida. In other words, the HOA operates as a business. All homeowners are shareholders and are required by [Florida Statue 720](#) to pay assessments (dues) established by the Association's Board of Directors in accordance to the governing documents to fund the Association's obligations for maintaining the common areas (all areas that are not homeowner property). For Sunset Lakes, the common areas include landscaping, lighting, retention pond maintenance, docks and piers, sidewalk and apron replacement, gazebos, irrigation, and gate entry systems. Because we are a gated community, we are also responsible for maintenance of the roads and storm water system (that include street drains, storm water piping, and drainage easements along the east and south perimeter of Sunset Lakes proper).

Read Assessments Collections Policy at SLHOA.com, "More" tab, "Private Documents" (requires member only access).

Assessments are due to be paid by January 1 and July 1 each year. Homeowners have the option to set up a payment schedule either through their personal bank or through Leland's bank as long as at least one-half of the annual amount is paid by January 1 and July 1 each year.

***** See SLHOA.com for more information regarding assessments including late/non-payments*****

Gate Entry Remotes

Gate entry remotes can be purchased at the local Leland Management office in Rockledge: Contact Brittany for more information: brobberecht@lelandmanagement.com

Brittany Robberecht
1221 Admiralty Blvd
Rockledge, FL 32955
321-549-0951

Compliance

As mentioned earlier, an HOA has covenants and restrictions we all must follow. By purchasing a home in an HOA community, we agreed to these covenants and restrictions. Frequent inspections are performed by the property manager to verify we are all in compliance. Of course, there will be violations because we sometimes are unaware of a violation or we are away from the property for a lengthy period. Some of the common violations include:

- **Blocking sidewalks** – please ensure your vehicle is pulled up closer to the home so as to not block the sidewalk. Blocking sidewalks is a violation of [Florida Statue 316.1945](#).
- **Sidewalk, driveway, and apron cleaning** – about once to twice a year, these areas will need be cleaned of black algae or mold. The best way to do this is by pressure washing. You can purchase a pressure washer or hire someone do it. If you do it yourself, use a deck attachment that fits onto the wand – it's much faster and more efficient.
- **Roof cleaning** – similar to sidewalks and driveways. Black algae and mold will build up on the roof over time. Recommend having a professional roof cleaning company perform this work as getting on the roof is not only dangerous but you could damage your shingles or metal roof if not cleaned property.
- **House painting** – Fortunately, our houses do not need to be repainted very often. If you plan on painting your house, check out the colors for house and trim in the [approved paint palette](#). **You must submit an [ARC request](#) to obtain approval prior to painting even if painting the same as the existing color.**
- **Landscape** – the landscape around our homes is one of the most visible areas of our property. It needs to be maintained by frequent weeding of flower/plant beds, healthy watered and cut lawns, and trimmed trees and bushes.
- **Boats/trailers/RVs** – please see the Declaration of Covenants and Restrictions regarding these vehicles. These may be parked on the street or driveway for up to 72 hours for cleaning and maintenance. **Ensure any vehicle does not block the sidewalk (see above on sidewalk).**

If you receive a violation letter, don't panic and don't rip it up 😊. Read the ENTIRE letter. If you don't agree with the violation or need more time to comply, follow the instructions in the letter. Remember, this isn't an US (homeowners) versus THEM (the Board and Management Company). It's a natural initial response to get defensive and oppose the violation in the letter but take a deep breath. Physically go outside and take a look at the violation (rather than just looking at the provided photo), and go from there.

NOTE: The purpose of fines is to discourage people from not curing their violation in a timely manner. Some violations require more time to cure than others. Keeping the property manager informed of your "reasonable" timeframe and status of curing the violation is critical from avoiding a fine. NO ONE INCLUDING HOMEOWNERS, BOARD MEMBERS, THE MANAGEMENT COMPANY, ATTORNEYS, AND JUDGES LIKES FINES. Let's all avoid them by complying with the requirements.

Violation and Fining Process – Read the Compliance Enforcement and Fining Resolution at SLHOA.com, "More" tab, "Private Documents" (requires member only access).

Communication with the Board and Leland

Timely communication is essential for the Board, Architectural Review Committee, Management Company, and individual homeowners to work together in managing the community as a whole. Email communication is preferred over telephone calls because it documents the concern, recommendation, or other issue and provides a history of follow on communication exchanges. Points of contact:

Area of Concern	Point of Contact	Name	Email
Assessments	Leland Management	Brittany Robberecht	brobberecht@lelandmanagement.com
Accounts			
Compliance/Fines			
Contractors			
Common Property			
Making changes to home or property	ARC Committee	Chairperson	ARC@slhoa.info
Design Review Guidelines			
Governing Documents	Board of Directors	President	Board@slhoa.info
Rules and Regulations			
General concerns			

Monthly community yard sales

Community yard sales occur on the first Saturday of each month (Christmas and New Year's excluded). The gates will remain open from 8 am to 2 pm for Sunset Lakes only. Island Estate

residents must email the Board (board@slhoa.info) to have the gates opened to Island Estates for yard sales.

Sunset Lakes Front Gate

The Sunset Lakes front gate will be opened as follows:

- Monday through Friday from 6:30 am to 9:00 am for school buses, constant traffic (going to work, and most vendors)
- First Saturday of each month from 8 am to 2 pm for community yard sales
- In the event of an electrical outage, the gates will automatically open and remain open until power is restored

Alligators

For information on alligators, please go to SLHOA.com

Fishing Pier

We have a fishing pier on the Indian River in Island Estates. This is only for community residents and their guests. You can walk but not drive a vehicle (including a golf cart) on the west side of Island Estates due to safety concerns. Also, be aware of alligators and other wild animals in this area. Ensure you take a cell phone with you in case of emergency.

Respect your neighbor's privacy

Please remember that we live in a tightly spaced community in Sunset Lakes and need to respect the expected privacy of our neighbors. This includes noise from music, parties, failing air conditioners, loud cars/motorcycles, etc. Ensure only 75W or less bulbs are used for outdoor lighting and security lights and that both lights and cameras are angled down to minimize shining into or being directed toward neighbor's windows – see Design, Review, and Guidelines Section 5.12).

Have questions? Ask!

If you have any questions regarding your property, contact the ARC at arc@slhoa.info.

For questions regarding violations, contact Leland Management at brobberecht@leland.com

For all other questions, contact the Board at board@slhoa.info.

Document	Purpose
<u>Declaration of Covenants and Restrictions</u>	To subject all of the Sunset Lakes subdivision to the restrictions and covenants contained in this document
<u>Articles of Incorporation</u>	To establish the Association's existence, basic structure and governance
<u>Bylaws</u>	To establish the number of HOA Board members, the term limits for each member, their duties and responsibilities to the HOA, the number of Board meetings per year, the method for conducting Board meetings, the frequency of HOA Board elections, and the election process

<u>Rules and Guidelines</u>	To clarify requirements and restrictions outlined by the C&Rs that define our deed restricted community
<u>Design, Review, and Guidelines</u>	To provide an overall framework and comprehensive set of standards and procedures for the development of the community in an orderly and harmonious manner