

Brighton Place Homeowners Association FAQ

Q: What is a management company/who are they/what do they do?

A: The Board of Directors hires a management company that is contracted to provide services to the Association. Such services include collection of assessments, financial statements, maintain contracts with vendors and insurance policies, attend and assist in conduction of annual and regular board meetings, regularly inspect the neighborhood for violations, just to name a few. The management company reports to the Board of Directors. All decisions are made by a majority vote of the Board of Directors. Celia Kafka is your Licensed Community Association Manager, LCAM and can be reached at celia@pensacolarealtymasters.com or at 850-473-3983 ext. 14.

Q: When are assessments due and how much do I owe?

A: Dues are paid twice a year in Brighton Place. \$80 due in January & \$80 due in July. Please make payment out to Brighton Place and mail to 4400 Bayou Blvd, #58 Pensacola, FL 32503.

Q: How does the Board determine the amount of the assessment?

A: The Board of Directors sets a budget taking into account the amount of expenses for the year. Utilities, landscaping, insurance, office supplies and postage, the life expectancy of streets and fencing in the common areas are all taken into consideration when setting the budget. The amount of the budget is then divided by the number of owners in the association. The budget is revisited each year and adjusted accordingly.

Q: What happens if I do not pay my assessment?

A: If your assessment is late you will incur late fees and interest. The CCR's of the Association allow for late charges and interest and also allow for the association to place a lien on your property and possible foreclosure proceedings for nonpayment.

Q: How do I get an architectural or landscaping change approved by the Association?

A: All plans must be submitted, reviewed and approved by the Architectural Review Committee. Please contact your association manager, Celia Kafka, to acquire the proper forms and guidelines to submit your plans to the Architectural Review Committee.

Q: What are CCR's & Bylaws?

A: CCR's are the Covenants, Conditions and Restrictions. The CCR's are the governing legal documents that set the guidelines for the community. The CCR's are recorded at the County Clerks office in the county that the property is located in. Violation of the CCR's could result in a fine to the owner. Bylaws are the guidelines for the operation of the duties of the Board of Directors. Bylaws outline the duties of the Directors, voting rights and membership and meeting notice and requirements. The CCR's and Bylaws are available online under the Documents tab to the right of this screen.

Q: I think my neighbor is in violation of the neighborhood covenants, what can I do?

A: Please contact your association manager, Celia Kafka and let her know of any issues or concerns. Chances are she is already aware of the situation and is working with the Board and owner to resolve. There are times when issues arise that she is not aware of. Please call her with any questions or concerns.