1750 SE Coral Lakes Way
Stuart, FL 34997
corallakeshoa@yahoo.com

Dear New Homeowner,

Welcome to our neighborhood and congratulations on the purchase of your home!

On behalf of the Coral Lakes Homeowners Association, Board of Directors and the other homeowners of Coral Lakes, we would like to welcome you. Over the coming months we look forward to meeting you.

The operation of your Homeowner's Association is governed by a board of volunteer directors. The Board of Directors is elected by the community to oversee the daily functions and financial responsibilities of the Association. The Board is also responsible for maintaining members' compliance with the established covenants and bylaws of the Association. They have specific provisions regarding what can and cannot be done on your property. Please take the time to read through the Bylaws and Covenants documents you received during the home purchase process.

Our community email is corallakeshoa@yahoo.com and it is the official communication channel between the Board of Directors and the membership. The other method of Board communication is to attend a board meeting. Our monthly meetings are posted on the boards at each of the 2 gates.

As a new homeowner, you may already have some ideas on how you'd like to improve your property. Please keep in mind, the Board must approve any change so that we may maintain the quality of our neighborhood. Its function is to evaluate the plans for all exterior landscaping, repairs and remodeling (such as painting, decks, trees and bushes, replacement roofs, etc.) to ensure compliance with all Covenants and Bylaws.

The purpose of this review is to protect our scenic environment and maintain the value of our homes. All modifications to the exterior of your property, including repainting with the same color, must be submitted to the Board for approval before any work begins. If work is started without prior approval, the homeowner risks being cited for a covenant violation and may be required to alter or remove the changes at significant additional cost.

Attached is a form that you may use to submit any changes. We would also recommend you attend a meeting and present your improvements. This will allow the Board to ask questions and fully understand what you want to accomplish.

Our fiscal year is July 1st – June 30th and invoices are sent to remind homeowners for payment submission.

We have a Coral Lakes Facebook page which is a great way to communicate ideas, events and occurrences going on in and around our area. If you would like to be added to the page, please reach out to us via our page on Facebook so that we can welcome you to the page.

As everything is moving to be digital, we would like to be able to email you with newsletters, invoices, gate codes that are changed every quarter, etc… In order to do this, we need your approval. If you are good with us using your email as a means of communication, please fill out the attached form. This form also asks for a phone number for the gate. This will be used when guests arrive and call you from the call box. Instructions listed below:

The new gate code starting on 2/1/21 is #3366. This code is for you to use if you do not have your clicker or the code locked into your car. This is not to be handed out to anyone and everyone.

How guests can call you from the front gate:

- The guest scrolls to your name and lot number on the screen. If they know the lot number, they can just dial it on the keypad using the printed instructions posted.
- They dial you from the keypad following the printed instructions posted on the keypad area.
- It will ring your number and when you answer, you touch 9 to open the gate.
- When you dial 9, you will hear a beep-beep type of noise to let you know the gate is opening.
- If you had not planned on having guests, you can always decline the call.

Thank you for your time and we look forward to seeing you at a meeting!

Regards,
Coral lakes Board of Directors

*Please note that the back gate (Harrison Street Access) is now a Resident Only Gate which means that you need to use your clicker to get in. Your guests and all commercial vehicles are to enter and depart through the Willoughby Boulevard gate.

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I, _____ allow Coral Lakes Board of Directors
Print Name

to send me information such as newsletters, invoices etc… to my email.

My email is: _____

Lot #: _____

Address:

_____

Also, in order to add you to our gate, we will require a cell or home line number. This number will be rung when a guest comes to the gate for you.

Phone Number for Gate: _____

I understand that I will need to notify the Coral Lakes Board of Directors if there is an email address change or if I would like to Opt Out of these communications. I will do this by emailing them at corallakeshoa@yahoo.com

This agreement is in force until I either notify the Board of a change or if I sell my home in the neighborhood.

_____ _____

Signature Date

Coral Lakes Homeowners Association
Request for Architectural Approval

Name: _____ Request Date: _____

Street Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

What Is the estimated Start Date? _____ Completion Date? _____

Type Of Modification:

☐ Pool Fence	☐ Porch	☐ Deck/Patio
☐ Exterior Painting	☐ Pool	☐ Garage
☐ Landscaping	☐ Addition	☐ Roof
☐ Other _____		

Location: _____

Size: _____

Color: _____

Materials: _____

Contractor Name: _____

Please read and follow these instructions carefully:

1. Attach a detailed description of improvements including:
   - Location, Size, Color, Material, Contractor (if applicable), Plans/Drawings, Pictures/Brochures
2. Attach copy of Property Survey with proposed changes/additions clearly marked on the survey.
3. Please include two (2) complete copies of the request and supporting documentation (One will be returned with Committee response).
4. Email request and supporting documentation to:

   Corallakeshoa@yahoo.com

Please Note:

- **A copy of the Property Survey with the location of the changes/additions shown must be included for each request or the request will be returned.**
- Committee reserves the right to request more information to clarify the request.
- As these are viewed and discussed at our monthly meetings, please allow for two (2) months time and plan accordingly.