

**BONAPARTE LANDING HOA RULES
APPROVED BY THE BOARD August 23, 2016
HOMEOWNER ASSOCIATION
FREQUENTLY ASKED QUESTIONS (FAQ'S)**

ASSOCIATION FAQ's:

1. What is a Homeowners Association?

RESPONSE: A Homeowners Association is a non-profit corporation registered with the State and managed by a duly elected Board of Directors. Its purpose is to maintain all common areas and oversee, manage and govern the subdivision in accordance with the provision of the legal documents, i.e., Declaration of Covenants and Restrictions, Bylaws and Articles of Incorporation. The governing legal documents for the association may be viewed on this website, under the individual name tabs. The homeowners are mandatory members in the Homeowners Association and must pay annual dues to support the maintenance, landscaping and care of the common areas and retention ponds. Membership is both automatic and mandatory.

2. What are the Legal documents creating this Deed Restricted Community?

RESPONSE: The Declarations of Covenants and Restrictions, Bylaws and Articles of Incorporation are the governing legal documents recorded by the Developer, that set up the guidelines for the operation of the planned community as a non-profit corporation. The Declaration of Covenants and Restrictions, Bylaws and Articles of Incorporation were recorded by the County Recorder's Office, in Duval County and are included in the title to your property. Copies of the record legal documents for the Association may be viewed on this website under the applicable tab.

3. What are the Bylaws?

RESPONSE: The Bylaws are the guidelines for the operation of the non-profit corporation. The Bylaws define the duties of the Board of Directors, the terms of the Directors, the membership's voting rights, required meetings and notices of meetings, and the principal office of the Association, as well as other specific items that are necessary to run the Association as a business. The Bylaws for the Association may be viewed on this website under the applicable tab.

4. What is the Board of Directors?

RESPONSE: The Homeowners Association is a corporation. Therefore, a governing body must oversee its business. The Board of Directors was originally appointed by the Developer. The continuance of Board members are specified in the bylaws. The limitation and restrictions of the powers of the Board of Directors are

outlined in the Association's Governing Documents which can be viewed on this website under the applicable tab.

5. Are board members paid for his or her services?

RESPONSE: No. Members of the Board of Directors volunteer his or her time to serve as a board member

6. Does the Association pay for liability insurance to cover the common areas and the Board of Directors.

RESPONSE: The association may obtain liability insurance for its officers and directors. Further, the association shall obtain and maintain adequate insurance or fidelity bonding of all persons who control or disburse funds of the association and the president, vice president, secretary, and treasurer of the association. This insurance is a common expense of the association

7. What items are considered official records of the association?

RESPONSE: A copy of the recorded declaration or restrictive covenants, recorded bylaws; a copy of the articles of incorporation; copy of minutes of all meetings for the past 7 years; a current roster of all unit owners and their mailing addresses; current insurance policies; copy of current management agreement and other contracts; accounting records of all receipts and expenditures; a current statement of account for each residential unit, all financial reporting statements; copy of contracts for work to be performed; ballots, sign-in sheets, and voting proxies up to one year; and, all other records relating to the operation of the association.

8. Can an association self-manage or do they need to hire a manager?

RESPONSE: The association may be self-managed if it so chooses. However, if an association decides to hire a manager or management company to assist the board of directors, it may choose to contract with an outside individual or managing entity.

9. What is a "Management Company", what do they do, and how can I reach them?

RESPONSE: A Management Company is contracted by the Board of Directors to provide such services as: collection of maintenance fees, providing financial statements and collection reports. The Management Company reports directly to the Board of Directors. The current management company will send out welcome letters and will be posted on the website.

10. What is an Annual Dues Assessment?

RESPONSE: The annual dues assessment is the amount due from each homeowner to cover the operating expenses of the lawn, weed control, irrigation, electric,

mulching and landscaping for the common areas; the operating expenses of maintaining the retention ponds, and provide for reserve funds for emergency repair of the retention ponds and common areas. Your assessments are due annually. Statements will be sent for assessments as a reminder of the amount due; however, payment is still due regardless if you receive an invoice or not.

11. How is the amount of my assessment determined?

RESPONSE: The budget is determined upon specific guidelines for utilities, landscape and pond maintenance. Reserve funds are monies set aside for future expenses or emergency repairs. Budgets are developed by the Board of Directors and adjusted periodically to meet anticipated expenses.

12. Will the amount of my assessment increase?

RESPONSE: This cannot be answered with a Yes or No. The Board works diligently to avoid annual dues increases. However, as costs increase so must dues increase in order to cover all the expenses and maintain sufficient reserve funds

13. What happens if I don't pay my assessment?

RESPONSE: If you don't pay your assessment, the HOA cannot pay its bills and contracts for the maintenance and management services incurred. Therefore, failure to pay dues timely will result in a late charge. In addition, the failure to pay annual dues will result in an attorney proceeding with the necessary legal proceedings to place a lien on your property and proceed with foreclosure.

14. Who collects the Annual Assessments?

RESPONSE: The Board of Directors has contracted with a management company to collect the dues, pay the bills and monitor the contracts that have entered into agreements to provide services for the Subdivision. Payment of Dues are due by January 1, of each year. Penalties will be assessed for late dues after January 1. Depending on the management company, you may mail in payments or if they have an on-line portal, you can mail on-line.