

Welcome to the Andalucia PUD Homeowners' Association!

We are excited to welcome you. This letter contains important information to help you get settled in and connected.

If there is anything you need as a renter within the Andalucia, please communicate directly with your landlord. All requests concerning any issue are only accepted by homeowners within Andalucia PUD HOA. If you are renting, please direct all inquiries to your landlord who can then reach out to property management.

Key Actions & Forms:

1. **Community Access:** To access community amenities (pool, gym, gates), please complete the following forms and email them to manager@blueoceancommunities.com:
 - Envera Resident Registration Form
 - Access Control Forms
 - Vehicle Registration Forms **Please note that obtaining your FOB and car decals may take 7-10 business days.*
 - **COST:** The cost of each Vehicle Decal and FOB are \$50.00 each. Checks are to be made payable to "Andalucia PUD HOA".
2. **Owner/Tenant Information:** Please complete the Owner Information (or Tenant Information) form to ensure your records are up-to-date and return to manager@blueoceancommunities.com
3. **Provide a copy of the executed lease. Community access decals and/or FOBs will not be issued to rentals/tenants without a lease on file.**

Please review the Community Rules and Regulations as this will provide you with general information about living in Andalucia PUD HOA.

On behalf of the Board of Directors, welcome to Andalucia!

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. *Attempting to submit this form via an unauthorized contact or illegibly will delay processing.* If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

☐ NEW Homeowner	☐ UPDATE Existing Homeowner	☐ NEW Tenant	☐ UPDATE Existing Tenant
<u>New</u> Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be removed? ☐ Yes ☐ No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact:	
The primary number is the first phone number that will be used when an Envera representative needs to contact you.	
The secondary number will be used if a homeowner/tenant cannot be reached at the first number.	
A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.



☐ NEW Homeowner		☐ UPDATE Homeowner		☐ NEW Tenant		☐ UPDATE Tenant	
Tenant Lease Start Date (if applicable):				Tenant Lease End Date (if applicable):			
Do you want to remove/revoke access for the previous <i>tenant(s)</i> ? ☐ Yes ☐ No (if applicable)							
If yes, all previous tenants will be removed. Please provide date to be deactivated:							
Community Name:							
Property Street Address:							
Primary Contact Name:							
Phone Number:				Email Address:			
Credential Information (for household)							
Credential Type: Fob, Sticker, Card, Other	Credential Number	Make (for vehicles)	Model (for vehicles)	State (for vehicles)	Plate Number (for vehicles)		
Once submitted, please allow 24-48 hours for forms to be processed. The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the above information current. Please advise us of any changes by emailing myenvera@enverasystems.com .							

Andalucia PUD HOA Vehicle Registration Form

Please notate only currently owned or lease vehicles

Vehicle 1

Decal Number Assigned: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Vehicle License Plate: _____

Make/Model: _____

Year: _____

Color: _____

Lease/Owned: *If Leased, term of lease:* _____

Attach copy of vehicle registration and/or vehicle ownership document. This will be placed in your home address file for Andalucia. Please advise once a vehicle is no longer owned by you, so it may be removed from the system. Thank you!

Vehicle 2

Decal Number Assigned: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Vehicle License Plate: _____

Make/Model: _____

Year: _____

Color: _____

Lease/Owned: *If Leased, term of lease:* _____

Attach a copy of vehicle registration and/or vehicle ownership document. This will be placed in your home address file for Andalucia. Please advise once a vehicle is no longer owned by you, so it may be removed from the system. Thank you!

Vehicle 3

Decal Number Assigned: _____

Name: _____

Address: _____

Phone: _____

Email: _____

Vehicle License Plate: _____

Make/Model: _____

Year: _____

Color: _____

Lease/Owned: *If Leased, term of lease:* _____

Attach copy of vehicle registration and/or vehicle ownership document. This will be placed in your home address file for Andalucia. Please advise once a vehicle is no longer owned by you, so it may be removed from the system. Thank you!

OWNER INFORMATION

OWNER NAME(S):		
PROPERTY ADDRESS:		
MAILING ADDRESS		
PRIMARY PHONE #:	()	Check One: ☐ Home ☐ Cell ☐ Work
SECONDARY PHONE #:	()	Check One: ☐ Home ☐ Cell ☐ Work
THIRD PHONE #:	()	Check One: ☐ Home ☐ Cell ☐ Work
EMAIL ADDRESS(ES)*:		
EMER. CONTACT NAME:	Relationship:	
EMER. CONTACT PHONE #:		
EMER. EMAIL ADDRESS*:		

TENANT INFORMATION

Term of Lease: Beginning Month/Year: _____ End Month/Year: _____

TENANT NAME(S):		
PRIMARY PHONE #:	() ☐ Work	Check One: ☐ Home ☐ Cell
SECONDARY PHONE #:	() ☐ Work	Check One: ☐ Home ☐ Cell
THIRD PHONE #:	() ☐ Work	Check One: ☐ Home ☐ Cell
EMAIL ADDRESS(ES)*:		

ANDALUCIA
HOMEOWNERS ASSOCIATION

Andalucia PUD Homeowners Association, Inc.

Rules, Regulations & Common Violations

Dear Owners and Residents,

The HOA Documents contain specific guidelines and rules designed to maintain the overall community aesthetic. In order to uphold these standards, it becomes necessary to issue violations to owners and tenants who are not following the rules set forth in the Documents – which can result in a monetary fine if not corrected! Please refer to your Association Documents for complete details. The following is a list of some of the “Common Violations”, which warrant a violation letter:

Vehicle Restrictions:

- Vehicles must be parked in the garage or driveway of your home. Vehicles may not be parked over the sidewalk, or in the grass. This includes any vacant lots or homes.
- Non-compliance may result in a boot or tow at the expense of the owner.
- The parking lot at the pool is for temporary use only.
- Residents are not permitted to park their vehicles in any community parking lots, as this is designated for temporary guest parking only.
- Commercial vehicles, boats, trailers, and recreational vehicles are prohibited from being parked in the community unless within an enclosed garage at all times.
 - For purposes of enforcement, the term ‘recreational vehicle’ includes golf carts, ATVs, scooters, or other motorized equipment not designed for regular on-road use. Such vehicles may not be parked or stored on driveways, lawns, or other visible areas and must be kept inside the garage when not in use.
- Vehicles cannot display commercial lettering or equipment.
 - Exceptions are commercial vehicles that are actively servicing a home (AC Repair, Plumber, etc.), during their time of service only. Any portable, temporary storage (PODS, etc.) requires association approval.

Pet Restrictions:

- All pets shall be walked on a leash, and the person walking the pet shall clean up all matter created by the pet.
- “Outside Cats” are not permitted.
- No pet or animal can be kept in the garage of any unit.
- No pet or animal shall be “tied out” on the exterior of the Home or in the Common Areas, or left unattended in a yard or patio.
- The maximum number of household pets permitted three (3) per household with a weight limit of 100lbs each.

Waste Collection:

- Garbage must be placed out for collection in proper trash containers, not bags.
- Trash containers and recycle bins shall not be placed to the curb for collection no earlier than 6:00 pm on the day preceding the next pick-up.
- Receptacles must be stored away on the same day of pick up. Trash containers and recycling bins must be stored out of view.
- Collection is provided by the Solid Waste Authority (866) 792-4636.

Your Collection Days Are:

Tuesday & Friday – Trash

Tuesday's – Recycling, Yard Waste & Bulk Trash Pickup

ACC/Architectural Control Committee:

- All modifications to the exterior of any home require an application and the approval of the ACC.
- This includes, but not limited to; Satellite Dishes, Fences, Pools, Patio Pavers, Driveways, Lighting, Painting and Landscaping.
- No artificial grass, plants or other artificial vegetation shall be placed upon the exterior of the home unless approved by the ACC.

Leases:

- All rentals require that a copy of the lease be submitted to the HOA.
- No more than two (2) Leases per 12 months.
- No Air B&B's, no transient leases, no room rentals, etc.

Portable Basketball Hoops / Sports & Playground Equipment:

- Portable basketball hoops may not be stored outside the unit when not in use.
- Basketball play is limited to the driveway and may not include the street.
- All other sports or playground equipment installations require the approval of the Board of Directors.

Community Pool & Gym:

- Posted pool hours are from Dawn to Dusk (sunup to sundown)
- Posted Gym Hours are from 6am – 9pm
- Shirt AND shoes are always required in the gym at all times
- No wet bathing suits are allowed in the gym
- No animals in the gym
- Minors (under 16) must be accompanied by an adult
- Minors under (12) are not permitted to use the gym equipment.

Andalucia PUD Homeowners Association, Inc.
Community Parking Policy & Enforcement Guide

A meeting of the Board of Directors of Andalucia Homeowners Association (the "Association"), was held on the 16th day of June 2025, at 6:30 p.m., via Zoom conference, after duly noticing said meeting under the Bylaws and Florida law, at which time upon motion duly made, seconded and unanimously carried by majority vote, the following Parking Enforcement Plan was adopted.

Purpose: To establish clear, consistent parking rules and escalation procedures for enforcing parking restrictions within the Andalucia PUD community.

I. Parking Rules: The following rules apply to all owners, residents, guests, and invitees:

1. All vehicles must be parked in the garage or driveway of the home.
2. Parking on sidewalks, roadways, grass, vacant lots, or unapproved locations is prohibited. (See Section III for Special Circumstances)
3. The pool/community parking lot is reserved exclusively for pool and gym users. Residents and/or guests not using the pool or gym are not permitted to park in these areas.
4. Commercial vehicles, as defined in Florida Statutes 320.01(25), are prohibited unless actively servicing a home.
5. No abandoned vehicles, vehicles in obvious disrepair, or those with expired tags shall be visible from the street.
6. No Overnight Parking on the roadway.
 - a. **3rd violation** of this rule will result in a tow at the owner's expense.
 - b. **Overnight parking** is defined as **between the hours of 12:00 AM and 6:00 AM**.

II. Alternate Side street parking: This rule is in place to prevent parking simultaneously on BOTH sides of the roadway, blocking passage of emergency response vehicles, trash service, and residential traffic.

- Parking is allowed on the **even-numbered side of the street during even-numbered months**.
- Parking is allowed on the **odd-numbered side of the street during odd-numbered months**.

III. Special Circumstances: If extenuating parking circumstances arise (such as a party, driveway sealing, or similar event), please email the property manager in advance to request special parking consideration for that specific occasion.

IV. Enforcement Escalation Violations of these rules will be addressed as follows:

- **First Violation:**

A **sticker warning** may be placed on the vehicle window, notifying the owner of the violation and outlining the steps to correct the violation. Additionally, a letter will be sent to the homeowner documenting the violation and again outlining the corrective action.

- **Second Violation (Same Vehicle/Owner):**

The vehicle will be **booted without additional warning** at the owner's expense.

- **Subsequent Violations (Same Vehicle/Owner):**

The vehicle will be **towed without additional warning** at the owner's expense.

V. Immediate Towing: The following violations may result in immediate towing without prior notice whatsoever and are grounds for immediate action:

- Parking in a "Tow Away Zone" or "Red Diamond Areas" with posted tow-away signage.
- Blocking fire lanes, emergency access, or causing a safety hazard.
- Parking within fifteen (15) feet of a fire hydrant.

VI. Responsibility for Guests: Owners are responsible for ensuring their guests and invitees comply with this Parking Enforcement Plan. Owners may be held accountable for violations by their guests or invitees.

VII. Effective Date & Revisions: This Parking Enforcement Plan will be effective upon adoption by the Board of Directors and may be amended from time to time by Board resolution.

This Parking Enforcement Plan will be:

- Provided to all homeowners and tenants upon move-in and upon request for parking decals.
- Incorporated into the Association's Rules and Regulations.
- Posted on the community website or distributed via community email for clarity.