



NORTH PANTHER TRACE

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SAWGRASS LAKES

Homeowners Welcome Packet



<https://www.watsonassociationmanagement.com/communities/north-panther-trace/>

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WELCOME TO NORTH PANTHER TRACE!

The North Panther Trace Homeowner's Association (NPTHOA) would like to welcome you to the community! We are happy that you chose our community for your new residence. The Board of Directors has created this informative Welcome Packet to provide important information to you about our community, to help you get acclimated to our community and to summarize some important policies and guidelines about our community.

This document provides the answers to the most common and frequently asked questions and is a summary of the information found in our governing documents. We encourage you to read the HOA Bylaws, Declaration of Covenants and Restrictions and Articles of Incorporation (filed in Book 1132, Page 2166 of St Lucie County Clerk). The documents are also located on the Watson Association Management website.

If you have any questions, please contact a board member by email or phone. Newsletters are distributed via email and contain all board member contact information.

The North Panther Trace Board of Directors meets on the 3rd Tuesday of every month, currently via ZOOM. The meeting notice is posted at the front entrance bulletin board and emailed to all residents every month. Everyone is welcome to attend these meetings unless otherwise stated. The Annual Meeting is held in February at the Watson Association Management Offices. Elections for Board of Directors positions are held at the annual meeting as well as discussions about the previous year's accomplishments, our current financial positions, and our future goals.

WE ARE HAPPY TO HAVE YOU AS OUR NEIGHBOR!!

Sincerely,

Board of Directors
North Panther Trace HOA

FREQUENTLY ASKED QUESTIONS

How do I get into the front gate?

The front entrance gates can be opened by entering your 4-digit access code into the keypad or by using a remote-control clicker. **Please fill out the attached Resident Info form, if you haven't already**, with the info we need to program your Personal 4-digit code. The previous owner or landlord may have given you a clicker for the gate. If not, you can buy them from the HOA. **There is a 1-time fee of \$35.00, payable to North Panther Trace.**

The keypad will be programmed ASAP to ring your phone when your vendor or guest uses your assigned Guest Directory code. When your guest arrives, he or she must use the keypad to locate your name and code, or just enter the Guest Code you provide them. Once entered, the system will ring your phone and you can use your phone to open the gates by pressing "9" on your phone's keypad or just answer the phone to talk to them. Program your contacts as "Front Gate" with the # 772-408-0054. **Please do not share your personal 4-digit code with anyone except your close family and friends. Vendors and other visitors should use the Guest code you have been provided.** Keeping your code private is how we limit unwanted visitors to enter our development.

Can I make changes to the exterior of my home?

All homes in North Panther Trace must abide by the architectural guidelines as promulgated by the Declaration of Covenants and Restrictions (governing documents). As a homeowner/resident (whether owner or renter), you are bound by these rules.

Any change to the exterior of your home requires an ARB form to be submitted to the Board before any work begins. The ARB form should include drawings, including architect plans, city permits and any other accompanying information that would provide information about the project to the ARB Committee. There is no fee to submit an ARB form, however; there is a \$50 Per Day Fine if the work is started without ARB approval. If a change is made to the outside of your house and there is no ARB approval on file, the current or future board has the right to demand removal of the change. You can submit an ARB through our website.

Frequently encountered changes: (This is not a comprehensive list)

Architectural Topic	Permissions and Approvals
Exterior Paint Color	Only approved exterior paint colors are permitted.
Roofs & Doors	Must be approved by ARB committee
Tree Removal	Must abide by NPTHOA Tree Policy and City of Port St Lucie rules.
Trash Containers	Must be out of sight; can be placed outside the night before pickup and removed the same day as pickup
Yard Waste	Please see Guidelines
Window A/C Units	Not Permitted
Supplemental Structures	Not Permitted (no sheds, dog houses, above ground pools, kennel, clothesline)
Landscaping	Can replace small items as they die but for big jobs, must get ARB approval
Inground Pool/Enclosure/Fence/Roof	Permitted, must submit complete plans including city permit.

Do not assume that a change to the exterior of your home is acceptable because another home in the community has a similar modification. As a general rule, always get an ARB approval before beginning any work to the exterior of your home.

Periodically, the Board will ask all residents to power wash their driveway, sidewalk and valley curb, trim hedges, remove weeds and install mulch. When all residents take care of these responsibilities, the neighborhood looks great. A good way to look at your property upkeep is, "Would I buy this house tomorrow the way it looks now?" If not, please handle the maintenance required.

When is garbage/recycle/yard waste/Bulky Waste pickups? PLEASE SEE THE WASTE GUIDELINES

Garbage, recycle and yard waste Pickups: THURSDAY'S Bulky Waste pick-up's: The 4th Thursday of every month

Place garbage and recycle out by the curb in your covered garbage containers after 6 PM the night before pickup day.

When you do prune, place by the curb Wednesday evening or early Thursday morning. FCC will pick it up on Thursday, small and large piles. For large piles, you must call for a special pick-up.

If you dig in your yard for any reason, **call 811** to get your underground utility lines marked for free.

How do I know what is going on?

Every quarter the Board tries to publish a newsletter containing neighborhood information.

Additionally, you can go to Watson Association Management website at:

<https://www.watsonassociationmanagement.com/communities/north-panther-trace/>
to get meeting information and all HOA documents.

By clicking on the "Community Portal" link, you can access the sensitive HOA docs such as meeting minutes and financial reports. You will need to set this up with Watson before accessing the site.

Please confirm we have your correct email addresses and phone numbers on file with Watson by calling Watson. We try to keep you up-to-date via emails, Facebook, meetings and the newsletter. This is an essential service during hurricane season.

The North Panther Trace HOA tries to keep our residents informed. Please read any emails that are sent to you, join our Facebook page at: <https://www.facebook.com/groups/2233578896781592> and attend our meetings, either in person or online at ZOOM. You will be notified of all meetings. Another good website to join is: www.nextdoor.com

Sawgrass Lake

Fishing is allowed in our lake. Only boats with electric motors, row boats and paddle boats are allowed. **There are alligators in our lake**, so be careful on the banks with small animals and children. We have never had an attack; we don't want to start now.

A. HOA Membership Benefits

All homeowners are members of North Panther Trace Homeowner's Association and the Sawgrass Lakes Master Board Association. The benefits in NPT are:

- Lawn cutting of front yards (side & backyards are homeowners' responsibility)
- Landscaping of all common areas
- Bluestream Fiber Optic TV and Internet, **HOME PHONE IS OPTIONAL**
- Irrigation system access
- Security gates
- Keypad entry with phone intercom
- Camera surveillance system at front entrance

B. HOA Membership Fees

North Panther Trace HOA fees are due on the 1st of January, April, July and October. Dues are paid in advance. You may pay a year in advance, quarterly or monthly but the fees must be paid in entirety on or before the due date. **Currently our HOA dues are \$495.00 a quarter. The dues may be adjusted annually to cover the HOA expenses.**

Payments may be made by check (include your house number if not already printed on the check) or online at pinnacleam.com.

- If payment is not received within thirty (30) days after the due date, the account is deemed delinquent, a "Late Notice" will be sent to the Owner and a late fee will be assessed as follows (any fees incurred by HOA to collect dues will be charged to the owner's account as well):
 - Payments not made on or before thirty (30) days after the due date shall incur a late fee of \$25.00, and bear interest at the rate of 18% per annum calculated from the date due until paid.
 - If payment is not received within 60 days of the due date a "Demand Lien Letter" is sent to the Homeowner.
- In the event the collection letters as set forth above do not result in payment by the Owner, the Board and legal counsel will evaluate what course of legal action appears in the best interest of the Association for the recovery of unpaid Dues.
- The Association may recover the following costs incurred during the collection of any delinquent accounts, and will be collected in the same manner as Dues:
 - Any handling charges, collection costs, administrative fees, postage, attorney fee or other expenses incurred by the Association in connection with the collection of any account.
 - Any check tendered for payment of Dues by an Owner or on behalf of an Owner that is returned by the bank for any reason will result in the addition of a returned check fee of twenty-five (\$25.00)
 - Any late fees and/or interest accrued from the due date

- All monies received to be applied to Owner's account will be applied in the following order:
 - Interest
 - Late Fees
 - Costs
 - Attorney/Paralegal Fees
 - Annual and/or Special Assessments

All collection correspondence will be directed to the person who is the Owner, and will be sent to the most recent address of the Owner according to the Association records. It is the responsibility of the Owner to update the Association in regards to address changes, ownership changes, or changes in other contact information. Any correspondence directed to the Owner will be considered valid, until written notification of changes regarding contact information has been received by the Association. **Each homeowner is responsible for all fees incurred to collect his or her dues.**

PLEASE READ THE BLUESTREAM DISCONNECT POLICY BELOW FOR NON-PAYMENT OF HOA DUES.

C. Architecture Review Process

Inspections

Watson Association Management conducts an inspection of the exterior of all homes twice per month. Besides maintaining the look of our community, this inspection allows the Board to assess the common area sidewalks, roads, and landscaping to undergo timely maintenance and avoid larger problems and higher expenses from happening later.

If some aspect of your home does not comply with the minimum level of maintenance or if an alteration was done without ARB approval, you will receive a 'notice of violation' in the mail with a description of the violation.

Violation Notices

If some aspect of your home is in violation of the standards set forth in our governing documents, you will receive a 'notice of violation' in the mail detailing the non-compliant areas. The notice will state the timeframe given to complete the correction of the violation. Extensions may be granted under certain circumstances.

The Board is permitted to levy violation charges for violations that are not corrected. Ignoring notices or failing to complete the work can result in a fine of \$50.00 per day. Please do not panic if you get a notice, just fix the problem so you can be in good standing.

ARB Requests

Every modification to the exterior of the home requires an approved ARB form before the work begins. This requirement is for your own protection: A future board can make you remove the modification or fine you for not having an approved ARB form on file and will help you sell your house. Approved ARB forms and any approved variances are kept on file, and will be reported out to your listing agent upon request.

The ARB process can be accomplished via email (unless the homeowner has no email). If the ARB Committee needs further information before approving the request or if your request is denied and you would like to discuss the matter with the Board, you must notify a board member that you would like to meet with the Board. The ARB's that have been approved are ratified at the next meeting.

If you modify the exterior of your home without ARB approval, you will be fined \$50.00 and must still submit an ARB form for approval. If you do not comply, you will be subject to a fine of \$50.00 per day until the ARB form is submitted.

D. BLUESTREAM Video, Internet & Phone Services; We have contracted with Bluestream Fiber to provide our video, internet & phone services. **Video and Internet are included in your HOA dues**, phone line is extra and the resident's responsibility. **PLEASE SEE THE ADDITIONAL DOCUMENTS ATTACHED FOR MORE INFO.**

Included with our Bluestream Bulk Services agreement and paid for through your HOA Dues:

3-Digital TiVo Wireless Receivers

With this box, you can view our on-screen channel guide, which includes access to TV listings, program information, search tools, parental controls and more. This includes 3-Voice control remote controls. Additional video services are available at the homeowners cost.

Internet Services

Bluestream will provide you with a Bluestream modem, which is required. Our up and download speeds are 400mbps. This may vary slightly due to your personal use.

Phone Services-OPTIONAL

Bluestream has a land-line VoIP service at an additional cost to the resident.

E. Parking

There are several busses that stop near our front entrance and parents waiting with their kids at our front entrance caused a significant amount of damage to our curbs and grass requiring costly repair. Additionally, it became a hazard for kids walking to school and residents trying to leave the development in the morning to go to work. Therefore, a few years ago, it was decided by both North Panther Trace and South Panther Trace (which is a separate HOA and who share the front entrance use and expenses) that it would be forbidden for anyone to park at the front entrance at any time. You may park along the grass by the lake and walk your child to the bus stop or park across the street from our front entrance. This rule is strictly enforced.

If you have guests and do not have enough parking available, there is overflow parking on Tulip Blvd. ***Parking on the grass (your own grass, neighbors, or common areas) is strictly prohibited. If you or your guests park on the grass and cause damage to the grass or sprinklers, you will be charged for the damage.***

Parking on the street is limited to areas that do not interfere with residents' driveways. Please do not park in front of a driveway. Do not park directly across from a driveway.

F. Boats, RV's, Vehicle Maintenance and Commercial Vehicles

There are specific provisions related to boats, RV's and commercial vehicles in our governing documents. In general, these vehicles should not be parked in your driveway overnight.

Repairs to vehicles must be limited to washing, cleaning, and changing a flat tire.

Residents are encouraged to store their boats, RV's and commercial work vehicles in the Sawgrass Lakes RV Lot, which is located on Tulip Avenue. There is a small annual storage fee. The RV Lot is managed by the Master Board of Sawgrass Lakes and Signature Property Management. **You can contact Signature at: 772-219-4474 or dina@signaturepropertymgmt.com**

G. Landscaping & Grounds Maintenance-HOA Responsibilities

Our front lawns and common areas are mowed by the association's landscaper, Tony's Lawn Care and Landscaping as part of your quarterly dues. Each homeowner is responsible for mowing the side and back yards but some folks hire Tony's to mow for them. Their number is 772-370-0265. Another option is Ramon's Lawn Service, 772-985-7587. You are welcome to contract your own lawn service for the back and sides landscaping.

Irrigation is supplied by the Association; however, homeowners are responsible for the sprinkler heads and pipes on their own properties. We have an association irrigation company American Sprinkler & Pump; you are not required to use them but if you do, they will be able to tell you if an irrigation problem is yours to fix or the association's responsibility. Other irrigation companies will bill you no matter what. Their number is 772-334-8373. Please do not turn on the irrigation without board permission and a board member present.

H. Landscaping & Grounds Maintenance–Homeowner Responsibilities

Homeowners have the responsibility to maintain their own property by mowing the back yard, keeping all areas weed free, trim hedges, mulch flowerbeds and prune trees according to the Tree Policy. Should a shrub in a flowerbed die, it is the homeowner's responsibility to replace it. Please refer to the "Landscape Plan" which is exhibit 'B' of our governing documents for planting guidelines.

North Panther Trace has a wetland dedicated area, which is maintained by the Master Board. There is to be no pedestrian traffic inside the wetlands area.

I. Pets

North Panther Trace is a pet friendly community; however, we ask that you pick up after your pet and keep dogs from barking constantly. Dogs must be kept on a leash when walked.

J. Renting-We have a 10% Limit on rentals

Homeowners current on dues and fines are permitted to rent their home subject to the submission of a rental application packet. The prospective tenants are required to undergo a criminal background check at your expense and follow the rules promulgated in our governing documents.

No rooms are to be rented; only the entire house can be rented to a family unit.

Tenants are required to abide by all association rules and policy. Ultimately, it is the homeowner's responsibility to make sure the home is maintained properly and that the tenants abide by the rules.

K. Special Refuse

Household hazardous waste cannot be picked up with regular household garbage, but can be disposed of in two ways:

- The Public Works Department hosts a free Hazardous Household Waste Drop-off Day once a year. The department also has free drop-off sites at city buildings for rechargeable batteries (cell phones, etc.). Call (772) 871-5100 for more information.
- The St. Lucie County Bailing and Recycling Facility accepts many of these items. Call (772) 462-1768 for hours and for information about what will be accepted. This facility is located at 6120 Glades Cutoff Road, Ft. Pierce.

L. Additional Community Information and Resources

Administrative

All residents should have a copy of the governing documents, and should be provided as part of the purchase process. Other documents commonly needed by homeowners can be found on the Watson website at <https://www.watsonassociationmanagement.com/communities/north-panther-trace/>

This Welcome Packet is not a comprehensive list of the NPT regulations. Please refer to the NPT Covenants & Restrictions for the complete rules and regulations.

N. IMPORTANT CONTACT INFO

If you email the HOA BOARD, please email all the board members & Watson.

Bob Shonce-Pres, 734-787-9841 bobshonce@yahoo.com

Hillary Rothmel (Watson) 772-871-0004 hrothmel@watsonrealtycorp.com

Matt Hollaway-772-530-1351 hollawaymatthew425@gmail.com

Frank Bono-Director, 313-300-4708 fpipe16@yahoo.com

Steve Barrett-Treas, 574-536-1771 rvexpert7@gmail.com

Larry Tonjes-Secretary, 772-985-4004 lttonjes@gmail.com

WATSON ASSOCIATION MANAGEMENT: 430 NW Lake Whiney Place PSL, FL 34986

Hillary is our HOA manager: hrothmel@watsonrealtycorp.com or 772-871-0004

<https://www.watsonassociationmanagement.com/communities/north-panther-trace/>

PSL POLICE: EMERGENCY: 911, Non-Emergency: 772-871-5000, **ALERTS:** 772-460-4357

ST LUCIE COUNTY SHERIFF: 772-461-7300

PSL FIRE: EMERGENCY: 911, Non-Emergency-772-871-5464

PSL WATER: 772-871-5330

Clean out Sewer Cover lids outside: Maria: 772- 871-5332

Clean out Water Lid covers outside: George: 772- 344-4015

ANIMAL CONTROL: 772-871-5042

CITY HALL: 772-871-5225 **MAYOR:** 772-871-5159 **TAX OFFICE:** 772-462-1650

FPL ELECTRIC: 772-287-5400 (**Repair post, light bulb**) 800-468-8243

FCC TRASH, RECYCLE & YARD WASTE: 877-642-3702 **EMAIL:** info@fccenvironmental.com

BLUESTREAM CABLE, INTERNET & PHONE: 772-242-7017 **EMAIL:** info@bluestreamfiber.com

POST OFFICE: ST. LUCIE WEST-772-873-0674, **OUR MAIL MAN:** Dan

HOA FRONT LAWN SERVICE: Tony, 772-370-0265 (He will trim trees, sides & back for an extra fee)

HOA SPRINKLERS REPAIR: James Johnston, 772-486-4357

PAINTING: **30-40 %** discount on paint at Sherman Williams, (Mention-North Panther Trace)

RECYCLING HAZARDOUS MATERIALS: 772-464-8515

To all North Panther Trace Homeowners,

RE: HOA Dues and the Bluestream Services Disconnect Policy

We would like to inform you that once Bluestream Fiber is connected in our neighborhood, **your HOA Dues must be current to receive the video and Internet services after 6/1/22.**

The NPT Board voted to have the option to **disconnect your Bluestream services if your HOA Dues are in arrears more than 2 Quarters or currently \$990.00.**

We are sure you understand that the NPT HOA cannot pay for and provide services for you without payment from you for said services through your HOA Dues.

If you are disconnected, you are still liable for 100% of your Past Due HOA Dues plus any Late Fees, Interest and Legal fees assessed to your account. If you are disconnected, the NPT HOA and the Master Board HOA still has to pay Bluestream.

If you are disconnected, there may be a disconnect fee assessed to your account as well as a reactivation fee (paid in advance to be connected) if Bluestream charges the Sawgrass Lakes Master Board HOA for these services.

The NPT HOA Board does not want to disconnect anyone, please pay your HOA Dues, on time and there will be no issues.

If you find yourself behind, please rectify the situation immediately or contact Watson to discuss the matter.

You will be notified multiple times you are behind on your HOA Dues and a Final 14-Day Notice will be sent that your services are at risk to be disconnected.

Regards,
NPT Board of Directors

Watson Property Management, 772-871-0004