Silverlakes Gateway HOA
c/o Compass Rose Management
1010 NE 9th Street, Cape Coral, FL 33904
SLGinfo@crmfl.com

September 12, 2024

Dear Silverlakes Gateway Homeowners,

Please be advised that this letter shall serve as notice that your HOA, Silverlakes Gateway, has posted an electronic copy of the Association's governing documents and rules on the Association's website, https://silverlakes-gateway-hoa.com. Any amendments made to the governing documents or rules will also be posted on the website for your convenience.

If you wish to have a paper copy of the governing documents and rules mailed to you, a copy will be provided at no cost to you.

Additionally, enclosed in this mailing packet are two (2) new policies and guidelines that your HOA will vote on, pursuant to new updates to Florida Statute 720, at the next Board of Directors meeting on November 27, 2024.

Respectfully and on behalf of your Board of Directors,

Scarlet Milano, CAM, CMCA

Compass Rose Management

SILVERLAKES – GATEWAY

RECORDS RETENTION GUIDELINES

Adopted November XX-2024

The Association shall maintain each of the following items (referring to all of the official records), when applicable, for at least seven (7) years, unless the governing documents of the Association require a longer period of time, which constitutes the official records of the Association.

1. Copies of any plans, specifications, permits, and warranties related to improvements constructed on the common areas or other property that the Association is obligated to maintain, repair, or replace.
2. A copy of the bylaws and each amendment to the bylaws.
3. A copy of the articles of incorporation of the Association and of each amendment thereto.
4. A copy of the declaration of covenants, and a copy of each amendment thereto.
5. A copy of the current rules and regulations of the Association.
6. The minutes of all meetings of the Board of Directors and of the Members.
7. A current roster of all members and their designated mailing address and parcel identifications. A member's designated mailing address is the property address, unless the member has sent written notice to the Association requesting that a different mailing address be used for all required notices. The Association shall also maintain the email addresses and fax numbers designated by members for receiving notice sent by electronic transmission of those members consenting to receive notice by electronic transmission. A member's email address is the email address the member provided when consenting, in writing, to receive notice by electronic transmission, unless the member has sent written notice to the Association requesting that a different email address be used for all required notices. The email addresses and fax numbers provided by members to receive notice by electronic transmission must be removed from the Association's records when the member revokes consent to receive notice by electronic transmission. However, the Association is not liable for an erroneous disclosure of the email address or the fax number for receiving electronic transmission of notices.
8. All of the Association's insurance policies
9. A current copy of all contracts to which the Association is a party, including without limitation, any management agreement, lease, or other contract under which the Association has any obligation or responsibility.
10. The financial and accounting records of the Association, kept according to good accounting practices. The financial and accounting records must include accurate, itemized, and detailed records of all receipts and expenditures.
11. A current account and a periodic statement of the account for each member, designating the name and current address of each member who is obligated to pay assessments, the due date and amount of each assessment or other charge against the member, the date and amount of each payment on the account, and the balance due.

12. All tax returns, financial statements, and financial reports of the Association.
13. Any other records that identify, measure, record, or communicate financial information.
14. A copy of the disclosure summary described in Section 720.401(1), Florida Statutes.
15. All affirmative acknowledgments made pursuant to Section 720.3085(3)(c)3, Florida Statutes.
16. All other written records of the Association not specifically included in this subsection which are related to the operation of the Association.

The Association shall maintain each of the following items for at least one (1) year.

1. Ballots, sign-in sheets, voting proxies, and all other papers and electronic records relating to voting by parcel owners, which must be maintained for at least one (1) year after the date of the election, vote, or meeting.
2. Bids received by the Association for work to be performed must also be considered official records and must be kept for a period of one (1) year.

Inspection of Records

The official records shall be maintained within the state and shall be made available to all parcel owners for inspection and photocopying within 45 miles of the community. The records shall be made available upon written request, sent via certified mail return receipt requested, to the management company, within ten (10) business days. The owner may also find the records on the Association's web portal using their personal log in credentials.

SILVERLAKES – GATEWAY

HURRICANE PROTECTION GUIDELINES

Adopted November XX-2024

Any hurricane or other protective device visible from the outside of the home shall be of a type approved by the Architectural Control Committee (ACC) and in accordance with the guidelines as promulgated by the HOA. No such device shall be installed without the written approval of the ACC. Shutters are not to be used for security purposes.

Owners may install, operate, or have in the closed position, all hurricane protection devices if and when the National Weather Service has issued a hurricane watch for Lee County, Florida and/or for the period of April 1st – November 30th.

The following hurricane protection devices are acceptable in Silverlakes- Gateway with an approved ACC application. The Specifications must comply with local building codes.

A. Impact resistant windows, doors, garage doors, (colors and styles are subject to approval by the ACC) **shutters, and generators.**

B. Hurricane Shutters, Panels, Screens:

Style:

1. Hurricane Shades
2. Roll Down Shutters or Screens
3. Accordion Style Shutters
4. Hurricane Panels

Color:

1. Bronze
2. White
3. Ivory
4. Beige
5. Tan

Material:

1. Aluminum
2. Steel
3. Polycarbonate
4. Clear panel
5. Mesh or Fabric

C. Generators: ACC applications must be submitted for the installation of a permanent generator. Portable generators do not require approval.

1. Applications for the installation of a permanent generator must include a copy of the boundary survey (including easements) sketch (indicating the location, size, and type of generator), all applicable contractor licenses and any other pertinent information as may be necessary.
2. Only one (1) permanent generator per lot is allowed.
3. Permanent generators must be installed on a concrete or stone pad and may not be placed in any easements and must be away from all open windows, including neighbors' windows.
4. Permanent generators must be screened from view by landscaping or fencing so they are not visible from the roadway.
5. Portable generators must be stored inside the home or garage when <u>not</u> in use.