

Country Club Villas 1 Of Spring Lake

Welcome Package

Country Club Villas 1 of Spring Lake HOA

New Owner Welcome Packet

Congratulations and welcome to the Country Club Villas 1 of Spring Lake. We are a community of 214 units, two heated pools and a member's room.

The CCV HOA maintains and provides lawn and grounds care, roads, two heated swimming pools, garbage pick-up, basic cable TV, internet, roofs, exterior painting and maintenance. Please refer to the Covenants and Restrictions for more details.

The CCV HOA has a Board of Directors consisting of five homeowners. Board meetings are held monthly October to April, typically the third Thursday of the month. All homeowners are welcome and encouraged to attend. Meetings will be advertised.

The CCV HOA has a Property Manager (CAM).

CCV HOA Property Management

Mailing Address: 512 Villaway N. Sebring, FL 33876

Office Address: 512 Villaway N. Sebring, FL 33876

Office Hours: Mon – Thurs 9:00 am – 5:00 pm

Contact Person: Larry Pilgrim

Email: LarryPCCV@gmail.com

Frequently Asked Questions

When do I pay my HOA fees?

HOA fees may be paid monthly, quarterly, semi-annually or annually.

How do I pay my HOA fees?

HOA fees may be paid automatic debit to Country Club Villas (CCV) HOA, by personal check or by filling out the attached ACH form, all checks to be mailed to:

512 Villaway N.

Sebring, Florida 33876

How do I pay for my water/sewage?

You will need to contact and open an account with:

Spring Lake Improvement District (SLID)

115 Spring Lake Blvd

Sebring, FL 33876

Phone: (863) 655-1715

Fax: (863) 655-4430

Email: info@springlakefl.com

Website: www.springlakefl.com

How do I pay my electricity?

You will need to contact and open an account with:

Duke Energy Florida

Phone: 800-700-8744

Website: www.duke-energy.com

How do I get a land line?

You will need to contact and open an account with:

CenturyLink

Phone: 855-707-1178

Website: www.centurylink.com

Who do I contact for basic cable tv/internet?

Basic cable and internet is included in your HOA fee. You must contact Comcast to open an account in your name.

Comcast phone: 800-266-2678

Can I rent my unit?

Yes, you can. You will need to fill out a rental form (attached) and provide it to the villa office.

Do we have By-Laws and Restrictions?

Yes, we do. We have By-Laws and Covenants and Restrictions. You should receive copies of these from the previous owner of your villa. They can also be found on our website: www.ccvhoa.website

Is there anything I should receive from the Seller of the villa?

Yes. You should receive a copy of our By-Laws, Covenants and Restrictions, four pool tags and a mailbox key. If you do not receive these items, please contact the Property Manager @ LarryPCCV@gmail.com

Are there forms we require for certain items?

We have enclosed the following forms:

Villas Sales Form

ACH – Debit/Credit Authorization Form

Owner Rental Form

Work Order Request Form

Improvement Plan Request Form

All forms are available in the Members Room main hallway and they can also be downloaded from our website: WWW.CCVHOA.WEBSITE

Villa Sale Form

Seller Name (print) _____

Seller Phone number _____

Villa address _____

Realtor Name (print) _____

Buyer Name (print) _____

Buyer Phone # _____

Buyer Mailing Address _____

Buyer Email Address _____

Seller Agrees to provide Buyer:

1. Copy of Covenants & Restrictions
2. Copy of By-Laws
3. 4 Pool tags
4. Mailbox key
5. HOA Manager contact info

Signed by Seller: _____

Date: _____

ACH – Credit/Debit Authorization Form

I (we) hereby authorize **Country Club Villas** to initiate a **DEBIT** entry to my (our) checking/savings account at the Financial Institution indicated below, and initiate adjustments (if necessary) for any transactions credited/debited in error. This authority will remain in effect until Country Club Villas is notified by me (us) in writing to cancel it in such time as to afford Country Club Villas and the Financial Institution a reasonable opportunity to act on it.

Name of Financial Institution

Location (City, State)

Financial Institution's Routing Transit # _____
(first set of numbers on the left side of the check)

Owner Signature

Today's Date

Owner Name (Print)

Villa # and Street Address _____

Checking Account # _____

or Savings Account # _____

Date of Monthly Transfer:

Choose any date between the 2nd – 15th _____ Amount \$ _____

Please Attach a Copy of a Voided Check

Improvement Plan Request Form

Country Club Villas HOA

A DEED RESTRICTIVE COMMUNITY

Please use a separate form for each improvement you have planned to the exterior or common grounds. You must provide a site diagram or drawing with details for each proposed improvement to the Property Manager. You have the right to appeal against any rejected plan to the Board of Directors.

Date:

Name:

Villa Address:

Phone number:

Email address:

_____ Landscape Planting-shrubs, bushes or trees (state type you plan to use)

_____ Villa Exterior Lighting

_____ Patio/Cart Pads

_____ Rain Gutters and Downspouts

_____ Satellite Dishes

_____ Other Improvements Plans (please specify)

Start Date: _____

Estimated Finish Date: _____

DO NOT WRITE BELOW THIS LINE

Date received: _____

Documents included: Yes/NO

Delivery Method: _____

Date Rejected: _____

Date approved: _____

CCV HOA

Owner Rental Form

Owner's Name: _____

Owner's Phone: _____

Villa Address: _____

Renter's Name: _____

Renter's Phone: _____

Length or Rental: _____

Number of Occupants: _____

Number of Minors: _____

Number & type of pets: _____

Renter Vehicle: Make, License Plate State & number:

Renter informed of By Laws: Yes No

Renter's signature: _____

Owner's signature: _____

Return form to CCV Manager

Work Order Request

Date: _____

Villa #: _____

Owners Name: _____

Phone: _____

Description of work requested: _____

DO NOT WRITE BELOW THIS LINE

Date Received: _____

Authorized by & date: _____

Material required for this work: _____

Date of Completion: _____

Total cost of work: _____