

PGA PROPERTY OWNERS ASSOCIATION, INC.  
7100 FAIRWAY DRIVE, SUITE 29  
PALM BEACH GARDENS, FL 33418

TELEPHONE  
(561) 627-2800

FACSIMILE  
(561) 622-6324

Welcome to PGA National! We have enclosed some information which we hope will assist you in getting acclimated to your new home and community.

The Property Owners Association (or Master Association) is managed by Lang Management Company. The Property Manager is Dawn Levinstein (627-2800) and offices, located in Shoppes on the Green, Suite 29, are open Monday through Friday from 8:00 a.m. until 5:00 p.m. All questions related to the community-at-large (such as the guardhouses, main roadways and landscaping adjacent thereto) should be directed to the Property Owners Association (POA).

The POA is responsible for issuing vehicle registration decals (ie: "bar codes")\*, fishing permits, and approval of leases or sales within PGA National. In addition, *any* change to the exterior of your residence (including paint, re-roofing or landscaping) must be approved by the POA Architectural Review Committee (ARC) prior to commencement of the change. Applications for each of these services are available by contacting the POA.

Each community in PGA National also has a Homeowner or Condominium Association with a Property Manager who should be able to answer any questions which are not contained in the enclosed information, or which relate directly to your home or specific community. If you do not know how to reach your Property Manager, please feel free to call the POA at 627-2800 and we will be happy to assist you.

Please remember that both your Homeowner/Condo Association and the POA have specific rules and regulations which all owners are responsible to abide by. As an owner, you are also responsible for the actions of your tenants and guests. To obtain a copy of the POA Rules and Regulations, please stop by the POA office or give us a call and we will be happy to mail a booklet to you.

In closing, we would like to let you know that the POA has a web site ([www.pga-poa.com](http://www.pga-poa.com)) and that the POA's television Channel 63 can be viewed from your residence in PGA National. The web site will allow you to look up the latest POA newsletter articles, as well as past issues. We have also provided helpful information about PGA and links to other sites. Channel 63 provides information on events in the local area as well as notices of your community's meetings and updates regarding matters of importance to PGA residents. Please tune in to Channel 63 or go to our web site and again, welcome to PGA!

Sincerely,

M. Dawn Levinstein, Property Manager  
On Behalf of the Board of Governors  
PGA Property Owners Association, Inc.  
Enclosures

**\*NOTE: IT IS VERY IMPORTANT THAT YOU COMPLETE THE ATTACHED FORM AND SUBMIT IT TO THE POA OFFICE. YOU CAN THEN BRING YOUR VEHICLE(S) BY THE POA OFFICE (WITH YOUR VEHICLE REGISTRATION AND PHOTO IDENTIFICATION) TO OBTAIN YOUR BAR CODE SO YOU CAN USE THE RESIDENT'S ENTRY LANE AND GET INTO PGA NATIONAL AFTER 9:00 P.M.**

# **PGA PROPERTY OWNERS ASSOCIATION**

Each new property owner is required to register their vehicle(s) at the POA office and obtain a bar code for their vehicle(s). When you come in to the office, please be sure to pick up a set of Rules and Regulations for PGA Property Owners Association. Please complete the enclosed Security Information Form and get your bar code(s). The form has other information that is needed (such as your pet info) and so you understand why we ask about your pets, our data base will allow us to print the owner info for anyone with, for example, a black dog. This will allow us to contact you if your pet gets out and is found.

Vehicle restrictions include prohibition of pickup trucks and other certain vehicles overnight (unless kept inside the garage). Parking on the grass is not permitted. Because PGA National is a very active community, you will find joggers, bicyclists, skaters, etc. all sharing the roads with cars – please be alert and courteous. The speed limits in PGA are clearly posted and the main roads are 25 mph or 35 mph. The POA has an Agreement with the City of Palm Beach Gardens for enforcement of all traffic laws within PGA National. The police regularly patrol PGA and *will* issue traffic citations!

Pets are wonderful companions but are required to be kept on a leash. No animals (including cats) are allowed outside of your home without a leash. All owners are required to immediately clean up after their pets. The City Ordinance requires pet owners to carry a visible means of cleaning up when walking their pet(s).

Trash in PGA is collected on Tuesday and Friday. Each community has a different schedule for recycling and vegetation (yard waste) collection. Please call Waste Management to determine what your community's schedule is. All yard waste must be properly bagged and no trash or yard waste is permitted to be left at the club earlier than nightfall on the evening before pickup or, in some communities, the morning of pick up – check your community's rules.

If you have questions about your community, you may contact their management company for assistance. Please feel free to call the POA at 627-2800 if you do not know how to reach them – we will be happy to give you the number.

We have attached a list of phone numbers we hope will be helpful. We have categorized the list for your convenience. As a new owner, you will probably need to have your electricity, water and phones turned on. We have listed these services under the heading "Utilities".

If you need additional information or have any questions about PGA, please feel free to call the Property Owners Association.

Wishing you every happiness in your new home and community!

**PGA PROPERTY OWNERS ASSOCIATION – INFORMATION FORM**

Please advise if you are:

Resident Owner

**Mail Completed Form To:**

Renter  
(Please Print or Type)

**7100 Fairway Drive, Suite 29  
Palm Beach Gardens, FL 33418**

Security Code: (Office Use Only) \_\_\_\_\_

PGA National Property Address: \_\_\_\_\_  
 Sub-division (Community): \_\_\_\_\_  
 Home Phone: \_\_\_\_\_ Second Phone: \_\_\_\_\_  
 Cell Phone/Name: \_\_\_\_\_ 2<sup>nd</sup> Cell Phone/Name: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_  
 E-Mail Address: \_\_\_\_\_ Comments: \_\_\_\_\_

**OWNER'S SECONDARY RESIDENCE INFORMATION (if applicable)**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City: \_\_\_\_\_  
 State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Country: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Use for Mailing: [ ] Yes [ ] No

**ALARM CO. INFORMATION**

Alarm Co: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 Monitoring Co.: \_\_\_\_\_ Phone No: \_\_\_\_\_  
 (if different)

**OCCUPANTS LIVING AT THIS ADDRESS**

(Please include EVERY person residing at this address)

Last Name	First Name	Status Owner, child, tenant, etc.

**RENTER'S INFORMATION**

Renters Name(s): \_\_\_\_\_  
 Start Lease: \_\_\_\_\_ End Lease: \_\_\_\_\_  
 Special Directions: \_\_\_\_\_

**PGA PROPERTY OWNERS ASSOCIATION – INFORMATION FORM**

**Property Address:** \_\_\_\_\_

**GUEST ENTRY – PERMANENTLY AUTHORIZED PERSONS**

This section refers to people you authorize to visit at any time, or on a restricted basis, **WITHOUT HAVING TO CALL FOR APPROVAL** (relatives, close friends, maids, etc.) **USE ADDITIONAL SHEET IF NECESSARY BUT COMPLETE ALL INFORMATION REQUIRED BELOW.**

*Circle the days and list the times authorized, or check ALL days and ALL times.*

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_  
( ) check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized.  
Mon Tue Wed Thu Fri Sat Sun Times: \_\_\_\_\_

**PGA PROPERTY OWNERS ASSOCIATION – INFORMATION FORM**

Property Address: \_\_\_\_\_

**CAR INFORMATION**

<b>Make</b>	<b>Model</b>	<b>Year</b>	<b>Color</b>	<b>License Plate (Tag)</b>	<b>State</b>	<b>Bar Code (Office Use Only)</b>

**PET INFORMATION**

<b>Pet Type</b>	<b>Pet's Name</b>	<b>Notes</b>

**EMERGENCY CONTACTS**

<b>Contact Name</b>	<b>Phone</b>	<b>Second Phone</b>	<b>Notes</b>

**Home Watch (if you are an absentee owner, do you have a home watch or house sitter service?)  
PLEASE IDENTIFY THE INDIVIDUAL OR COMPANY:**

**NAME:** \_\_\_\_\_

**PHONE(S):** \_\_\_\_\_

PGA PROPERTY OWNERS ASSOCIATION, INC.

EMERGENCY CONTACT FORM  
PLEASE PRINT INFORMATION CLEARLY!

TODAY'S DATE: \_\_\_\_\_

PROPERTY OWNER'S  
NAME: \_\_\_\_\_  
(please print first and last name)  
PGA PROPERTY ADDRESS \_\_\_\_\_

PHONE NUMBER AT PGA (\_\_\_\_) \_\_\_\_\_

WORK, CELLULAR OR OTHER NUMBER(S) (PLEASE IDENTIFY)  
(\_\_\_\_) \_\_\_\_\_ work ( ) cell ( ) Whose Line?: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ work ( ) cell ( ) Whose Line? \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ work ( ) cell ( ) Whose Line?: \_\_\_\_\_  
(\_\_\_\_) \_\_\_\_\_ work ( ) cell ( ) Whose Line? \_\_\_\_\_

IS YOUR RESIDENCE IN PGA LEASED? Yes: \_\_\_\_\_ No: \_\_\_\_\_  
IF SO, TO WHOM AND FOR WHAT PERIOD:  
NAME OF TENANT(S) \_\_\_\_\_  
LEASE TERM FROM: \_\_\_\_\_ TO: \_\_\_\_\_  
(Month/Day/Year) (Month/Day/Year)

-----  
IF YOU LIVE **OUTSIDE OF PGA** FOR ANY PORTION OF THE YEAR, PLEASE INDICATE  
ADDRESS AND PHONE NUMBER:

OFF-SITE ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE NUMBER: (\_\_\_\_) \_\_\_\_\_

DO YOU WANT YOUR MAIL SENT TO OFF-SITE ADDRESS (\_\_\_\_) OR TO YOUR ADDRESS IN  
PGA?(\_\_\_\_) **(Please check one)**

OTHER PHONE NUMBER(S) WHERE YOU CAN BE REACHED (\_\_\_\_) \_\_\_\_\_ (identify  
location: summer vacation home, brothers house, etc) \_\_\_\_\_

*INFORMATION CONTAINED ON THIS FORM IS USED FOR THE POA OFFICE AND SECURITY ONLY SO THAT WE  
HAVE A WAY OF CONTACTING YOU IN CASE OF AN EMERGENCY. EVERY EFFORT WILL BE MADE TO REACH  
YOU, HOWEVER, NEITHER THE PGA PROPERTY OWNERS ASSOCIATION, WACKENHUT SECURITY, NOR LANG  
MANAGEMENT COMPANY ASSUME ANY RESPONSIBILITY FOR PERSONAL PROPERTY OR FOR LOSS DUE TO  
NOT CONTACTING THE OWNER OF THE PROPERTY.*

SEND FORM TO: PGA POA 7100 Fairway Dr., #29, Palm Beach Gardens, FL 33418 or via fax to  
(561) 622-6324

## **PGA RULES AND REGULATIONS**

**TRANSFER OF PROPERTY.** Transfer of any Property within PGA National by an Owner of Residential Property is subject to the prior approval of the POA, as provided in the Declaration. Pursuant to Article VII, Section 5(g) of the Declaration, Non-Residential Property is exempt from the provisions of this paragraph B except as to B.2.e).

**Sale or Lease.** No Owner of Residential Property may transfer his Property, or any interest therein by sale or lease, without the prior approval of the POA.

**Other Transfers.** No Owner of Residential Property may transfer his Property, or any interest therein by any other means whatsoever, except as specifically provided or by operation of law or by court decree in connection with probate or guardianship proceedings, without prior approval of the POA.

**Sale or Lease.** Any Owner of Residential Property intending to make a bona-fide sale or lease of his property, or any interest therein, shall give the POA notice of such intention by filing a Resale Notice and Acknowledgment, or a Notice of Lease and Acknowledgment, as applicable, on the form available at the POA office. Such notice shall include the name and address of the intended purchaser or lessee, the purchase price, or rental, the terms, and such other information concerning the intended purchaser or lessee as the POA may reasonably require, together with an executed copy of the proposed contract or lease.

**Application Form.** All applications for approval of transfer of Residential Property shall be presented to the POA on the form prescribed by the POA and titled Resale Notice and Acknowledgment, or Notice of Lease and Acknowledgment, whichever is applicable. This form shall request such information as may reasonably be required by the POA. The application package requires an Acknowledgment form to be executed by the neighborhood association.

**Filing Fee.** A filing fee of twenty-five dollars (\$25.00) will be charged to the Owner of the Residential Property for the purpose of defraying the costs associated with processing these requests, changing books and records and other matters associated with the transfer.

**Certificate of Approval.** In the case of a sale of Residential Property, if the proposed transfer is approved by the POA, such approval shall be stated in a recordable certificate executed by the President, Vice President, Secretary or Executive Director of the POA, which certificate shall be recorded among the Public Records of Palm Beach County, Florida, at the expense of the seller. In the case of a lease of Residential Property, any approval must be in writing executed by an officer of the POA. The POA will attempt to expedite the handling of all approval requests.

**Proof of Transfer.** Upon every transfer of title to Property within PGA National, it shall be an obligation of the current Owner and successor Owner to provide the POA with a copy of the deed of conveyance and settlement statement within thirty (30) days after closing or transfer of title to document proof of change of ownership. Failure to provide such documents may result in the POA not having correct and up to date records which could place an Owner at a disadvantage in not receiving notices of assessments. The POA shall not have any responsibility or liability for any lien placed upon property as a result of non-payment of an assessment if the copy of the deed and settlement statement were not timely provided to the POA to enable the POA to properly address assessment notices. This Section B.2.e) shall apply to both Owners of Residential Property and Non-Residential Property Owners.

**Violations.** The POA shall have the right and authority to deny any request for approval for the sale or lease of property within PGA National as to any Owner of Residential Property who is in violation of any of the duties and obligations imposed by the Declaration, these Rules and Regulations or any other regulatory matter within the jurisdiction of the POA.

**Non-Residential Property.** The ARC shall have no right to review any Lease or Purchase Agreement or other document, affecting any portion of the Non-Residential Property.