

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 the LA Fitness Plaza (formerly 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) which 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. Please 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.

The POA website (www.pga-poa.com) contains a lot of information including a list of “helpful phone numbers” (under the “Documents & Forms” heading on the right side of the page). We have categorized the list of phone numbers 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 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.

PGA PROPERTY OWNERS ASSOCIATION – OWNER INFORMATION FORM

**Mail Completed Form To:
7100 Fairway Drive, Suite 29
Palm Beach Gardens, FL 33418**

Security Code: (Office Use Only) _____

(Please Print or Type)

PGA National Property Address: _____
Sub-division (Community): _____

IDENTIFY WHICH PHONE NUMBER SHOULD BE CALLED FIRST WHEN THE GUARD IS TRYING TO REACH YOU TO AUTHORIZE A GUEST:

Home (PGA) Phone: (____) _____ Second Phone: (____) _____
Cell Phone (____) _____ Whose cell phone is this (name): _____
Cell Phone (____) _____ Whose cell phone is this (name): _____
Business Phone: (____) _____
E-Mail Address: _____

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.

IF YOU HAVE RENTERS (Tenants):

NOTE: ALL LEASES MUST BE APPROVED BY PGA POA. LEASE APPLICATION FORMS ARE AVAILABLE AT WWW.PGA-POA.COM AND ONLY APPROVED TENANTS MAY HAVE A BARCODE. ALL APPROVED TENANTS WILL BE ASSIGNED AN ACCESS CODE FOR GUESTS. DO NOT GIVE OUT YOUR OWNER ACCESS CODE TO ANYONE EXCEPT GUARD AND POA STAFF!

PGA PROPERTY OWNERS ASSOCIATION – INFORMATION FORM

Property Address in PGA: _____

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: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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Last Name: _____ First Name: _____ <input type="checkbox"/> check here if authorized ALL days & ALL times. If RESTRICTED, list days & times authorized. Mon Tue Wed Thu Fri Sat Sun Times: _____
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PGA PROPERTY OWNERS ASSOCIATION – INFORMATION FORM
Property Address in PGA: _____

CAR INFORMATION

Make	Model	Year	Color	License Plate (Tag)	State	Bar Code – <u>leave blank</u> (Office Use Only)

PET INFORMATION *

***Pets are people too! Please register your pets. If they get out, we can try to help. The system allows us to search by name, breed, species, etc. so please don't forget to list them.**

Pet's Name	Breed (Pug, Siamese, etc.)	Pet Type (Dog, Cat, etc.)	Color	Notes

EMERGENCY CONTACTS

List in order of those we should attempt to contact first. In addition to emergencies involving the resident personally, we may also attempt to reach your emergency contacts if there is an emergency at your residence and we can't reach you.

Contact Name(s)	Phone	Second Phone	Notes
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**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): _____

INFORMATION CONTAINED ON THESE FORMS IS FOR THE PGA SECURITY AND OFFICE DATA BASE. WE DO NOT SELL OR SHARE THIS INFORMATION AND IT IS NOT USED FOR SOLICITATION.