



Neighborhood News

February 15, 2016

Dear Northglen HOA Members:

Please accept this formal notice that Shared Interest Community Solutions became the new managing agent for Northglen Homeowners Association, Inc. effective February 3, 2016.

My job as manager is to carry out the work of the corporation legally known as Northglen Homeowners Association, Inc. under the direction and leadership of the Board of Directors. Your role as a member of the corporation is to meet your financial obligations, abide by the governing documents that you agreed to in writing when you purchased your home and take part as an active member in annual membership meetings. No one will agree with every rule, but everyone has agreed to follow them. Working together creates a great community!

This newsletter contains some basic information about association living and information specific to Northglen. Please do not hesitate to contact me at any time you have a question or I may be of assistance or to share ideas or input on ways to further enhance your community.

Dave Rogers managed my HOA over a dozen years ago and when I returned to north Florida last November he asked me to assist him in the day-to-day operation of All Property. It was in that role that I have had the opportunity to meet and work with some of you. I look forward to meeting everyone as I work to help make Northglen the best it can be!

Karen A Shelly, LCAM

To Northglen Owners-

In early February it became necessary for the Board of Directors to make a change to Northglen's managing agent due to family needs of longtime manager Dave Rogers and his wife and business partner, Barbara. After nine years, All Property Management is no longer managing Northglen. Dave and Barbara have done a great deal for our community and Jim, Steve and I thank them for their efforts and wish them the best as they begin a new chapter in their lives.

After several years, Bill Davis is stepping down as webmaster for Northglen's website. We'd like to thank Bill for his work on the site and extend an invitation to those who may have an interest volunteering in this capacity to contact manager Karen Shelly. This is a great way to serve the community as a volunteer and learn more about the workings of the association.

Although the formal transition period for a change in management companies typically occurs over several weeks' time before actual hands-on management takes place, Shared Interest has had to step in more quickly. It is hoped this newsletter will answer most questions you may have and prove a resource to assist in a smooth transition.

Ron Robertson, President

2015 -2016 Board of Directors

President	Ron Robertson
Vice President	Jim Medeiros
Secretary /Treasurer	Steven Neel

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NORTHGLEN HOMEOWNERS ASSOCIATION, INC.

ARCHITECTURAL CHANGES: Review and approval of the Architectural Control Committee (ACC) is required before making a change to the outside of your home. Please review your governing documents and call with any questions you may have BEFORE beginning a project and ensure that prior review and approval is obtained. Although the law allows thirty days for review and approval by the ACC, the goal of the ACC is a speedy turnaround time, well in advance of thirty days, and the Board has recently expanded the committee to ensure a quick review and response takes place.

PLEASE NOTE: Previous violations to this architectural approval process within the community do not affect or take away from a member's requirement to comply with the provisions of your governing documents. Any action the Board may take with reference to previous violations is separate and apart from their authority to enforce the provisions going forward.

COMPLIANCE MATTERS: Please inspect your property to make sure you are not in violation of your governing documents. Initial inspection of Northglen revealed several homes with unkempt yards, trash cans in view, basketball goals left up and in sight when not in use, newspapers left in driveways and unregistered vehicles. Many of the violations are everyday things that often get overlooked because of busy lives and competing priorities.

No one likes to receive a "love note" from the property manager! Please take time to look at your property with new eyes, addressing these easy-to-fix violations quickly. I think all will agree my time and your assessment dollars are better spent addressing more serious concerns to health and safety matters within your community, so please do your part.

REPORTING A VIOLATION: To report a violation of your governing documents, please send it in writing by email or US mail with your name and phone number and/or email address. To prevent "selective enforcement" of violations, anonymous violations or those not made in writing will not be addressed. Unless required by law or at the direction of the association attorney, every attempt will be made not to reveal the name of the person reporting a violation.

Violations of the law should be reported to the Clay County Sheriff at (904) 264-6512. The Association does not own the roads or have jurisdiction over personal disputes between neighbors.

THE RULES YOU LIVE BY: Also known as the Governing Documents of your association, you should have received the governing documents at closing, however, they are also available for free at Northglen.org or by email. If you would like a paper copy of the documents, please contact Shared Interest for the cost. Your governing documents include:

- Declaration of Covenants, Conditions & Restrictions
- Articles of Incorporation
- Bylaws
- Rules & Regulations

NORTHGLEN HOMEOWNERS ASSOCIATION, INC.

ASSESSMENT PAYMENTS: Your 2016 annual assessment payment (sometimes called "dues" or "maintenance fee") was due on January 1, 2016 and became past due and subject to late fees and interest on February 1, 2016.

Because of the transition in managers, **the Board of Directors has voted to extend the deadline for receipt of the 2016 assessment of \$240.00 until March 31, 2016.**

If you have not done so already, please pay your 2016 assessment.

Make your check out to: **Northglen Homeowners Assn., Inc.**

and mail it to: **Shared Interest Community Solutions, LLC
10950 San Jose Blvd., Ste. 60-272
Jacksonville, FL 32223**

If you believe you have a balance due on your ledger, please contact me. During the transition from All Property Management to Shared Interest Community Solutions, it will be necessary to review incoming ledgers before a balance due can be confirmed, therefore if you owe for previous years, it will be necessary to:

- Confirm the account has not been sent to the attorney for collections
- Update the fees, costs and interest owed

Call 904-357-0175 or send your inquiry to:

Karen@sharedinterestcommunitysolutions.com

Please note the following about unpaid assessments:

- **The Association is not in a position to accept partial payments or payment arrangements.** Partial payments that are received will be deposited, but the account will be shown as being in arrears after the extended March 31, 2016 deadline and subject to all fees and charges provided in your governing documents, including legal fees and costs of collection, if applicable.
- If you have already mailed your payment to All Property Management, it will be deposited as usual if received before March 1, 2016. If you haven't mailed it use the address above.
- If payment is not received by the extended March 31, 2016 deadline, you will incur the \$25.00 late fee and interest as provided in your governing documents, as well as other costs, if applicable.
- Payments arriving after the extended March 31, 2016 deadline, as well as those in arrears for previous years will have the payment applied as required by law- first to late fees, then to cost of collection and finally to the actual assessment amount.
- If your account has already been sent to the attorney for collection, the check will be forwarded to the attorney.

NORTHGLEN HOMEOWNERS ASSOCIATION, INC.

GETTING IN CONTACT: Please take the time to **complete and return the enclosed Membership Update form**. It not only makes communication easier, it provides the association with information that is required to be maintained.

Email notification- You now have the ability to receive official association mailings via email. If you would like to take advantage of this, you must OPT-IN by written request. An area to OPT-IN and give your email address is on the Membership Update form.

Once completed, the Membership Update form may be emailed or mailed to Shared Interest.

RENTING OR LEASING YOUR HOME: Your governing documents require that the following documents be provided at the time a home is leased or rented:

- **Emergency Contact form**
- **Copy of the rental or lease agreement**

A copy of the Emergency Contact form has been included on the reverse side of the Member Update form for your convenience.

PLEASE NOTE: Non-owner occupants and guests are also subject to your governing documents. Landlords are required to furnish these documents to the tenant at the time the lease is signed, but are ENCOURAGED to provide and discuss them with the prospective renter BEFORE the lease is signed to avoid problems down the road. Should legal action be necessary to enforce your governing documents, both the Member AND tenants may be held responsible for the Association's legal fees and costs associated with enforcement.

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