

## **Twin Villas Homeowners Association**

### **Frequently Asked Questions 2023**

#### **How is the Twin Villa Association organized? And why do I have two HOAs as a Twin Villa owner?**

Twin Villa Homeowners Association is a sub-association in Jensen Beach Country Club. The Twin Villa Association falls under the Declaration of Covenants, Conditions and Restrictions for the Jensen Beach Country Club Homeowners Association along with the supplemental Declaration for Twin Villa Homeowners Association.

The JBCC HOA, provides the services and support for all the community structures, amenities, property maintenance, and infrastructure support. This includes security, property management, and exterior maintenance of neighborhood and community areas. It is under the direction of five (5) elected Directors. You can find out more by visiting the JBCC website. [www.jbcchoa.com](http://www.jbcchoa.com)

The Twin Villas Neighborhood association is a sub-association to the JBCC HOA, whose remit is to provide and manage vendors for exterior services specifically for the 50 units that make up the Twin Villas neighborhood. Those services include exterior landscape, irrigation, pest control, and periodic villa painting and roof cleaning.

The Twin Villas Homeowners Association has 5 elected Directors on its Board. Each term is for two years from date of election. The current (2023) Twin Villa HOA Board of Directors are

President	Dorothy Weyer	772-485-6586 dotweyer@hotmail.com
Vice President	Robert Binford	772-361-9460 robert.binford@comcast.net
Secretary/Treasurer	Marty Purdy	860-391-9972 martypurdy@live.com
Director	Liz Perry	508-259-4854 drlizperry@gmail.com
Director	Dottie McAleer	772-232-2983 dmcaleer58@gmail.com

The Twin Villas Neighborhood HOA holds its Annual Budget and Homeowner Meeting in November or December. This year the meeting will be held on November 7, 2023 at the Pin Oak Clubhouse. Further details will be issued separately.

#### **How are the maintenance fees collected?**

Each owner will receive a maintenance fee bill from both Jensen Beach Country Club and Twin Villa Neighborhood. The bills are a courtesy. Failure to receive a bill does not excuse owners from making the required maintenance fee payment. Maintenance fees are billed quarterly for payments due the 1st day of January, April, July, and October, and considered late on the 15<sup>th</sup> of the months noted. Payments not received by the 15<sup>th</sup> of the noted months are subject to late fees.

accounts not paid in full within 45 days of the due date are sent to the Associations attorney for collection. Any and all costs incurred are the unit owner's responsibility.

The 2023 quarterly maintenance fee for Twin Villas Neighborhood is \$331.00. This maintenance fee amount is determined each year at the Twin Villa HOA Annual Budget Meeting based on that years annual budget. Twin Villa payments are sent to Paramount Tax and Accounting, 3316 NE Sugarhill Avenue, Jensen Beach, FL 34957. Checks are made out to Twin Villas Homeowners Association.

Please note, your payment for Jensen Beach Country Club (JBCC) is mailed to Campbell Property management in Miami or paid on-line through the Campbell homeowner portal. You will receive a separate bill and mailing info each quarter. The 2023 quarterly maintenance fee for the JBCC HOA for the Twin Villas Neighborhood is \$700.00. If you require assistance with setting up your billing account, please call Campbell Property accounting at 772-218-5405, and ask for JBCC accounts receivable.

### **What does the Twin Villa maintenance fee pay for?**

The maintenance fee for Twin Villa Neighborhood include but are not limited to the following:

- Maintenance of turf, trees and shrubs: Mowing, edging, weeding, fertilization, disease and pest control. Oaks and Sable palms may or may not be trimmed depending on status of reserves. Any trimming of trees done are those trees initially installed by the developer.
- Irrigation system standard maintenance. Broken or blocked pipes are excluded.
- Liability Insurance and Director and Officers Insurance.
- Reserve funds for exterior building painting and roof cleaning.

### **What is the Twin Villa Association's responsibility for each unit?**

- The Association has the maintenance obligation for the turf, shrubs, and irrigation. However, the Association does not have replacement obligation for these.
- The Association has the obligation to paint the exterior of the units.
- The Association has the cleaning obligation of the roofs of the homes. However, in the event of any casualty or fire, it is the owner's responsibility to repair and/or replace the roof. This includes broken tiles from errant golf balls or any other act of nature, i.e. lightning strikes, etc.

### **What are some of the Homeowner Responsibilities regarding maintenance of unit exterior?**

All Homeowners are required to be in compliance with the JBCC HOA Use Restrictions and Policies.

Homeowners are responsible for mulch application or alternative rock borders, as per the JBCC HOA policy and guidelines.

Any exterior changes, such as tree removal, landscape changes, hardscape changes (such as borders, curbing), adding hurricane shutters, replace front doors or garage, replace windows, roof replacement, drainage work, addition of exterior sculptures or fountains, etc., must first be approved through the JBCC Architecture and Modifications (A&M) committee. The application and process can be found on the JBCC HOA Website [www.jbcchoa.com](http://www.jbcchoa.com) under the Homeowners tab. The Property Manager has authority to approve a number of these items, such as window or door replacement with in-kind products, to expedite the process.

If the roof of a unit requires replacing, both sides of the twin villa roof must be replaced at the same time. At the present time, A&M will only approve replacement roofs that are similar to current style and color.

### **What are some other Homeowner Responsibilities?**

Homeowners are responsible for ensuring renters and guests are following the JBCC HOA Use Restrictions. Of note are parking restrictions, leashing and waste pick up for pets, no drone usage, no gun discharges, and no annoyance or nuisance activities. The Use Restriction Summary is found at [Use Restrictions | JBCC HOA 2021](#)

### **What type of insurance must each owner carry?**

Each owner must obtain and maintain adequate insurance for the unit. The insurance must be sufficient for necessary repairs or reconstruction work and must cover the costs to demolish a damaged unit and rebuild it.

### **How can I find out more information about JBCC HOA?**

The easiest way to find all information pertaining to Jensen Beach Country Club is through the JBCC HOA website found at [www.JBCCHOA.com](http://www.JBCCHOA.com)

The website contains all the information and news pertaining to our JBCC community. If it's your first time signing up to the website, after selecting Member Login/Sign Up on the home page, select the blue-colored text, Sign-up, and then enter your email and a password. Once you are granted access, you will Login using that email and password.

On the website you can find governing documents, Board meeting documents, committees, Board member contacts, budget, submission forms, vendor services, FAQ's, policies, amenities

(pools, club house, tennis, social), security gates, use restrictions, newsletters, cable/internet and ADT security information, sale and lease policies, plus a lot more.

The JBCC HOA Board usually schedules monthly meetings with all members of the community invited to attend. You will receive an email notice when these are held. For 2023, the meetings are held in-person and through the Zoom format.

Our on-site Property Manager is Margaret Arthur. She can be reached via email at [jensenbeachpm@campbellproperty.com](mailto:jensenbeachpm@campbellproperty.com) or phone at 772-444-3892.

Denice Ignatovig is our on-site Assistant Property Manager, and can be reached via email at [jensenbeachadmin@campbellproperty.com](mailto:jensenbeachadmin@campbellproperty.com) or phone at 772-444-3893.

Both work onsite at the JBCC clubhouse at 3735 NW Pin Oak Drive. Public office hours are 9-1 on weekdays. Margaret and Denice are employed by Campbell Property Management in Port St Lucie.

The main number for the JBCC office and security is 772-444-3891. A menu will allow you to select either the JBCC security gate house or either of the JBCC office staff.

Following are the links to the Summary of Use Restrictions and FAQ's from the JBCC HOA website. For the latest version of all documents, please view directly on the website.

web link: [Use Restrictions | JBCC HOA 2021](#)

web link: [FAQs | JBCC HOA 2021](#)

### **Who are the vendors that service our Twin Villa Neighborhood and what are they responsible for?**

Annual Contracts for 2023 include:

Landscaping: Tony's Landscaping Service : Mowing weekly April – October, 3x/month March and November, and every other week Dec thru February. Shrub and hedge trimming every other month. Fire ant control as needed. Weed control monthly.

If you would like additional services, i.e. shrub removal, new plantings, sod, mulch, please contact Tony directly for a price, 772-370-0265. Or use the vendor of your choice.

Irrigation: Controlled Irrigation: Every other month wet check of system. Feb, April, Jun, Aug, Oct, Dec. If you are aware of any issues with your irrigation system, i.e. sprinkler head not working correctly, inform Dorothy Weyer (772-485-6586), and she will coordinate with Controlled Irrigation for service. For any major irrigation or drainage work or issues, the Board recommends you contact Trace (the owner) of M&M Landscaping 772-763-4200. M&M is the primary irrigation and landscape vendor for the JBCC community. They are onsite and will respond quickly and their service charges are reasonable. M&M is also the best option for managing drainage issues

Fertilization and Pest Control: Native Green Pest Control and Fertilization, LLC. Service includes every other month inspection and treatment of ornamentals (fertilize, insect and disease control). For turf, every other month fertilization and weed control 3x/year. And every other month perimeter treatments to create a barrier against insect entry. If you require additional services contact Native Green or the vendor of your choice.

All vendors hired by Twin Villa HOA are required to have the appropriate licenses and insurance.

Other services:

Roof cleaning was performed in April 2021 by local vendor Wash Pro. The next roof cleaning will be in approximately 3 to 5 years depending upon condition.

Tree Trimming: Oaks were trimmed in 2020. Sable palms were trimmed August 7, 2023. While the Twin Villa HOA is under no obligation for tree trimming, if reserve funds allow, this service can be provided.

Exterior painting was completed in May 2017 by local vendor Brush and Roll. The next exterior painting will be scheduled in approximately 8-9 years from 2017, i.e. 2025-2026 depending upon conditions.

Driveways were power washed, sanded, and sealed in April 2022 by Clean and Seal Pros. While the Twin Villa HOA is under no obligation for driveway cleaning, the Board assessed the reserve funds, and Clean and Seal Pros LLC was selected. If reserve funds allow, driveway cleaning and sealing can be performed every 4-5 years. Please note that in the absence of this community service, the homeowner is responsible for maintaining their driveway.

### **What about Trash and Recycle?**

Trash is picked up on Tuesday and Friday. Covered trash containers can be placed at the edge of your driveway no earlier than 6pm before trash or yard debris pick up day.

Recycle is picked up on Friday. Please use the Martin County Waste Management recycling cart. It should be placed a minimum of 3 feet away from your covered trash container, for ease of pick up.

Yard Debris pickup day is Wednesday. Place on the edge of your property, not in the street.

Trash, recycle, yard debris, and bulky are handled by Waste Management. 772-546-7700  
[www.martin.fl.us/TrashCollection](http://www.martin.fl.us/TrashCollection)

During holiday weeks, the pick up dates are often shifted by a day. If unsure, please refer to the Waste Management site at [www.martin.fl.us/TrashCollection](http://www.martin.fl.us/TrashCollection).

### **What about Pet's?**

As per the JBCC HOA Use Restrictions – Household pets (dogs, cats) shall at all times whenever they are outside be confined on a leash held by a responsible person. Owners must refrain from letting their pets use other homeowners property to relieve themselves. All fecal matter must be picked up and disposed of properly in the pet owner's garbage.

No pets are to run leashed or unleashed on the golf course.

### **What about wildlife?**

We are fortunate to live in a beautiful natural preserve area. As such, we experience many birds, mammals, and reptiles in our area. All native wildlife is legally protected, and will leave you alone if you leave them alone.

Please note, it is against federal law to feed wildlife. This includes feeding the squirrels and birds. Feeders are prohibited per JBCC use restrictions and covenants. This is for the animals well-being, as well as not attracting unwanted critters, i.e. mice and other rodents. Thank you for your compliance.

### **I'm interested to learn more about the Twin Villas Neighborhood HOA. How can I get copies of the Declarations, Articles and By-laws?**

You can download the documents by logging into Martin County Clerk of the Court.

<http://or.martinclerk.com> From the home page, tap the NAME icon, type in Twin Villa in the name box, hit submit.

### **Who was the builder for the Twin Villa units and when was the Association turned over to the owners?**

Bay Colony-Gateway, Inc. DBA: WCI Properties was the builder. The Association was formed in December 1999 (domestic non-profit), and was turned over to the owners from WCI on July 16, 2001. Amendment 1 (12/3/2012) increased the number of Board Directors from 3 to 5. Amendment 2 (4/22/2014) changed the roof responsibility for repairs/replacement from Twin Villa Association to Owner responsibility.

### **What are my voting rights in the homeowner's association?**

The members of the association (each owner) shall be entitled to cast one vote for each unit owned. Our Twin Villa neighborhood consists of 50 ownership units (25 attached villas).

**What restrictions exist on my right of use of my unit?**

Use restrictions are in the Declaration of Covenants, Conditions and Restrictions of Jensen Beach Country Club Association, Inc. as well as the Articles of Incorporation, By-laws and Rules and Regulations of Jensen Beach Country Club Association and the Twin Villa Neighborhood Supplemental Declaration of Restrictions and Covenants. These documents can be found at <http://or.martinclerk.com> . JBCC Association restrictions apply to all homeowners.