



Date Stamp

Briarwood POA Sales Checklist

Dear Prospective Owner,

Please submit the following for approval to Purchase in the Briarwood POA:

- _____ Signed Application Checklist
- _____ Completed Application
- _____ \$150 Non-Refundable Application Fee – Made Payable to **Anchor Associates**
- _____ \$500 Transfer Fee – Made Payable to **BPOA** - can be paid at closing
- _____ Background Release and Non-Refundable Fee \$50 per adult U.S. Citizen/\$75 International Payable to **Anchor Associates**
- _____ Copy of a State or Government Issued Photo ID
- _____ Completed Directory and Email Consent
- _____ Completed Home Watch and Emergency Contact
- _____ Sales Contract with applicable condo/HOA disclosure(s)
- _____ Pet Certification if applicable
- _____ Access Control Form
- _____ \$1,000 Capital Contribution payable to **BPOA** – can be paid at closing

Unit Address _____

Title Company _____ Phone # _____

Missing or incomplete information will result in the delay of processing your application. A complete application package **MUST** be received 20 days prior to closing **OR**

ADDITIONAL FEES:

- _____ If received less than 20 days prior to occupancy please include a non-refundable **\$50** fee made payable to **BPOA**.
- _____ If received less than 7 days prior to occupancy please include a non-refundable **\$100** fee made payable to **BPOA**.

Applicant Signature

Applicant Signature

If you have any questions please contact Anchor Associates at 239-649-6357 or applications@anchormanagers.com.

Thank You,
Anchor Managers

Briarwood POA, Inc.

Application for Approval to Purchase

Date Stamp

Street Address _____ Unit # _____

Owner Name _____ Phone _____

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

APPLICANT INFORMATION			
Last Name	First	Middle	
Home Address		Apartment/Unit #	
City	State	ZIP	
Phone #	Cell #	Other Phone #	
Email Address			
Employer		Employer's Phone #	

OCCUPANTS- Please list the name, relationship and date of birth of all occupants not listed above who will be living in this unit.		
Full Name	Relationship	Date of Birth

Note:

There is a minimum 7 days on all leases and a maximum of 12 months. All renewals need to be submitted and approved 20 days prior to the expiration of current lease.

DISCLAIMER AND SIGNATURE	
<p>In order to facilitate consideration of this application, I/we, the applicant(s), represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this application will justify its disapproval.</p> <p>I/we have received, read and understand the Rules and Regulations of Briarwood POA and will comply.</p>	
Signature	Date
Signature	Date

Return this request to:

Briarwood POA, Inc.
 c/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239) 649-6357 phone
 (239) 649-7495 fax
 applications@anchormanagers.com



APPLICATION APPROVAL

____ Approved Date: _____

____ Disapproved By: _____

Board Officer or Director



Date Stamp

BACKGROUND & CREDIT CHECK AUTHORIZATION

The Association has the right to perform background and credit checks on all applicants. By completing this authorization form, I give Anchor Associates, Inc. the right to administer a background and credit check as a part of the application approval process. Include with this form a non-refundable check made out to Anchor Associates. Each background and credit check is a non-refundable \$50 per adult for US Citizens and \$75 per person for Foreign National. Include a state or government issued photo ID.

Print all information neatly and legibly.

Applicant Name _____

DOB _____ Social Security # _____

NIN # _____ Passport # _____

Current Address _____

Previous Address _____

Applicant Name _____

DOB _____ Social Security # _____

NIN # _____ Passport # _____

Current Address _____

Previous Address _____

By signing this form I agree that the information provided is correct and to administer a background and credit check.

Signature _____

Date _____

Signature _____

Date _____

***FAX OR E-MAIL COMPLETED FORM**



Date Stamp

Main Office:
2340 Stanford Court, Naples, FL 34112
(855) 649-6357 phone • (888) 210-6001 fax
www.anchormanagers.com

Agreement for Pre-Authorized or ACH Payments

Association Name: _____

I/we hereby authorize the "Association" and Anchor Associates, Inc., to initiate debit entries in the amount of my Association assessment from my account indicated below. I also authorize the Financial Institution named below to debit same to such account.

Financial Institution Name: _____

City: _____ **State:** _____ **Zip:** _____

Transit/ABA No: _____ **Account No:** _____

This authority is to remain in full force and effect until the Association and the Financial Institution have received written notification from me of its termination in such time and manner as to afford the Association and the Financial Institution a reasonable opportunity to act upon the request. I further understand that payments will be deducted from my account between the first (1st) and tenth (10th) of each month in which the assessment is due, and should my payment be returned for any reason, I understand that I can be terminated from the program and I will be charged a \$25.00 administrative fee.

A VOIDED CHECK (NOT DEPOSIT SLIP) MUST BE ATTACHED.

Important Note: Automatic debit payments will begin on the next period after receipt of this form.

Name(s): _____ **Home Phone:** _____

Unit Address: _____ **Alt Phone:** _____

Mailing Address (if different): _____
Street Address City State Zip

Signature

Date

Anchor Associates, Inc.

2340 Stanford Court
Naples, Florida 34112
(239) 649-6357, phone (239) 649-7495, fax
admin@anchormanagers.com

Date Stamp

Owner Information Update

Owner Name: _____

Community Name: _____

Property Address: _____

Alternate Address (if applicable): _____

Contact Numbers: _____	_____
<i>Phone Number</i>	<i>Phone Type</i>
_____	_____
<i>Phone Number</i>	<i>Phone Type</i>
_____	_____
<i>Phone Number</i>	<i>Phone Type</i>

Email Address(es): _____

By signing this consent, I/we authorized the Association to print the completed information any applicable Community Directory and send correspondence and/or official notices via e-mail:

- All
 Invoices Only
 Directory
 None

HOME WATCH

Name of Home Watch: _____

Phone: _____

Email: _____

EMERGENCY CONTACT - Please provide the Association with a contact person in case of an emergency.

Emergency Contact: _____

Phone: _____

Email: _____

I/We occupy this residence: Full-time Part-time/2nd Home Investment/Rent it out

Signature

Date

Please return to Anchor Associates, Inc. at
2340 Stanford Court, Naples, FL 34112
Fax(239)649-7495 -or- Email admin@anchormanagers.com

Date Stamp

Date: ____/____/____

Check One:

____ Remove

____ Add

____ Update

BRIARWOOD PROPERTY OWNERS ASSOCIATION, INC.
 c/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239) 649-6357, phone (239) 649-7495, fax

ACCESS CONTROL FORM

Homeowner Name: _____

Briarwood Address: _____

Registered Phone Number(s) – MAXIMUM OF 2 and PIN (to be registered with automated gate system):

(____) _____ - _____ home/cell (circle one)

SELECT A UNIQUE 4-DIGIT PIN (CANNOT BE ALL ZEROS and CANNOT BE 1234):

(____) _____ - _____ home/cell (circle one)

____ _
PIN must be entered when calling from one of the registered numbers.

Email Address: _____

Please indicate the names of family, guests and vendors that are allowed ROUTINE access to your residence. One-time guests are to be called in via the voice automated system. Access hours for family and guests may reflect anytime. Access hours for vendors must reflect a specific schedule within the hours of 7am – 7:30pm, Monday thru Saturday. All family, guests and vendor personnel must present a valid photo I.D. to the gate attendant before entering the Briarwood community.

FAMILY/OCCUPANTS (NOT TENANTS):

Last	First	Middle	Access Hours

PERMANENT GUESTS (NOT TENANTS):

Last	First	Relationship	Access Hours

VENDORS – Requires Annual Service Vendor Application and Fee

Company	Vendor Type	Name	Access Hours
	LAWN CARE		
	POOL SERVICE		
	HOME WATCH		
	PEST CONTROL		
	OTHER: _____		

Homeowner Signature

Return completed form to admin@anchormanagers.com

BPOA's Association Management Company



2340 Stanford Court
Naples, FL 34112
(239) 649-6357, office
(855) 649-6357, toll free
(239) 649-7495, fax
www.anchorassociationmanagement.com

Voice Automated Access for Entry

239-659-3400

Your contacts:

Michelle Zambelli, CAM
michelle@anchormanagers.com

ATTENTION BRIARWOOD RESIDENTS PARKING STICKERS & BARCODES

STICKERS (decals)

For approved and registered short-term tenants (less than 1 month) only. Can only be obtained from the guard house. Must be affixed on window of driver side. Only valid thru lease expiration date.



****No commercial vehicles are permitted. Pool and Lawn Vendors may receive a bar code by paying the \$100 application fee along with filling out the application.***

BARCODES (decals)

For approved and registered long-term tenants (1 month or more) and owners only. Can only be purchased from Management Office Monday – Friday, 9am – 4pm. Must be affixed on window of driver side. A fee of \$10.00 per vehicle will apply.



For a Rental Vehicle

1. Photo ID
2. Vehicle Rental Agreement

For Personal Vehicle

1. Photo ID
2. Vehicle registration
3. Proof of Vehicle Insurance

VETERINARIAN INFORMATION

Name

Address

City

State

ZIP

Phone #

Fax #

DISCLAIMER AND SIGNATURE

I/we represent that the above information is factual and correct, and agree that any falsification or misrepresentation in this registration form will justify further investigation by the Board. I/we agree that the above reference pet is licensed with Collier County per their Animal Control Ordinance. I/we agree that if the above referenced pet dies, I/we will notify Anchor Associates of the death and will complete a new form if a replacement pet is obtained.

I/we understand that the ability to keep such a pet is a privilege, not a right. Failure to adhere to Briarwood POA Declaration and Rules & Regulations regarding pets shall result in action taken by Briarwood POA Board of Directors.

Signature

Date

Signature

Date

REGISTRATION REQUIREMENTS

The following items must be included in order to properly register your pet:

- _____ Completed Pet Registration form
- _____ Copy of Certificate of Vaccinations
- _____ Picture of your pet

Return this registration form to:

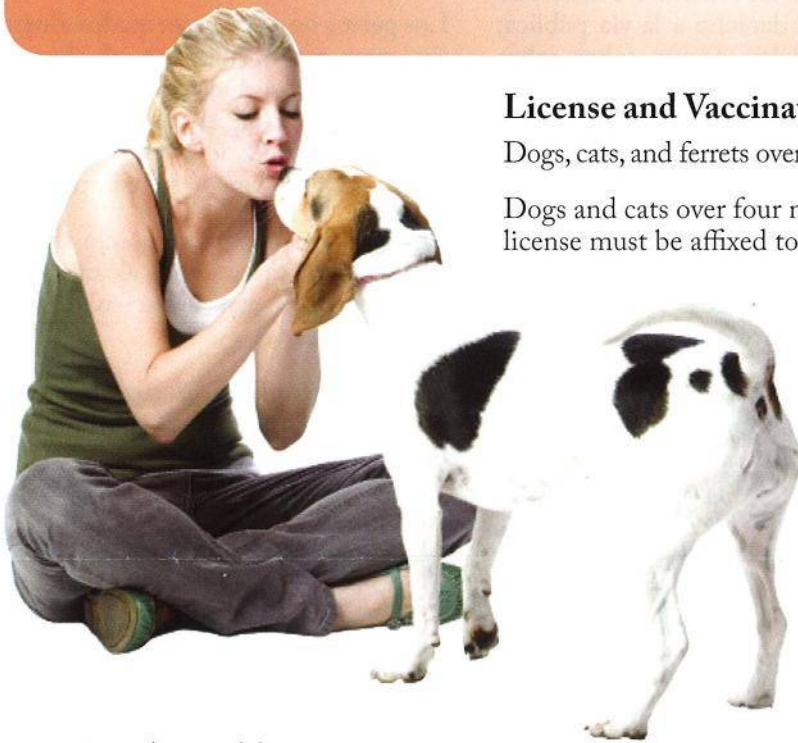
Briarwood POA, Inc.
 c/o Anchor Associates, Inc.
 2340 Stanford Court
 Naples, Florida 34112
 (239) 649-6357 *phone*
 (239) 649-7495 *fax*
 admin@anchormanagers.com

Date Stamp

--

KNOW THE LAW

Understand the expectations for responsible pet ownership in Collier County



License and Vaccinate Your Pet

Dogs, cats, and ferrets over four months old must have a current rabies vaccination.

Dogs and cats over four months old must have a valid annual County license. The license must be affixed to the collar or harness unless the animal is confined.

Proper Animal Care

Pets and livestock must be provided with adequate shelter, a sufficient quantity of good and wholesome food and water, exercise, and fresh air.

Pets may not be confined in an unattended motor vehicle under conditions or for lengths of time that may endanger the health and/or physical well-being of the animal.



Public Services Division
Domestic Animal Services

Be a Good Neighbor

Pets must be confined to the owner's property or walked on a leash. Pets may not run at large.

Pets may not chase, run after, or jump at vehicles or bicycles using the right-of-way; and may not snap, growl, snarl, jump upon, or threaten persons using the right-of-way.

Pet feces must be immediately removed and properly disposed of. Pets may not create a sanitary nuisance on public or private property.

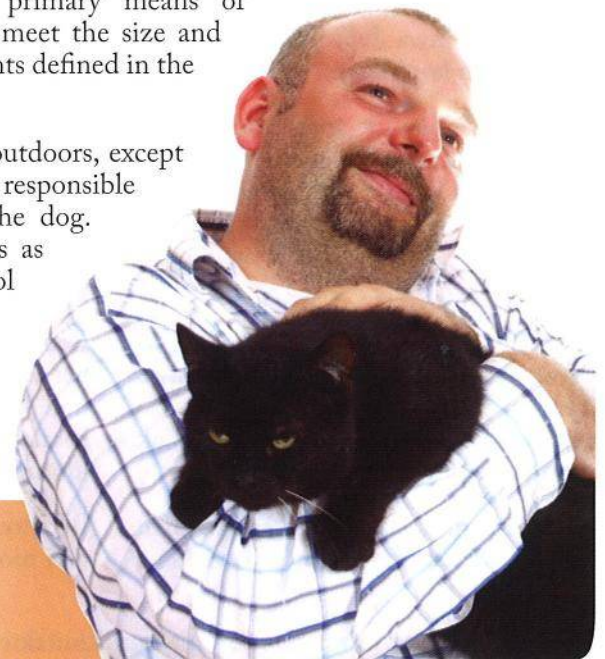
Pets may not make noise that is offensive and of such a continuous duration of time that it creates a nuisance.

For the Dog Owner

Any enclosure used as a primary means of confinement for a dog must meet the size and structural integrity requirements defined in the Animal Control Ordinance.

A dog may not be tethered outdoors, except when in visual range of a responsible party located outside with the dog. Additional specific conditions as defined in the Animal Control Ordinance must also be met.

Owners must confine a female dog in heat so that she cannot be bred, unless the breeding is specific and intentional.



Failure to comply with any of these regulations could result in a fine up to \$500.

Questions? Call DAS at (239) 252-PETS (7387) or visit us online at www.collierpets.com.

Briarwood Property Owners Association, Inc.

Rules and Regulations

Rules and Regulations (Effective November 1, 2016)

The Board of Directors has the power and obligation to create and enforce reasonable rules and regulations consistent with the Articles of Incorporation or Amendment, Bylaws and Declaration of Covenants of the Briarwood Property Owners Association. The following is a partial list of these Rules and Regulations and use restrictions which the Board feels most members would be interested in as they affect our daily activities, lives and investment.

❖ Parking

- No boat, trailer of any kind, semitrailer, house trailer, motorcycle, camper, mobile home, motor home, bus, truck, or covered, disabled, inoperative or unlicensed, unregistered or unsightly vehicle shall be permitted to be parked, kept or stored on any portion of the exterior of the Properties unless kept fully enclosed inside a structure, except same may be temporarily parked on private driveway for short periods, but in no event overnight.
- No motor vehicle shall be used as a domicile or residence, either permanent or temporary while in the neighborhood.
- The prohibition on parking for all vehicles shall not apply to temporary parking of vehicles temporarily present to provide services to the Units, Lots or Common areas, or commercial vehicles used for construction or the temporary parking of other vehicles for the loading or unloading of materials or personnel.
- Overnight parking on the street is not permitted.
- Overnight parking in the Clubhouse parking lot is prohibited, with the exception of law enforcement vehicles upon Board approval.
- No unregistered motorized or electric vehicles may be operated within the Properties, except that golf cart type vehicles. This includes all terrain vehicles, scooters and mini-cycles. It does not include wheelchairs or such other vehicles intended to provide mobility for disabled persons.
- Any vehicle parked in violation of these or other restrictions may be towed by the Association at the sole expense of the owner of such vehicle if violation is not corrected within a period of twenty-four {24} hours from the time of notice of violation.

❖ Golf Carts

- Golf cart use requires a valid driver's license
- Golf carts may only be operated on Briarwood roads between dawn and dusk, except on Halloween.

❖ Access Control and Guard Gate

- All guests or vendors must show proper identification.
- No parking or standing in or around the guard gate is permitted.

- Only authorized personnel are allowed inside the guardhouse.
- Guards are not allowed to take direction from residents.
- The following Access Control protocol will be followed at all times. Briarwood is a limited ACCESS CONTROL COMMUNITY. All Guest/Vendors are required to be pre-called or listed on the Residents permanent list and/or approved short term rental list. Denial of access will be recorded by officer on duty with the date/time, individual's name, and vehicle tag number on the community Incident Report and deliver the report to the Management Company.
- All communication must be directed to the Association's Management.

❖ **Trash**

- Garbage collection is Monday and Thursday. Recycling collection is Monday.
- Trash, garbage and other waste shall be kept in clean receptacles.
- Garbage cans must be stored in a location that is screened from the public view and protected from storms, animals and other disturbances.
- Replacement receptacles may be obtained from Waste Management at (239) 252-2380.

❖ **Nuisance**

- No light, sound or odor shall be emitted from any Lot which is obnoxious or unreasonably offensive to others.
- No obnoxious or offensive activity or nuisance shall be carried on or be permitted to exist within the Property nor shall anything be done or permitted which is or may become offensive or detrimental or cause a disturbance or annoyance to Lot or its occupants.
- Please be considerate after 10:00 PM.
- No fireworks may be set off at or near the clubhouse and the adjacent common areas.

❖ **Fences & Walls**

- No fences may be erected on any Lot. No walls may be erected that are not attached to and approved as a part of the main structure on the Lot.

❖ **Playground Equipment**

- Jungle gyms, wing sets, or other playground equipment including, but not limited to, basketball hoops and backboards are not permitted on any Lot, without the written consent of the Board of Directors.

❖ **Community Amenities**

- The Pools, playground and tennis/basketball/volleyball courts are open dawn to dusk.
- Children under the age of 12 must be accompanied when utilizing the pool.
- The tennis courts are first come, first serve, except for the allotted time given for instructional tennis programs. Preference is given to those who sign up in advance for court time.
- Unleashing dogs in the playground/pool area or in the tennis courts is strictly prohibited.

❖ **Hurricane Shutters**

- Hurricane protection may be utilized on a continual basis on unoccupied units during hurricane season (June 1 through November 30). All other times of the year, the hurricane shutters must be removed or left open unless Properties are subject to a storm warning as determined by the National Oceanic and Atmospheric Administration.

❖ **Signs**

- No signs, advertisements, notices or other lettering, to include, but not limited to, signs of

Realtors, politicians, contractors or subcontractors, shall be exhibited, displayed, inscribed, painted or affixed in, on or upon any part of the Properties, by an Owner or occupant other than the Declarant, its contractors and subcontractors, and builders.

- No "For Sale" signs or "Take One" receptacles are allowed in Briarwood.
- Signs may not be placed in or on windows of the home, on vehicles parked on the unit or its driveway.
- Owners may display a sign provided by a contractor for security services within ten feet (10') of any entrance to the home, which security sign shall not exceed one square foot in size.
- Open house signs may be placed on the lot or unit with a sign at the Livingston Gate and a reasonable number of directional open house signs may be placed in the community while the house is open and attended to by the owner or an agent of the owner. The owner or their agent must notify the guard on duty when the house is opened for inspection and when the house is closed for inspection. When an agent leaves the house or it is otherwise not attended to, all signs shall be removed from the Property.

❖ **Authorized Agent**

- An owner may choose to have an agent to manage his/her unit, including without limitation maintenance and leasing of the unit.
- Any such agent must first be approved by the Master Association and reapproved not less than annually.
- The Master Association may charge the owner a preset fee (currently \$100) for processing the agent's application plus background check.
- Grounds for disapproval of a company/agent may include, but are not limited to the following: screening lessee applicants inadequately; recommending undesirable lessees; entering into leases without prior Master Association approval; failing to keep properties represented adequately maintained; conducting himself in a manner inconsistent with the governing documents applicable to the Properties.

❖ **Owner Agent / Pool and Landscaping Service Providers**

- An owner may choose to have a licensed and insured agent to manage his/her unit, including without limitation maintenance and leasing of the unit.
- An owner may choose to have any licensed and insured landscaping company to maintain the landscaping on their lot.
- An owner may choose to have any licensed and insured pool company to maintain the pool on their lot.
- Any such service provider must first be approved by the Master Association and reapproved not less than annually.
- The Master Association may charge the owner a preset fee (currently \$125) for processing the service provider's application plus background check.
- Grounds for disapproval of a company/agent may include, but are not limited to the following: failure to be licensed and insured; failing to keep properties serviced adequately maintained; conducting services in a manner inconsistent with the governing documents applicable to the Properties.
- Approved providers will be authorized to use the Radio Road gate for entry to the

community.

❖ **Leasing**

- All leases must be in writing, for a term no less than seven (7) days, with the exception of Bella Lago with leases no less than thirty (30) days.
- The maximum occupancy of a leased unit is two (2) persons per bedroom.
- Leases and fees must be submitted to the Briarwood POA at least 20 days before the tenants(s) commence occupancy.
- Tenants shall comply with the HOA documents. Failure of tenant to comply shall be a default under the lease.
- Owner shall be liable for any violation of the HOA documents committed by such Owner's tenant.
- No Lot shall be leased, used or sold on a "timeshare basis".
- No Lot shall be leased without the prior written approval of the BPOA.
- The Association may charge a fee for the review and approval or disapproval of each proposed lease at the discretion of the Board of Directors. The amount of the fee shall be up to the maximum amount by law, currently \$100.
- Subleasing is not permitted.

❖ **Hazardous Materials**

- No Owner or his tenants, guest, or invitees, shall knowingly use, generate, manufacture, store, release, dispose of or knowingly permit to exist in, on, under or about his or her Lot any hazardous material except in compliance with the Environmental Laws.

❖ **Flags & Flagpoles**

- Flagpoles are not permitted without the prior consent of the BPOA.
- No more than two flags shall be flown at any one home.
- Flags flown must contain no offensive material.

❖ **Firearms**

- The discharge of firearms is strictly prohibited.

❖ **Antennas & Electronic Devices**

- No outside antennas, antenna mats, electronic devices or antenna towers shall be permitted excepted as may be specifically permitted by federal law.
- If such device is permitted by such law(s), adequate screening of same from offsite view shall be required, and the plans, location, and method of screening shall be submitted for approval by the Board of Directors, prior to installation.
- The Board of Directors currently allows satellite TV dishes (less than 24" in diameter as long as the dish is mounted to the Owner's house and has the appropriate screening.

❖ **Pets**

- Household pets such as dogs, cats, tropical fish and caged birds may be kept on any Parcel.
- The following breeds are not permitted: Akita, Doberman, German Sheppard, Pit Bull, Rottweiler, Pit Bull Mix or Rottweiler mix breed of dog.
- All animals shall be leashed while outdoors, and contained within the Owner's residence and shall not be permitted to roam freely.
- Pets may not be left unattended on porches, lanais, patios, on common Areas, outside or in garages.

- Owners are responsible for the conduct of and the clean-up after their pet(s).
- No reptiles, amphibians, poultry or livestock may be kept on the Residence.

❖ **Landscaping & Tree Trimming**

- All landscape changes must be approved by the Briarwood POA. No Owner shall make changes to the landscaping on his unit prior to approval.
- Trees on each property are not to be removed without prior approval of the Association. All lots shall have at least 2 hardwood trees thereon. Maintenance of the trees includes trimming of branches, canopy maintenance, root pruning, fertilization, and pest control in a fashion to promote a healthy tree and minimize any damage to structures, and surrounding landscaping.
- Irrigation systems shall be maintained in such a manner so as to cause no stains on homes, structures, or paved areas. BPOA may require owners to adopt systems to prevent staining.
- No weeds, underbrush, or other unsightly growth shall be permitted to grow or remain on any home. Weeds growing in curbs, driveway or expansion joints shall be removed as needed.
- Owners may not irrigate any portion of their property using water from the common area lakes.

❖ **Hedges**

- Hedges may not be used as an alternative to a fence or wall.
- No hedges may exceed eighteen (18) feet in height in a rear yard that abuts another home.
- No hedge may exceed ten (10) feet in height in side yard and must be maintained or trimmed to no more than three (3) feet from the primary or accessory structure.
- No hedge shall exceed six (6) feet in height in the front yard.
- Any hedge that abuts a roadway or other residence in the Property which exceeds four (4) feet in height shall be required to have a second row of plantings facing the roadway or other residence with a height that shall not exceed 50% or be less than 20% of the taller planting.
- No hedge may encroach upon the Common Areas or another unit in the property.

❖ **Outdoor Equipment**

- All air conditioning and heating units, garbage and trash containers, oil tanks, bottle gas tanks swimming pool equipment, housing and sprinkler pumps and other such outdoor equipment must be placed underground or shielded and hidden from view by adequate landscaping as not to be readily visible from any adjacent streets or properties.

❖ **Air Conditioners**

- Wall air conditioning unit may be permitted only if not visible from the street or other residences.
- Window air conditioning units are not permitted.

❖ **Mailboxes & Address Markers**

- Maintenance, repair and/or replacement of mailboxes are the responsibility of the homeowner.
- All mailboxes are to remain consistent throughout Briarwood. No one homeowner may

alter the appearance of switch to another mailbox style. For repair and/or replacement of mailboxes, please contact Management at (239) 649-6347.

❖ **Maintenance & Alterations**

- The individual Lot owners shall have the maintenance, repair and replacement responsibility for the following: The home, structure and all structural components, including courtyard walks, entry doors, garage doors, roof components, windows, sliding glass doors, screens, screen doors, driveways and frameworks serving their home.
- Homeowners are required to have their roof, home, mailbox, driveway, eaves, sidewalks, curbs and street gutters cleaned on a regular basis as not to accumulate mold, dirt, mildew and staining. Homeowners are required to have their roof pressure washed as needed as determined by the Association.
- All driveways must be kept in a clean, well kept condition at all times. No weeds or growth are permitted inside of driveway pavers or cracks. Any replacements must be approved by the association.
- Irrigation systems shall be maintained in such a manner so as to cause no stains on homes, structures or paved areas. BPOA may require owners to adopt systems to prevent staining.
- Any change to the exterior color of a home must be selected from the Association's list of approved paint colors and be approved by the Association.
- No building structure, enclosure or other improvement shall be erected or existing exteriors of buildings, structures or enclosures be altered, nor shall any grading, excavation, or other site work, or major landscaping, exterior painting of homes or other structures, or any other exterior work on any structure or lot shall occur unless and until the plans, specifications and location of same have been submitted to and approved by the Board of Directors.
- The Board of Directors shall have thirty (30) days after delivery of all required information, plans and materials to approve or deny any such plan.

❖ **Factory-Built Structures**

- No structure of any kind that is commonly known as "factory-built", "modular", or "mobile home" type of construction shall be erected without the prior written permission of the Master Association.
- This includes sheds or other storage cabinets that exist outside the interior walls of the home.

❖ **Service Vehicles and Deliveries**

- Construction contractors, grounds maintenance personnel or other hired workers or construction material deliveries shall be allowed entry/exit only between the hours of 7 AM to 7:30 PM Monday through Saturday; except for emergencies.
- All contractors, grounds maintenance personnel or other hired workers must exit Briarwood by 8 PM.
- Deliveries from food establishments, UPS and FedEx to residential units are permitted any day of the week and at any time.

❖ **Garage Sales**

- No garage or yard sales shall be allowed in Briarwood, except for an annual community wide garage sale organized and permitted by the Association.

- Any resident choosing to participate as a seller in the community garage sale shall notify the Association of their intent to do so prior to the day of the event.

❖ **Community Pool Rules**

- No glass or animals in the fences pool area.
- No food or beverages in pool or on wet deck.
- Shower before entering pool.
- Bathing load is 30 persons.
- Do not swallow the pool water.
- For emergency call 911.
- Warning. No lifeguard on duty.
- Children under 12 must be accompanied by an adult.
- Pool depths measured in feet.
- Pool Hours: Dawn to Dusk.
- No night swimming.
- No smoking.
- Do not touch the pool heater.

These Rules & Regulations are for the benefit of all owners.

The Board of Directors would like to thank all residents for their cooperation.

Briarwood POA, Inc.
APPROVED Budget
January 1, 2023 - December 31, 2023

Acct Code	Description	2022 Budget	2022 Projected	2023 Budget	2023 Quarterly
REVENUE					
6001	Maintenance Assessments	\$ 725,400	\$ 725,400	\$ 760,506	\$ 190,127
6501	Expedited Application Fees	\$ -	\$ 40,000	\$ -	\$ -
6502	Short Term (less than 30 days)	\$ 75,000	\$ 135,000	\$ 80,000	\$ 20,000
6503	Long Term (over 30 days)	\$ 10,000	\$ 17,000	\$ 12,000	\$ 3,000
6504	Transfer Fee-New Owners	\$ 10,000	\$ 17,500	\$ 10,000	\$ 2,500
6508	Misc Owner Income	\$ -	\$ 3,280	\$ -	\$ -
6509	ARC Application Fees	\$ -	\$ 2,000	\$ -	\$ -
6525	Agent Application Fees	\$ -	\$ 300	\$ -	\$ -
6526	Vendor Application Fees	\$ -	\$ 4,600	\$ -	\$ -
6530	Capital Contributions	\$ 20,000	\$ 35,000	\$ 20,000	\$ 5,000
6531	Bar Code Sales	\$ 1,000	\$ 1,830	\$ 1,000	\$ 250
6532	Interest Earned/Collected	\$ -		\$ -	\$ -
6533	Bank Interest	\$ -	\$ 60	\$ -	\$ -
6535	Late Fees Collected	\$ -	\$ 3,200	\$ -	\$ -
6536	Recovered Attorney Fees	\$ -	\$ -	\$ -	\$ -
6538	Clubhouse, Tennis Courts, Etc	\$ -	\$ 500	\$ -	\$ -
6543	Violations and Fines	\$ -	\$ 2,972	\$ -	\$ -
6545	PUD Settlement	\$ 9,180	\$ 10,350	\$ 11,900	\$ 2,975
TOTAL REVENUE		\$ 850,580	\$ 998,992	\$ 895,406	\$ 223,852
EXPENSES					
7102	Tax Preparation	\$ 280	\$ 280	\$ 280	\$ 70
7200	Bank Fees	\$ 100	\$ -	\$ -	\$ -
7201	Coupon Expense	\$ 2,000	\$ 3,378	\$ 2,000	\$ 500
7302	Corporate Registration	\$ 62	\$ 62	\$ 62	\$ 16
7304	Permits/Licenses	\$ 1,000	\$ 1,000	\$ 1,000	\$ 250
7305	Bar Code Expenses	\$ 4,000	\$ 4,000	\$ 4,000	\$ 1,000
7308	Electric -SL & Grounds	\$ 22,000	\$ 20,000	\$ 22,000	\$ 5,500
7309	Electric - Bldg & Amenities	\$ 17,000	\$ 18,000	\$ 18,000	\$ 4,500
7311	Water/Sewer	\$ 5,000	\$ 4,500	\$ 5,000	\$ 1,250
7312	Membership Events	\$ 2,000	\$ 95	\$ 2,000	\$ 500
7313	Zoning & Regulatory Compliance	\$ 500	\$ 200	\$ 500	\$ 125
7401	Insurance - Property	\$ 18,600	\$ 19,505	\$ 19,200	\$ 4,800
7402	Insurance - D&O & Crime	\$ 1,675	\$ 1,707	\$ 2,077	\$ 519
7403	Insurance - Gen Liability	\$ 7,350	\$ 7,034	\$ 7,337	\$ 1,834
7404	Insurance - Work Comp	\$ 616	\$ 611	\$ 611	\$ 153
7405	Insurance - Crime	\$ 365	\$ 273	\$ -	\$ -
7501	Legal Fees	\$ 12,000	\$ 13,000	\$ 15,000	\$ 3,750
7600	Management Contract	\$ 100,820	\$ 100,820	\$ 100,820	\$ 25,205
7601	Monthly Administrative Fee	\$ 6,000	\$ 6,000	\$ 6,000	\$ 1,500
7602	Office Expense Fee	\$ 5,000	\$ 4,000	\$ 5,000	\$ 1,250
7603	Copying Charges	\$ 2,500	\$ 6,000	\$ 5,000	\$ 1,250
7604	Postage	\$ 3,000	\$ 3,500	\$ 3,000	\$ 750
7801	Computers & Printers	\$ 1,000	\$ 50	\$ 1,000	\$ 250
7804	Web Site Contract	\$ 275	\$ 275	\$ 7,100	\$ 1,775
8001	Janitorial	\$ 2,963	\$ 5,100	\$ 7,000	\$ 1,750
8002	Interior Cleaning/Supplies	\$ 1,000	\$ 500	\$ 1,000	\$ 250
8003	Pest Control-Interior	\$ 2,040	\$ 2,040	\$ 2,250	\$ 563

APPROVED
11/16/2022

Briarwood POA, Inc.
APPROVED Budget
January 1, 2023 - December 31, 2023

Acct Code	Description	2022 Budget	2022 Projected	2023 Budget	2023 Quarterly
8005	Building Repairs & Maint.	\$ 20,000	\$ 15,000	\$ 19,721	\$ 4,930
8010	Data Line Charges	\$ 9,500	\$ 6,000	\$ 9,500	\$ 2,375
8011	Holiday Decorations	\$ 5,250	\$ 5,250	\$ 6,000	\$ 1,500
8102	Fountains Repair & Maintenance	\$ 2,000	\$ 7,450	\$ 5,000	\$ 1,250
8103	Pool Cleaning & Monitoring	\$ 13,000	\$ 13,000	\$ 21,877	\$ 5,469
8105	Pool Repairs/Resurfacing	\$ 3,000	\$ 5,000	\$ 5,000	\$ 1,250
8108	Geo Thermal & Maintenance	\$ 7,200	\$ 7,300	\$ 7,200	\$ 1,800
8109	Pool Furniture	\$ 2,500	\$ 25	\$ 2,500	\$ 625
8116	Recreation Area	\$ 6,000	\$ 2,600	\$ 6,000	\$ 1,500
8201	Maintenance Contract (Lake/Water)	\$ 23,000	\$ 22,800	\$ 23,000	\$ 5,750
9001	Lawn Maintenance	\$ 66,000	\$ 69,000	\$ 69,000	\$ 17,250
9002	Storm Clean Up	\$ 5,000	\$ 14,000	\$ 5,000	\$ 1,250
9003	Fertilization	\$ 10,000	\$ 11,480	\$ 12,000	\$ 3,000
9004	Pest Control-Exterior	\$ 7,800	\$ 7,800	\$ 7,800	\$ 1,950
9005	Irrigation System	\$ 20,000	\$ 15,000	\$ 20,000	\$ 5,000
9009	Palm Tree Pruning	\$ 10,000	\$ 12,535	\$ 14,000	\$ 3,500
9010	Hard Wood Pruning	\$ 10,000	\$ 11,985	\$ 12,000	\$ 3,000
9012	Preserve Maintenance	\$ 10,000	\$ 6,000	\$ 10,000	\$ 2,500
9013	Plantings & Ground Cover	\$ 60,000	\$ 5,362	\$ 60,000	\$ 15,000
9015	Replacement Trees	\$ 5,000	\$ 1,000	\$ 5,000	\$ 1,250
9017	FPL Easement Maintenance	\$ 3,000	\$ 1,500	\$ 3,000	\$ 750
9018	Livingston Landscape Entry	\$ 8,250	\$ 8,250	\$ 8,250	\$ 2,063
9025	Owner's Expense Reimbursable	\$ 4,000	\$ 700	\$ 4,000	\$ 1,000
10001	Power Wash - Sidewalks/Gutters	\$ 3,500	\$ 2,025	\$ 3,500	\$ 875
10002	Repair, Grinding & Replacements	\$ 5,000	\$ 200	\$ 5,000	\$ 1,250
10008	Signs - Repair & Maintenance	\$ 1,000	\$ 50	\$ 1,000	\$ 250
11001	Access Control System/Safe House	\$ 12,800	\$ 15,000	\$ 14,000	\$ 3,500
11002	Monthly Service Contract (Security)	\$ 230,000	\$ 215,000	\$ 230,000	\$ 57,500
11003	Equipment Purchase	\$ 10,000	\$ 780	\$ 10,000	\$ 2,500
11013	Gates - Repair/Damage	\$ 7,000	\$ 300	\$ 7,000	\$ 1,750
11024	Other Charges	\$ 1,634	\$ 500	\$ 1,821	\$ 455
12000	Capital Contributions-Resales	\$ 20,000	\$ 35,000	\$ 20,000	\$ 5,000
12001	Capital Funding	\$ 30,000	\$ 30,000	\$ 30,000	\$ 7,500
TOTAL EXPENSES:		\$ 850,580	\$ 769,822	\$ 895,406	\$ 223,852
Current Year Net Income/(loss)					
Minus Other Income		\$ 125,180		\$ 134,900	
Adjusted Budget		\$ 725,400		\$ 760,506	
Annual Maintenance Per Unit		\$ 1,240		\$ 1,300	
Quarterly Maintenance Per Unit		\$ 310		\$ 325.00	

APPROVED
11/16/2022

Briarwood Property Owners Association, Inc.

Run Date: 01/16/2023
Run Time: 03:53 PM

FUND BALANCE SHEET

As of: 12/31/2022

Assets

Account	Operating	Other	Total
Assets			
01020 First Horizon - Operating Acct	\$362,549.73	\$0.00	\$362,549.73
01025 First Horizon - Money Mkt Acct	\$167,007.96	\$0.00	\$167,007.96
01026 NYCB-CD #8117 08/20/23 1.55%	\$250,166.35	\$0.00	\$250,166.35
01030 First Horizon - Debit Account	\$936.79	\$0.00	\$936.79
01035 First Horizon - Capital Account	\$0.00	\$388,155.72	\$388,155.72
01310 Assessments Receivable	\$7,381.00	\$0.00	\$7,381.00
01311 Late Fees Receivable	\$780.00	\$0.00	\$780.00
01317 Misc Owner Receivable	\$1,743.00	\$0.00	\$1,743.00
01610 Prepaid Insurance	\$17,366.13	\$0.00	\$17,366.13
Assets Total	\$807,930.96	\$388,155.72	\$1,196,086.68
Total Assets:	\$807,930.96	\$388,155.72	\$1,196,086.68

Liabilities

Account	Operating	Other	Total
Liabilities			
03013 Accrued Expenses	\$5,525.00	\$0.00	\$5,525.00
03310 Prepaid Assessments	\$50,011.76	\$0.00	\$50,011.76
03340 ARC Deposits - Refundable	\$3,000.00	\$0.00	\$3,000.00
03345 Clubhouse Deposits-Refundable	\$200.00	\$0.00	\$200.00
Liabilities Total	\$58,736.76	\$0.00	\$58,736.76
Total Liabilities:	\$58,736.76	\$0.00	\$58,736.76

Equity

Account	Operating	Other	Total
Capitol			
05010 Capital Fund	\$0.00	\$388,155.72	\$388,155.72
05250 Reserve - Interest	\$1,164.57	\$0.00	\$1,164.57
Capitol Total	\$1,164.57	\$388,155.72	\$389,320.29
Equity			
05510 Retained Earnings	\$500,440.81	\$0.00	\$500,440.81
Equity Total	\$500,440.81	\$0.00	\$500,440.81
Current Year Net Income/(Loss)	\$247,588.82	\$0.00	\$247,588.82
Total Equity:	\$749,194.20	\$388,155.72	\$1,137,349.92
Total Liabilities & Equity	\$807,930.96	\$388,155.72	\$1,196,086.68

Briarwood Property Owners Association, Inc.

Run Date: 01/16/2023
Run Time: 03:53 PM

INCOME STATEMENT

Start: 12/01/2022 | End: 12/31/2022

Income

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Income							
06001 Maintenance Assessments	60,450.00	60,450.00	0.00	725,400.00	725,400.00	0.00	725,400.00
06501 Expedited Application Fee	3,725.00	0.00	3,725.00	41,925.00	0.00	41,925.00	0.00
06502 Short Term (less than 30 days)	12,600.00	6,250.00	6,350.00	165,900.01	75,000.00	90,900.01	75,000.00
06503 Long Term (over 30 days)	4,400.00	833.37	3,566.63	23,800.00	10,000.00	13,800.00	10,000.00
06504 Transfer Fee	1,000.00	833.37	166.63	20,050.00	10,000.00	10,050.00	10,000.00
06508 Misc Owner Income	0.00	0.00	0.00	3,994.59	0.00	3,994.59	0.00
06509 ARC Application Fees	225.00	0.00	225.00	2,375.00	0.00	2,375.00	0.00
06525 Agent Application Fees	0.00	0.00	0.00	300.00	0.00	300.00	0.00
06526 Vendor Application Fees	0.00	0.00	0.00	4,600.00	0.00	4,600.00	0.00
06530 Capital Contributions	2,000.00	1,666.63	333.37	40,000.00	20,000.00	20,000.00	20,000.00
06531 Bar Code Sales	230.00	83.37	146.63	2,416.00	1,000.00	1,416.00	1,000.00
06532 Owner Interest	0.00	0.00	0.00	6,233.21	0.00	6,233.21	0.00
06533 Bank Interest	42.54	0.00	42.54	182.98	0.00	182.98	0.00
06535 Late Fees Collected	194.53	0.00	194.53	4,297.53	0.00	4,297.53	0.00
06536 Recovered Attorney Fees	0.00	0.00	0.00	3,854.79	0.00	3,854.79	0.00
06538 Clubhouse, Tennis Courts, Etc	0.00	0.00	0.00	600.00	0.00	600.00	0.00
06543 Violations and Fines	0.00	0.00	0.00	3,772.50	0.00	3,772.50	0.00
06545 PUD Settlement	0.00	0.00	0.00	9,135.00	9,180.00	(45.00)	9,180.00
Income Total	84,867.07	70,116.74	14,750.33	1,058,836.61	850,580.00	208,256.61	850,580.00
Total Income	84,867.07	70,116.74	14,750.33	1,058,836.61	850,580.00	208,256.61	850,580.00

Expense

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Expenses							
07102 Tax Preparation	0.00	0.00	0.00	280.00	280.00	0.00	280.00
07200 Bank Charges	0.00	8.37	8.37	0.00	100.00	100.00	100.00
07201 Coupon Expense	0.00	0.00	0.00	3,378.99	2,000.00	(1,378.99)	2,000.00
Operating Expenses Total	0.00	8.37	8.37	3,658.99	2,380.00	(1,278.99)	2,380.00
Corporate Expenses							
07302 Corporate Registration	0.00	0.00	0.00	61.25	62.00	0.75	62.00
07304 Permits	0.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
07305 Bar Code Expenses	0.00	333.37	333.37	3,213.81	4,000.00	786.19	4,000.00
07308 Electric - SL & Grounds	1,734.60	1,833.37	98.77	19,646.11	22,000.00	2,353.89	22,000.00
07309 Electric - Bldg & Amenities	1,669.22	1,416.63	(252.59)	18,845.90	17,000.00	(1,845.90)	17,000.00
07311 Water/Sewer	1,744.16	416.63	(1,327.53)	5,637.19	5,000.00	(637.19)	5,000.00
07312 Membership Events	0.00	166.63	166.63	95.00	2,000.00	1,905.00	2,000.00
07313 Zoning & Regulatory Compliance	0.00	41.63	41.63	0.00	500.00	500.00	500.00
Corporate Expenses Total	5,147.98	4,208.26	(939.72)	48,499.26	51,562.00	3,062.74	51,562.00
Insurance							
07401 Insurance - Property/Umbrella	1,687.49	1,550.00	(137.49)	19,533.75	18,600.00	(933.75)	18,600.00
07402 Insurance - D/O	136.60	139.62	3.02	1,606.89	1,675.00	68.11	1,675.00
07403 Insurance - Liability	596.53	612.50	15.97	7,034.34	7,350.00	315.66	7,350.00
07404 Insurance - WC	49.92	51.37	1.45	611.73	616.00	4.27	616.00
07405 Insurance - Crime	34.16	30.38	(3.78)	376.17	365.00	(11.17)	365.00
Insurance Total	2,504.70	2,383.87	(120.83)	29,162.88	28,606.00	(556.88)	28,606.00
Legal & Collection							
07501 Legal fees	0.00	1,000.00	1,000.00	12,035.60	12,000.00	(35.60)	12,000.00
Legal & Collection Total	0.00	1,000.00	1,000.00	12,035.60	12,000.00	(35.60)	12,000.00

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Management							
07600 Management Contract	8,401.66	8,401.63	(0.03)	100,819.92	100,820.00	0.08	100,820.00
07601 Monthly Administrative Fee	500.00	500.00	0.00	6,000.00	6,000.00	0.00	6,000.00
07602 Office Expense Fee	0.00	416.63	416.63	3,046.45	5,000.00	1,953.55	5,000.00
07603 Copying Charges	309.48	208.37	(101.11)	6,425.11	2,500.00	(3,925.11)	2,500.00
07604 Postage	378.94	250.00	(128.94)	3,515.55	3,000.00	(515.55)	3,000.00
Management Total	9,590.08	9,776.63	186.55	119,807.03	117,320.00	(2,487.03)	117,320.00
Technology Expenses							
07801 Computers & Printers	0.00	83.37	83.37	35.30	1,000.00	964.70	1,000.00
07804 Web Site Contract	0.00	22.88	22.88	1,975.00	275.00	(1,700.00)	275.00
Technology Expenses Total	0.00	106.25	106.25	2,010.30	1,275.00	(735.30)	1,275.00
Building - Club/Guardhouse							
08001 Janitorial	1,080.00	246.88	(833.12)	5,120.00	2,963.00	(2,157.00)	2,963.00
08002 Interior Cleaning/Supplies	0.00	83.37	83.37	185.00	1,000.00	815.00	1,000.00
08003 Pest Control	167.00	170.00	3.00	1,109.00	2,040.00	931.00	2,040.00
08005 Building Repairs & Maint.	816.84	1,666.63	849.79	16,387.67	20,000.00	3,612.33	20,000.00
08010 Data Line Charges	771.91	791.63	19.72	9,093.92	9,500.00	406.08	9,500.00
08011 Holiday Decorations	0.00	437.50	437.50	5,250.00	5,250.00	0.00	5,250.00
Building - Club/Guardhouse Total	2,835.75	3,396.01	560.26	37,145.59	40,753.00	3,607.41	40,753.00
Recreation Facilities							
08102 Fountains Repair & Maintenance	0.00	166.63	166.63	7,450.00	2,000.00	(5,450.00)	2,000.00
08103 Pool Cleaning & Monitoring	3,338.13	1,083.37	(2,254.76)	14,847.52	13,000.00	(1,847.52)	13,000.00
08105 Pool Repairs/Resurfacing	3,572.75	250.00	(3,322.75)	8,182.10	3,000.00	(5,182.10)	3,000.00
08108 Geo Therman & Maintenance	1,250.00	600.00	(650.00)	6,747.87	7,200.00	452.13	7,200.00
08109 Pool Furniture	0.00	208.37	208.37	25.00	2,500.00	2,475.00	2,500.00
08116 Recreation Area	100.00	500.00	400.00	3,167.38	6,000.00	2,832.62	6,000.00
Recreation Facilities Total	8,260.88	2,808.37	(5,452.51)	40,419.87	33,700.00	(6,719.87)	33,700.00
Lakes/Water Management							
08201 Lake/Water Maint Contract	1,900.00	1,916.63	16.63	22,800.00	23,000.00	200.00	23,000.00
Lakes/Water Management Total	1,900.00	1,916.63	16.63	22,800.00	23,000.00	200.00	23,000.00
Landscaping							
09001 Regular Maintenance	11,500.00	5,500.00	(6,000.00)	69,680.00	66,000.00	(3,680.00)	66,000.00
09002 Storm Clean Up	13,380.00	416.63	(12,963.37)	13,780.00	5,000.00	(8,780.00)	5,000.00
09003 Fertilization	0.00	833.37	833.37	11,440.00	10,000.00	(1,440.00)	10,000.00
09004 Pest Control	0.00	650.00	650.00	4,614.00	7,800.00	3,186.00	7,800.00
09005 Irrigation System	7,000.00	1,666.63	(5,333.37)	19,530.99	20,000.00	469.01	20,000.00
09009 Palm Tree Pruning	9,150.00	833.37	(8,316.63)	21,685.00	10,000.00	(11,685.00)	10,000.00
09010 Hard Wood Pruning	0.00	833.37	833.37	11,985.00	10,000.00	(1,985.00)	10,000.00
09012 Preserve Maintenance	0.00	833.37	833.37	0.00	10,000.00	10,000.00	10,000.00
09013 Plants/Ground Cover	840.00	5,000.00	4,160.00	29,317.53	60,000.00	30,682.47	60,000.00
09015 Replacement Trees	0.00	416.63	416.63	1,000.00	5,000.00	4,000.00	5,000.00
09017 FPL Easement Maintenance	1,550.00	250.00	(1,300.00)	1,550.00	3,000.00	1,450.00	3,000.00
09018 Livingston Landscape Entry	8,250.00	687.50	(7,562.50)	8,250.00	8,250.00	0.00	8,250.00
09020 2022 Hurricane Ian	(12,600.00)	0.00	12,600.00	0.00	0.00	0.00	0.00
09025 Owner Exp. - Reimbursable	0.00	333.37	333.37	700.00	4,000.00	3,300.00	4,000.00
Landscaping Total	39,070.00	18,254.24	(20,815.76)	193,532.52	219,050.00	25,517.48	219,050.00
Road & Sidewalks							
10001 Power Wash - Sidewalks/Gutters	0.00	291.63	291.63	2,025.00	3,500.00	1,475.00	3,500.00
10002 Repair, Grinding & Replacement	0.00	416.63	416.63	200.00	5,000.00	4,800.00	5,000.00
10008 Signs - Repair & Maintenance	0.00	83.37	83.37	50.00	1,000.00	950.00	1,000.00
Road & Sidewalks Total	0.00	791.63	791.63	2,275.00	9,500.00	7,225.00	9,500.00
Security/Privacy							

Account	Current			Year to Date			Yearly
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
11001 Access Control / Safe House	1,095.38	1,066.63	(28.75)	15,793.12	12,800.00	(2,993.12)	12,800.00
11002 Monthly Service Contract	18,313.05	19,166.63	853.58	212,743.02	230,000.00	17,256.98	230,000.00
11003 Equipment Purchase	0.00	833.37	833.37	0.00	10,000.00	10,000.00	10,000.00
11013 Gates - Repair/Damage	0.00	583.37	583.37	1,050.03	7,000.00	5,949.97	7,000.00
11024 Other Charges	51.36	136.13	84.77	314.58	1,634.00	1,319.42	1,634.00
Security/Privacy Total	19,459.79	21,786.13	2,326.34	229,900.75	261,434.00	31,533.25	261,434.00
Capital							
12000 Capital Contribution-Resales	2,000.00	1,666.63	(333.37)	40,000.00	20,000.00	(20,000.00)	20,000.00
12001 Capital Funding	2,500.00	2,500.00	0.00	30,000.00	30,000.00	0.00	30,000.00
Capital Total	4,500.00	4,166.63	(333.37)	70,000.00	50,000.00	(20,000.00)	50,000.00
Total Expense	93,269.18	70,603.02	(22,666.16)	811,247.79	850,580.00	39,332.21	850,580.00
Net Income	(8,402.11)	(486.28)	(7,915.83)	247,588.82	0.00	247,588.82	0.00

Briarwood Property Owners Association, Inc.

2022 Frequently Asked Questions

Q: What are my voting rights in the property owners association?

A: Each home is entitled to one vote.

Q: What restrictions exist on my right to use my home?

A: All homes are restricted to the use of a single family. Except for Lots submitted to the condominium form of ownership, no Lot shall have no more than one (1) Dwelling Unit thereon. Improvements accessory to the use of one (1) family may be erected on a Lot, such as an attached guest suite, provided they do not furnish accommodations for an additional family. You may read more of these rights in the Declaration on section 11 General Covenants and Use Restrictions.

Q: What restrictions exist on the leasing of my Unit?

A: Leasing is covered in section 13 of the Declaration. In order to foster a stable residential community, the leasing of units by their owners shall be governed by this section. A unit owner may lease only his entire unit, and then only in accordance with this Section, after receiving the approval of the Master Association. All leases of units must be in writing. The lessee must be natural person.

All leases are subject to the following restrictions and conditions.

- The lease must be in writing, and a fully executed copy must be provided to the Association not less than twenty (20) days before the beginning of occupancy under the lease, together with such other information about the tenants as the Board may reasonably require.
- No lease may be for a period of less than seven consecutive days.
- No subleasing or assignment of lease rights is allowed.
- No one but the lessee and the lessee's spouse if any, and their unmarried children, who live with their parents, may occupy the unit during a lease.
- Completed application and a \$100.00 fee must be submitted prior to lease for approval of the Association. Application fee for a sale is \$150.00. Failure to acquire approval of the lease may result in a fine or eviction by the Board of Directors.

Q: How much are my assessments and when are they due for the association?

A: The assessments are \$325.00 including reserves and are due the first day of each quarter (January, April, July, and October) regardless if notice is received or not. Assessments not received by the 10th of the month due are subject to a \$25.00 late fee and interest at the highest interest rate allowed (presently 18%) after 30 days.

Q: Do I have to be a member in any other association? If so what is the name of the association and what are my voting rights in that association? Also, how much are my assessments.

A: No.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Are there any transfer fees due? If so, how much are they?

A: The purchase transfer fee of \$500.00 payable to BPOA is due at the time of application and \$1000 capital contribution payable to BPOA is due at closing.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the Association Documents.