

**Pheasant Hollow Condominium Association**  
**Information for Homeowners**  
**May 2023**

**Welcome to Pheasant Hollow Condominium Association**

Welcome to Hunters Ridge (HR) and the Pheasant Hollow Condominium Association (PHCA). There are 10 buildings and 40 units on Hiram Street that comprise the PHCA. Our neighborhood has approximately 25% full-time residents and the rest are seasonal. A few units are annual rentals. We are delighted that you have purchased a home on Hiram Street, and we look forward to meeting you. Our community is one of three self-managed condominium associations within Hunters Ridge. We take pride in keeping our small community well-maintained and safe. Watch for news of our happy hour gatherings at the pool (every 4-6 weeks during season). The get-togethers help create community and are a wonderful way for people to meet each other and socialize. Please don't hesitate to ask questions and seek advice. Neighbors are more than happy to help.

**Pheasant Hollow Email**

The association's email address is pheasanthollowcondoassociation@gmail.com. You are responsible for reviewing the emails as they contain important information. We maintain a primary list of owners who are designated as the recipients of quarterly statements and other communications. A secondary list (identified as ccs) includes a second person in the household who would like to receive communications. Sometimes the emails might indicate they are from Arnold Jansen who is our CPA. If you have any questions or concerns, you can email them to this address.

**Pheasant Hollow Board**

The Pheasant Hollow Condominium Association Board represents and is responsible for only Hiram Street. The board consists of: President Raleigh Kaminsky, Vice President Dave Mitcham, Treasurer Dennis Barbato, and Secretary Phyllis Kludac. The Board may take any actions necessary for the association without a vote of the Owners. They have fiduciary responsibility for the Association. The Owner does not have the authority to act for the Association by reason of being an owner. You can contact the Board through the Pheasant Hollow email address. Board Meetings will be announced through email and posted on the bulletin board by the mailboxes. Owners are encouraged to attend

meetings and to stay informed and give their input on issues. The annual meeting is held in early March.

### **Self Management**

As of January 1, 2022, PHCA (and Lynx Pass and Grand Pines) are self-managed. This means the association is responsible for managing its finances and maintenance of the properties. This includes negotiating contracts for landscaping, pool service, insurance, etc. The association has a CPA (Arnie Jansen) who provides accounting services, prepares and sends out quarterly statements, and provides financial advice. The HR general manager also provides guidance and assistance as needed.

### **Directory of Hunters Ridge Members**

The main HR office can supply you with a printed directory of all Hunters Ridge Members.

### **Directories of Hiram Street Members**

A separate directory of Hiram Street residents is being created and will be posted on the PHCA website in the future.

### **Quarterly Statements**

You will receive Pheasant Hollow quarterly statements via email for your homeowner's association fees (HOA) four times a year: January 1, April 1, July 1, and October 1. The 2023 quarterly dues are \$2214 for a yearly total of \$8856. You have 30 days to pay your quarterly dues. You can pay them by personal or bank check mailed to 12500 Hunters Ridge Drive, dropped off at the HR administration building, or by electronic bank transfer via Zelle. The Zelle transfer name is pheasanthollowcondoassociation@gmail.com. Third quarter payments are mailed to Treasurer Dennis Barbato's Massachusetts address as listed on the statement. No printed statements are mailed.

Please make sure your name and member number are on the check or Zelle transfer. There is a \$25 late payment fee for payments not received or postmarked by the due date. All checks should be made payable to Pheasant Hollow Condo Association.

These HOA fees are not to be confused with the Hunters Ridge Golf and Country Club Dues which are for Social and or Golf Memberships. Those are billed in three increments: December 31, January 31, and the end of February. Xfinity cable TV, internet, and water are paid through these dues. You will receive a monthly bill

from Hunters Ridge which will also include golf charges, club dining charges, and special assessments.

### **Pheasant Hollow Association Responsibilities**

- Grounds and landscaping including spraying for bugs
- General outside maintenance
- Pool cleaning and maintenance (3 times a week)
- Painting of buildings every 7-8years
- Roof repairs and replacement
- Repairs to exteriors and common areas
- Fire extinguisher annual maintenance
- Collecting funds for insurance, roof, paint, repair reserves, landscaping,
- Pool maintenance including expense of gas to heat the pool and pool furniture
- Insurance on the exterior and common areas as well as other mandated by law insurance policies
- Power washing of driveways and walks (late fall or early January)
- Utilities expenses: electric, sewer, water
- Reserve funds for exteriors and roofs

### **Maintenance Requests**

If you have a maintenance request, send an email to the PHCA email and a member of the board will respond. If it is an emergency contact the board president at 612-210-5557 either by phone or text. Send to: pheasanthollowcondoassociation@gmail.com

### **Individual Owners' Responsibilities**

- Insurance on your condo.
- Following the rules of Hunters Ridge Golf & Country Club and Pheasant Hollow Associations.  
These can be found under the Hunters Ridge Condominium Association website. This includes renting procedures and other matters.
- Submitting an application to the Pheasant Hollow Condominium Association and getting the Board's approval **BEFORE** any major changes are made, i.e. new flooring other than carpet, removal of walls, bathroom and kitchen remodeling.

### **Building Exteriors**

You are not allowed to affix anything to the exterior of the building without permission. Basketball hoops are not allowed.

### **Landscape Services**

Santiago G provides landscape services. Lawns are mowed weekly. Trees and shrubs are regularly trimmed. They also spray the exterior for ants and bugs. We discourage in-ground plantings other than those planted by the landscape service. If you have a special request, send an email to the PHCA email address. A Beautification Committee was established in winter 2023 and is working to replace shrubs, plantings, etc. as needed in a phased plan.

### **Irrigation Services**

Hunters Ridge provides irrigation services. If you have issues with the irrigation at your building, contact the HR office.

### **Mail and Mailboxes**

Mail delivery times vary but most times it is there by mid-afternoon. It is important that you always give the **Unit number** as part of your address. There are no names only unit numbers on the mailboxes and therefore the mail carrier will send your mail back to sender if it does not have your unit number.

Please remember if there is a key left in your mailbox it means that there is a package for you. Put that new key (not your personal mailbox key) in the lock in the bottom BIG slot (on the left side of the mailboxes) to retrieve your package. Shut the door and leave the key in the key slot. Do not throw that key away.

Also, if your lock needs to be repaired, it is your responsibility (not the USPS or our association) to have it fixed. You will need to call a locksmith to repair it and the work needs to be coordinated with the post office so they can have an employee come over and open the bank of boxes so the locksmith has access to do the repair. That service costs about \$100. So be careful with your key and lock.

### **Trash**

Trash day is very early Monday morning. Put your trash can out to the curb Sunday night after 6PM. Please make sure the lid (if not the flip kind) is tied to the handle of the can.

### **Recycling**

Recycle day is Tuesday. The recycler only takes items placed in the cans. See the

list on top of the can for acceptable items. If you have cardboard boxes, they must be cut down into smaller segments and put in the can. The recycler does not get out of the truck. The mechanical arm does all the work. Also, Styrofoam and plastic bags are not recyclable and should be cut down and put in your trash (not recycling) can.

### **Pool Rules**

1. Safety first. No glass or food in the pool. You can enjoy food and drink at the tables. Kindly wipe off tables when done. There is paper towel in the restrooms.
2. No pets are allowed past the pool gate. They are never allowed in the pool or the pool area. It is against the Department of Health rules.
3. Children must be toilet trained or wear swim diapers. If there is bodily function accident, call the office immediately. Evacuate the pool. Maintenance workers will come and clean the water.
4. Children must be supervised at all times.
5. No smoking or vaping allowed.
6. Please return chairs to an orderly position.
7. Be polite and keep music low.
8. Please lower umbrellas and tie them up.
9. Put your trash in the receptacle. Better yet, take it home with you and put in your trash can. This will prevent rodents from scrounging for food.
10. Please use two towels on the loungers that have vinyl straps. This will prevent discoloration due to lotions and chlorine.
11. Hours are dawn to dusk.

### **Street Parking**

Cars must be parked on your driveway and not on the street. There is guest parking by the pool and at the southwest and southeast ends of Hiram Street. Service vehicles can park on the street for short periods of time.

### **Drive slowly on Hiram Street**

Please drive slowly on Hiram Street. There are often walkers, bikers, and young children visiting relatives and we don't want any accidents. Please back out of your driveway carefully!

### **Garage Doors**

Keep your garage door closed when not in use. This is for safety and so messy garages don't create an unpleasant look for our neighborhood.

## **Grills**

For fire safety, grills (of any type) may only be used on driveways. They may not be used on lanais or back yards. Thank you for your cooperation with this rule.

## **Important Phone Numbers**

### **Electric**

FPL – Florida Power and Light. <http://www.fpl.com/> [www.fpl.com](http://www.fpl.com). 239-262-1322  
Call to set up your account days or weeks in advance of closing. Put the FPL app on your phone. You can check power outages on the app.

### **Cable and Internet Provider**

#### **Comcast – Xfinity** 800-266-2278

Hunters Ridge negotiates a bundled contract for all of Hunters Ridge. This is done every 5-7 years. The contract provides cable and internet services. Each individual owner must contact Comcast to set up an account, pick up equipment, or arrange for a technician to bring equipment, and pay for extra services (premium channels, etc.)

## **Hunters Ridge Phone Numbers**

### **Security Gate House** 239-992-7691

The gate house needs to be notified if anyone is coming to visit and needs to come through the gate. (You can fill out a form to put frequent guests on a special gate list.) This includes deliveries, service, and repair personnel.

### **Hunter Ridge Administration Office** 239-992-4900

### **Restaurant Reservations** 239-992-1073

### **Golf Pro Shop** 239-947-6467

***NOTE: We welcome additions to this list. Please send your ideas to the PHCA email address.***