

***Waterleaf Homeowner's Association, Inc.***

*414 Old Hard Road, Suite 502*

*Fleming Island, Florida 32003*

Dear Homeowner:

On behalf of the Waterleaf Homeowner's Association, we would like to welcome you to the community and congratulate you on the purchase of your new home.

Please allow me to introduce you to Floridian Property Management. We are responsible for the management of your homeowner's association along with the maintenance for the amenities, lakes, common areas and entry ways. We handle the accounting and financial reporting for the homeowner's association. We are also responsible for the architectural review process and for overseeing the administration of the deed restrictions that are part of the community's governing documents. You can find a copy of these documents along with other useful information at your community's website at

[www.waterleafhomeownersassociation.com](http://www.waterleafhomeownersassociation.com). Below is important contact information should you have additional questions:

**Home Owner's Association Management Company:**

Floridian Property Management, LLC

414 Old Hard Road, Suite 502

Fleming Island, Florida 32003

Community Association Manager:

Architectural Review Coordinator:

Phone: 904-592-4090 Fax: 904-269-2729

Shirley Smith (extension 18) [ssmith@floridianproperty.net](mailto:ssmith@floridianproperty.net)

Ann Tabor (ext 19) [atabor@floridianproperty.net](mailto:atabor@floridianproperty.net)

**Obtaining Amenity Access Cards:** Please complete and mail the Amenity Card request form found on the website for along with a copy of your deed documenting ownership. A \$20 replacement fee is due for cards associated with a home purchased from a previous owner that was issued Amenity card(s). Amenity Cards are transferable with the property; however please notify our office if you received cards from the previous owner so that we may update your account.

**Annual Dues:** Annual homeowner's association dues are billed on December 1st of each year and are due on the following January 1st of each year. More information on annual dues and budget can be found on the website.

**Reporting Other Issues:**

Street Light Out:

Animal Roaming:

Roadway Concern:

Recycle bins and trash collection:

Sheriff (Non- Emergency):

Contact JEA (904) 665-6000

Animal Control (904) 630-2489

City of Jacksonville (904) 630-2489

City of Jacksonville (904) 630-2489

Non-emergency (904) 630-0500

Feel free to contact us if you have any questions or concerns. We look forward to serving you as your management company for Waterleaf.

Sincerely,

***Shirley Smith***

Community Association Manager