

Dear Aberdeen Homeowner:

The Aberdeen Homeowners' Association (HOA) welcomes you to the neighborhood. To make your move into Aberdeen as smooth as possible, we are including, with this letter, a one page recap of useful contacts and other important Aberdeen information.

Following is some additional important information:

1. Management and Associates (M&A) is the managing agent for not only Aberdeen but also the overall East Lake Woodlands Community Association. We **highly** recommend you stop by their office as soon as possible to obtain a gate access code and/or gate transmitters (\$32.50 each, which can be memorized into cars with HomeLink).
  - a. Management and Associates can also provide ELW entrance bar codes (a modest fee applies) and stickers.
  - b. Please make sure you pick up HOA dues remittance forms, update your contact information, set up your Aberdeen portal user name and password, etc.
  - c. M&A is at 720 Brooker Creek Blvd, Suite 206, in Oldsmar; Office hours are Monday through Friday 8:00 a.m. to 4:00 p.m.
2. Aberdeen HOA dues are payable at the start of each quarter, and cover weekly trash and recycling pickup, ELW Community Association dues, a reserve for road replacement and other capital repairs, and the costs related to maintaining common areas to a high standard of care. M&A provides the year's remittance invoices and envelopes up front; you will not receive a quarterly reminder. Your cooperation and understanding is greatly appreciated.
3. Aberdeen is a **Deed Restricted Community** and is governed by a set of documents called the Declaration of Covenants, Conditions and Restrictions, Articles of Incorporation and By-Laws. These documents address deed restrictions, authority of the board of directors, etc. By law, the seller is required to provide a set of these documents to you at closing. These documents are legally binding in a Florida court of law and the board is obligated to enforce them. In the event you have not received a complete set of documents, we suggest that you contact your real estate agent or seller. You can obtain a copy of the documents from Management and Associates at a cost of \$35.00. You can also view or print these documents and access other important information on our website, [www.AberdeenELW.com](http://www.AberdeenELW.com).
4. **In accordance with the Declaration of Covenants, Conditions and Restrictions governing Aberdeen, it is required that you submit an architectural request application for any exterior change to your home or lot.** This includes tree removal, landscaping, painting, re-roofing, pavers, etc. An application form is attached to this letter for your future use. Your board of directors makes its best effort to turn around applications promptly. Obtaining prior approval for any exterior change is for your protection, to document any approvals for future buyers and to avoid committing to a costly project only to learn it won't be allowed. We highly recommend you read the Covenants as well, since these contain other important rules and regulations designed to uphold the high standards of Aberdeen we all appreciate and strive to maintain as good neighbors.

5. The Aberdeen HOA is governed by a board of directors made up of fellow Aberdeen homeowners volunteering their time to serve the community. The board meets the second Monday of every month at ELW Country Club at 5:00 pm. Homeowners are always welcome!
6. The Aberdeen HOA uses email wherever possible to keep you informed while keeping administrative expenses down. Email is used for informal communications such as our quarterly newsletters and, for those with a signed consent on file, official notifications (e.g. annual meeting notice, etc.). We try to limit email volume and never release email addresses to third parties, so please complete the enclosed forms to make sure you are kept informed.

Once again, welcome to Aberdeen and we look forward to seeing you around the neighborhood!

Sincerely,

ABERDEEN HOMEOWNERS ASSOCIATION, INC.  
On Behalf of the Board of Directors

## Aberdeen – Summary of important information to know

The following is a list of resources and phone numbers which we hope will be helpful to you when settling in to the community:

|  |  |   |
|--|--|---|
| <b>Management and Associates:</b><br>Aberdeen Manager – Kim Hayes<br>Maintenance issues – Rick Limbert<br>Accounting – Debbie Pearn<br>Web portal, gate directory - Tara<br>Miscellaneous inquires - Emma<br>720 Brooker Creek Blvd, #206, Oldsmar | 813-433-2000<br>813-433-2019<br>813-433-2001<br>813-433-2012<br>813-433-2016<br>813-433-2010<br>Hours: M-F 8:00-4:00 | khayes@mgmt-assoc.com<br><br>tmartinez@mgmt-assoc.com<br>ebartlett@mgmt-assoc.com |
| Verizon  | 1-800-483-7762   |   |
| Bright House   | 562-5015   |   |
| Tampa Electric (TECO)  | 813-228-4150   |   |
| Pinellas County Utilities (water/sewer)  | 464-4714   |   |
| County Sanitation & Recycling  | 522-5794   |   |
| ELW Water Inc.   | 784-6262   |   |
| ELW Country Club   | 784-8576   |   |
| Pinellas County Sheriff's Office   | 582-6200   |   |
| Security – East Lake Road gate   | 789-1465   |   |
| Security – Tampa Road gate   | 785-7384   |   |
| East Lake Fire Dept.   | 784-8668   |   |

Aberdeen website: [www.AberdeenELW.com](http://www.AberdeenELW.com)

- Useful for: additional contact info, links to covenants and other key Aberdeen documents, application form for exterior changes (required), Board information, links to the Aberdeen portal for financial information, etc.
- Contact Tara for user name and password to access the Aberdeen portal

**Any significant exterior change must be approved in advance.** The application may be found on the Aberdeen website or by calling Management & Associates.

Trash and recycling schedule (except holidays): Usually in the morning on the days indicated.

|           |                  |
|-----------|------------------|
| Tuesday   | trash pickup     |
| Wednesday | recycling pickup |
| Friday    | trash pickup     |

Watering schedule (ELW Water) Time: between 7pm and 7 am. Day: house addresses ending in:

|        |           |
|--------|-----------|
| 0 or 1 | Monday    |
| 2 or 3 | Tuesday   |
| 4 or 5 | Wednesday |
| 6 or 7 | Thursday  |
| 8 or 9 | Friday    |

**Aberdeen Resident Contact Update Form**

**Owner first and last name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Aberdeen Phase (I, II, III, or IV):** \_\_\_\_\_

**Date of purchase/move:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Phone number for gate (if different):** \_\_\_\_\_

**Work / cell number:** \_\_\_\_\_

**Email address <sup>(1)</sup>:** \_\_\_\_\_

**Secondary email address <sup>(1)</sup>:** \_\_\_\_\_

We are always looking for people to help make Aberdeen Amazing. Please indicate if you are interest in volunteering (board, fining committee, holiday decorations, neighborhood watch, community party):

Yes, I'm interested:       Not at this time:   
If YES, please indicate area: \_\_\_\_\_

\_\_\_\_\_

<sup>(1)</sup> Aberdeen HOA will never release your email address to marketers or other third parties. Email will be used for Aberdeen HOA correspondence ONLY. Official correspondence, such as voting proxy, annual meeting notice, or special meeting notice will need to be mailed via US Postal Service unless you also complete and sign the *Consent to Electronic Notification* form.

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**Options for returning form:**

In person or mail to:  
Management & Associates  
720 Brooker Creek Blvd., Suite 206  
Oldsmar, FL 34677

Print, complete, scan and email to: [ebartlett@mgmt-assoc.com](mailto:ebartlett@mgmt-assoc.com)

**ABERDEEN HOMEOWNERS ASSOCIATION, INC.**  
**A Not-for-Profit Corporation**  
**CONSENT TO ELECTRONIC NOTIFICATION**

I/we hereby authorize Aberdeen Homeowners Association to utilize electronic mail instead of written mail or other methods to provide notice to me/us on all matters of official homeowners' association business.

Such electronic notice will be sent to the email address I provide to Aberdeen Homeowners Association (or its designee) and that I may update from time to time. I acknowledge that such notices will be considered to be legally delivered on the date sent, provided that no email delivery failure message is received by the sender.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015.

**If more than one person owns the home, all owners must sign unless one person has the right to vote. In such cases, the sole signer acknowledges that they are signing on behalf of both owners.**

|                             |                                |
|-----------------------------|--------------------------------|
| _____<br>Signature of Owner | _____<br>Printed Name of Owner |
| _____<br>Signature of Owner | _____<br>Printed Name of Owner |

Aberdeen Address: \_\_\_\_\_

Email address (optional, if no email address already on file): \_\_\_\_\_

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Print, complete, scan and email to: [ebartlett@mgmt-assoc.com](mailto:ebartlett@mgmt-assoc.com)

**ABERDEEN HOMEOWNERS ASSOCIATION, INC.  
APPLICATION FOR EXTERIOR CHANGE TO BUILDING OR GROUNDS**

**Date submitted:** \_\_\_\_\_ **Name:** \_\_\_\_\_

**Aberdeen Address:** \_\_\_\_\_

**Telephone (Home):** \_\_\_\_\_ **Telephone (Office/cell):** \_\_\_\_\_

**Email:** \_\_\_\_\_

Explain in detail the exterior change or addition you are planning. COMPLETE INFORMATION SUCH AS SITE PLAN, ELEVATION, MATERIALS AND COLOR SELECTIONS, LOCATION AND DIMENSIONS MUST BE SUBMITTED IN ORDER TO HAVE APPLICATION REVIEWED. INCOMPLETE APPLICATIONS WILL BE RETURNED. Attach any additional plans, photos and/or sketches that will assist the Community Development Committee when reviewing this application.

**Explanation of Proposed Project:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Who will do work involved:** \_\_\_\_\_

**Est. completion date:** \_\_\_\_\_

**Owner's signature:** \_\_\_\_\_

**Approval of neighbors:** (at least TWO approvals required for fences and playground equipment. Highly recommended for any other project that might affect a neighbor's quiet enjoyment).

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_ Signature: \_\_\_\_\_

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This section to be completed by COMMUNITY DEVELOPMENT COMMITTEE.

**Date received:** \_\_\_\_\_ **Date Reviewed:** \_\_\_\_\_

\_\_\_\_\_ **Approved**      \_\_\_\_\_ **Conditionally Approved**      \_\_\_\_\_ **Denied**

**Comments:** \_\_\_\_\_

**Committee Member:** \_\_\_\_\_

(Signature)