PROFESSIONAL HOA SERVICES INC
Community Association Management

New Homeowner & Unit Owner Welcome Packet

Welcome to Your PHS-Managed Community in Punta Gorda, FL

Welcome to your new home! Professional HOA Services Inc. (PHS) is the Community Association Manager for your community. We are a locally owned and operated company based right here in Punta Gorda — we live in this community too, and we are here to assist you, answer your questions, and ensure your community is well-maintained and governed in compliance with Florida Statutes 718 and 720. Please read this packet carefully — it contains important information about your rights, responsibilities, and how to get the most out of living in a managed community.

About Your Community Association

- Your community is governed by a Board of Directors elected by the homeowners/unit owners.
- The Board is responsible for enforcing the governing documents, maintaining common areas, and managing finances.
- Professional HOA Services Inc. (PHS) is hired by the Board to provide day-to-day management services.
- The governing documents (Declaration, Bylaws, Rules & Regulations) are legally binding on all owners.
- Copies of your governing documents are available from PHS upon written request.

Your Assessment Obligations

- Regular assessments (dues) are due on the 1st of each month or quarter per your governing documents.
- Assessments fund common area maintenance, insurance, reserves, and management fees.
- Late fees and interest may be charged on overdue assessments per the governing documents.
- Unpaid assessments may result in a lien being filed against your property.
- Payments are immediately posted to your account after payment is made. Log in to your account for balance update information.
- Payment options: online portal, ACH auto-debit, check, or credit/debit card. Contact PHS at 941-202-2400 to set up auto-payment.

Community Rules & Regulations

- All owners, residents, tenants, and guests must comply with the Declaration, Bylaws, and Rules & Regulations.
- Common violations include: unapproved exterior modifications, parking violations, pet rule violations, and noise.
- Architectural changes require prior written approval from the Architectural Review Committee (ARC).
- Submit ARC applications to PHS before beginning any exterior modifications.
- Violations may result in written notices, fines, and legal action.
- Review your governing documents carefully — copies are available from PHS.

Your Rights as an Owner

- Right to attend all Board of Directors meetings (except executive sessions).
- Right to inspect and copy official Association records within 10 business days of a written request.
- Right to vote on matters requiring membership approval (elections, budget ratification, amendments).
- Right to run for the Board of Directors if qualified per the governing documents.
- Right to receive proper notice of all meetings and proposed rule changes.
- Right to a fair hearing before fines are imposed.

Important Contact Information

- Community Association Manager: Professional HOA Services Inc. (PHS)
- Address: 425 Cross St., Ste. 113 | Punta Gorda, FL 33950
- Phone: 941-202-2400
- Email: info@prohoas.com
- Website: www.prohoas.com
- Office Hours: Monday–Friday, 9:00 AM – 5:00 PM
- Come visit us at our downtown Punta Gorda office — we are always happy to meet in person.
- For emergencies outside office hours, call 941-202-2400 and follow the prompts.

Getting Started Checklist

- ■ Review your Declaration of Covenants, Conditions & Restrictions (CC&Rs)
- ■ Review the Association Bylaws and Rules & Regulations
- ■ Register for the online owner portal (contact PHS for access)
- ■ Set up auto-payment for your assessments
- ■ Register your vehicles with the Association if required
- ■ Register your pets with the Association if required
- ■ Submit an ARC application before making any exterior changes
- ■ Save PHS contact information: 941-202-2400 / info@prohoas.com

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