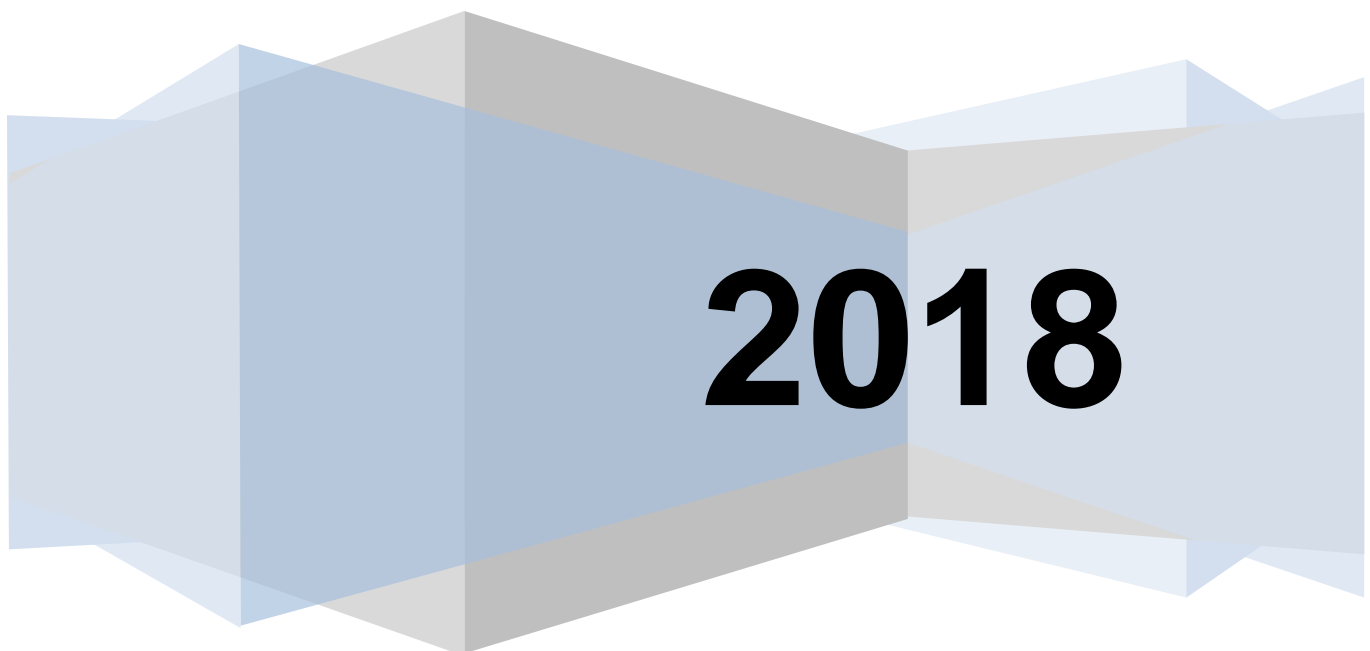


Welcome to Greenbriar at Wycliffe Golf and Country Club

*Some Useful Information About Wycliffe
and Your Greenbriar Community ...*

Greenbriar of Wycliffe Homeowners' Association, Inc.



*Welcome to Greenbriar
at Wycliffe Golf and Country Club*

If you've recently joined us, your Greenbriar neighbors and the Greenbriar of Wycliffe Homeowners' Association (the "HOA") proudly welcome you to your beautiful Greenbriar community. This information is intended to help make your transition into Greenbriar as comfortable and uncomplicated as possible.

In preparing this booklet, we attempted to answer many of the questions most often asked by new residents. We also hope this information will be useful to clarify a few matters that some longer-term residents may have wondered about.

Of course, we realize that all of your questions or concerns cannot possibly be anticipated or addressed in the space of this paper. Accordingly, please know that any questions or personal concerns not specifically addressed here should be directed to the Greenbriar property manager (the "Property Manager") at GRS Management Associates ("GRS"), our management company:

**Ms. Lori Frezer, Community Assoc. Mgr., LCAM
Greenbriar of Wycliffe HOA, Inc.**

*c/o GRS Management Associates
3900 Woodlake Blvd.*

Lake Worth, FL 33463

(561) 578-8143 or email to: lfrezer@grsmgt.com

We respectfully suggest that you also refer to the 2015 Amended and Restated Greenbriar Documents that were distributed or provided at your closing. The document package includes a section entitled "Declaration of Restrictions and Protective Covenants". This part details the policies and procedures the HOA follows to ensure the solvency of the community, safeguard and maintain the district infrastructure (local roads/sidewalks, storm drains, lake-fed irrigation system, etc.), provide a wide range of scheduled HOA homeowner services and protect the esthetic continuity of your neighborhood.

Should you wish to address the HOA Board of Directors (the "Board"), you are welcome to do so by submitting a written description of your interest via the Property Manager. This will facilitate the Board's ability to investigate the issue and return a timely written response or invitation for you to attend a Board meeting to personally address and discuss your concern.

Again, we welcome you to Greenbriar and hope you will enjoy many happy, healthy and rewarding years in your new community.

Sincerely, Greenbriar of Wycliffe HOA, Inc.

About Greenbriar

Who Serves on the HOA Board? It is comprised of five of your neighbors who volunteer and are each elected by you and your neighbors to serve a two-year term as a Director of the Board of your HOA. The individual terms are "staggered" and, as elections are held once a year, the composition of two or three members of the Board is subject to change every year. The Board elects its own officers. Any HOA Member in good standing may be a candidate for election to the Board. The only requirements are that a Director must be an owner of a Greenbriar home, attend at least nine scheduled Board meetings per year and has not listed or made known an intention to sell or lease his/her residence in Greenbriar.

How Does My Billing Work? Your Board sets an annual plan and budget for the cost of maintaining and servicing Greenbriar. Each year, you will have an opportunity to review, discuss and/or question the budget; should you decide to do so. On a **quarterly basis**, the GRS sends you a bill to cover the costs to run Greenbriar. **Due dates for payment are the first day of the first month of the billable quarter** (i.e., Jan. 1st, Apr. 1st, Jul. 1st, Oct. 1st). As the community and its contractors and the utilities are on a strict "pay as you go" basis, you are encouraged to attend to your quarterly bill as promptly as possible*. Please note that a late fee and interest charge are automatically applied for payments received (date stamped) after the 15th day of the billable month.

** Contact GRS for information about Greenbriar's timely-automatic-payment option via Electronic Funds Transfer (EFT). Greenbriar enthusiastically recommends that you adopt this payment alternative as it assures timely payment and avoidance of fines and interest.*

What is the WCA? These initials stand for the "Wycliffe Community Association". This is the title given to an entity sometimes referred to as the master association. The WCA is responsible for a wide range of essential services including Wycliffe security (via Universal Protection Services and ADT) and the North and South Entrance gates and guardhouse operations/structures, the main streets excluding those within each district (i.e., Greenbriar), maintenance of Wycliffe common grounds including the total perimeter of Wycliffe Golf and Country Club, the lakes/ponds and the main drainage/storm systems, etc. The WCA also provides bulk semi-basic cable TV service, internet, and telephone service via Comcast Company. These Comcast Company services are provided to every resident and the charge is included in your WCA quarterly maintenance assessment.

Each community within Wycliffe designates its own delegate to attend meetings of the WCA and those delegates, in turn, elect the officers of the WCA. The WCA has a separate management company and administrative facility as well as its own annual budget and operating plan. You are billed on a quarterly basis for these WCA services. ***For your convenience, the WCA assessment is included (and shown as a separate line item) in your quarterly Greenbriar bill.*** Greenbriar then transfers the WCA portion of your payment to the WCA to credit your account.

Where Does the Country Club Fit In? Wycliffe Golf and Country Club (the "Club") is another entirely separate corporate entity. It is governed by its own elected Board of Directors (15 Directors who are all Club members). It has its own unique set of documents and is actually guided by a set of Florida legal statutes different than the WCA or the HOA. The Board of the Club hires its general manager and the professional staff that attends to and directs all services and governs/maintains all Club facilities including the golf, tennis, social and dining venues.

Membership in the Club is mandatory for every home owner in Wycliffe. Your Club membership was, of course, accomplished at the time of your closing. You will receive a separate monthly bill directly from the Club. That bill covers your membership dues/fees (greens fees where applicable), charges for your attendance at special events/functions, your dining and/or bar tab, any purchases made at the pro shops

and spa, your personal golf cart service charges, etc. The mandatory minimum in dining room charges is currently \$900/yr. per residence having at least two permanent adult occupants. This one aggregated minimum annual charge covers all designated Members on your Club account.

When Is My Trash Collected? Trash and recycling items are picked up at your residence and the cost for this service is included in your annual real estate taxes. Garbage collection is done on both Wednesday and Saturday. But, please note that **recycling, yard trimmings/waste and bulk items are collected only on Wednesdays.**

NEIGHBORHOOD ESTHETICS: *Please try to avoid putting out your garbage container and recycling bins prior to 7PM the evening before collection day. If you do some of your own landscape trimming, be sure to put all clippings in plastic bag(s) for removal by the garbage/recycling collectors on Wednesday. Do not put this type of waste outside your home before 7PM Tuesday evening. Greenbriar landscapers are not paid for garbage collection; a waste removal or "clean up" charge may be applied to the account of any residence in repeated violation.*

*Garbage should be placed in a hardened waste container with a lid on top. Do not place garbage outside in plastic or paper bags as the appearance and scent may attract rodents and other pests into our area. Remember, you are responsible for cleaning up any strewn refuse or litter in front of your home. **If you walk a dog, always pick up its leavings and be sure to deposit that waste in your own covered garbage container.***

What's the Rule About Coach Lights? There is "no strict rule" but every community in Wycliffe encourages this type of illumination for safety reasons. Coach lights provide a measure of security and comfort for you and your visitors as well your neighbors and the Wycliffe security patrol. Remember, unlit coach lights leave pitch-black driveways and entryways where unwanted pests, stray/feral animals or leaving or returning from dinner, dog walking or just taking an evening stroll.

Accordingly, *for your own personal protection and as an important courtesy to your neighbors*, all Greenbriar residents are asked to have their coach lights lit from sunset through 11PM or later. To facilitate this, the HOA encourages you to utilize a coach light automatic timer to ensure illumination when you are home and during your absences. If you are a seasonal resident, please be sure to set your automatic timer to turn on and off even when you are away. The HOA requests that you attend to this matter prior to your departure; i.e., at the same time you stop/forward your mail and suspend your newspaper delivery. If you need assistance in purchasing, installing or learning how to use an automatic coach light timer, please do not hesitate to call your Property Manager.

What is the Procedure for Architectural Changes? The homeowner must complete an architectural change application to request changes to the exterior of their property including significant changes to the landscaping plantings. The application form can be obtained from the WCA office. **The application is submitted to the WCA for review. The primary review is done by the HOA Architectural Review Board (ARB) No changes can be made to the property until the HOA ARB approves.** The ARB consists of three (3) members of the community appointed by the HOA Board of Directors.

What Services are provided by the Greenbriar HOA?

Landscaping: The landscapers serve our community under strict regulation of a contract that is carefully negotiated and subject to annual renewal. Their service is done under the supervision of GRS and on-site inspections are carried out by a Board member, the Property Manager and a principal of the landscaping firm each month. If you would like the inspection team to stop at your door to discuss any landscaping matter, just contact the Property Manager to request a work order.

Your landscaping service includes scheduled (3 times per month in the spring/summer and 2 times per month in fall/winter) lawn mowing, monthly clipping/trimming of bushes, hedges and small/moderate-sized trees and quarterly fertilization of all lawns and plant beds.

The landscaping service DOES NOT extend to special fixtures such as plants/flora growing on a trellis affixed to your house, vines covering exterior walls and any other special or "out of the ordinary" landscaping features. If the HOA landscaper tried to do so, the extra time spent in such attendance and the additional insurance needed to cover possible property damage claims or worker injury, would inordinately increase the HOA's service costs. For care of these types of special gardening/landscape features and fixtures, many of your neighbors privately employ an independent landscaping firm to do special or delicate work.

Pest Control: Pest control is sub-contracted for aphids, grubs, spiral white fly, etc. but NOT for trapping or removal of raccoons, possums or other wildlife which is the responsibility of the homeowner. You should call GRS for advice and assistance in properly removing feral and other animals from your property.

Lawn Sprinklers and Irrigation: Maintenance of your landscaping sprinkler system and management of the irrigation water supply is done by the HOA landscaping company working in tandem with HOA-contracted irrigation specialists. Also included are adjustments to your individual system that has been approved by the HOA Architectural Review Board.

The water used for irrigation of your property *is not municipal drinking water and you are not billed for it*. It is actually sourced and pumped to all HOA homes from the lake (water catchment area) on the eastern edge of our Common Property. The lake we draw water from, our landscaped pump station and its large FP&L power transformer are visible when you travel on Grasmere Road; they are on your right side when heading toward Greenbriar or your left side when going away from Greenbriar. The lake water is drawn and maintained at significant pressure in a main pipeline running underground along a perimeter around the rear of all Greenbriar homes (actually, an outer ring serving the 50 units that abut golf course property and an inner line serving 11 homes situated on the two center islands).

Irrigation time clocks affixed to each residence were installed at HOA expense. **These clocks are property of the HOA and are not to be touched by the homeowner; to do so, will result in a fine to the homeowner.** The devices are set and coordinated with the main computer at the lake-fed pump station on Grasmere Road. This arrangement provides optimal irrigation service to individual homes on a diverse (zoned) schedule of alternate night-time hours and selected days of the week. The schedule takes into account the maximum pumping capacity of our system. It is specifically designed to minimize costly wear and tear on the main pumps at the lake and the pipeline system supplying the lake-fed irrigation water to all residences and our common areas.

PARKING ON GRASS IS NOT PERMITTED ANYWHERE IN GREENBRIAR. THIS PARKING NEGLIGENCE DAMAGES OR DESTROYS IRRIGATION PIPELINES/SPRINKLERS INSTALLED UNDER THE GRASS. FINES MAY BE IMPOSED AND VEHICLES IN VIOLATION MAY BE TOWED OFF PREMISES AT OWNER EXPENSE.

Mailbox Maintenance: Your mailbox is the property of the HOA. It was purchased and installed at HOA expense. Greenbriar mailboxes are cleaned on a scheduled basis by the HOA and are examined monthly by the landscape inspection team. If you have any problem with your mailbox, please contact the Property Manager (*do not try to fix it yourself*).

Exterior House Painting: The exterior of each Greenbriar residence is painted at six year intervals. The schedule is primarily based upon the year in which construction of your home was completed; it is NOT based on subsequent conveyance(s) of the unit.

At the time your house is due for painting, your roof will be cleaned and the entire structure will be power-washed in preparation for painting. You will be given ample opportunity to select paint and trim colors from an HOA-approved color selection or you may opt to have the current color-scheme re-applied.

Roof Cleaning: A remedial (or Interim) roof cleaning is also scheduled for your home at an approximate mid-point in the six-year painting interval (that is, anywhere from 30 to 36 months after the painting).

Walkway and Driveway Cleaning: the front walkway and driveway of every residence is **power-washed** once a year at HOA expense. Please note that this DOES NOT include sealing/coating of the pavers which remains the responsibility of each homeowner.

These scheduled **entitlements are delineated in your 2015 Amended and Restated Greenbriar HOA Declaration**. *Your entitled services are provided for annually in the HOA budget and are contracted and performed entirely at HOA expense.* If you would like to know when your house is due for exterior painting or remedial roof cleaning or have any other questions about the HOA's programs and policies, please contact the Property Manager.

Communications: The HOA distributes information from time to time as well as minutes of its monthly meetings. The Board minutes reflect all the actions taken by the Board or discussions that occur at the Board meetings. The HOA would like to utilize e-mail rather than postal service whenever possible and thus requests your permission to utilize this method when communicating with you. You will be asked permission when you close on the purchase of your home.

SUMMARY

Greenbriar's Scheduled Services Include:

- Complete exterior house painting every six years;
- Remedial roof cleaning at 3yr. mid-point between paintings;
- Annual fall pressure cleaning of all driveways/walkways (to front door);
- Bi-annual pressure cleaning of community sidewalks, curbs and gutters;
- Annual tree-trimming (wind-storm protection);
- Annual storm-drain inspection and cleaning as required;
- Mowing (3x/mo. in Spring/Summer; 2x/mo. in Fall/Winter).
- Monthly hedge trimming/edging;
Sprinkler inspection/adjustment/repairs as needed;
- Monthly landscape pest/weed/fungus control;
- Quarterly fertilization of all lawns and plant beds;
- Irrigation pump-station/pipe-line maintenance as needed.

And Now About You ...

We sincerely appreciate the time you've taken to read this brief booklet about Greenbriar at Wycliffe Golf and Country Club.

Please take a few more minutes to fill out the enclosed 2018 Greenbriar Census and Security Form and return it in the postage-paid envelope provided with this document. The Census and Security Form is intended to provide your HOA, GRS, WCA, and the Universal Protection Service officers with a current description of the residents in Greenbriar.

The information you provide in this form is chiefly intended for use in communicating with you, your relatives/next-of-kin or any other contacts you've designated *in the event of personal/medical emergencies, property problems or natural disaster*. Although your information and that of your neighbors will be respected and maintained in confidence, please be aware that if requested some facts might be shared with "first responders" such as police, fire department, ambulance personnel, etc.

Because your information may have become outdated or unavailable, every Greenbriar homeowner or principal renter is requested to complete this 2018 Census and Security Form and mail it back to us as soon as possible. Be advised that, in order to keep this important information current, you will be asked to complete this type of form again every few years. However, should your personal data or circumstances change in the interim, please do not hesitate to contact the Property Manager to update your form.

Thank you for helping your HOA to offer this proven measure of protection for you, your loved ones and your property at Greenbriar.

Sincerely,

The Board of Directors - Greenbriar of Wycliffe Homeowners' Association, Inc.
January, 2018

IMPORTANT: IN A MEDICAL EMERGENCY, THE FIRST STEP IS TO <u>CALL 911</u> , NOT THE GUARD HOUSE. WYCLIFFE SECURITY IS AUTOMATICALLY ALERTED THAT YOU CALLED 911 AND THE WYCLIFFE PARAMEDIC TEAM WILL BE ON ITS WAY TO ASSIST YOU.
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2018 Greenbriar HOA Census and Security Form

NAME OF HOMEOWNER: _____
(Print Last Name, First Name & Middle Initial)

GREENBRIAR ADDRESS: _____ **GREENBRIAR VILLA DRIVE**, Wellington, FL 33449
(Enter Number)

HOMEOWNER TEL. #'s: () _____ ; () _____ ; () _____ .
(Wycl. or Main #) (Cell Phone) (Alt. Cell Phone)

YOUR Email ADDRESS: _____

Q.1: Is this your full-time residence? _____ **YES** _____ **NO**

IF YOUR HOME IN GREENBRIAR IS **NOT** YOUR FULL-TIME RESIDENCE, PLEASE PROVIDE AN ALTERNATE ADDRESS AND PHONE NUMBER SO WE CAN CONTACT YOU IN CASE OF AN EMERGENCY:

MY ALTERNATE ADDRESS IS: _____
(Print Street Address, City, State and Zip Code)

MY ALTERNATE PHONE NUMBER IS: () _____ .

Q.2: Are you currently renting this house? _____ **YES** _____ **NO** (Skip to Q.3)

2a) IF "YES", IS A COPY OF THE LEASE ON FILE WITH GRS MGT. CO.? _____ **YES** (Skip to Q.2c) _____ **NO**

2b) IF "NO", IS A COPY OF THE LEASE ENCLOSED WITH THIS FORM? _____ **YES** _____ **NO**

2c) **FULL NAME OF PRINCIPAL LESSEE:** _____
(Print Last Name, First Name & Middle Initial)

2d) **RENTER PHONE #'s:** () _____ ; () _____ ; () _____ .
(Wycl. or Main #) (Cell Phone) (Alt. Cell Phone)

NOTE: If a Lease has not been presented to GRS., proper application for renting has not been made. The Greenbriar HOA will take appropriate legal actions to enforce its covenants and the governing Florida Statutes.

Q3: Starting with yourself (whether you are the homeowner OR principal renter), tell us about the people living in this household. To complete the "Relationship to You" column, just enter an applicable number choosing from the following Relationship Code(s):

1 = Spouse	3 = Parent	5 = Grandparent	7 = Other Relative
2 = Child	4 = Sibling	6 = Grandchild	8 = Non-Relative

<u>PERSON</u>	<u>AGE</u>	<u>GENDER</u>	<u>RELATIONSHIP TO YOU</u>
YOU	_____	_____ Male _____ Female	XXXXXXXXXXXXXXXXXXXX
PERSON #2	_____	_____ Male _____ Female	() Use Above Code # 1 – 8)
PERSON #3	_____	_____ Male _____ Female	() (# 1 – 8)
PERSON #4	_____	_____ Male _____ Female	() (# 1 – 8)
PERSON #5	_____	_____ Male _____ Female	() (# 1 – 8)
PERSON #6	_____	_____ Male _____ Female	() (# 1 – 8)

2018 Greenbriar HOA Census & Security Form (Cont'd)

Q. 4: Do you have any pets permanently residing in this home? ___ YES ___ NO (Skip to Q.5)

- a) How many dogs live in this home? _____ b) How many cats live in this home? _____
- c) How many pet birds live in this home? _____ d) Describe below any other pets living in this home:
 (Number/kinds of other pets): _____

Q. 5: Do you or any other resident(s) in this home have any special health or disability needs?
 ___ YES ___ NO (Skip to Q.6)

Please use this space to identify the person(s) having special health or disability needs and briefly describe their problem. You may attach a lengthier description to this Form if you wish.

Q. 6: YOUR LOCAL EMERGENCY CONTACTS (Your Key & Alarm/Security-Code Holders):

Key Holder #1: _____ - () _____
 (Print Last Name, First Name) (Wycl. or Main Phone #)

Key Holder #2: _____ - () _____
 (Print Last Name, First Name) (Wycl. or Main Phone #)

Q. 7: Kindly list the name and telephone number of your next-of-kin:

_____ - () _____
 (Print Last Name, First Name) (Area Code & Phone #)

Q. 8: Enter the following information for each vehicle that is parked/stored at this address on a full-time or seasonal basis:

	MAKE	MODEL	MODEL YEAR	COLOR	LIC. #	STATE
Vehicle #1:	_____	_____	_____	_____	_____	_____
	(Acura, Toyota, etc.)	(TL, Camry)				
Vehicle #2:	_____	_____	_____	_____	_____	_____
Vehicle #3:	_____	_____	_____	_____	_____	_____

Today's Date: ____/____/2018 **Signature of Resident:** _____

It is the Homeowner's responsibility to keep the HOA advised of ANY changes in household occupancy and the vehicles parked or stored on your property. This form is designed to replace all previously submitted information/data about your household.

Please use the enclosed postage-paid envelope to return this Form to the GRS as soon as possible. Thank you for your prompt response.