



## Realtors Package



### *Keel Club Condominium Association, Inc.*

*Compass Rose Management*

*1010 NE 9th Street, Suite A. Cape Coral, FL. 33909*

Keel Club wishes to minimize inconvenience to our owners, as well as accommodate the needs of the real estate agents. The following is to create a harmonious relationship between Keel Club owners and local realtors.

We welcome all realtors to use our website [www.HomeWiseDocs.com](http://www.HomeWiseDocs.com) for the information they might use with their clients for selling or buying in Keel Club. For your convenience, all recorded public documents Declarations, Articles, Bylaws, Rules, and FAQs are posted on our website. This information can also be useful for any owners who are selling or leasing their own unit.



## Application Requirements

Please have the following forms available when turning in Sales Application

- ❖ Completed Application
- ❖ **\$150.00** non-refundable Processing Fee payable to **Compass Rose Management**
- ❖ Copy of Valid Driver's License or Photo ID
- ❖ Sales Contract (signed copy)

Please have the following forms available when turning in Lease Application

- ❖ Completed Application
- ❖ **\$150.00** non-refundable Processing Fee payable to **Compass Rose Management**
- ❖ Copy of Valid Driver's License or Photo ID
- ❖ Lease Agreement (signed copy)

**\*\* Applications must be submitted 15 days prior to any lease start date or Sales Closing. Any application(s) submitted less than 15 days prior, may have their closing or lease delayed.**

## Estoppel Request

The Florida Statutes allow for management to charge for an estoppel letter requested by the title companies. Compass Rose Management Services charges \$299 for the research and preparation of an estoppel letter.

An Estoppel Request can be made through [www.homewisedocs.com](http://www.homewisedocs.com) an application must be received prior to completion of the request.



## Payment Information

### Keel Club Condominium Association, Inc.

You have several options for  
2025 monthly dues of \$545.00:

#### 1. Write a Check

Make checks payable to your Association – Keel Club Condominium Association

(please DO NOT make checks payable to Compass Rose Management)

Mail your check to:  
First Citizens Bank  
PO Box 98027  
Phoenix, AZ 85038-8027

Write your 5-digit Account Number in the memo section of your check. Your account number can be found on your payment coupons.

Due to delays with USPS please allow 3 weeks for your check to arrive.

#### 2. Online Banking – Your Own Bank's Bill Pay

Contact your bank for instructions on how to set up automatic payments through your bank's Bill Pay. Make checks payable to your Association — Keel Club Condominium Association

Mail your check to:  
First Citizens Bank  
PO Box 98027  
Phoenix, AZ 85038-8027

Write your 5-digit Account Number in the memo section of your Bill Pay. Your account number can be found on your payment coupons.

Due to delays with USPS please allow 3 weeks for your check to arrive.



### 3. Automatic Payments (ACH) through First Citizens Bank

If you do not wish to use your own bank's bill pay feature, there is an option to use First Citizens Bank's online payment site: **Property Pay**. The site makes it simple, quick, and easy for you to make a one-time payment or to create a flexible payment schedule. Please click the link to set up payments: <http://propertypay.firstcitizens.com> or type this link into your browser to get started. Please see separate documents with instructions for making a one-time payment or setting up your automatic payment schedule posted on the Web Portal and the Property Pay site.

Please note:

- First Citizens Bank charges a \$2.25 convenience fee for one-time payments.
- First Citizens Bank charges a 2.95% fee per transaction amount if you wish to pay by credit card.
- There are no fees when using the Property Pay website and using your bank accounts routing and account number.

You will need the following information to use the Property Pay site:

- Management ID: 8510
- Association ID: 231
- Account #: *found on your payment coupons*

For assistance with the Property Pay site, please contact First Citizens Bank customer service department by calling 1-866-800-4656 or email [servicepropertypay@firstcitizens.com](mailto:servicepropertypay@firstcitizens.com).

Please note: Regardless of the option you choose, it is YOUR responsibility to update your form of payment as well as the frequency and amount to be paid. Payment changes will not happen automatically.

**PLEASE DO NOT SEND ANY PAYMENTS TO COMPASS ROSE MANAGEMENT.**

**PLEASE DO NOT MAKE ANY CHECKS PAYABLE TO COMPASS ROSE MANAGEMENT. ALL PAYMENTS ARE MADE PAYABLE TO KEEL CLUB CONDOMINIUM ASSOCIATION AND MAILED TO FIRST CITIZENS BANK.**



## Frequently Asked Questions

### **1. What do our assessments cover?**

Regular assessments are paid on a monthly basis. The assessment levied by Keel Clubs covers the upkeep of your community. Some upkeep includes landscaping, tree trimming and improvements to common grounds. Your Assessment also covers management which ensures that your community is well taken care of and looking great.

### **2. What are the general responsibilities of the Keel Club Board of Directors?**

Keel Club Board of Directors is primarily responsible for managing the affairs of the Association including budgets, expenditures, vendor management (landscape and property manager), and the enforcement of the Declaration, Articles, and Bylaws of the association. The Board is made up of 5 members, elected annually by the Keel Club homeowners. The board meets periodically to conduct Board business. Homeowners are encouraged to attend the Board meetings and to participate on the Board and Committees.

### **3. What is the purpose of the Architectural Review Committee (ARC)?**

The Architectural Review Committee (ARC) is nominated by the Board each year. This committee is responsible for reviewing and approving all changes a homeowner may wish to make to the outside of their home. This includes, but is not limited to, changes such as exterior paint, storm shutters, front door modifications, roofs, landscape, driveway, exterior decorations, and any other modification that can be viewed from the exterior of the home. Homeowners must receive approval before making such exterior changes. You will find more information regarding the ARC later in this welcome package.

### **4. What is the pet policy at Keel Club?**

Common household pets, such as a dog or cat, are permitted. All pets shall be kept on leashes when not confined to the owner's unit or fenced-in area. No animal shall be kept outside of a unit, or in any screened-in porch or patio, unless someone is present in the unit. Owners are required to pick up after their pets when upon the



Association property. If, in the sole judgment of the Board, it is determined that a pet is causing excessive disturbance and annoyance to other occupants, the owner will be asked to dispose of the pet. No pets are permitted for renters.

**5. What is the policy if I wish to rent my home?**

As stated in your governing documents, the minimum lease term is thirty (30) consecutive days in Keel Club. Subleasing is prohibited. The lease application must be received 20 days prior to the lease start date. Tenants cannot move in prior to approval from the Board of Directors.

**6. Who do I call if there is a landscape or irrigation issue in the common areas?**

If you have a landscape maintenance or irrigation concern in the common areas, you should contact Compass Rose Management who will open a maintenance ticket with the landscape contractor to have it addressed. The landscaper is responsible for landscape maintenance in the common areas, which includes trimming, basic fertilization, pest control, and irrigation repairs. Homeowners are responsible for the maintenance of their own property, which includes the removal and replacement of any dead plants.

## Site Map

