



**Welcome to  
Georgetown at Eagle Trace**





# About the Georgetown Community

Welcome to Georgetown at Eagle Trace. It is an attractive community consisting of 60 single family homes, a spacious community swimming pool and common ground sitting areas for our residents and guests to enjoy all year. The beautiful tree lined streets make Georgetown a unique neighborhood.

The HOA is here to ensure your safety and comfort in the community and create a warm and welcoming atmosphere. The community is patrolled by the Security Company in the evenings to make sure that our community remains safe. Our Property Manager drives through Georgetown periodically, to see that all homeowners are complying with the governing documents.

HOA dues ensures that the landscaping and irrigation needs of each home and all the common areas and pool\* are cared for on a regular schedule by our contractors. A portion of the dues is paid to the Eagle Trace Community Association to maintain the guarded security gates along with the Master Association common area landscaping and roads.

It is important to familiarize yourself with homeowner responsibilities by reviewing all information located in this packet and on our website, [eagle-trace.com/Georgetown](http://eagle-trace.com/Georgetown).

If you have any questions or concerns, please contact the CCM Property Management office at 954-718-9903 and ask for Victoria Moussot, our Property Manager or Tara Wigand our CCM Administrator. The office is located at 7124 N. Nob Hill Road, Tamarac, FL 33321 and is open from 9 A.M. to 4:00 P.M. Monday to Friday.

The pool is open daily from dawn to dusk. Pool rules are posted at the pool and must be followed. There is no lifeguard on duty. Swim at your own risk.



# Georgetown at Eagle Trace

The following information is provided to highlight some of the Rules and Regulations in Georgetown. Please refer to all our governing documents on the website at [www.eagle-trace.com/georgetown](http://www.eagle-trace.com/georgetown)

- Homeowner HOA Payment is due on the first day of every month. Late fees will be charged if not received by CCM by the 15<sup>th</sup> of the month.
- Failure to pay your monthly dues or to correct any violations may result in your gate transponders being turned off.
- The speed limit throughout the Eagle Trace community and Georgetown is 25 miles MPH.
- Pickup trucks or commercial vehicles are prohibited from parking in the community overnight.
- Vehicles are not permitted to park on the street or yard between midnight and 6:00 a.m. You must notify The Eagle Trace Management Office (954-796-5013) in advance if you need an exception.
- All service contractors and providers must enter the Eagle Trace community at the West Gates on Lakeview Drive.
- All construction, repair and maintenance shall be limited to 8:00 a.m. to 6:00 p.m. Monday through Friday and between the hours of 9:00 a.m. and 12:00 noon on Saturday. There shall be no repair, construction, or maintenance activity outside those periods or on National Holidays except for emergencies.
- In case of an emergency or special delivery, please contact the Eagle Trace Management Office at (954-796-5013) or the West Security Gate (954-341-1004)
- Trash bins should be placed at curbside no earlier than 5:00 p.m. on the day prior to the pickup. The bins should be stored outside of street view, in the garage or behind shrubbery on the side of the home by the end of the day.
- Signs are not permitted to be displayed on the front lawn or the front window of your home, except for security alarm signs. This prohibition includes real estate signs.
- Broward County leash law requires that “all dogs must be on a leash when off their owners property- Ordinance section 4-3.” All animal waste must be picked up and discarded in the proper receptacles in the community or at home.



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- When making changes to the exterior of your home or yard, you must fill out an ARC application indicating the desired changes. An ARC application can be obtained in the CCM management office or on our website. A copy is included in this packet. These changes include painting (home and/ or driveway, even if painting the same color), window replacements, hurricane shutter installation, driveway painting or new landscaping. The ARC committee must approve the application before any work is started.
- Georgetown has its own paint color palette to be used when repainting your home. Our color palette is available on our website or contact the CCM office. Please check for the accepted color combinations when painting is planned. Submit the completed ARC APPLICATION with the proper information and **wait for the approval before starting** any painting.
- Georgetown is proud to have our own community swimming pool. It is located at NW 21<sup>st</sup> Place. It is open to all residents and their guests. Rules are posted and must be followed while at the pool area. There is no lifeguard on duty and swimming is at your own risk. The area adjacent to the pool is not a dog park.
- There are two exterior common areas within the Georgetown community which provide places to sit & relax. These areas are located on NW 20<sup>th</sup> Court and NW 21<sup>st</sup> Place. These common areas shall be kept free and clear of rubbish, debris, and other unsightly materials.
- Our property manager will be driving through the community periodically to report any situations that need to be addressed to your property. If you receive a letter from the property manager, please address the request immediately to avoid any penalties.
- If leasing your residence, a copy of the fully completed lease, signed by all parties, must be delivered to the Eagle Trace Management Office, Consolidated Community Management Office and to the Board of Directors of Georgetown. This must be done within fifteen (15) Days after entering into a lease or renewing a lease. All leases must be for a MINIMUM of twelve (12) months.

**Any questions or concerns, please contact the CCM Management Office and ask to speak to Victoria Moussot or Tara Wigand at 954-718-9903**

# Homeowners Association Board of Directors

The Board of Directors is composed of volunteer owners in Georgetown who are elected at the annual meeting of the community to serve in terms of office.

The Board of Directors will determine and announce the date, time, and place for general meetings.

## Board of Directors Responsibilities



- Comply with state law and the association bylaws.
- Establish Georgetown at Eagle Trace budget
- Take emergency action when necessary.
- Exercise prudent judgment with expert advice.

The board will not act out of personal interest. This responsibility includes hiring proper professionals to assist the board; including attorneys, buying insurance, hiring a management company or any other professional service the board deems necessary.

The current members of the Georgetown Board of Directors are:

George Nikolla

Esther Kalish

Nelson Montanez

Margaret McKinney

Gnnikolla@gmail.com

eska1031@bellsouth.net

nelson.montanez@yahoo.com

MargaretMcKinney11@yahoo.com

## Committees

### Insurance & Finance

George Nikolla

### ARC Committee

Esther Kalish

Margaret McKinney

### Landscape & Irrigation

Nelson Montanez

George Nikolla

### Welcoming & Social

Vera Joffe   Joan Fink   Geri Newman



## HOA Monthly Payment Information

Your HOA payment is due on the 1<sup>st</sup> day of each month. It must reach the Consolidated Community Management (CCM) office no later than the 15<sup>th</sup> of each month. If payment arrives after the 15<sup>th</sup> day of the month, a late assessment fee will be added to the payment.

You can submit your payment as follows:

- Arrange your HOA payment through your personal bank. Contact your bank and find out the process to use.
- Arrange your payment through CCM, by completing the Authorization Agreement for Automatic Withdrawals form at their office. This will allow CCM to withdraw your HOA payment from your bank each month. You will need to attach a voided check to this form.
- Feel free to make your payments through our third-party online portal, Front Steps. You can access Front Steps through our website [www.ccmfla.com](http://www.ccmfla.com); click "Make a Payment" at the top of the webpage. Please note, if you are a new user, you will be approved. (There is a fee for this use)

### **If using coupons:**

- HOA Payments must be mailed no later than the 1<sup>th</sup> of each month to insure on time payment.

# Landscaping, Irrigation and Home Maintenance

Georgetown has a landscape and irrigation contract for maintaining the community. They service the community by mowing all individual lawns, trimming hedges/plantings and caring for our common areas. They apply weed control & fertilize the individual flower and plant beds and hedges throughout the community. They also maintain the irrigation system throughout the community.

- It is the homeowner's responsibility to replace plants in their planting beds as needed and to inform the Property Manager if any landscaping or irrigation concerns occur. Trees on your property are to be trimmed at the homeowner's expense. (Street trees only are trimmed every 2 years by the Eagle Trace Association).
- Homeowner's flower beds should include mulch, decorative stones, and a border to prevent mulch and stones from spreading into the grass. The areas around the tree trunks should also have edging material surrounding the trunk to keep stones and mulch from mixing with the grass. (This is a safety concern for landscapers as they perform their specific work around those areas).
- Maintaining the exterior appearance of a home is the owner's responsibility. This includes your driveway painting, pressure cleaning the roof and the exterior of the home. Replacing ornamental shrubs and plantings is also the responsibility of all homeowners. When the painting is being done, please make sure you check the approved color palette.
- Complete an Architectural Review Committee (ARC) form if any changes to your property are planned and **wait for approval prior to work starting**. (Form obtained on our website or at the Property Management Office).
- The Property Manager will be periodically driving through the community notifying you of the need for exterior maintenance.



# Visiting the Georgetown at Eagle Trace Website

Georgetown has its own link on the  
Eagle Trace Association website

**[HTTP://EAGLE-TRACE.COM/GEORGETOWN](http://eagle-trace.com/georgetown)**

Type the above website address into your browser!

Scroll through the site and become familiar with the  
Documents and the Rules & Regulations of the Community.

Please find the ARC Application and the Maintenance Request  
Form which can be printed directly from the website.

If you have any questions, please contact the CCM office at  
954-718-9903

Please speak to Victoria Moussot our Property Manager or Tara  
Wigand our CCM Administrator



# Georgetown Schedule for Trash Pick Up

**Trash is picked up on:**  
**Tuesday (trash, recycling & bulk)**  
**Friday (only trash )**

**Trash should be placed at the curb on:**  
**Monday and Thursday evenings after 5:00 P.M.**  
**Trash bins must be removed from the curb site by**  
**the end of the pickup day – *not seen from the street***

.....  
**Contact Coastal Waste & Recycling at 954-866-4738**

**for the following service-related problems:**

- **Trash not picked up at curb**
- **Any damage to surrounding neighborhood areas**
- **Scheduling Bulk pick up**
- **Obtaining trash bins (Blue is Recycle - Green is Trash)**
- **Please make sure that all trash is placed in a plastic bag before placing it into the trash bin. (Do not fill your trash bin with leaves).**

# GEORGETOWN IMPORTANT CONTACT NUMBERS

Consolidated Community Management

7124 N. Nob Hill Rd.

Tamarac, FL 33321

954-718-9903

[www.ccmfla.com](http://www.ccmfla.com)

Property Manager – Victoria Mousot

CCM Administrator - Tara Wigand

## **Entrance Gates** (Not to be called for visitor authorization)

North Gate	954-341-1006
East Gate	954-341-1003
West Gate	954-341-1004

Guests may be authorized through the Entrance IQ (EIQ) App or by calling 954-341-5568.

## **City of Coral Springs**

Police and Fire (non-emergency)	954-344-1800
Building Permits	954-344-1025
City Hall (Main Number)	954-344-1000
Code Compliance	954-340-4210
Coral Springs Arborist-Casey Lee	954-344-1117
Coral Springs Animal Control Unit	954-346-4422

## **Utility Companies**

Florida Power and Light (FPL)	954-797-5000
Waste Pro (Trash Collection)	954-282-6800
Coral Springs Improvement District -Water & Sewer	954-753-0380

## **Mosquito Control**

954-765-4062

## **Neighborhood Schools**

Westchester Elementary School	754-322-8900
Sawgrass Springs Middle School	754-322-4500
Coral Glades High School	754-322-1250
Coral Springs Charter School	954-340-4100



# Welcome to the Neighborhood

Below is a list of some nearby places to help you get acquainted with the neighborhood.

## Supermarkets

Aldi	651 N. University Drive	855 955-2534
Publix	400 Coral Ridge Drive	954 346-1705
Trader Joes	2796 University Drive	954 227-3407
Target	9600 Westview Drive	954 282-5000
Walmart	6001 Coral Ridge Drive	954 757-0331

## Warehouse Shopping

BJ's	620 Riverside Drive	954 227-1289
Costco	4621 Coral Ridge Drive	954 715-8240
Sam's Club	950 N. University Drive	954 345-3443

## Home Improvement/Electronics

Best Buy	650 N. University Drive	954 341-0256
Home Depot	750 N. University Drive	954 752-4188
Lowe's	3651 Turtle Creek Drive	954 346-3993

## Pharmacies

CVS	11375 W. Atlantic Blvd	954 341-7636
Publix	1400 Coral Ridge Drive	954 346-1705
Walgreens	11750 W. Sample Road	954 344-7361

## Hospitals

Broward Health	3000 Coral Hills Drive	945 344-3000
HCA Florida Woodmont	7201 N. University Drive Tamarac	954 721-2200
HCA Florida Northwest	801 N. State Road 7 Margate	954 974-0400

## Urgent Care

Baptist Health	5673 Coral Ridge Drive	954 837-1480
Care Spot	1205 N. University Drive	954 780-8134
Dr G's	2224 N. University Drive	954 330-9363
Holy Cross	3481 N. University Drive	954 542-2800
MD Now	1809 N. University Drive	954 510-1900
MD Now	6240 Coral Ridge Drive	954 340-6898

## **Georgetown At Eagle Trace Architectural Application**

Resident Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Please check the Architectural change you are proposing, attach the requested documentation, and return to the management office.

\_\_\_\_\_ **Repainting Residence:**

Body \_\_\_\_\_ Sherwin Williams # \_\_\_\_\_

Trim \_\_\_\_\_ Sherwin Williams # \_\_\_\_\_

Front Door Color: \_\_\_\_\_

Garage Door Color: \_\_\_\_\_

**Driveway Color: Siberian Haze**

Body/Trim color choice must be from the Georgetown Paint Palette. Front door color must coordinate with house and roof color.  
Georgetown does not endorse or promote any paint company. You may purchase your paint anywhere as long as the color you purchase matches the paint chips shown on the color chart.

\_\_\_\_\_ **Roof Replacement:**

**Manufacturer: Boral Roofing**  
**Profile: Plantation Slate Like**  
**Color: Coconut with White Antique**

\_\_\_\_\_ **Window Replacement or Hurricane Shutters** \_\_\_\_\_

Type: Accordion: \_\_\_\_\_ or Roll Down: \_\_\_\_\_ Color: \_\_\_\_\_

Include window/shutter photos from the manufacturer and a plot plan illustrating the proposed location of the new windows/shutters.



\_\_\_\_\_ **Tree Removal:**

**Reason for removal:** \_\_\_\_\_

Please include a survey showing the location of the tree along with pictures of the tree and any damage making the removal necessary. The application must include an approved tree removal permit from Coral Springs. All street trees must be replaced with a Class 1 Florida Live Oak, 10-12 ft or greater in height.

\_\_\_\_\_ **Other Project:**

Specify type of project: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Specify type of materials to be used and provide photos or plans:

\_\_\_\_\_

\_\_\_\_\_

Please be aware that the ARC application must be approved *before any work is started*. The Board will only review completed applications that include all of the information necessary for them to reach a decision.

**PLEASE ALLOW UP TO 30 DAYS FOR APPROVAL.**

**ARC approval is valid for 90 days. If the project is delayed or the scope of work changes a new application will be required.**

I hereby submit this application to the Georgetown Board of Directors for review. I acknowledge that the Board of Directors has the right to approve or deny any application based on their judgment. I agree to abide by the decision of the Board.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_

**FOR COMMITTEE USE ONLY: Meeting Date** \_\_\_\_\_

\_\_\_\_\_  **APPROVE**  **DENIED**

\_\_\_\_\_  **APPROVE**  **DENIED**

\_\_\_\_\_  **APPROVE**  **DENIED**

**CONDITIONS:** \_\_\_\_\_

\_\_\_\_\_



