



NAME  
ADDRESS  
CITY/STATE/ZIP

RE: ADDRESS

We would like to welcome you to Mango Park West Homeowners Association, Inc. Below is information that may be helpful to you in your new community.

**Sunstate Association Management Group, Inc.** will assist your Board of Directors with the protection of your investment and provide all the homeowners with prompt, courteous service.

- **Your Community Association Manager** is Nicole Banks. She can be reached at [nicole@sunstatemanagement.com](mailto:nicole@sunstatemanagement.com)
- Your Community Association Office Team Member is Rochelle Ashley. She can be reached at [rochelle@sunstatemanagement.com](mailto:rochelle@sunstatemanagement.com)
- **Our website** address is: [www.sunstatemanagement.com](http://www.sunstatemanagement.com). The association's website can be found under the **Communities** link on the home page. A wealth of information can be found here, please be sure to check it out!

#### **RESIDENT CONTACT INFORMATION**

A Resident Occupancy Sheet has been enclosed with this letter. Please complete the form and return to [databasechanges@suntatemanagement.com](mailto:databasechanges@suntatemanagement.com). It is the owner's responsibility to ensure that the association has accurate resident contact information on file.

#### **TENANT REMINDER, IF APPLICABLE**

Please ensure that the completed rental application has been received by Sunstate Management and that your tenants have the necessary information concerning the Rules and Regulations while living within the community. Please be reminded that owners will be held accountable to the association for tenants, family members and guest behavior and actions while in the community.

#### **ASSESSMENT PAYMENTS**

A quarterly invoice will be mailed and will provide additional payment information concerning the assessment fees.

#### **NEIGHBORHOOD INFORMATION**

As one of the finer neighborhoods on the Palma Sola peninsula, Mango Park is well situated within walking access to Palma Sola Botanical Park, Desoto National Monument, and the newly expanded Robinson Preserve with extensive biking and walking trails plus wildlife viewing. You can even buy locally-grown, farm fresh grown produce on 9<sup>th</sup> Avenue NW near 99<sup>th</sup> ST NW.

We think you'll find our monthly social hours a fun way to learn a lot about the neighborhood, and hopefully, make some new friends. You will receive timely notice of these socials.



P.O. Box 18809  
Sarasota, FL 34276  
P: 941.870.4920 / F: 941. 870.9652  
[www.sunstatemanagement.com](http://www.sunstatemanagement.com)



The neighborhood's visual look with mature trees and a neat appearance surely impacted your decision to purchase here. We need your help to retain this character.

#### **TRASH and RECYCLING DAYS**

Trash pickup is on Monday and Thursday of each week. Recycling is picked up on Thursday. Except on pickup days, trash and recycling bins are to be stored out of sight from the street and from your neighbors' view. Bins can be stored behind a visual barrier in the side yard or in the garage.

Yard waste is picked up on Wednesdays. Like the trash bin policy, we ask that yard waste, planting containers, and any miscellaneous gear be kept out of sight except when placed out for pickup.

#### **OTHER THINGS YOU WILL WANT to KNOW**

You have probably noticed that there are no boats or RVs stored on driveways. It is perfectly OK to load, unload and wash them in your driveway, they cannot be left out overnight.

Many homeowners have renovated in the past few years adding value to Mango Park. Any changes to the appearance of your home or yard that will be visible from the street, or your neighbors require submitting an Architecture Review Board (ARB) form and getting approval before you start. The enclosed form is also available on our website: <http://www.mymangoparkhoa.com> where you will also find the complete Covenants and Landscaping Guidelines and more.

There are lots of dogs in the area, so we ask that when you walk your dog, you pick up any droppings.

Your mailbox is owned by the HOA and the HOA is responsible for maintenance.

#### **SUGGESTIONS OR CONCERNS**

If you have any community improvement suggestions or concerns to express, this is a perfect time to speak up. Send in your letter, fax, or email to Sunstate Association Management Group. Your Board is always interested in hearing from you.

Regards,

*Your Mango Park HOA Board of Directors*

Enclosures: Resident Information Form  
ARB Application Form  
Rental Form



P.O. Box 18809  
Sarasota, FL 34276  
P: 941.870.4920 / F: 941. 870.9652  
[www.sunstatemanagement.com](http://www.sunstatemanagement.com)

# Mango Park Homeowners Association, Inc.

## RESIDENT OCCUPANCY SHEET FOR DIRECTORY AND EMAIL USE PERMISSION

Please provide the information listed below to ensure that we are able to contact you, if there is an emergency and to update our records. Please return this form to Sunstate Management, P.O. Box 18809, Sarasota, FL 34276.

### ***PLEASE SPECIFY ONE MAILING ADDRESS***

OWNER: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

LOCAL PHONE#: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_

USE AS MAIN MAILING ADDRESS \_\_\_\_\_

.....  
NORTHERN MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
NORTHERN PHONE #: \_\_\_\_\_

USE AS MAIN MAILING ADDRESS \_\_\_\_\_

EMAIL: \_\_\_\_\_

**July 1, 2010 the Florida Legislation enacted a new law governing the publication of owner personal information such as phone numbers, email addresses and alternate addresses. Please indicate below if you do or do not want this information published in the annual owner roster (check one) and sign.**

I do want this information published.

I do **not** want my e-mail address published in the annual roster but I **do give authorization** to Sunstate Management Group, Inc. to contact me by e-mail.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please Note:** If you change your address, it is **YOUR** responsibility to notify management in **WRITING**.

# Architecture Review Board Request Form Mango Park Home Owners Association

---

Submit form to the ARB (Architecture Review Board) at [nicole@sunstatemanagement.com](mailto:nicole@sunstatemanagement.com) at least 15 days prior to your planned start date.

Mango Park covenants require ARB approval for constructing “improvements” or for “any visual exterior alterations,” or for repairs that “result in the use of materials of a different type, shade, color or quality than the original.” See section 4.2 of the Covenants for the full wording. Questions? Please email us at [nicole@sunstatemanagement.com](mailto:nicole@sunstatemanagement.com).

**Home Owner:** \_\_\_\_\_

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

**Address:** \_\_\_\_\_, Bradenton, FL 34209

**Describe planned changes/improvements** -- Please attach paint samples for color/texture changes. For landscape changes please attach your landscape site plan (can be hand sketched on a copy of your home site plan).

---

---

---

---

---

---

Notes: County Building Permits are required prior to making changes to structures, roofing, fencing, electrical, plumbing, and drainage plus some other changes. The homeowner/contractor is responsible for obtaining any required permits. If in doubt, a call to the county will answer the question. Contractors must maintain the building site and remove waste. Contractors and/or owners shall be responsible for any damages caused to common property. If the ARB needs more information they will make contact with the home owner.

**Desired Start Date:** \_\_\_\_\_ **Expected Completion Date:** \_\_\_\_\_

**Home Owner’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

This section to be completed by the ARB. Copies of the approved form will be sent to the homeowner, HOA management company, ARB members and the HOA Board. 2018 ARB members are Sean Tracy, Woody Collins and Bill Woodruff.

**Date Received by ARB:** \_\_\_\_\_

**Approval:** \_\_\_\_\_ **Disapproval:** \_\_\_\_\_

**Changes Required for Approval:** \_\_\_\_\_

---

---

**Committee Review Date:** \_\_\_\_\_

**By (quorum of ARB members):** \_\_\_\_\_

---

---



**Mango Park Homeowners Association**

**‘Deed Restricted Community’**

**c/o Sunstate Association Management Group**

**P.O. Box 18809, Sarasota, Florida 34276**

**P. 941.870.4920**

**Email: [nicole@sunstatemanagement.com](mailto:nicole@sunstatemanagement.com)**

**Purchase application must include a non-refundable application fee of \$150.00 made payable to Sunstate Association Management Group, Inc.**

**APPLICATION FOR PURCHASE / RENTAL**

**ANTICIPATED CLOSING DATE:** \_\_\_\_\_ **or LEASE DATE:** \_\_\_\_\_ **to** \_\_\_\_\_

**OWNER INFORMATION:**

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

**Owner Name(s):** \_\_\_\_\_ **Owner Phone:** \_\_\_\_\_

**Email(s):** \_\_\_\_\_

**APPLICANT INFORMATION:**

**Applicant 1 Name:** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Car: make, color and model;** \_\_\_\_\_

**Applicant 2 Name:** \_\_\_\_\_ **Email address** \_\_\_\_\_

**Contact Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Car: make, color and model;** \_\_\_\_\_

**Emergency Contact and Phone number:** \_\_\_\_\_

**Pets:** \_\_\_\_\_

-----  
**Purchaser/Renter Agreement: I have read the Covenants, Bylaws and Rules and Regulation of the Association in their entirety. I agree to abide by these documents.**

**Applicant Signature: 1.)** \_\_\_\_\_ **2.)** \_\_\_\_\_

**Board Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_