

WELCOME TO THE VILLAGE AT SPIRIT LAKE!
HELPFUL INFORMATION FOR NEW RESIDENTS
(February 2026)

The Village at Spirit Lake

HOA Mailing Address: The mailing address for The Village at Spirit Lake Homeowners Association, Inc. is 409 Archaic Drive, Winter Haven, FL 33880. This is a locked mailbox and cannot receive certified letters, FedEx or UPS deliveries. Do not leave mail or other documents at the clubhouse, even though that street address is 409 Archaic Drive.

Covenants and Restrictions: When an owner signs paperwork at closing, they are saying they will follow all deed restrictions and covenants of The Village at Spirit Lake Homeowner's Association. It is the owner's responsibility to read and know those covenants and restrictions listed in the Amended and Restated Declaration of Covenants and Restrictions (see the website). If not followed, there are warnings and penalties.

HOA Board of Directors: At the end of each year, nominations for board members are accepted (or owners can be self-nominated). Owners will have the opportunity to cast a ballot at the Annual HOA Meeting. Once elected, the board members decide among themselves who will be President, Vice-President, Secretary and Treasurer. The fifth person will be a director-at-large. Board meetings are held in the clubhouse and are advertised on signs at the entrance and by email. Owners are invited to attend the meetings, but only board members can vote at board meetings. Names and phone numbers of Board members are posted at the clubhouse bulletin board.

Payment of Assessments: Assessments are paid annually. Each year the assessment amount is approved by the Board of Directors and is determined by what is needed to meet upcoming budget needs.

Architectural Review Committee: Approval by the Architectural Review Committee is required for new homes and any outside improvement or change on your property. The application is available online [Architectural Review Committee Form](#).

Website: Our website address is www.TheVillageAtSpiritLake.com. On the website you can view, download and print the governing documents (Amended and Restated Declaration of Covenants and Restrictions, By-Laws, Articles of Incorporation). You must register to receive access to the protected pages (Resident Access).

Amenities

Common Areas / Walking Pets: Walking pets on our streets and retention ponds is restricted to subdivision owners. Please do not invite outsiders to come walk with you. All pets must be on a leash. As they walk their pets, owners must pick up pet "deposits" on the street, on retention ponds and on the areas around the tennis courts, playground and boat ramp. Please do not allow your pet to "deposit" on another owner's lawn or on vacant lots.

Reserving the Clubhouse for Private Parties: The clubhouse can be reserved for private parties or meetings. The request should be made online using the [Clubhouse Reservation Form](#). The [Reservation Agreement](#) regarding the use of the clubhouse and fees charged to help compensate for utilities

(water/electric) and supplies (paper towels, toilet tissue) are also available on the website. When you reserve the clubhouse, you are not reserving the pool. The pool is always open for owners and is never reserved for private parties. To reserve the clubhouse, you must fill out and sign a Clubhouse Reservation Form acknowledging you will be responsible for any damage and agree to follow all rules and regulations. The reservation form and calendar can be found on the community website under the Resident Access heading.

Using the Pool: Pool rules are listed on a sign at the pool. There is a limit of 4 guests per owner at the pool. Guests cannot be present without a sponsoring owner. Children under the age of 16 cannot swim without an adult/parent present. The pool key should never be loaned to anyone. If moved, the chairs and tables around the pool must be put back into their places before leaving. Be sure the gate is closed tightly after you enter and after you leave the pool. Animals are not allowed in the pool. The state-approved limit for number of people in the pool is 20.

Boat Ramp: Owners must accompany guests to use the boat ramp and must remain with them on the lake. Parked boat trailers of owners should have the arrowhead sticker. Boat ramp keys are available upon request.

Boat Dock: Owners must accompany guests to the dock. Children must be accompanied by an adult on the dock.

Tennis Courts, Basketball Courts: Owners must accompany guests at tennis courts and basketball courts. No animals are allowed in the fenced playground. To prevent damage, no skateboards, roller blades, hover boards, scooters, bicycles etc are permitted on the court.

Playground: The playground is for small children. Children must be supervised by an adult.

Arrowhead Car Stickers: All residents should have an HOA arrowhead vinyl cling sticker in the left lower windshield of each of their cars or trucks. This will be checked when vehicles are parked in the clubhouse parking lot or in the boat ramp area. If there is no sticker, the sign at the boat ramp says the car/truck can be towed. These are available with your Welcome Pack or upon request.

Access

Keys: The former resident of your property should have provided a key that fits the pool, the restrooms at the back of the clubhouse, the boat ramp and the tennis courts. If they did not, please indicate on the New Resident Form. The former resident should have also left a mailbox key. If they did not, please indicate on the New Resident Form. It is possible a back-up key is available for your box. Otherwise, you will need to call the Winter Haven Post Office and request a lock/key change. You may be charged for the new key.

Gate Openers: The former property owner might have left a gate opener. If not, you can purchase one for \$25 using the online payment link [Remote Gate Openers](#).

Mailbox Number and Security Code: If you do not know your mailbox number and/or security gate code, check with the HOA secretary. Your security code is usually changed shortly after you purchase property here, but not without notifying you. Included within this welcome packet is the New Resident Form where you can indicate if you want your name listed in the phone keypad at the gate.

Keypad Directory at the Gate: When you sign up to put your name and a phone number in the directory at the gate, a person can scroll through to find your last name and initial(s). They are then given a 3-digit number to put into the keypad. This calls the phone number provided (they cannot see your phone number) and when the phone rings, they can talk to you through the keypad. If you know who they are and want to let them in the gate, you press 9 on your phone. You will know it worked when you hear a series of beeps. Hang up and wait for your visitor to arrive.

Keypad Phone Number: 863-258-3955. It is recommended to put this number in your phone so you will know when someone is calling from the gate.

Safety

Street Safety: *Our streets are private. Our Bylaws provide authorization within the purposes “to establish rules for safety, security and other rules as needed for all common areas” (Article III Association Purposes and Powers - Section 1 Association’s Purposes. (f)).*

Parents are asked to closely monitor their children or youth with motorized vehicles (golf carts, electric bikes, scooters, etc). Remember, your child could be hurt or could hurt someone else. In the end, the parents face the responsibility and liability of an accident.

- Golf Carts: Florida Statutes 316.212 Operation of golf carts on certain roadways states: (7) A golf cart may not be operated on public roads or streets by a person: (a) Who is under 18 years of age unless he or she possesses a valid learner’s driver license or valid driver license. (b) Who is 18 years of age or older unless he or she possesses a valid form of government-issued photographic identification.
- Additionally, passengers should not be leaning out over the sides of the Golf Cart. Golf Carts cannot be on the streets early morning or after dusk without proper lights on the vehicle.
- ATV’s: Florida Statutes do not allow ATV’s on public streets. Although these are private streets in our subdivision, there is quite a bit of traffic. ATV’s should be taken to other locations to be driven. An ATV with no lights has been seen on our streets at night. That is even more dangerous.
- Motorized Scooters: Florida Statutes also do not allow motorized scooters on public streets. Again, our streets are private, but have quite a bit of traffic. Parents should monitor the use of these motorized scooters and miniature motorcycles. Since they have no lights, they cannot be on the streets after dusk or early mornings.
- Bicycles: Bicycles should stay near the outside of the lane and should have reflectors and lights if riding early mornings or after dusk. Helmets are recommended.
- Pedestrians (Runners, Walkers, Dog walkers, etc): Pedestrians should wear bright clothing during the day and reflective clothing when walking early mornings or after dusk. Pedestrians should move as close to the side as possible when traffic is approaching.
- Cars: Cars should stay within the 20 mph speed limit in the sub-division streets and come to a full stop at all stop signs. Cars parked temporarily on the street should be parked on the edge of the right lane so that tail light reflectors can be seen by cars approaching it. Cars cannot be parked on the opposite sides at the same spot on a street or opposite neighbor’s driveways. No vehicles may be parked on roadways and/or streets within the subdivision between the hours of 1:00 am and 5:00 am. Please reference the Parking Policy for additional information.

Fireworks: Fireworks are not allowed in our subdivision. Under Florida state law and county ordinance, only sparklers, approved by the Florida state Fire Marshall are legal for consumer usage. It is illegal for

consumers to use exploding and/or flying fireworks in Florida and in Polk County, including shells, Roman candles, mortars, multiple tube devices, firecrackers, rockets.

Street Numbers: Polk County Fire Rescue reminds you that having highly visible house or building numbers can help emergency responders save valuable seconds when locating a possible emergency. With the evolution of modern GPS technology, displaying building and home numbers may not seem like something of great importance. However, if first responders cannot find the area in which they are needed, they will not be able to provide possible life saving measures and could be the difference between life and death.

Polk County, Florida - Code of Ordinances
Chapter 11.5 - STREETS AND SIDEWALKS
ARTICLE III. - UNIFORM ROADWAY ADDRESS SYSTEM
Sec. 11.5-58. - Posting of building number.

It shall be the joint duty and responsibility of the owners and occupants of each building located in the unincorporated areas of Polk County to post or display the assigned building number on or near such building in accordance with the following requirements:

- (a) The building number shall be displayed by permanently attaching the building number to the building front. In situations where the structure is not visible from the roadway, the building number shall also be permanently attached to a separate permanent structure such as a mailbox, post, wall or fence, provided that such separate structure is clearly visible and legible from the roadway which the building is addressed. The cost of the individual address numbers shall be the responsibility of the property owner and occupant.
 - (b) The building number shall be clearly visible and legible from the roadway by which the building is addressed and shall clearly identify the building to which it is assigned.
 - (c) The building number shall be displayed by the use of Arabic numerals of a height of not less than three (3) inches and the numerals shall be of a color which contrasts with the color of the immediate background.
 - (d) The numerals used for the display of a building number shall be made of a durable weather-resistant material and shall be permanently affixed to their supporting structure.
 - (e) The owners and occupants of each building erected shall comply with this section as a prerequisite to obtaining a certificate of occupancy.
- (Ord. No. 04-89, § 8, 12-15-04)

Utilities

Garbage/Recycle/Yard Trash Pick-Up Schedule: Our community trash collection day is Wednesday. Garbage can be placed at the street in the approved Polk County Garbage Can. Routine yard trash can be placed at the street in bags or in a regular trash can. For large piles of yard trash or for oversize items like refrigerators or mattresses, you must call or go online to request pick-up.

Except for Tuesday morning through Thursday evening, garbage cans must be placed out of sight in the garage or stored behind a screen or closed fence so that they cannot be seen by neighbors on any side or from the street.

For more information or to request a new garbage or recycle can: <https://www.polk-county.net/services/polk-county-solid-waste/residential-waste/>

To Report a Malfunctioning Street Light: Tampa Electric Company (TECO) is responsible for street light repairs. To report:

1. Make a note of the pole ID number and the nearest street address or intersection to the light. This helps TECO locate the light quickly.
2. Report the light at <https://www.tampaelectric.com/ReportLight> or call 863-299-0800 and follow the prompts.
3. Provide your contact information so they can acknowledge your request.

Irrigation/Lawn Watering: Owners must follow Polk County Watering Restrictions.

- Review current watering restrictions on the Polk County Website –
 - <https://www.polk-county.net/services/utilities/water-restrictions/>

Notice: A fine of up to \$500 can be assessed by Polk County for not following watering rules.

Included in the in this welcome packet you will find:

- **Gate Access & Resident Information Sheet**

Once again WELCOME TO THE COMMUNITY!

Contact email addresses:

SpiritLakePresident@gmail.com

SpiritLakeVP@gmail.com

SpiritLakeTreasurer@gmail.com

SpiritLakeSecretary@gmail.com

SpiritLakeDirector@gmail.com

NEW RESIDENT FORM
IMPORTANT GATE ACCESS & RESIDENT INFO
The Village at Spirit Lake

Owner Name(s): _____

Property Address: _____

Mailing Address: _____

Home Phone: _____

Cell Phones: _____

Preferred phone for call box: _____

Email Address(es): _____

Resident of Home (If not owner): _____

Resident Phone: _____

Preferred phone for call box: _____

By providing my email address, I consent to receive email/electronic information from the Village at Spirit Lake HOA.

Print Name: _____ Signature & Date: _____

Previous owner provided:

Mailbox key	Yes / No
Pool key	Yes / No
Boat ramp key	Yes / No

Please return the scanned copy or photo to:
SpiritLakeSecretary@gmail.com

Or mail to:
The Village at Spirit Lake HOA
409 Archaic Drive
Winter Haven, FL 33880