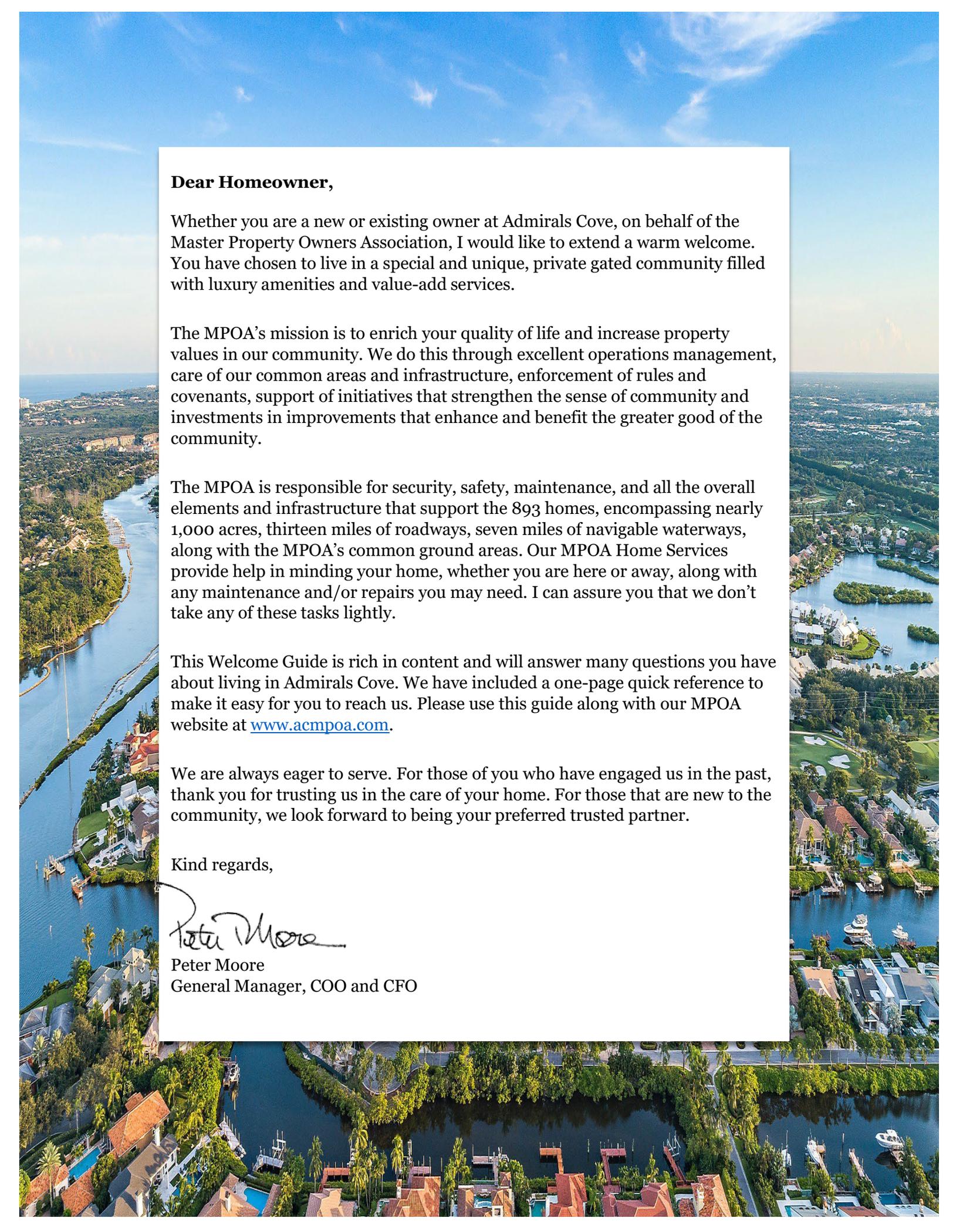




THE MPOA AT
ADMIRALS COVE

WELCOME GUIDE
FOR RESIDENTS





Dear Homeowner,

Whether you are a new or existing owner at Admirals Cove, on behalf of the Master Property Owners Association, I would like to extend a warm welcome. You have chosen to live in a special and unique, private gated community filled with luxury amenities and value-add services.

The MPOA's mission is to enrich your quality of life and increase property values in our community. We do this through excellent operations management, care of our common areas and infrastructure, enforcement of rules and covenants, support of initiatives that strengthen the sense of community and investments in improvements that enhance and benefit the greater good of the community.

The MPOA is responsible for security, safety, maintenance, and all the overall elements and infrastructure that support the 893 homes, encompassing nearly 1,000 acres, thirteen miles of roadways, seven miles of navigable waterways, along with the MPOA's common ground areas. Our MPOA Home Services provide help in minding your home, whether you are here or away, along with any maintenance and/or repairs you may need. I can assure you that we don't take any of these tasks lightly.

This Welcome Guide is rich in content and will answer many questions you have about living in Admirals Cove. We have included a one-page quick reference to make it easy for you to reach us. Please use this guide along with our MPOA website at www.acmpoa.com.

We are always eager to serve. For those of you who have engaged us in the past, thank you for trusting us in the care of your home. For those that are new to the community, we look forward to being your preferred trusted partner.

Kind regards,



Peter Moore
General Manager, COO and CFO

Quick Reference Contact Numbers

Master Property Owners Association (MPOA)	561.746.7769
MPOA Home Services	
<ul style="list-style-type: none">• General Maintenance Work Orders• Home Minder, Pro-Handyman, Elite Concierge• Home Renovation/New Construction (ADR)• MPOA Accounting	
Admirals Cove Front Desk (Club)	561.744.1700
<ul style="list-style-type: none">• Dinner Reservations• Wellness Center: Spa, Salon and Fitness Facility• Golf and Tennis• Food, Beverages and Catering Dept.• Club Membership Department & Accounting	
Admirals Cove Emergency Line (Call 911 First)	561.427.0911
Admirals Cove Security (East)	561.747.3024
Golf Village Security (West)	561.745.2622
Admirals Cove Non-Emergency after Hours	561.747.3024
Admirals Cove Call-in Guest Management (automated)	561.748.9388
Truist Financial Services	888.722.6669
Comcast	561.746.7769 or 1.800.266.2278
Florida Power & Light	561.697.8000
Loxahatchee River District (Sewer)	561.747.5700
TECO (Gas)	877.832.6747
Town of Jupiter	561.741.2300
Waste Management/Recycling	772-546-7700

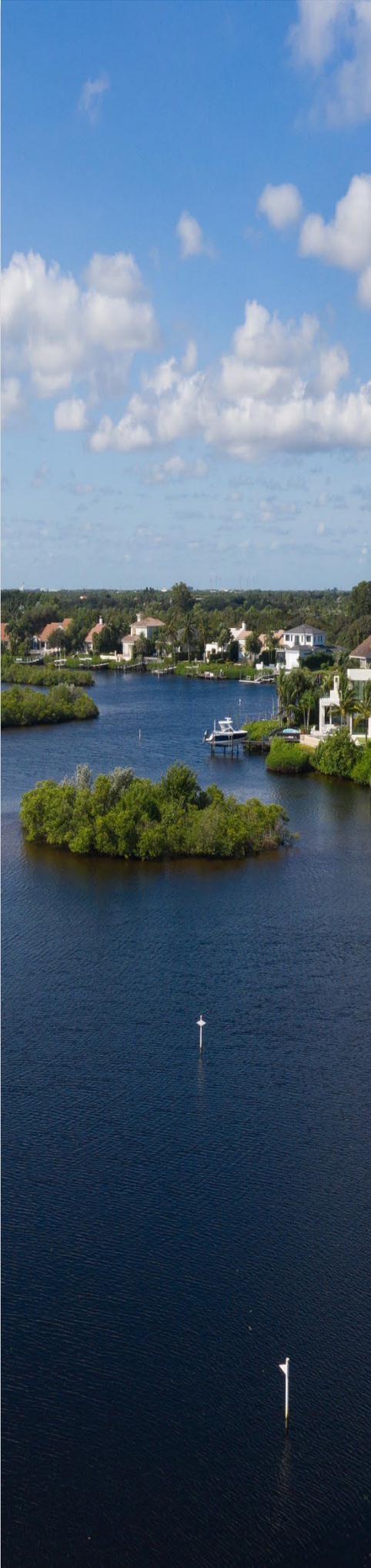
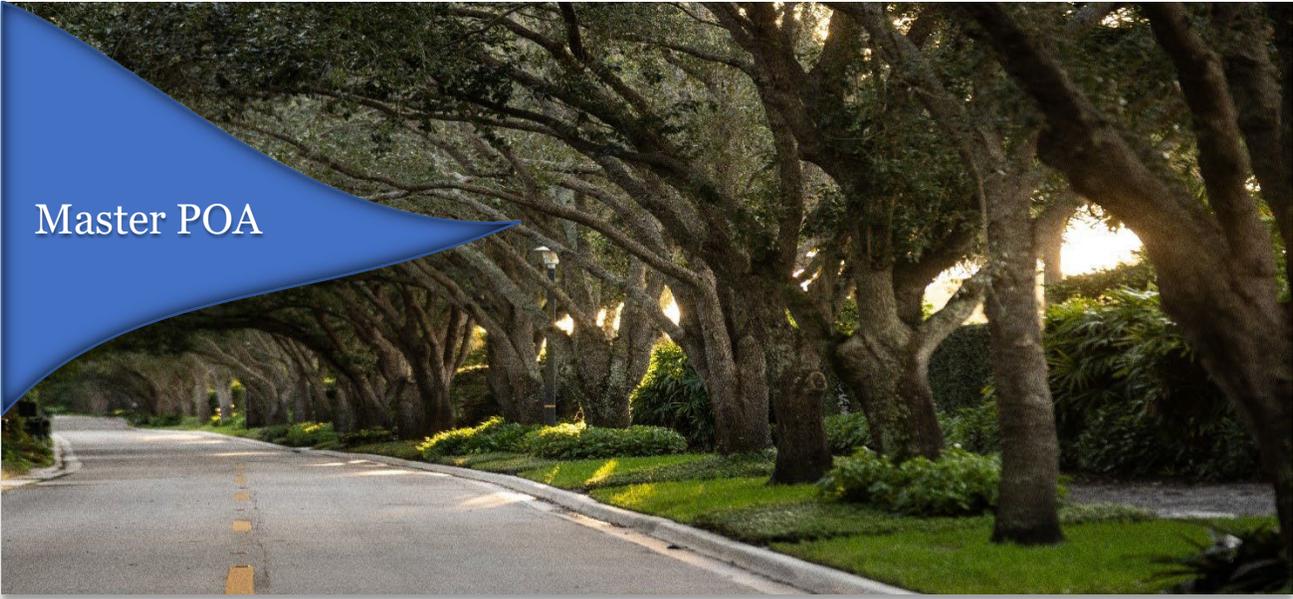


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Master POA

About the Admirals Cove Master Property Owners Association

The Admirals Cove Master Property Owners Association is responsible for the safety and security of 893 homes. The MPOA Board and Staff continually look for ways to improve the quality of life within our community. Our mission is to serve, protect, enhance, and care for this amazing luxury gated community that you are proud to call home. Homeowner satisfaction with the overall service experience is at the core of our service philosophy and our number one priority.

Living inside a gated community with a Master Property Owners Association offers privileges, even though it means monthly fees and complying with its many covenants and rules. The obvious benefit to every Homeowner is with increased property values and a structure in place that is well-maintained and offers a beautiful place to live. The MPOA works hard to ensure aesthetic consistency, landscape conformity, and other management practices that offer a cultural uplift and higher standard of living.

Our MPOA staff is dedicated to every Homeowner by providing a set of MPOA Home Services that offer a suite of services designed to care for your home, community and our navigable waterways. We can work off a standard checklist from years of on-site experience or can easily customize your unique requirements. Our goal is to address those areas important to you.

Our MPOA Home Minder Services offer you the peace of mind in knowing our on-site experts are taking care of your home. Whether you are here or away, you can trust our team to do a good job in caring and servicing your home.

Our MPOA Pro-Handyman offers a generalized quick fix-and-repair set of services. Our unique knowledge of Admirals Cove – the Harbor Homes, Villas/Patio Homes and Custom residences – gives us a leg up over outside competition. We are extremely familiar with each home and the nuances associated to any problem that may occur. Because we are on-site, we can get to you in a reasonable timeframe and quickly resolve your problem. Our other complement of services - Elite Concierge, Architectural Design Review (for Home Renovations and New Home Builds), along with a host of other support services - can be viewed in more detail in this Guide. The important thing for you to know, you can call us when you need help with your home.

MPOA and the Other Community Property Owners Associations

The MPOA manages six different associations within Admirals Cove: the overall Master POA, the Golf Village Master POA, Captains Way, Waterside, Spyglass, and the Nautical Way Condominiums.

If you own a condominium on Captains Way, Spyglass, Waterside or Nautical Way, you are also a member of that respective association, in addition to the Master POA. If you own a property in Golf Village, you are a member of the Golf Village at Admirals Cove Master Property Owners Association, Inc., which is also managed by the Admirals Cove Master POA.

Each individual association has its own rules and governing documents. All governing documents can be viewed at www.acmpoa.com. The office will gladly provide you with a hard copy, free of charge. Additional copies may be requested for a fee.

Getting Involved with the MPOA

There are many ways to get involved at the MPOA. Members are invited to attend any committee or Board meetings to share their thoughts. If you would like a more active role, you may volunteer to serve on a committee. Committee volunteer forms are mailed out shortly before the Annual Meeting in March. The MPOA Office always welcomes comments from our residents. Either call, email or come into the office to meet with a MPOA representative.



MPOA and The Club

The MPOA and The Club are two separate organizations. Where The Club provides the lifestyle recreational amenities - championship golf, dining, tennis, a new Wellness Center which includes a state-of-the-art Spa, Fitness Center and Salon, along with a full- service Marina - the MPOA is the support Service organization to the community and manages the overall elements of Admirals Cove, thirteen miles of roadways, seven miles of navigable waterways, its common grounds and overall infrastructure.

Regardless of the organizational structure, both organizations are driven to providing the best Club experience with seamless, personalized service to every Homeowner.

The MPOA Hours of Operation

- Monday through Friday: 8:00 a.m. to 4:30 p.m.
- For after-hours MPOA assistance, contact Security
- Security – 24 hours 7 days a week coverage
- Admirals Cove Security: 561.747.3024
- Golf Village Security: 561.745.2622
- Online presence: www.acmpoa.com



Security

As part of our 24/7 on-site Security Team coverage, we have Paramedics for medical emergencies or non-emergency matters such as blood pressure checks, bandage changes, etc. We are here to help.

The MPOA strives to keep our community secure. Our state-of-the-art Infrared and High-Definition Cameras, on all four sides of the community, also help to keep our navigable waterways secure. We provide round-the-clock security coverage with immediate notification to the Guard House in the event of any breach of property. We also meet regularly with a network of other gated communities and area police departments as a preventative measure to stay informed of any security issues that may pose a threat to Admirals Cove.

Our community also has waterway access from the Intracoastal that is patrolled by our Marine Security unit. The Security Team provides transponders for Member vessels so they can be authorized to our community waterways. These transponders serve as barcodes for vessels.

If you see something, say something. We always appreciate your feedback. If you see anything that may appear suspicious, please call the Security Center to report it. You may remain anonymous, but do not hesitate to call us at 561.747.3024. We are available 24 hours a day, seven days a week.

Who Do I Call in Case of Emergency?

In the event of an emergency, call 911 first, then call the Admirals Cove/Golf Village Security Emergency Line at 561.427.0911.

Security Profile Setup

The information you have provided on your MPOA application will be used to setup your Security Profile. Your profile can be viewed online by following the steps below.

Visit www.gateaccess.net

- Select “AC” from the Community dropdown box
- Username is your home phone number provided on your application
- Password is your 4-digit security code selected on your application
- Manage your guest list by calling Security at 561.747.3024

Gate Access, Vehicle Barcodes and Guest List

Vehicle Barcodes

Barcodes are for Resident vehicles only. Bring your vehicle to the Security Center on the East Side with your license, vehicle registration and photo ID and an officer will apply the barcodes for easy access into our community.

For Golf Village residents, please visit the Golf Village Security on the west side to gain gate barcodes.

Creating a Guest List

Your Guest List should be composed of friends and family members who frequently visit your home. Remember to check your guest list periodically and remove those who no longer should be on your list.

Adding People to your Guest List

You can manage your guest list online at www.gateaccess.net. Once logged in, you may change your username and password. If you are unsure about any of this information, contact the Security Center on 561.747.3024 for Admirals Cove residents, and Golf Village Security at 561.745.2622 for Golf Village residents. You may also add guests to your lists via an automated number on 561.748.9388.

Any guests, friends or family members who are staying for a short period of time may be issued temporary barcodes. Frequent vendors and service providers must purchase an access card for a fee which enables the driver to gain easy access for entrance. To be issued an access card, vendors must fill out an application and provide a valid driver license along with a form of payment. The access card can only be used by the individual named and pictured on the card. Failure to comply with the rules provided will cause the vendor's card to be deactivated and they must pay a fine to have the card reinstated.

Safety Tips

Please use your alarm system whenever you leave your home. Law enforcement sources tell us that burglars will often confess the reason they picked a particular home was because of its apparent accessibility. They looked into a window and could see the alarm was off. The MPOA also advises that you keep your lights on inside and outside your home to give the appearance that someone is in residence.

As important as it is to secure your home, it is also essential to keep your car doors locked. Do not leave valuables in plain sight. An open car door provides easy access to whatever valuables you have in your car. Also, many residents have garage door openers on their car visor making it easy to gain access into your home. Remember to lock your cars.

All homes must keep a key on file with security. In an emergency, it greatly improves response time and could save you costly repairs in the event of a water leak or other situation that would require swift entry into the home.

While walking, jogging or bicycle riding in the early morning or night hours, please wear reflective or white clothing. The MPOA offers a reflective belt for anyone in need of a high visibility marker when visibility is limited. Additionally, if you are driving and come upon a pedestrian or cyclist, please slow down, and proceed with caution.

Admirals Cove Wildlife

Admirals Cove sits on 1,000 acres of land located in a natural setting in the coastal region of Jupiter Florida. Jupiter's coastal areas, inland waterways and adjoining Intracoastal waterways are amazing scenery with great biodiversity and home to an abundant amount of flora and fauna. Our rich landscape and access to water creates an ecosystem where many species of birds, reptiles, fish, and mammals coexist near our residents.

Be mindful that some of the birds, reptiles, fish, and mammals can be dangerous. Residents should be aware that we have at times seen Osprey, Alligators, Bobcats, Coyotes, Turkeys, Sharks, Otters and Manatees along with other species both big and small within Admirals Cove. Please recognize that these wild animals can be dangerous. Use caution when in proximity of them. For safety purposes, we prohibit the feeding of all wild animals as well as swimming in our canal waterways.

Waterways

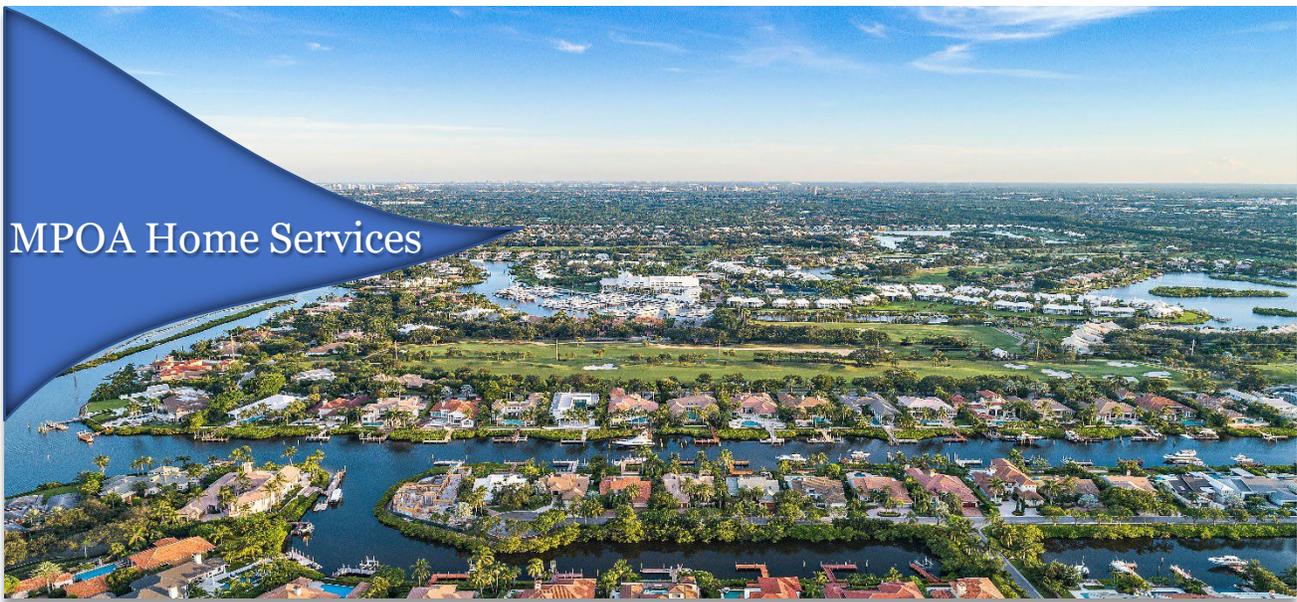
Admirals Cove takes great pride in being one of the few communities that has seven miles of navigable waterways. The MPOA maintains the navigable channels and the mangroves within the community. Any dredging under or around docks are the Homeowner's responsibility. Our waterways are a unique mangrove-laden coastal ecosystem – the home to a wide variety of marine life. Be cautious when in the proximity of this marine life.



Parks and Open Spaces

The **Playground** is located on Regatta Drive and includes a Play Area, Swings, Slides, and cushioned Synthetic Turf. The **Dog Park** is also located on Regatta Drive, adjacent to the Playground. This is a wonderful place to let your pets play while socializing with your neighbors. The Dog Park features a small and large dog play area, dog waste stations, drinking bowls, and a covered sitting area.

Please remember to pick up after your pet and always maintain control of your dog. The MPOA works hard to keep both the playground and the dog park well-manicured for you and your pets to enjoy.



MPOA Home Services

Generalized Home Maintenance/Management

When a problem occurs with the exterior or interior of your home, the MPOA is here to help. These generalized home maintenance work orders can be for roof repairs, ceiling leaks, landscape and irrigation or other problematic areas that need immediate assistance. Our goal is to immediately call the right service provider from the MPOA's homeowner referred vendor list to quickly resolve the problem at your home.

Home Minder

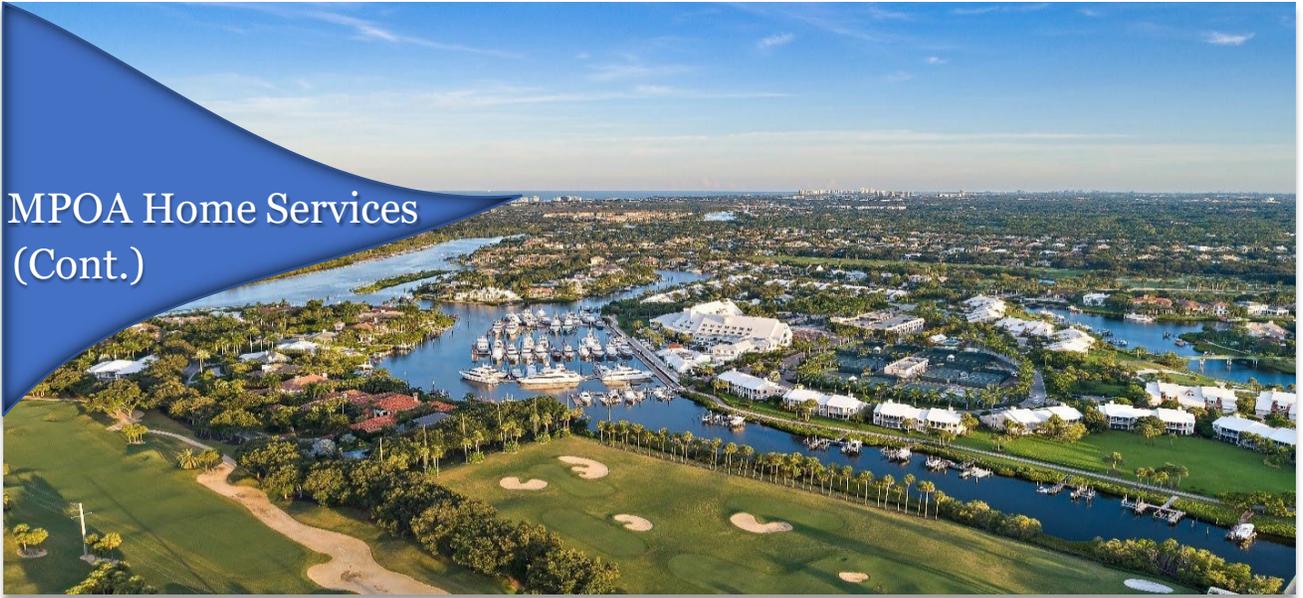
Our Home Minder Services provide weekly property checks for a fee. All work is billed quarterly on your MPOA statement. We will work off a standardized checklist but can easily accommodate and customize those items that are important to you through our Elite Concierge Services. Whether its caring for your home, help required to start your car or tie down your vessel, we are on-site and ready to serve our Homeowners. Please refer to the back cover of this Welcome Guide for a short list of standardized services. For more details, call the MPOA office or visit our website at www.acmpoa.com.

Pro-Handyman

Our Pro-Handyman Services will take care of any general repairs or maintenance you may have. We will provide quick on-site service and work on individual tasks or as part of bundled list when we come into your home. All billing will also be on your quarterly statement and include work performed on your required day(s). A general fix-and-repair short list can be viewed in the back portion of this Welcome Guide.

Elite Concierge

Many of our homes have unique and extensive requirements due to the square footage and/or requirements of the home. The services we provide can also include a subset of our Home Minder and Handyman Services, as well those customized services that are important to you. The MPOA can either perform the work or, where required, provide an outside resource and manage the entire scope of work. The MPOA's goal is to ensure the work gets done without any problems whether you are here or away during the off season. The list of activities can be small or extensive based on your unique requirements. All billing will take place quarterly on your MPOA statement.



MPOA Home Services (Cont.)

Architectural Design Review (for Home Renovations/New Build)

The Architectural Design Review is an important process here at Admirals Cove. The ADR Committee consists of five architects whose purpose is to maintain building, landscape, and aesthetic consistency in the highest community standards.

New construction, major renovations, landscape and hardscape projects, roofing, window installations, hurricane shutters, pool renovations, or other exterior aesthetic changes **MUST BE** reviewed by the ADR committee.

Interior remodels in a condominium will need ADR review. These includes plumbing changes as part of kitchen, bathroom, or laundry room renovations, electrical, flooring, changing of walls or structural components, concrete cuts, replacing windows or sliding glass doors, and other changes to common or limited common elements. When in doubt, call us to determine if ADR approval is required.

The applicant must submit an ADR application for review. Applications can be obtained by calling the MPOA office. ADR meetings take place on the second Thursday of every month. The deadline to submit applications with the set of preliminary documents and exhibits that apply to your project is the Friday before the meeting.

For more details about the process, the complete ADR Manual can be viewed online at www.acmpoa.com or by calling the ADR Coordinator at 561.746.7769.

Notary Public Service

The MPOA offers a full complement of Community Services guaranteed to provide rapid on-site support when you need it. We currently have notary publics that can attest to and certify documents, and perform various other duties as specified by law. Please call 561.746.7769 before you come and/or make an appointment to guarantee our presence.

Shredding Services

Another community service the MPOA provides is periodically offering a convenient and secure way to dispose your sensitive paper documents. Our on-site Shredding Services are provided free of charge three times a year (spring, summer, and fall). An email communication will be sent from the MPOA letting you know the date of each shredding event.



MPOA Home Services (Cont.)

Hurricane Preparedness

When Hurricane Season begins it becomes time to take precautionary steps. The MPOA has a comprehensive Hurricane Guide as a resource should you need it. This guide is also viewable on www.acmpoa.com. Please know that the MPOA is here to assist you in installing hurricane shutters, taking down awnings, outdoor artwork, installing additional window protection, garage door braces, and more, at the beginning of storm season. It is essential that all patio furniture, kayaks, paddle boards, including dock boxes and grills get put away. Vessels need to be tied down where necessary. This essential planning should begin several weeks before hurricane season starts as the MPOA uses the same resources to secure the entire community.

Rule of thumb: If you need assistance in preparing your homes, either closing and/or opening your homes, please contact the MPOA a few weeks earlier. Before you leave have your coconut trees trimmed to minimize falling hazards.

Pest Control

The MPOA currently has a contract with Hulett to provide on-site Pest Control Services. For our condos and single-family homes, these services are included in the MPOA quarterly fees. For our larger custom homes, you can easily request this ongoing, value-add service, for us to coordinate and manage.



On-Site Resources and Utilities

Comcast XFINITY – How to get Set Up?

The MPOA has a dedicated COMCAST XFINITY representative on-site. They can be reached by calling the MPOA office at 561.746.7769. They will be able to assist in setting up new accounts, answering any questions related to Comcast Services as well as addressing any issues related to XFINITY.

What is included with your assessments?

Comcast XFINITY TV:

- 1 – X1 Platform DVR
- 3 – HD X1 Companion Boxes (Wireless)
- 2 – HD Digital Adapters

This includes over 110 channels 95+ High-Definition channels, HBO MAX, and XFINITY On-Demand.

Comcast X-Fi Internet:

- 1 – Modem/Router
- High-speed Internet Blast (200 mbps with 15 mbps upload speed, subject to change)

How to Upgrade or Add Services

XFINITY Voice is an optional phone service which is offered at a discounted rate.

You have the option to add or upgrade your current devices (cable boxes, modem/routers), increase internet speeds as well as adding more channels onto your XFINITY TV account for an extra fee. If you are interested in making any changes to your new or current COMCAST XFINITY account, give the MPOA office a call and our dedicated Comcast Representative will be able to assist you.

Having Issues with your Services?

If you are experiencing technical issues, we recommend you check your account using the XFINITY My Account App or give them a call at 1.800.266.2278. If your issue still cannot be resolved, please call, or visit us here at the office.

Water (Town of Jupiter)

Please call the Town of Jupiter at 561.741.2300 or go to their website at www.jupiter.fl.us At the top of the page, **click DEPARTMENTS**, then **WATER AND STORMWATER UTILITIES** to set up your account.

The Town of Jupiter Utilities requests 24-hour notice be given to accommodate all new account requests. If you are a new resident moving into the community, the previous owner would have called to shut off their water service. By the time you have moved into Admirals Cove, you should have already contacted the Town of Jupiter to turn on the service with billing in your associated name. Please do not hesitate to call the MPOA if you need any additional Town of Jupiter (water) support.

Sewer (Loxahatchee River District)

New owners must call the Loxahatchee River District at 561.747.5700 Option 2, and provide them with your name, the mailing and physical address of your property. You should also inform them of your date of purchase and the number of toilets in your home.

Electric (FPL)

Turning on your electric service through FPL is easy and can be done online. If you prefer speaking to someone on the phone, you may dial 561.697.8000. For online access:

Log onto www.fpl.com. On the front page, click the link that reads: “Start Service” which can be found under “Moving.”

From here, follow the step-by-step instructions to start your electronic service. You will need:

- The address where you want service
- Your Social Security or Driver’s License Number
- Your preferred start date

Gas (TECO Peoples Gas)

Call TECO Peoples Gas at 877 832.6747. You may request a new account at www.peoplesgas.com. You will need to setup a new account under the Homeowner’s name.

Payment of a deposit and turn-on fee is required. The deposit amount varies by address. You will have the option of having your credit checked to waive the deposit. You may provide a letter of credit from your prior electric or gas provider to waive the deposit, subject to approval.

An activation appointment will be scheduled. Someone 18 years or older must be present during the turn-on appointment. TECO must go to the meter and enter the house for a safety inspection. If you need assistance with having someone at the home to meet TECO, the MPOA can be contacted as part of our Home Minder Services. We are here to help you.

Waste Removal and Recycling (Waste Management)

Requests for new or replacement recycle bin drop-off can be arranged through Waste Management by calling 772.546.7700. Trash bins can be purchased at Lowes, Home Depot or Walmart. Admirals Cove does not have any specific requirement regarding trash bins, however all waste must be in a container. Waste Management requires trash bins to not be any bigger than 50 gallons and to weigh 50 lbs. or less when filled with refuse.

Refuse Pick-Up Schedule

Mondays: Regular refuse & recycling

Thursdays: Regular refuse & yard waste.

Holiday Refuse Pick-Up Schedule

There will be no refuse pick-up on Thanksgiving Day or Christmas Day. All other holidays follow the normal pick-up schedule.

Please note that garbage should not be placed out for collection before 9 p.m. the night before pick-up is scheduled. All trash bins should be retrieved by 11 p.m. Refuse should be placed in their appropriate containers. If you have extra refuse that does not fit in the trash bin, please place the overflow in sealed trash bags. Leave neatly on the street by the rest of the trash. Bulk items cannot be placed at the curb, if you have bulk items that need to be disposed, bulk pick-up can be scheduled by calling 772.546.7700.

Hazardous waste (propane tanks, rechargeable batteries, paint, etc.) can be dropped off at:

Solid Waste Authority
6330 N. Jog Rd., West Palm Beach, FL
Monday-Friday; 7 a.m. to 5 p.m.
561.640.4000

For all medical waste, please call Med Waste Track at 866.931.6321.



Landscaping and Irrigation

Your MPOA assessments include the following landscaping services:

Custom Homes: The MPOA provides lawn cutting, edging along all hard surfaces and landscape beds as well as blowing all hard services clean, once a week in the summer, fall, and spring and every two weeks in the winter. Other landscaping and irrigation items as well as Pest Control are the Homeowner's responsibility, however, the MPOA is here to help you coordinate and manage any Pest Control Services, for a fee, should you need it.

Patio Homes, Villas and Club Cottages: In addition to what is provided to custom homes, these homes receive edging, irrigation maintenance, fertilization, pest control, and regular landscape maintenance to maintain hedges, small tree trimming, shrubs, flowering plants, and other miscellaneous plants. The MPOA provides mulch to landscaping beds once a year (Oct/Nov), and palm tree trimming is performed twice a year (March/April and Oct/Nov). It is the Homeowner's responsibility to trim large trees (oak, and other tall palms) if they need additional trimming. For owners with Coconut trees, we strongly recommend at least one additional trim to be performed prior to hurricane season. Hedges that grow above 10 feet are also the Homeowner's responsibility.

Golf Village: In addition to lawn cutting, these homes receive edging, irrigation, fertilization, pest control, and regular landscape maintenance to maintain hedges, small tree trimming, shrubs, flowering plants, and other miscellaneous plants. Coconuts are trimmed twice a year (May/June and Oct/Nov).

Other Palms are trimmed once a year along with the application of mulch to the landscape beds. Large tree trimming, including Oaks and tall Palms, as well as hedges that grow above 10 feet are the Homeowner's responsibility.

All Condos: Pest Control Services and landscape maintenance are arranged by each Condominium Board and is managed by the MPOA. To assure your wishes are carried out in a timely manner, all work order requests should be made directly to the MPOA. If requested, our staff will follow up with you as soon as the work is completed.



Dock Responsibilities

If your property has a dock, it is the Homeowner's responsibility to maintain the dock, keeping it in safe working order and structurally sound. All docks must have a minimum of one light, and illuminated in such a way, to light the outermost piling in the channel. This light should automatically turn on at dusk and turn off at dawn. No vapor lights or any light over 100 watts will be permitted to not disturb the neighboring properties. Lighting color should be white to cool-white and not more than 3000 Kelvin.

Please consult your Dock License Agreement for additional details. If you live in a condo, please contact the MPOA to ensure the above statements apply to your condominium association. A copy of the agreement can be provided by the MPOA.

Boat Transponders

Entry to the Admirals Cove Waterways require a unique security transponder to be affixed to the **Starboard** side of the vessel (jet skis are included). You may obtain the transponder through Security, free of charge.

Boat Size Guidelines

The size of a boat allowed to be kept on your dock is based on a few factors and may be adjusted due to limited accessibility, home location, waterway navigability and waterway depth. The ADR Committee will review these conditions and/or variance agreements on an individual basis and, at its sole discretion, come up with a determination. You can also contact the MPOA if you have any questions or concerns.



Custom and Patio Homes

- Lots up to 70 ft. in width: 50% of the width of the lot as measured at the shoreline plus 10% = the length of the boat.
- Lots greater than 70 ft. in width: as measured at the shoreline must maintain a 15-foot setback on each side for a total of 30'. Nothing may encroach into the setbacks and/or navigable channels. This includes floating docks and dolphin pilings.
- The actual length of the boat allowed to be kept on your dock is subject to accessibility, which can include, but is not limited to, the following issues; channel depth, width, king tides, and depth of water around the dock.

Villa II Homes

- 40' when accessible

Captains Way Villa

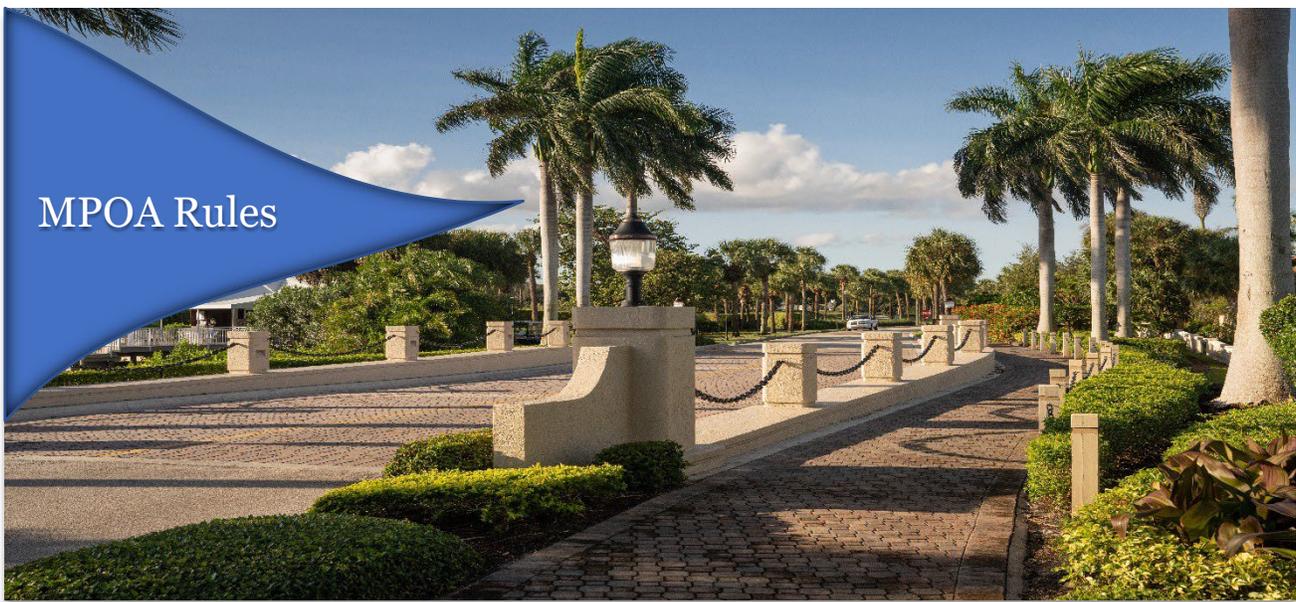
- 40' overall length

Captains Way Harbor Homes

- 35' overall length with no-fly bridge or tower allowed

Spyglass and Waterside Harbor Homes

- 34' subject to condominium board approval



MPOA Rules

Rules and Regulations

As with any Master Property Owners Association, Admirals Cove has governing rules and regulations in place to maintain community standards and create a harmonious, serene, and safe place to live. When people become members of our community, they willingly agree to follow the regulations and guidelines in the community. The following rules and guidelines can also be found on our website at www.acmpoa.com.

Major Holidays

No work on the following Holidays, observed Holiday and associated weekends: New Years, Good Friday, Memorial Day, 4th of July, Labor Day, Yom Kippur, Thanksgiving and the day after, & Christmas Day.

Construction will not take place from December 24 thru January 2 to avoid inconveniencing other Members and their guests during the holiday season. Exceptions will be considered where special circumstances exist.

Traffic Rules: Be Mindful of One Another – Please Don't Speed

The posted speed limit is 25 mph except where otherwise posted. Our roadways have high traffic volumes not only from vehicles but also from pedestrians, joggers, cyclists, and golf carts. Please be mindful of non-vehicular traffic and exercise caution when driving on Admirals Cove roadways.

In the interest of safety, on-site Security performs traffic stops when a vehicle is witnessed to be speeding or runs a stop sign. Admirals Cove also utilizes lidar technology to capture speeding vehicles.

Anyone driving a golf cart within the community must have a valid driver's license.

Homeowners are required to allow employees and vendors to use their driveways to reduce vehicle clutter on the streets. Although overnight parking on the street is not permitted, the MPOA may approve overnight parking in certain circumstances.

Car Delivery and Pick-Up from your Residence

Flatbed and one car carriers are allowed in Admirals Cove. Large car carriers are not permitted in Admirals Cove or Golf Village. Anyone arranging to have a vehicle dropped off or picked up at Admirals Cove is encouraged to instruct the delivery company to contact Security at 561.747.3024 prior to arriving. For Golf Village, the car carrier is required to park on Frederick Small Road. Golf Village Security can be contacted at 561.745.2622 for assistance. Security Officers can assist the drivers in getting the vehicle safely from the offsite car carrier to your home.

Home Leasing Requirements

Homes may be leased once in any twelve (12) month period but for no less than three (3) months at a time. The Homeowner or lessor is responsible for providing the necessary documents to the MPOA office, which includes an application filled out by the lessee, a copy of the executed lease, and application fee.



Pets

We recognize that your furry friends are like members of your family. However, we have a rule that we would appreciate being followed. All dogs must be on a leash when taking your pet for a walk. The community has various pet waste stations for you to use to pick up the waste from your dog. Out of courtesy to our Admirals Cove Community golfers, please don't allow your pet to produce waste on the golf course.

MPOA and Golf Village pet requirements

- One (1) dog, not to exceed an adult weight of seventy-five (75) pounds
- Two (2) dogs not to exceed a combined total adult weight of seventy-five (75) pounds
- Two (2) cats
- Domesticated Birds
- Fish capable of being kept in indoor aquariums

Waterside and Captains Way Pet Requirements

- One (1) dog not to exceed an adult weight of 35 pounds
- Two (2) cats
- Domesticated Birds
- Fish capable of being kept in indoor aquariums

Spyglass Way Pet Requirements

- Only domesticated birds and fish capable of being kept in indoor aquariums

Nautical Way Pet Requirements

- No pets are allowed



MPOA Pay Options

Account Balance Information

Assessment Statements are mailed quarterly to all Homeowners. You can inquire about your account by contacting our Accounting Department on 561.746.7769. Emailed statements are available upon request.

MPOA Account Payments

If you have not enrolled in the Bill Pay Program, please see the instruction options below. If you have any questions or need assistance signing up, please contact our Accounting Department at 561.746.7769. We will gladly help you register.

This payment program is offered to make your quarterly MPOA and Community payment process more convenient. If you choose to enroll in the Automatic Debit (ACH) program, please register as soon as you receive your quarterly statement to avoid any delays.

Enrolling in Automatic Debit (ACH)

- Contact our MPOA Accounting Department at 561.746.7769 for your individual Bill Pay Account Number.
- Once you have your Bill Pay Account Number, go online to [Truist.com/payments](https://truist.com/payments) to enroll for ACH. You will not be obligated to open a checking or savings account.
- Please note: If you own more than one property in Admirals Cove, you will have different bill pay numbers for each property payment. You will have to enroll and pay separately for each property.
- Truist and the MPOA will provide support to help you sign up. Please contact Truist at 888.722.6669 or the MPOA at 561.746.7769 if you require assistance.

Pay by Bill Pay:

- If you wish to use your existing online bill pay provider, use the Bill Pay Account Number by contacting the MPOA Accounting Department at 561.746.7769.
- If you currently have a bill pay payment setup for Quarterly Assessments through your bank, please change the mailing address to Truist Association Services, PO Box 628207, Orlando, FL 32862-8207.

- The number is listed as Bill Pay Account Number. Use the bill pay account number only; do not add any other letters, numbers or identifying words in the account number area.
- The bill pay account number is unique to each property address and payment obligation.
- If you own more than one property, or if you have more than one payment obligation, you will have different bill pay numbers for each payment.

Payment by Check

- Use the “Tear Off” coupon at the bottom of your statement.
- All check payments must be accompanied by the “Tear Off” coupon located at the bottom of your statement and the check amount must match the statement amount on the coupon exactly.
- Make your check payable to the name of the Community noted on your statement.
- Tear off the coupon and place the coupon along with your check in the enclosed return envelope.
- Send your payment to Truist Association Services, PO Box 628207, Orlando FL 32862-8207 (as printed on the return envelope).
- Please note: Any general correspondence-related matters regarding your property or association should be directed to the MPOA. **Please do not include any general correspondence with your coupon payment as we will not receive it at the MPOA office.**

Making Payments at a Truist Financial Institution:

- Your check, accompanied by the “Tear Off” coupon, will be accepted at all Truist Financial Centers. The check amount must match the statement amount exactly on the coupon.
- Payments will post the following business day.
- A receipt will be provided to you by the teller.

MPOA HOME SERVICES

HOME MINDER

Whether you're here or away, the MPOA is here to help.

- Weekly property checks
- Mail/Newspaper collection
- Major appliance check
- Custom checklist for your home
- And so much more!

**Price Based on Square Footage

PRO-HANDYMAN

Need in-home repair or general maintenance?

- A/C filter replacement
- Picture hanging
- Move furniture
- Toilet repair
- And so much more!

**For pricing, please contact the MPOA

ARRIVAL, DEPARTURE & HURRICANE READINESS

(As part of our Home Minder Services)

- Mail Distribution
- House, Auto, Golf Cart, and Vessel Assistance
- Install Hurricane Shutters and other related services.

**For pricing, please contact the MPOA

ELITE CONCIERGE

Need specialized services that require the MPOA to manage?

- Subcontractor project management
- Provide Home Minder and Pro-Handyman as part of concierge services
- Customized to your exact needs

**Price Based on Services Provided

ADMIRALS COVE MASTER PROPERTY OWNERS ASSOCIATION

Call us at 561.746.7769

Please give us early notice to prepare your home for hurricane season

