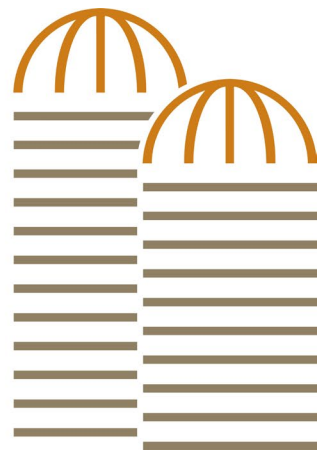


GRANARY PARK



New Resident Guide



Your resource guide to life in Granary Park

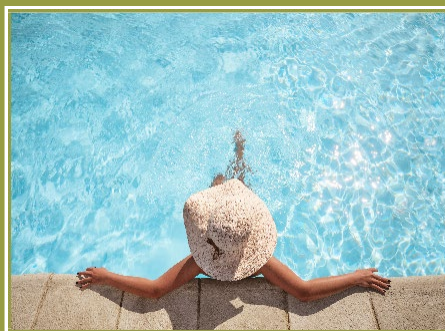
Castle Group Home Office
12270 S.W. 3rd Street, Suite
200 Plantation, Florida 33325
Tel: (954) 792-6000

Fax: (954) 792-9230
Toll Free: (800) 337-5850

Table of Contents

CONTENTS

Welcome.....	Page 3
Directory.....	Page 4
New Owner Information.....	Page 6
Assessment Information... ..	Page 9
Policies & Procedures.....	Page 10
Architectural Review Process and Forms.....	Page 11
Frequently Asked Questions.....	Page 15



Welcome to Your Community Association!

Welcome to Granary Park and the Granary Park Homeowner's Association.

We're sure you will enjoy living here and exploring all the community and Clay County has to offer.

This New Resident Guide is designed to assist you, providing useful information regarding homeowner needs and services. We have also included some information pertaining to the surrounding community at large.

The information provided herein is for your convenience. It does not imply any endorsement by Granary Park's Board or representatives, which is not responsible for the accuracy of the contents. If you have any additions or corrections, please let us know so we can improve future editions.

Please explore more about your community at your website <https://www.granaryparkhoa.com/>.

*This guide was compiled for the use of all
residents. Please direct comments and
suggestions to Michael Molineaux
mmolineaux@castlegroup.com
(904) 468-5700*

This guide does not create any legal rights or obligations. As an owner and member of Granary Park your rights and obligations are controlled by Florida statute, particularly F.S. §720.301 et seq., the Declaration of Covenants and Restrictions (known as the Master Covenants), and the By-Laws of the Granary Park Community Association (all these documents collectively known as the governing documents). In the case of any conflict between the information provided by this Owner's Guide and the governing documents, the governing documents control.

Community & Local Directory

Note: The area code for Clay County is 904 and is not needed for local calls. Numbers are subject to change without notice.

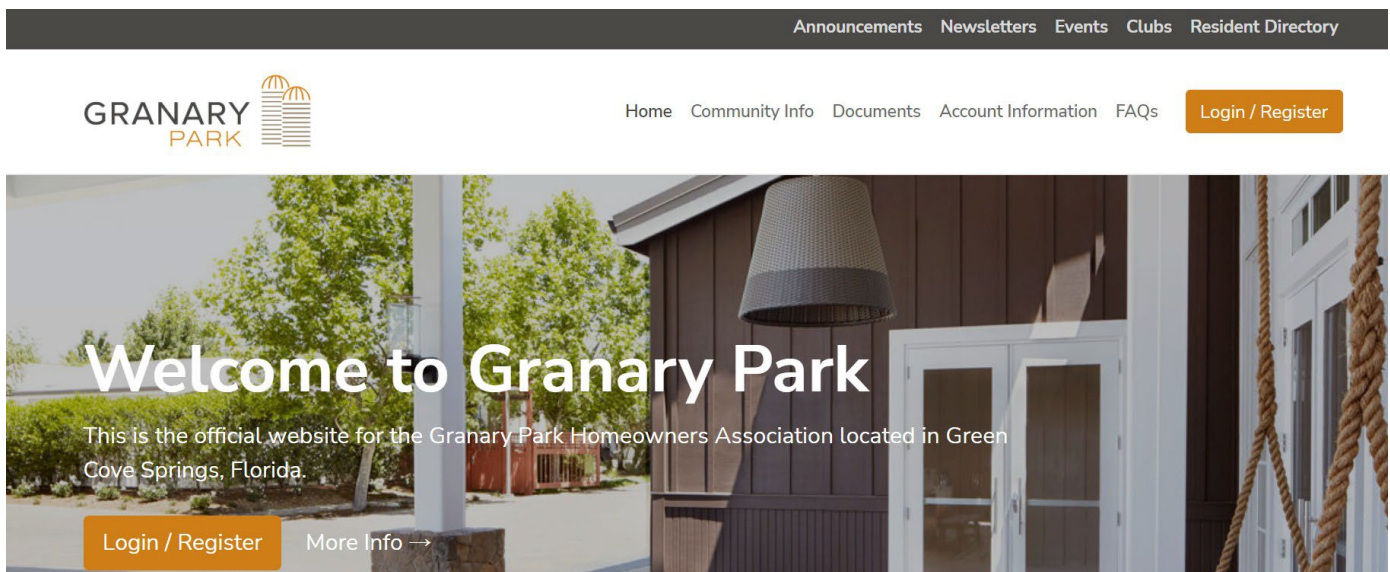
EMERGENCY (FIRE, POLICE & RESCUE)		911
Florida Highway Patrol		904-695-4000
Clay County Fire Department (Station 15)		284-7703
Clay County Emergency Management		824-5550
Clay County Jail & Detention Center		264-6512
Clay County Sheriff's Office		264-6512
Poison Control Hot Line		800-282-3717
CASTLE GROUP		
Resident Services (General Inquiries)		800-337-5850
Community Association Manager- Michael Molineaux		904-468-8045
Regional Director- Sarah Guzman		sguzman@castlegroup.com
QUICK REFERENCE		
Clay County Chamber of Commerce		264-2651
Cable TV Providers		
Comcast		800-266-2278
DIRECTV		800-266-2278
Dish Network		888-610-2814
Utilities		
Clay County Utility Authority		272-5999
Electricity		
Clay Electric Cooperative		272-2456
Government & Municipalities		
Clay County City Hall		352-473-3711
Florida Attorney General		866-966-7226
Florida Department of Financial Services		
James S. Page Governmental Complex		491-7380 / 866-474-1446
Clay County Animal Control		269-6342
Clay County Attorney		269-6377
Clay County Board of County Commissioners		284-6394
Clay County Building Department		269-6307
Clay County Clerk of Courts (Declaration of Domicile/Marriage Licenses)		269-6302
Clay County Economic Development Board		375-9394
Clay County Property Appraiser's Office		269-6305
Clay County Supervisor of Elections (Voter Registration)		352-473-3711
Clay County Tax Collector (Driver's Licenses/Veh Reg/Fishing Licenses)		269-6320
US Social Security Administration (Jacksonville)		866-635-0789

Veterans Services	284-6326
Internet Providers	
AT&T	800-288-2020
Comcast	800-266-2278
Mosquito Control	
Clay Mosquito Control District	888-217-9555
Passports	
Clay County Post Office	800-275-8777
FedEx	800-220-1899
Pet Licenses (<i>all pets must be licensed & proof of current rabies certificate must be furnished</i>)	
Clay Humane Society	276-7729
Public Health	
Florida Department of Health, Clay County	529-2800
Public Libraries	
Clay County	278-4750

New Owner Information

Community Website

More information is available at The Granary Park HOA website. Visit today and get registered for all your community needs! Notifications and updates are provided regularly, as are association documents and events.



The community association website has a “public” area accessible to anyone and a private “Members Only” section with information and services that only you can access. To access this Members Only section, you will need to register and create a new user name and password. To get started go to :

<https://www.granaryparkhoa.com/>

Registering In your Community: Stay in the loop and receive communications about your community by registering on your community website. In order to register you are required to provide at least one address inside of the community, some communications may require a mailing address as well. Please contact your Property Manager Michael Molineaux via email at MMolineaux@CastleGroup.com and request a temporary pass code to complete the registration process. Remember to change and protect your pass code by not sharing it with other household members. Once you receive your temporary pass code get started by visiting the Tributary Living HOA website and clicking on the "register" link displayed in the top right-hand corner.



Unparalleled Property Services

NEW OWNER INFORMATION

*****PLEASE COMPLETE & RETURN*****

WARRANTY DEED DEPARTMENT

WARRANTYDEEDS@CASTLEGROUP.COM

Please be advised that as a new owner of this unit you are now a member of the Homeowners or Condominium Association. CASTLE GROUP is the Management Firm for your Association. This memorandum is to advise you of your responsibilities as a member of the Association, and your responsibilities regarding your maintenance account.

It is your responsibility, as the unit owner, to be sure that a copy of the warranty deed is submitted to our Warranty Deed Department. This must be done immediately after closing for the home to be transferred to your name in the official records of the Association. Castle Group will not change the name on the official records without receiving this information, which in turn could hold up any correspondence concerning Association matters from reaching you. This is very important as the Sellers account number will not be used as your account number. In order to assign you a new account number we must have this information to send your coupons and apply your payments correctly.

It is your obligation to make sure that the mailing address and telephone numbers are kept up to date with the management company. If you are a seasonal resident, or do not reside in this unit you are responsible for notifying Castle Group of your change of address each time you travel or move. Requests must be submitted in writing directly to the Warranty Deed Department either by e-mail, mail or by fax. Addresses are not changed based on applications of any type or verbal requests with staff members. Please complete the following information and fax to (954-792-0189) or email to warrantydeeds@castlegroup.com.

Thanking you in advance for your cooperation in conducting the business of your Association.

Name(s):

Mailing Address:

Telephone Number:

E-mail Address:

Castle Group Home Office
12270 S.W. 3rd Street, Suite 200
Plantation, Florida 33325
Tel: (954) 792-6000
Fax: (954) 792-9230
Toll Free: (800) 337-5850

COMPLETE AND RETURN

CONSENT TO RECEIVE ASSOCIATION NOTICES AND DOCUMENTS ELECTRONICALLY from The Granary Park Homeowner's Association Inc.

The undersigned Member(s) of the above-named Association (the "Association"), by signing below, hereby consent to receipt of documents, reports, notices, and other information from the Association by e-mail, facsimile, or other electronic means. Except as indicated below, this consent applies, without limitation, to notices, newsletters, minutes, personal invoices, budgets, financial statements, and other documents that the Association is required to deliver to its Members, instead of receiving that information by conventional first-class mail, so long as the means of electronic transmission utilized by the Association creates a record that is capable of retention, retrieval, and review that may thereafter be rendered into clearly legible tangible form. This consent shall not apply to any notice or document that the Association is required to provide to its Members by some other form of written communication or by personal delivery.

MEMBER ACKNOWLEDGMENT

By signing below, I acknowledge that:

- I will not receive conventional printed or photocopied versions of documents generally distributed by the Association unless I otherwise specifically request receipt of a non-electronic form of the notice or document.
- I may request a paper copy of any document that I have previously received in electronic form, or that I desire in some other format, by contacting the Association's manager.
- I agree to provide notice to the Association in the event of any changes to my e-mail address.
- I understand that I can withdraw this Consent at any time, simply by sending a writing to the Association's manager.

Dated: _____ Member's Property Address _____

Name of Member _____ Member's Email Address _____

Signature _____

The Association agrees that the consenting Member(s) referred to in this Consent form shall also have the right to receive any notice or other document or record that is provided or made available under this Consent on paper or in non-electronic form if requested by said Member(s).

RETURN TO:

Michael Molineaux, LCAM
Cell: 904-468-8045
EMAIL: MMolineaux@CastleGroup.com
www.CastleGroup.com
1-800-337-5850

ANNUAL ASSESSMENTS

Granary Park HOA prepares an annual budget which is approved at the annual Budget Meeting each year. The budget includes all revenue and expenses for the community which is divided into respective departments. Every property owner shall receive an annual statement with their name, address, and assessment fees listed. Assessments are due January 1st. The following payment options are available:

Option 1: Automatic Withdrawal (AutoPay) - The Association will withdraw your payment between the 5th and 10th of the month from your bank account. (HIGHLY RECOMMENDED)

Enrolling in AutoPay eliminates the hassle of writing a check each month, avoids mailing fees, guarantees that your payment will be received on a timely basis and is a wonderful way to participate in our CastleGreen initiative. If you are interested in joining AutoPay, type the following link into your browser: <https://castleclick.castlegroup.com/autopay> and follow the steps to join. You will be asked to enter your account number and last name as listed on your coupons. You can also go to Castle Groups website, www.castlegroup.com, select Resident Center then Manage AutoPay, and enter the requested information. There is no charge for you to utilize AutoPay.

Option 2: One Time Payment - Make a payment online using your bank account or credit card.

One Time Payment is used to make a payment online using your bank account or credit card. Go to the Castle Group website to access the Resident Center: [Resident Center - Castle Group](#). Click where it says, "Pay Online". The next screen asks for your first and last name, email address, and account number as listed on your coupons. Complete the information requested and submit your payment.

Option 3: Mail a check with a coupon.

Make your check payable to **Granary Park HOA** and mail your check and coupon to the address listed on your coupon. If you do not have your coupon, please mail directly to:

Granary Park HOA
c/o Alliance Association Bank
P.O. Box 621073
Orlando, FL 32862-1073
844-739-2331

Please be sure to include your address and account number in the memo section of the check.

Option 4: Utilize Bill Pay Service through your bank - Please note that these payments are typically sent by mail and there may be a delay in the posting of these payments.

If you currently use a Bill Pay service with your bank, please update your recurring payment amount with the periodic payment shown on your coupon/statement and confirm the *Bill Pay account number* in the memo section of the payment set-up, to avoid any delay in the posting of your payments. Please also note the due date on your coupons/statement and schedule your payments to be initiated at least 10 business days prior to that date to avoid late fees. If you have any questions, or require clarification, please do not hesitate to contact your Community Manager listed below.

Michael Molineaux, LCAM
Cell: 904-468-5700
EMAIL: MMolineaux@CastleGroup.com
www.CastleGroup.com

ADDRESS CHANGES

If your mailing address changes, it is your responsibility to notify Castle Group in writing. E-mail's are accepted and may be sent to mmolineaux@castlegroup.com. For changes of address: please provide your name, address, phone number, account number, Granary Park property address, and your mailing address.

OWNERSHIP CHANGES

When you purchase your property, Castle Group must receive legal documentation of that change, i.e., settlement statement, quit claim deed and/or warranty deed, death certificate, etc., with the new owner's name and address. If you have questions, please contact the property management office at 904-468-5700 or via email at mmolineaux@castlegroup.com.

PET POLICY

While many of us own dogs and enjoy the spacious common areas for walking our pooches, we all need to be respectful of each other and the larger community. Our Community's policy on dogs requires:

- Keep pets on a leash when not safely confined on the member's property. Dogs are not permitted to run loose.
- Owners will not permit their pets to soil anyone's yard, personal property or common areas. The owner is responsible for the removal and disposal of pet waste.
- Barking dogs, creating disturbances to others, are not permitted.
- **NOTE: Do not allow your pet to disturb nesting turtles and protected species.**



APPLICATION FOR ARCHITECTURAL REVIEW **(Homeowners)**

INSTRUCTIONS: This Architectural Review Application is to be completed by the homeowner and submitted to the Architectural Review Committee for approval **prior** to any work commencing on the exterior of you home, lot, or landscaping. Please refer to the Governing Documents and Design Guidelines for additional information. Reviews may take up to 30 days for processing from the date a complete Architectural Review Package is received in our office. Please see page 2 for a checklist to ensure you are submitting a complete Architectural Review Package.

Name of Owner(s):		
Phone #:	Email Address:	
Street Address:		
Date:	Lot #:	Phase #:

MODIFICATION REQUEST: Owner is hereby requesting approval from the Association to make the following addition(s), alteration(s), and/or modification(s) to the exterior of their home, landscaping, or lot as further described below and indicated on the plans attached hereto:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Addition to Structure of Home | <input type="checkbox"/> Exterior Paint | <input type="checkbox"/> Fence/Wall | <input type="checkbox"/> Outdoor space |
| <input type="checkbox"/> Yard Art/Potted Plants | <input type="checkbox"/> Satellite Dish | <input type="checkbox"/> Pool/Spa | <input type="checkbox"/> Garage/Front Door |
| <input type="checkbox"/> Landscaping | <input type="checkbox"/> Solar Panels | <input type="checkbox"/> Generator | <input type="checkbox"/> Windows/Shutters |
| <input type="checkbox"/> Planter Bed Boards | <input type="checkbox"/> Screen Enclosure | <input type="checkbox"/> Gas Tank | <input type="checkbox"/> Outdoor Lighting |
| <input type="checkbox"/> Irrigation | <input type="checkbox"/> Pavers/Concrete | <input type="checkbox"/> Water Treatment | <input type="checkbox"/> Misc./Other. |

If You Selected Misc./Other or Want to Add an Additional Comment Please Describe Here:	
Is This a Resubmittal? YES / NO <i>(If yes, please identify changes to your submittal.)</i>	Are You Requesting a Variance? YES / NO <i>(If yes, please attach reason for variance request.)</i>

Architectural Change Requests – Residents Only. Any architectural change request submitted by a resident of the Community (“**Resident Architectural Change Request**”) shall be accompanied by a review fee (“**Architectural Change Request Review Fee**”) and a compliance deposit (“**Architectural Change Compliance Deposit**”) per the fee schedule below. Failure to submit payment or the correct fee or deposit amount may delay processing and review of your request. **The Architectural Change Review Fee and Architectural Change Compliance Deposit shall be made payable to Granary Park Homeowners Association, Inc in the form of two separate checks.** The application and required documents can be emailed to the attention of the Property Manager -Micheal Molineaux. Checks must be mailed to the following address:

Granary Park HOA
463688 State Road 200
Suite 1, #328
Yulee, Florida 32097

Architectural Change Total Project Cost	Architectural Change Request Review Fee Amount	Architectural Change Compliance Deposit Amount
\$0.00 - \$500.99	\$25.00	0.00
\$501.00 - \$1,500.99	\$25.00	\$250.00
1,501.00 - \$5,000.99	\$50.00	\$350.00
\$5,001.00 - \$10,000.99	\$50.00	\$500.00
\$10,001.00 and up*	\$100.00	\$1,500.00
Pool Installs	\$100.00	\$2,500.00

By signing here, Owner hereby agrees that they are solely responsible for obtaining all Federal, State and Local permits and approvals before beginning their project. Furthermore, Owner understands and agrees that they may be held solely responsible for any damage to Association Common Area and/or Neighboring property that occurs during or due to the completion of their project including that associated with drainage or water runoff and that Owner will defend, indemnify and hold harmless the Association, Board of Directors and Association Management Company against any and all legal claims associated with this Architectural Approval. Finally, Owner agrees that they are solely responsible for ensuring that their project does not void any home or manufacturer’s warranties on their home, lot or landscaping.

Owner’s Signature:	Expected Start Date: <i>(Please contact HOA upon completion for final inspection)</i>
---------------------------	---

-----[Below This Line Is for Association Use Only]-----

Owner’s Application is: <input type="checkbox"/> Approved <input type="checkbox"/> Approved as Noted <input type="checkbox"/> Denied		
Approver’s Signature:	Title:	Date:
Approver’s Notes:		

GRANARY PARK

ARCHITECTURAL REVIEWCHECKLIST

Ready to submit an Architectural Review Application to the Association for Approval? Please make sure to include the following items to reduce the number of questions the reviewer may have and prevent undue delay in the approval of your application. Please also make sure to review the Architectural Guidelines set forth for the Community as this checklist is intended only to capture the most frequently missed items in Architectural Review Packages.

ALL APPLICATION PACKAGES MUST INCLUDE:

- | | |
|--|---|
| <input type="checkbox"/> COMPLETED ARCHITECTURAL REVIEW APPLICATION
This is the first page of this packet. | <input type="checkbox"/> NAME AND CONTACT INFORMATION OF CONTRACTOR PERFORMING THE WORK |
| <input type="checkbox"/> COPY OF YOUR SURVEY/SITE PLAN INDICATING PROPOSED CHANGES
Site Plan/Surveys should have been included in your closing documents. If you need an additional copy you can request it from the County Property Appraiser's Office | <input type="checkbox"/> COPY OF PLANS FROM CONTRACTOR PERFORMING THE WORK.
This includes, color samples, dimensions, photos of your home, & pictorial samples of the modification you are requesting to make. |

ADDITIONAL PACKAGE REQUIREMENTS FOR POOLS/SPAS:

- | | |
|--|---|
| <input type="checkbox"/> PICTORIAL SAMPLES OF TILE, MARCITE, AND PAVER SELECTIONS. | <input type="checkbox"/> POOL LOCATION AND DIMENSIONS DRAWN ON SITE PLAN. |
| <input type="checkbox"/> POOL EQUIPMENT AND SCREENING TYPE/SIZE LOCATION DRAWN ON SITE PLAN. | <input type="checkbox"/> FENCING/BABY BARRIER/ENCLOSURE SPECIFICATION. |

ADDITIONAL PACKAGE REQUIREMENTS FOR LANDSCAPING, IRRIGATION, PLANTER BEDS

- | | |
|---|---|
| <input type="checkbox"/> NAMES & PICTORIAL SAMPLES OF PLANT OR LANDSCAPE MATERIAL BEING USED | <input type="checkbox"/> LOCATION OF ALL LANDSCAPE MODIFICATIONS INDICATED ON SITE PLAN |
| <input type="checkbox"/> PLANT MATERIAL MUST NOT ENCROACH UPON DRAINAGE SWALES OR NEIGHBORING PROPERTY. | <input type="checkbox"/> OWNER MUST BE ABLE TO MAINTAIN BOTH SIDES OF THE LANDSCAPING PROPERLY. |

ADDITIONAL PACKAGE REQUIREMENTS FOR SOLAR PANELS/SATELLITE DISHES/CAMERAS

- | | |
|---|--|
| <input type="checkbox"/> INDICATE ON SITE PLAN / HOME THE LOCATION OF THE SOLAR PANELS / SATELLITE DISH/CAMERAS | <input type="checkbox"/> IF SATELLITE DISH IS GROUND MOUNTED INDICATE HOW IT WILL BE SCREENED FROM VIEW. |
|---|--|

ADDITIONAL PACKAGE REQUIREMENTS FOR EXTERIOR PAINT

- | | |
|--|--|
| <input type="checkbox"/> PROVIDE PICTORIAL SAMPLES OF PAINT COLORS. | <input type="checkbox"/> PICTURE OF HOME IN ITS CURRENT STATE |
| <input type="checkbox"/> INDICATE WHICH ITEMS ON HOME WILL BE PAINTED WITH EACH COLOR. | <input type="checkbox"/> PICTURES OF NEIGHBORING HOMES ON EACH SIDE AND ACROSS THE STREET. |

ADDITIONAL PACKAGE REQUIREMENTS FOR SCREEN ENCLOSURES, FENCING & WALLS

- | | |
|---|---|
| <input type="checkbox"/> SCREEN ENCLOSURES REQUIRE DARK BRONZE FRAMING AND BLACK SCREENS | <input type="checkbox"/> INDICATE WHETHER NEIGHBORING LOTS ALREADY HAVE FENCES INSTALLED. |
| <input type="checkbox"/> ONLY 54" THREE RAIL BLACK PICKET ALUMINUM FENCE IS PERMITTED IN THE COMMUNITY. | <input type="checkbox"/> SCREEN ENCLOSURE/ FENCE LOCATIONS AND DIMENSIONS MUST BE INDICATED ON SITE PLAN. |

ADDITIONAL PACKAGE REQUIREMENTS FOR PAVERS, CONCRETE, & PATIOS

- | | |
|--|--|
| <input type="checkbox"/> PICTORIAL SAMPLES OF PAVER COLOR/TYPES MUST BE INCLUDED | <input type="checkbox"/> LOCATION AND DIMENSIONS OF PAVER, CONCRETE WORK OR PATIO MUST BE INDICATED ON THE SITE PLAN |
|--|--|

ADDITIONAL PACKAGE REQUIREMENTS FOR GENERATORS, FUEL TANKS, WATER SYSTEMS

- | | |
|--|---|
| <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT MUST NOT BE INSTALLED WITHIN 10 FT OF A NEIGHBORING OWNERS WINDOW. | <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT MUST BE SCREENED ON 3 SIDES BY MATURE LANDSCAPING. |
| <input type="checkbox"/> GENERATORS AND SIMILAR EQUIPMENT NOR THE LANDSCAPE SCREENING MAY ENCROACH INTO DRAINAGE SWALES OR NEIGHBORING PROPERTY. | <input type="checkbox"/> TAKING INTO ACCOUNT YOUR NEIGHBORS OPINION ON THE LOCATION OF YOUR EQUIPMENT IS STRONGLY ENCOURAGED. |

ADDITIONAL PACKAGE REQUIREMENTS FOR STRUCTURAL MODIFICATIONS

- | | |
|--|--|
| <input type="checkbox"/> DIMENSIONS AND LOCATION DRAWN ON SITE PLAN FOR STRUCTURAL MODIFICATIONS | <input type="checkbox"/> MANUFACTURERS SPECIFICATIONS FOR DOOR/WINDOWS EQUIPMENT |
| <input type="checkbox"/> PICTORIAL SAMPLES OF THE MODIFICATIONS YOU ARE REQUESTING TO MAKE TO YOUR HOME, DOORS, WINDOWS. | <input type="checkbox"/> PICTURE OF YOUR HOME, DOOR, GARAGE DOOR OR WINDOWS IN THEIR CURRENT STATE |

Granary Park

FREQUENTLY ASKED QUESTIONS

QUESTION	ANSWER
Who is the Property Manager and what is their phone number?	The Property Manager is Michael Molineaux PHONE: (904) 468-5700 EMAIL: MMolineaux@CastleGroup.com
Who is the developer and what year did construction begin in the community?	GreenPointe Development, LLC is the developer. The community was started in 2020
Is the Association part of a Community Development District (CDD)?	Yes. The Granary Park CDD is registered as Sandridge CDD. More information is available at: www.SandridgeCDD.net
What is the current HOA assessment?	The 2023 HOA assessment is \$100.00 annually and is subject to change with each fiscal year budget adoption.
Who sends violation letters?	The Property Manager
Who responds to afterhours emergency calls?	After normal business hours you can reach Castle Group Residential Services at 800-337-5850 For life threatening emergencies Dial 911 on your phone
Who do I contact for a developer warranty request?	Online at CastleGroup.com
How do I obtain the Associations documents?	The Granary Park Homeowner Association documents can be found on the Granary Park website: www.GranaryParkHOA.com
What is the review timeframe for the Architectural Review Committee?	ARC applications are reviewed weekly however it can take up to 30 days for an application to be responded to <i>once</i> all required documentation is submitted.
What day is trash pickup?	To determine your trash pickup schedule please contact Clay County Environmental Services at 904-284-6374
Who provides waste management?	Clay County offers trash pickup, recycling pickup, yard waste removal and bulk trash pickup services to residents. You can contact them at: (904)284-6374
Is there a policy on what to do with hazardous waste? (Paint cans, batteries, household chemicals)	Paint cans can be disposed of with normal waste if the tops are off, and the paint is dry.
What do homeowners do with yard waste?	Yard Waste removal is an available service from Clay County. Please contact them at 904-284-6374 for more information.
Who is responsible for the exterior of my home?	Homeowner Responsibility