

# MetroWest

## LEASING STANDARDS

*Dear Member,*

*We continue to strive together to seek to promote the safety of all Owners and Residents within our communities, since a safe and thriving community is a paramount goal. The implementation of standards for leasing property within MetroWest is necessary in order to define the character of the community by maintaining low crime rates, assuring the safety of residents, preserving property values and generally maintaining the intended quality, character and image of the community. Therefore, please see attached, the adopted Leasing Standards that **all** rentals will need to comply with. Please contact MetroWest Master Association at 407-601-5995 or via email at [adm@mwmaorlando.com](mailto:adm@mwmaorlando.com) with any questions.*

*Please also find attached a sample Leasing Standard Packet provided to help educate and promote compliance of this new policy. Please ensure to review for full and complete compliance.*

*Please watch for upcoming Crime Free certification classes.*

# MetroWest

Rules and Regulations of MetroWest Master Association Inc.

**Revised – September 1, 2024 PREAMBLE**

Pursuant to 3.6 of the Amended and Restated Master Declaration of Protective Covenants and Restrictions for MetroWest (the “Declaration”), the METROWEST MASTER ASSOCIATION, INC. (the “MWMA”) has determined that it is in the best interest of the MetroWest Community and its Owners to promulgate and enforce Rules and Regulations consistent with the Declaration. Periodically, these Rules and Regulations may be revised, amended and supplemented as necessary in order to further implement and carry out the intent of the Declaration and related governing documents for MetroWest (“Governing Documents”).

A copy of all Rules and Regulations established hereunder and any amendments thereto shall be made available to all Owners and Residents by the MWMA by posting on the MWMA website at [metrowestcommunity.com](http://metrowestcommunity.com). Failure of an Owner, Resident, Tenant or Occupant (as defined herein) to review the Rules and Regulations on the MWMA website or to otherwise obtain a copy of the Rules and Regulations shall not excuse such party from the requirement to abide by these Rules and Regulations. The MWMA shall have full right of enforcement of these Rules and Regulations as provided under Florida law and the Governing Documents.

## 1. DEFINITIONS.

- 1.1 “Owner(s)” shall have the same meaning as in the Declaration Section “1.44 “OWNER(S)” shall mean and refer to a record owner of fee simple title to any Property Unit located within METROWEST.
- 1.2 “Member” shall have the same meaning as in the Declaration Section “1.40 “MEMBER” shall mean and refer to (i) any Community Association, and (ii) any OWNER of a Property Unit not subject to a Community Declaration, all of whom together shall comprise the membership of the MASTER ASSOCIATION. The OWNERS of Property Units which

are subject to a Community Declaration shall not be MEMBERS of the MASTER ASSOCIATION, but shall be subject to the covenants and restrictions set forth herein, including but not limited to, the obligation to pay Assessments as set forth hereinafter.” and other Governing Documents for MetroWest.

- 1.3 “Resident” shall have the same meaning as in the Declaration Section “1.51 “Resident” shall mean and refer to the legal occupant of any Property Unit, including Occupants of Commercial Property Units. The term “Resident” shall include the OWNER of the Property Unit and any tenant, lessee or licensee of the Owner.” and other Governing Documents for MetroWest.
- 1.4 “Tenant” shall mean any and all person or persons who rent any residential or multi- family property in MetroWest under any form of lease agreement including any Resident, 18 years of age or older, whose occupancy is through an intermediate entity such as, but not limited to, a corporation or LLC.
- 1.5 “Occupant” shall mean any and all person or persons who occupy any residential or multi- family property in MetroWest, including but not limited to children, family members, or relatives of any Owner, Resident or Tenant.
- 1.6 “Community Association” shall have the same meaning as in the Declaration Section 1.14 “Community Association” shall mean and refer to any property owners association, homeowners association, condominium association or other such entity, their Successors and assigns for any particular Community. The term “Community Association” shall specifically include "Condominium Association" wherever in this Declaration the context so allows. The relationship of the Community Association(s) to the MASTER ASSOCIATION is more particularly described in Article III of the Declaration.
- 1.7 “Management” shall mean the Licensed Community Association Manager, or the entity employing such person, or any other third-party management company or person engaged by the MWMA for the purpose of managing the MWMA or the MetroWest community. “Property” shall have the same meaning as it does in the Declaration
- 1.8 “Property” shall mean and refer to the real property described in Exhibit “C” attached to the Declaration together with such other real property as may from time to time be annexed thereto under the provisions of Article II of the Declaration.
- 1.9 “Multi-Housing Properties” shall mean rental apartment properties.
- 1.10 “Leasing Standards” shall mean the written process and policies established and maintained by Owners, Community Associations and Multi-Housing Properties in accordance herewith.

## **RULES AND REGULATIONS**

### **2. MWMA AND COMMUNITY ASSOCIATIONS MEETINGS.**

- 2.1 All Community Associations shall provide electronic notification to MWMA via its management email address of all meetings of its property/unit owners, board members and committees, including the date of notice and the date, time, location and agenda for such meeting.
- 2.2 The electronic notification shall occur immediately upon the setting of such meeting, in order to allow the MWMA adequate time to appoint a representative to attend the meeting at the MWMA's sole discretion.
- 2.3 Audio or Video Recording of Meetings. In accordance with the provisions of Chapter 720, Florida Statutes, Members or Owners may record audio or video of MWMA Board or Membership meetings, subject to the following reasonable restrictions:
  - 2.3.1 The only audio and video equipment and devices that Members or Owners are authorized to use at any such meeting is equipment that does not produce distracting sound or light emissions.
  - 2.3.2 Audio and video equipment shall be assembled and placed in position in advance of the commencement of the meeting as so designated by MWMA.
  - 2.3.3 During a meeting anyone recording audio or video of the meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
  - 2.3.4 A Member or Owner desiring to utilize any audio or video equipment, including mobile devices, to record audio or video of a meeting shall deliver written notice of their intent to record the meeting to the MWMA or Community Association Management at least two business days before the meeting.
  - 2.3.5 Members or Owners shall, within 3 business days after recording of the meeting, deliver to the MWMA an unaltered copy of any such recording upon request by the MWMA.
  - 2.3.6 Recording a meeting without notice to the MWMA and compliance with these rules is strictly prohibited.
- 2.4 As set forth in Section 3.4 of the Declaration, the MWMA shall have the absolute power to veto any action taken or contemplated to be taken and shall have the absolute power to require specific action to be taken, by any Community Association.

### **3. COMMUNITY ASSOCIATIONS TO PROVIDE BUDGETS, FINANCIAL STATEMENTS, SIRS CERTIFICATIONS AND OTHER NOTICES ANNUALLY OR AS OCCURRING AND**

OFFICIAL RECORDS UPON REQUEST.

- 3.1 All Community Associations shall provide to the MWMA electronic copies of their Operating and Reserve budgets on an annual basis beginning January 1, 2015, and no later than December 31 of each year thereafter. The MWMA or its Management shall have the right to establish protocols for submission of this information, which protocols must be followed by all Community Associations.
- 3.2 All Community Associations shall provide to the MWMA electronic copies of their audited, reviewed or compiled financial statements on an annual basis, on or before April 30 of each year, as required under Florida Statutes 617, 718, 719 and 720, as applicable. The MWMA or its Management shall have the right to establish protocols for submission of this information, which protocols must be followed by all Community Associations.
- 3.3 All Community Associations required by Florida law to complete a Structural Integrity Reserve Study (“SIRS”) shall provide the following to MWMA:
  - 3.3.1 Certification that the Community Association has developed a plan for compliance with the SIRS statutory requirements including those related to retention of Official Records (as defined by Chapter 718), no later than December 31, 2024;
  - 3.3.2 Certificate of Completion of the Initial SIRS pursuant to Florida Statutes 718 by December 31, 2024 (or, in those limited cases provided by the statute no later than December 31, 2025 or December 31, 2026, as applicable),
  - 3.3.3 Certification of Completion of the Ten-Year SIRS pursuant to Florida Statutes 718 by December 31 of the applicable year;
  - 3.3.4 Annual Certification of fully funded SIRS required reserves no later than December 31 of each year (in conjunction with required Reserve budgets pursuant to Section 3.1 above); and
  - 3.3.5 Copies of any and all SIRS and milestone inspection-related notices required to be provided to owners of the Community Association, periodically as occurring.
- 3.4 All Community Associations shall provide the MWMA all notices for Annual Election of Directors, as required by Florida Statutes or Community Association governing documents as applicable. This includes:
  - 3.4.1 i) dated first notice including candidacy form with required date of return;
  - 3.4.2 ii) dated second notice including ballots with required date of return; and,
  - 3.4.3 iii) dated notice to members of results of election or of the seating of candidates (if eligible candidates or nominations are equal or fewer than board vacancies.)

- 3.5 All Community Associations shall provide, within 30 days of Annual Meeting or Election, the MWMA an updated Certificate of Authorization that shall include names, titles and contact information for all Officers and Directors certifying that all Annual Meeting and Election procedures required by Florida statutes and the Community Association governing documents have been followed in the given year.
- 3.6 All Community Associations shall provide to the MWMA all Amendments to Governing Documents a *minimum* of 45 days prior to any proposed action or Amendment.
- 3.7 All Community Associations shall provide to the MWMA Current Leasing Policies, along with the current Leasing Roster annually by January 1 of each year.
- 3.8 All Community Associations shall, upon request from the MWMA or Management, immediately produce for inspection by the MWMA, a copy of any Official Records maintained by that Community Association pursuant to Chapters 617, 718, 719 or 720, Florida Statutes.

4. LEASING STANDARDS AND CRIME FREE MULTI-HOUSING PROGRAM – RESIDENTIAL ASSOCIATIONS AND PROPERTIES.

- 4.1 The MWMA seeks to promote the safety of the Owners and Residents of Property within MetroWest, since a safe and thriving community is a paramount goal. The implementation of standards for leasing Property is necessary in order to define the character of the community by lowering crime, promoting the safety of Residents, preserving property values, and generally maintaining the intended quality, character, and image of the community. In furtherance of this, all Community Associations and Multi-Housing Properties shall establish and maintain their own written process and policies (“Leasing Standards”) for Leases within their communities or Properties, which Leasing Standards must at all times be consistent with and subject to the Governing Documents for MetroWest and the provisions of these Rules and Regulations.
- 4.2 All Owners, Community Associations and Multi-Housing Properties within MWMA shall annually on or before January 1st of each year provide, in writing to the MWMA, the Leasing Standards for their communities or Properties, in such form and manner as specified by the MWMA or Management from time to time. Such Leasing Standards shall include, at a minimum, the following:
  - 4.2.1 Property intended for single-family occupancy may be leased, licensed or occupied only in their entirety and no fraction or portion may be rented. All leases or occupancy agreements for residences (collectively, “Lease Agreements”) shall be in writing. No residence may be leased or occupied on a daily, nightly, weekly, monthly, or any other basis other than for an initial term of not less than seven (7) months (*unless otherwise provided a longer term in the Member’s Governing Documents*), with any renewals thereof being not less than one (1) month. All Lease Agreements shall require the residence to be used solely as a private single-family residence.

- 4.2.2 Pursuant to MWMA Declaration Section 4.7, no Residential Property Units shall be rented or leased through online short-term or transient rental service providers such as, but not limited to, Airbnb or VRBO.
- 4.2.3 MWMA has adopted the MetroWest Crime Free Multi-Housing program (“CFMH”) as of December 10, 2021. It shall be mandatory that all Community Associations and Multi-Housing Properties adopt, comply with and continuously enforce the CFMH. All written Lease Agreements or renewals for all units within any Multi-Housing Properties and/or Properties within Homeowner Associations that lease to Tenants shall include the **MetroWest Crime Free Lease Addendum**, attached hereto as Exhibit “A”. Copies of the CFMH and **MetroWest Crime Free Lease Addendum** can be obtained at the MWMA headquarters: 2145 Metrocenter Blvd #110, Orlando, FL 32835, or downloaded and printed on the MWMA website at [metrowestcommunity.com](http://metrowestcommunity.com). All Community Associations (excluding non-leasing Homeowner Association Properties), and Multi-Housing Properties shall be required to seek and diligently pursue Crime Free Certification through the International Crime Free Association.
- 4.2.4 It shall be mandatory that all Owners, Community Associations and Multi- Housing Properties fully enact, comply with and enforce all provisions of the Leasing Standards, as amended from time to time by the MWMA, including without limitation, the CFMH, as described above, at all times in a diligent and expeditious manner. In addition, all Owners, Community Associations and Multi-Housing Properties shall seek and obtain such certifications as required from time to time by the MWMA with regard to any and all related crime-free housing standards adopted at any time by the MWMA.
- 4.2.5 A copy of all written lease agreements with attached and signed **MetroWest Crime Free Lease Addendum** shall be provided to the Community Association office or management office for the applicable community where the Property is located.
- 4.2.6 All Owners shall obtain from their tenant(s) copies of driver's licenses (or state-issued ID, Federal I-94, I-20, green card or passport) for all and provide same to their Community Association or management office for all Tenants. All Owners shall also provide to their Community Association or management office license plate numbers or vehicle registration for all vehicles used by Tenants.
- 4.2.7 For Tenants who are Foreign Nationals as defined by the U.S. Department of State, all Owners must collect a copy of the Tenant’s passport, current Visa and a copy of the Form I-94 (arrival/departure form) for such Tenant. Such Visa must provide for a length of stay that is equal to or exceeds the term of the lease, subject to and consistent with minimum initial terms as set forth in Section 4.2.1.
- 4.2.8 All Owners shall maintain and make available upon request of MWMA a copy of the Tenant’s Beneficial Ownership Information Report, if required by the U.S. Treasury Financial Crimes Enforcement Network (“FINCEN”) by January 1 of each year and updates to such as required. Additionally, for any Tenant’s that are

entities such as corporations or LLCs, a background check must be conducted on the principal owner or officer thereof as well as any person occupying the Property through such entity Tenant.

- 4.2.9 All Owners must collect and maintain the above information in the same manner as all other Leasing and Tenant documentation and provide to the MWMA on request.
- 4.2.10 No Tenant, 18 years of age or older, shall be permitted to lease Property within MetroWest without the Owner first obtaining a complete nationwide (or international as applicable) criminal background check on the proposed Tenant for a period of 7 years prior to the proposed start date of the lease. Although passports may be used for the identification components of the leasing process, a passport does not satisfy the background check requirement. It is required that all Tenants, regardless of whether they are U.S. Citizens or Foreign Nationals, must undergo a full criminal background check prior to renting in MetroWest.
- 4.2.11 No Property within MetroWest shall be rented or leased to any person who has been convicted of any of the crimes or offenses set forth below:
- i. Any felony conviction within the 7-year period prior to the proposed start date of the lease; or
  - ii. Any conviction, at any time for a crime involving domestic violence, sexual battery, or crimes against children.
- 4.2.12 To the extent permitted by law, all Members must make available to the MWMA, copies of all background checks obtained on all Tenants in their Property, if so requested.
- 4.2.13 All background checks referenced above shall be performed by a qualified and *bona fide* third-party service provider. **Each Community Association shall establish and maintain policies and procedures for procuring Tenant background checks for the Owners within its association and Owners within Community Associations shall obtain such information regarding background checks through their respective Community Association board of directors or management.** Once obtained, all background checks must be reviewed and approved by one of the following prior to any Lease being entered into: (i) a *bona fide* third-party background check service; (ii) the Licensed Community Association Manager (if one is engaged for the subject community); or (iii) the Board of Directors of the Community Association or Multi-Housing Property. It shall be the responsibility of the Owner, Multi-Housing Property, and/or Community Association to comply with all laws, rules, or regulations related to the use, maintenance, distribution, or publication of any such background check information.
- 4.3 Owners and Tenants are directly, jointly and severally liable to the MWMA and their Community Association for violations by their tenant(s) of any lease agreement term or

condition, municipal county or other local government code, governing document, or rule of the community association or MWMA by any Owner, Tenant, Occupant, Resident or invited guest on their Property. The MWMA shall have, at all times, direct enforcement rights against the Owner or Tenant, jointly or severally, to enforce these Rules and Regulations and/or any other provision of the Governing Documents for MetroWest.

- 4.4 The MWMA public safety executive committee will determine the effectiveness of the existing Leasing Standards and will discuss additional safeguards or ideas to improve the safety of residents, preserve property values, and lower crime. The MWMA reserves the right, in its sole discretion, to amend and revise these Rules and the Leasing Standards, as it deems appropriate to better protect and manage the community.
- 4.5 If a Community Association fails to implement and/or enforce these Leasing Standards or the MetroWest Crime Free Lease Addendum, the MWMA has the power to require such action take place and reserves all such enforcement rights as set forth in these Rules and/or Governing Documents to ensure compliance. The MWMA may assess the subject Owner, Tenant, Member, or Resident for the cost of such enforcement as well as impose monetary fines and suspend voting rights as described above and in the Declaration.
- 4.6 Required Provisions in Leases, Lease Approval and Enforcement by MWMA.

It is in the best interest of MetroWest for the MWMA to have the unconditional right to enforce all covenants, restrictions, and other terms and provisions set forth in the MetroWest Governing Documents for MetroWest, directly against all parties under any Lease, per the general provisions of Section 4.9.24 and Article X of the Declaration.

Therefore, in furtherance of all provisions set forth in this Rule and in the Governing Documents, all leases for any property in MetroWest, whether residential or commercial, include within them the following provision:

**Lease Subject to Master Declaration and Association Rights. It is agreed and understood between the parties that the subject leased premises are located within the MetroWest community and are included within, and subject to, Amended and Restated Master Declaration of Protective Covenants and Restrictions for MetroWest, all Rules and Regulations governing MetroWest promulgated from time to time by MetroWest Master Association, Inc. (“MWMA”) and all other restrictions, limitations and usages contained within any and all related documents of MWMA (“Governing Documents”).**

**Therefore, the parties acknowledge and agree that the terms hereof are specifically subject to all provisions, limitations, restrictions and rights set forth within the Governing Documents, including, without limitation, all rights of MWMA stated therein (to include but not limited to proper applicable licensing/permits, noise ordinances, loitering, parking limitations (violation may result including towing at owner’s expense when parking on private property without specific written consent of that property/parcel owner), prohibition of any of those behaviors listed on the Crime Free Lease Addendum as well as CPTED lighting requirements). It is agreed and acknowledged that MWMA is a direct and intended third party beneficiary**

**under this lease and therefore has the unconditional right to enforce all Rules, Regulations and other provisions of the Governing Documents directly against either party hereto, including, without limitation, the right to bring direct legal action against Tenant or any Occupant of the Property, in the event of any violation by Tenant of any of the provisions of the Rules, Regulations or other Governing Documents for MetroWest.**

MWMA, any committee duly constitute thereunder and/or the current Management is hereby authorized to establish procedures for the carrying out of this Rule and is further authorized and directed to take any and all action to enforce this Rule.

# MetroWest

## METROWEST CRIME FREE LEASE ADDENDUM

In consideration of the execution or renewal of a lease of the dwelling unit identified in the lease, Owner and Resident agree as follows:

1. Resident, any members of the resident's household or any other occupants or guests of such property shall not engage in criminal activity, including drug-related criminal activity, on or near the said premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute, or use of a controlled substance (as defined in Section 102 of the Controlled Substance Act [21 U.S.C. 802] and/or Chapter 893 of the Florida Statutes).
2. Resident, any member of the resident's household or any other occupants or guests of such property shall not engage in any act intended to facilitate criminal activity, including, but not limited to drug-related criminal activity, on or near the said premises.
3. Resident or members of the household or any other occupants or guests of such property shall not permit the dwelling unit to be used for, or to facilitate criminal activity, including but not limited to drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household, or a guest.
4. Resident, any member of the resident's household or any other occupants or guests of such property shall not engage in the unlawful manufacturing, selling, using, storing, keeping, or giving of a controlled substance at any location, whether on or near the dwelling unit premises or otherwise.
5. Resident, any member of the resident's household, or any other occupants or guests of such property shall not engage in and/or facilitate any illegal or unlawful activity of any kind or nature, including but not limited to:
  - Theft, as defined and prohibited in Florida Statutes 812.014.
  - Burglary, as defined and prohibited in Florida Statutes 810.011.
  - Violation of Injunction for Domestic Violence as described and prohibited in Florida Statutes 741.31.
  - Stalking, as defined and prohibited in Florida Statutes 784.048.
  - Criminal gang-related activity as defined in Florida Statutes 874.03 and prohibited in Florida Statutes 874.05.
  - Battery, as defined and prohibited in Florida Statutes 784
  - Aggravated Assault as prohibited in Florida Statutes 784.01.
  - Unlawful discharge of a firearm in public as prohibited in Florida Statutes 790.15.

- Public Nuisance as prohibited in Florida Statutes 823.10.
- Lewd and Lascivious behavior as prohibited in Florida Statutes 800.
- Trespass after Warning as prohibited in Florida Statutes 810.09.
- Sexual Crimes as prohibited in Florida Statutes 794.
- Criminal Mischief as prohibited in Florida Statutes 806.13.
- Any breach of the lease agreement that otherwise jeopardizes the health, safety and welfare of any persons.
- Any violations of any of the Rules and Regulations or other Governing Documents of MetroWest.

**THE OCCURRENCE OF ANY OF THE ABOVE ACTS SHALL BE A MATERIAL AND IRREPARABLE VIOLATION OF THE LEASE AND GOOD CAUSE FOR IMMEDIATE TERMINATION OF THE TENANCY OR OTHER ENFORCEMENT ACTION AS DETERMINED BY THE MWMA. THE MWMA SHALL HAVE THE RIGHT TO TAKE DIRECT ACTION AGAINST THE SUBJECT OWNER, THE TENANT, OR BOTH TO ENFORCE ALL PROVISIONS OF THIS RULE, TO EVICT OR DISPOSSESS THE TENANT FOR VIOLATIONS OF THIS ADDENDUM, AS WELL AS ANY AND ALL OTHER RULES AND REGULATIONS OR GOVERNING DOCUMENTS FOR METROWEST. BY ENTERING INTO A LEASE, OR BY TAKING POSSESSION OF ANY PROPERTY IN METROWEST, ANY TENANT OR OTHER OCCUPANT OF ANY SUCH PROPERTY HEREBY ACCEPTS AND AGREES TO BE BOUND BY ALL OF THE TERMS OR PROVISIONS OF THESE RULES, THE CRIME FREE ADDENDUM AND THE GOVERNING DOCUMENTS FOR METROWEST.**

6. In case of conflict between the provisions of this addendum and any other provisions of the lease, the provisions of the addendum shall govern.
7. Should any provision of the addendum be invalidated or determined to be invalid in a court of competent jurisdiction, the remaining provisions shall remain in full force and effect.
8. This LEASE ADDENDUM is incorporated into the lease executed or renewed this day between Owner and Resident.

Resident Signature \_\_\_\_\_

Date: \_\_\_\_\_

Resident Signature \_\_\_\_\_

Date: \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date: \_\_\_\_\_

Property: \_\_\_\_\_

5. RIGHT OF ACCESS TO BE GRANTED FOR PUBLIC SAFETY INITIATIVE.

- 5.1 The MWMA seeks to promote the security of the Owners and Residents of Property Units within MetroWest, as a safe and thriving community is a paramount goal. The MWMA has the power to provide for or contract for private security, fire safety or other outside services, as its Board deems necessary or appropriate.
- 5.2 As such, the MWMA has an easement for access to enter upon property to provide for the service of security, including rights of ingress, egress, and access for persons and equipment as necessary for such purposes.
- 5.3 As part of promoting the safety and security of the Owners and Residents of Property Units within MetroWest, the Board is implementing a Public Safety Initiative.
- 5.4 This Public Safety Initiative may require entry into private property. Therefore, the MWMA reaffirms its right to enter such property and requires the cooperation of the Owner/Resident of the property.
- 5.5 All Community Associations within MetroWest that restrict access to the public by gate or guard must immediately provide gate code or other information necessary for MWMA or its agents to have immediate access to enter the community.

6. REQUEST PROCESS FOR INSPECTION AND COPYING OF MWMA'S RECORDS.

- 6.1 All record requests submitted to the MWMA must be in writing and must specifically identify the Official Records (as defined by Subsection 720.303(4), Florida Statutes) that are to be inspected and/or copied.
- 6.2 MWMA will use its best efforts to meet all reasonable requests for access to the Official Records within 10 business days of any written request submitted to the MWMA Board or other designee.
- 6.3 Compliance with a record request may occur simply by having certain records available on MWMA's website via the internet at [www.metrowestcommunity.com](http://www.metrowestcommunity.com).
- 6.4 Other records not available on MWMA's website shall be inspected and/or copied only during regular office hours, and no more frequently than one 8-hour business day per month per parcel owner.
- 6.5 Such inspections will occur only at the MWMA's Management office location.
- 6.6 If a photocopy machine is available at the Management office, MWMA will provide copies on request during the inspection if the entire request is limited to no more than 25 pages at 25 cents per page. If a photocopy machine is not available or the records requested to be copied exceed 25 pages in length, the MWMA may have copies made by an outside duplicating service and may charge the actual cost of copying.

- 6.7 Additionally, MWMA may impose fees of \$25 per hour to cover the costs of providing copies of the Official Records, including the costs of copying and the costs required for personnel to retrieve and copy the records, if the time spent retrieving and copying the records exceeds one-half hour and if the request is more than 25 pages.
- 6.8 MWMA will allow a member, or his or her authorized representative, to use a portable device, including a smartphone, tablet, portable scanner, or any other technology capable of scanning or taking photographs, to make an electronic copy of Official Records in lieu of providing a copy of such records.
- 6.9 Pursuant to Florida Statutes 720.303(5)(c)(1) through (9) certain records are not accessible to members or parcel owners and will not be produced for inspection or copying. These records include, but are not limited to, any records protected by the lawyer-client privilege and the work-product privilege; personnel records; medical records; social security numbers and certain other personal identifying information.

7. FINES AND SUSPENSIONS.

- 7.1 The MWMA may levy fines and impose suspension of membership rights (if applicable to a Member), against any person, parcel owner, Community Association or Member who violates any provision of the Governing Documents of the MWMA. Fines or suspension may be levied or imposed through the issuance of a Notice of Violation to the violating party, and in such event, the violating party shall be entitled to a single hearing in front of the Fining Committee, which shall be held no earlier than 14 days following the issuance of the Notice of Violation.
- 7.2 The MWMA may, in its sole discretion and without duty to do so, provide courtesy notices for certain violations in advance of the issuance of a Notice of Violation. The providing of such a courtesy notice shall not amount, at that time, or in the future, to any waiver or limitation of the right of the MWMA to impose fines or suspend membership privileges for any violation.
- 7.3 The issuance and providing of a Notice of Violation and the waiting period of 14 days prior to a hearing on the violation shall not act or be construed as a cure period, and the MWMA may proceed with the levying of a fine, or imposition of suspension against the violating party, in its sole discretion, regardless of whether the violation is cured or abated during said 14 day period.
- 7.4 The MWMA shall have the right to levy the maximum fine, both daily and in total, as provided under Chapter 720, Florida Statutes, as amended from time to time.

IN WITNESS WHEREOF, this instrument has been executed as of the date and year first above written.





# MetroWest

## CRIME FREE CERTIFICATION BENEFITS

*“Live Beautiful. Work Beautiful.”*

- \*Desirable community – Increase interest
- \*Great selling point
- \*Higher retention
- \*Home value increase
- \*Less vacancy
- \*Positive perception
- \*No “renewal” process for Crime Free Certified Communities
- \*Special signs & certificates
- \*Crime Activity
- \*MWMA Public Service support for quicker enforcement
- \*Recognition of only Master Planned Community Certified
- \*Crime Free Community: 50-75% Reduction
- \*Less time involved w/handling complaints

A place to LIVE. WORK. PLAY. *CONNECT.*

# MetroWest

## PUBLIC SERVICE RESOURCES

<b>MetroWest Master Association Office:</b>	<b>407-601-5995</b>	<a href="mailto:adm@mwmaorlando.com">adm@mwmaorlando.com</a>
<b>MetroWest Public Service</b>	<b>407-473-2021</b>	<a href="mailto:serviceofcr@mwmaorlando.com">serviceofcr@mwmaorlando.com</a>
<b>EAS - Emergency Alert System (<i>sign up via email</i>)</b>		<a href="mailto:gm@mwmaorlando.com">gm@mwmaorlando.com</a>
Animal Control	407-836-3111	<a href="http://www.aaanimalcontrol.com">http://www.aaanimalcontrol.com</a>
Child Abuse Hotline	800-962-2873	<a href="http://www.myflfamilies.com/service-programs/abuse-hotline">http://www.myflfamilies.com/service-programs/abuse-hotline</a>
Crime Free Database ( <i>Username and Password provided once Crime Free Certified</i> ) <b>MEMBERS ONLY</b>		<a href="http://www.crime-free-association.org/">http://www.crime-free-association.org/</a>
Crimeline - Report Crimes	800-423-TIPS (8477)	<a href="http://www.crimeline.org">www.crimeline.org</a>
Crimeline - Warrants	800-423-TIPS (8477)	<a href="http://www.cfcrimelinewarrants.com">www.cfcrimelinewarrants.com</a>
Domestic Violence Program	407-886-2856	<a href="https://www.domesticshelters.org/help/fl/orlando">https://www.domesticshelters.org/help/fl/orlando</a>
Evictions in Orange County		<a href="http://www.evict.com">www.evict.com</a>
Florida Department of Law Enforcement ( <b><i>Criminal History /Public Records</i></b> )	850-410-7000	<a href="http://www.fdle.state.fl.us">http://www.fdle.state.fl.us</a>
Florida Fish & Wildlife	888-404-FWCC (3922)	<a href="http://myfwc.com">http://myfwc.com</a>
Florida Senate (House & Senate Bills)		<a href="https://flsenate.gov/">https://flsenate.gov/</a>
Florida Statutes		<a href="https://www.leg.state.fl.us/STATUTES/">https://www.leg.state.fl.us/STATUTES/</a>
HD Supply - Items for Crime Free Certification	800-431-3000	<a href="http://www.hdsupply.com">http://www.hdsupply.com</a>
Johnsons Wrecker Service	407-293-2540	Joan Seamon <a href="mailto:joan@johnsonswrecker.com">joan@johnsonswrecker.com</a>
National Crime Prevention Council		<a href="http://www.ncpc.org">http://www.ncpc.org</a>
Orange County Corrections ( <b><i>Inmate Search</i></b> )		<a href="https://apps.ocfl.net/bailbond/default.asp">https://apps.ocfl.net/bailbond/default.asp</a>
Orange County Criminal Records		<a href="https://myeclerk.myorangeclerk.com">https://myeclerk.myorangeclerk.com</a>
Orange County Property Appraiser	407-836-5044	<a href="https://ocpaweb.ocpafl.org/parcelsearch">https://ocpaweb.ocpafl.org/parcelsearch</a>
Orange County Sheriff	407-836-4357	<a href="https://www.ocso.com/">https://www.ocso.com/</a>
Orlando Police Department Non-Emergency	321-235-5300	<a href="http://www.cityoforlando.net/police">http://www.cityoforlando.net/police</a>
Poison Control	800-222-1222	<a href="http://floridapoissoncontrol.org/">http://floridapoissoncontrol.org/</a>
Spot Crime		<a href="http://www.spotcrime.com">www.spotcrime.com</a>
Welcome Packets to New Residents/New Businesses		<a href="mailto:serviceofcr@mwmaorlando.com">serviceofcr@mwmaorlando.com</a>

# MetroWest

## Tenant Screening Resource List

### **FirstAdvantage**

National & International Background Checks

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

Sales Help: [solutions@fadv.com](mailto:solutions@fadv.com)

Phone: 844-718-0087

### **Tenant Evaluation**

National & International Background Checks

<https://www.tenantevaluation.com>

Tom Tauber

[ttauber@tenantevaluation.com](mailto:ttauber@tenantevaluation.com)

Phone: 305-692-7900 Ext 231

Mobile: 813-240-5698

### **VeriFirst Background Screening**

National & International Background Checks

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

Corporate Headquarters

[info@verifirst.com](mailto:info@verifirst.com)

Phone: 800-891-6024

# MetroWest

## COMMUNITY INFORMATION SHEET

Date: \_\_\_\_\_

Community Name: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Owner Phone Number: \_\_\_\_\_

Owner Cell Phone Number: \_\_\_\_\_

Owner Email Address: \_\_\_\_\_

Vehicle(s) Make/Model: \_\_\_\_\_

Vehicle(s) Tag Number: \_\_\_\_\_

Add me to the MetroWest Public Safety EAS (Emergency Alert System) Yes  No

Do you have a tenant on your property? Yes  (If so, please complete section below) No

Lessee Name: \_\_\_\_\_

Lessee Address: \_\_\_\_\_

Lessee Phone Number: \_\_\_\_\_

Lessee Cell Phone Number: \_\_\_\_\_

Lessee Email Address: \_\_\_\_\_

Vehicle(s) Make/Model: \_\_\_\_\_

Vehicle(s) Tag Number: \_\_\_\_\_

Date Lease Starts: \_\_\_\_\_

Date Lease Ends: \_\_\_\_\_

MetroWest Crime Free Lease Addendum Signed? Yes  No

Criminal History Completed as outlined in MW Crime Free Lease Addendum? Yes  No

Add me to the MetroWest Public Safety EAS (Emergency Alert System): Yes  No

*Email & phone information privacy notice: We value your privacy. Your email address and phone information will 1) only be used to send you community news, which you may opt-out of at any time, and 2) never be given or sold to anyone.*

<b>TRACT 1</b>	Alvista Metrowest, 328 Apartments CVS Harbortown, 428 Apartments MetroWest Village: A Brasileira, KeKes, Marcos, MetroWest Vet, Publix Shell Gas Station Taco Bell The Debra, 510 Apartments Truist Bank Veranda Park: Fiorella, Hair in Motion, Millennium 320 Apartments, Veranda Club 150 Apartments
<b>TRACTS 2, 13, 19, 20, 22, 26</b>	MetroWest Golf Club 18 Hole Golf Course
<b>TRACT 3 (UNIT 4 DECLARATION)</b>	Metro Park Offices & Commercial Land Stonebridge Commons: Carriage Homes 172 Condos, Mandalay 104 Condos, Ventura 200 Condos, Vistas 146 Condos Stonebridge Lakes: Promenade 124 Condos, Stonebridge Lakes 208 Condos, Stonebridge Lakes 103 Single Family Stonebridge Place: Horizons 180 Condos, Vistas 130 Condos Stonebridge Reserves, 296 Condos The Estates at Park Avenue, 432 Apartments The Hamptons, 766 Condos plus Commercial Retail The Madison, 364 Condos The Summit, 280 Apartments Villa Capri, 141 Townhomes
<b>UNIT 5</b>	MetroWest Unit Five: Abingdon Hill, Bardmoor, St. Andrews 370 Single-Family
<b>TRACT 4</b>	Additions Financial Chipotle Fairwinds Credit Union McDonalds Mecatons Bakery MetroWest Shoppes: Chase Bank, Fedex, Verizon Panda Express Universal Orlando Wendys
<b>TRACT 7</b>	Kirkman Equities: Coldstone, T-Mobile, Wingstop Metro Plaza: Amscot, Bank of America Kiosk, MD Now, Verizon Metro Pointe: Hibbet, Optum Metro Pointe of Florida: Planet Fitness, Metro PCS, Spectrum Metro Station: Cato, Dollar Tree Murphy Oil Gas Station Walmart Supercenter
<b>TRACT 8</b>	Hilton Grand Vacations MetroCenter Office Building: Windsor, Berkshire Serenata, 398 Condos

<b>TRACT 9</b>	7-11 Gas Station, Josie's Pizza & Wings Alcorn McBride Azur, 311 Condos City of Orlando Police Southwest Sub-Station DaVinci Academy Falcons Creative Group Fire Station 12 Florida Nursery Growers & Landscape Assn Lake Associates/Winn Dixie McDonalds MetroWest Professional Office Bldg Mosaic Dental Care SNH Medical Plaza
<b>TRACT 10</b>	MetroWest Shoppes: AT&T, Dominos Piaget Learning Daycare Center Tradewinds, 544 Condos Wash Depot Westchester, 160 Single-Family
<b>TRACT 11</b>	Alvista West Vue, 442 Apartments Amara, 411 Apartments Central Park, 400 Condos Exodus Holdings (carwash) Goldelm, 252 Apartments Indigo West, 456 Apartments Kirkman Station: 24 Hour Fitness, Arbys, Bravo, Wawa Marina Landing, 260 Apartments The Fountains, 238 Condos Walgreens
<b>TRACT 12</b>	Circle K Gas Station Legacy Point Office Building MetroWest Center MetroWest Nursing Rehab Paramount Westgate, 258 Apartments
<b>TRACT 14</b>	Bermuda Dunes, 336 Condos
<b>TRACT 17</b>	Fairway Cove, 138 Single-Family
<b>TRACT 18</b>	Vista Verde, 200 Apartments
<b>TRACT 21</b>	Hawksnest, 91 Single-Family
<b>TRACT 23</b>	MetroWest & Westpointe Elementary Schools
<b>TRACT 24</b>	Vista Royale, 70 Single-Family
<b>TRACT 25</b>	Palma Vista, 189 Single-Family

# MetroWest

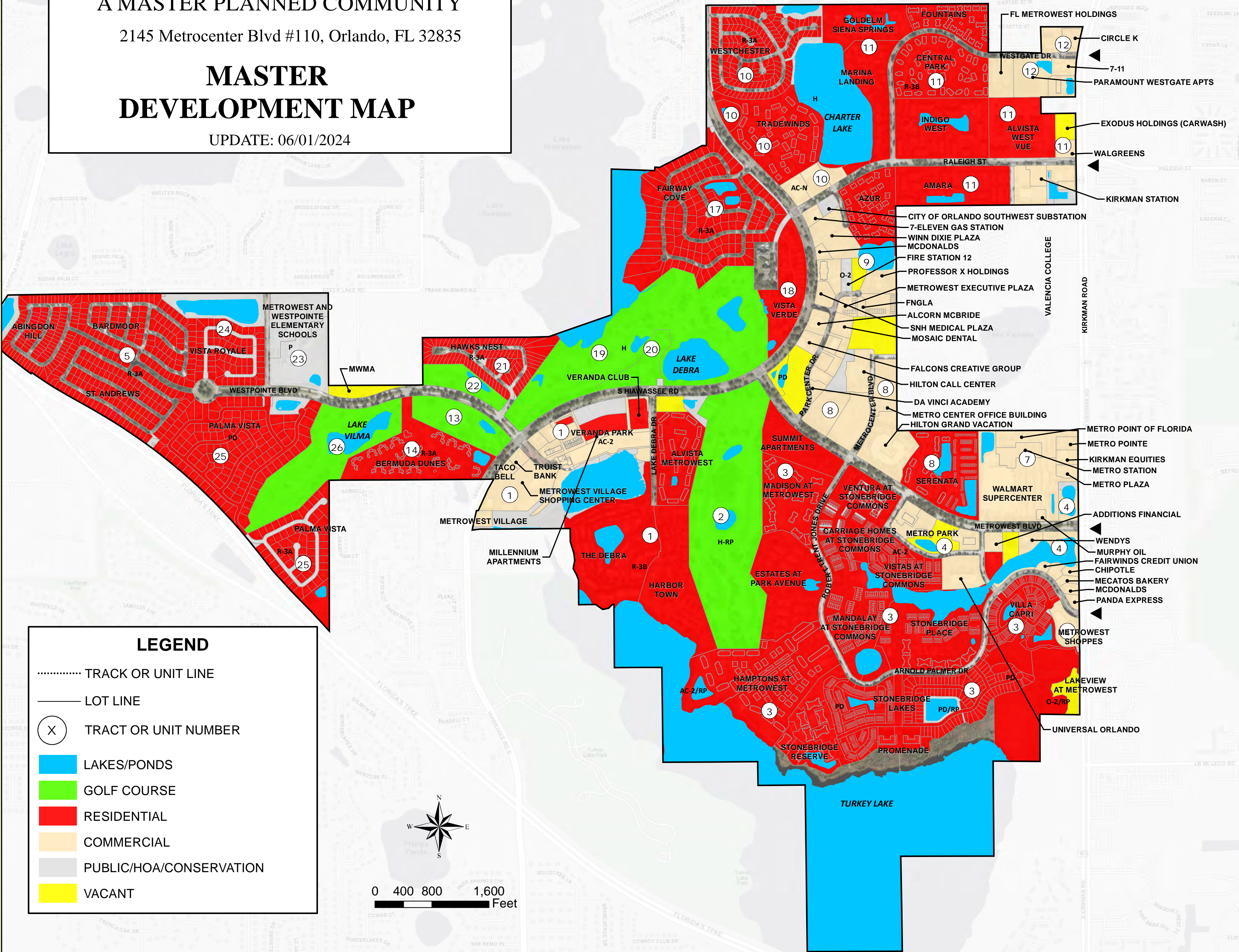
A MASTER PLANNED COMMUNITY

2145 Metrocenter Blvd #110, Orlando, FL 32835

## MASTER DEVELOPMENT MAP

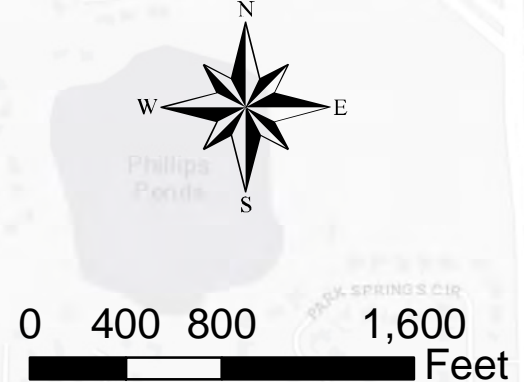
UPDATE: 06/01/2024

THE ZONING INFORMATION DISPLAYED ON THIS MAP IS FOR INFORMATIONAL PURPOSES ONLY AND IS SUBJECT TO CHANGE. THE CITY OF ORLANDO OFFICIAL ZONING MAPS ARE THE SOLE SOURCE OF ZONING INFORMATION FOR THE CITY OF ORLANDO.



**LEGEND**

- ..... TRACK OR UNIT LINE
- LOT LINE
- (X) TRACT OR UNIT NUMBER
- LAKES/PONDS
- GOLF COURSE
- RESIDENTIAL
- COMMERCIAL
- PUBLIC/HOA/CONSERVATION
- VACANT





**2025 Community Report**

# **Creating Stronger Community Connections**

**Live. Work. Play. Connect.**



## 2025: Creating Stronger Community Connections

In 2025, the MetroWest Master Association (MWMA) deepened its commitment to community service and safety with the reorganization of our Public Safety program in a manner that continues to provide the level of service that the MetroWest community has always enjoyed in addition to offering focused local management.

MWMA continued to engage with MetroWest's stakeholders via a variety of communications platforms, including the MetroWest Connect quarterly newsletter and the Board Briefs newsletter for HOA and COA boards and management.

And the Master Association supported MetroWest Elementary

School and Westpointe Elementary School with a total donation of \$10,000 in 2025.

For the Master Association, our goal is to maintain, celebrate and elevate the connections between everyone who lives, works and plays in MetroWest.

Visit our website



# Communications Tools Strengthen Community Connections

As part of the MetroWest Master Association's ongoing focus on connecting with all facets of our community, we continued producing our quarterly Connect newsletter in-house, maximizing our outreach to the MetroWest community. MetroWest Connect is mailed directly to MetroWest homes and is also available digitally.

Board Briefs is a newsletter distributed to HOA and COA board members and management company representatives in our community. The goal is to connect HOAs, COAs and management companies with the Master Association and the many useful resources we provide to our members. Board Briefs addresses common issues – including legislative updates – that affect everyone committed to making MetroWest a great place to work and live.



## MetroWest Giving Hearts Supporting Edgewood Children's Ranch: Donate Gift Cards Now Through Dec. 6

MetroWest's annual charity drive to benefit Edgewood Children's Ranch (ECR) has a new name this year: **MetroWest Giving Hearts Supporting Edgewood Children's Ranch.**

MetroWest's annual charity drive to benefit Edgewood Children's Ranch (ECR) has a new name this year: MetroWest Giving Hearts Supporting Edgewood Children's Ranch.

As in previous years, MetroWest Giving Hearts asks for donations of gift cards to help at-risk children and their families—find hope through faith, love and education at Edgewood Ranch.



**Examples of gift cards that would be the most useful include:**

- Visa or MasterCard
- Sam's Club
- Walmart
- Publix
- McDonalds
- Chick-fil-A
- Josie's Pizza
- Marco's Pizza
- Pizza Hut
- Office Depot



Since 1966, Edgewood Children's Ranch has helped thousands of at-risk children overcome adversities. Currently, over 86 percent of children in the program come from cost-burdened homes. Your support in any amount helps provide a loving environment where children can learn to thrive and succeed in life, and where families can find healing.

The focus at Edgewood Children's Ranch is to meet the needs of each child regardless of race, religion, ethnic origin, or ability to pay.



*Continued on next page...*



**MWMA Brand Strategy**

MWMA is currently in the process of working with expert consultants to create a brand strategy for MetroWest. Creating a brand strategy will bring about the changes necessary to evolve the MetroWest brand in a meaningful way.

The Brand Strategy Road Map consists of five phases, with a finalized direction expected by Fall of this year.

At a recent Brand Strategy Workshop, MWMA board members, management and other stakeholders shared what they thought represented MetroWest best and what new ideas might further enhance our community. In discussing what inspired those in attendance, the topics were narrowed down to:

- Economic Development (how to attract and build reputable businesses/restaurants in MetroWest)
- Community Public Safety
- Community Aesthetics
- Social Media and Good News Messaging
- Branding All Collateral (a new design look)

**Emergency/Hurricane Preparedness**

Hurricane Season is here – does your community have a hurricane plan in place? If you do, are you prepared to implement your plan? Now is the time to lay the groundwork for addressing challenges we all face during Hurricane season.

**Basic steps to take in case of a storm include:**

- Secure all tools/equipment/cones/loose items
- Community pool furniture should be put away or placed in the pool until after the storm passes
- Residential balconies should be cleared of any items that can become airborne
- Walk your property and remove anything that could become a projectile

You should share this information with your residents to ensure that they have all necessary storm information and safety tips.

MWMA wants to make as many hurricane resources available to you as possible. Attached to this email you'll find helpful materials including hurricane guides, a disaster supply checklist, and directions for hurricane prep. Below you will find important contact information and additional resources.

**Phone Numbers**  
**Emergency 9-1-1**  
**OPD Non-Emergency:** 321-235-5300  
**Utility Concerns/Power Outages OUC:** 407-423-9018  
**Traffic Signal Outages:** 407-246-2020  
**City of Orlando Down Trees:** 407-246-2283

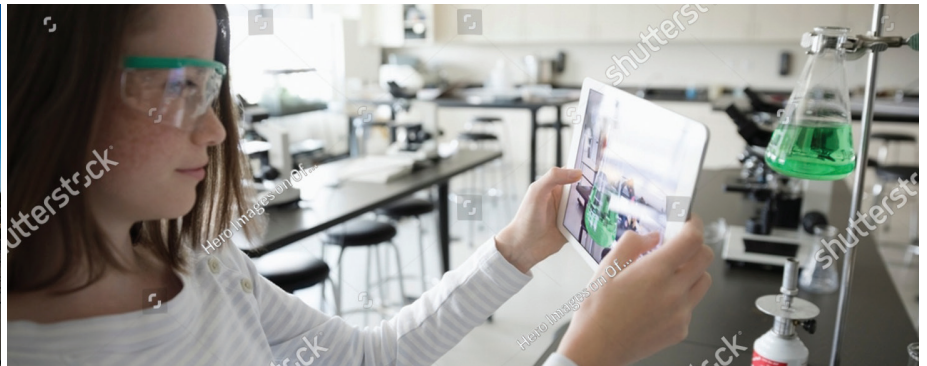
**Stormwater/Storm Drain Clogged:** 407-246-2233  
**Storm Debris:** 407-246-2314, [swcustomersvc@orlando.gov](mailto:swcustomersvc@orlando.gov), [www.orlando.gov/Trash-Recycling/Report-Storm-Debris/](http://www.orlando.gov/Trash-Recycling/Report-Storm-Debris/)  
**Report-Storm-Debris-Form**

Additionally, MWMA maintained contact with constituents via platforms such as Constant Contact and Facebook



Visit our website





# Local Schools Enhance Our Community

MetroWest is proud of our high-performing neighborhood schools and their unceasing pursuit of academic success continued in 2025.

The MetroWest Master Association supported MetroWest Elementary School and Westpointe Elementary School with a total donation of \$10,000 in 2025. These funds allow the schools to enhance and enrich the learning experience for teachers and students.

**Our top-rated neighborhood schools are:**

- *MetroWest Elementary School*
- *Westpointe Elementary School*
- *Chain of Lakes Middle School*
- *Gotha Middle School*
- *Olympia High School*



Visit our website



# MetroWest welcomed new businesses in 2025

Many new businesses chose MetroWest in 2025 including:

- Bubble Brothers
- Aldi
- MetroWest Shipping
- Crunch Fitness
- House of Celebration

In addition, the new 48,387-square-foot Publix, built on the site of the old store in MetroWest Village, opened Sept. 25.

Sales and occupancy statistics for both residential and commercial properties indicate low available inventory in our community, demonstrating the appeal of living and working in MetroWest.

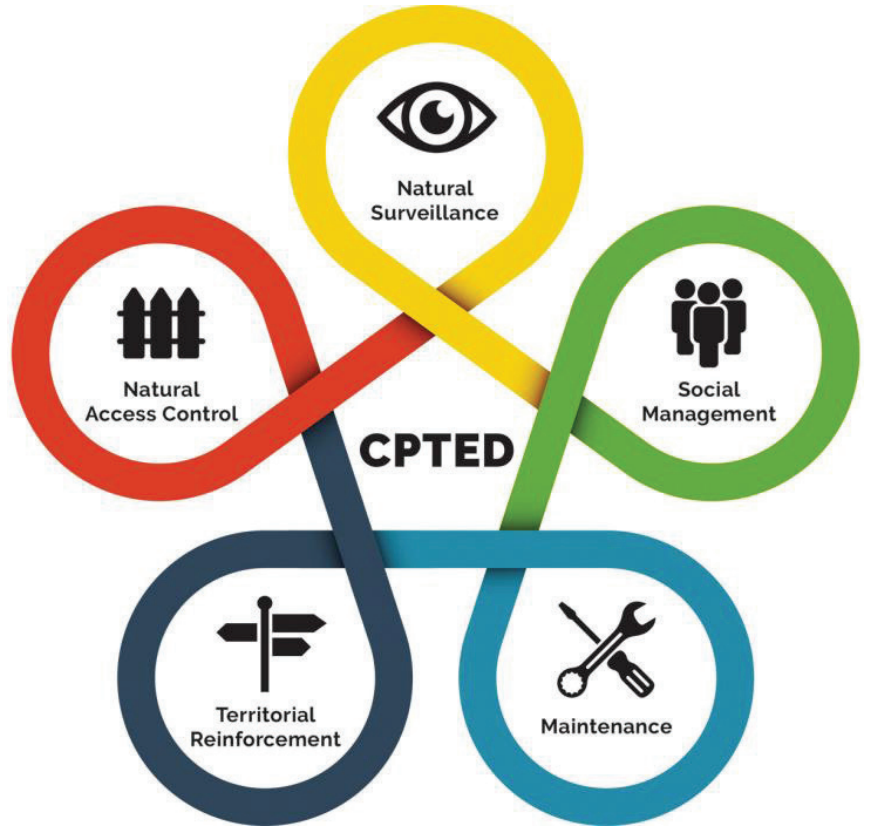


Visit our website





MetroWest  
Public Safety Director Derwin Bradley  
and  
Public Service Manager Jeremy Konvalinka



## Public Safety Serves MetroWest

MWMA recently celebrated the official launch of the MetroWest Public Safety Service program. The MetroWest Community Public Service Office is dedicated to enhancing the quality of life for all residents, businesses, and visitors of MetroWest and to create a secure and welcoming environment where everyone thrives. MetroWest Public Safety Director Derwin Bradley and Public Service Manager Jeremy

Konvalinka have meticulously assembled an experienced and dynamic Public Safety Service Team for the MetroWest community.

MetroWest Public Safety Service strives to foster a safe, vibrant, and compliant community by upholding Master Association guidelines, promoting crime prevention through education, supporting crime-free multi-housing certification,

conducting CPTED (Crime Prevention Through Environmental Design) surveys, and engaging collaboratively with the public.

MetroWest Public Safety Service envisions continued success in 2026 and appreciates the support of all neighbors who strive to ensure the safety of the MetroWest community.

Visit our website



# MetroWest Comes Together For Special Events

The MetroWest Master Association welcomed community members to its new offices at 2145 Metrocenter, Suite 110 for an Open House May 28.

The seventh annual MetroWest MusicWORKS event on July 3 at MetroWest Golf Club had to be cancelled due to extreme and dangerous weather in the area.

The MetroWest Food Truck Connection continued to offer great food and camaraderie in 2025, including at the new Bubble Brothers Car Wash grand opening.

And our annual MetroWest Giving Hearts Supporting Edgewood Children's Ranch raised more than \$XXXX for Edgewood Children's Ranch.



## Connect with us!

Like us on Facebook ([www.facebook.com/MetroWestMasterAssociation/](http://www.facebook.com/MetroWestMasterAssociation/)) to ensure that you don't miss any MetroWest community news. Also, our website, [www.metrowestcommunity.com](http://www.metrowestcommunity.com), provides a wide range of timely news and updates about MetroWest, including events, business, community stories and more.

Visit our website



# MetroWest

Master Association

2145 Metrocenter, Suite 110, Orlando, FL 32835

(407) 601-5995

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

**Live. Work. Play. Connect.**

