

# ***Welcome Home !!!***



**Villanova at Hunter's Creek  
Condominium Association, Inc.  
A Condominium Community**

**12001 VILLANOVA DRIVE  
ORLANDO, FLORIDA 32837**  
Office: 407-857-5994 Fax: 407-857-5491

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

# ***A Great Community***



The Villanova at Hunter's Creek Condominium Association would like to extend a heartfelt welcome to you! If you are just moving into our great community, we have some valuable information for you. We all want our homes to be as comfortable and pleasurable as possible. Thank you for choosing this beautiful community as your new home!

### **Office**

Please do not hesitate to contact the office should you have any questions or concerns.

*Note: Office staff may refer tenants/renters to their owner or property manager for additional information.*

Office hours are Monday – Friday 8:45 AM – 4:30 PM.  
Phone: 407-857-5994

Stop in and meet our great Team!

### **Faxing**

The office fax number is 407-857-5491.

- There is no charge for outbound local faxing but nominal charges for other services.
- There is a charge of 50 cents per page for all outbound long-distance faxes.
- Also, there is a charge of 50 cents per page when a fax is received. Received faxes must be picked up during regular office hours.
- Office photocopy is available and priced at 10 cents per page.
- Documents photocopy is 50 cents per page

### **Leland Management**

The office number is 407-447-9955

Leland Management is the community association management for Villanova at Hunter's Creek.

If you have billing or account inquiries, please contact our Assessment and Billing department at 407-781-1188 or email [assessment@lelandmanagement.com](mailto:assessment@lelandmanagement.com). Owner Information Update forms, Architectural Review Applications, and other community documents are available online at [www.lelandmanagement.com](http://www.lelandmanagement.com) under "Resident Portal".

### **Clubhouse**

Rental of the clubhouse facilities is available to unit owners and their tenants. A security deposit is required for the clubhouse rental in addition to the rental fees.

Usage fee: \$250.00 for one to five (1-5) hours of rental and an additional \$25.00 per hour for reservations over a (5) hour period. In addition to the rental fee a security deposit of \$250.00 must be made. Please contact Association for reservations and rental requirements.

### **Following is contact information for the Licensed Community Association Manager and the Association Administrator:**

**Avyan Abrams, LCAM, Notary**  
Email: [villanovahc@outlook.com](mailto:villanovahc@outlook.com)

**Milus Rivera, Administrative Assistant**  
Email: [villanovahcasst@outlook.com](mailto:villanovahcasst@outlook.com)



## Meet the Board of Directors



**Marion McKenzie,  
President**



**Rita Guthrie,  
Vice President**



**Robert Kelley,  
Secretary/ Treasurer**

## Meet the Villanova Staff



**Avyan Abrams,  
Community Association Manager**



**Milus Rivera,  
Administrative Assistant**



**Cesar Cruz,  
Lead Maintenance Technician**



**Rafael Lizardi  
Maintenance Technician**



Villanova's guidelines for prospective owners and tenants to meet the approval requirements:

**All owners must fill out a Condo Owner Information sheet and provide evidence of Insurance (HO6) covers items the Master Policy excludes, also provide the following:**

1. A copy of HUD Statement (If recently purchased)
2. A copy of the unit key (For emergency purposes only)
3. A copy of owner's vehicle registration (only if residing on property)
4. A copy of your I.D.
5. A copy of the Management Agreement or Power of Attorney (if applicable)

**Please also include and verify the following if unit is tenant occupied.**

1. A copy of the resident's lease to reside in unit. (Must be at least a 12-month lease)
2. A copy of all resident's IDs
3. A Non-Owner Resident Registration Form must be completed
4. A copy of resident's vehicle registration
5. A copy of pet documentation and picture

Note: Only two vehicles are allowed parking permits, (a third vehicle must be parked inside garage). Guest passes may be given to guest visiting longer than 24 hours. Guest passes are good for 7 consecutive days. Only 4 guest passes are allowed within a 30-day period. Registered tenants/residents may not receive guest passes unless for a rental vehicle and/or special exception approved by the Board of Directors.

Submit your information via email to [villanovahc@outlook.com](mailto:villanovahc@outlook.com) or fax to; 407-857-5994. A drop box is also located in front of the association office for your convenience.

Replacement Keys:

- \*Gate Card: \$10.00 (only two cards allowed per unit)
- \*Mailbox Keys: \$20.00 to change the locks
- \*Pool Pass: \$25.00 (only one pass per unit)

**CASH IS NOT ACCEPTED\*\*\*CHECKS OR MONEY ORDER  
ONLY\*\*\*PAYABLE TO VILLANOVA AT HUNTERS CREEK\*\*\*ALL  
ITEMS ARE NON-REFUNDABLE**

For additional information please contact our office!  
Thank You

## Hunter's Creek ID Cards



Hunter's Creek identification cards allow residents to use parks and facilities that are designated as resident use only, to rent buildings for private events and to obtain recreational permits. As of May 15, 2016, a Hunter's Creek ID along with your Villanova gym/pool pass is REQUIRED while at the gym and pool. Hunter's Creek ID cards are free of charge and can be obtain at to the Osprey Park Recreation Center, located at 5100 Town Center Blvd. or the Town Hall, located at 14101 Town Loop Blvd. with proof of residence. An ID may be issued to any homeowner or tenant and each member of the family residing at that Hunter's Creek address when proof of home ownership (settlement sheet, warranty deed, driver's license with Hunter's Creek address or expired ID card or, in the case of a rental, a copy of the lease with lessee's signature and expiration date) is presented by the homeowner/ renter listed on the applicable documentation. You may call Hunter's Creek at 407-240- 6000 to verify hours of operation.

### Helpful Contact Information

Villanova Office	Phone: 407-857-5994	Fax: 407-857-5491
Leland Management	Management	407-447-9955
Electricity	Duke Energy	407-629-1010
Cable/Internet/Phone	Blue Stream Fiber	407-917-0555
HCCA Town Hall	Masters Association	407-240-6000
Library	South Creek Branch	407-835-7223
Sheriff (non-Emergency)	Orlando	407-836-4357
Lynx	Bus and Transportation	407-841-5969
Orange County Public Schools	Hunters Creek Elementary	407-858-4610
	Hunters Creek Middle	407-858-4620
	Freedom High School	407-816-5600
	School Board	407-317-3200
Orange County Health Department		407-836-2600
Driver's License	Kissimmee	407-846-5240
Towing Company	Airport Towing Service	407-855-7777
Animal Service	Orlando	311

# **VILLANOVA AT HUNTER'S CREEK** **PARKING RULES AND REGULATIONS**

**ALL VEHICLES PARKED EITHER IN FRONT OF A GARAGE OR IN A PARKING SPACE AT VILLANOVA AT HUNTER'S CREEK MUST HAVE A VISIBLE PARKING PERMIT.**

- New Residents are provided parking permits at time of registration in the Association Office.
- Each unit is allowed up to two (2) parking permits.
- Completed registration and a valid vehicle registration for each vehicle are required in order to have a parking permit issued.
- Any vehicle without a parking permit needs to be parked in the garage or will be subject to be tagged/towed.
- Vehicles parked inside garages must be pulled completely in the garage so the garage door can be closed.
- For visiting guest, guest passes can be issued. The resident and guest must come to office with the guest's vehicle registration to get a guest pass. Guest passes are valid up to 15 days.

The following constitutes vehicles that **WILL be Tagged and can be Towed anytime after 24 hours of being tagged:**

- Vehicles with "For Sale" signs displayed
- Invalid/ Expired Tag
- No Tag
- Vehicles with No or Expired Parking Permits
- Vehicles that are Inoperable/ Wrecked or Under Repair
- Vehicles that are Abandoned
- Commercial Vehicles and/or Advertisements

The following constitutes **an Immediate Tow:**

- Handicap Parking (Without Handicap Permit)
- Blocking Driveway or Another Resident/ Guest
- Double Parked (Includes Being Park On the Line)
- Parking in a Fire Lane
- Parking on the Grass
- Parking in front of the Front Office (After Hours or on the Weekends)

## **CONTRACTED TOWING COMPANY:**

**Airport Towing Service**  
**4507 E Wetherbee Road.**  
**Orlando, FL 32824**  
**407-855-7777**

**ALL VEHICLES NOT IN COMPLIANCE WITH THE PARKING RULES AND REGULATIONS OF THE COMMUNITY WILL BE TOWED AT THE VEHICLE OWNER'S EXPENSE.**

# **VILLANOVA AT HUNTER'S CREEK** **LAS REGLAS DE ESTACIONAMIENTO**

**TODOS LOS VEHÍCULOS ESTACIONADOS YA SEA DELANTE DE UN GARAGE O EN UN ESPACIO DE ESTACIONAMIENTO EN VILLANOVA, DEBEN TENER UN PERMISO VISIBLE DEL ESTACIONAMIENTO.**

- o A los “**residentes nuevos**” se les provee permiso de estacionamiento en el momento que se registran en la Oficina de Asociación.
- o Cada unidad se permite un máximo de dos (2) permisos de estacionamiento.
- o Para nosotros emitir permiso de estacionamiento el formulario de registro y el registro del vehículo tiene que ser llenado y recibido en la oficina.
- o Cualquier vehículo sin un permiso de estacionamiento debe ser estacionado dentro del garaje o estará sujeto a ser etiquetados / remolcado.
- o Al estar un vehículo en el garaje, la puerta del garaje debe cerrarse completamente.
- o Para los invitados, pases de invitado se pueden emitir. El residente y el invitado deben llegar a la oficina con el registro de vehículos del huésped para obtener un pase de invitado. Pases de invitado son válidos hasta 15 días.

El siguiente constituye vehículos que **serán etiquetados y se puede remolcar en cualquier momento después de 24 horas de haber sido etiquetados:**

- Los vehículos con carteles que muestren "Se Vende"
- Placa inválida o expirada
- Sin etiqueta
- Los vehículos con o Sin permisos de estacionamiento caducados
- Los vehículos que son inoperables / arruinados o en reparación
- Los vehículos que son abandonados
- Los vehículos comerciales y / o anuncios

El siguiente constituye un **remolque inmediato:**

- Estacionamiento de impedido (Sin tener el Permiso para personas discapacitadas)
- Bloquiando la entrada de otro residente o visitante
- Estacionado doble (incluye estacionarse en la línea)
- Estacionando en la línea de fuego.
- Estacionando en la césped, grama o hierba.
- Estacionando al frente de la Oficina (después de horas laborables o los fines de semana)

## **COMPAÑÍA DE REMOLQUE:**

**Airport Towing Service**  
**4507 E. Weatherbee Road**  
**407-855-7777**

**TODOS LOS VEHÍCULO QUE NO CUMPLA CON LAS NORMAS Y REGAMENTOS DE LA COMUNIDAD SERÁ REMOLCADO Y EL DUEÑO DEL VEHÍCULO SERA RESPONSABLE DE PAGAR LOS GASTOS.**