Buyer/Seller/Realtor Information
For Property in Lake Frances Estates (LFE)
"A Deed Restricted, 55+ Community"

All potential residents must be provided with a copy of the Lake Frances Estates Bylaws and Covenants (as well as Amendments, if any) by the seller(s) or realtor. All required documents can be found on the LFE website, www.lakefrancesestates.org, in the "Governing Documents" or "Buyer/Seller/Realtor" sections. You can download and print the documents from there. Additionally, please be aware that LFE has policies and procedures which are available on the LFE website in the "Policies" section.

Buyers who decide to pursue the purchase of a LFE property, as well as additional residents who pursue to reside in LFE, must do the following:

- Read the "Buyer/Seller/Realtor Information" document
- Read the LFE Bylaws and Covenants (Amendments if any)
- Complete the "Residential Purchase Request" form
- Read, sign and date the "Disclosure Summary" form
- Provide a copy of a current state approved form of identification (i.e., driver's license)

Both forms and a copy of a state approved form of identification must be submitted for approval to purchase property or reside in LFE. ***All buyers and individuals who will be a resident in the home must read, complete and sign the above listed documents and submit a state approved form of identification.*** Documents can be submitted via the following:

- Email to bhelber57@gmail.com, or
- Dropped off at the Office located in the lobby of the LFE clubhouse, or
- Mailed to LFE, Attention: POA Board Secretary, 1150 Skyline Drive, Tavares, FL 32778

The POA President (Vice President or Secretary, in the absence of the President) must sign the Residential Purchase Request so notification can be sent to LFE's management company, that the property has been approved for purchase by the buyer(s). TRIAD Association Management is LFE's management company and their information is included in this packet. Estoppels are handled by TRIAD.

While all Bylaws and Covenants are important, please be aware of the following:

- Covenant 6- Single Family Home Restriction and Rental Prohibition
- Covenant 6-a Age Requirements and 6-b Age Requirement Enforcement
- Covenant 7- Pet Restrictions

Please submit the documents in a timely manner so the needed actions can take place to facilitate closing on the property. **Incomplete/illegible documents will delay processing and approval.**

We thank you in advance for adhering to the rules of this community.

Lake Frances Estates POA (Property Owners' Association)
Betty Helber, POA Board Secretary bhelber57@gmail.com 614-940-7951

Disclosure Summary for Lake Frances Estates

As a purchaser/owner of property in this community, you will be obligated to be a member of the Property Owners' Association. There are restrictive covenants governing the use and occupancy of properties in this community.

You will be obligated to pay assessments to the Association. Assessments may be subject to periodic change. The amount is $52.00 per month, effective 01.01.2026. You will also be obligated to pay any special assessments imposed by the Association. Such special assessments may be subject to change. There are presently no special assessments.

You may be obligated to pay special assessments to the city, county, or special districts. All assessments are subject to periodic change.

Your failure to pay special assessments or assessments levied by the Property Owners' Association could result in a lien on your property.

There may be an obligation to pay rent or land use fees for recreational or other commonly used facilities. At present, the only fee is for the use of the storage areas. This fee is based on the length of the item being stored and is subject to change.

The statements contained in this disclosure form are only a summary in nature, and, as a prospective owner/buyer, you should understand the Association's governing documents before purchasing property.

The governing documents are a matter of public record and are recorded in the Lake County Recorder's Office. The current property owner is obligated to provide you with these documents.

This disclosure form is required and prepared in accordance with Florida Statutes 720.401.

Signature of New Resident/New Owner/Buyer: _____ Date: _____

Signature of New Resident/New Owner/Buyer: _____ Date: _____

Signature of New Resident/New Owner/Buyer: _____ Date: _____

Signature of New Resident/New Owner/Buyer: _____ Date: _____

Lake Frances Estates (LFE) Residential Purchase Request (RPR)

This form is to be completed when an offer on property is made so the buyer(s)/and all potential residents at the property can be approved. This form must be completed by buyer(s)/resident(s). All information must be legible and complete in order to process and approve this purchase.

Address of the property you are interested in purchasing: _____

Current owner(s) of property: _____

Buyer(s) Information (all who will be *listed on the deed*, if more than 2 use an additional form)

#1

Full Legal Name	Current Full Address	Phone Number
		❑ Cell phone ❑ Landline
Email Address	Date of Birth & Age	Are you a Veteran?
	DOB: _____ Age: _____ ❑ Check if under the age of 55	❑ Yes Branch: _____ ❑ No

#2

Full Legal Name	Current Full Address	Phone Number
		❑ Cell phone ❑ Landline
Email Address	Date of Birth & Age	Are you a Veteran?
	DOB: _____ Age: _____ ❑ Check if under the age of 55	❑ Yes Branch: _____ ❑ No

Additional Resident(s) Information (all who will be living at this residence but *not on the deed*, if more than 2 use an additional form)

#1

Full Legal Name	Current Full Address	Phone Number
		❑ Cell phone ❑ Landline
Email Address	Date of Birth & Age	Are you a Veteran?
	DOB: _____ Age: _____ ❑ Check if under the age of 55	❑ Yes Branch: _____ ❑ No

#2

Full Legal Name	Current Full Address	Phone Number
		❑ Cell phone ❑ Landline
Email Address	Date of Birth & Age	Are you a Veteran?
	DOB: _____ Age: _____ ❑ Check if under the age of 55	❑ Yes Branch: _____ ❑ No

How many people *in total* will reside at this address? _____

Will there be any person(s) under 55 years of age? ❑ Yes ❑ No

Will the residence be occupied ❑ Year-round or ❑ Part-time

Will there be pets living in the home? ❑ Yes ❑ No Number of pets? _____

Type/breed of pet(s) _____

Lake Frances Estates (LFE) Residential Purchase Request (RPR)

It is the owner's/resident's responsibility to abide by all governing documents and to ensure all visitors abide by the same. LFE is a subdivision of the City of Tavares, Florida and is subject to city, county, and state laws. ***In the event of any of the following, the owner(s) are required to notify and submit required LFE documents to the LFE POA Board: any changes to the property deed, additional person(s) move into the residence, or a caregiver will be residing at the residence.***

Have all individuals listed as buyer(s) and additional resident(s) done the following:

Received and read the "Buyer/Seller/Realtor Information" document? ❑ Yes ❑ No

Received and read a copy of the Restricted Covenants of LFE? ❑ Yes ❑ No

Received and read a copy of the By-Laws? ❑ Yes ❑ No

Agreed to abide by all governing documents? ❑ Yes ❑ No

Provided a copy of current state approved form of id (i.e., driver's license)? ❑ Yes ❑ No

Do you have questions? ❑ No ❑ Yes: _____

What is the tentative closing date: _____

Realtor/Agent Name: _____ Phone#: _____

Emergency Contact: *Please list an individual who does not reside with you that can be contacted.*

Name	Address	Phone#	Relationship

All buyers and additional residents must read, sign and date this RPR form*. Additionally, we need your consent to list your name, email (EM), phone number (PN) & whether you are a veteran (V) in the community published newsletter (welcome section) & LFE Resident Directory. Please provide consent below by checking the boxes next to the information we may include in the newsletter & directory. If consent is not given, we will respect your privacy, and you will not be listed in the newsletter or directory.*

Signature	Date	Consent to list the information checked below in the newsletter & LFE Directory
		❑Name ❑EM ❑PN ❑V
		❑Name ❑EM ❑PN ❑V
		❑Name ❑EM ❑PN ❑V
		❑Name ❑EM ❑PN ❑V

----------*Below to be completed by LFE POA not the buyer(s), seller(s) or realtor.*----------

Are there any known violations on this property? ❑ Yes ❑ No

Approval by LFE POA Board President (or designee) ❑ Approved ❑ Not approved

Signature: _____ Date: _____

Date RPR received: _____ *Date management company notified:* _____ *Date entered in database:* _____

TRIAD
ASSOCIATION MANAGEMENT

Dear Buyers- Please keep this information in case you need it.

LOCATIONS

Main Office	Mailing Address
918 W. Main St. Leesburg, FL 34748	PO Box 491200 Leesburg, FL 34749-1200

BUSINESS HOURS

Monday - Friday 9:00 am - 5:00 pm
Saturday - Sunday Closed
Phone: 352-602-4803
Email: info@TRIADassocmgmt.com

LAKE FRANCES ESTATES (LFE) ASSOCIATION FEES INFORMATION

LFE fees are $52.00 per month / $312.00 for 6 months / $624.00 per year (effective 1/1/2026).
Association fees are due the first day of the month.
Make checks payable to:

LFE Property Owners Assn., Inc.

Send to:

Lake Frances Estates Property Owners
c/o TRIAD Assoc Mgmt
PO Box 25931
Tampa, FL 33622-5931

Be sure to include your coupon with your account # and LFE address on the check.

FOR ASSISTANCE

Call 352-602-4803
Email info@TRIADassocmgmt.com

Updated 12.29.25

TRIAD
ASSOCIATION MANAGEMENT

Summary of Scope of Services

Association Management Services

1. Manager will attend regularly scheduled Board meetings and annual membership and annual budget meeting as requested by the Association, but such attendance will be at an additional rate of $100 per hour calculated from office to meeting location and return to office.
2. Assist in the procurement of insurance coverage for the Association and Board as determined by the Association
3. Answer and respond to all phone calls and emails received from residents

Accounting and Assessments

1. Accounting services shall include:
    a. preparation of annual budget with guidance and oversight of Association Board
    b. preparation of monthly and year-end financial statements to include a balance sheet, income and expense statement, detailed general ledger, chase receipts and disbursement and accounts receivable reports
    c. payment of approved vendor invoices in accordance with contract or approved work by the budget or Board
    d. maintaining Association bank account with monthly reconciliation
    e. management reserves the right to act on behalf of the Association to secure coverage for any overages not covered by FDIC insurance
2. Assessment collection services for all Association revenues shall include:
    a. billing for assessments in accordance with the Association's approved assessment rates
    b. collect and deposit assessments into the Association's FDIC insured bank
    c. managing receivables and assessments
    d. distributing coupon books and/or statements in accordance with the Association's approved frequency rate
    e. handling and/or coordinating all delinquencies and lien work in accordance with the Association's collection policy including the preparation and mailing of past due notices, intent to lien notices and overseeing the filing of liens on behalf of the Association
3. Maintain the Association Records
    a. Maintain a roster of all lot or unit owners complete with mailing address as required by Florida Statutes
    b. Acts as custodian of official records and files of the Association in accordance with Florida statutes

Association Reporting Requirements

1. Coordinate the preparation and filing of any State and Federal tax returns with the Association's engaged CPA
2. Prepare IRS Form 1099 for vendor payments
3. Prepare and file the Association's Florida Department of state annual corporate report
4. Coordinate and assist the Association's independent CPA with the required financial audit and reviews required by statute or requested by the Board