



Welcome Home

YOUR HOMEOWNER ASSOCIATION GUIDE

MEET YOUR PROPERTY MANAGEMENT TEAM



Ayla Hart

COMMUNITY ASSOCIATION MANAGER

Ayla is a great point of contact for HOA rules & regulation questions, general information, or specific community concerns.
(352)387-2376 | Ayla@TheBoydGroup.com



Allyson Aldana

ACCOUNTING- RECEIVABLES

Allyson is the point of contact for getting your portal account set up, and HOA dues payments.
(352)861-2248 ex. 131 | Allyson@TheBoydGroup.com



Tonia Greve

ACCOUNTING- PAYABLES

Tonia is a point of contact for our vendors, and any outgoing payments.
Tonia@TheBoydGroup.com



Billy Butler

ASSISTANT PM- MAINTENANCE COORDINATION

Billy is the point of contact for maintenance work orders.
Billy@TheBoydGroup.com



The After-Hours emergency line can be reached at
(352)861-2248. ONLY TO BE USED FOR TRUE EMERGENCIES

PORTAL OVERVIEW

The screenshot shows the 'Home' page of a property portal. On the left is a dark sidebar with a 'New Owner' button and a list of menu items: Home, Payments, Calendar, Shared Documents, Insurance, Architectural Reviews, Property Details, Account Profile, and Help. Each menu item is preceded by a green circle with a white number (01-06). The main content area has a light blue header with the word 'Home'. Below this is a light blue banner with a green circle containing '01' and a link to submit maintenance requests. A green horizontal bar separates this from the 'Your Current Balance' section, which displays '\$35.00' and the next bill due date. Below the balance are two buttons: 'Make a Payment' (blue) and 'Set Up Autopay' (white). A section titled 'September (Next Month)' contains a table with a header 'Description' and one row for 'HOA dues' charged on 09/01/2025, with a 'Total Balance' row below it. A teal horizontal bar separates this from the 'Upcoming Events' section, which states there are no scheduled events within the next 12 months.

THE PORTAL OF 

New Owner

Home

01 Submit Maintenance Requests Here <https://app.propertymeld.com/tenant/th>

Your Current Balance

\$35.00

Next bill due on September 01, 2025

02 **Make a Payment** **Set Up Autopay**

September (Next Month)

Description
HOA dues Charged on 09/01/2025
Total Balance

Upcoming Events

There are no scheduled events within the next 12 months

01

Here you can follow the link to Property Meld. This platform is for submitting work orders for common area issues (Playground, Dog Park, Entrance Sign, Street lights, Mailboxes)

02

Schedule one-time payments, or set up recurring payments for your HOA dues.

03

Community Events, Meetings, and other important upcoming HOA related dates can be found on the community calendar here.

04

The Shared Documents section contains many of the important community documents (Architectural Guidelines, Governing Documents, Annual Budget, Maintenance Guides, etc.)

05

The Architectural Review section is where you will go to submit approval requests for exterior improvement projects (fencing, gutters, screened porches, etc.)

06

The Payments tab allows you to change any payment methods, edit your recurring payments, or review your payment history.

ARCHITECTURAL REVIEW



1 LOG INTO THE HOMEOWNER PORTAL

Under the Document Sharing Section you will find the Architectural Review Guidelines. This provides clarity on restrictions for exterior property improvements. You should request permission from the ARB for Fencing, pools, screened enclosures, gutters, landscaping changes, etc.

2 SUBMIT A REVIEW REQUEST

Under the Architectural Review section of the portal you can "Submit a New Review" for any planned projects, approval should be obtained BEFORE work begins. Include a detailed drawing/plan of the project and as many relevant details as possible.

3 REVIEW

Once received our team will review and ensure all requirements are in place before the request is passed along to the board for approval.

If your project is not approved initially we may request additional information or modifications.

4 PROJECT APPROVED

Once approved, and you have received notice, you can now schedule your new home improvement project.

COMMON RULES & REGULATIONS

Below are some of the most common Rules & Regulations that affect homeowners within our communities. Please be sure to take some time when you can to review the Declarations and Covenants for a full understanding of all community restrictions.

GARBAGE CANS

Garbage cans should be stored out of sight from the street. Either kept in the garage, in the back yard if you have a fence, or behind an enclosure. Garbage cans are only permitted to be left out on trash pickup day.

SCREENS

Garage screens are not permitted, unless otherwise approved by the ABR. Patio screened enclosures must first be approved by the ARB. Storm doors also need ARB approval before they can be installed.

RECREATIONAL EQUIPMENT

Basketball hoops should be kept on the property, and not left out in the road, or hanging over into the road. Other recreational equipment should be kept neat and tidy.

LANDSCAPING MAINTENANCE

Yards are expected to be mowed and maintained at a reasonable height, edged along the home, driveway, sidewalk, and roadway. Flower beds should be kept free of weeds or debris, and kept mulched (or gravel if approved). Any dead landscaping should be replaced in a timely manner.

PARKING

Street parking is not permitted, this poses a safety hazard for those trying to navigate roadways, especially Emergency Services. RVs, trailers, and Boats can be kept in the garage, otherwise they must be stored off-site.

EXTERIOR MAINTENANCE

The property should be kept clean, neat, and tidy. Pressure washing and exterior cleaning will need to be completed as needed to prevent algae/dirt build up on the home, fence, and driveway.

HOA DUES PAYMENTS



We have a few options available to you to pay your Homeowners Association Dues, either via the homeowner portal or by check. Dues are assessed annually, On January 1st. We determine dues amounts each year at the Annual Budget meeting. You can find a copy of the current budget in the Document Sharing section of the portal. Keep in mind if you use the payment options on the portal that you will have to make any changes you need, our office does not have access to change your payment in the system.

1

ACH PAYMENT

You can set up a one-time ACH payment on the Homeowner portal under the payment tab.

3

CREDIT/DEBIT CARD

You can set up a one-time credit or debit card payment under the payments tab of the homeowners portal.

2

RECURRING PAYMENTS

You can also set up a recurring payment via ACH or credit/debit card under the payment section of the portal to automatically deduct the amount specified on the date you specify.

4

CHECK

Checks can be made payable to your association and mailed to or dropped off in the payment drop box at our office:

1720 SE 16th Ave
Bldg. 200
Ocala, Florida 34471