



Amelia Walk Home Owners Association Frequently Asked Questions

Q: Who is the Property Manager and what is their contact information?

A: The Amelia Walk HOA Property Manager is Christian Bullen may be reached at:

Office: 904-265-5252
Mobile: 386-405-6211
e-Mail: cbullen@plazapropertyservices.com

Mailing Address: Amelia Walk Homeowners Association, Inc.
C/O Plaza Property Services, LLC
2365 Riverside Avenue
Jacksonville, FL 32204

There is also an Amenity Center HOA letter drop lock box if you do not wish to send via US mail. The box is checked during monthly property visits.

Q: Is the Association part of a Community Development District (CDD)?

A: Yes. The Amelia Walk CDD is registered as Amelia Walk CDD.

Q: What is the Amelia Walk HOA?

A: The Amelia Walk Homeowners Association is responsible for the enforcement of the covenants and deed restrictions, as governed by the adopted by-laws. Plaza Property Services (PPS) manages the Amelia Walk HOA. Our services include administrative, architectural reviews, enforcement activities, financial, insurance provision, and legal. We strive to ensure your home property value stays above par.

Q: What is the Amelia Walk CDD?

A: The Community Development District of Amelia Walk is a local unit of special purpose government created under Florida law. The Amelia Walk CDD is responsible for the maintenance of certain improvements, infrastructures and facilities within the District. The Amelia Walk CDD website: www.ameliawalkcdd.com

Q: What is the easiest way to determine if it's the responsibility of CDD or HOA?

A: If it is common property it is the CDD and if it's about private home owner lots it is HOA. There are some exceptions when it involves easements to common property. The CDD website has a shared CDD/HOA/Homeowner document for reference. You can also visit www.ameliawalk.info which is a guide for CDD or HOA responsibilities.

Q: How do I obtain the Associations documents?

A: The Amelia Walk Homeowner Association documents can be found on the Amelia Walk website: www.ameliawalkhoa.com. You will need to be a registered owner of the website in order to view the documents.



Q: How do I register for the website?

A: Visit the Amelia Walk HOA website and click “register” on the top right-hand corner. You will need a temporary passcode to complete registration. For the passcode, reach out to Christian Bullen at cbullen@plazapropertyservices.com.

Q: What is the current HOA assessment?

A: The HOA assessment is \$85.00 annually and is subject to change with each fiscal year budget adoption.

Q: Can I pay my annual assessments Online?

A: Please contact please contact Christian Bullen of Property Plaza Services for payment procedures. Payment options presently are found on the HOA website.

Q: How do I change my mailing address?

A: Submit your change of mailing address to cbullen@plazapropertyservices.com.

Q: What do I need to do if I want to change the exterior of my home?

A: All exterior changes must have an APPROVED ARB application. All changes, including but not limited to gutters, fences, landscaping, must be submitted for review and decision.

Q: How do I obtain an ARB Application?

A: An ARB Application can be obtained by clicking on the Docs/Info tab at the top of this page and then clicking on “Forms” on the toolbar on the left

Q: Is there a fee for submitting an ARB Application?

A: ARB Applications will be accompanied by a Fifty Dollar (\$50.00) Application & Inspecting Fee. The ARB Committee has the right to waive the fee at their discretion.

Q: What is the review timeframe for the Architectural Review Board?

A: ARB applications are reviewed weekly however it can take up to 30 days for an application to be responded to once all required documentation is submitted. The ARB committee meets on the 3rd Monday of each month at 6pm in the Amenity Center.

Q: Who sends violation letters?

A: The Property Manager

Q: Who is responsible for the exterior of my home?

A: Homeowner Responsibility

Q: Who is responsible for mowing my lawn, maintaining plants and irrigation of private property?

A: Homeowner Responsibility

Q: Who is responsible for the trees on my lot?

A: Homeowner responsibility



Q: Where can I store my trash can?

A: Trash cans must be stored inside of the garage or behind an APPROVED fence or privacy hedge. Cans may be placed in the driveway the evening before collection and must be stored on the same day as collection. Cans may not be placed blocking the sidewalk or in the roadways.

Q: Can I have a satellite for services?

A: An APPROVED ARB is required for installation of all satellite dishes or antennas. They may be installed in the rear corner of the roof, so to make it inconspicuous from the street. Poles may be approved if a vinyl fence or privacy hedge is installed and only in close proximity to the home.

Q: Are “FOR SALE” or “FOR RENT” signs permitted?

A: Amelia Walk permits one (1) “FOR SALE” or “FOR RENT” sign not more than eight (8) square feet of surface area per side (two sides maximum) to be displayed or placed upon any lot without prior approval from the Architect Review Board. Political Signs are prohibited within Amelia Walk unless the lot owner requests and is given prior written approval by the Architectural Review Board.

Q: Is there a policy on what to do with hazardous waste? (Paint cans, batteries, household chemicals)

A: Paint cans can be disposed of with normal waste if the tops are off, and the paint is dry. Contact Keep Nassau Beautiful for information on dates and locations for hazardous waste collections in the area. Contact them at: 1 800-977-0162 or by EMAIL at: info@keepnassaubeautiful.org

Q: What do homeowners do with yard waste?

A: Yard Waste removal may be available through your trash service. Please contact your trash service for more information.

Q: When is it necessary to have approval for tree work?

A: Removing any tree, or any changes to the exterior of the home, requires an HOA ARB approval.

Q: Are there parking restrictions?

A: Parking commercial vehicles, mobile homes, golf carts, recreational vehicles, boats, watercrafts, trailers, or inoperable vehicles other than in an enclosed garage is strictly prohibited. For detailed information please refer to the documents of the Association

In addition, The CDD has established “No Parking Zones” policy, which can be viewed on the Amelia Walk website and the CDD website. The HOA is the enforcement agent of the policy granted by the CDD.

Q: Where can I store my boat or RV?

A: All boats and RVs must be stored in an enclosed garage or off property in a storage facility.



Q: Are gazebos allowed to be built?

A: All outdoor structures such as gazebos, sheds, storage buildings, play structures, or swimming pools, must be approved by the Architectural Review Board prior to installation.

Q: Is there a specific type of fence that can be installed in this community?

A: All fences installed in the community are to be black aluminum, 4' in height. All swimming pool fences shall be a minimum of 4.5'. Please refer to the Architectural Planning Criteria, Exhibit 1, for the style. Applications are subject to Architectural Review Committee approval.

Q: Is there a limit on the number of pets?

A: There is currently no limit on the number of household pets. For more details, please refer to Article IX Section 4, item number 10 of the 2nd Amendment to the Declarations of Covenants, Conditions and Restrictions for Amelia Walk (A/K/A Hampton Lakes).

Q: Is there a breed restriction?

A: There are currently no breed restrictions. Common household pets are allowed. For more details, please refer to Article IX Section 4, item number 10 of the 2nd Amendment to the Declarations of Covenants, Conditions and Restrictions for Amelia Walk (A/K/A Hampton Lakes).

Q: Where is mail delivered?

A: The USPS delivers mail to the mailbox clusters and individual mailboxes used by Amelia Walk homeowners.

Q: What if I need a mailbox key?

A: Cluster mailbox keys are administered by the CDD Amenity Manager. There is a fee for replacement keys. CDD has a documented approved policy for cluster mailbox key administration.

Q: Is fishing allowed in the ponds?

A: Yes. CDD governs Fishing Policies. Please visit the CDD website for the Fishing Policy/Nuisance Alligator Reporting Procedure.

Q: What are the amenities offered?

A: Amelia Walk amenities include a resort inspired pool, fitness center, owners lounge, tennis court, pickleball and playground.

Q: What are the hours of operation for the Amelia Walk Amenity Center/Fitness Center?

A: Please visit the CDD website for the amenity center policy. You can also find the hours posted on the amenity center doors.

Q: How can I gain access to the amenities and the amenity center?

A: FOBs are issued by the CDD. For access, please visit the CDD office, located at the amenity center.

Q: What are the pool rules and hours of operation?

A: Please visit the CDD website for amenity center policy. You can also find the hours posted on the amenity center doors.