

PGD  
LAS PALMAS I & II  
WELCOME PACKET





# It's nice to meet you!

## Welcome Homeowner or Resident

The Board of Directors for the Las Palmas Phase I and II Homeowner's Association welcomes you to our community.

We take great pride in having a neighborhood where homeowners and residents feel comfortable, safe and secure. To promote this, we would like to share information regarding our shared and individual responsibilities, to include living arrangements and guidelines that we have as Las Palmas I and II homeowners and residents.

The Homeowner's Association was formed to manage and maintain our homes and common areas, and to ensure the needs of homeowners and residents are met as much as possible. In addition to the Board of Directors, we have the assistance of property manager Joannie Quinata of RE/MAX Diamond Realty.

Together we oversee the activities of the association and enforce the bylaws and House Rules of the association. We hope that your move or settling into your new home is made more convenient with the information in this packet. Electronic versions are also available on our website: [www.laspalmasguam.com](http://www.laspalmasguam.com).

Once again, welcome to Las Palmas!

Warmest regards,  
Sonia Siliang, President of Las Palmas HOA



## Community Agreements

Below are rules that we all agree upon as part of our shared interest in maintaining a clean and safe neighborhood that we and our families can enjoy.



### Common Areas

The common area facilities include sidewalks, green spaces, roadside parking, a swimming pool, tennis court, children's playground, and pavilions. Pavilions can be reserved for gatherings for a fee by filling out the attached form and submitting it to RE/MAX Diamond Realty property manager. The tennis court, swimming pool, and playground hours of operation are: **08:00am to 10:00pm** (unless otherwise posted closed for maintenance and repairs).



### Access Key for Common Area

You should have received a key for the Swimming pool and Tennis court from your realtor or landlord. If you lost a key, please contact Property Manager of RE/MAX Diamond Realty to purchase one. Please note the pool and tennis court key is **not** to be duplicated by yourself. For night time use of tennis court and swimming pool, you need an access key for the lighting switch box as well. Please note that you cannot lend the key to someone else.



### Security

The association purchases 24-hour security services from G4S Security that you will see making rounds on the property with golf cart or on foot. You can call 671-898-6981 for any violations to the House Rules such as parking or safety violations will be addressed by the security officer and reported to you and property manager. If you have any questions, they are very willing to assist you as needed.



### House Rules

Please read the House Rules attached for more details. This document details the guidelines for appropriate living conditions regarding your home and also the common areas. This is developed to maintain an organized and comfortable community. Please read this document completely and if there are any questions feel free to contact the property manager Joannie at RE/MAX Diamond Realty.



### Property Maintenance

On-Site Property Manager and a small staff work hard during the week to keep the common areas looking great including the exterior paint, roof top, lawns and shrubs, sidewalks and facilities including the children's playground, pool, tennis court and pavilions. If you encounter any water leaks, please contact our property manager immediately.



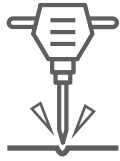
### Garbage and waste

Located throughout the facility are containers for disposing of your household waste, paper boxes and green waste. Please follow the House Rules on the proper use of these waste containers. \* Absolutely no bulk household items or furniture is allowed to be left behind the dumpsters and these items must be taken to the transfer stations at the homeowner or resident expense.



### Pet Owners

Pet owners can enjoy the large common areas designed for residents' comfort and enjoyment. Please follow the house rules: keep your dogs on a leash when walking them and pick up pet waste. Help keep our grounds clean and healthy. \*Reminder: House rules requires you keep your pets indoors; they aren't allowed to stay in the terrace unattended.



### Construction and Noise

Construction work is only allowed from **8:00 a.m. to 5:00 p.m. Monday through Saturday**. No construction work on Sundays. All construction waste from your house renovation, such as lumber, concrete debris, tiles, fixtures and hazardous materials must be collected and disposed of by your contractor. The Las Palmas trash bins are for regular house hold trash only.



### Common Area Fees

If you are a homeowner, then a monthly Common Area Fee (CAF) is assessed to cover homeowner's insurance, property management and maintenance. Please contact RE/MAX Diamond Realty for details on payment arrangements. The CAF is due on the **15th of every month**. There is a late fee. We recommend you keep the receipt of your common area fee for at least two years.



### Mailbox

There is a cluster mailbox in Las Palmas for Phase 1 & 2 residents. It is located near the playground. If you're a tenant please reach out to your landlord for the mailbox key. If you're a home owner, please contact your realtor or RE/MAX Diamond Realty for accurate address and mailbox keys.



### Other document

Documents not in the attached Welcome Packet can be found on the web, [www.laspalmasguam.com](http://www.laspalmasguam.com). You may be interested to read some of these documents:

1. Registration of your contact information
2. Insurance Claim Form
3. Certificate of Insurance
4. Common Area Fee payment booklet
5. Association By-Laws
6. Declaration of Covenants, Conditions and Restrictions
7. Installation of Split type A/C Units(For Phase 1 only)



**On-Site Manager**  
**671-898-1106**

**G4S Security**  
**671-898-6981**

**Property Manager(REMAX)**  
**671-479-9532**

