

Windsor Estates Homeowners Association, Inc.
P.O. Box 410263
Melbourne, FL. 32941-0263

April 20, 2018

Dear Windsor Estates Homeowner,

This letter is to inform you that the proposed amendments to the governing documents were approved by the required majority of members, have been recorded and are available to you in one of three ways:

1. Download amended Declaration and Bylaws from the Windsor Estates web site. www.windsorestateshoa.com
2. Request a digital copy from Fairway Management by sending an e-mail to ericbyrd@fairwaymgmt.com
3. Acquire a hard copy from the offices of Fairway Management. Fairway Management is located at 1331 Bedford Dr., Suite 103 in Melbourne. Office hours are Monday – Thursday, 9am to 5pm and Fridays, 9am to 2pm.

Please be sure to update your records with the amended documents.

In a review of the gate access logs, the Board of Directors have determined that the contractor code has been distributed widely and may be used by non-residents to access the community. This will serve as notice that the contractor code and any other non-essential gate codes, will be removed from the gate call box effective **June 1, 2018**.

There are two options for allowing service personnel or contractors into the community:

1. Provide Fairway Management with a phone number that you have regular access to and it will be programmed into the call box. Non-local cell phone numbers will work for this purpose. Service providers/contractors will call you from the gate and you will be able to grant access even if you are away from home.
2. Request a temporary gate code for your service provider/contractor from Fairway Management. Please allow at least 48 hours for activation.

Codes for Florida Today, Waste Management, USPS, UPS, FedEx, FPL, City of Cocoa and all first responders will not be removed or changed.

Please contact me at (321) 777-7575 or ericbyrd@fairwaymgmt.com if you have any questions regarding any of the information provided in this letter.

Sincerely,

Eric Byrd
Manager, Windsor Estates HOA