



Congratulations on your new home and welcome to Hidden Hills!

Included in this packet you'll find some information to get you acclimated to the community.

Our website is www.HiddenHillsJax.com.

- Our governing documents, forms and other information can be found on our website. You must be logged in to access some information. Please go to www.HiddenHillsJax.com and click on the "Register" button to create an account.

Some frequently used forms are included in this packet for you:

- Please complete the ***New Resident Gate Sentry Contact Information*** form and return it to the guardhouse as soon as possible. This information is used to communicate with you as well as allow you to grant gate access to your home for your visitors and vendors.
- Use the ***Community Access Request*** form to obtain windshield decals and RFID tags for your vehicle(s). Once these tags are installed on your vehicle's headlight by a community representative, the vehicle will automatically open the resident or right-hand entrance gate.

You must complete a change of address with the DMV so that your vehicle registration(s) reflect your Hidden Hills address before decals will be issued.

- Use ***the Architectural Review Committee (ARC)*** form to request modifications to the exterior of your home and /or property. *All exterior modifications require approval.* Contractors will not be permitted through the gate unless the guard has an approved ARC request.

Other information:

- A guard will assign your mailbox number to you. Your mail is delivered to the guardhouse via USPS and once daily delivery is complete, the guard will turn on a “mail” light in the front window of the guard house to inform you mail is available for pickup.
- If you have not yet received information regarding payment of monthly HOA dues, contact Kingdom Management at 904.646.2626 or email info@kingdommanagement.com.
- Please obey the posted 20 MPH speed limit. We have a number of walkers, joggers and bicyclists and we do not have sidewalks.
- Contractors and deliveries are only permitted in the community between 8 a.m. to 5:30 p.m., Monday through Saturday, and 8 a.m. to 6:30 p.m. during daylight saving time.
- Since we are a private, gated community, we are all responsible for streets and street lights.

If you see a streetlight out or staying on during the day, please report it using the “Contact Us” page at HiddenHillsJax.com.

If you have a storm water drain in front of your home, please keep it clear of debris but *do not put anything down the drains* or they will clog, at our expense to remedy.

- All garbage/trash, yard waste/debris and recycling containers shall be hidden from view from any adjacent Lot, Roadway or Access Easement except on collection days.
- Parking on the roadway overnight is prohibited.
- Commercial vehicles may be stored at your property ONLY if within an enclosed garage.
- Please do not drive or park on the medians; this degrades the curbing, which is repaired at our expense.
- Owners, residents and/or their contractors are not permitted to place anything on the medians.
- Temporary structures such as PODS are prohibited without prior written approval from the Architectural Review Committee.
- Please utilize the “Contact Us” form on www.HiddenHillsJax.com for any questions or concerns you may have.

The Property Manager makes monthly inspections throughout the community to note any properties in violation of the C&Rs. Please review on the website the community governance documents, rules and regulations.

Sincerely,

Hidden Hills Community Association