

WELCOME TO BRAE BURN

Information Guide for New Residents

We wish to welcome you, our new neighbor, to Brae Burn! We are certain you will love our neighborhood. The association in Brae Burn has put together this information guide to help make your move-in as smoothly as possible and for you to get a better understanding of our community.

There are two associations involved with Brae Burn:

1. Sugar Mill Association (SMA)
2. Brae Burn HOA (Homeowners Association) - *includes Brae Burn 1, 2, and 3*

The Sugar Mill Master Association, (SMA) has overall responsibility for all Sugar Mill sub associations, to include Sugar Mill Gardens. Their website is www.sugarmillassociation.com which details their community Bylaws, Declaration of Covenants, Conditions & Restrictions (DCCR's), and Design Review Board (DRB) requirements. The master association maintains all common areas as well as all security requirements. SMA is managed by the K.L.G.B. management company.

SUGAR MILL ASSOCIATION (SMA):

There are 2 entrance gates to Sugar Mill:

1. Sugar Mill Drive location (East Gate) - this is manned 24 hours by security guards. You will need the required sticker to be applied to the driver's side of your front dashboard window.
2. Pioneer Trail location (West Gate) - this is an armed gate, which requires a barcode sticker to enter. This sticker is to be applied to the rear driver's side window.

Please contact KLGB, Property Management Company, for stickers via email or phone:

Sugar Mill Association Office

c/o K.L.G.B, Inc.

391 South Timberlane Dr.

New Smyrna Beach, FL 32168

Phone: (386) 402 8739

Email: kscpoa@aol.com

Website: K.L.G.B, Inc.

Sugar Mill Association is also responsible for our member Directory. Homeowners may provide their contact information: phone number, address, and email address, so that you can stay informed on important association information, i.e., meeting dates, area services, and more.

BRAE BURN HOMEOWNERS ASSOCIATION:

IMPORTANT - Please contact the President, Secretary, and the Accountant **ASAP** to ensure you receive any important information and to receive Brae Burn board meeting minutes etc. Please note that Brae Burns 1, 2, and 3 have Residency Standards as well as Declaration of Covenants, Conditions and Restrictions (DCCR). ***It is very important that you read this carefully before making any changes to your new home.***

Any Committee member can help you get this information.

2026 Board Members:

Tom Robinson, Acting President (cell: 906-630-7396)
robinsonbirchpoint@jamadots.com

Bob Lack, Retiring President (home: 386-423-6876) lackbd@aol.com

Dirk Smith, Acting Vice President (cell: 757-292-8361) dirk94207@gmail.com

Tim VanSlyke (cell: 607-745-0335) upstim1@gmail.com

Karen Giglio (cell: 508-982-7138) k.giglio@comcast.net

Acting Secretary, Howard Kates (cell: 386-478-6758) hakkatiii@yahoo.com

Treasurer/Accountant, Sheri Heckendorn (cell: 262-492-5526)
SheriHeckendorn@gmail.com

Design Review:

Please contact a board member for approval of any changes or additions to the exterior of your home. Brae Burn Board must approve your application prior to submitting your application to Sugar Mill Association Design Review Board for approval.

https://www.sugarmillassociation.com/editor_upload/File/SMA%20DESIGN%20REVIEW%20APPLICATION%202025%231.docx

Both approvals are required prior to initiating any change.

Mail Delivery

Mail is delivered to a centralized mailbox on your street. Each home is assigned a box number with a key. Make sure the previous owner provides your key and box number, - otherwise, you will have to go to the post office and pay for a key at your expense.

New Smyrna Beach Post Office

301 Mission Dr., New Smyrna Beach PH. (386) 427-1961

If at any time you find a key inside your mailbox - this key is for one of the larger boxes at the base of the mailbox unit for larger packaged items. Once you use the key for the large package box, it will remain in the keyhole for the delivery driver.

Trash, Recycling & Brush Pick-up Days:

Trash pick-up is every Tuesday* and Friday*. Please put trash out early in the morning and not the night before. Many animals roam at night and can open trash bins.

- Recycling pick-up is every Friday* and can tend to come early in the mornings. This can be placed roadside the evening before (after 5 p.m.). Please break down large boxes.
- Brush pick-up is every Wednesday* and should be placed roadside no earlier than 5 p.m. the day prior. For large brush pick-up, it is up to you to call Waste Pro (386) 788-8890 and arrange pick-up. * **with the exception of holidays**

Lawn Maintenance:

The landscaping company that is presently hired to maintain the front of your property is Bob Wrobel, who can be reached at (386) 689-9297.

Landscaping services that are included in your HOA fees include from the roadside, up to the home's air conditioning unit. Any space beyond this point is the homeowner's responsibility. General services such as lawn cutting, leaf blowing and edge trimming is typically done on Tuesdays every week, with the exception of winter months, which are done less often.

This company is also responsible for cleaning the gutters periodically and maintaining the sprinkler systems. Mulch is provided approximately every other year up to the air conditioning unit.

Pools:

Brae Burn 1, 2, and 3 each have their own pool. These are centrally located in the middle of each Brae Burn and are private to Brae Burn residents only. There are several walking paths to the pools. You are permitted to use any of these pools.

During special holidays and school breaks, one of the pools will be heated for you and your family to enjoy. A sign is posted at the path of each section as to which pool will be heated during this time. Dogs are not permitted in the pool or on the deck.

Please remember to be respectful of noise and make sure umbrellas are lowered and gates are completely shut before you leave the pool area.

Front Lawn Ornaments, Fencing, and Special Approvals:

Lawn ornaments must be kept to a minimum and may be asked to be removed. Front yard fencing of any kind is not permitted. Political signage is not allowed in Sugar Mill. Anything needing special approval will be upon request and will need to be worked directly with the HOA board. If you are renting your property, all approvals will be dealt directly with homeowners only, not tenants.

Christmas decorations are to be removed by January 10th, each year.

Dogs:

We are a dog friendly community. ALL dogs are to be leashed and under the owner's control at all times-*this includes and not limited to therapy dogs, command dogs, emotional support and service dogs (unless specified by the ADA).*

All feces must be removed from the ground immediately. Dogs are not permitted in the pools or on the deck that surround the pools. This also applies to the Golf Course as well.

Helpful Tip for those who are new to being a pet owner or new to the Florida climate:

Pavement is often much hotter than the air around them. Hot surfaces can be dangerous to dogs and burn their paws. On warm and sunny days, remember, if it's painful for you to place your hands or foot on the pavement for seven seconds, then it is painful for your dog to walk on. It is highly recommended to walk your dog in the early morning or evening during hot months.

FYI: Great Dog Beach/Dog Park: Smyrna Dunes Park – 2995 N Peninsula Ave, New Smyrna Beach - annual passes can be purchased at this location, or on line.

Other Helpful Information:

Beach Pass:

They are now free for NSB residents. One must still prove residency. You may find all the information at the City of New Smyrna Beach

website: <https://www.cityofnsb.com/1002/Parking-Pass-Information>

Local Newspapers:

Daytona News Journal (for local news): 1-877-777-6673.

Hometown News is great for local events and it's free. These can be found at various locations around New Smyrna Beach.

Helpful Numbers to Know:

- **Utilities Commission City of New Smyrna Beach- *electricity, water, and sewer.***
200 Canal Street, NSB Ph. (386) 427-1361
- **Florida Public Utilities- *natural gas services***
Ph. (386) 428-5721
- **Department of Motor Vehicle DMV**
website: mydmvportal.flhsmv.gov, Ph. (386) 238-3140
- **Sugar Mill Guard House**
Ph. (386) 423-4900
- **New Smyrna Beach Police Dept.**
Ph. (386) 424-2000 and Emergency only 911

Revised January 2026