BOCA GREENS

Boca Greens Homeowners Association

Orientation

Welcome to Boca Greens! The following is for your information:

1. **MAINTENACE**
   - Payments are due quarterly. January 1st, April 1st, July 1st, and October 1st.
   - Four payment coupons and return envelopes are mailed each year prior to January 1st for the upcoming year
   - You can also set up automatic payment with management company with a void check
2. **TV & INTERNET**
   - This service is Provided by Hotwire Communication.
   - They can be reached at 1-800-355-5668
   - Any additional services or upgrades you may request will be billed separately to you
3. **REFUSE**
   - Monday pick-up garbage and vegetation
   - Thursday pick-up garbage, bulk, and recycling
   - Leave out no earlier than 3 pm the afternoon before pick-up
   - Bins must be put away by 10 pm the night of pick-up
   - For full information on what is approved for vegetation, bulk and recycling or if you need recycling bins contact Solid Waste Authority at (561) 697-2700
4. **ACCESS CONTROL**
   - Boca Greens does not offer security. Boca Greens offers Access Control
   - To call in your guest and vendors to the automated system call 1-888-287-6057
   - You can also access the system via downloading Entrance IQ APP
5. **ELECTRIC**
   - This service is Provided by Florida Power and Light (FPL). They can be reached at (561)994-8227

6. **WATER**
    - This service is provided by Palm Beach County Water Utilities. They can be reached by phone at (561) 740-4600
7. **MANAGEMENT**
    - The management company is Superior Association Management
    - They can be reached at (561) 293-3617 or JEN@SUPERIORMGMT.NET
    - The address is 20283 State Rd 7, Suite 219, Boca Raton FL 33498

BOCA GREENS HOMEOWNER ASSOCIATION

Rules and Regulations Regarding Lot Maintenance, Appearance, and Use:

These are some of the highlights of the Rules and Regulations. This list is not to be construes as the full set of Rules and Regulations. Please refer to the Governing Documents and the Rules and Regulations Document that will be given to you upon moving in.

1. **Maintenance by Owners**
   Each Owner is responsible, at their own expense for the maintenance, repair, and replacement of the following.
   - The entirety of the lot and dwelling structure

   The following portions of the common area:

   - Sidewalks, swales, landscape areas, and driveways that surround a lot extending down to the paved right of way and in the rear of the lot down to the lakes, golf course or wall
2. **Structures**
   - **Roof**- Visibly broken/missing concrete tiles must be replaced with identical/ matching material as the remainder of the roof. The roof must be free of dirt or mold.
   - **Walls/Doors**- Painted surfaces must be uniformly painted with approved color paint and must be free of mold and rust stains and have a fresh appearance.
   - **Fences/Trim**- Rotten wood must be replaced
   - Architectural Trellis- Trellises must be maintained or replaced if the wood is rotted
   - **Glass**-Broken, cracked or missing glass must be replaced or repaired
   - **Screens**- Torn or damaged screens must be replaced or repaired
   - **Garage Doors**- Garage doors must remain closed except for entry or exit. If the garage door remains open for more than 30 minutes without visible entry and exit activity it is considered a violation

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- **Pools and Patio Area**- Pool must be clear and free of algae. Pool areas are required to be fenced or screened. Pool child fencing is allowed, but not in place of screen enclosure or fence. Screen enclosures must be kept clean and intact.
- **Driveways/Sidewalks-** Must be free of mold/mildew and rust stains. If painted, the color must be maintained. Concrete pavers/tiles, or overlay must be maintained in good condition. All sidewalks and driveways that extend through to the street must present a level surface for walking and must be repaired to eliminate a tripping hazard
- **Mailboxes**- Mailbox post/supports must be maintained at the vertical with the mailbox at 90 degrees to the post. They must be repaired, kept clean, rust free and painted as appropriate. Only the approved community mailbox will be allowed.

3. **Landscaping**
    - **Lawns-** Lawns should be watered, fertilized, cut weeded and treated for diseases and pests to present a green, neat and healthy appearance. It should be edged at the driveway, sidewalk and curb.
    - **Trees/shrubs**- Homeowners must keep all trees trimmed and remove any fruit/coconuts in preparation of Hurricane Season. Dead fronds must be removed from palm trees except Royal Palms which are naturally self-maintained. Dead trees must be removed. Stumps must be removed or ground down. NO trees are permitted to be planted in the swale.
    - **FPL Boxes**- Vegetation at FPL boxes should be at the sides and rear of the box, not at the front facing street. Vegetation should be maintained at a height of no more than 3 feet.
4. **Pets**
    - Pets must be walked on a leash when outside the dwelling structure. Pet owners must pick up after their pets.
    - No outdoor cats. Only domestic indoor cats are permitted
    - Two pets per household are allowed
    - Please fill in the pet sheet attached

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5. **Vehicles and Parking**

- Vehicles may NOT be parked on the streets between the hours of 12am and 7am. Vehicles parked on the street during prohibited hours will be towed at the owner's expense.
- NO vehicle can be parked on the swale or on the grass
- NO blocking or parking over the sidewalk
- Cars parked on the roadway during the allowed hours may only be parked on the "odd" or "even "side of the road as indicated at the entry. Parking will be allowed on the Odd side of the street January through June and the Even side of the street July through December.
- Motorcycles, recreational vehicles, trailers etc. are prohibited and must be garaged. Overnight parking of these vehicles on the driveway or street is prohibited
- No car covers are allowed to be placed on cars parked on the driveway or street
- No commercial trucks are allowed after 6pm Monday to Saturday and never allowed on Sunday
- No repairs including changing of oil is permitted
- No unregistered vehicles, all vehicles must be inworking order and not on blocks, jacks, ramps
- Racing engines and loud exhaust are prohibited
- Vehicles that are prohibited may be towed at the owner's expense if they are left out of the garage overnight

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6. **Garbage/Trash**
    - Trash containers must be sealed and stored out of sight.
    - Garbage may not be placed at the curb prior to 3 pm on the day before scheduled pick up. Currently pick up is Monday and Thursday
    - Yard debris must be kept out of sight except when placed at the curb for scheduled pick up. Fallen Royal Palm fronds may remain in the swale area until the next trash pickup; however, the roadway and sidewalk must be kept clear
    - Large amounts of yard debris exceeding the pickup limit (see Solid Waste Authority website for limits) should not be placed at the curb. Any excess waste not picked up must be removed from the curb and stored out of sight
    - Empty containers must be removed from sight as soon as possible and no later than 10pm on the day of scheduled pickup
    - Placing debris or garbage at the curb prior to the proper time will result in the association removing the debris and charging the homeowner.
    - No landscape material or any other item shall block the clopped curb or any of the street drains at any time
7. **Miscellaneous**
    - Garden equipment, bikes and toys must be stored out of sight.
    - Items that could become a dangerous projectile in a severe windstorm should not be stored outside
    - Hurricane shutters or protective window coverings can be put up or closed 5 days before an impending named storm and must be removed no later than 10 days after.
    - Holiday lighting and decorations can go up November 15 and must be removed not later than January 15th
    - No leasing of the property the first year of ownership

I/we have been informed of the rules and regulations for lot maintenance and use set forth in the prior pages and do understand that a violation of these rules may result in a monetary penalty. I/we also understand these are not all the rules and regulations and need to look to the Governing Docs and Rules and Regulations set by HOA and Board.

_____	_____	_____
Print Name	**Signature**	**Date**
_____	_____	_____
Print Name	**Signature**	**Date**

BOCA GREENS HOMEOWNERS' ASSOCIATION

Procedures and Rules for Access into Boca Greens Community

Boca Greens is a privately gated residential community. The roads within Boca Greens are private and access to the community is restricted. The following rules govern entry into the community:

- Construction vehicles and/or Resident Vendor entry hours are 8am to 5:30 pm Monday through Saturday. All Vendors and Construction Vehicles must leave the premises by 6pm.
- No Vendors permitted on Sundays
- No Vendors permitted on the 6 recognized holidays, New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas day

1. **Authorization to Enter Community**
    - Only a lot owner, permanent resident, the Property Management Company, the Board of Directors, or the Boca Greens Country Club Management may authorize
    - Entry may be authorized by identifying the entering person and authorized entry dates using the HOA provided automated system or Entrance IQ
    - Entry may be authorized by identifying the entering person or a permanent entry authorization form allowing entry at specified times and filed with the Property Management Company or on the Entrance IQ
    - Entry may be authorized by obtaining a transponder in accordance with HOA rules
2. **Pedestrian Entry**
    - Pedestrians (including those riding a bicycle) may enter the community only through the entry on Kimberly Blvd. near US 441/SR7 or at the pedestrian gate.
    - A photo ID is required for entry
    - Pedestrians must secure permission to enter the community from the Access Control Personnel (ACP)
    - Owners or residents must give their mane and address and show a photo ID to ACP. ACP verifies status in the Association records and confirms identification to allow entry
    - Guests, Visitors, Invitees, or Vendors give the name of person and address of residence to be visited to the ACP. They identify themselves and show photo ID. ACP verifies that the owner/resident has authorized entry. Otherwise, entry is denied

3. **Vehicular Entry (including motorcycles)**
    - People riding in vehicles may enter the community through the entry on Kimberly Blvd. near us 441/SR 7 or the Broadmoor court entry from Cain Blvd. The entry on Broadmoor Court may only be used by vehicles equipped with a transponder
    - All vehicle drivers must possess a valid motor vehicle driver's license. Those passing through the ACP must show their driver's license upon entry.
    - Residents or guests entering Boca Greens as a passenger using a transportation service must show a proper valid photo identification.
4. **Entry Through Access Controlled Gate attended by ACP**
    - Owner or resident
        - Give name and address to ACP
        - ACP verifies status in Association records and confirms identification with driver's license. Otherwise, entry is denied
        - ACP authorizes entry and opens entry gate
    - Guest, Visitor, Invitee, Vendor
        - Gives name of person and address of residence to be visited
        - Identify themselves and show driver's license
        - ACP verifies that the owner/ resident has authorized entry. If not authorized by the HOA provided automated system or Entrance IQ APP then ACP will attempt to contact the homeowner/resident as a one time courtesy. If the resident is unavailable guest must wait in a designated area and attempt to contact the homeowner directly in order to be called in through the HOA automated guest system or the Entrance IQ APP. Otherwise entry will be denied
        - ACP authorizes entry and opens entry gate
5. **Entry Through Remote Controlled Gate**
    - Vehicles equipped with transponders may enter the gate by slowly approaching the gate until their device opens the gate
    - The gate closes after each vehicle; following vehicles should allow the gate to close before approaching the gate
    - The gate at Broadmoor Court is only in operation for resident entry
    - Should the device not operate the gate, the driver should contact the management company

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6. **Transponder possession and use is a privilege granted by Boca Greens HOA subject to the following rules.**
    - Devices are registered to specific individual and a specific vehicle and can only be used by that individual and that vehicle. Individuals must have a current driver's license valid in Florida and vehicles must have current registration valid in Florida
    - Transponders are only issued and installed in the registered vehicle by HOA representative. Devices will not be given or mailed to individuals
    - If the device is removed from the vehicle, it will stop operating. If the vehicle is sold or transferred to another owner, the device must be removed, and the HOA notified
    - Lots delinquent in the financial obligations to the HOA may have their transponder privileges suspended by the Board of Directors
7. **Obtaining Transponder**
    - Issued Monday to Friday excluding Holidays between 9 to 12:30 pm at the Property Management Office
    - Proof of residence, current driver's license and current car registration is required
    - Cost per Transponder is $35.00 each
    - All bills must be current to be issued a transponder

I/We have been informed of the Rules and Regulations for access into Boca Greens set forth in the prior pages. I/We also understand these are not all the Rules and Regulations and need to look to the Governing Documents and Rules and Regulations set by the HOA and Board.

_____	_____	_____
Print Name	**Signature**	**Date**
_____	_____	_____
Print Name	**Signature**	**Date**

Boca Greens Homeowners Association

Communications by the Homeowners Association and your Contact Information

The use of your contact information by the Homeowners Association (HOA) is controlled by law. Please let us know how you want us to use your information by completing each section below.

1. These records are available to all members of the HOA. You are required to provide, and the Association is required to maintain the following:
   Property Street Address: _____
   Mailing Address: _____
   Name: _____ **Email Address:** _____
   Name: _____ **Email Address**: _____
   Home Phone: _____ **Cell Phone:** _____
2. To save the HOA mailing expenses we would like to use email to contact you.
   - o Do not use my email to contact me
   - o Use email to contact me for everything. Waive postal mail notification of member meetings
   - o Use email to contact me for routine matters. I DO NOT waive postal mail notifications of meetings send the required notices by regular mail
3. We would like to publish a homeowner directory for personal non-commercials' use of our members. (Please check only one box)
   - o DO NOT publish anything about me
   - o Publish my name and address only
   - o Publish my name, address and email address
   - o Publish my name, address, email and phone numbers

Please sign and print your name below. If you do not sign the form, we cannot use the information

_____ _____

Signature **Print**

_____ _____

Signature **Print**

BOCA GREENS

Boca Greens Homeowners Association

ACCESS CONTROL INFORMATION

Please complete the following:

Date: _____

Boca Greens Address: _____

Homeowner Name: _____

Primary Phone# _____

Alt Phone # _____

Email Address: _____

Email Address: _____

List of all Occupants

	Name	Relationship
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

BOCA GREENS

BOCA GREENS HOMEOWNERS ASSOCIATION

Date: _____

I _____, attended an orientation meeting with the Property Manager and have received an orientation packet. I have been informed of the Association rules and regulations and understand what is expected of me as a member of the Association

_____ _____

Print **Signature**

Date: _____

I _____, attended an orientation meeting with the Property Manager and have received an orientation packet. I have been informed of the Association rules and regulations and understand what is expected of me as a member of the Association

_____ _____

Print **Signature**

Boca Greens Homeowners Association Inc.

Pet Registration Form

Unit Owner or Resident: _____

Address:_____

Type of Pet (please check one): ___DOG ___CAT OTHER (Specify)_____

Pet's Name: _____ Pet's Age:_____

Pet's Sex: _____ Pet's Weight:_____

Pet's License/Tag Number: _____

Breed (*Be specific - give complete description, color, etc.*):

_____

_____

_____.

Place a photo of your pet here. (We know you have one):

I am aware of Boca Greens Homeowners Association, Inc. rules, regulations and restrictions regarding pets on the property and agree to abide by them.

Please be aware of the Limit of 2 pets per home. Dangerous Breeds are not allowed.

Homeowner's Signature _____ Date: _____

PLEASE RETURN FORM AND PHOTO TO THE MANAGEMENT OFFICE

INSTRUCTIONS: Complete a separate form for each owner named on the property deed that desires a transponder gate control device. Trust and Corporate Owners must provide proper documentation.

Form A – Transponder For Owner

Street Address:_____

Individual Owner:

Last Name:_____First Name:_____

Driver's License Issue State:_____Expiration Date:_____

Vehicle Manufacturer:_____Color:_____

Vehicle Model Year:_____Model Name:_____

Vehicle Tag State:_____Tag Number:_____Expiration date:_____

FOR HOA USE ONLY:
DL checked?_____ Registration Checked?_____

Transponder Number:_____

INSTRUCTIONS: Complete a separate form for each owner named on the property deed that desires a transponder gate control device. Trust and Corporate Owners must provide proper documentation.

Form A – Transponder For Owner

Street Address:_____

Individual Owner:

Last Name:_____First Name:_____

Driver's License Issue State:_____Expiration Date:_____

Vehicle Manufacturer:_____Color:_____

Vehicle Model Year:_____Model Name:_____

Vehicle Tag State:_____Tag Number:_____Expiration date:_____

FOR HOA USE ONLY:
DL checked?_____ Registration Checked?_____

Transponder Number:_____