

BRENTWOOD ESTATES

Resident's Handbook



2020

ESTATES RULES & REGULATIONS

ARCHITECTURAL GUIDELINES

GENERAL INFORMATION

BrentwoodEstatesBoca.com

BRENTWOOD ESTATES
RULES AND REGULATIONS

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NOTICE
BY-LAWS, ARTICLE VII

Article VII of the By-Laws of the Brentwood Estates Homeowners Association, Inc. states that “The Board of Directors shall have the powers reasonably necessary to operate and maintain the Association, including, but not limited to the following:

“Adopt and publish rules and regulations governing the use of the Common Areas and facilities, and the personal conduct of the members and their guests thereon, and to establish procedures for the imposition of penalties including fines, for the infraction thereof.”

These Rules and Regulations are issued by the Board of Directors to promote harmonious living at Brentwood and to safeguard the rights of the residents.

They are based on the documents accepted by each homeowner at the time of purchase. These are the Article of Incorporation; the By-Laws; and the Declaration of Covenants for the Brentwood Estates Homeowners Association, Inc. and will be enforced by the Board of Directors. The regulations for the common elements under the jurisdiction of the Brentwood Maintenance Association are those established by that Association.

Homeowners are earnestly requested to abide by the rules, and to avoid infringement on their neighbor’s rights, privacy or safety.

These Rules and Regulations become effective on November 8th, 2018 and replace those issued earlier.

The Board of Directors
Brentwood Estates Homeowners Association, Inc.

GENERAL RULES

Behavior:

All residents are expected to behave in a civilized and neighborly way toward one another. Complaints between neighbors which cannot be settled amicably should be referred to the Board of Directors by signed letter.

Easement:

Where a dwelling abuts on the property line of an adjacent unit on either side, there is a three (3) foot easement for the benefit of the dwelling owner, for the purposes of drainage, roof overhang, utilities, access between the street and the rear for any reason, and for dwelling maintenance.

Nuisances:

No residents or guests shall make any disturbance or practice which is a source of annoyance to other residents. Unit owners are responsible for the actions of children, guests and lessees.

Pets:

Dogs, cats or household pets in reasonable numbers may be kept in the dwelling, provided their presence causes no disturbance to others. Pets must be leashed when not in the owner's unit. It is the responsibility of the unit owner to assure that pet excrement is removed by "Pooper Scooper" or other means and disposed of in a sanitary manner.

Use and Occupancy:

Each unit is restricted to residential use as a single family residence by the owner(s), their immediate families and guests or lessees. No trade, business or any commercial business shall be conducted in or from any unit. No clothes, linens, or the like shall be hung on clothes lines or in any other manner such that they are visible from the street. Units must be kept clean and sanitary. Lawns and landscaping must be maintained with a sprinkler system that has adequate coverage and must be used with sufficient frequency to maintain the health of the landscaping and lawns. Rubbish, refuse or garbage must not be allowed to accumulate, nor any hazard allowed to exist.

Garage doors are to remain closed unless resident is present within the garage.

Trash and Garbage:

Each owner is responsible for properly depositing his garbage and trash at curbside in adequate closed containers, no earlier than dusk on the evening before the collection by the appropriate authorities. Empty containers must be removed from the curb by dusk on the day of the pick-up. At all other times, the garbage containers will not be kept outside of a unit.

Signs:

No signs except for home identification and for notice of a potential danger, as each may be approved in writing by the Board of Directors, shall be placed, erected or displayed on any Unit. "For Sale" and "For Rent" signs are prohibited. "Open House" signs may be set out on weekends only, and where necessary at intersections to show a change of direction, and at the home itself. They may not contain realtor's advertising matter.

New Residents:

New residents (owners or renters) are to have prior approval before moving into the community. They must be interviewed as per the application directions. They will be provided with a copy of the Brentwood Estates Resident Handbook, and answers to questions about the community. The telephone register at the entrance gate can then be updated for the new resident.

Garage Sales:

Residents may hold sales of personal articles, furniture, etc. (so-called garage sales) at their home on no more than two days per year. Residents may petition the Board of Directors for permission to hold additional sale days if the resident feels that special circumstances might warrant it.

Leases:

A lease may not be less than three months nor more than twelve months in duration. There shall be no more than one lease per twelve-month period. A person residing in a unit for more than two weeks who is not a member of the Unit Owner's family shall be presumed to be a tenant. A Unit may not be leased in the first 12 months of ownership. If a Unit is leased at the time of a sale, the existing lease shall not be renewed and the prohibition on renting during the first 12 months of ownership shall be measured from the

expiration of the existing lease. Notwithstanding anything to the contrary herein, the leasing restrictions do not apply to any Unit/Lot which is owned by the Association. All Sales and Leases are subject to approval of prospective owners or lessees which shall include any person that will occupy the Unit regardless of when occupancy occurs. The Association may require an interview with prospective owners and lessees or any person who will occupy the lot regardless of when occupancy occurs.

ASSESSMENTS

Assessments are determined by the Board of Directors to meet the normal operating expenses of the Association; to pay for emergency or nonrecurring expenses; and to establish appropriate reserves for deferred maintenance items.

Assessments are payable monthly, are due on the first of the month, whether the owner is in residence at Brentwood or not. If a payment is not received within thirty (30) days after the due date, a "late fee" of \$25.00 will be added to the assessment.

The Association may at any time thereafter bring legal action against the owner personally obligated to pay, and to lien and/or foreclose against the property. All costs and expenses required to collect, including attorney's fees, will be added to this assessment.

Checks should be made payable to "Brentwood Estates Homeowners Association", and sent with the coupon provided, to the Bank at the address provided. The Lot number of the unit should be written on the check. Any costs resulting from a check which is returned for insufficient funds or for any reason, will be added to your account for payment.

Since assessments are a responsibility shared equally by all Brentwood homeowners, failure by one to contribute his portion results in a greater burden on the other owners. It is strongly recommended that payments be made promptly when due, without risking reliance on the grace period.

ARCHITECTURAL RULES

The written approval Board of Directors is required before the start of any work which affects the exterior appearance of the unit, unless a specific exemption is provided in the Architectural Guidelines.

The Architectural Guidelines are furnished as a separate section in this Brentwood Estates Handbook.

Application forms may be obtained upon request from the management company or can be downloaded from the community website under documents at brentwoodestatesboca.com.

Approval of an application, if granted, is subject to the following conditions:

- 1.) Work must not be started before the written approval of the Board of Directors is received.
- 2.) Work must be started within one year of approval, and completed within six months after the start.
- 3.) All necessary Government permits must be obtained as required by your particular project. A copy of the County permits must be provided to the Board of Directors before the start of the work.
- 4.) Adjacent Common Areas and units disturbed by the work must be restored to prior condition within 30 days after the completion of the project.

If the above conditions are not met, the work will be considered to be unauthorized work under Article VII, Section 2, of the Declaration and Covenants, and will be treated as such.

VEHICLES AND PARKING

Posted speed limits are to be obeyed within the community.

Boats, trailers, recreational vehicles, or campers of any kind, are not to be parked in the community unless garaged at all times.

Vehicles used in business for transporting goods or bearing a commercial logo or advertisement, and trucks or vans larger than one half (1/2) ton capacity are not to be parked in the community unless garaged at all times. No boats, trailers of any kind or campers (motorized or towed) shall be parked

on the Properties. No vehicles used in business for the purposes of transporting goods, equipment and the like or any trucks.

Vehicles may only be parked on a paved parking area and not on the sidewalk or grass. Vehicles in the street must be parked facing in the direction of traffic. No parking on the apron of the driveway or the sidewalk.

The streets of the community are not to be used for the long term storage of vehicles not in regular use. Violation may result in such vehicles being towed at owner's expense.

Vehicles must not be parked so as to interfere with the delivery of mail by the postman, nor closer than eight (8) feet to a fire hydrant. Parking directly across from an already parked vehicle, so as to narrow the passing space, should be avoided.

Vehicles may not be parked outside of a unit for more than 24 hours, for repair or maintenance, in an unsightly or disassembled condition. This includes vehicles on blocks or jacks, or lacking body parts such as doors, fenders, bumpers, hoods, etc. Vehicle repairs or maintenance which will result in discoloration of the ground surface are prohibited outside the garage of a unit.

SAFETY

Post lights must be operational and must be lit during all hours of darkness. Owners who are not in residence must arrange for the replacement of dead bulbs. Their lights provide our street illumination. If a fixture needs to be replaced, please contact the management company for the information for the required fixture to maintain consistency throughout the community.

When severe storms are expected, all outside furniture, potted plants, statuary, hoses, and any other loose items that might become hazards in high winds, should be brought inside. Before leaving for extended periods in hurricane season, owners should take these precautions.

Storm shutters of a type approved by the Board of Directors may be used to protect glass windows and doors. (See Page 16)

Local swimming pool regulations must be obeyed and precautions observed.

Speed limits and STOP signs must be obeyed.

Security systems, including smoke alarms and "panic buttons", should be

maintained in operating condition, and tested from time to time. Prolonged false alarms can constitute a nuisance within the meaning of Section 1.3 of these regulations.

The following are prohibited within the entire community of Brentwood Estates. The shooting of guns, including firearms, compressed air driven weapons, or any other missile projecting devices, such as bows and arrows, slingshots, etc., and the detonation of explosives including fireworks.

Pop-Up sprinkler heads located in areas where people may walk must not project above the surface when not in operation.

Residents should not signal the front gates to open in response to a telephone call from anyone not known to them personally. County and emergency authorities have their own means of entry and do not rely on signals from a resident to open the gate.

Basketball hoops are prohibited from the driveway or any other place on the property.

LANDSCAPING

The Association is responsible for all landscape maintenance, (not replacement), including approved alterations and additions, except where such approval was contingent on satisfactory maintenance by the owner.

The Association is not responsible for maintenance where access is denied by a privacy fence or where a condition requiring extraordinary maintenance was created by the owner.

Increased maintenance costs caused by the installation of a fence may be charged to the owner.

If any of the foregoing landscaping pertaining to an individual Unit requires replacement, it shall be, the responsibility of the Owner of such Unit to do so, at the Owner's expense.

Where replacement of landscaping is required, the owner must do so at the owner's expense.

Owners are prohibited from performing any maintenance which is the responsibility of the Association, and from planting any additional landscaping, without prior consent of the Board of Directors.

Any unauthorized improvements or modifications to the landscaping may be subject to removal by the Association at the owner's expense.

BRENTWOOD ESTATES
ARCHITECTURAL GUIDELINES

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GENERAL PRINCIPLES
OF THE ARCHITECTURAL RULES
OF THE ASSOCIATION

It is the desire of the Association to allow each unit owner the full enjoyment of his property with as little interference as possible, provided that this enjoyment does not:

1. Create a problem for his neighbors.
2. Increase greatly the costs of maintaining the unit.
3. Violate the covenants or rules of the Association.
4. Change the appearance and tone of the development in an unsatisfactory manner.
5. Create a health or safety hazard.
6. Violate governmental regulations.

With specific exceptions outlines in each section, all exterior changes require an application to the Association for approval by the Board of Directors.

All approvals for exterior work require that construction damage and changes to common elements, as well as individual home sites, be repaired upon completion of the project.

Each application will be treated as an individual case and considered on its own merits. It is strongly suggested that any resident contemplating exterior changes discuss them with the Association before submitting an application.

EXTERIOR LIGHTING

1. Permanent fixed floodlighting mounted on the front of the units are prohibited. Such lights with motion detectors are permitted but must be adjusted as to not be a nuisance to adjacent homes and street traffic.
2. With the exception of low voltage exterior landscape light fixtures, all light fixtures must be approved by the Association.

3. All landscape lighting should be placed so as to not interfere with the maintenance of the landscaping.
4. It is strongly recommended that unit owners who are absent for long periods of time, have someone local who can be responsible for maintaining this light. Failure to do so could result in the Association repairing the light and charging the unit owner's account for the service.

FENCES

1. All fences will be constructed to match existing fences.
2. All lateral fences between units must start from the kitchen side of the applicant's property, must be gated, and may only be installed on the applicant's property.
3. When a unit owner denies access to the Association's landscape maintenance crews, the property within the said area will not be maintained by the Association and becomes the responsibility and expense of the unit owner who must keep his property in a manner approved by the Association.

CONSTRUCTION OF PATIOS & WALKWAYS

1. Palm Beach County requires that a building permit be obtained for the pouring of concrete. Any approvals granted by this Association and the Board of Directors will require a copy of such permits to be provided to the Association for the unit's Association records.
 2. All work done under approval by the Association must conform to Palm Beach County codes.
 3. Patio extensions may not come closer than two (2) feet from the rear lot line and no closer than three (3) feet from the side property line.
 4. Coverings of concrete slabs may be Chattahoochee, cool deck, bricks or slate set into concrete, or ceramic tile in colors compatible with community colors. It is suggested that the unit owner discuss these or other alternatives with the Association before submitting the application.
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**PLANTING, REMOVAL AND PLACEMENT OF TREES,
PLANTS, SHRUBS AND GROUND COVERS**

1. With the exception of replacing dead plants with similar material, and planting of a one foot border of low plants around the margins of a screen enclosure or driveway, all planting or transplanting requires prior approval by the Association.
2. The following trees are considered dangerous, ecologically undesirable or prone to create possible disease problems. They are therefore prohibited. This list may be amended from time to time. Ficus; Brazilian Pepper; Schefflera; Maleleucca; Australian Pine; Chinese Tallow Tree; Carrot-wood; Lofty Fig; Laurel Fig; Australian Umbrella Tree; Bishopwood; Java Plum; Norfolk Island Pine; Earleaf Acacia; Woman's Tongue, Shoebuttton Ardisia; Lather Leaf; Air Potato; Banyan; Mahoe; Jasmine; Small Leaf Climbing Fern; Cat's Claw; Downy Rose Myrtle; and Cork Tree.
3. Fruit trees are permitted with the understanding that the owner will not allow fruit to rot on the ground. This encourages rodents and adds to the maintenance problems. Therefore the person planning to plant fruit trees must be aware that it will be his responsibility to have someone take over this function during periods of the unit owner's absence. Failure to do so and the Association will pick up and charge the unit owner for any costs.
4. No plantings shall extend beyond the fence lines in the rear of the property or on the sidewalk strip. Both of these areas are common areas and may not be used for private use.
5. No plantings may be placed in a manner which will interfere with FPL or other utility boxes or equipment. No flower pots shall be placed upon the water meter boxes.
6. Unit owners may not plant any aquatic plants along the lake or canal margins. (i.e. cattails, etc.)
7. All plantings permitted by the Association and planted by the unit owner are to be maintained by the owner and at the owner's expense. It is the unit owner's responsibility to see that all plantings are watered properly by the existing sprinkler system or the unit owner must add additional sprinklers for proper coverage.

8. Because it is extremely difficult to inventory plantings, put in by the unit owner, the Association will not be responsible if occasionally the unit owner's personal plantings are trimmed by the contract landscaping crew. Application to the Association will be considered as acceptance of this condition.
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EXTERIOR STATUARY OR OTHER STRUCTURES

1. Boulders, or statuary of any kind, outside the unit, may not exceed three and one half feet in height in areas visible from the street. The Association reserves the right to consider each piece of Statuary or Boulder on an individual basis..
 2. If permission is granted for a child's swing set or equivalent, and this entity is later removed, it is incumbent upon the current unit owner to re-grade and re-sod the area.
 3. Dishes required for Satellite reception are permitted, however the location and installation plan must be submitted to the Association and approved before any work is begun.
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SCREEN ENCLOSURES

1. All screen enclosures require Palm Beach County building permits. A copy of the permit must be provided to the Association for the unit's Association records.
2. Approved screen enclosures must have bronze structure and bronze color screening. The Association recommends 20x20 screen mesh.
3. All screen enclosures shall be braced with the latest Palm Beach County code specifications.

POOLS AND SPAS

1. 1. All Palm Beach County codes must be met. A copy of the permit must be provided to the Association for the unit's Association records.
2. Above ground propane tanks to provide fuel for pool heaters are prohibited.

3. Swimming pool decks may not extend further than two feet short of the rear property line and three feet short of the side property lines.
 4. Pumps, filters and pool heating equipment must be located against the side of the house. Spa re-circulators may be placed against the rear of the applicant's house if screened properly with landscaping. Pool equipment when visible, as in corner lots, must also be screened from view with landscaping.
 5. No unit owner may drain his pool in a manner which allows the water to run off onto a neighbor's property, the common area, or any grass area.
 6. No free standing pools are permitted. All pools must be screen enclosed or completely surrounded with a standard fence approved to County specifications.
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GARAGE DOOR LOUVERS (VENTS)

1. The louvers are to be of a type similar to the air conditioning louvers in the homes, installed by the developer.
 2. The maximum size of the louvers shall be twelve inches wide and eight inches high.
 3. The color shall be the same as the garage door.
 4. The maximum number of louvers that may be installed is two.
 5. The location of the louvers referred to above, shall be, when facing the garage door from the exterior of the home, in the top row of panels of the garage door, and in the far right and the far left panel.
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STORM SHUTTERS

Permitted Types:

1. Roll down types which are self-contained in a canopy box over the opening. This includes manual and electric driven models.

2. Folding Shutter Type: Accordion pleated effect, which stack left or right, or both, of the opening.
3. Slide in panel types where the panel inserts are stored elsewhere and mounted in pre-installed channels. All types of panels are only to be used when a storm is eminent and a “Hurricane Watch” is in effect. All panels must be removed, or opened, no more than 48 hours after a hurricane is over. Homeowners who will be away for extended periods of time should make arrangements to have someone responsible for mounting, closing and removing, or opening the panels.

Types Prohibited:

1. Clamshell fold down awnings are not permitted.

Storm Shutter Architectural Application:

1. To install storm shutters on your home you must submit an architectural application to the Board of Directors for approval.
2. It must include a copy of the brochure explaining the details of the shutters, a drawing explaining the location of the shutters, and a color sample of the shutters should also be included.
3. The color of the shutters must closely conform in color to the color of the stucco of the wall to which it is to be applied. This color is variously called beige, pink, tan, etc. All colors must be approved before installation.
4. Those electing to use slide in panels must paint the permanently attached channels and hardware to match the main house color.

MISCELLANEOUS EXTERIOR CHANGES

Any changes/replacements to the exterior of the unit must be replaced with a like item similar to that which was originally installed.

FLAGHOLDERS:

1. Flag holders may be attached to the front of the unit if placed in an area that will not detract from the look of the community. Flag holders must be painted the color of the unit. Only flag types permitted by Florida Statute will be permitted. (See Florida Statute 720.304)

HOSE HOLDERS:

1. Hose holders may be placed on the unit near the water connection.
2. All hose holders must match the house color and not detract from the look of the community.

MAILBOXES:

1. It is the responsibility of the unit owners to maintain the mailboxes.
2. No changes may be made to the mailboxes or poles including color, shape, and type of mailbox.
3. Plants or any materials are not to be placed around the base of the mailbox pole.

WATER SOFTENERS:

1. Water softeners or filters are not to be installed on the exterior of the unit.
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USEFUL INFORMATION

Operation of the Front Gates:

When the entrance gates are closed, they may be opened by means of the magnetic entrance cards furnished to residents, or by radio transmitters purchased by residents. Visitors may secure entry by telephoning their host from the entrance, using the keypad entry box and dialing the number shown on the register adjacent to their name. The host will then press the number "6" on their telephone and it will cause the gate to open for their visitor.

Maintenance and Repairs:

Any exterior problems, other than those affecting the dwelling itself, should be directed to Hawk-Eye Management at 561-392-1600.

Garbage Collection:

Garbage pickup is on Monday and Thursday with recyclables and bulk being picked up on Thursday as well.

Cable Service:

Each resident is entitled to Basic Service and other Premium channels included in the present contract. Other Premium channels are available by individual subscription. Any questions or problems with your service should be directed to the provider, Hotwire @1-800-355-5668.

Sprinkler Heads:

The Homeowners Association is responsible for the repair and replacement of the sprinkler heads only. Problems with any other part of the system other than the heads, are the responsibility of the homeowner and must be kept in operating condition at all times. Any failure of the system causing damage to the landscaping will result in the damaged landscaping being replaced at the cost of the unit owner. It is imperative that the unit owner monitors the operation of the irrigation system regularly.

Air Conditioner Drain Blockage:

Water dripping from the auxiliary air conditioner drain which is frequently found over the garage window, is a sign that the normal drain pipe, usually near the air conditioner compressor, is blocked. Have your appliance service company clear the blockage without delay before the drain pan in the attic overflows onto your ceiling.

Lightning Surges:

To help safeguard sensitive electrical and electronic equipment from the effects of lightning, surge protectors may be used. Whole House protectors are available which are intended for connection to the main circuit panel of the home.

Rain Sensors:

Rain Sensors are available commercially which temporarily prevent the operation of the sprinklers during, and for a period after, a substantial rainfall, thereby saving water and costs.

Ground Fault Circuit Interrupters (GFCI)

The GFCI outlets with "TEST" & "RESET" buttons, should be checked periodically to make sure they are operating properly to protect against electrical shock.

USEFUL TELEPHONE NUMBERS

Emergency:	Medical, Fire, Police	911
	Poison Control Center	1-800-282-3171
Hospitals:	West Boca Medical Center	488-8000
	Boca Raton Community	395-7100
Theaters:	Cinemark Palace 20	395-4695
	Regal Cinemas Shadowood 16	482-2638
Government:	Free County "Guide to Services"	930-4314
	Federal Information	1-800-688-9889
	Florida Information	837-5000
	Internal Revenue Service	1-800-829-1040
	Medical Information	1-800-772-1213
	Post Office, Boca Rio Rd.	477-1813
	Post Office, Spanish Isles Blvd.	451-1575
	Sheriff (Non-Emergency)	995-2800
	Social Security Benefits	1-800-827-2204
	Veteran's Information	416-8995
Libraries:	Spanish River	393-7852
	Glades Road	482-4554
	West Boca Branch (441)	470-1600
	Downtown Library	393-7852
Other:	Consumer Protection	930-5124
	Chamber of Commerce	395-4433
	Hawk-Eye Management	392-1600
Website:	BrentwoodEstatesBoca.com	