

BRENTWOOD COMMUNITY, INC.

Resident's Handbook 2024



RULES & REGULATIONS, ARCHITECTURAL GUIDELINES AND GENERAL INFORMATION

INTRODUCTION

The Board of Directors of Brentwood Community Incorporated, have the powers to operate and maintain the community as follows:

Adopt and publish rules and regulations governing the use of the common areas and facilities, the personal conduct of the members and their guests thereon, and to establish procedures for the imposition of penalties, including fines for the infraction of our rules and regulations. These rules and regulations are issued by the Board of Directors to promote harmonious living and to safeguard the rights of our residents.

They are based on the documents accepted by each homeowner at the time of purchase. Notably the Articles of Incorporation, the By-Laws and the Declaration of Covenants for the Brentwood Community Homeowners Association will be enforced by the Board of Directors.

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

DEFINITIONS FOR CLARIFICATION

ARB:	Architectural Review Board
BEA:	Brentwood Estates HOA, Inc.
BCI:	Brentwood Community, Inc.
BMA:	Brentwood Maintenance HOA, Inc. (Master Association – Common Area)
HOA:	Homeowners Association
Owner:	The recorded owner of a property
Common Property:	All property the Association is responsible for according to the Records of Palm Beach County
Management:	Hawk-Eye Management, LLC 1800 NW Corporate Boulevard 200 Boca Raton, FL 33431 Office: (561) 392-1600 Email: INFO@HawkEyeFLA.com
Manager:	Erick K. Pamblanco, Realtor ®, LCAM

The Three (3) Homeowners Associations and their respective duties:

- 1) Brentwood Maintenance Association (BMA) which is responsible for our main roadway, all our amenities, pools, tennis courts, clubhouse, lakes, etc... (COMMON AREAS)
- 2) Brentwood Estates Association (BEA) single homes
- 3) Brentwood Community, Inc. (BCI – aka the Villas). **NOTE:** The BEA & BCI fund the BMA

BRENTWOOD COMMUNITY: Guide

Respect: All residents are expected to behave in an appropriate and civilized way. Complaints between neighbors, which cannot be settled amicably, should be referred to the Hawk-Eye Management and/or any Board Member.

Nuisances: No residents or guests shall make any disturbance or take any action which is a source of annoyance to other residents. Unit owners are responsible for the actions of children, guests, tenants, and pets. Complaints may be reported to Hawk-Eye Management and/or any Board Member.

Noise Restrictions: Any work on property cannot start before 8:00am and must end by 6:00pm (Saturday: 9:00am to 6:00pm). There is to be no work allowed on Sundays and/or Holidays.

Animals and Pets: Dogs and Cats are permitted. No more than two per household and they may not exceed more than forty (45) pounds each at maturity. Pets must be leashed when not in resident's home. You must remove any pet excrement and dispose of it in a sanitary manner. Non-compliance will be considered a Violation and dealt with according to our By-Laws.

Trash and Garbage: Residents have the responsibility of depositing their garbage curbside in closed containers, no bags, no earlier than sunset the night before allocated pickup. Trash cans must be brought into garage by sunset on trash pickup day. No trash cans and/or recycle bins should be seen from the street at any other time than pickup day.

Pods and Dumpsters: Cannot be placed on any property without prior ARB permission Violations to be issued for non-compliance.

Signs: Real Estate signs are prohibited except for the display of an "Open House" sign that may be displayed on that day and must be removed at the end of that day. Security signs are allowed. Garage and Yard Sales are not permitted at any time. Common areas may not be used for storage of any kind.

Satellite Dishes: Must be approved by the ARB and must not exceed roofline.

Roofs and Driveways: They must be kept clean on a regular basis to prevent mold and other discoloration. If your driveway needs to be stained (optional), permission is required, and the color needs to conform to others. Exterior villa walls, trim and doors are painted by the Association when necessary. Roofs are owners' responsibility, but any roof replacement must receive ARB approval prior to replacement.

Waterline Repairs: Palm Beach County Water Utilities Department is responsible for repairs from their side of the meter back to the source. Homeowners are responsible for repairs from their side of the meter to their home.

Outside Lighting: At least one appropriate outside light must be on from sunset until 11:00pm. Motion sensor lights are allowed on your walkway.

Duty to Obtain Documents: It is the owners/sellers' responsibility to furnish the buyer with a complete set of the association documents. These documents are available from Hawk-Eye Management and/or the resident portal.

Leases: Allowed for one (1) year only and may be renewed. Only one (1) lease agreement is allowed per year. Board approval required for Lease Agreements. A security deposit of two (2) months' rent and an application fee is required. Application Fee is non-refundable.

Monthly HOA Assessments: These charges are due on the first of every month. If they are received after the 15th of the month, residents will be charged a late fee of \$50. If charges are repeatedly late, further action will be taken by the Board of Directors. Payments to be sent to Hawk-Eye Management.

Use and Occupancy: Each unit is restricted to residential use by owners, guests, and leases. No trade or commercial business shall be conducted from any unit.

Garage Doors: Garage doors needing replacement need ARB approval. Garage doors must be always closed when not in use.

Common Areas: These areas are the responsibility of our Association. All areas outside your rear, front and side walls are common areas. Residents may not plant or store anything in these areas.

Lakes: The Brentwood Maintenance Association is responsible for the six lakes. No boating, fishing, swimming, or use of motorized toy boats are allowed.

Holiday Decorations: Tasteful decorations are allowed. You may install them at a reasonable time before the holiday and remove them immediately afterwards. Please do not put anything on the grass where it will interfere with our landscaper's work areas and irrigation heads.

Firearms: The shooting of guns, including firearms, compressed air driven weapons, bows and arrows, slingshots etc..., and the detonation of fireworks is never allowed, no exceptions!!!

Storms: When severe storms are predicted, all outside furniture, potted plants and other loose objects that might become hazards in high winds, must be brought inside. Owners leaving for extended periods of time should do the same.

Front Gate: Residents should not open the front gates in response to a call unless you know the individual.

Board of Directors Business Meeting: When Board of Directors meetings are held the community will be notified in advance with signs on common areas. We welcome all residents to our meetings where you may speak when the Board has finished its agenda.

Speeding: Speeding is a violation throughout all of Brentwood properties. Please observe all stop signs and speed limit signs. Violation notices will be sent if residents are not complying with our rules and regulations. Non-compliance will result in a meeting with our Compliance Enforcement Committee for final disposition.

Parking & Vehicles Restrictions: Dirt bikes, go carts, motorized scooters and unregistered vehicles of any kind may not be ridden in the community unless it's a handicapped person's means of mobility. Improper or non-conforming vehicles will be towed for the safety of all at the unit owners' expense and liability, subject to applicable provisions of law. No commercial vehicles, campers, mobile homes, boats, trailers of any kind are permitted to be parked or stored in any parking area or driveway. They may be stored in garages. Bicycles, mopeds, scooters, or tricycles may not be parked in front or on sides of villas. No vehicle which is unlicensed or inoperable can be kept or stored on the property unless kept inside of a garage. No repair work is permitted on a vehicle, except in your garage. Any vehicle with lettering or graphics will be considered a commercial vehicle and prohibited from parking, unless in the garage with door closed. A vehicle may be washed in owner's driveway. No vehicle can be parked on any lawn or grass area, sidewalks, curbs, or traffic lanes. No driveways or parking area spaces may be blocked. Vehicle leaking fluids should not be left in driveways or parking areas. Vehicles with loud or modified mufflers are not allowed.

Street Parking: No street parking is allowed except for loading or unloading a vehicle. Street parking is illegal. Commercial vehicles for the purpose of working at the residents' home are allowed to park in street if necessary.

Overnight Parking: No overnight parking in common area parking spaces is allowed without permission from the Board of Directors or the Management Company. The common area parking spaces are reserved for guests and visitors only. Residents can request permission for common area overnight parking in guest spots in special circumstances, parking is limited to 3 consecutive nights.

NOTE: Overnight parking is defined as Monday through Sunday from 12:00am to 06:00am (excluding Religious and Legal Holidays). Violators will be towed at owners' expense.

HELPFUL 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 nine (9) 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.

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, at (800) 355-5668.

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 drainpipe, 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 lighting, 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, 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.

Assist us in making Brentwood the special community it has always been by abiding by our rules and regulations for the benefit of all.

~ Brentwood Community, Inc. Board of Directors

HELPFUL TELEPHONE NUMBERS

Emergency:	Medical, Fire, Police Poison Control Center	911 (800) 282-3171
Hospitals:	West Boca Medical Center Boca Raton Community Center	(561) 488-8000 (561) 395-7100
Theaters:	Cinemark Palace 20	(561) 395-4695
Government:	Free County “Guide to Services” Information Information Internal Revenue Service Information Post Office, Boca Rio Rd. Post Office, Spanish Isles Blvd. Sheriff (Non-Emergency) Social Security Benefits Veteran’s Information	(561) 930-4314 Federal (800) 688-9889 Florida (561) 837-5000 (800) 829-1040 Medical (800) 772-1213 (561) 477-1813 (561) 451-1575 (561) 995-2800 (800) 827-2204 (561) 416-8995
Libraries:	Spanish River Glades Road West Boca Branch (441) Downtown Library	(561) 393-7852 (561) 482-4554 (561) 470-1600 (561) 393-7852
Other:	Consumer Protection Chamber of Commerce	(561) 930-5124 (561) 395-4433
Management:	Hawk-Eye Management, LLC	(561) 392-1600

Website: www.HawkEyeFLA.com

Email: INFO@HawkEyeFLA.com

Association Manager: EPamblanco@HawkEyeFLA.com