

COSTA DEL SOL
AT BOCA POINTE

Resident Handbook

TABLE OF CONTENTS

	<u>PAGES</u>
COSTA DEL SOL PROPERTY MANAGEMENT CO.....	3
ARCHITECTURAL / LANDSCAPING MODIFICATIONS.....	3-7
RENTALS	7-8
GUESTS	8
GARBAGE AND RECYCLING	8
PETS	9
POOL	9
PARKING.....	10
ALARM SYSTEM.....	10
APPENDIX	11
Neighborhood Map	
Frequently Called Numbers	
Request for Landscaping/Architectural Modification Form	
Pet Registration Form	
Intent to Lease Form	
Paint Ordering Procedures	

Costa Del Sol Property Management Company

The property management company administers the business of CDS on behalf of the Board of Directors and is responsible for overseeing vendor work performance, securing job bids, taking minutes at the monthly meetings, issuing covenant violations and various other tasks. The property manager is the liaison between homeowners and the management company. **Any issues relating to your property and/or account should be directed to the resident service person.**

Contact Information:

Hawk-Eye Management, LLC
1800 NW Corporate Boulevard, Suite 200 Boca
Raton, FL 33431
www.hawkeyefla.com
Office (561) 392-1600

Property Manager:
Larry Hirschman, LCAM: (561) 392-1600 X 706
LHirschman@hawkeyefla.com

Rules and Regulations

Architectural/ Landscaping Modifications

Any changes to the exterior of your home or property MUST conform to the CDS Declaration of Covenants and have Board approval. These changes may include roof repair/replacement, new front door, new windows, awnings, painting, landscaping, adding additions, pools, **pavers & gutters**, etc. **You must receive ACC approval prior to beginning any project.**

To request any modification, the following steps must be followed by the Homeowner: Complete a "Request for Landscaping and Architectural Modification" form (see Appendix, page 16). Form is available from the Resident Service Person.

Submit completed form to the Management Company for review by the Architectural Control Committee. Please include a visual depiction of the work to be done, if appropriate, showing dimensions and boundary lines of the property. Brochures showing the modifications should be submitted. When outside contractors are to be used, submit license and insurance certificates.

Once reviewed by the Architectural Control Committee, it will be submitted for approval by the full Board of Directors at the next Board meeting. Approval of requests may take up to 3-4 weeks.

Architectural Guidelines

Exterior Painting: The Homeowners Association periodically paints all units using a color palette approved by the Board of Directors. Each homeowner selects their preferred color and trim based on the palette. For touch up paints, please contact Hawk-Eye Management for the paint color and code. Once you have the paint color and code, contact UCI Customer Service (paint manufacturer) at 1-800-273-1683, **please see order form in the appendix**. They will take your order over the phone via a credit card payment and have it delivered to your home.

Front Doors: All front doors shall be the type and construction as those already in the community; that is, traditional style with 6 or 8 panels. Hardware is at the homeowner's discretion. Security and screen doors shall be of aluminum and finished to match existing window frames (i.e. white).

Windows: All windows shall be either single hung or sliding type (vertical or horizontal) with white frame **and all front windows must have colonial grid design**. Windows may be tinted bronze or another dark shade. Homeowners are responsible for the maintenance of window tinting and such tinting may not appear torn or with bubbles when viewed from the outside.

Lighting Fixtures: There are 2 lighting fixtures for each property: the **pole lamp** adjacent to the mailbox, and the fixture attached to the house. Fixtures must be periodically cleaned by each homeowner. If the coach light is not working properly, it is because the light sensor is either blocked or may need replacement. This is the homeowner's responsibility.

Screen Enclosures: Frames must be aluminum and white. Screen material must be fiberglass and charcoal in color. Roof **line** of screen enclosures shall blend with existing roof lines and be in harmony

with the surrounding architecture. **In order to prevent your screen from being torn or cut by the landscapers, put a 12" perimeter border around your enclosure with stepping blocks or stones.**

Awnings and Hurricane Shutters: Storm panels and accordion type shutters are permitted (WHITE ONLY). Awning colors must be compatible with the house colors. **Shutters may be installed 72 hours before a storm and must be removed 72 hours after the storm has passed.**

Fences: Fences must be white, aluminum, **picket style** and no taller than 5 feet. When an addition is made to an existing fence, the addition shall conform to the height of the existing fence. Gates should not be wider than 4 feet and must conform to the height of existing fences.

Driveways and walkways: Driveways are comprised of brick pavers. New pavers must conform to the same style and color as existing ones. We recommend that they coordinate with the color of the roof. All driveways are to be kept clean and free of debris. Periodically the driveway must be power washed and re-sanded to stabilize the pavers, then sealed.

Roof Mounted Fixtures:

- Skylights are permitted.
- Antennas visible from the outside of the home are prohibited.
- Satellite dishes are permitted. They must be smaller than 18 inches in diameter and be located at the rear of the house.

Gutters and Downspouts: The color of the gutters must match the color of the trim to which they are attached. Downspouts must match the color of the body of the house. Painting must be done concurrently with installation. **It is advisable to install gutters above the garage door to eliminate fading of garage door paint.**

Pools and Spas: Spas are permitted, both in-ground and above ground, providing no gas, oil or open flame heating systems are used in their operation. Spas must be located within the perimeter of the rear fence and/or porch of the home.

Pools are permitted provided the lot is of sufficient size that a variance from local zoning and building authorities can be granted.

Mailboxes: CDS painted the mailboxes in 2015. Damaged mailboxes are to be replaced at homeowner's expense with units matching those throughout the community. If door hinges or the flags are not working, please contact the management company for replacement as CDS HOA replaces these as a courtesy to the homeowners. **All plantings around mailboxes may not exceed 24" high.**

Roofs: Homeowners are responsible for roof maintenance, although CDS does periodically clean all roofs. Repairs must utilize tiles that are identical to the existing tiles. Both color and style of the new tiles can be chosen from the list of approved colors, by manufacturer. When replacing your roof, we recommend selecting a tile color that matches the driveway pavers. Please contact the management company for the list of approved tile vendors/colors. **Extra roof tiles must be stored in the garage and not on the side or behind the house.**

Appearances:

- Garbage and trash containers, garden hoses and hose racks must be stored out of view from the street.
- Signs advertising garden sales, garage sales, yard sales, real estate sales or rentals are PROHIBITED. Board authorized signage is exempt from this prohibition.
- Permanently mounted basketball hoops are prohibited.
- Any party, radio or television sound, music or any other noise that is loud enough to carry beyond the household is deemed a nuisance. Homeowners shall exercise due consideration and courtesy with respect to nearby homes.
- No home may be occupied or used for commercial or business purposes.
- Littering or placing debris in common areas is prohibited.
- **Torn screens must be replaced**
- **Torn or damaged window tinting film must be removed and/or replaced.**
- **House, driveway and roof must be clean of dirt and mildew**
- **Hoses must not be visible from the street.**

Landscaping Guidelines

A lush landscape enhances property values. These guidelines will clarify the scope of your landscaping responsibilities. For example, the front yards will consist of green grass and foundation landscaping that will extend along the side of the house. Our homes are built on zero lot lines which mean that one boundary wall of a structure is built right on the property line. The side property adjacent to the garage is your neighbor's; the side property on the far side of the garage is yours. If your side is visible from the street, we encourage foundation planting (i.e. shrubs).

Homes On The Lake: Since the rear of these homes is visible to all who live on the lake, we encourage foundation planting.

Corner Homes: We encourage foundation planting along the side of the home visible from the street.

Z Lots: The homes on Torre Circle and Alora Drive that back up to one another are built on Z lots. The unique property of a Z lot home is that your neighbor's landscaping abuts your property for several feet and your landscaping brushes against your neighbor's house for several feet. Shrubs/trees within this area must be maintained so that they do not extend out or above your neighbor's roof or touch your neighbor's house. Backyard landscaping should be maintained at the same standard as the front yards i.e. grass watered and maintained, shrubs and trees trimmed as appropriate. Cooperation between neighbors is encouraged.

Irrigation System: Each home has their own irrigation system control located either in the garage or on the home's exterior. This system was designed to irrigate by zones. A typical home may consist of three zones or areas: the front yard, the back yard and the side yards. Lawn watering during evening/night can create fungus growth, so the best time to water is 3 days a week between 4 am and 7 am for **20-30** minutes per zone. Per Palm Beach County, even numbered addresses should water Tuesday, Thursday, and Sunday. Odd numbered addresses should water Monday, Wednesday, and Saturday. Our landscaper checks your irrigation system monthly to ensure it is in working order. Broken sprinkler heads are replaced by the community. Sprinklers should never be turned off when away for a period of time.

Lawns: It is the homeowner's responsibility to sufficiently water their property to prevent dead lawns and shrubs. Dead grass must be replaced at the owner's expense.

Mulch: Association will provide up to 20 bags of mulch once a year, in the fall, for the front of each home. If this amount is insufficient, the owner must pay for additional mulch, new sod or shrubs.

Shrubs: Dead shrubs are to be replaced at the owner's expense. Unless you notify the management company, in writing, not to trim, your shrubs will be trimmed by the community's landscaper. When your shrubs become woody or too sparse, you are requested to replace them. We suggest varying the colors of your shrubs for a more interesting look.

Trees:

- Our community has two kinds of trees; hardwoods and palms. We trim all hardwoods and palms over 16' once a year; **palms are trimmed monthly up to 16' for dead fronds, along with trimming of shrubs**
- We discourage planting fruit trees.
- The following trees are prohibited: Brazilian pepper, Florida holly, Australian pines, Ficus and all species of Melaleuca and Norfolk Pines.
- For homes close to the wall on SW 18th street, we suggest not planting trees too close to the wall. Growing roots may damage the wall.
- For homes on the Z lots, we suggest not planting trees too close to the neighbor's house. Growing roots may damage the housing structure.
- Dead palm trees are a danger to property and must be removed at the owner's expense. Ganoderma root rot is a fungus found at the root of palm trees. Once detected, the tree must be removed, the root ground out and the soil treated. Another palm cannot be planted in this location.

Climbing vines: We discourage vines growing up your house. In addition to trapping moisture which can lead to mold, mildew and rotted siding, the foliage can act as a highway for rodents and insects. Instead, consider growing your greenery on a trellis away from the house.

Property Sale and/or Rentals

- No home can be rented during the first year of ownership. Leases must be for a minimum of four months and no longer than 12 months. No home can be rented more than once in a 12-month time period. Renters can NOT sublet their unit. **Only 1 lease can begin within the leasing fiscal year.**
- No "For Sale" or "For Rent" signs may be displayed so as to be visible within the community.
- Any guest, who resides in the home (other than homeowner's or lessee's family members) for more than thirty days, will be considered a renter and must abide by the rules and regulations of CDS.
- An owner wishing to lease his Unit must notify the property management company using the form in the Appendix.
- Renters are subject to a background and credit check prior to approval. There is a \$100 non-refundable lease application fee collected by the management company for a married couple or \$100 per person.
- The homeowner is responsible for payment of assessments and maintenance fees when the property is rented. If an owner falls behind in paying their maintenance fee, the renter will be asked to pay the maintenance fee directly to the association all fees are current.

- Prior to the sale/lease all proposed purchasers and lessees must sign a form to ensure they are familiar with and agree to abide by the contents of the Declaration of Covenants, By-Laws and the rules governing Costa del Sol.
- Renters must register with Boca Pointe Community Association in order to gain access to our community. They will need a copy of the lease and auto registration.
- Any extensions or changes in the lease must be reported to the Boca Pointe Community Association. If you neglect to report an extension, your information may purge off the computer system since it is put in the computer for the duration of the lease only.
- Access devices that belong to the owner should NOT be given to the renter. Renters should purchase their own access devices.
- The management company will maintain a Rental Log showing all properties that are rented and the dates of rental.
- A **refundable** security deposit of \$500.00 made payable to Costa Del Sol POA is required prior to move-in for all rentals. **Security Deposit is refundable 30 days after tenant has vacated the premises, to ensure that the tenant has not caused any damage to the common area when tenant moves out. They must provide a forwarding address to management, in order to receive the refund. No interest is paid on the security deposit.**

Guests

When you bought/leased your home, you were required to register with Boca Pointe Community Association where you were given our community code and a password to use when calling in guests. The guard at the entrance to Costa Del Sol will only admit authorized guests. You can authorize guests in two ways:

- By phoning Boca Pointe's Access Control Department at 561-395-3369. The recording will ask for your phone number and access code. You are then required to leave a voicemail with the name of your guest.
- By adding your guests to your guest list at the website www.gateaccess.net. CDS community number is 2722. The username is your phone number and the password are your access code.

Please note that we do NOT admit moving vans on Sundays.

Garbage and Recycling

- All garbage and trash should be put in appropriate garbage cans to deter disturbance by rodents, pests and weather.
- Garbage cans and recycle bins are to be kept out of sight except on pickup days; they can be brought to the curb after 5 p.m. the night before pick-up.
- Garbage cans and bins must be removed by nightfall after pick-up.
- Solid Waste Authority of Palm Beach County provides yellow and blue recycle bins, on request (561-697-2700).
- Plastic bags should not be put into the recycle bins.
- Curbside collection is as follows:
- Garbage- Monday and Thursday
- Recyclables - Monday

- Miscellaneous discards - Monday
- Yard debris - Thursday.

Pets

- Dogs, cats and other household pets may be kept in your home if their presence causes no disturbance to others.
- The use of backyards as a dog run and the presence of outside kennels are not permitted.
- Dogs must be kept on a leash when outside the home.
- Owners are required to curb their dogs and remove excrement from any area within the community.
- We do not allow dogs that weigh more than 35 pounds at maturity. The maximum number of dogs/cats per household is two.
- Pets must be registered with management when the home is purchased or leased. Pet registration will be renewed annually. Please see the Pet Registration form in the Appendix.
- A log of all dogs in the community will be maintained showing: owner, address, type of animal, breed, weight, and Palm Beach County animal control license number.

Pool

The pool is cleaned twice a week. Each homeowner is asked to assist in keeping the pool and restroom areas clean. Homeowners should leave the area the way they found it. i.e. put umbrellas down, remove trash etc. Each homeowner should have been given a key to pool restroom when purchasing their home. If a key was not received from the previous homeowner, you may purchase a key from the management company.

The following rules are posted at the pool and must be followed:

- No Life guard on duty; swim at your own risk
- Swimming is permitted only between dawn and 10:00 pm
- Animals are not permitted in the pool area
- Children are not permitted in the pool if they are not toilet trained, whether they are wearing diapers or not. Individuals wearing diapers are prohibited from entering the pool at all times.
- Children under twelve must be accompanied by an adult
- No food or drink is permitted in the pool gates
- Rafts and floats are not permitted in the pool.
- Glass containers are not permitted in the pool area
- Bicycles, skates, skateboards are not permitted on the pool deck
- No alcoholic beverages are permitted in the pool area
- The pool is reserved for the use of residents and their guests only. Homeowners are responsible for their guests.
- Costa Del Sol is not responsible for personal property lost or stolen at the pool. Toys left at the pool will be thrown out.
- Portable radios and televisions may be played on the pool deck if the volume is kept low and does not disturb others.
- Persons having colds, coughs, inflamed eyes, infusion or open sores are not permitted in the pool
- Garbage is to be placed in containers in the pool area. Do not litter.

Parking

NO vehicles of any nature shall be parked on any portion of the Properties or a unit except on the surfaced parking areas. Parking on grass and sidewalks is strictly prohibited.

Vehicles parked on the street may not cause blockage of two lanes of traffic obstructing access for residents or emergency vehicles and may not block fire hydrants or mailboxes. Overnight parking on the street is prohibited. Vehicles must be removed from the street between 1:00 am and 7:00 am.

Tandem parking is allowed as long as the 2nd vehicle does not protrude past the end of the driveway or block a sidewalk.

Speed limit within the community is 15 MPH.

No vehicle repairs or maintenance shall be allowed on the properties or the units except for one-time emergency service.

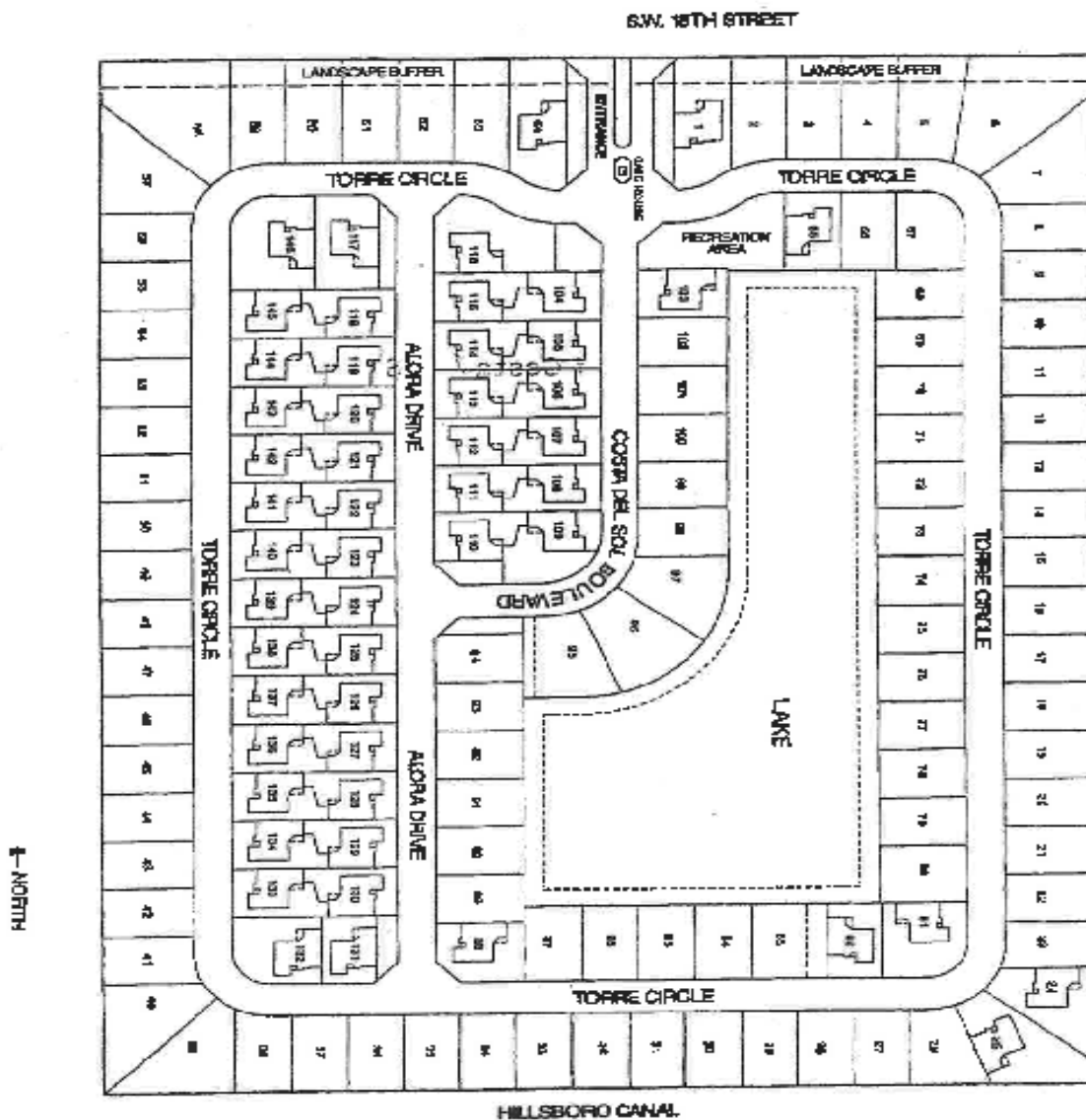
No boats, trailers or campers of any kind or vehicles used in business for the purpose of transporting goods, equipment and the like, or any trucks or vans which are larger than one-ton capacity shall be parked on the properties.

Alarm System

All residents are required to obtain an alarm permit from the Palm Beach County Sheriff's department. Once it is obtained it should be registered with the monitoring company, Alarm Partners, at 1-800-330-5056.

Appendix

COSTA DEL SOL AT BOCA POINTE



FREQUENTLY CALLED PHONE NUMBERS

All Emergencies	911
Costa Del Sol Guardhouse	561-347-8714
Boca Pointe Access Control	561-395-3369
Hawk-Eye Management	561-392-1600
Boca Pointe Community Association	561-395-7551
AT&T Telephone:	
Plans and Services	1-800-288-2020
Repair Service	1-877-737-2478
Comcast Cable	1-800-COMCAST
Florida Power & Light	561-994-8227
Alarm Partners	
Customer Service	561-395-4230
Monitoring Center	1-800-330-5056
Southwest County Library (Glades Road)	561-482-4554
Palm Beach County Utility Department	561-740-4600

Annual Pet Registration Form

Costa del Sol – Boca Pointe, FL 33433

Dear Neighbor:

The Board of Directors of the Costa Del Sol Homeowners' Association requires that all pets living in our community be in compliance with their rabies prevention medication. In order to assure that your pet has met this requirement, please complete the form below with required attachments so that we can accurately update our files. This information can also be useful if a given pet must be returned to its owner.

This information can be returned to me at 23329 Torre Circle. Please place it under the doormat or call me to arrange its pick-up (561) 338-6064. *We must not utilize the mailboxes for this purpose.*

Thank you in advance for returning the requested forms as soon as possible.
Best to you, Leslie Sklarew.

Owner/Tenant Name (Print): _____

Address: _____

Home Phone: _____ Cell Phone: _____

You may elect to ask questions of or request information from United Community Management Corporation. Be aware, please, that any injury or attack is to be reported to Allied Barton, the Palm Beach County Sheriff's Office and/or Palm Beach County Animal Control.

Pet Name(s): _____

Breed: _____ Color: _____ Weight*: _____

Optional: Name of Veterinarian: _____ Phone #: _____

Signature of Owner/Tenant _____ Date: _____

***** Required Attachments: Copy of rabies and other inoculations; Palm Beach County (or other jurisdiction) Animal Control License and number.

***** There is a weight control limit of 35 lbs. for Costa Del Sol pets.

COSTA DEL SOL
INTENT TO LEASE

OWNER:

NAME _____

ADDRESS _____

PROPOSED LESSEE:

NAME _____

ADDRESS _____

TERMS OF THE LEASE:

FROM _____ TO _____

I HAVE OWNED MY HOME IN COSTA DEL SOL FOR MORE THAN ONE YEAR. I UNDERSTAND THAT A LEASE MUST BE FOR A MINIMUM OF FOUR MONTHS AND NO LONGER THAN TWELVE MONTHS AND A HOME MUST NOT BE LEASED MORE THAN ONCE PER YEAR.

_____ Attached is a copy of the lease agreement.

_____ Attached is a security deposit of \$500.00 to Costa Del Sol.

Signature of Owner

Date



PAINTS MADE TO LAST IN THE FLORIDA SUN

HOME OWNER ORDERING PROCEDURE

Thank you for the opportunity to be of service to you and your community by supplying our quality paint products.

In appreciation of your patronage we will deliver any additional paints that you may need for touching up directly to your home

Please call or E-mail: customerservice@ucipaints.com - 800.273.1683

Please give us your:

THE NAME OF YOUR COMMUNITY

PHONE NUMBER

YOUR NAME

ADDRESS INCLUDING CITY

What substrate you need paint for and the color code (if you have it):

<u>AREA</u>	<u>SUBSTRATE</u>	<u>COLOR CODE</u>
EXTERIOR	BODY WALLS	17-XXXXXX
EXTERIOR	TRIM, FASCIA, ETC.	CODE
GARAGE OR FRONT DOOR		17-XXXXXX

If placed by email you will receive a return call to confirm order and method of payment.