WELCOME TO HUNTINGTON POINTE

Hello, new neighbor! We are so happy you chose Huntington Pointe as your new home. We are proud of our community and all it has to offer. We are committed to keeping our community a special place. Our amenities are top-notch, our grounds and facilities are well-kept and beautiful, and our residents are warm and welcoming.

We are a Senior (55+) community in compliance with state and federal mandates for this classification.

We understand that a move to a new community can be confusing and overwhelming at the very beginning. We have put together this welcome packet to help you navigate your move and to make it easier for you to handle the things that need to be done as soon as you close on your unit. We hope you find answers to your questions and integrate into life at Huntington Pointe as easily as possible.

Welcome and all the best in your new home!

The information in this packet in no way replaces or substitutes for anything contained in the Condo Documents and the Rules and Regulations of Huntington Pointe. This packet is distributed for the sole purpose of helping new owners by providing a handy and helpful reference resource.

ORGANIZATION OF HUNTINGTON POINTE

- **Huntington Pointe Association (HPA)** is the master association that oversees all common property – the Clubhouse, pools, tennis courts, roads, landscaping, etc. There are NO residential units under the auspices of HPA (see “Phases” below). The HPA Board of Directors consists of 12 members – 3 from each Phase. Their names and contact information appear in The Lifestyle magazine, on bulletin boards, and the HP website. Maintenance fees are NOT paid directly to the Association but are collected by each Phase.

- **Phases -** There are 4 Phases in Huntington Pointe. Phases I and III consist of villas. Phases II and IV consist of apartments. Each Phase is a separate corporation with its regulatory documents; each elects its 5-member Board of Directors. The names and contact information of the Board members are also widely available. The Phases are responsible for the exterior of the buildings, elevators, etc. Each Phase has its budget and collects maintenance fees quarterly from each unit owner. Each Phase is obligated to pay the portion of approved fees from their maintenance to HPA.

- **Management Company -** HPA has a contract with Campbell Property Management, a professional property management company, to oversee/operate all HPA property. The Management has onsite staff to handle all day-to-day operations. There is a property manager who is a licensed CAM (Community Association Manager), office staff, receptionist, customer service, custodial, maintenance, and financial personnel. There is also a designated Phase Manager, who is also a CAM, who oversees the operation of the Phases.

WHAT SHOULD I DO AS SOON AS I TAKE OWNERSHIP?

- Make sure you have a copy of the deed to give to Huntington Pointe.
- Call the Management Office in the Clubhouse (561-496-3801) to make an appointment. Be sure to bring a copy of the deed so you can:
    - Get a barcode sticker from the office for your car(s).
    - Get ID badge(s) – you will have your picture taken at that time.
    - Get your account with the visitor management system and the phone number for the gatehouse so you can admit guests to your unit at the gate. If you are not on premises at closing or immediately after, and you need to arrange access for visitors, call the Clubhouse to get your account set up in your absence and get instructions on how to use it. You must submit a copy of your deed before your account is created.
    - Get the passwords for the secure areas of the website.
    - Submit your phone number to be included in the next yearly printing of the community directory and your e-mail address(es) to ensure you receive all important notifications.
    - Be sure to set up a maintenance payment method. Either auto deducts from your bank account, online banking, or a coupon booklet to mail your quarterly payments.
- Call Florida Power and Light* to set up your electricity account. This is your responsibility. FPL offers some energy-saving discounts you may want to sign up for.
- Basic TV and internet service is provided by the associations. The charge for it is part of your maintenance fee. If you want to add more channels or additional services, this is your responsibility. Please call Hotwire for HP1, and Bluestream for HP2, 3 & 4.
- You will need to log into your visitor management account to manage your guest list.
- Contact ADT* to set up your security system which is paid for out of your maintenance.
- Contact the Palm Beach Sheriff's Department* to register your alarm. There is a yearly fee for this.
- If you are a permanent Florida resident, you will want to register to vote, get a Florida driver’s license, and contact the property tax office to file for a homestead exemption.
- It is highly recommended that you obtain condo insurance for your unit. You are personally responsible for everything in your unit from the drywall in and any damage that might occur to a neighboring unit due to a problem that originated in your unit. (Many residents also elect to have a maintenance contract with one of the private local service companies to cover appliances and other repairs.)

***FOR CONTACT PHONE NUMBERS, PLEASE REFER TO THE “IMPORTANT PHONE NUMBERS” SHEET ENCLOSED**

WHAT YOU SHOULD HAVE RECEIVED FROM THE PREVIOUS OWNER

- Condominium documents. http://bit.ly/HPCondoDocs
- Rules and Regulations. http://bit.ly/HPCondoDocs
- House keys and mailbox keys
- 2 Cafe cards. (Replacements Cafe cards are $25 for two)
- Designated parking space (for apartments only).
- The location of the storage bin (apartments only). Nothing is to be left in the area outside the storage bin.

DOING RENOVATIONS IN YOUR UNIT

- All renovations must be approved by the Board of Directors. Forms and instructions are available on the HPA website. Approval may take up to 15 days, pending receipt of all necessary county permits.
- Your contractors must be licensed and insured in the state of Florida.
- The contractors must remove all materials (old flooring, cabinets, etc.) and dump them off-site. They cannot use the association's trash bins for their disposables.
- You must call the gate at 561-562-4422 or use the visitor management system to arrange for workers to be admitted into the community. Note that large trucks are not permitted between 6 pm and 8 am.
- No 18-wheelers or long trailers are permitted at all on the property. These vehicles will not be allowed at the gate.

WHERE DO I FIND INFORMATION?

- **The Lifestyle** – This periodical magazine is delivered to your door by community volunteers. It is a comprehensive publication that gives you information on all upcoming happenings such as shows, movies, club activities, association meetings, and messages from the HPA and Phase representatives. Also included in The Lifestyle is a calendar and frequently inserted flyers to make reservations for various events.
- **Website -** The Huntington Pointe website, HuntingtonPointe.net, contains both a public access portion and a password-protected resident section. The website contains a wealth of information on just about any subject connected to life at HP, with timely updates.
- **Bulletin Boards –** Each condo building has a bulletin board across from the elevator on the ground floor. Villas have designated Phase bulletin boards in the Clubhouse on the lower level. There is a community bulletin board on the clubhouse lower level where, with administrative approval, residents may post personal notes on 3”x5” cards.
- **Documents –** Each unit owner should have received a digital copy of the legal condominium documents of Huntington Pointe, as well as a “Rules and Regulations” booklet from the prior owner. The rules in condo documents must be followed; they are the “final say” in everything done at HP. See link http://bit.ly/HPCondoDocs
- **HP Directory –** Every year a resident directory is printed and is available at the main desk to all unit owners. This directory contains the names, addresses, and phone numbers of unit owners as well as a map of the community and important phone numbers. http://bit.ly/HPPhoneBook
- **Staff –** The receptionist at the Clubhouse front desk can answer general questions you may have, either in person or by phone. He/she can also refer you to where you can get specific information you need. Our staff members do all they can to be helpful to you.
- **Board Meetings –**Your Phase and the HPA hold regular meetings where you can find out what is going on. After the business segment of the meeting, an open forum is held during which time any resident may address the Board with questions and comments. Information on the time and place of meetings can be found in The Lifestyle, on the website as well as signs posted throughout the community several days in advance. Your Board members are also happy to help you.
- **Committee Meetings –** All committee meetings are open to all residents.
- **Email -** HPA uses e-mail for certain notifications. You must fill out and sign an email authorization form to receive these emails. (The form is available at the front desk or on the website.) Note that individual clubs maintain separate email lists of members.

VISITORS

- You must call the gate at 561-562-4422 from one of the phone numbers you have registered with the visitor management system for all guests and vendors to be admitted to the community.
- Owners may maintain a permanent guest list for recurring visitors. Your list should be updated regularly.
- Guests must park in guest spots. Guests for villa residents can park in the attached driveway or guest spots in parking lots. Street parking is permitted during the day but not overnight.
- Residents must obtain a pass from the front desk for each guest over 16 years of age who wishes to utilize the Clubhouse, pools, and other amenities. Children under 16 must be accompanied by an adult.
- Two persons per unit are entitled to attend movies for free.
- Guests are expected to comply with all HP rules and regulations. It is the owner's responsibility to inform all guests of HP rules and regulations.

RENTALS

Should you choose to rent out your unit, either yearly or seasonally, you must:

- Comply with your Phase documents restrictions.
- All rental agreements and tenants must be approved in writing by your Phase Board.
- Comply with all appropriate state and local tax laws.
- Make sure your tenant(s) is informed of all rules and regulations of Huntington Pointe. You might want to leave them a copy of this packet, as well as the Rules and Regulations Booklet.
- Note that the official rules limit rentals to a minimum of six months and one day.

ANIMALS

- Huntington Pointe is a pet-free community. This extends to visitors and tenants as well as owners.
- If you require a service or support animal (they are distinct categories), you are required to follow procedures outlined by your Phase and obtain approval from your Board of Directors before the animal is brought on the premises.

SAFETY & SECURITY

Huntington Pointe is a gated community. There are several systems in place to keep residents safe and secure. We do urge you, however, to use common sense, especially when someone comes to your door claiming to be sent from HPA or a public utility company. ALWAYS ASK FOR ID or call the front desk if in doubt.

IN CASE OF AN EMERGENCY ALWAYS CALL 911.

To help keep our community safe and secure:

- The front gate is staffed by a security guard 24/7. Residents can enter by barcode scan using the resident lane. Guests must be checked in at the gatehouse on Jog Rd. to be admitted. The rear gate on El Clair Ranch Road is not manned and operates only by scanning the vehicle bar code for entry. It uses a double gate system to prevent “piggy-backing” by a second car. Any vehicle can exit through the front or back gate.
- The Clubhouse has a receptionist/security guard at the front desk during all operational hours.
- All homeowners must leave a key to their unit with a neighbor or building captain, fill out a form with the name and phone number of that key holder and additional emergency contacts, and submit it to your building or street captain.
- COP – Citizens Observer Patrol – is issued a patrol car by the Palm Beach Sheriff’s Department. The HP/resident volunteers are trained by the Sheriff’s department to monitor the community. You will see them in the COP car patrolling our streets.

THE HUNTINGTON POINTE PERFORMING ARTS CENTER

The Theatre is located on the main floor in the Clubhouse. It provides hundreds of terraced, plush theater seating on one level with additional spaces for special chairs for handicapped seating. The Theatre is fully equipped with a professional sound and lighting booth, as well as professional movie equipment. The Theatre is used for:

- Shows
- Concerts
- Movies
- HPA and Phase Meetings
- Meetings or talks requiring a large venue

Details about these events and any applicable ticket prices are listed in The Lifestyle and on the Huntington Pointe website. Notices are also posted in the Clubhouse.

The Theatre dress code for shows and concerts is indicated in the Rules and Regulations and on the ticket order forms. Food and drink are not allowed in the Theatre.

You can order show and concert tickets either online through the HPA website huntingtonpointe.net or at the ticket window in the clubhouse. Box office hours are Wednesdays and Fridays, 9 am - 12 noon. The box office is also open one hour before each performance for ticket purchases for that show only.

Concert tickets are sold as a seasonal subscription to all performances or for individual performances. Movies are free to residents with ID cards. There is a modest charge for guests.

FITNESS AT HUNTINGTON POINTE

Huntington Pointe offers exceptional opportunities and amenities for physical activity.

They include:

- Swimming pools – 4 outdoor and 1 indoor
- Tennis courts
- Pickleball courts
- Large gym in the Clubhouse
- Cornhole - Equipment is in the courtside cabinet
- Bocce – Equipment is kept in the courtside box
- Shuffleboard courts – Equipment is in the courtside cabinet (see receptionist for key)
- Ping Pong – Equipment is signed out at the front desk of the Clubhouse
- Billiards/Pool
- Basketball Hoop

There are also classes in

- Aerobics
- Body Sculpting
- Zumba
- Water Aquacise
- Strength and Balance Training
- Yoga

There are also off-premises organized activities, including:

- Bowling
- Softball
- Golf

Please refer to The Lifestyle for the Sports & Fitness schedule and information regarding sports clubs.

OTHER THINGS YOU NEED TO KNOW

- The Clubhouse reception desk is staffed from 8 am - 11 pm, 7 days per week.
- WiFi is available in the Clubhouse, cafe, and all pools. The password is 5614963801.
- The Clubhouse, Cafe, and recreational areas of Huntington Pointe are smoke-free areas.
- The back gate entrance is only for residents with barcode car stickers. All cars may exit via this gate.
- Each unit is allocated a sum per calendar year in their café card account, which is replenished on January 1st. Any unused balance from the previous owner is transferred to the new owner's café card. However, any balance left on the card after December 31st is not carried over into the following year. You may pay with your café card, cash, or credit card. Guests are permitted to use the Café.
- The cafe is open seven days a week, Monday to Sunday, from 8 am to 3 pm, serving breakfast and lunch. Summer hours may be different.
- Trash Collection for Condos Garbage is collected on Mondays and Thursdays, and recycling bulk is on Saturdays. To dispose of large items, such as furniture and appliances, you must call FCC at 877.642.3702 to make arrangements. If you don't call, FCC will not remove the disposable, and you will be charged for removal. There is a trash room located adjacent to (and behind) the ground floor lobby, with separate bins for trash, paper (yellow bins), and bottles/cans (blue bins).
- Trash Collection for Villas Garbage is collected Wednesday and Saturday mornings. Recycling and bulk are on Saturdays, paper (yellow bins) and metal and glass (blue bins). Residents are to put trash containers at the foot of their driveways no sooner than early evening the day before collection. Please bring bins/garbage cans in as soon as possible after they are emptied. Villa residents may not put trash or recycling items in the apartment trash rooms.
- If you are moving into an apartment above the first floor or receiving a delivery of a large item such as an appliance or furniture, you must arrange for elevator pads at least 48 hours before you need them so that the pads can be installed to protect both your delivery and the elevator. A form, available at the front desk and on our website, must be submitted to reserve the pads. Any damages done will be your responsibility.
- Residents are not allowed to have large vehicles (motor homes, vans, etc.) on the premises of HP. Please refer to the Rules and Regulations booklet for parking and

vehicle restrictions.

- Mail is delivered to your designated mailbox: the apartments' mailboxes are located next to the elevators on the ground floor; for the villas, the mailboxes are located at the head of the street.
- There is a mailbox for outgoing mail at the exit at the front gate and in each apartment building.
- The apartment buildings (Phase II & IV) each have a resident/volunteer building captain(s).
- Their names and phone numbers are posted on the building bulletin board.
- Owners are responsible for all repairs to the inside of their unit. If repairs to the outside of your unit are needed, such as roof, walls, leaks, etc., please fill out a work order on the huntingtonpointe.net website.
- There are many volunteering opportunities. HPA welcomes volunteers as theatre ushers, cops, committee members, etc. Many of the clubs also need volunteers. HPA volunteers may not be compensated monetarily or with goods.

IMPORTANT PHONE NUMBERS

● **Emergency**	**911**
● **Clubhouse**	**561.496.3801**
● **Gatehouse**	**561.562.4422**
● **Café**	**561.563.7770**
● **ADT Alarm**	**800.878.7806**
● **Hotwire**	**800.355.5668**
● **Blue Stream Fiber**	**561.440.2264**
● **Palm Beach County Sheriff**	
(which covers HP)(non-emergency)	**561.995.2800**
● **Senior Helpline**	**211**
● **Campbell After Hours**	**561.496.3801**
● **Florida Power & Light**	**800.226.3545**
● **Palm Beach County Water Utilities**	**561.482.0800**
● **Motor Vehicles Office**	**561.355.2265**
● **Voter Registration**	**561.656.6200**
● **Property Appraiser Exemption Services**	**561.355.2866**
● **Library: Hagen Ranch Branch (closest)**	**561.894.7500**
● **Palm Beach Alarm Permit**	**561.688.3695**