



Welcome to Millpond!

Millpond is one of the most desirable communities in Boca Raton. It is a peaceful neighborhood laced with bicycle and walking paths that lead around two lakes, along with a dock and pavilion areas, a picturesque footbridge, picnic areas, a basketball court, two playgrounds and tennis courts. The homes in Millpond were designed to blend with the natural environment and are set along tree-lined streets and cul-de-sacs. This park-like beauty was created as a natural setting for the homes.

Three hundred six families live in Millpond. To enhance the friendly, family lifestyle, the Homeowners Association sponsors several events throughout the year, such as the Bike Parade & Carnival, Egg Hunt, Hoedown and Halloween Party. You and your family will find these fun-filled events to be a wonderful way to meet your new neighbors.

This welcome package provides useful information about the Association and community to help new homeowners become acquainted with Millpond. We invite you to take a few moments to read about your new community and will be happy to answer any questions you may have. Once again, welcome!

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About Your Millpond Homeowners Association

As a new homeowner in Millpond, you are automatically a member of the Millpond Homeowners Association. The control of the Association, a non-profit corporation, was transferred from the developer, the Arvida Corporation, to the residents on October 27, 1983.

Its responsibilities include maintaining grounds and waterways in Millpond, and controlling specifications and appearances of all buildings, improvements, structures, and landscaping. The Association is responsible for enforcing its covenants and restrictions as set forth in the Declaration of Covenants and Restrictions (the "Declaration") governing Millpond, for assessing homeowners for funds needed to discharge its responsibilities, as well as for maintaining a complete set of financial records for the community of Millpond.

The Association is self-governing and is run by volunteers. A board of five directors and six committees consisting of the Architectural Review Board (ARB), the Maintenance Committee, the Social Committee, the Welcome Committee, the Communications Committee, and the Fining Appeals Board serve it.

An annual meeting of the Association is held at the beginning of each year to discuss issues and elect officers. The management company will give you prior notification of Association meetings. All residents are urged to attend these meetings, and are encouraged to run for elected posts and serve on committees.

Meet Your 2017 Board of Directors

Chris Davell, President	561-866-2566
Chris Royer, Vice President/Director	561-271-7621
Dana Scheer, Vice President/Director	954-784-3031
Mike Morantz, Treasurer	954-445-3098
Daria Rubin, Secretary	561-843-6988

Millpond's Board of Directors is composed of five homeowners. They are elected to staggered two-year terms by a majority vote at the annual homeowners' meeting held every January. The offices held are President, Treasurer, Secretary, and two Vice Presidents.

The Board has power to determine the amount of and collect assessments, appoint committees, adopt rules governing common areas, enforce covenants and restrictions of the Declaration, and to establish modifications or amendments to the "Architectural Planning Criteria" of the ARB (the "Criteria"). Board of Directors meetings are held once per month, usually on the third Wednesday. Location of the meeting is posted at both Millpond entrances prior to the meeting. Meetings are open to all Millpond homeowners.

Millpond Committees

In an effort to ensure that the Millpond community standards are continually maintained, the Board of Directors and the management company rely heavily on the participation of the committee members to achieve the goals of the Association, and constantly look to staff these committees with volunteers from the community. Inquiries from residents should be forwarded to the management company.

ARCHITECTURAL REVIEW BOARD (ARB)

This Committee was established by the terms of the Declaration to control the specifications, architecture, design, location, appearance, and landscaping of all homes, as well as improvements of any type, including walls, fences, swimming pools, or other structures constructed, placed or permitted to remain in Millpond, as well as the alteration, improvement, addition and/or changes to them. All homeowners electing to paint their homes, build upon any existing structure, construct any improvement, remove trees, or substantially modify their landscaping are required to apply to the ARB for approval.

At its monthly meetings, the ARB reviews homeowners' applications for approval as stated in the Criteria to determine whether the proposed improvement or alteration will conform to the character and integrity of the community. Please see the "How to Obtain Approval for Architectural/Landscaping Changes" section of this document for additional information.

MAINTENANCE COMMITTEE

The Maintenance Committee advises the Board of Directors on all matters pertaining to the maintenance, repair, or improvement of Millpond property. The Committee members are instrumental in monitoring any violations of the Declaration and periodically inspect the exterior of homes and yards. If any infraction of the Declaration or unsightly condition is discovered, this information is forwarded to the management company for further action.

SOCIAL COMMITTEE

The Social Committee coordinates all community-wide social events such as the Bike Parade & Carnival, Egg Hunt, Halloween Party, and Pizza in the Park. This Committee is interested in expanding its social activities and all homeowners interested in volunteering their time and creative efforts are welcome.

WELCOME COMMITTEE

The Millpond Welcome Committee consists of resident volunteers who personally welcome each new family into Millpond.

COMMUNICATIONS COMMITTEE

The Communications Committee is tasked with keeping homeowners informed about Association and other news on a timely basis. The Millpond newsletter is published periodically. The Millpond Homeowner Directory is published every two years.

FINING APPEALS BOARD

The Millpond Fining Appeals Board was established in 2001 to handle non-compliance matters as they relate to Millpond's Declaration of Covenants & Restrictions (i.e. maintenance and Architectural Review Board violations). With the adopted amendment to the Association's bylaws, the Board of Directors is empowered to decide if our governing documents have been violated and whether to levy a fine for the infraction. The Appeals Board is comprised of three homeowners who hear violation defenses and approve or disapprove the proposed fines.

Role of Your Management Company

The management company, Hawk-Eye Management, Inc., is employed by the Association to oversee the daily operating activities of Millpond and the Association. Some of these responsibilities include: collection of all assessments due to the Association from its members; maintenance of financial records; preparation of the operating budget; supervision of contractors servicing the common areas; payment of bills on behalf of the Association; attendance at board meetings; and serve as a day-to-day liaison to the Board. Homeowners with questions or concerns are welcome to contact Hawk-Eye Management, Inc. at (561) 392-1600.

Millpond Website

The purpose of the Millpond website is to continually improve communication within the community and allow Millpond homeowners to quickly and easily access personal account information, as well as what is happening in your community. The website has both public and private (resident only) areas. To access the Resident Only portions, you must obtain a personal login name and temporary password.

OBTAINING YOUR PERSONAL LOGIN NAME AND TEMPORARY PASSWORD:

1. Visit your website, **www.millpondboca.com**.
2. On the top of your home page, click on 'Login' and then click on 'Request Login'.
3. Complete the login request form and click 'Submit' to obtain an automatic login. Your temporary login will be sent to you via e-mail; both Login Name and Password can be personalized upon visit to the website.

Paying Your Quarterly Assessment

In order to promote and improve the recreation, health, safety, and welfare of Millpond, the Association levies quarterly and special assessments. These assessments cover costs of improvements to, and maintenance of, the common areas. The assessments are also used to cover payment of taxes on common areas, insurance premiums, labor, equipment, materials, utilities, services, management fees, maintenance, supervision, and activities. Millpond has a bulk contract with Comcast for basic digital cable service, which is also included in your quarterly assessment.

All homeowners receive quarterly invoices. Payments are due on the first day of each quarter (January 1, April 1, July 1, and October 1). Please follow the management company instructions carefully on where to send the payment. The assessments are payable to Millpond Homeowners Association, in the return envelope provided. Immediately after closing on your house, please notify the management company if you have not received outstanding invoices from the prior owner. Failure to receive these invoices does not excuse your obligation to pay your assessment in a timely manner. Delinquent payment of assessments will not be tolerated and failure to pay your assessments on a timely basis could result in expensive litigation and the recording of a lien against your property. The Millpond HOA's Delinquency Protocol, adopted in Feb. 2008, is shown on the next page.

- **At fifteen (15) days past due, a “friendly” reminder is sent.**
- **At thirty (30) days past due a \$25.00 late fee will be charged to the account and a demand of payment notice is sent with notice of intent to lien the property if not paid within forty five (45) days.**
- **At sixty (60) days past due the matter is referred to the Association's attorneys such that a lien can be filed at seventy five (75) days past the due date if still unpaid.**

How to Obtain Approval for Architectural/Landscaping Changes

Millpond is a “covenant” community. This means that, as members of a homeowners association, owners are subject to a declaration of covenants and restrictions and other governing documents, including ARB criteria. These criteria are primarily designed to maintain property values by ensuring that Millpond's homes are architecturally and aesthetically consistent, and to ensure that all owners may enjoy their property as undisturbed as possible. Article VII, Section 3, Paragraph B of the Declaration describes the powers and duties of the ARB :

“...approve or disapprove any improvement of structure of any kind, including without limitation, any building, fence, wall, swimming pool, tennis court, screen enclosure, sewer, drain, disposal system, decorative building, landscape device or object, or other improvement or change or modification thereto, the construction, erection, performance or placement of which is proposed upon any Lot in Millpond and to approve or disapprove any exterior additions, changes, modifications or alterations therein or thereon .” Generator installations also need ARB approval. A copy of the most up-to-date version of the ARB Criteria is included in this welcome package.

If you want to make any of the above-mentioned modifications, please complete an ARB Application Form for Architectural or Landscape Change and return it to the management office for the ARB's review and approval. You can receive this application form by contacting the management company or by downloading it from Millpond's website. This form must be accompanied by an illustrated plan of the proposed change.

Meetings of the ARB are normally held on the second Wednesday of each month. In order for your request to be considered at a particular meeting, your plan must be submitted by noon on the Friday prior to the scheduled meeting date. If you wish to appear at the ARB meeting in person, please contact the management company in advance for information concerning the meeting.

You may not commence structural or landscaping improvements or alterations to your property without prior written approval from the ARB. The Association is authorized to pursue legal action in an effort to halt construction of or disassemble unauthorized improvements. All attorneys' fees incurred by

the Association in seeking to enforce the operative provisions of the Declaration will be assessed to and borne by the violating homeowner.

Remember...ignorance of the requirements in the Declaration is no excuse for starting work without prior approval.

Maintenance Issues

As in any active community, the common areas of Millpond are subject to wear and tear requiring normal maintenance and care. These areas - our parks, lakes, tennis courts, entrances, and grounds bordering Potomac Road and St. Andrews Avenue - belong to you and your neighbors. If you are aware of a maintenance problem, please report it to the management company immediately.

SWALE TREES

The Association maintains all trees located on the swales to preserve the natural canopy for which Millpond is valued. No Millpond homeowner has the authority to trim, cut or otherwise alter any tree located on a swale. Such action constitutes a violation of the ARB criteria, and will be referred to the Board of Directors for possible imposition of a fine.

SIDEWALKS AND DRIVEWAYS

The Association maintains all sidewalks, except that homeowners are required to pressure clean sidewalks (and driveways) when they become dirty and/or stained.

VANDALISM

Parking and driving on the grass swales in the common areas has cost the Association a significant amount of money in repairs. Please park on the pavement, or on stamped concrete parking areas.

The bridge and gazebos, swing sets, basketball nets and backboards, and tennis courts are especially prone to vandalism. If you witness a destructive or negligent act resulting, or likely to result, in damage to Association property, either attempt to stop it yourself or report it to the Police, a Board member, or the management company.

STREET LIGHTS

Streetlights are owned and operated by the Homeowners Association. The Property Manager monitors street lighting and forwards lighting problems to the management company. However, if you find your streetlights are out or damaged, please notify the management company.

MAILBOXES

The Association provides for the maintenance of mailboxes and posts in Millpond. If your post or box needs repair, please contact the management company. A police report for a vandalized mailbox is required.

GARBAGE AND YARD VEGETATION COLLECTION

The city of Boca Raton provides garbage collection service on the following days:

Tuesdays – garbage pick-up and yard vegetation placed in garbage containers only (no loose bags or piles of branches)

Fridays – garbage pick-up, unbundled or bagged yard vegetation, and recyclables

- No garbage or recycling containers may be placed at the curb for collection prior to 7:00 p.m. on the evening before scheduled pick-up, according to Ordinance #3506 of the City of Boca Raton.
- Place all household garbage containing food waste securely inside the special curbside garbage container provided by the City (the previous resident of your home should have provided you with this container). Place the container on the edge of the curb with the bar on the front facing the street, as trash collection is automated. Do not place it under low-hanging tree branches, and to avoid damage, place the container at least five feet away from your mailbox.
- All yard vegetative waste generated by lawn or tree services must be removed by the contractor. It is the law.

- To avoid damage, vegetative waste (such as tree branches) or bulk items are not to be placed for collection adjacent to a mailbox, on a storm drain, or on a driveway or sidewalk.
- All garbage containers and recycle bins must be removed within 12 hours following collection (per City ordinance). Please store these containers in an area not clearly visible from the street. Per City ordinance, these containers must be stored behind a line extended and aligned with the front wall of the dwelling (do not store in driveway).

If you have any inquiries or problems regarding service, call the Sanitation Division dispatcher, Monday through Friday, between 8:00 a.m. and 4:30 p.m. at 416-3367.

Do you have additional questions about recycling, garbage pick-up, and vegetative waste pick-up or bulk item pick-up? Visit the City of Boca Raton's Web site at: <http://www.ci.boca-raton.fl.us/> for an up-to-date sanitation brochure.

Millpond Tennis Courts

Our community tennis courts, located on Pine Haven Circle at the Potomac Road entrance, are for the exclusive use of Millpond residents. Courtesy rules are posted to ensure consideration for all residents. Your cooperation in obeying these rules is appreciated:

- Courts are for use by Millpond residents and their guests only.
- One hour of play per court when others are waiting.
- An adult must accompany children under age 10.
- No pets.
- No food.
- No glass, bicycles, roller skates, skateboards, etc.
- Please park on the stamped concrete area and not on the swales.

The access code for the tennis court gate is:

Press 2 and 4 simultaneously, then press 3. Do not share this gate code with anyone outside our community.

Beware...The Boca Raton Dog Leash Law

The City of Boca Raton strictly enforces several ordinances regarding loose animals without leashes and removing dog excrement from community property. The Millpond Homeowners Association fully supports these laws and asks every homeowner to follow them. Please be courteous and pick up your dog's poop while walking through the neighborhood; keep your dog on a leash at all times, and do not leave your dog outside unattended to bark excessively. Your neighbors will appreciate your consideration.

According to Article II of Chapter 5 of the Code of Ordinances, for the City of Boca Raton, Section 5-16:

" Any dog or cat found running at large (off premises of the owner and not under control of any person by leash, cord, chain or other physical constraint) within city limits is declared to be a public nuisance; and the owner of any such dog or cat found running at large shall be guilty of an offense and shall be punished as provided."

According to Section 5-25:

"It shall be unlawful for any person, while walking a dog or cat, to allow such animal to defecate on private property, including but not limited to sidewalks and swales, without removing said defecation."

Clearly, it is against the law to let your pet roam free in the community or allow it to defecate upon another's property without your removing the excrement. Pets are wonderful additions to families yet they can cause hard feelings among neighbors if left uncontrolled. An uncontrolled pet is also unfair to those pet owners who do obey the leash law and clean up after their pets.

To report a barking or loose dog, or an owner who is not cleaning up after his or her pet, call Boca Raton Code Enforcement at 393-7934.

If residents have complaints about animals they can call the Palm Beach County Animal Control Office at 561-233-1213. County Ordinance 98-22 has sections governing keeping dogs and cats, and includes the following: No person shall tether an animal to a stationary or inanimate object as a means of confinement or restraint unless such person is with the animal and the animal is at all times visible to such person...tether means to restrain an animal by tying the animal to any object or structure, including without limitation a house, tree, fence, post, garage, or shed, by any means, including without limitation a chain, rope, cord, leash, or running line. Tethering shall not include using a leash or lead to walk an animal.

Community Security and Crime Prevention

The Millpond Homeowners Association contracts with the City of Boca Raton Police Department's off-duty police protection program to provide supplemental police coverage in our community on several nights a week.

Millpond and our homes are as vulnerable to crime as any other residential area in Boca Raton. Awareness of everyday life in our neighborhood is a step in the direction of crime prevention. Being "aware" provides security. If people have an awareness of their surroundings, they will take proper action and call police if something suspicious happens. The security of our neighborhood increases dramatically with such awareness.

Make a point of getting to know the neighbors adjacent to your property, their routines and phone numbers. Do not hesitate to report anything suspicious. The Boca Raton Police Department is very responsive. To learn more about the Neighborhood Crime Watch program, call 338-1230.

To report vandalism or other incidents, call the Boca Raton Police at 338-6201 (non-emergencies).

For Renters and Guests

All tenants, residents' guests, and transient guests are bound by every rule, regulation, covenant and restriction applying to homeowners. While renters and guests have no vote in Association elections, their cooperation and assistance in conforming to Millpond Rules and Regulations will be expected and appreciated.

Helpful Phone Numbers

EMERGENCY NUMBERS

Emergency Medical Treatment	911
Emergency Fire	911
Emergency Police	911

COMMUNITY SERVICES

Comcast Cable (formerly Adelphia)	561-266-2278
Airport Noise Hotline	391-0296
Hawk-Eye Management, Inc.	392-1600
Brian Seidler, LCAM	
Emergency On Call Service	392-1600
Animal Control (Vicious dogs)	276-1344 + 0 for operator
Architectural Review Board Applications	241-0285, X 202
Beach Stickers/City of Boca Raton	393-7806
Boca Raton Chamber of Commerce	395-4433
Boca Raton Regional Hospital	395-7100
Boca Raton Fire Department	395-1127

Boca Raton Police Department	368-6201 (non-emergency)
City of Boca Raton (main number)	393-7700
City of Boca Raton Mayor/City Council	393-7708
City of Boca Raton (Web Site)	www.ci.boca-raton.fl.us
Code Enforcement/Animal Control	393-7934
Neighborhood Crime Watch	338-1230
Driver's License	561-681-6333
Florida Power & Light	994-8227
Garbage/Trash Collection	416-3367
Hazardous Waste Collection Center	930-2727
Hurricane Information	393-7800
Millpond Maintenance Violations	241-0285
Millpond Tennis Court Code	241-0285
Parks/City of Boca Raton	393-7806
Palm Beach International Airport	561-471-7420
Poison Control Center	800-222-1222
Police (non-emergency)	368-6201
Recreation & Special Events/City of Boca	393-7806
Recycling	416-3367
Traffic Hotline	511
Tri-County Humane Society	482-8110
Vehicle Registration	561-355-2622
Voter Registration	276-1226
Water & Sewer	393-7750
West Boca Medical Center	488-8000
Wildlife Assistance	561-575-3399
Zip Code Information	800-275-8777