

# Courtyards At Boca Homeowners Association, Inc.

## PURCHASE/RENTAL INFORMATION INSTRUCTIONS:

This application is subject to approval. Please complete and submit with all required documentation to:

### **Courtyards At Boca Homeowners Association, Inc.**

c/o Allied Property Management Group, Inc.

1711 Worthington Rd. Ste 103

West Palm Beach, FL 33409

**Please note:** applications must be turned in complete. All must check / initial next to each item below to ensure you are submitting all required documentation prior to mailing or dropping off.

- **Please note:** if purchasing under a business entity the application must be filled out with said person as signer for such business entity. Proof of authorized signer required such as a print out from Sunbiz.org.
- \_\_\_\_\_ A non-refundable application fee in the form of money order or cashier's check in the amount of \$200.00 (per applicant, 18 years of age or older) made payable to: ALLIED PROPERTY MANAGEMENT GROUP, INC. Married couples eligible to only \$200.00 fee (marriage certificate may be requested).
  - **Please note:** An additional hundred (\$300.00 total - made payable to: ALLIED PROPERTY MANAGEMENT GROUP, INC) is required per applicant if of Foreign nationality and holds no U.S. Social Security Number.
- \_\_\_\_\_ Legible copy of each applicant's valid DL or government issued picture ID.
- \_\_\_\_\_ Legible copies of all vehicle registrations that will be parked in the community.
- \_\_\_\_\_ Signed APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION form.
- \_\_\_\_\_ Executed copy of the Purchase Agreement or Signed Lease Agreement.
- \_\_\_\_\_ Acknowledgement of "Welcome" Letter and Rules & Regulations.

\* **PLEASE do not schedule closing or occupy until you have been approved by the board and issued a certificate. The board has up to thirty (30) days to make the decision.**

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\* Applicant(s) will be contacted once the board has made a decision. You may follow up within two weeks via email to **applications@alliedpmg.com** including the following subject line (CAB/ Applicants Last Lane-Property address) in your email (s).

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Applicant(s) Email: \_\_\_\_\_ Email: \_\_\_\_\_

Agent(s) Email: \_\_\_\_\_ Email: \_\_\_\_\_



## NEW RESIDENT APPLICATION

PROPERTY ADDRESS: \_\_\_\_\_

### **Applicant 1**

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Cellular: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Current Rent: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State \_\_\_\_\_ How Long: \_\_\_\_\_

Landlord: \_\_\_\_\_ Ph: \_\_\_\_\_ Reason for moving: \_\_\_\_\_

Previous Residence 1: \_\_\_\_\_

How Long: \_\_\_\_\_ Reason for moving: \_\_\_\_\_ Landlord: \_\_\_\_\_

Development/Community: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Ph: \_\_\_\_\_ Income: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Ph: \_\_\_\_\_ Income: \_\_\_\_\_

Addr: \_\_\_\_\_ Supr: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

### **Applicant 2**

Name: \_\_\_\_\_ Maiden Name: \_\_\_\_\_

DOB: \_\_\_\_\_ Social Security: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Cellular: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Driver's License Number: \_\_\_\_\_ State: \_\_\_\_\_ Current rent: \_\_\_\_\_

Current Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Landlord: \_\_\_\_\_ Ph: \_\_\_\_\_ Reason for Moving: \_\_\_\_\_

Previous Residence 1: \_\_\_\_\_

How Long: \_\_\_\_\_ Reason for moving: \_\_\_\_\_ Landlord: \_\_\_\_\_

Development/Community: \_\_\_\_\_ Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Ph: \_\_\_\_\_ Income: \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Ph: \_\_\_\_\_ Income: \_\_\_\_\_

Addr: \_\_\_\_\_ Supr: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

**Other Occupants That Will Reside With You**

Name	DOB	Relationship
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Pets: (Include a clear picture and proof of vaccination for each pet.)**

Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_  
 Type: \_\_\_\_\_ Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

**Vehicles to be Parked at Residence (All vehicles must be registered with the Association. Commercial vehicles or motorcycles are not allowed in the community.)**

Vehicle #1: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag#: \_\_\_\_\_ Yr: \_\_\_\_\_  
 Vehicle #2: Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag#: \_\_\_\_\_ Yr: \_\_\_\_\_

(Provide copies of each vehicle registration)

**References (Not Related)**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

Has any applicant ever been:  Evicted  Lost part/all security deposit  Had lease terminated

Give detail: \_\_\_\_\_

**Emergency Contact**

Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_

I (we) agree to abide by the Declaration of Covenants, Conditions and Restrictions and Amendments thereto, of the governing Association.  
 I (we) fully authorize an investigation, if necessary, of all answers and references given. Accordingly, I specifically authorize Allied Property Management Group, Inc., its principals, managers or agents to make such investigation and agree that the information contained in this application may be used in such investigation and Allied Property Management Group, Inc., its principals, manager or agents shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Allied Property Management, Inc., its principals, managers or agents.

I (we) understand that should the landlord enter into a lease with me (us), and I have provided false information on this application, I (we) will be subject to having my (our) lease terminated at the landlord's option, and have my (our) full security deposit forfeited as compensation for damages.

\_\_\_\_\_  
 Signature of Applicant:                      Signature of Applicant:                      Date:



**APPLICANT AUTHORIZATION AND CONSENT FOR RELEASE OF INFORMATION**

This release and authorization acknowledges that **Allied Property Management Group, Inc.**, may now, or any time while I own or I am renting, conduct a verification of my current and previous tenant history, current and previous employment, credit history, contact personal references, and to receive any criminal history information pertaining to me which may be in the files of any Federal, State, or Local criminal justice agency, and to verify any other information deemed necessary to fulfill the Owner/Tenant requirements. The results of this verification process will be used to determine Owner/Tenant eligibility under **Allied Property Management Group, Inc.**, tenant policies.

I/We authorize **Active Screening** and any of its agents, to disclose orally and in writing the results of this verification process to the designated authorized representative **Allied Property Management Group, Inc.** These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may involve personal interviews with sources such as your neighbors, friends or associates. The reports may also contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

**I/We have read and understand this release and consent, and I authorize the background verification.** I authorize persons, schools, current and former employers, current and former landlords and other organizations and Agencies to provide **Active Screening** with all information that may be requested. I hereby release all of the persons and agencies providing such information from any and all claims and damages connected with their release of any requested information. I agree that any copy of this document is as valid as the original. You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Active Screening 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5580. For information about Active Screening's privacy practices, see [www.activescreening.com](http://www.activescreening.com).

**ACKNOWLEDGEMENT AND AUTHORIZATION**

By signing below, I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by the Company at any time after receipt of this authorization.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: \_\_\_\_\_ PASSPORT # \_\_\_\_\_

Co- Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: \_\_\_\_\_ PASSPORT # \_\_\_\_\_

Co- Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_ Last Four Digits of SSN: \_\_\_\_\_ If No US SS# fill out below:

FOREIGN CITY/PROVIDENCE/COUNTRY OF BIRTH: \_\_\_\_\_ PASSPORT # \_\_\_\_\_

# Welcome!

Dear New Neighbor,

Congratulations on the purchase or rental of your new home. On behalf of Courtyards at Boca Homeowners Association, we would like to welcome you to our community

The Board of Directors at Courtyards at Boca are residents who volunteer their time and expertise in managing the Homeowners Association for the residents.

Of great concern to our community is cleanliness and safety. We are not a gated community, and while crime in our community is low, we encourage all residents to lock their doors and vehicles.

Also, please take care of disposing of your garbage properly. Dumpsters are located throughout the development. PLEASE KEEP DUMPSTER AREAS CLEAN. All trash must be bagged and placed inside the dumpster. Residents should use the dumpster designated nearest to their unit. If this one is full, then use another. Do not lay trash beside the dumpsters, or in front of them. Do not block the gates to the dumpster with garbage, furniture, appliances, mattresses, etc.. Waste Management is unable to open the gates to properly dispose of the trash if there are bags of garbage or furniture in front of the gates.

"Bulk Pick-Up Day" is currently once a week on Thursdays, please put your bulk items out the evening before and next to the dumpsters without blocking the gates. Large items should be placed OUTSIDE and away from the dumpster fence so it can be seen and picked up by Waste Management. Large cardboard boxes need to be cut up into smaller pieces and placed in the dumpster. If the cardboard boxes are too large, please put them outside Wednesday night for bulk pickup the next day.

Your cooperation in keeping our community clean and beautiful is deeply appreciated.

Sincerely,

The Board of Directors  
Courtyards at Boca, HOA



**THE COURTYARDS AT BOCA HOMEOWNERS ASSOCIATION**

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**RULES & REGULATIONS  
HANDBOOK**

Revised: May 4, 2016

# **Disclaimer**

This guide is provided for the convenience of the homeowner and does not take precedence over the official standards and restrictions as outlined in the Declaration of Covenants, Rules and Regulations, By-laws and Articles of Incorporation. No mistake by the individual parcel owner or the Board of Directors shall be deemed approval for variances from those official standards. If you have any questions regarding any issue relating to rules, restrictions and the relationship between the HOA and the individual homeowner, you must refer to the official sources referenced above.

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## **I. General Information**

**A. Purpose of Document:** To establish the rules by which The Courtyards at Boca is governed. The intent is to protect, maintain and enhance the natural and scenic resources of the community while preserving the values and amenities. The Board is assigned the responsibility of compliance with these various rules and enforcement may be any of the methods offered by State, local laws as well as community documents.

**B. Property Management Company:**

Allied Property Management Group, Inc.  
1711 Worthington Rd., Ste. 103  
West Palm Beach, FL 33409  
Irene Fiedler, Property Manager  
Office # (561) 214-4517 Ext. 102  
[www.palmbeachpm@alliedpmg.com](mailto:www.palmbeachpm@alliedpmg.com)

## **II. Community Property**

### **A. Pool Areas**

**The pool area is for the exclusive use of the residents of the Courtyards and their families, and guests.**

1. No pool furniture or any other item designated for the pool area shall be temporarily or permanently removed from pool area at any time except with express written consent of the Association.
2. Pool safety equipment (life safety ring and polls) are only to be used for safety purposes. Use as a float or play toy is prohibited. Violators may result in a fine per occurrence or suspension of pool privileges for up to 30 days.
3. Persons must place a towel or similar covering over pool chairs and lounges before using them.
4. No glass drinking containers may be brought into the pool area.
5. No food may be brought into or consumed at the pool area.
6. No cooking, no propane, electric or charcoal grills for barbecue is permitted in pool area due to safety concerns.
7. No alcoholic beverages may be brought into or consumed at the pool area.
8. No bicycles, skate boards, roller blades, etc. may be brought into or used at the pool area. (This rule does not apply to baby carriages or baby wheelers).
9. No running, rough play, horse play or ball playing is permitted in pool area.



10. Children under the age of sixteen (16) must be accompanied by their parent, guardian or an adult authorized to supervise your children.
11. Children need to wear waterproof swim diapers before entering the pool.
12. Floats and/or rafts or other floating playthings or device, including balls, may only be used inside the pool if they do not interfere with the safety or enjoyment of other persons using the pool at the same time (this rule does not apply to personal flotation devices attached to individuals).
13. Personal radios are permitted at the pool, however, volume level must be kept low enough for the listener to hear within but not exceeding a three foot perimeter and without interfering with the enjoyment or peace of other individuals. Loud music is prohibited at all times.
14. No trespassing permitted in the pool pump and heater area as is touching any electrical panel or circuit breakers in or near the pool area.
15. Bathrooms at the pool are for the convenience of residents and guests only. Bathrooms are not to be used for any purpose other than for which they were intended for.
16. Deliberate or willful destruction of common properties in and around the pool area will be punishable to the fullest extent of the law and become the financial responsibility for repair and or replacement of the resident associated with the individual(s) responsible of any damages.
17. Deliberately destroying or forcing the pool gate or bathroom doors may result, including without limitation, in a suspension of pool privileges for a minimum of 60 days and/or fines imposed against the responsible party. Damages to the pool area will be the sole responsibility of the unit owner.
18. If you lose the pool key, please contact the Property Management. A fee will be charged for replacement of key.
19. No pets permitted in pool water or pool area.
20. Hours of Operation: Sunrise to Sunset. Action may be taken as deemed appropriate by the board.

## **B. The Lakes**

1. Motor powered-craft, whether powered by electricity or other fuel are absolutely prohibited including but not limited to motorboats and jet skis.
  - a. Sail powered-crafts are also prohibited.
  - b. Swimming and wading in the lake are prohibited.

- c. Rafts or other inflatable devices are prohibited.
  - d. No objects or food may be thrown in the lakes.
  - e. Fishing in the lakes is prohibited.
2. **WARNING:** Alligators are a common problem in Florida and often stray into body of water. Caution should be used around lake areas especially when small children or pets are near lake areas. Intruding wild life should be reported to the Property Management Company as soon as possible as well as local authorities if the animal poses an immediate threat.

### **C. Signs**

1. No signs of any kind may be installed on common property without Association approval (other than notices to be placed on the bulletin board located by the mailboxes).
2. Posting of ads are only permitted on the community bulletin board located by the mailboxes directly inside from the walkway.

### **D. Vehicle/Parking**

#### **1. Motorized Vehicles**

- a. No recreation vehicles shall be permitted at the Courtyards.
- b. No vehicular repairs other than emergency repairs may be made upon the Common Properties.
- c. No commercial vehicle may be parked at the Courtyards except as permitted herein. A “commercial vehicle” means any vehicle which (1) is used primarily for business/trade purposes; (2) contains lettering on the vehicle that advertises a business entity or service; (3) contains commercial/delivery license plate; or, (4) visible tools, materials and/or equipment normally used in a trade or business anywhere in or on the vehicle. The prohibition shall not apply to the temporary parking of commercial vehicles for pick-up, delivery and other commercial services rendered to and on behalf of the residents of the Community. Nor shall it apply to commercial vehicles parked at the Courtyards during normal business hours (8:00 a.m. to 6:00 p.m.) in connection with any work performed at a unit at the owner’s request or in the event of an emergency.
- d. Residents owning commercial vehicles containing lettering that advertise a business entity or service are required to cover such markings, lettering, or logos completely in order to park at the Courtyards overnight. Opaque total vehicle coverings may also be used.
- e. Motorcycles are not permitted at the Courtyards.
- f. No revving engines or tire burnouts permitted in the Courtyards.

- g. Vehicles not abiding by these rules will be given three (3) written warnings before vehicle is towed off the property at your expense.
- h. No resident shall park in a guest space permanently so as to make that guest space unavailable for the use of other residents and their guest.
- i. Each unit is assigned **one** permanent parking space identified by a white bumper with the applicable unit number. Unit owner(s), residents or their guests are not permitted to park in another unit owner's, parking space without the owner's prior permission.
- j. No vehicles that is inoperable may be parked at the Courtyards.
- k. No vehicles without current legal license tags and registration may be parked at the Courtyards.
- l. No vehicle may be stored upon Common Property.
- m. Vehicles are leaking fluids may not be parked on the Common Property.  
The owner shall be responsible for any damage to the Common Property caused by his or her vehicle or that of the owner's tenant, guest, invitee parked on the Common Property with the leaking fluid(s).
- n. Vehicles may not exceed the speed limits posted at the roadways within the Common Property and must comply with all traffic signs including and not limited to stop signs.
- o. No vehicle may be parked in any area or place that is not a marked parking space including lawn and/or any grassy area.
- p. No vehicle may park in front of, around, or nearby any garbage dumpster. Fines in addition to towing fee(s) may be levied upon any violator. Immediate towing of any vehicle obstructing garbage collection will be towed at owner's expense.
- q. No vehicle may park in front of, around, or nearby any fire hydrant or emergency service(s) designated equipment. Fines in addition to towing fee(s) may be levied upon any violator. Immediate towing of any vehicle obstructing these areas will be towed at owner's expense.
- r. Guest must display Association guest pass on vehicle when parked overnight on the community property.
- s. All cars shall be parked front end in.

## **2. Boats/Trailers/Portable Storage Units**

- a. No boats shall be permitted at the Courtyards at any time or for any period.
- b. No trailers shall be permitted at the Courtyards at any time or for any period.

- c. No portable storage units (i.e. PODS) shall be permitted at the Courtyards at any time.
- d. The walkways and grounds of the units as well as the parking lots must be kept clear of bicycles, toys, barbeque, baby buggies, etc. due to safety factors involved, owners must keep the property from becoming littered with unsightly clutter. Please note it is the unit owner/residents responsibility if anyone becomes injured on such items.

### **3. Bicycles, Skateboards, or Other Motorized Recreation Apparatus**

- a. The sidewalks and the entrances of the buildings as well as common areas shall not be obstructed or used for any purpose other than ingress and egress from or to units or pool area. Skateboards, tricycles, bicycles, wheel toys etc. are prohibited on sidewalks and walkways when not in use.
- b. Within the Courtyards, bicycles at night must be equipped with lights and rear reflectors.

### **E. Garage or Estate Sales**

1. No garage of Estate Sales allowed in our community.

## **III. Hurricane Preparations**

**Each resident who plans to be absent from his/her residence during the hurricane season must prepare his/her unit prior to departure.**

1. Owners/residents must remove all furniture, plants and other objects from their patio area as well as any items outside their fence (i.e. potted plants) that may become airborne projectiles.
2. Owners/residents must designate a responsible firm or individual to care for his/her residence during his/her absence in the event that the dwelling unit should suffer hurricane damage. Each residence shall provide the Secretary or Agent of the Association with the name of such individual.
3. Each unit owner/resident should annually update Allied Property Manager with the names of unit occupants as well as their telephone numbers and email addresses, for the Property Manager or the Board to contact in the event of an emergency.
4. Emergency repair of a unit damaged in a hurricane or other natural disaster must be addressed as soon as danger passes so as not to incur additional damage to your unit or other units in the same building. The Association reserves the right to make such repairs it deems necessary at the unit owner's expense if not repaired by the unit owner within a reasonable time period after damage has occurred and written notice from the Association. In accordance with the governing documents, any such expense incurred by the Association on behalf of the owner shall be a special assessment against the owner and the unit, collectible in the same fashion as any other assessment provided hereunder.

5. No hurricane panels, shutters or window coverings of any kind, type or material may be installed on any unit during the Hurricane Season or for more than 48 to 72 hours before the expected arrival of a hurricane or a named qualified storm; or be kept on the windows and/or doors of any unit for more than 72 hours after the hurricane or qualified named storm has passed and is no longer a threat. For purposes of this Rule, Hurricane Season shall be between June 1<sup>st</sup> and November 30<sup>th</sup> of every year, or such other time frame as set for the by the National Hurricane Center or any other governmental authority or agency having authority to set the official Hurricane Season.
6. Any flammable material(s), e.g. gas or oil, must be removed from and/or not stored in patio areas during hurricane season or before an expected arrival of a hurricane or named qualified storm. Gas or oil used for personal electric generators may be used only when electricity is unavailable due to hurricane/storm related damage.
7. One portable electric generator may be used per unit only during power outages due to storm damages. No portable electric generator may be used after power supply becomes available.

## **IV. Maintenance**

The Declaration of the Homeowners Association clearly defines the maintenance to be performed by the Association and by the owners of the units. If a maintenance or cleaning problem is discovered in the Pool Area or elsewhere involving the Association facilities or common areas, please notify the Property Manager immediately. If the problem is not satisfactorily resolved, please notify the Board of Directors in writing.

### **A. Fences, Screens and Window Treatment**

1. All fences found to be unkempt or in disrepair are required to be replaced and/or repaired and properly maintained for appearance and insurance liability reasons. No fence should be missing slats and all posts should be placed on the ground at a 90 degree angle.
2. Fences must be painted or stained with the approved color of the Association. Painting or use of another color on fences is prohibited. Fences using an unapproved color or that is painted must be stripped and stained with the appropriate color. If not corrected, the Association reserves the right to remedy the color and recover any expense incurred by the Association in such remedial efforts against the owner and unit in the same fashion as any other assessment as set forth in the Declaration.
3. All screened enclosures and fences must be maintained to proper standards and not create an eyesore to the property or community. Ripped, missing, torn, etc. screening and fencing is required to be replaced and/or repaired to an attractive and neat appearance by each unit owner or occupant within a thirty (30) day period. Trees and shrubbery may not extend beyond the screened enclosure. If not corrected, the Association reserves the right to remedy the maintenance violation and recover any expense incurred by the Association in such remedial efforts against the owner and unit in the same fashion as any other assessment as set forth in the Declaration.

4. Each unit owner must maintain proper window treatments at all times. Sheets, towels, foils, or other unattractive/inappropriate window treatments are prohibited. Blinds must be in good condition and not bent, broken or askew. Broken windows must be repaired within thirty (30) days. Tape/cardboard is not an acceptable repair.
5. No owner or resident shall supervise, direct or attempt to assert any control over any of the employees or vendors of the Association or any management company employed by the Association. No owner or resident shall request that any such employee undertake any private business for an owner or resident during regular working hours. Any problems should be addressed to the Association's management company.

## **B. Roofs and Building Exteriors Including Gutters**

1. No attachments or modification to exterior building roofs, walls or gutters by any owner, resident or guests will be permitted without first obtaining written permission and/or consent from the Association's Board of Directors.
2. Satellite dishes not exceeding one meter (39.37") in diameter may only be placed within the unit courtyard area which is within the exclusive use and control of the owner. Satellite dishes may not be placed in the common area outside of the unit or on the common grounds of the property. To ensure the safety of residents, all installations must be undertaken by a licensed installer and in such a manner so as to comply with all applicable county and municipal codes at the time of installation. All such dishes must be securely fastened so as to prevent lift or detachment from high winds and shall be placed in such a manner as to limit, as much as possible, its visibility from outside the unit without unreasonably increasing the cost of the installation, maintenance of utility of the satellite dish, or precluding reception of an acceptable quality signal.

## **C. Trash Removal**

1. All trash and garbage must be disposed of in the metal dumpster provided for this purpose. Please use plastic bags tied, to avoid spillage, odor and attraction of rats or insects.
2. Please use designated recycling bins for papers, plastics and bottles.
3. Bulk item pick-up is on Saturday. Large items should only be put out on Friday. If seen dumping items prior to this day a fine will be imposed per unit/per owner.

## **V. Health, Sanitation, and Safety**

In addition to proper use of common properties, all residents are required to:

1. Maintain safe and sanitary residences including courtyard areas in such a manner as not to create a safety or health risk to other residents.
2. Maintain clean and sanitary courtyards so as not to attract rodents or insects.

3. Never use “open pit” or patio chimney fire containers within the courtyard area.
4. If a unit is determined to pose any health, sanitation or safety threat, the owner or resident of the unit will be required to immediately correct and/or cure the problem. If the problem(s) are not corrected as requested by the Association or Management Company, the Association may correct the problem(s) and recover any expense incurred by the Association in such remedial efforts against the owner and unit in the same fashion as any other assessment as set forth in the Declaration.

## **VI. Pets**

1. Pets e.g. dogs and cats must be kept on leash, care and under the control of their owner when in the common areas at all times without exception.
2. Pets must be walked onto the exterior beam surrounding the property to defecate.
3. If your pet defecates upon the common property or your courtyard you must clean up no matter what.
4. PBC Ordinance 98.22, Section 49 states: The owner of every dog & cat shall be responsible of the removal of any feces deposited by his/her animal in public property, public walks, beaches, recreational areas or private property of others.
5. Nuisance barking and or other persistent disturbances to unit owners by pets is not permitted. Continued disturbances are subject to fines and/or review by the Board of Directors of the Association for remedy.
6. Livestock/poultry is never permitted on the properties or in residences.

## **VII. Rental of Units**

1. Owners renting their unit must have their prospective tenants complete a rental application through Allied Property Management Company. All prospective tenants must obtain approval of the Association prior to any lease agreements being entered into contract between owner and tenant.

## **VIII. Complaints**

1. Any complaints regarding the actions of the owner/residents or the Association shall be made in writing to the Board of Directors and sent to the Management Company.

## **IX. Enforcement of the Rules & Regulations**

1. By State law, the Board of Directors is empowered and responsible to see that the rules and regulations are enforced for the benefit of all unit owners.
2. We consider that any person residing in the Courtyards at Boca does so with full knowledge of the Rules & Regulations and intends to abide by them.
3. It is the obligation of the owner to provide a copy of the Rules & Regulations Booklet to the lessee.

I have read the rules and regulations of Courtyards at Boca and I agree to abide by these rules:

\_\_\_\_\_  
signature of applicant #1

\_\_\_\_\_  
date:

\_\_\_\_\_  
signsture of applicant #2

\_\_\_\_\_  
date: