

# BRENTWOOD LAKES HOMEOWNERS ASSOCIATION, INC.

## HOMEOWNERS' HANDBOOK

**PURPOSE:** To ensure positive, pleasant and comfortable living at Brentwood Lakes, this pamphlet summarizes many of your community's rules and restrictions. The rules, adopted at the urging of your neighbors, are designed to follow common sense necessities created when a large number of people live relatively close together. Please follow the rules.

If the rules are not followed, then the community's appearance and aesthetic environment will rapidly deteriorate, depreciating the value of all owners' lots and our quality of life. Your cooperation is appreciated by your neighbors. If you have any comments, then please provide them to the Association.

Because this is only a summary of the community's use restrictions, please read the community's "governing documents", the Declaration of Covenants, Conditions and Restrictions and the Association's Bylaws and Articles of Incorporation together with each of their amendments. These documents govern in case the rules are silent or there is a conflict with the rules. Note that these rules may be amended in the future. Each Owner and each tenant is responsible to keep a complete set of rules and documents.

All Association approvals are issued by the Board of Directors in writing, unless the governing documents require otherwise. Additional rules and regulations concerning Association procedures are available at the Association's management company, Davenport Professional Property Management, Inc. If you have any questions or comments, then do not hesitate to contact management at (561) 642-5080.

Together we can work together to keep our neighborhood good, strong and beautiful. Please make this booklet available to all members of your family, and see that your guests and home's occupants are furnished copies for their information and guidance.

**THESE RULES SUPERSEDE ALL PREVIOUS VERSIONS.**

Thank you for your cooperation!

Brentwood Lakes Homeowners Association, Inc.  
Board of Directors

1. **Enforcements:** The Association has full and legal power and authority to enforce all of the regulations including those in the Governing Documents and the Handbook including:

- A. **Nonpayment of Assessments:** The Association can lien and foreclose on your home. This means that your home will be sold if you do not deliver your assessment payment to the right place. To stop the collection and foreclosure an owner must pay in addition to the assessments: interest, attorney's fees and court costs. **Pay your Assessments on time.**
- B. **Unapproved Alterations or Failure to Maintain:** If you do not properly maintain you home and lot and obtain written approvals before altering your property, then the Association is empowered to enter your property, undertake corrective work, lien your home for the expense of the work and foreclose, taking your home from you. Please make certain that you do not undertake alterations without Association approval and that you properly maintain your home.
- C. **Other Violations:** The Association may take an owner to court to have an owner jailed for not following the rules. If this occurs, then the owner will also be held responsible for the attorney's fees and court costs.

The "bottom line" is please follow the rules so that you and your neighbors live in peace and harmony. In addition, the Association may suspend the rights to use common areas for the non-payment of assessments or for violations.

2. **Owner:** Please be mindful of your neighbors. By respecting your neighbors, your neighbors will be more likely to respect you and help you. Each owner is personally responsible for the conduct of and damage caused by the lot owner's occupants, guests and others visiting their lot including family and tenants.
  - A. **Residential:** To ensure the residential atmosphere at Brentwood Lakes, lots are to be used as a private dwelling for one family and for no other purpose. Individual rooms or a portion of a lot cannot be leased. No business or commercial building may be erected on any lot. No business may be conducted on any part of a lot.
  - B. **Guests:** All lots share common facilities. Just as in other organizations with shared facilities an owner is responsible for their guest's conduct.
3. **Mailing address and telephone numbers:** Each Homeowner is responsible for providing the Association with a current mailing address and telephone number (local and long distance). Notification of such address and telephone number changes must be made in writing.
  - A. If you do not timely provide the Association your contact information, then the Association cannot provide you membership information. Owners who do not immediately advise of address, telephone or other contact information changes will be liable for any notices, including assessment notices that the owner did not receive.

4. Alterations and Additions: To ensure the community's good appearance, the developer prohibited alterations of a home or otherwise on a lot. Exceptions may be granted upon an application presented to the Associations before the work begins, if the Association approves which must be in writing. Owners who have obtained an alteration approval should keep the Association signed approval for the owner's records. Please note that the governing documents have significant additional requirements if an owner desires to alter a home, particularly if a new home is to be built. Any alteration or addition to the exterior of your home or lot must be approved by the Association prior to the alteration or addition being done. You may contact the Management Company for an application.
- A. Additional Walkways: Please submit, to the management company, an Application for Alterations form (with a drawing on a copy of a survey of the location of where you would like to add a walkway and description of materials to be used) before any work is started.
- B. Driveway Extensions: Driveway extensions shall be solid concrete from edge to edge or driveway pavers. Parking stripes shall not be permitted. Any change or addition to driveways must meet county code and be Association approved before pouring any slab or installing driveway pavers. No asphalt is allowed in the community.
- C. Exterior House Paint Colors: To avoid an unpleasant sight in our neighborhood, homeowners are asked to choose from the Board approved colors available at our management office. Our management company has the color charts available for homeowner review. **Please call to make an appointment to review these charts before painting your home.** Many colors are available to choose from. Please submit an Application for Alterations Form with the color sample attached prior to any painting. Forms are available at our management office. **If you do not get approval from the Association and you paint the exterior of your house with colors that are not approved, you may have to repaint your house with colors that are approved at your expense!**
- D. Fences: In order to avoid all fences looking different, the Association has set certain guidelines regarding fence placement. All exterior fences require a county permit. Please apply for a permit prior to installation of any fences. The following are the Associations guidelines for fences:
- a. All fences require an Application for Alteration Form to be filled out by the homeowner and submitted to the management company for Board approval prior to the fence being installed.
  - b. A fence running from the front corners of the house to the front sidewalk is allowed as long as it does not exceed 4' in height. This is Palm Beach County Code.
  - c. All wood fences that are visible from the street should be natural or painted per the Association guidelines: 1. Natural, 2. Off White, 3. Complementary to the house color, 4. The Association's main fence color, with the prior written approval from the Association. All other parts of the fence that are not visible to the public may be painted to the homeowner's preference with the prior written approval from the Association.

- E. Mailboxes: Please maintain your mailbox in good condition. Mailbox and post should be maintained so as not to fall over onto the roadways. If you would like to install a custom designed mailbox stand, please submit an Application for Alterations Form for Association approval prior to construction. You will need to contact the United States Postal Service to also meet their requirements.
  - F. Roofs: All home roofs should be maintained in good condition and free of mold and mildew. Please submit, to the management company, an Application for Alteration Form for color of roof covering changes when replacing the roof. If you will be replacing your roof with the exact same materials and color, there is no need to get written approval from the Association.
  - G. Exterior Security Bars: For aesthetic and safety reasons, exterior security bars are not permitted. In the event of a fire, you may not be able to get out of your home with the security bars over the windows.
  - H. Window Air Conditioners: Window and sleeve air conditioners shall not be permitted in the front of the house. Any such unit on the rear or side of the house shall be screened from view by landscaping or fencing and approved by the Board of Directors.
5. County Building Permit: The Palm Beach County Planning, Zoning & Building Department requires a permit to be submitted for any exterior home alteration, such as but not limited to, Concrete slabs, fences, Pools (above or in ground) or any structural additions or modification to a home. This department has a complete list. Please check with them before you start your project. Remember, you must also get written approval from the Association before any alterations or additions are done to the exterior of your home.
6. Exterior Maintenance: You and each of your neighbors purchased lots inside Brentwood Lakes because of your community's appearance. Please help us preserve our appearance as a clean, neat and well maintained community. In order to maintain our neighborhood in a neat appearance, all homeowners are responsible for the maintenance, repair, replacement and restoration of each property in a neat, sanitary and attractive condition. This includes, but is not limited to, walls, roof, trim, gutters, fence, driveway, walkways, swale and yards. In the event any portion of such property falls into disrepair or is not so maintained, the association may get involved to repair the property and bill the property owner for repairs. Or, the matter may be turned over to the Association's attorney. The owner may then be responsible for all costs incurred.

7. Lawns and Landscaping: A large portion of the yearly budget goes towards maintaining common area landscaping. We are encouraging all homeowners to take pride in their neighborhood and maintain their own property landscaping. All lawns should be kept to a mowed height of no greater than six (6) inches. All landscaping should be trimmed and in good condition. Hedges should be kept trimmed and maintained so as not to encroach upon sidewalks. Trees along the sidewalks should be limbed up to six (6) foot. All lawns and owner's responsibility shall extend in the front of a lot to the street's edge of pavement. Grasses areas of lawns should be uniform in appearance. Dead items must be promptly removed. Ground not covered by landscaping must be immediately re-sodded. Re-seeding in the place of sod is not permitted because of the time needed for new growth. No underbrush, weeds and/or other unsightly growth shall be permitted to grow on any lot. No roughage or unsightly objects shall be allowed to remain on a lot.
8. Holiday Decorations: Holiday decorations may not be installed prior to thirty (30) days before a given holiday and must be removed within thirty (30) days after the given holiday has passed.
9. Parking: The Brentwood Lakes Homeowners' Association Governing Documents state specific guidelines regarding household parking. In general, you should park your vehicles within your driveway or garage. Parking only on the designated parking area or spaces of any lot or swale is strongly encouraged. We are trying to avoid damaging our lawns and landscaping. If you live in Atlantic Estates, you may not park in the swale. The swale is the area in front of your house between the sidewalk and the street. Also, no large commercial vehicles over one (1) ton carrying capacity shall be allowed to be parked overnight on any property. Please abide by these parking guidelines.
10. Other vehicles not allowed in the Community: Go carts, motorized scooters, All Terrain Vehicles (ATV's), dirt bikes and other similar motorized vehicles are not allowed in any of the Brentwood Lakes Community.
11. Vehicle Storage: In regards to parking boats, trailers, motor homes or similar vehicles on homeowner property, per county code, all such vehicles shall be placed behind the front line of the house and vehicles so parked must be enclosed on 3 sides. The Association also requires them to be screened from view.
12. Mechanical and Auto Body Work: No property in Brentwood Lakes shall be used for major mechanical work of any kind at the exterior of the home. No vehicles shall be left outside on jacks or with the wheels removed. The Association shall reserve the right to interpret what constitutes major mechanic work.
13. Animal Control: Recognizing that we live close together and to avoid sanitary and safety problems, owners are responsible for their pets and their guest's pets. Pets should not be able to roam through the community. Dogs must be on a hand leash when not on a lot. Dog owners must pick up after their dogs to be respectful for their neighbors. Dogs should not be allowed to remain outside for extended periods of time where they will yelp or cry or bark becoming a nuisance for others. No animals, livestock, or poultry shall be kept within the community, nor

shall any pet be permitted which becomes an annoyance or nuisance. Owners must remove nuisance pets.

14. Storage of Trash Cans and Recycling Bins: Trash or lawn clippings/branches, etc. must be left at the curb no earlier than 6:00 p.m. the day before pick up and shall be kept from view before that time. Kept from view means containers must not be in any area between the front of your house and the street and containers must not be more than 12 inches away from the side of your house. Empty containers and recycling bins must be removed from the curb the same day of pick up. Recycle materials shall be placed in containers provided by the waste removal company. Trash shall be placed in plastic garbage bags designed for garbage and securely tied. Then the plastic bag shall be placed inside a trash can with a secure fitting lid and should not be in disrepair.

Hazardous waste such as batteries, propane tanks and paint cans will not be picked up by the trash hauler. You must contact the \*Solid Waste Authority to make arrangements for them to pick them up. For larger items, such as refrigerators, washers, or dryers, please check with the \*Solid Waste Authority for special pickup arrangements and regulations. (Refrigerators are required to have the doors removed and open space to be placed facing downward.)

Regular trash is picked up on Monday and Thursday. Landscape debris and recycle bin materials are picked up on Thursday only.

15. Litter: We need to work together to keep our neighborhood clean. Please do not litter in the common areas. This includes placing yard debris and other personal property (trash) on common area or in the swale areas along Brentwood Blvd. or Gillette Blvd. SWA (Solid Waste Authority) has the power to fine the homeowner for this type of illegal dumping.  
NO DUMPING OF ANYTHING IN THE COMMON AREAS!

16. Waste disposal: For health, safety and appearance, garbage must be properly and timely disposed. No lot shall be used or maintained as a dumping ground for rubbish, trash or other waste. Improper garbage handling results in pests, vermin and odors.

Grocery store and other merchant bags should not be used to hold or store trash because these bags leak liquids and odors. Cardboard boxes and containers should be cut up and flattened so that they do not blow through the community.

17. Personal Property: Bicycles, toys, skateboard ramps and other personal property shall be kept, stored and placed in an area not visible from outside of home. Basketball hoops shall not be placed in or at the edge of the street. The basketball hoop must be placed in a location so that the people playing basketball would not be in the street.
18. Garage Sales: As per county code, there is a limit of two garage sales per year per homeowner. Residents must remove their sale signs immediately after the sale. Owners are responsible for anyone who comes into the community because of their advertising and must take care to ensure that there are no traffic problems.

19. Signs and Posting: All homemade signs are strongly discouraged. All signs such as: Bad Dog, No Trespassing, etc., should be of a standard type purchased from any store. No signs are allowed to be posted in the Brentwood Lakes Homeowners' Association common areas. Signs posted in the common areas can be removed by the Board of Directors or management. Real Estate signs are permitted, in the swale, while a seller is conducting an open house. Any repair costs for damages to the Brentwood Lakes Homeowners' Association common area, or damages to any public utility equipment as a result of sign placements, may result in the Association proceeding at law for damages. Under no circumstances shall a sign be attached to any common area trees or shrubs. Signs for "garage sale" and "yard sale" may be posted along the swale. The above signs may be posted daily but must be removed at the end of each day.
20. Public Utility Equipment: All utility equipment throughout Brentwood, such as FPL transformers, street lights, electrical lines, cable company lines and water company equipment do not belong to the HOA. We strongly discourage any loitering (hanging out) or tampering with this equipment. Any damages or cost for repairs as a result of tampering or graffiti shall be billed to the individual responsible. The Association is not responsible for any personal injury as a result of loitering or tampering with any utility equipment.
21. Lakes: The Developer created the lakes only for drainage purposes; thus, the Developer also prohibited any recreational use of lakes. Therefore, no boating, swimming or other activities are permitted on the lakes.
22. Common Area Rules & Regulations: We do not allow any loitering (hanging out) after hours in the common ground areas. Loitering in public areas with open alcoholic containers or drugs is against the law, and is being policed by the \*Palm Beach County Sheriff's Department.
23. Graffiti: All graffiti found in the community is removed or painted over by the Association. Please call the management company as soon as you notice any graffiti. If you see anyone doing graffiti, call the \*Palm Beach County Sheriff's Office. (Graffiti Hot Line)
24. Nuisance: No nuisance shall be allowed or any use or practice that is a source of annoyance to other residents or interferes with the peaceful possession and proper use of the home by the resident thereof. No resident shall permit any disturbance that will interfere with the rights, comforts, or convenience of others. Noise from television sets, stereos, record players, radios or organs or other such instruments/machines/appliances should be maintained at a level that is inaudible from outside the home with doors and windows closed.

25. Temporary Residences: No structure of a temporary character, trailer, basement, tent, shack, garage, barn or other out building shall be used on any lot at anytime as a residence, either temporarily or permanently.
26. Residential Use: Each home is restricted to residential use by the owner or owners thereof, their immediate families, guests, invitees or tenants. No trade or business shall be conducted, nor any commercial use made of any home.

Helpful Phone Numbers:

<u>Emergency</u>	<u>911</u>
<u>FPL (Florida Power &amp; Light)</u>	<u>697-8000</u>
<u>Davenport Professional Property Management, Inc.</u>	<u>642-5080</u>
<u>Palm Beach County Code Enforcement</u>	<u>233-5500</u>
<u>Palm Beach County Planning, Zoning &amp; Building</u>	<u>233-5120</u>
<u>Sheriff's Department (non emergency)</u>	<u>688-3400</u>
<u>Solid Waste Authority</u>	<u>697-2700</u>
<u>United States Postal Service</u>	<u>(800) 275-8777</u>