

## FAIRFIELD HOMEOWNERS ASSOCIATION RULES/REGULATIONS AND OTHER IMPORTANT INFORMATION

Under the Association Documents, the Board of Directors of Fairfield at Boca Association Inc., has the responsibility and authority for the operation of the Association, management of the Association property and for the establishment and enforcement of the Rules and Regulations. The following Rules and Regulations pertaining to Fairfield have been established by the present Board of Directors and approved by them in the following form. These Rules and Regulations may be modified, added to or repealed at any time by the Board. These Rules and Regulations therefore are in effect at present and all resident-owners, occupants, guests, and lessees are hereby charged with the knowledge of the existence of said Regulations and of the contents of this Document and thereby charged with the responsibility for adhering to them "in total."

These Regulations have been set up, not for the restriction of one's conduct, but rather for the purpose of making living at Fairfield a more comfortable and contented experience for all concerned. In living together, every resident has certain rights and also certain obligations to other owners. The interest you take in your own house or unit and the common areas of Fairfield will encourage all others to take an even greater interest which builds up the value of your choice of Fairfield as your home. Each resident is supplied with a copy of these Rules and Regulations and must become familiar with its contents. **It is the obligation of every owner who sells or leases his house or unit to deliver a copy of these Rules and Regulations to the proposed lessee or purchaser.**

### I. OFFICE HOURS

Normal on-site office hours, excluding holidays are:

Monday through Friday, 10:00 AM - 1:00 PM.

Please email office for after hour appointments

Website: [www.fairfieldatbocahoa.com](http://www.fairfieldatbocahoa.com)

Dawn Bedusa, LCAM - Property Manager

[Dawn@fairfieldatboca.com](mailto:Dawn@fairfieldatboca.com)

Alexandra Hernandez, Office Assistant

[office@fairfieldatboca.com](mailto:office@fairfieldatboca.com)

- The onsite office telephone number is: (561) 368-5738
- The onsite office facsimile number is: (561)368-5397
- The automated gate entry system number is: (561) 392-0334
- Emergencies and other hours (561) 368-5738
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### II. PERSONNEL

The manager supervises the employees, vendors, administers the office and carries out the policies of your Board of Directors. An owner shall not send employees of the Association or Management Company off the property at any time or for any purpose. No owner or resident shall direct, supervise or in any manner attempt to assert control over the employees of the Association. Maintenance personnel are retained for maintaining the Common Areas only. No owner shall request or cause any employee of the Association to do any private business during the employees working hours. The property manager must approve off-hour request.

### **III. SUGGESTIONS OR COMPLAINTS**

Should a resident become aware of any parts of the common areas, grounds or equipment that require maintenance or service, please notify, in writing, the onsite office. All complaints must be signed and will be handled in strict confidence. Suggestions regarding the management of the grounds employees or regarding the action of another house or unit owner or resident must be made in writing to the Board of Directors and may be submitted to the management company. No individual member of the board is required to receive complaints or interpret or enforce provisions of these Rules and Regulations. No Resident Is Authorized to Reprimand or Give Orders to Any Other Resident or Guest or Employee of the Association. If a problem of misconduct is so imperative to demand immediate action, the manager is authorized to act to correct it and to report fully such action to the Board as soon as possible. No verbal complaints will be accepted. There shall be no exception to this rule.

### **IV. FRONT GATE OPERATIONS**

Your attention is called to the sign placed at the entrance to our community and ask that close attention be paid to its instructions, which are: **PLEASE ALLOW THE GATE ARM TO GO UP AND DOWN COMPLETELY, ALLOWING THE MECHANISM TO ACCOMPLISH A COMPLETE CYCLE.** For your safety, please observe the same when entering through Gate #1 and Gate #2, or leaving through the exit Gates (#3 and #4).

### **V. TRANSPONDERS**

Transponders are assigned to each RESIDENT vehicle. Transponders are not issued to friends, family or non-residents. Transponders may only be issued to vehicles that are registered to residents. Transponders are attached to the car by on-site personnel and MUST not be removed under any circumstances. Residents who remove their transponder and/or attempt to stop at the gate and waive it, etc., will find their transponder deleted and must pay for a replacement transponder. Damage resulting from the failure to follow the above instructions will be the responsibility of the residents, their guests and visitors. In addition, the following rules have been implemented for a more efficient operation at the gate entrance.

1. Photo identification will be required to gain access to Fairfield.
2. Gate attendants are not permitted to receive keys, mail, packages, etc., on behalf of the residents.
3. A permanent list for each resident allowing entry for family, maids, service, friends, guests, etc. is to be maintained by the resident. The Guards are not allowed to accept names at the gate.

The Board of Directors also offers the following recommendations to all residents:

1. Residents must use their transponder leaving the visitors gate open for visitors, vendors, etc.
2. Call automated system in advance for daily visit expectancy.
3. Approach the gates slowly, skidding tire marks on the red pavement increases maintenance to homeowners.
4. Respect the stop signs, they are there for everyone's safety.
5. Slow down at the speed bumps. They are also there for safety. Extend to both your fellow residents and our visitors the courtesies you would expect to receive.

## **VI. OPEN HOUSE POLICY (Real Estate)**

The Board has established the following Open-House policy:

1. Open house may be held only on weekends with a broker, agent or homeowner present.
2. Hours shall be 10:00 AM to 6:00 PM.
3. All persons must be cleared by the gate attendant, and no one will be granted access unless there is somebody on the premises who can give the gate attendant instructions.
4. No signs are permitted to be posted anywhere on the Fairfield Master property.

The broker must keep a list of all people visiting an Open House, so it may be compared with the list compiled at the gatehouse. Although the Association recognizes a resident's choice to sell their home, the Association will not sacrifice the security of the other residents to accomplish this.

## **VII. LEASING PROCEDURES FOR RECREATIONAL FACILITIES CLUBHOUSE**

Conditions for leasing Clubhouse:

1. Only individual owners, residents and lessees in good standing. No organizations other than those based in Fairfield for residents are permitted to reserve facilities.
2. Sub-associations, community clubs and ANY resident meeting which is open to all residents or all sub-association residents are allowed use of the clubhouse without charge.
3. Only one party per day on a first come, first serve basis is allowed so as not to monopolize facilities. (See note 4 below).
4. Unauthorized use will result in assessment against owner's property equal to 3 times the fee, which will be endorsed in accordance with the "Declaration of Restrictions".
5. Smoking is not permitted in the Clubhouse or office at any time.
6. No alcoholic beverages shall be possessed or consumed by any persons under 21 years of age.
7. Temporary parking passes will be provided to all guests parking in the master parking areas after 11:00 PM and must displayed on rearview mirror.

Procedure for leasing Clubhouse:

Owner or lessee must provide the Master Association's office with the following:

1. Notice to reserve the clubhouse at least 2 working days in advance and no more than 50 guests.
2. A \$150.00 non-refundable fee plus \$300.00 refundable security deposit with notice.
3. Owner or Lessee will provide the guardhouse with a complete list of guests. The gatehouse will admit only these people, check them off the list and record their license tags. Guests who are found parking in restricted areas will be asked to remove their cars or be subject to towing.
4. Compensation for any and all damage caused by self and guests will be made via security deposit and assessment against the unit if needed. Charge must be fully paid within 30 days or a lien will ensue.
5. The lessee must sign an agreement with the Homeowners Association. An agreement form is available at the on-site office. Key to the clubhouse can be picked up at the guardhouse. A driver's license is required to be kept on file while the key is in the lessee's possession.
6. Those renting homes in Fairfield will only be allowed to reserve the clubhouse one (1) time during a 12-month period.
7. Parents must notify the management office for parties being held for/by minors. No minor(s) are allowed to notify the office themselves.
8. Clubhouse leasing is for the clubhouse only. No one is allowed to reserve the pool area for private parties.

### **VIII. TENNIS & HANDBALL COURTS RULES**

The light switch for both areas is located on the side of the gate as you enter.

Rules:

1. Soft soled shoes only are permitted on the courts.
2. No glass of any kind is permitted on the court areas.
3. No animals permitted in the tennis court or handball court areas.
4. Residents playing in the evening hours are responsible for turning off the light and locking the gate as they exit the courts.
5. NO bikes, skateboards, skates, roller blades, etc., are permitted on the courts at any time.
6. The courts are available for use between 7:00am and 10:00pm.

### **IX. POOL RULES**

1. No diving or jumping into pool or spa.
2. No children under 12 permitted without an adult.
3. No running in pool or spa area.
4. Radios with earphones only in the pool or spa area.
5. No bicycles, skateboards, or riding toys at any time in the pool or spa areas.
6. No animals permitted in the pool or spa areas.
7. Pool and spa hours are 7:00am- 8:00pm.
8. Food allowed on upper deck patio areas only.
9. No glass containers allowed in the pool or spa areas.
10. Shower before getting into the pool or spa.
11. Maximum capacity in pool at one time is Rec. Center I - 49 persons, Rec. Center II - 22 persons.
12. Maximum capacity in spa at one time is 5 persons.
13. Persons who require the use of diapers or other protective undergarments must wear specially designed swimming covers. Owners are responsible for cleaning and disinfecting charges not to exceed \$500.00 for family or guests that defecate in the pool.
14. NO ALCOHOLIC beverages shall be possessed or consumed by any persons under 21 years of age.

### **X. PET CONTROL**

In accordance with Article VIII, Architectural Control of the Fairfield Homeowners Documents, Section 8.4 Subparagraph (d), No animals except usual house pets shall be kept on any lot. The number of animals kept as pets other than fish (i.e. dogs, cats and reptiles) shall not exceed 2 in any household. Please refer to your sub-divisions documents regarding pet restrictions. Residents shall not breed such animals as a hobby or for profit, and are encouraged to have such animals neutered. All animals MUST be leashed at all times.

PALM BEACH COUNTY LAW ORDINANCE #1982-2 SECTION 9 and the POOPERSCOOPER LAW VCO 4.2.12, THE OWNER OF EVERY DOG AND CAT SHALL BE RESPONSIBLE FOR THE REMOVAL OF ANY FECES DEPOSITED BY THE ANIMAL ON PUBLIC PROPERTY, BUSINESS WALKWAY, RECREATION AREAS OF PRIVATE PROPERTY OF OTHERS.

The Board of Directors of the Master Association has imposed the following procedure due to numerous problems with dog owners who fail to observe the Fairfield Homeowner Documents (which are based upon the law) and fail to pick up after their pets:

1. Pets who are being walked for the purpose of relieving themselves must be walked along the grassy areas, which are part of the common area.
2. Each resident will be responsible for picking up after his or her pet.
3. If any resident sees an individual not picking up after his pet they are requested to contact the property manager's office and file a formal complaint against the individual identifying them by their address, or by the pet that they are walking with enough specificity so as to be able to determine who the owner is.
4. Each individual who violated this policy will be fined \$25.00 for the first offense and an additional \$25.00 per offense thereafter. (This would translate to \$25.00 for the first offense, \$50.00 for the second offense, \$75.00 for the third offense and so on as long as the problem persists.)
5. Homeowners who are fined under this policy shall have their monthly payments credited towards their fines, rendering them delinquent in their assessment. At such time, liens and possibly foreclosure may be filed against them. Homeowners will be held responsible for any violation not paid by their lessee.

## **XI. RESIDENT SAFETY**

Webster New World Dictionary definition of:

SAFETY	Being Safe
SECURITY	Any device for preventing an accident

Safety is something we all want, but sometimes we forget the other person. Safety is everyone's business. To insure safety, rules made to provide safety must be followed and obeyed by one and all. Fairfield is a residential community with narrow streets and in some areas, is densely populated. There will not be any justification for speeding (20 MPH speed limit). Please observe our driving rules and be a considerate driver. Pellet, B. B. and Paint Ball Guns are not to be used at any time on either private or common areas within Fairfield.

## **XII. VANDALISM**

To destroy or damage property maliciously (Webster). There is no need for a person or persons, regardless of age, to subject the residents of Fairfield to this practice. In a sense, they are putting their hand in your pocket to pay for their actions. All residents are encouraged to report all acts of vandalism observed by them, with names if possible, to the property manager's office. It is the policy of the Board that the family of a minor will be held responsible for their child's actions.

## **XIII. NOISE ABATEMENT**

EVERY consideration should be given your fellow residents in regard to offensive noises and disturbances within our community, such as loud radio playing, racing your car engine to excess, party noises and animal disturbances, particularly after 11:00 PM. Please remember, Fairfield is private property and therefore, noise and nuisance restrictions exist 24 hours, 7 days a week. If you experience excessive noise from air traffic, please contact:

Boca Raton Airport Authority      Noise line: (561) 391-0296

#### **XIV. TRASH COLLECTION**

1. The City of Boca Raton picks up trash on NW 8<sup>th</sup> Street on TUESDAYS and FRIDAYS. Recycling and Vegetation is picked up on TUESDAYS and bulk on FRIDAYS. Refer any questions to the City of Boca Raton Trash & Garbage collection (561) 416-3367.
2. Trash is not to be put out prior to sundown the day prior to a scheduled pick up. All residents are urged to bring in recycling bins and garbage cans by the end of the day on pick-up day.
3. All trash must be contained in such a way that it cannot blow throughout the neighborhood.

#### **HOW TO PREPARE RECYCLABLE MATERIALS IN Boca Raton CITY OF BOCA RATON RECYCLING (561) 416-3367**

##### NEWSPAPER

What to curb: Newspapers and any paper product. Please don't mix loose newspapers with other recyclables or put them in the bottom of your container.

How to curb it: Put newspapers in paper bags or tie with sturdy string and place them on top or next to recycling container. NO PLASTIC BAGS PLEASE!

##### GLASS

What to curb: All glass food and beverage containers. What not to curb: Light bulbs, plate glass, mirrors, ceramics or any other glass that's not a container. How to curb it: Rinse, REMOVE LIDS, and put it in your container. Paper labels don't need to be removed.

##### ALUMINUM

What to curb: Beer and soft drink cans.

What not to curb: Food or juice cans or any types of metal containers other than beer and soft drink cans.

How to curb: Rinse and put in your container. Cans may be crushed to conserve space.

##### PLASTIC

What to curb: Plastic wrap, detergent and bleach bottles.

How to curb: Rinse, REMOVE THE LIDS, and place in your container. Squeeze the milk jugs to conserve space.

#### **XV. FAIRFIELD MASTER ASSOCIATION PARKING/TOWING POLICY**

Purpose: To define owner/renter, guest and visitor parking responsibilities and procedures throughout the Fairfield community.

- A. Current Situation:
  1. Over capacity: Some residents have more cars than their residence can accommodate.
  2. Under-utilization: Some residents with sufficient parking use spaces other than their own.

3. Illegal Parking: Some residents, guests and visitors illegally park on streets and grass areas.
  4. Creative Parking: Some residents, guests and visitors try to create more parking than space allows.
  5. Confusion: Some guests or visitors do not know where to park when they can't find a designated space.
  6. Restricted vehicles: Some residents/tenants own and park vehicles that are restricted by Master Association community.
- B. Authorization: The Master Association has developed, implemented and enforces a uniform parking and towing policy for the Fairfield common areas.
- C. Objectives: The Board of Directors has agreed that a Parking and Towing Policy should:
1. Define limitations and assure adequate parking for all residents.
  2. Designate a reasonable number of spaces for guests and visitors.
  3. Eliminate current over-capacity, under-utilization, illegal and creative parking practices.
  4. Develop a fair and consistently applicable penalty system (warnings, fines, towing, etc.) for violators.
  5. Develop a procedure for dealing with restricted vehicles.

Governing Documents: Section 8.4 - Restrictions (Master Association Documents) The parking of vehicles in the subdivisions is restricted as follows:

1. Automobiles
  - a. without advertising or logos on the vehicle shall be permitted to be parked in driveways and garages.
  - b. with advertising or logos shall be parked in garages only.
2. Passenger Vans
  - a. not outfitted for recreational purposes and without any advertising or logos shall be permitted to be parked in driveways and garages.
  - b. Outfitted for recreational purposes or with advertising, or logos, shall be permitted only in garages.
  - c. A passenger van is a van that weighs less than 5,000 pounds, has seating for more than 2 passengers, and has non-commercial license plates.
  - d. Outfitted for recreational purposes shall mean a van that has running water, LP gas and sanitary waste facilities.
  - e. No removable ladders or other commercial equipment shall be stored on the exterior of any passenger van.
  - f. A non-passenger van is any van that does not comply with the definition of a passenger van.
3. Trucks and Non-Passenger Vans
  - a. trucks rated 1/2 ton or less, without any advertising or logos, used as the resident's regular or usual form of transportation, and non-passenger vans without any advertising or logos shall be permitted in subdivisions if parked in garages.
  - b. Such trucks and non-passenger vans shall also be permitted in driveways for periods of less than 4 hours.

- c. Trucks of more than 1/2 ton, or trucks and non-passenger vans with any advertising or logos, or trucks not the resident=s regular or usual form of transportation are not permitted to be parked in the subdivisions unless present solely for the actual and continuous repairs or construction of a residence.
- 4. Boats, Campers, Trailers
  - a. shall be permitted to be parked in garages only.
- 5. Travel Trailers Motor Coaches, Motor Homes
  - a. or any other trailer or vehicle not specifically permitted by sections 1 through 4 above shall not be parked in the subdivision at any time.
- 6. Hardships
  - a. in cases of undue hardship, Fairfield Master Association may grant a special exception of limited duration to the provisions of this Section upon written request to and recommendation by the appropriate sub-association Board of Directors.
- 7. Lawn, Streets
  - a. no vehicles shall be parked on any lawn, yard, travel area of streets, or other areas not intended for vehicular use.
- 8. Recreation Center Parking
  - a. All vehicles including those of homeowners, residents and authorized guests shall be permitted to park in any of the parking spaces (the handicapped spaces only with proper handicapped sticker) at Rec. Center I and Rec. Center II during normal hours of operations of the facility which is from 8:00 AM. until 11:00 PM. each day. Any vehicle parked in any of the spaces at either Rec. Center I or II from 11:01 P.M through 7:59 AM, WILL BE TOWED unless temporary parking pass is displayed on rearview mirror. Towing charges will be at owner's expense.
  - b. Temporary Passes can be obtained at the Guardhouse. The tag will be date stamped by the guard on duty and must be hung on the rearview mirror.
  - c. In order for a guest to obtain a Fairfield pass, the owner must leave permission at the guardhouse.
  - d. Fairfield passes will only be given to the owner and/or the guest upon their arrival.
  - e. Owners must get advanced approval from the Fairfield Master Association for any guests requiring a pass for longer than one day.
- F. Responsibility Of Owners: Under all circumstances it will be the responsibility of the owner of the property for the actions or inactions of the residents and/or their guests or visitors regarding knowledge of and compliance with the above policy and the following Master Association Parking Procedures:

Guest and Visitor Parking Areas:

- 1. All guests and visitors must stop and register at the front entrance gate by the gate attendant, each and every time upon entering Fairfield at Boca. After obtaining necessary information and clearance from the resident to be visited, the gate attendant will allow guest or visitor to enter. Directions to resident's location will be given if required, as well as a temporary guest/parking pass.
- 2. Guest may park in the guest parking areas. Guest Parking is specifically intended for use by guests, not residents.
- 3. Guests or visitors will be instructed to first attempt to park at the home of their host (not on the street or grass).

4. If no space is available, the guest or visitor is restricted to park in the designated guest parking area of the sub-association being visited.
  5. Those sub-associations guests or visitors including Grand Fairfield and Single Family Homes with no guest or visitor parking areas will use the two Master common guest parking areas of Rec. Center I and Rec. Center II.
  6. Each sub-association will be responsible to police their own common guest parking areas for unauthorized parking.
  7. The Master Association will be responsible to police the designated common guest parking areas for unauthorized parking.
- G. Parking Enforcement Procedures: Owners of vehicles reported to the Fairfield property manager found to be in violation of this parking policy will be subject to IMMEDIATE TOWING.
- H. Responsibility For Enforcement:
1. Residents are responsible for reporting all parking violations to their respective property manager. The property manager will verify the violation and issue appropriate notice and/or call the towing company.
  2. Information Required:
    - a. Residents reporting parking violations will need to
      - (i) Identify the vehicle by model, color and license tag.
      - (ii) Give date, time and location of violation
- I. Random Patrol: Fairfield Security may conduct random patrols through the community, as may the various property managers and the City of Boca Raton police department.
- J. Towing: In the event that towing is required, it will be done in compliance with all state regulations governing the towing of vehicles.

## **XVI. FINES**

As amended in the Declaration of Covenants and Restrictions, Article IV - Section 4.2 -Reservation of Rights in Master Association - sub-section 4.2.7. has been added:

- 4.2.7 The right of the Master Association to fine owners for violations of the Master Association, published Rules and Regulations committed by the owner, or the owner's invitees, guests, family, tenants or employees. Such fines shall not exceed \$25.00 for the first offense, \$50.00 for the second offense, \$75.00 for the third offense and \$100.00 for the fourth and each successive offense committed by the same individual. Any fine which remains unpaid 30 days after its imposition shall be subject to all of the rights of enforcement granted to the Master Association.

## **XVII. IF YOU HAVE BEEN A VICTIM OF A CRIME**

Palm Beach County Victim Services Section offers the following:

1. Crimes Compensation application for crime related injuries.
2. Supportive counseling during this difficult time.

3. Court accompaniment and information.
4. Social services referrals
5. Crime prevention referrals.
6. Restraining orders, according to Florida Statutes.

Palm Beach County Victim Assistance Program

Felony: Homicide, vehicular fatality, burglary, robbery, grand theft, aggravated assault/battery, witness tampering, kidnapping, false imprisonment, DUI felony.

City of Boca Raton	(561) 368-6201
West Palm Beach area	(561) 355-2418
South County area	(561) 276-1273
Belle Glade area	(561) 996-1639 & 1647

Misdemeanor/Traffic: DUI Traffic crimes, assault/battery, criminal mischief, theft, etc. Domestic Assault Program:

City of Boca Raton	(561) 368-6201
West Palm Beach area	(561) 355-2383
South County area	(561) 276-1319
Belle Glade area	(561) 996-1639 & 1647

Sexual Assault Program:

West Palm Beach area	(561) 355-2073
South County area	(561) 276-1200 Ext. 2073
Belle Glade area	(561) 966-1639 & 1647
24 Hour Hotline	(561) 833-RAPE (7273)
Belle Glade 24 hr. Hotline	(561) 996-1121

**XVIII. EMERGENCY TELEPHONE NUMBERS**

Police, Fire, Medical	911
Police, NON Emergency	(561) 368-6201
Poison Control Center	(800) 282-3171

**XIX. HELPFUL INFORMATION**

Utilities:

Florida Power & Light	561 -994-8227
Boca Raton Water/Sewer	561-393-7750
Comcast Xfinity	800-934-6489
DirecTV	800-490-4388
AT&T	800-331-0500

Hospitals

Boca Raton Community 800 South Meadows Rd Boca Raton, FL 33432	(561) 395-7100
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West Boca Medical Center  
21644 State Road & (US441)  
Boca Raton, FL 33428 (561) 488-8000

Delray Community  
5352 Linton Blvd  
Delray Beach, FL 33484 (561)498-4440  
Bethesda Memorial  
2815 S. Seacrest Blvd  
Boynton Beach, FL 33435(561) 482-4554

#### Libraries

Southwest Country Branch Library  
8221 West Glades Rd  
Boca Raton, FL 33434 (561) 482-4554

Boca Raton City Library  
200 NW 2<sup>nd</sup> Ave  
Boca Raton, FL 33432 (561) 393-7852

#### School Information

School Board of Palm Beach County  
1300 SW 30<sup>th</sup> Ave  
Boynton Beach, FL (561) 368-1552

Boca Raton Middle School  
1251 NW 8<sup>th</sup> Street  
Boca Raton, FL 33486 (561) 338-1458

Spanish River High School  
5100 Jog Rd  
Boca Raton, FL (561) 241-2200

Verde Elementary School  
6590 Verde Trail  
Boca Raton, FL (561) 241-2280

#### Airports

Palm Beach International (561) 471-7420  
Fort Lauderdale/Hollywood (954) 359-1200  
Miami International (305) 876-7000