



## CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

### LEASING PROCEDURE

1. This procedure is initiated by a request made from a landlord/owner to lease a home in Cypress Creek. This request must be made to the Association's property manager: Ben Meyers, LCAM, Vesta Property Services, Inc., 751 Park of Commerce Drive, Suite 118, Boca Raton, FL 33487. Ben may be reached at 561-245-4444 or email to [bmeyers@vestapropertyservices.com](mailto:bmeyers@vestapropertyservices.com).
2. A \$100 nonrefundable application fee is collected **for each person** on lease or living in the rented residence 18 years of age or older.
3. The landlord/owner will receive the Leasing Procedure Package that includes:
  - Leasing Requirements
  - Lease Application.
  - Transponder Responsibility Form
  - Rules and Important Information (to be provided to tenant).
4. Information required to approve or deny a lease is entered into tenant review program.
5. If lease application and tenant background check are approved, CCPOA issues an Approval of Lease Certificate to the landlord/owner and provides a copy for the landlord/owner to give to tenant. The First Time Gate Access and Transponder Information Form will need to be completed by the tenant. Upon approval of the lease, the tenant should receive:
  - Approval of Lease Certificate for Tenant
  - First Time Gate Access Pass
  - Transponder Information Form
6. If not approved, CCPOA notifies landlord and tenant.



# CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

## LEASING REQUIREMENTS

These leasing requirements have been prepared for the owners of the homes in the Cypress Creek Property Owners' Association so they may enter into approved long-term leases of their homes. Prospective tenants should be advised that these "Conditions of Lease" strictly apply to all applicants for lease. Up to 30 days may be required for processing of lease applications. No lease will become effective unless the tenant is approved by the Association. The Association shall act reasonably and may disapprove a lease only for good cause. Good cause for disapproval shall include but is not limited to:

1. Owner must be current on Cypress Creek Property Owners' Association fees and have no current violations.
2. The Association's representative (outside reference company) will perform a criminal background check on all tenants and proposed occupants 18 years or older.
3. No tenant shall occupy the premises/home prior to CCPOA approval.
4. No lease will be allowed for less than 6 months or more than 1 year.
5. Single Family use only.
6. Renewals or extensions of leases are subject to re-approval by the Association. Lease renewals must be accompanied by a new lease application.

Having read the proceeding Leasing Requirements, I hereby consent to and request that Cypress Creek Property Owners' Association, Inc. proceed with a criminal background check at a cost of \$100 application fee per person residing in the home of 18 years or older. I understand that satisfying the requirements set forth above is a condition of being offered a lease. Should I not meet the standards set forth above, I understand that my application will be denied and my application fee is non-refundable. I agree to hold Cypress Creek Property Owners' Association, Inc. harmless from all claims of action including attorney's fees, etc., with respect to any rejection of any offer of lease based upon the Leasing Requirements set forth above.

We do not discriminate against age, race, color, national origin, religion, sex, family status or handicap (disability).

_____	_____	_____
Applicant Signature	Printed Name	Date
_____	_____	_____
Co-applicant Signature	Printed Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date
_____	_____	_____
Landlord/Owner Signature	Printed Name	Date

Package returned to CCPOA must include: 1) this completed Leasing Requirements Form, and 2) Transponder Responsibility Form.



**CYPRESS CREEK  
PROPERTY OWNERS' ASSOCIATION**

**LEASE APPLICATION**

Welcome to the Cypress Creek Community. In order to maintain records for the Association, the Board of Directors requires the following information. Please complete the following application:

Applicant's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

Co-applicant's name \_\_\_\_\_

Date of Birth \_\_\_\_\_ Phone \_\_\_\_\_

The home will be occupied by \_\_\_\_\_ persons in addition to the applicant

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Relationship to applicant \_\_\_\_\_

Tenant(s) are subject to and shall abide by all the covenants and restrictions and rules and regulations of the Association. It is the landlord/owner's responsibility to make sure tenants follow these restrictions. If tenant fails to abide by these restrictions and landlord/owner does not correct in 30 days after notification, the lease approval by CCPOA will be cancelled.

In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association has the right to notify the tenant. Upon such notification, the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the landlord/owner shall not seek to evict the tenant for non-payment of rent.

I understand the requirements and obligations, as set forth above and agree to comply with the same.

Applicant Print Name \_\_\_\_\_

Applicant Sign Name \_\_\_\_\_

Date \_\_\_\_\_

Applicant Email Address \_\_\_\_\_

Applicant Phone \_\_\_\_\_

Co-Applicant Print Name \_\_\_\_\_

Co-Applicant Sign Name \_\_\_\_\_

Date \_\_\_\_\_

Co-Applicant Email Address \_\_\_\_\_

Co-Applicant Phone \_\_\_\_\_



**CYPRESS CREEK  
PROPERTY OWNERS' ASSOCIATION  
TRANSPONDER RESPONSIBILITY FORM**

The landlord/owner will be responsible for any and all damage to Cypress Creek common areas, gates, or other facilities from anyone residing in their rented home in Cypress Creek.

The landlord/owner gives permission for tenants of their rented home to receive car transponders. Upon the issuance of an Approval of Lease Certificate by the CCPOA, the tenant is required to complete a First Time Gate Access Pass and a Transponder Information Form.

Address	Lot #	
Applicant Signature	Print Name	Date
Co-Applicant Signature	Print Name	Date
Landlord/Owner Signature	Printed Name	Date
Landlord/Owner Signature	Printed Name	Date

Return to Ben Meyers, LCAM, Vesta Property Services, 751 Park of Commerce Drive, Suite 118, Boca Raton, FL 33487 or by email to [bmeyers@vestapropertyservices.com](mailto:bmeyers@vestapropertyservices.com) with all tenant and landlord/owner signatures in order to purchase transponders.



## CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

### RULES AND IMPORTANT INFORMATION

#### **HOME IMPROVEMENT**

1. All exterior projects such as paint, fencing, landscaping, windows, roof, doors, etc. must be approved by the Architectural Review Committee (ARC) before the project is to begin.
2. Maintain lawn, shrubbery and trees in a neat and trim condition.
3. Maintain roof and driveway in a clean and neat condition.
4. Fences, hedges, walls or shrubs cannot be higher than the current Palm Beach County Code which is 6 feet.
5. No signs of any kind are allowed, except for small name signs, which must be approved by the ARC.
6. There can be no removal or destruction of any trees or shrubbery with a diameter of 6" or more at the base, without approval from the ARC.

#### **GARBAGE, RECYCLABLES, YARD WASTE, AND BULK ITEMS**

1. Garbage cans and recyclable containers are picked up on Wednesday mornings. Garbage cans, bulk items, and yard waste are picked up on Saturday mornings. No waste is to be put out to the street more than 24 hours before pickup. Containers must be brought in from the road the same day as pick-up.
2. Yard waste CANNOT be placed on drainage grates.
3. Please do not place glass directly on road surface. Place in recyclable container or in a bag.

#### **ANIMALS**

1. All pets must be fenced, penned or leashed, as animals are not allowed to run free in the community.
2. Owners of pets are responsible to pick-up all pet waste immediately and dispose of it properly.
3. It is recommended that you walk your pet facing oncoming traffic. Lights or reflective gear during hours of darkness are highly recommended.

#### **VEHICLES**

1. Please obey all posted Stop and Speed Limit signage. The speed limit in Cypress Creek is 25 MPH.
2. No cars or trucks are allowed to park on the street overnight. All vehicles must be garaged or in a paved driveway.
3. Boats, watercraft, campers and motorhomes can be parked in the driveway for no more than 48 hours, then must be hidden from the view of the street.
4. All personal vehicles that have a permanent sign or lettering indicating a business must be hidden from view.
5. Vehicles, including trailers, used for commercial purposes with tools and equipment must be hidden from view.
6. Golf carts cannot be driven on the community roadways by anyone younger than 14 years of age.

#### **BUYING, SELLING & RENTING**

1. CCPOA approval is required for renters. No approval is required for home buyers.
2. Subleasing and rental of rooms is prohibited.

## IMPORTANT CYPRESS CREEK CONTACT INFORMATION

Cypress Creek Website	CypressCreekPOA.ORG
Cypress Creek POA	<a href="mailto:CypressCreekPOA@gmail.com">CypressCreekPOA@gmail.com</a>
ARC (Architectural Review)	John Quatrini <a href="mailto:jquatrini99@yahoo.com">jquatrini99@yahoo.com</a>
Maintenance Committee	Megan Hoffman <a href="mailto:mhanney44@yahoo.com">mhanney44@yahoo.com</a>
Gate Transponders	Guard Supervisor
Guard Gate – East	(561)375-9176
Guard Gate – West	(561)375-9896
Resident Gate Auto System	(561)736-3948 (4-digit PIN number required)
Guard Gate Access Website	<a href="http://www.gateaccess.net">www.gateaccess.net</a> the applicable community is code “CC”
PBSO Non-emergency	(561)688-3000
PBSO/Fire/EMS Emergency	911

### Local Service Providers

Water/Sewer – City of Boynton Beach	(561)742-6000
FPL (Electrical Power)	(561)697-8000
Solid Waste Authority (SWA)	(561)697-2700
Pick up days: Wednesday – Garbage/Recycling	
Saturday – Garbage/Bulk/Yard Waste	
ATT Uverse	(800)288-2020
Comcast	(800)Xfinity
DirecTV	(800)DirecTV
DISH	(800)333-DISH









## CYPRESS CREEK PROPERTY OWNERS' ASSOCIATION

Dear New Tenant:

Welcome to Cypress Creek and congratulations on your new rental agreement!

Meeting and event notices are posted at the exit sign boards when leaving our community.

Please also complete the First Time Gate Access Pass Form and the Transponder Information Form and present these to the guard at the gate on your first visit. Please also have a copy of the Approval of Lease Certificate provided by your landlord and a State issued photo ID with you to show the guard. The guard will keep the completed First Time Gate Access Pass Form and log you in on a temporary basis. The guard will give you back the Transponder Information Form, which you will need to complete the transponder procurement and assignment process.

A CCPOA representative will contact you with information regarding Gate Access and your PIN # so that you can access online features of our gate access system at [gateaccess.net](http://gateaccess.net).

Again, welcome to the neighborhood. Please feel free to contact us should you have any additional questions at:

[CypressCreekPOA@gmail.com](mailto:CypressCreekPOA@gmail.com)

John Quatrini, President – 561-369-3564

Mikel Kline, Secretary – 913-620-4898

Best regards,  
Cypress Creek Property Owners' Association

John Quatrini  
President



**CYPRESS CREEK  
PROPERTY OWNERS' ASSOCIATION**

**FIRST TIME GATE ACCESS PASS**

(PLEASE GIVE TO GUARD)

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**LOT#:** \_\_\_\_\_

**CELL PHONE:** \_\_\_\_\_

**PRIMARY EMAIL ADDRESS:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**NAMES OF OTHER RESIDENTS AUTHORIZED TO APPROVE GATE ENTRY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Any questions, please contact the Association's property manager: Ben Meyers, LCAM, Vesta Property Services, 751 Park of Commerce Drive, Suite 118, Boca Raton, FL 33487, or call 651-245-4444.**

**Please remember to bring the following four (4) documents with you when you visit the community for the first time:**

- **Approval of Lease Certificate**
- **A State issued Photo ID**
- **First Time Gate Access Pass (this form)**
- **Transponder Information Form**



**CYPRESS CREEK  
PROPERTY OWNERS' ASSOCIATION**

**TRANSPONDER INFORMATION**

Please bring this completed form with your First Time Gate Access Pass to the guard supervisor, from whom you can purchase transponders.

NAME: \_\_\_\_\_

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

CELL PHONE: \_\_\_\_\_

1) VEHICLE YEAR: \_\_\_\_\_ VEHICLE MAKE: \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ PLATE #: \_\_\_\_\_

2) VEHICLE YEAR: \_\_\_\_\_ VEHICLE MAKE: \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ PLATE #: \_\_\_\_\_

3) VEHICLE YEAR: \_\_\_\_\_ VEHICLE MAKE: \_\_\_\_\_

VEHICLE MODEL: \_\_\_\_\_ PLATE #: \_\_\_\_\_

The cost of the transponder for each vehicle is \$25.00 each for vehicles registered at the residence address. \$50 for any other resident – CASH OR CHECK ONLY.

Checks should be made payable to the CCPOA. You must have the vehicle with you for us to affix the transponder to the windshield of your vehicle.

Please remember to bring the following four (4) documents with you when you visit the community for the first time:

- Approval of Lease Certificate
- A State issued Photo ID
- First Time Gate Access Pass
- Transponder Information Form (this form)