

## “Cliff Notes” for Las Casitas Homeowners

Welcome to Las Casitas.

This overview is intended to provide answers to questions you may have regarding accepted procedures for Las Casitas Homeowners, our HOA, and a guideline to approvals, procedures, and interpretations of our bylaws. It references such things as:

- Landscaping and suggested plant selections
- Fencing
- Patios and pools
- Sidewalks
- Color and material conformity
- Open space encroachment
- Additional driveways and walkways
- Security cameras
- Exterior doors and windows and all Exterior renovations

The majority of HOAs, if not all of them, do not provide the complete list of services Las Casitas provides. This can actually save you money and provide a broad spectrum of maintenance and materials many other developments either don't provide or charge an additional assessments for.

These include:

1) Quarterly Master Association Dues of the Polo Club or POA which is assessed to each Home Owners Association (HOA). This cost per unit is built into your quarterly HOA dues our association pays to the POA directly.

This POA assessment includes the following:

Maintenance of all roadways, security entrance gates, constant security surveillance within the gates and checkpoints, gate house units and personnel, all general street lighting and seasonal Christmas lighting, landscaping, maintenance, tree trimming, sprinkler system and many other miscellaneous items provided to all residents in the Polo Club.

This also includes the recent purchase and maintenance of our new Dunes Preserve Green Area and new Dog Park. This is currently a new addition provided to all Polo Club residents and their dogs for recreation usage.

## What Your Las Casitas HOA Provides

1) The HOA pays for all liability coverage on the outside of the units. Also covered is basic structure and material costs from the roof above and exterior wall stucco through to the outside of the sheet rock walls. The sheet rock walls and all from there to the inside, become the owners' responsibility and everything else under roof.

This reduces your overall insurance premium so all you only need to insure is the partial structure and all interior contents. However, entire interior liability coverage will be a part of the owners' responsibility and automatically paired with the overall policy an owner would buy.

The insurance the owner needs typically would be for all contents and full replacement of everything starting from the sheet rock in. This includes flooring, cabinets, plumbing, lighting, etc.

### 2) Landscaping:

a) Basic Landscaping and maintenance including regular grass mowing and shrub trimming front and back yard. Should any exotic or high maintenance plants be added by the owner (or present already if it is a new purchase) it is the owner's responsibility to be sure it is maintained. (For example, Confederate Jasmine espaliers will not be maintained with our basic lawn service) and you will need to arrange with your own landscaping maintenance company should you have more than the basic landscaping that needs to be maintained.)

b) Mulching of front yard beds at the beginning of each season.

c) Replacement of dead foundation shrubs and dead large palms or trees.

d) Palm tree and shrubbery pruning twice a year. This includes pruning for hurricane season.

e) Minimal fertilizer and weed control.

f) Rear Yard maintenance of everything inside the fence line is typically the owners responsibility although we do provide basic maintenance of the lawn and shrubs if of a "generic" nature and located inside the fence line.

### 3) All roof repairs and full replacements

### 4) Exterior painting of each unit once every five years

### 5) Carpentry and maintenance of exterior walls and trim

6) Pressure spraying of driveways, carports, front porch, and front walkways at least once a year.

7) Asphalt sealing for driveways and walkways prior to the season.

8) Pressure spraying of roof at least once a year depending on humidity and the roof fungus factor.

9) Security system monitoring for every individual units' windows and doors. We also provide a new control pad at no cost to you at your entry door, if yours has been outdated and is the original security pad provided many years ago. However each owner is responsible for replacing all window and door contacts and motion detectors should you want them or wish to replace existing contacts or add motion detectors. Updating of any system other than the old keypad replacement, is the owners responsibility. You can also provide remote wifi monitoring if desired. This could be the contractor we use and have under contract for the basic service.

You can get an updated Security System Control Pad by calling Triton and requesting the phone number for our current security system provider. You then call them and set up an appointment for them to come out and evaluate your system and replace your pad if, you have the older original version.

10) Pest control for exterior yard in addition to termite and rat control for exterior. Once a year interior pest control - the owner must make an appointment directly with our pest control contractor. You can email Kerrie @

[kdeily@tritoncam.com](mailto:kdeily@tritoncam.com)

*Her phone number is: (561) 250-6565*

11) Fountains, fountain lighting & maintenance

12) Sprinkler system maintenance

13) Maintenance of all common areas

14) Maintenance and or replacement of rear privacy wall structures

15) Hurricane cleanup

16) Pond maintenance

17) Gutter cleanup annually when pressure spraying the roof

## GENERAL INFORMATION

- Water drainage correction problems for individual units are done by Owners.

- Gutter installation is done by Owners.

- Roofs: No one should ever be on the roofs. The maintenance and cleaning is the sole responsibility of the HOA.

- Landscaping is designed to be consistent throughout the neighborhood. We're not requiring everything look the same, we're just trying to select plants that will thrive in this climate and are easily maintained.

- For structural painting and lighting changes the contact person should be Kerrie Mooney-Deilly at Triton. She can either answer questions or refer them to the ARC (Architectural Review Committee) for approval.

**Applications must be made to the HOA for all exterior renovations and changes to the exterior of your unit which includes replacement of windows and doors, landscaping, walkways, patios, and pool alterations.**

- HOA Maintenance also includes:

-Power washing of carport, walkway, parts, front porch, and inside of carport.

- The HOA also seals the driveway once a year prior to the start of season, along with pedestrian walkways.

- The roof is typically cleaned once a year and sometimes more, depending on our weather.

- The HOA is responsible for sealing the asphalt and street walkway throughout Las Casitas once a year before season begins.

## LEAKS AND WATER DAMAGE

All owners need to be vigilant regarding leaks and water damage coming from the outside in. That means walls and roofs. Should damages occur we cover them related to exterior walls and roofs but they need to be reported and not

allowed to expand damage wise. Owners need to have their unit checked on during the off season to be sure problems are corrected and damage does not expand due to no occupancy.

#### GOLF CARTS

Pertaining to the security gate section. All Golf Carts must be registered and permitted to use in the Polo club you can go to one of the entrance gates to make an application. There is a \$50 fee for the permit.

#### PARKING:

Basically, there is no "on street parking" permitted when driveways and unit guest spaces are accessible. We realize driveway space for guests is limited.

Regarding on street parking, there is no parking on the grass. There is a request by the Polo Club Association (POA) that should there be multiple car parking on the street necessary, they ask all cars park on one side of the street so that there's full passage in one lane without dodging cars and creating a safety hazard on our many narrow roadways.

#### PETS

There are multiple pet stations throughout the club and dog park providing pick-up bags and waste disposal.

#### FRONT DOORS

We need to know IF you are changing your front door and side lights. It is necessary that all doors visible or facing the street retain the integrity of our Las Casitas design. They must use the multiple panel design and be same color as all the others in the development. Should your unit face a different direction and is not visible, we permit changes to be made. This is only allowed after you make application and get approval. The approval process starts with application to Triton Management and they will confirm with ARC (Architectural Review Committee).

#### WINDOWS AND DOORS

Approval is required for any changes to what is existing. We are fairly lenient on design if it's not visible from the street. No window opening size can be altered. All windows facing the front and visible from the front must have grids or mullions in the style conforming to all existing units. This is the only place you must have grids.

## GARBAGE CAN PLACEMENT FOR PICKUP

If possible, we request that all garbage cans be placed at the street after 6:30 in the afternoon the evening before the pick up and removed the next day. Our pick up days are Saturdays and Wednesdays. Bulky items and garbage on Wednesday. Garbage and recycling on Saturdays.

## FENCING

Any fencing being replaced must be submitted to the ARC for approval. Typically there is no movement in the location of the fences as they are all ready pretty much in the proper locations. If you have any changes we must know about it and they must be approved prior to replacement. All fences must be similar to the metal fences we use, but can be in the colors of bronze or white. Hedges on the outside of this fence is required everywhere.

If you have any questions or wish to submit application for changes please contact:

*The Las Casitas HOA Management Company:*

*Triton Property Management*

*Our contact person there is Kerrie Mooney Deily.  
Her e-mail address is:*

*[kdeily@tritoncam.com](mailto:kdeily@tritoncam.com)*

*Her phone number is: (561) 250-6565*

We have a specific website for all Las Casitas Homeowners which provides information. You can obtain maps, application forms, and all things related to our HOA there.

Our web address is:

*[lascasitaspalmbeachpolo.com](http://lascasitaspalmbeachpolo.com)*



Contact: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contractor needs to provide a copy of his license and insurance

License number \_\_\_\_\_

Insured: YES NO (Circle One)

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Additional Information: \_\_\_\_\_

\_\_\_\_\_

I understand and I will comply with the following:

*If the modification is not completed to the same specifications that were approved, said approval can be revoked and the modification will be required to be removed at the owner's expense.*

*The owner is responsible to pay for and repair any and all damages done to the common areas as a result of the installation.*

*All State, County, or City building codes must be adhered to, and all work completed must be permitted as required.*

*If the modification is not approved or does not comply and the unit is notified in writing, any alterations made by the unit owner are non-compliant and will be subject to legal action By the Association, owner shall bear the cost of reasonable attorney's fees incurred by the Association, if the Association incurs any expenses while considering the application (i.e. Architectural consultation or surveys, etc.), the applicant will bear the cost for said fees.*

Owners Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The undersigned acknowledges that they have read and understand this application. They also understand that until a signed approval is received, no work is to be started.

Applicants Signature \_\_\_\_\_

Additional Conditions of Approval: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Application is rejected: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Committee Member Signature                      Date

\_\_\_\_\_                      Approved                      \_\_\_\_\_                      Rejected

\_\_\_\_\_

\_\_\_\_\_                      Approved                      \_\_\_\_\_                      Rejected

\_\_\_\_\_  
Committee Member Signature                      Date

\_\_\_\_\_                      Approved                      \_\_\_\_\_                      Rejected

Palm Beach Polo & Country Club Property Owners Association, Inc.  
3031 Fortune Way – A11  
Wellington, FL 33414

### Construction Rules

April 1<sup>st</sup> through November 30<sup>th</sup> (8 months) – Summer Construction Hours – 8:00 AM to 6:00 PM

All permitted construction is allowed. Construction projects must have written HOA and POA approvals and construction deposits (1) in place prior to construction. The approval package must contain the contractors signed copy of these rules. Projects undertaken without proper documentation will be subject to fines.

No construction or landscaping is allowed on Saturdays or Sundays (except within Blue Cypress & Cypress Island).

No power tools are allowed on Saturdays and Sundays, including pressure washers.

December 1<sup>st</sup> through March 31<sup>st</sup> (4 months) – Winter Construction Hours – 8:30 AM to 5:00 PM

No construction (interior or exterior) will be allowed during the winter season. Interior work such as painting, appliance replacement, cabinetry, plumbing repairs and air conditioning work is permitted, but shall be limited to one maintenance vehicle and must be accomplished indoors or within a closed garage. Minor landscaping is permitted. Homes purchased during this period must delay work until April 1.

No construction or landscaping is allowed on Saturdays or Sundays (except within Blue Cypress & Cypress Island).

No power tools are allowed on Saturdays and Sundays including pressure washers.

Quiet Mondays commence December 1 and extend through March 31.

Quiet Mondays restrict the use of any landscaping equipment (mowers, blowers, string trimmers, chain saws, or similar items) on Mondays for all associations and private homes in the club. Pressure cleaning of roofs, driveways, pool decks, sidewalks or common areas is not permitted on Quiet Mondays.

Construction is not permitted on the following holidays (except within Blue Cypress & Cypress Island):

New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, Christmas Day

(1)

- Projects from one thousand dollars (\$1,000) to five thousand dollars (\$5,000) will require a five hundred dollar construction deposit (\$500.00) to be posted by the resident and held in escrow by the POA.
- Projects from five thousand dollars (\$5,000) to twenty five thousand dollars (\$25,000) will require a fifteen hundred dollar construction deposit (\$1,500.00) to be posted by the resident and held in escrow by the POA.
- Projects over twenty five thousand dollars (\$25,000) will require a five thousand dollar construction deposit (\$5,000.00) to be posted by the resident and held in escrow by the POA.

# *Palm Beach Polo and Country Club*

PROPERTY OWNERS' ASSOCIATION, INC.

## RULES AND REGULATIONS

1. **VEHICLES:** Boats, trucks, trailers, recreational vehicles, mobile homes, buses, tractors, or other such vehicles, except sport utility vehicles, small pickups up to and including one ton, and minivans, will not be permitted to park overnight on any property within Palm Beach Polo and Country Club (the "property"). Such vehicles as used by Approved Builders or others authorized to perform maintenance, domestic help and construction work at Palm Beach Polo and Country Club shall be authorized to park these vehicles in an inconspicuous manner while working on property, but in no case shall these vehicles remain on property past 6:00 PM. Vehicles that are severely rusted, wrecked, junked, or partially dismantled, inoperative, or abandoned shall not be permitted to be parked, stored, or operated, unless completely enclosed within a garage.
2. **UNLICENSED MOTORIZED VEHICLES:** All Terrain Vehicles (ATV's) and any other such vehicles, or any other motorized vehicles not requiring state licenses, are completely prohibited from the property, except that private golf carts may be operated in accordance with these rules and the rules of Palm Beach Polo and Country Club.
3. **GOLF CARTS:** Golf carts will not be allowed in the street where cart paths are available. Any golf cart operating after dusk must be equipped with proper lighting. Any golf carts *not* in use must be properly housed and secured. All golf cart drivers must have a valid state drivers license.
4. **MOTORCYCLES AND MOPEDS:** Drivers of vehicles which meet the definition of motorcycle or moped shall hold valid driver's licenses. Such vehicles shall be operated in accordance with Florida statutes.
5. **SPEED LIMIT:** The speed limit throughout the property is a MAXIMUM OF 30 MPH on roadways, unless posted otherwise. Speed limits are enforced and violations can result in fines.
6. **DRESS CODE:** The dress code for common property shall be appropriate and include shirts and shoes.
7. **PARKING AND STOPPING:** Parking or stopping on right of ways (including swales and common areas) and those areas not specifically designated for parking is strictly prohibited.
8. **JOGGING, ETC.:** Walking, jogging, roller blading, running, or any similar exercise activity is prohibited on all roads where cart paths are available. The wearing of appropriate apparel, including shirts, is required for such activity. All activity is at the person's own risk.
9. **BICYCLES:** Bicycle operators are expected to be familiar with Florida laws and to abide with same when operating a bicycle on the property.
10. **GUESTS:** Members and owners are responsible for their guests and their guests must abide by these rules or they will be fined as below. Violation of Palm Beach Polo and Country Club rules by guests may result in fines, which are the ultimate responsibility of the resident.
11. **DOGS:** Owners must keep their dogs on leashes at all times when they are outside, and must also clean up after them with NO exceptions.
12. **FISHING:** Only homeowners are allowed to fish, and only on their own property. They should first check with their Homeowner association prior to verify that fishing is allowed in their community. No fishing is allowed in any of the lakes on the golf courses. If you see someone fishing who you do not recognize as the homeowner, then contact Access Control. They will dispatch an officer to validate whether that person is authorized to be fishing.

**The above rules will be enforced in accordance with Section XIV of the then current by-laws of Palm Beach Polo and Country Club Property Owners' Association, Inc. Violators will be issued a Notice of Violation by POA Access Control personnel, or their designated agent. Such notice will result in an assessment of \$50.00 and/or other penalties as determined by the Board of Directors. Continued violations of the same nature will be treated with penalties on a progressive scale.**

## **Dog Rules & Regulations**

- All dogs must wear ID collars and be fully vaccinated before using the facilities.
- All dogs must be on a leash entering and leaving the park.
- All dogs must be on a leash in the designated parking areas and all owners must carry a leash(s).
- Owners are responsible to pick-up after their pets in all areas of the park and preserve and to deposit the bags in the receptacles provided for that purpose.
- Owners are responsible for the behavior of their pets at all times which includes, but is not limited to the following:
  - Dogs must remain within their owner's sightline.
  - Dogs are not allowed to approach unfamiliar dogs.
  - Unleashed dogs are not allowed to approach unfamiliar people, golf carts or bicycles.
- Aggressive dogs are not allowed. Owners of dog(s) displaying aggressive behavior are required to immediately remove the offending dog(s).
- Un-spayed and unneutered pets must always be on a leash. No female dogs in heat.
- Excessive barking is prohibited and dogs barking uncontrollably must be removed.
- Dogs may not dig holes.
- An owner may bring a maximum of three (3) dogs on each visit and the three dogs must always be on a leash.
- Aggressive animals and behavioral incidents should immediately be reported to the POA.
- Dogs are to stay out of all POA lakes and ponds.
- Palm Beach Polo & Country Club Property Owners' Association, Inc. shall not be liable for any injury or damage caused by a dog as the Dog Park is an unsupervised area and all users are advised that the use of the facilities is at their own risk.

**Use of the Dunes Preserve is a privilege-not a right. The privilege is granted by your fellow residents so long as the above restrictions are respected and observed.**