



### Application for Lease

**All new leases require the written authorization of the Boca Quay Homeowner's Association.  
Each occupant over 18 years old must also submit an application.**

Please complete attached form and submit to:

**Boca Quay Homeowner's Association  
c/o Crest Management Group Inc.  
6413 Congress Ave., Suite #100, Boca Raton, FL 33487  
561-994-2334 fax 561-994-2242**

1. A non-refundable Lease application fee of \$100.00 made payable to Boca Quay Homeowner's Association and a non-refundable Lease application fee of \$150.00 made payable to Crest Management Group Inc. must accompany this application. Additional fees will be required if there are more than two (2) occupants over 18 years old in the unit.
2. No Unit shall be leased or rented unless the Owner of that unit has owned the unit for a twelve (12) month period beginning from the date of purchase.
3. Any prospective Lessee or Occupant in a leased Unit, at least one applicant must have a 650 credit score rating in order to be considered for residency approval. For Non-Leased Units, if the Owner and/or immediate family member (parent, sibling, child) is occupying the unit, no minimum credit score is required for applicant for residency. If the Owner and/or family member (parent, sibling, child) is NOT occupying the unit, at least one applicant for residency must have a minimum 650 credit score.
4. A townhome unit may be leased for not less than 4 months at a time.
5. There shall be no subleasing of units or assignments of leases. No transient tenants may be accommodated in any unit.
6. A copy of the signed Lease Agreement and Driver's License must be attached to this completed application.
7. If a lease is to be renewed to the same Lessees and residents, a new application and a copy of the new signed Lease Agreement must be submitted and approved by the Association.
8. If any question is not answered, this application will be returned and may be considered not approved.
9. Lessee(s) of a unit shall occupy and use his unit as a single-family private dwelling and for no other purpose.
10. Lessee(s) may have no more than two (2) vehicles per unit. New Lessees must submit an application for Resident Parking Permit(s). Proof of current vehicle registration is required. There is a \$50.00 parking permit and transponder fee per vehicle. Lessees are required to abide by the Boca Quay Homeowner's Association Parking Rules and Regulations.
11. Lessees may have no more than two (2) pets per unit, excluding fish. A non-refundable Pet Fee of \$250.00 for dog will be levied on each pet named on the Pet Application for any new owner or tenant as well as any new pet acquired by a current owner or tenant. Pet owner must submit the name, breed, pet photo and proof of current vaccinations to the Association with their Application. Pet owners are required to abide by the Boca Quay Homeowner's Association Pet Rules and Regulations and applicable city and county ordinances. Any new Owner or Lessee who acquires a Parcel (Unit) may have two pets, each of which may not exceed 30 pounds upon maturity and are not considered aggressive/ Aggressive breed list may be found on the website. Pet Application enclosed for your review and signature.
12. All monetary charges (maintenance, assessments, special assessments, interest, late charges, administrative fees, legal fees, etc.) must be brought current by the unit owner prior to the interview with the prospective Lessee(s).
14. Occupying a townhome prior to Association consent is prohibited and will be subject to eviction. The lease application will be disapproved.

**Association decisions regarding approval of leases will be made within 30 days of receipt of application.**

\_\_\_\_\_  
Sign  
  
\_\_\_\_\_  
Print  
  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Sign  
  
\_\_\_\_\_  
Print  
  
\_\_\_\_\_  
Date



**BOCA QUAY**  
HOMEOWNER'S ASSOCIATION INC.

## Application for LEASE

**TODAY'S DATE**

**Unit No.**

**Unit Owner's Name**

**Unit Owner's Address**

**Unit Owner's Daytime Contact Phone No.**

**Unit Owner's Evening Contact Phone No.**

**Owner's email address**

**(#1)Prospective Lessee's Name**

**Other Names Lessee is known as: (include maiden and former)**

**Date of Birth**

**Social Security #**

**Daytime Telephone No.**

**Evening Telephone No.**

**Email Address**

**CURRENT Address**

**PREVIOUS Address**

**Previous Landlord or Management Co. Contact Information**

**Please Provide Name, Address, and Phone No. of Current Employer**

**Have you ever been convicted or plead guilty to a crime? If yes, please state the date(s), charges(s), and disposition(s)**

**(#2)Prospective Lessee's Name**

**Other Names Lessee is known as: (include maiden and former)**

**Date of Birth**

**Daytime Telephone No.**

**Evening Telephone No.**

**Email Address**

**CURRENT Address**

**PREVIOUS Address**

**Please Provide Name, Address, and Phone No. of Current Employer**

**Have you ever been convicted or plead guilty to a crime? If yes, please state the date(s), charges(s), and disposition(s)**

**List all other Occupants:**

| Name | D.O.B. | Social Security No. | Relationship/Occupation |
|------|--------|---------------------|-------------------------|
|------|--------|---------------------|-------------------------|

|      |        |                     |                         |
|------|--------|---------------------|-------------------------|
| Name | D.O.B. | Social Security No. | Relationship/Occupation |
|------|--------|---------------------|-------------------------|

|      |        |                     |                         |
|------|--------|---------------------|-------------------------|
| Name | D.O.B. | Social Security No. | Relationship/Occupation |
| Name | D.O.B. | Social Security No. | Relationship/Occupation |

**Please Provide Automobile Information:** \_\_\_\_\_ **None on Property**  
Number of Vehicles:

|      |       |       |      |       |       |
|------|-------|-------|------|-------|-------|
| Make | Model | Color | Year | Tag # | State |
| Make | Model | Color | Year | Tag # | State |

I have read, understand, and declare the above information to be true and correct.

I understand an investigation into my background will be conducted as part of the approval process and specifically authorize Boca Quay Homeowner's Association or its agent(s) to make such an investigation.

I understand that Boca Quay is a planned unit development with a mandatory homeowner's association and I agree to abide by all governing documents.

I have received a copy of the Rules and Regulations and the use restrictions contained in Section 5 of Declaration of Covenants and Restrictions.

Signed \_\_\_\_\_

Signed \_\_\_\_\_

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

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

Date \_\_\_\_\_

Date \_\_\_\_\_



# CREST MANAGEMENT GROUP INC.

## BOCA QUAY CONSENT TO RECEIVE ELECTRONIC TRANSMISSIONS

### TENANT FORM

By completing, signing, and returning this form, you are authorizing the Boca Quay Homeowners' Association (HOA)/ Crest Management Group to email notifications to you such as water shutoffs, pesticide spraying, removal of vehicles for landscaping, dumpster/pet etiquette and similar information. Your email address will not be shared with any third parties.

I consent to receiving notices by electronic transmission. I further understand that my consent to receive notices by electronic transmission can be revoked by me at any time by notifying the HOA directly. I agree to promptly notify the Association of any changes in my email address in order to continue to have a current email address on file with the Association.

Printed  
Name \_\_\_\_\_ Unit# \_\_\_\_\_

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

Signature \_\_\_\_\_

\_\_\_\_\_ NO, I do not want to receive emails from Boca Quay Homeowners' Association/  
Crest Management Group.

Please complete and return this form to authorize the Boca Quay Homeowners' Association/Crest Management Group, Attention Nancy Martell OR via email to [nmartell@crestmanagementgroup.com](mailto:nmartell@crestmanagementgroup.com).



**BOCA QUAY**  
HOMEOWNER'S ASSOCIATION INC.

c/o Crest Management Group Inc.  
6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

## **AUTHORIZATION TO RELEASE INFORMATION**

To Whom It May Concern:

I have made an application to: (circle one)

Purchase a townhome      Lease a townhome      Occupy a townhome

I understand that an investigation into my background will be conducted as part of the application process and specifically authorize Boca Quay Homeowner's Association or its agent(s) to make such an investigation.

I understand that I am responsible for all costs for the background investigation.

Photocopies of this letter may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this letter, it should be treated as an original and the requested information be release.

Thank you,

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone**

\_\_\_\_\_  
**Print or Type Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Phone**





6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

## Parking Permit/Transponder Application UNIT \_\_\_\_\_

Parking in Boca Quay is **BY PERMIT ONLY**. Vehicles that do not display a parking permit are in violation of the Boca Quay Parking Rules and Regulations and may be towed from the property at the owner's expense.

To receive a Parking Permit and/or transponder, you **MUST**:

1. Be either a current Unit Owner or current resident of Boca Quay
2. Complete ONE application for each requested sticker/transponder.
3. Include a **COPY OF THE CURRENT VEHICLE REGISTRATION** for each requested parking sticker/transponder. DO NOT send in your original. You need this document for your own personal records.
4. Include the correct application fee. Checks are to be made out to Boca Quay Homeowner's Association.
5. Submit all to Crest Management Group Inc., 6413 Congress Ave., Suite #100, Boca Raton, FL 33487

*Please note: It is the applicant's responsibility to submit a complete and correct application. Permit/transponders will not be issued if an application is incomplete, illegible, or if any of the required items are missing.*

### Resident Information (Please PRINT):

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

Resident is Owner: ☐ Lessee: ☐ Other: ☐ If other, please explain \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Cell phone number to be associated with Directory Call Box: \_\_\_\_\_

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

Choose Permit Type: Sticker: ☐ Or: Transponder: ☐

### Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Will this vehicle replace another car already on file with Crest? Yes \_\_\_\_\_ No: \_\_\_\_\_

If yes, which vehicle will it replace? Make/Model \_\_\_\_\_

### Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Application Fee: (parking permits stickers and transponders are NOT transferable to other vehicles)**

Resident Parking Permit Sticker..... No Fee      Transponder.....\$50.00

### Resident Acknowledgements:

By signing below, I certify that the above information is correct, and I understand and agree with the following:

- I am a resident of Boca Quay
- I am responsible for complying with the Boca Quay Homeowner's Association Parking Rules and Regulations and failure to do so may result in my vehicle being towed at my expense.
- It is my responsibility to make sure that any guests, visitors, visitor's guests, contractors, or any other person on the property on my behalf abide by the Association's Parking Rules and Regulations.
- Once I am no longer a resident of Boca Quay, or I no longer use the vehicle specified above, I will destroy the parking sticker and transponder.
- Boca Quay Homeowner's Association takes no responsibility for damage to or theft of any vehicle on the property.

RESIDENT NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERMIT STICKERS AND TRANSPONDERS ARE AFFIXED TO THE VEHICLE AT THE CREST OFFICE**



6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

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3. Include a **COPY OF THE CURRENT VEHICLE REGISTRATION** for each requested parking sticker/transponder. DO NOT send in your original. You need this document for your own personal records.
4. Include the correct application fee. Checks are to be made out to Boca Quay Homeowner's Association.
5. Submit all to Crest Management Group Inc., 6413 Congress Ave., Suite #100, Boca Raton, FL 33487

*Please note: It is the applicant's responsibility to submit a complete and correct application. Permit/transponders will not be issued if an application is incomplete, illegible, or if any of the required items are missing.*

### Resident Information (Please PRINT):

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

Resident is Owner: ☐ Lessee: ☐ Other: ☐ If other, please explain \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Cell phone number to be associated with Directory Call Box: \_\_\_\_\_

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

Choose Permit Type: Sticker: ☐ Or: Transponder: ☐

### Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Will this vehicle replace another car already on file with Crest? Yes \_\_\_\_\_ No: \_\_\_\_\_

If yes, which vehicle will it replace? Make/Model \_\_\_\_\_

### Vehicle Information:

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Application Fee: (parking permits stickers and transponders are NOT transferable to other vehicles)**

Resident Parking Permit Sticker..... No Fee      Transponder.....\$50.00

### Resident Acknowledgements:

By signing below, I certify that the above information is correct, and I understand and agree with the following:

- I am a resident of Boca Quay
- I am responsible for complying with the Boca Quay Homeowner's Association Parking Rules and Regulations and failure to do so may result in my vehicle being towed at my expense.
- It is my responsibility to make sure that any guests, visitors, visitor's guests, contractors, or any other person on the property on my behalf abide by the Association's Parking Rules and Regulations.
- Once I am no longer a resident of Boca Quay, or I no longer use the vehicle specified above, I will destroy the parking sticker and transponder.
- Boca Quay Homeowner's Association takes no responsibility for damage to or theft of any vehicle on the property.

RESIDENT NAME (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

**PERMIT STICKERS AND TRANSPONDERS ARE AFFIXED TO THE VEHICLE AT THE CREST OFFICE**

# BOCA QUAY

## Online Guest Parking Permit Instructions

You can now register for a Guest Parking Permit online at [NoGoBooting.com](http://NoGoBooting.com)

The process is very simple, you just need to:

Register your vehicle

Enter name of property (Boca Quay)

Select Boca Quay 808 Jeffery St

Click on Visitor Parking

Enter the host's Apt (unit) number and vehicle information

Select pass options for the number of days requested

View your confirmation

We will be gradually transitioning from paper Guest Parking Permits to online registration.

Guest Parking Permits must be used for all guests and rental/loaner vehicles. A Guest Parking Permit is required for all **overnight guests** (Midnight to 6 AM) and cannot be extended indefinitely. If a guest is staying longer than 14 days, the association must be notified via email at [nmartell@crestmanagementgroup.com](mailto:nmartell@crestmanagementgroup.com).

Thank you for helping us maintain a safe community!

Your Board of Directors

Parking Rules and Regulations can be found on the website [crestmanagementgroup.com](http://crestmanagementgroup.com) under My Community, Boca Quay Documents, Rules and Regulations, or by contacting our property manager [nmartell@crestmanagementgroup.com](mailto:nmartell@crestmanagementgroup.com).



## **CALL BOX/GATE INSTRUCTIONS**

When a visitor is using the call box (aka TEU unit) for entry into the community, the "TEU" phone number that will appear on your phone is **561-213-3573**. It is recommended that this number be added to your phone contacts so that you can recognize the number. If your visitor knows your 3-digit gate code, they enter it on the call box keypad.

When you receive a call from this number you can speak to the caller or PRESS 9 to open the gate for the visitor. If you want to deny someone entry PRESS # on your phone.

If a visitor does not know your 3-digit gate code they can use the A and Z buttons to locate your name on the call box directory. When the cursor appears by your name they press the CALL button.

Many services (Amazon, UPS etc) do not need to contact you directly for entry.



Crest Management Group Inc  
6413 Congress Ave, Suite 100  
Boca Raton, FL 33487  
(561) 994-2334

## PET APPLICATION FORM

Print or type

DATE \_\_\_\_\_ UNIT \_\_\_\_\_

NAME \_\_\_\_\_ EMAIL \_\_\_\_\_

CELL PHONE: \_\_\_\_\_ Unit Owner \_\_\_\_ Tenant (landlord consent required) \_\_\_\_

I DO NOT OWN A PET \_\_\_\_\_

Pet Name \_\_\_\_\_ Circle One: ESA\* Service Animal\* Neither

Dog/ Breed \_\_\_\_\_ Cat \_\_\_\_ Other \_\_\_\_\_

Weight\*\* \_\_\_\_\_ Male: \_\_\_\_ F: \_\_\_\_ Spayed/Neutered Y \_\_\_\_ N \_\_\_\_

Pet Name \_\_\_\_\_ Circle One: ESA\* Service Animal\* Neither

Dog/ Breed \_\_\_\_\_ Cat \_\_\_\_ Other \_\_\_\_\_

Weight\*\* \_\_\_\_\_ Male: \_\_\_\_ F: \_\_\_\_ Spayed/Neutered Y \_\_\_\_ N \_\_\_\_

**ATTACH** a copy of vaccine/vet record and photo for each pet.

Return this form to Crest Management Group at the above address along with a non-refundable \$250 Pet Fee *per dog*.

\*If you have an "Emotional Support Animal (ESA)" written documentation from a licensed mental health professional indicating that the owner has a disability which limits an important life function, and that the particular animal is necessary for the person to overcome this life-limiting condition, as is required for each ESA application. You will be asked to provide updated documents on an annual basis. Falsifying information is considered a felony (Florida Statute 817.265). Owners of ESA/Service animals must complete an "Exemption Form" provided by Crest Management.

\*\*Pets may not exceed 30 lbs.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Attorney approved 1.22.2025



c/o Crest Management Group Inc.  
6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

Date: \_\_\_\_\_

Unit #: \_\_\_\_\_

I, We \_\_\_\_\_, have received  
copies of the following Boca Quay Homeowner's Association documents:

- \_\_\_\_\_ Section 5 of the Declaration of Covenants and Restrictions
- \_\_\_\_\_ Rules and Regulations of Boca Quay Homeowner's Association
- \_\_\_\_\_ Parking Rules and Regulations of Boca Quay Homeowner's Association
- \_\_\_\_\_ Pet Rules and Regulations of Boca Quay Homeowner's Association

I, We agree to abide by all governing documents.

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

**BOCA QUAY**  
**DECLARATION OF COVENANTS AND RESTRICTIONS: SECTION 5**

**5. RESTRICTIONS ON USE**

**5.1 General.** In order to insure the proper use of a Unit for residential purposes, the restrictions in this section 5 apply to all Units and Parcels in the Property except as hereinafter provided. The use of each Unit, Parcel, and the Common Property shall also be subject to restrictions and easements set forth on the Plat of the Property.

**5.2 Further Division.** No Parcel shall be further subdivided or separated into smaller Parcels by any Owner; provided that this shall not prohibit corrective deeds, or similar corrective instruments; and, provided, further, that this shall not prohibit Declarant from modifying the Property Plan of the Property: 1) In the event that no Parcel shown on the Property Plan to be modified has been conveyed to an Owner; or 2) In the event that any Parcel(s) shown on the Property Plan to be modified has been conveyed to an Owner(s), if any such Owner(s) consents to such modification, which consent shall not be unreasonably withheld

**5.3 Fences.** No chain link fences shall be constructed on any Parcel. All fences and shrub lines must be approved by the Association prior to construction. The Association may require that the appearance, composition and color of any fence be consistent with fences around surrounding Townhomes.

**5.4 Residential Purposes.** Parcels and Units shall be used exclusively for residential purposes. Detached auxiliary buildings, including doghouses or storage buildings, are not permitted without prior approval of the Association. Attached buildings must use the same siding and be in the rear, no higher than the privacy fence. Whenever any Parcel is owned or leased by a corporation, partnership or trust, or other entity (other than Declarant) respective agents of the aforementioned entities shall designate, at least ten (10) days prior to closing who shall be entitled to use the Parcel and the Unit and to exercise the rights of Member hereunder. Only the designated person(s), their servants and guests may use the Parcel and the Unit. The person(s) designated by the Corporation, partnership, trust or other entity who shall occupy the Parcel and the Unit shall be subject to the Declaration and shall execute a written covenant in favor of the Association whereby the person(s) occupying the Parcel and the Unit shall agree to comply with the terms and provisions of this Declaration and the rules and regulations which may be promulgated from time to time by the Association. The written covenant shall contain an acknowledgement that the use of the Parcel and the Unit by the person(s) shall continue only so long as the entity shall continue to be a member of the Association or lessee of such Member. Upon demand by the Association to any of the aforesaid Parcel Owners to remove any party given permission to use the Parcel or the Unit owned by the corporation, partnership, trust or other entity, due to the failure of such party using the Parcel or Unit to comply with the terms and conditions of this Declaration or the rules and regulations of the Association, the Parcel Owner shall forthwith cause such party occupying the Parcel or Unit to be removed. In the event the Parcel Owner fails to remove the party using the Parcel, the Association, as agent of the



Parcel Owner, may take such action as it deems appropriate to accomplish the removal of such user and all such action by the Association shall be at the cost and expense of the Parcel Owner and the Parcel Owner shall reimburse the Association, upon demand, for costs together with such attorney's fees (including appellate attorney's fees and costs) as the Association may incur with reference to such removal.

**5.5 Garbage.** Trash, garbage or other waste shall not be kept on any Parcel except in indoor sanitary containers or garbage compactor units. Garbage containers, if any, shall be kept in a clean and sanitary condition, and shall be so placed or screened as not to be visible from any road or adjacent property within sight distance of the Parcel at any time. No outside burning of wood, leaves, trash, garbage or household refuse shall be permitted. Clotheslines, if any, shall be contained within the courtyard walls and not visible. No clothing or any other articles shall be hung or displayed on any part of the Parcel so that it is visible outside of the Parcel.

**5.6 Animals.** Only domestic animals shall be kept on any Parcel. The number of animals kept as pets, other than fish, shall not exceed two (2) in any one household. Pets shall be kept only in the Unit or within the fenced courtyard area. Residents shall not breed such animals as a hobby or for profit and are encouraged to have such animals neutered. No animal shall be permitted off the Parcel unless on a leash. Pets will be permitted to relieve themselves only in designated areas. Owners will be required to clean up after any pet that relieves itself in any area other than a Unit Owner's yard.

**5.7 Commercial Activity.** No commercial activity shall be conducted on any Parcel except for the real estate sales office of Declarant as provided for herein. No commercial vehicles so marked shall be parked on any Parcel, except for those of Declarant authorized under paragraph 4.1. If a van or light truck is used for transportation, it must not contain commercial identification if left on the parking area.

**5.8 Drilling.** No oil or natural gas drilling, refining, quarrying or mining operations of any kind shall be permitted upon any Parcel and no derrick or other structure designed for use in boring for oil or natural gas shall be erected, maintained or permitted on any Parcel; nor shall oil wells, tanks, tunnels, mineral excavations or shafts be permitted on any Parcel.

**5.9 Signs.** All signs, billboards and advertising structures of any kind are prohibited except building and subcontractor signs during construction periods, and no "For Sale" or "For Rent" signs shall be permitted on anything. No signs may be nailed, attached to or placed on or within trees, boats, trailers, cars, and all other motor vehicles, bikes and houses unless approved by the Association.

**5.10 Hedge Heights.** No fence, wall, hedge or shrub planting which obstructs sight lines at elevations between three feet (3') and six feet (6') above any roadway shall be placed or permitted to remain on any corner Parcel within the triangular area formed by the street property lines and a line connecting them at points twenty-five feet (25') from the intersection of the street lines, or in the case of a rounded property corner from the intersection of the street property

lines extended. The same sight line limitations shall apply on any Parcel within ten feet (10') from the intersection of a street property line with the edge of a driveway or alley pavement. Except as herein provided, no trees shall be permitted to remain within such distance of such intersections unless the foliage is maintained at sufficient height to prevent obstruction of such sight lines. Any such tree of a rare or unusual species may be permitted to remain in place upon application to and written permission from the Declarant and approval by the appropriate city, county or state official or department.

**5.11 Mailbox.** No mailbox or newspaper box of any kind for use in the delivery of mail, newspapers, magazines or similar material shall be erected on any Parcel or the Common Property until the size, location, design and type of material for the box are approved by the Association. If the United States mail services involved shall indicate a willingness to make delivery to wall receptacles attached to Units, each Owner, on the request of the Association, shall promptly replace the boxes previously employed for such purpose or purposes with wall receptacles attached to Units.

**5.12 Leasing.** No Unit shall be leased or rented for a period of less than four (4) months. Also, no Unit shall be leased without the express written consent of the Association to tenants who own, lease or have the use of more than two (2) motor vehicles. Each Unit must be leased under written lease between Unit Owner and the tenant, which written lease must contain the names and permanent addresses of each tenant, the make, number of license tags of the automobiles owned, leased or to be used by the tenant during the term of the lease. AThe written lease shall contain a copy of the Rules and Regulations of the Association and the use restrictions contained in this section 5. The Association shall have the unconditional right to evict any tenant who is in possession of a Unit in violation of this paragraph 5.12 and the court costs and attorneys' fees incurred by the Association to evict such tenant shall be assessed against the Unit Owner under paragraph 13.9. A copy of the Lease must be given to the Association with work and home telephone numbers of tenant and landlord. This provision shall not apply to Declaration so long as Declarant's Class "A" Membership does not terminate. Each Parcel Owner shall be fully responsible for the acts or omissions of its lessee.

**5.13 Recreational Vehicles.** Recreational vehicles, motor homes, mobile, homes, campers, travel trailers and boats shall not be parked within the Property at any time without the advance express written consent of the Association, which shall be limited to no more than four (4) months duration. Passenger vans not used for living purposes and trucks rated three-quarter (3/4) ton or less shall be permitted within the Property if used by a resident as such resident's regular or usual form of transportation. Except otherwise provided in paragraph 5.7, no vehicle described herein shall have on any portion of the vehicle printed names, addresses or words advertising the names and addresses of any organization or business. All other trucks or vans are prohibited within the Property unless the same is present solely for the actual, continuous repair or construction of a Unit. Repair of vehicles within the Property is prohibited. Vehicles that are inoperable shall be removed from the Property within forty-eight (48) hours of becoming inoperable.

**5.14 Window Treatment.** Drapery or window treatment visible from outside of a Unit shall be neutral color or other shade or color approved by the Association. No sheets or aluminum foil will be permitted in any window. Solar film may be installed with written consent of the Association if it is nonmetallic in appearance.

**5.15 Nuisances.** No use or practice which is either an annoyance to Owners or an interference with the peaceful possession and proper use of the Property by the Owners shall be allowed. No Owner shall commit or permit any nuisance of any immoral or illegal activity in or about the Property. No Owner shall knowingly or willingly make or create any unnecessary, excessive or offensive noise or disturbance which destroys the peace, quiet and/or comfort of the other Owners or allow any such noise or disturbance to be made on his Parcel or from his Unit.

**5.16 Access to Parcels.** Whenever the Association is permitted or required by this Declaration to enter upon any Parcel or within any Unit for the purpose of correction, repair, cleaning, clearing, moving or any other required or permitted activity, such entrance shall not be deemed a trespass.

**5.17 Maintenance of Parcels.** All Parcels shall be kept in a clean and sanitary condition and no rubbish, refuse or garbage shall be allowed to accumulate or any fire hazard allowed to exist. All Parcels and all swale areas abutting Parcels, whether such swale areas are part of the Parcel, shall be mowed and edged and kept free of debris and vegetation (including weeds, underbrush and/or unsightly growth). In the event an Owner fails to maintain his Parcel as aforesaid, the Association shall have the right, in its discretion, to mow, burn or clear any weeds, grass, underbrush, or unsightly debris and/or growths from any Parcel deemed by the Association to be a healthy menace, fire hazard or a detraction from the aesthetic appearance of the Project; provided however that at least ten (10) days prior notice shall be given by the Association to the Owner of such Parcel before such work is done by the Association. In the event the Association, after such notice, causes the subject work to be done, then, and in that event, the cost of such work, together with interest thereon at the maximum rate permitted by the laws of the State of Florida shall be charged to the Owner and shall become a lien on the subject Parcel, which lien shall be effective, have priority and be enforced pursuant to the procedures set forth in section 14 hereof.

**5.18 Additional Protective Covenants.** Declarant may include in any amendment to this Declaration, any contract or deed for any Parcel, additional protective covenants and restrictions not inconsistent with those contained herein.

**5.19 Rules and Regulations.** No person shall use the Common Property or any Parcel in any manner contrary to, or not in accordance with, the rules and regulations (including Traffic Regulations) which may be promulgated by the Association from time to time.

**5.20 Indemnification.** Any loss or damage incurred by the Association due to a breach of any restriction herein by an Owner, his agents or employees, shall be reimbursed by the responsible

**Owner.** The Association may obtain recovery against such Owner in the same manner as it may collect any Assessments due hereunder.

**5.21 Enforcement of Restrictions.** The Association, through the Board of Directors and officers, shall have the authority to enforce the restrictions imposed under this section 5 and failure to do so shall not be deemed a waiver of any subsequent right of enforcement.

**5.22 Canal and Waterway.** There shall be no swimming in the canal or waterway or from any dock or Boat Slip, and no boats shall be tied up or docked on the seawall of the Common Property at any time or for any reason without permission of the Association. Any Unit Owner violating this restriction, in addition to other remedies provided for herein, shall be liable to pay all fines and costs imposed upon the Association by the City of Boca Raton, Florida, or any other governmental authority having jurisdiction and the Owner's Parcel may be assessed for the costs and fines and lien created as set forth below.

**5.23 Architectural Control.** No additions to, or modifications of, or reconstruction shall be made to the exterior of any Unit without the approval of the architectural drawings by the Board of Directors. The Board of Directors shall have the right to adopt, from time to time, such architectural standards governing such improvements. This provision shall not apply to Declarant so long as Declarant's Class "B" membership does not terminate.

**5.24 Variance.** The Board of Directors may authorize variances from compliance with any of the architectural provisions of this Declaration when circumstances such as topography, natural obstructions, hardship, aesthetic or environmental considerations may require. Such variance must be evidenced in writing and must be signed by the President of the Association and certified by the Secretary. If such variances are granted, no violation of the covenants, conditions and restrictions contained in this Declaration shall be deemed to have occurred with respect to the matter for which the variance was granted. The granting of such a variance shall not operate to waive any of the terms and provisions of this Declaration for any purpose except as to the particular property and particular provisions hereof covered by the variance, nor shall it affect in any way the Owner's obligation to comply with all governmental laws and regulations affecting his use of the premises, including, but not limited to, zoning ordinances and Parcel setback lines or requirements imposed by any governmental or municipal authority.



**RULES AND REGULATIONS**  
**OF**  
**BOCA QUAY HOMEOWNER'S ASSOCIATION, INC.**

**Air Conditioning.** All air conditioners must be properly maintained and operate quietly. Air conditioning units may be relocated to a different part of the homeowner's property, however, before relocating the unit the homeowner must obtain written Association approval and all necessary city permits. Individual air conditioning units extending from windows are prohibited.

**Antennas.** Exterior antennas are discouraged. However, if a homeowner wishes to install an exterior antenna, it must comply with the guidelines set forth herein governing the installation of satellite dishes.

**Association's Contractors and Vendors.** No Owner, family member, or guest shall give orders or instructions to the Association's agents or employees, but rather shall express their desires in writing to the person designated for this purpose by the Board of Directors.

**Awnings.** Only retractable awnings that meet the following criteria are permitted:

- Awnings are to be located in the rear of the townhome, attached to the second floor overhang.
- Dimensions are 16 feet wide, and not more than 10 feet extended.
- Only one awning color is permitted per building. Approved colors are:
  - Sunbrella's "Sapphire Blue" or "Storm"
  - Binding: "Sapphire Blue" is permitted however binding is optional.
- The fringe type must be "Greek Key".
- All hardware must be white. Fasteners must be stainless steel.
- The awning may be retracted manually or electrically. If electric, the wires must not be exposed, but instead enclosed in appropriate housing, which is mounted securely to the wall and painted the same color as the wall.
- The homeowner must obtain written Association approval and all necessary city permits before installing an awning.

**Barbecues, Grills and Outdoor Cooking.** Grills and other outdoor cooking devices are permitted only if located in either a townhome's rear patio area or in the front patio if totally concealed by an approved privacy fence. All outdoor cooking devices must be covered with a full-length black cover when not in use. Residue left over from any outdoor cooking must be disposed of properly and not discarded on common ground.

No grills, barbecues and/or other outdoor cooking are permitted on any portion of the Common Property except in areas that may from time to time be designated for such purpose by the Board of Directors.

**Board Meetings.** The Board of Directors meets regularly to conduct the Association's business. Notices of board meetings are posted on the property in conspicuous locations at least two days before the meeting. Notices indicate the time and place of the meeting. All homeowners are encouraged to attend meetings, however, homeowners are not permitted to interrupt during the

business portion of the meeting. Once the Association's business is complete, the meeting concludes with an open forum, and at that time, homeowners are welcome to raise concerns, ask questions, or make suggestions.

**Canal and Waterway.** Throwing trash, refuse, debris, oil or other material into the canal or Intracoastal Waterway is illegal, and violators are subject to penalties as prescribed by federal law. This includes but is not limited to construction material, plant material, food items, or any trash. All items must be disposed of as outlined under the heading Garbage Removal.

**Car Washing.** Car washing on the property is discouraged; instead, residents are encouraged to use commercial car washing facilities. If a resident chooses to wash their car on the property, the following rules apply:

- Residents must comply with any water restrictions in effect. Any fines for non-compliance are strictly the responsibility of the resident.
- Car washing is limited to once a week. Cars may be rinsed off (without soap) to remove leaves/pollen as often as necessary.
- While a car is being washed, it must be parked in compliance with the Parking Rules and Regulations.
- Residents must have a nozzle or other water shutoff device attached to their hoses so as not to waste water.
- Consideration must be given to other residents so that wastewater doesn't affect any neighbor's ability to enter their townhome.

**Common Grounds.** The common grounds are intended for the common use and enjoyment of the Owners. The Association's "Common Property" includes all portions of the Property, which are not included within the boundaries of the Parcels as shown on the Property Plan.

No person shall use the common grounds, or any parcel, in any manner contrary to, or not in accordance with, the rules and regulations which may be promulgated by the Association from time to time.

Residents are not permitted to alter any common ground, easement, or right of way. This includes but is not limited to adding, removing, or modifying any landscaping; building any structure; or adding any edging, patios, or walkways.

While not in use, residents' furniture must be removed from common ground. Items including but not limited to furniture, grills, boats, tables, playground equipment, figurines, patio stones, and potted plants may not be stored on common ground at any time. Without notice, the Association may remove and/or discard any items left on common grounds.

**Complaints.** All complaints shall be made in writing, signed by the Owner, and delivered to the Association's management company or at such place as designated by the Board of Directors. No complaints shall be delivered to the Board of Directors or to an officer of the Association.

**Construction.** Before any construction project starts, whether it is inside or outside the townhome, the Owner must contact the City of Boca Raton to determine if a permit is required, and if so, the homeowner must obtain the permit before construction begins. In general, a permit is required for any construction – which includes, but is not limited to, the installation of patios, fences, hurricane shutters, awnings, plumbing, electrical work, and modification of doorways/entryways.

Written Association approval is required for any and all exterior modifications.

No homeowner shall allow any construction activity, whether for purposes of maintenance, repair, replacement or improvement, to work in or around his or her townhome before 8:00 a.m. or after 6:00 p.m., except in cases of emergencies.

All personnel associated with a construction project must park their vehicles in accordance with the parking rules and regulations except while loading or unloading equipment and/or materials.

Construction material may not be stored on common ground without written Association approval. At no time may debris be allowed to accumulate. Any discarded construction debris must be removed from the property by the contractor and not placed in the dumpster.

The homeowner is responsible for the repair of all damage to common ground caused by their construction activity. This includes but is not limited to restoration of plantings, repair of walkways, and restoration of parking areas.

**Deliveries.** The Association shall not be responsible for the theft, conversion, disappearance, loss or damage of any item received from or for an Owner, even though such theft, conversion, disappearance, loss or damage may occur through the negligence or willful act of the employees of the Association. All parties delivering items to such employees and all parties intended to be the recipient of items so delivered hereby assume all risks of theft, conversion, disappearance, loss and damage of and to such items.

**Dog Runs.** Electric/invisible fencing is allowed for the area directly behind a fenced courtyard area – limited to 16 feet wide (or 21 feet wide if a corner townhouse) and extending a maximum of 4 feet from the rear property line. Pets contained by an invisible fence must be supervised at all times, and residents must clean up after their pets at all times. Use of an electric/invisible fence is solely at the risk of the individuals involved and in no event the responsibility of the Association or its members.

**Doorbells.** Small, (no more than 3 inches high and 1 inch wide) white, rectangular doorbells are permitted, and Association approval is not necessary for their installation. Door Bells must be mounted on the unit's white door jam, and be neatly maintained.

**Door Knockers.** Association approval must be obtained before installation of a door knocker.

**Door Viewer/Peephole.** Door viewers/peep holes are allowed if installed in the center of the door, from side to side, and in the upper third of the door from top to bottom.

**Doorknobs.** Repair and maintenance of the townhouse's exterior doorknobs and locks is the responsibility of the Owner. Association approval must be obtained before replacing any outside doorknob and/or lock if it is different from those originally installed by the developer.

**Doors: Front.** Replacement front doors must be white, six-panel doors and void of any windows or ornamentation. All replacement doors must meet current hurricane codes.

**Doors: Garage.** Garage doors must be closed unless being used to enter or exit the residence.

**Fishing.** Residents and their guests are permitted to fish from the seawall and common grounds, however, the following rules apply:

- Courtesy and respect for residents living along the waterway must be maintained at all times. Loud noises, yelling, horseplay and rough play are strictly prohibited.
- Cast netting is not allowed at any time.
- Only hand-held fishing poles are permitted. No 'non-manned' fishing poles or other unattended apparatuses are permitted.
- Fishing poles/lines must not block the seawall or walkway at any time.
- Seawalls must not be used as a surface for cutting fish or bait.
- The seawall must be rinsed off after any fishing activity. Leftover debris or remains must be immediately removed from the walkway.
- Fishing licenses must be obtained as required by Palm Beach County and the Florida Fish & Wildlife Conservation Commission. For more information, call 1-888-FISH-FLORIDA.

**Food and beverages.** Food and beverages shall only be consumed within the Townhome and in those portions of the Common Grounds designated for such purposes.

**Garage Door Keypads.** Garage door keypads shall be mounted on the wall just outside of the garage door on the side of the townhome closest to the townhome's front door. The keypads must be beige or white in color and the style must not detract from the building's appearance.

**Garbage.** Garbage must be disposed of in accordance with the following rules:

- All trash must be placed inside the metal dumpster or appropriate recycling container.
- Trash may not be discarded on any part of the property including the floor of the dumpster enclosure.
- Trash placed in the dumpster must be contained in plastic bags and tied securely.
- All boxes must be broken down (flattened) before placement into the dumpster or recycling container.
- Please see section on Recycling for information on using the recycling containers.

At no time may mattresses, furniture or any oversized items be placed in a dumpster or dumpster enclosure. The homeowner must arrange for private removal of these items.

It is illegal to use the dumpsters to dispose of hazardous waste. This includes, but is not limited to acids, antifreeze, batteries, gasoline, oil-based paint, oil filters, and pesticides. For information of disposal of hazardous materials, call the Palm Beach County Solid Waste Authority at (561) 687-1100.

**Holiday Decorations.** Holiday decorations are permitted, and Association approval is not required for such items. Decorations may be placed up to 30 days before the holiday, and must be removed within 15 days after the holiday. At no time may decorations create a hazard to public safety.

**Home Business.** Townhomes shall be used exclusively for residential purposes – commercial, retail, industrial, and institutional businesses are strictly prohibited.

Home-based businesses are permitted as long as the activities:

- Are not detectable from the exterior of the residence by sight, sound or smell.
- Conform to all applicable zoning ordinances or requirements.



- Do not involve persons coming onto the property or the door-to-door solicitation of homeowners or other residents of Boca Quay.
- Are consistent with the residential character of the property and do not constitute a nuisance, hazard, offensive use, or threaten the security or safety of other residents in Boca Quay, as may be determined at the sole discretion of the Association.

Home-based businesses must be licensed and in good standing with both the City of Boca Raton and Palm Beach County.

**House Numbers.** Each townhome is identified by black numerals located on the front of the garages of the 3-bedroom townhomes, and under the front light fixture of the 2-bedroom townhomes. The style of house numbers may be altered by the Association at their discretion. House numbers are not to be amended or changed by any resident at any time.

**Hurricane Preparations.** Each Owner who plans to be absent from his Townhome during the hurricane season must prepare his Townhome prior to departure by removing all furniture, plants and other objects from the patio. Any Owner failing to make hurricane preparations and/or making improper preparations shall be held responsible for any damage done to the property of other Owners or the Common Property resulting from such failure.

**Hurricane Shutters.** Installation of permanent, accordion-style hurricane shutters is strongly encouraged. Installation requires written Association approval, and appropriate City Permit. Shutters must meet all existing building codes.

Permanent shutters and all hardware used to attach the shutters to the building must be white.

Temporary panel shutters, used in the event of a pending storm are to be removed once the threat of a storm has ended. Temporary shutters must be attached via bolt and washers, permanently installed for the sole purpose of hanging the panel shutters.

While not in use, panel shutters are to be stored so not to be visible from outside the townhome. Any panel shutter left up for an extended period must be painted white.

**Irrigation System.** Homeowners and/or residents are prohibited from altering the irrigation system in any way without written Association approval. This includes but is not limited to, re-routing the system, tapping into the system, and capping sprinkler heads.

**Landscaping.** The Association shall provide all necessary landscaping and gardening to properly maintain and periodically replace when necessary the trees, plants, grass and other vegetation outside of a home's fenced courtyard area as evidenced by its survey. Residents are strictly prohibited from altering any landscaping in all areas maintained by the Association.

Plantings with a fenced courtyard area must comply with the following:

- The homeowner must maintain their hedges no higher than the height of the nearest fence.
- Plants (including weeds and/or volunteers) are not allowed to penetrate the townhome's fencing. The homeowner is responsible for the maintenance and or removal of such plants.
- Patio areas must be covered with an approved permitted patio, grass or mulch. Use of hardscape, stones, or plain dirt is not permitted.

- Mulch used within a homeowner's courtyard area must be of the same quality, type, and color of that in place throughout the community at the time.
- All planter areas must be covered with mulch. Covering with hardscape (i.e. stones) is not permitted.
- All courtyard areas shall be neatly maintained and kept free of weeds. The homeowner must remove dead plants, shrubs, and other vegetation promptly.
- Trees may not be planted, removed, or pruned by any homeowner, at any time, anywhere on the property.
- The following plants are extremely invasive plants, and are strictly prohibited anywhere on the property. Homeowners are responsible for removing any of these plants if found within their property. Without notice, the Association will remove these plants, as well as any other 'volunteer' (self-seeded) trees/plants from anywhere on the property without notice if a homeowner fails to do so:
  - Brazilian Pepper Plant – also known as Florida Holly
  - Scheffelara
  - Australian Pine
  - Melalucca
- Residents must comply with all state, city, and other local regulations with regards to any quarantine restrictions that may be in effect.

**Mailbox Locks.** The Association is not responsible for the maintenance and/or repair of mailbox locks. If, for whatever reason, a lock becomes defective, or the keys are lost, it is the homeowner's responsibility to check with the US Post Office before any repair and/or replacement to determine if the responsibility is that of the homeowner or of the Post Office. Replacement mailbox locks must be similar in color and appearance to the other locks in the box.

**Motorcycles.** Motorcycles must be parked in a designated parking space, and are not allowed on any sidewalk or walkway. Motorcycles are strictly prohibited from being stored in the interior areas of any townhome other than inside the garage.

**Outside Storage.** No outside storage of any boat or boat trailer is permitted. No storage of materials shall be permitted along any finger dock or along the seawall, except as permitted from time to time by the Board of Directors.

**Patio Furniture.** Patio furniture must be in good repair and in no way distract from the overall appearance of the building and/or surrounding properties. Patio furniture must be neatly arranged at all times. Furniture and other outside items should not be so numerous or crowded so that they overpower the building or become an eyesore.

All patio furniture must be kept within a homeowner's fenced courtyard area, and not on common ground.

**Patio Stones.** Residents and guests must use either the poured concrete sidewalks or the blacktopped streets when walking on any of the common grounds. Placement of patio stones or walkways on any of the common grounds is prohibited.

**Patio Umbrellas.** Patio umbrellas are permitted as long as they are of a plain design without decorative features and are in solid, neutral colors. Umbrellas should in no way detract from the

overall building appearance. Bright vivid colors are not permitted. White umbrellas are discouraged.

Umbrellas must be in good repair, and must be removed during windy conditions.

**Patios.** Patios are limited to the area within a townhome's original fence line and its platted property line as evidenced by the Owner's survey. All additions of or changes to any patio must receive written Association approval and as required, permits issued by the City of Boca Raton. The homeowner is required to comply with all requirements imposed by the City.

The following restrictions apply:

- Only association-approved patio colors and materials are allowed.
- Rear patios are limited to a maximum of 10 feet behind the townhome's wall.
- Front patios of a two-bedroom townhome may not extend beyond 5 feet of the townhome's front wall. (Three-bedroom townhomes do not have a front patio.)
- Any impact to the existing irrigation system due to the construction of a patio must be considered, and addressed in the application. If sprinkler heads fall under a newly-to-be-constructed patio, the homeowner must ensure proper coverage of surrounding common grounds.
- No changes to a patio may be made without written association approval.
- All patios shall be kept free of weeds.
- Any repairs to a patio due to necessary repairs of an irrigation line found underneath the patio are solely at the expense of the homeowner.

**Pets.** All pets must have current county licenses and have received all required shots. Residents are encouraged to spay or neuter their pets.

Pets are not allowed in the pool or in the pool area.

All food dishes, food containers, food bowls, etc used for feeding pets must be kept inside the home and not on any outside areas.

**Playground Equipment.** Playground equipment stored on a townhome's patio area must be completely contained within a privacy fence or completely covered by a black tarp. Playground equipment includes but is not limited to sandboxes, kiddie tables, kiddie pools etc.

Playground equipment may not be placed on common ground at any time.

**Pool.** The pool is to be used only by residents and their invited guests. Use of the pool is solely at the risk of the individuals involved and in no event the responsibility of the Association or its members.

- Pool hours are from 8:00am to dusk.
- Noise (including radios, etc) must be kept to a minimum at all times.
- Pets are strictly prohibited from the pool and the enclosed pool area.
- No glass bottles or glass containers are permitted.
- The Association's patio furniture must not be removed from the pool area.
- Towels must be placed on any patio furniture prior to sunbathing.
- Running and horseplay in the pool or pool area is not permitted.
- Items may not be left at the pool. Items found left behind may be discarded.
- An adult must accompany children under twelve (12) years of age at all times.

- Proper attire is required at all times.

**Rain Gutters.** Rain gutters may not be added to the exterior of any buildings without written Association approval.

**Recreation Areas.** The use of the recreation areas is limited solely to the Members of the Association and their invited guests. Use of the recreation areas shall be solely at the risk of the individuals involved and in no event that of the Association or its Members. The use of the recreation areas may be regulated from time to time by the Board of Directors. Additional regulations shall include those that are necessary to comply with the laws of the State of Florida, City of Boca Raton, Palm Beach County or any other governmental authority with reference to public facilities and those that are deemed necessary and reasonable from time to time to ensure the proper use of said facilities by all of the Members. Rules and regulations shall be posted in a conspicuous place in or upon the recreation areas, and it shall be the responsibility of the individual Owners to apprise themselves of same.

No recreation area shall be used for any commercial or money making purpose, whether by reservation or otherwise, without the prior written approval of the Board of Directors.

No games, programs or activities of any kind which could reasonably be expected to result in damage shall be conducted in any of the recreation areas or in any of the Common Property.

Pool house shall be from 8:00 to dusk weekdays, weekends and holidays, excepting for specially programmed activities. The pool's hours may be changed by the Board or Directors at their discretion. Children under twelve (12) years of age shall be accompanied by an adult at all times.

**Roofs.** Items may not be attached to, or hung from any roof or part thereof without written Association approval. Access to any roof is permitted only to perform needed repairs and/or maintenance, installation of approved satellite dish/antenna or to put up or take down hurricane shutters. Roofs may not be used for storage of any kind.

**Satellite Dishes.** An application must be submitted to the Association for approval of the installation of an antenna/satellite dish.

Approval will be given based upon the following:

- Satellite dishes must be 18" or less in diameter. Antennas must be of a reasonable size to not be an eyesore..
- All wiring must be secured to the wall of the building and painted to match the color of the building.
- The color of the device must be reasonably compatible with the color and materials of the home.
- The device may not adversely affect the safety of others or interfere with the reception of radios and television sets of other homeowners.
- There are certain designated locations as preferred locations for the installation of a satellite dish. These locations are:
  - Entirely within and entirely below the height of approved privacy fencing within a townhome's courtyard area, or;
  - At ground level within the courtyard area, screened and/or decorated with natural landscaping, or;



- Mounted on the roof behind the front façade of the two bedroom townhouses so to be hidden as much as possible from the view of all common grounds, streets and waterways.
- Mounted above and off-center to the roofs of the front on the three bedroom townhouses so that it is hidden as much as possible from the view of all common grounds, streets and waterways.
- The Association reserves the right to approve locations for satellite dishes installed in other locations (if needed to receive sufficient signal strength for adequate reception) than those set forth above.

In such an instance, the homeowner shall inform the Association in the application/notification of the problem with signal strength and the desire alternate location.

Under such circumstances, the Association shall review the alternative location proposed by the resident to ensure that it is necessary to afford sufficient signal strength for reception and causes the least amount of visual intrusion in the neighborhood.

The Association may require the homeowner to install visual barriers, such as landscaping, around the device in order to diminish any adverse visual effect which may be caused by the installation of the device or to locate the device in another setting so long as the device is still capable of receiving sufficient signal strength for adequate reception.

**Screen Doors.** All replacement screen doors must have a white frame. Screen doors used along with the main entry door must be placed inside the townhouse, and not visible from the outside when the front door is closed.

**Screened-in Porches.** Screened-in porches are prohibited.

**Screens.** All replacement screens must have a white frame.

**Servants.** Servants and domestic help of any resident may not gather, loiter or lounge within or upon the common property.

**Service Personnel.** No resident shall permit any service people, whether for purposes of maintenance, repair, replacement or improvement, to work in a Townhome before 8:00 a.m. or after 6:00 p.m., except in cases of emergencies.

All service personnel must park their vehicle in accordance with the parking rules and regulations with the exception of a short time needed to load and/or unload material and or supplies.

**Sidewalks and Pathways.** Residents and guests must use either the poured concrete sidewalks or the blacktopped streets when walking on the common grounds. Residents are not permitted to add pathways, patio stones, pavers, edging, or similar items to any of the common grounds.

**Solar Panels.** Solar panels are prohibited.

**Solicitations.** There shall be no solicitation permitted by any unlicensed person, anywhere in or about Boca Quay for any cause, charity or for any purpose whatsoever, unless specifically authorized in advance by the Board of Directors.

**Sporting Equipment.** Sporting equipment may not be stored on common ground. Equipment stored on a townhome's patio area must be completely contained by a homeowner's privacy fence or completely covered by a black tarp. Sporting equipment includes but is not limited to bicycles, boats, and exercise machines.

**Stucco Walls.** The repair of any cracks found in the outside stucco walls of a townhome is the homeowner's responsibility. Once repaired, the homeowner must paint the repair to match the surrounding wall.

**Trees.** Homeowners may not plant nor remove trees anywhere on the property, including areas within an Owner's parcel. Trees on common ground may be pruned only by those companies specifically hired by the Association to perform this task.

**Window Security Bars.** The use of security bars or grates on windows and doors is prohibited. Homeowners concerned about the security of their homes are advised to consider alternatives, including alarms and sophisticated lock systems.

**Windows.** Storm or screen replacement windows must be white. The mullion design must match the existing or neighboring windows.

**Wires and Cables.** Wires and cables, including those used to convey telephone, cable, satellite, radio or television signals, shall be hidden, buried or secured flush with the side of each house to minimize their visibility. No cables may be left 'dangling'. All visible cables must be painted to match the surrounding wall.



c/o Crest Management Group Inc.  
6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

## **SAFETY RULES**

REVISED DECEMBER 7, 2015

**The governing documents of the Boca Quay Homeowner's Association allow the Board of Directors to promulgate rules and regulations for the common areas of the community.**

**The rules listed below will assist in safeguarding our residents and help to eliminate potential liability matters.**

**The Safety Rules listed below replace the Safety Rules put forth on March 14, 2013.**

- Speed limit is 15 miles per hour, maximum. It is suggested that all motorists reduce speed below that limit due to the narrow configuration of our roadways as well as blind corners and lack of sidewalks.
- All varieties of bicycles, scooters, skateboards and any such equipment must also maintain a slow speed through the community, staying well below the 15 mph limit. Please be advised that Florida law requires all bicycle riders under the age of 16 to wear helmets. Please abide by this.
- Riding/playing adjacent to or between parked vehicles is discouraged.
- Cones, chairs or other such items are prohibited on the roadways as these may create a potential hazard with vehicular traffic.
- All varieties of bicycles, scooters, skateboards, and other wheeled toys or equipment and baby carriages, etc., are prohibited on the sea wall and in the pool area.
- Drones or any remote control surveillance devices are prohibited within the entire community, as per Florida Statute 934.50, enacted July 1, 2015.
- For your safety, please abide by all other Boca Quay Sea Wall Rules and Regulations.



c/o Crest Management Group Inc.  
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**For new renters/lessees:**

**You are leasing a Unit in Boca Quay. Please be advised that the Rules regarding leased Units are strictly enforced.**

**If there are 2 vehicles registered to this leased Unit, no more vehicles will be allowed to be registered. (Maximum of 2 vehicles per rental Unit)**

**If you would like another person to live in this leased Unit:**

- 1) The landlord must be the first person notified of your wish to add a resident. Without landlord's approval and revised lease, the Board will not proceed.**
- 2) Applicant MAY NOT TAKE RESIDENCY PRIOR TO BOARD APPROVAL. This person must apply for residency, pay all associated fees and be approved by the Board.**
- 3) If this person has a vehicle, it must also be registered. Of course, no more than 2 vehicles are allowed for this leased unit.**

**Please be advised that the following resolution was approved by the Board of Directors at the February 16, 2017 Board meeting became effective as of May 1, 2017:**

**Any prospective Lessee or Occupant in a leased Unit, at least one applicant must have a 650 credit score rating in order to be considered for residency approval. For Non-Leased Units, if the Owner and/or immediate family member (parent, sibling, child) is occupying the unit, no minimum credit score is required for applicant for residency. If the Owner and/or family member (parent, sibling, child) is NOT occupying the unit, at least one applicant for residency must have a minimum 650 credit score. This is in addition to the current background check requirement.**

**I have read and understand the above:**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Unit #:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**BOCA QUAY**  
HOMEOWNER'S ASSOCIATION INC.

c/o Crest Management Group Inc.  
6413 Congress Avenue, Suite 100  
Boca Raton, FL 33487  
Office 561-994-2334  
Fax 561-994-2242

## **FINAL NOTICE- SEA WALL REGULATIONS:**

Over the past several years, The Board of Directors of the Boca Quay Homeowners Association has notified Boca Quay residents about specific sea wall regulations. This has been done both by email bulletins, as well as written notices posted around the community.

The sea wall is a wonderful amenity of this community for residents to enjoy.

The following rules were enacted as safety measures:

- 1) PETS ARE NOT ALLOWED ON THE SEA WALL. YOU MAY NOT WALK OR CARRY YOUR PET ON THE SEA WALL.**
- 2) SEA WALL HOURS: FROM DAWN TO DUSK ONLY.**
- 3) PASSENGERS MAY NOT EMBARK OR DISEMBARK ON BOATS OR JET SKIS FROM ANY LOCATION ON THE SEA WALL.**
- 4) ALL CHILDREN UNDER 12 YEARS OF AGE MUST BE ACCOMPANIED BY AN ADULT AT ALL TIMES WHILE WALKING ON THE SEA WALL. NO RUNNING IS PERMITTED.**
- 5) NO GLASS IS PERMITTED. PLASTIC CUPS ARE ENCOURAGED.**

As of this date, December 13, 2012, administrative fees will be administered to any violator of the above regulations. Unit owners will be held responsible for the actions of their lessees. All residents should inform guests of the above regulations so as to avoid violation.

Thank you for your cooperation in this matter.

The Board of Directors  
Boca Quay HOA



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### **HOT TUB RULE**

As of October 18, 2017, hot tubs will no longer be allowed to be installed on Unit patios.

1. Existing hot tubs must meet the following requirements:
  - a. Be kept in good condition, with no rotting siding.
  - b. Have a cover, which must also be in good condition (not ripped or deteriorated).
  - c. When not in use, the hot tub must be covered securely.
2. In the event that an existing hot tub is no longer operable, replacement will not be permitted.
3. Any inoperable hot tub must be removed and carted off Boca Quay property at owner's expense. It must not be disposed of in any dumpster or anywhere on Common Property.
4. In the event of a sale of a Unit in which a hot tub is present, the seller may include the hot tub as part of sale, but next owner will not be able to replace.

## **PARKING RULES AND REGULATIONS**

Revised & Effective October 23, 2024

1. All vehicles parked within the Property must have a current vehicle registration and tag. Unit Owners are responsible for adherence to these parking rules. They must ensure compliance by their guests, tenants, and tenant's guests.
2. All vehicles owned, leased or operated by any resident of Boca Quay must be registered with the Association and have a Parking Permit Sticker\*. The Parking Permit Stickers will be provided free of charge to all residents when they submit a Parking Permit Application including all required documentation to the Association. The Boca Quay Parking Permit Sticker must remain affixed to the vehicle for identification and should be affixed to the outside of the rear window, on the left, so as to avoid confusion as to whether the resident has a parking permit or not. These Parking Permit Stickers are not transferable from one car to another. Only Motorcycles/Scooters and Convertible cars are permitted to affix the Sticker on the license plate.
3. A vehicle transponder\* permits access through the gates while the Parking Permit Sticker serves as identification for all vehicles that are permitted to park on the property. The transponder does not take the place of a permit. There is a \$50.00 fee for the purchase of a transponder. Transponders are not transferable; therefore a new transponder must be purchased when there is a change of vehicle. It is strongly suggested that residents with transponders use the West entrance gate.
4. Guest Parking Permits\* must be used for all guests and rental/loaner vehicles and placed on the front driver side dash. The form must be filled out noting time, date and unit number. A Guest Parking Permit is necessary for all overnight guests from **Midnight to 6 AM**. A Guest Parking Permit is valid for 7 days. Guest Parking Permits expire after 7 days and cannot be used indefinitely. If a guest is staying longer than 7 days, the Association **must be notified** via email at [nmartell@crestmanagementgroup.com](mailto:nmartell@crestmanagementgroup.com).
5. Units occupied by Residents who are not Unit owners are allowed a maximum of two (2) vehicles per Unit. Owner occupied units are allowed a maximum of three (3) vehicles per Unit.
6. Overnight parking of any commercial vehicles\*\* within the Property is strictly prohibited.
7. No 'For Sale' or other such signs shall be attached to or placed on or within cars or other motor vehicles while on the Property.
8. **RESIDENTS/UNIT OWNERS** can park, with the Parking Permit Sticker affixed to rear window, in
  - The designated, numbered parking spot assigned to the Resident's unit
  - The parking spots marked "Resident"**GUESTS** can park, with a completed Guest Parking Permit form, in
  - The designated "Guest" parking spots
  - In a Resident's designated, numbered spot (with Resident's permission)
  - A unit owner's driveway (with Resident's permission)
9. Car covers are not allowed without permission from the Homeowner's Association. The Parking Permit Sticker number must be clearly denoted on the rear of the car cover.



10. All vehicles associated with repair, maintenance, construction on a unit must park in accordance with Guest rules except while loading/unloading equipment or materials. They must not park in the roadway or parallel over 2 adjacent driveways. They may not park in driveways unless all four (4) tires are on the driveway and must not extend more than 2 feet into the street.
11. All vehicles must park within a clearly marked parking space and should reasonably fit within that space. Parked vehicles may only occupy one (1) parking space. Parking in any roadway is prohibited. It is also prohibited to park parallel to the roadway on any driveway, extending over 2 adjacent driveways.
12. Vehicles must not be backed into parking spaces, including driveways. Instead, vehicles must be parked so that both the rear window and license tag is clearly visible from the roadway.
13. All vehicles registered or parked within the Property must be in good repair. This includes, but is not limited to vehicles with broken windows, body damage, peeling paint. All such vehicles will not be approved for registration. If damage occurs during residency, the vehicle must be repaired within 14 days.
14. Vehicles dripping fluids of any kind are prohibited. Repair of vehicles within any area of the Property is strictly prohibited.
- 15.. The owner of an inoperable vehicle shall remove that vehicle from the Property within forty-eight hours of the vehicle becoming inoperable.
16. Any vehicle parked in front of a garage must have all four (4) tires on the driveway. No vehicle parked in a driveway may extend more than 2 feet onto the street.
17. Passenger vans not used for living purposes shall be permitted only if used by a resident as such resident's regular or usual form of transportation.
18. Motorcycles and scooters must be parked in a clearly marked parking space and are not permitted on any sidewalk or walkway, nor stored behind a front fence.
19. No trailers of any type, including watercraft on trailers, shall be parked or stored on any area of the Property at any time.
20. 'On Demand' type storage units are prohibited from the parking areas without express written Association authorization.
21. Any Resident that is in violation of the Boca Quay Parking Rules and Regulations will have a violation notice mailed and emailed to them. A violation notice may also be placed on the vehicle with a check off list attached describing the violation. A copy of the violation notice will be kept by the Association.
22. Specific violations that may warrant immediate action such as towing/booting include vehicles parked on the Property overnight with expired Guest Parking Permits, backed in parking, and vehicles parked on the Property overnight without a Parking Permit Sticker or Guest Parking Permit.
23. If the violation involves a vehicle that is not registered to any resident in the community and does not have a Guest Parking Permit or cannot be identified as associated with Boca Quay, it will be assumed that the driver is trespassing. The vehicle will be towed, at vehicle owner's expense, and Boca Raton Police notified.
24. Guests who park their vehicles over 14 days are subject to Residency under the Parking Rules and Regulations, and shall be required to fill out the appropriate residency application which includes a background check and fees. If there are extenuating circumstances which require a Guest to park for more than 14 days (such as a child returning from college for school breaks, family on extended holiday), you must notify the property manager at [nmartell@crestmanagementgroup.com](mailto:nmartell@crestmanagementgroup.com).

**All costs to repair any damage to the Property caused by any vehicle violating the Association's Parking Rules and Regulations are fully the responsibility of the Unit Owner and will be assessed accordingly.**

**The Board reserves the right to take appropriate action in any case of perceived abuse of the parking policy or residency requirements. This includes towing a vehicle at the vehicle owner's expense or booting.**

**Approval/Disapproval of any vehicle within Boca Quay is at the Board's discretion.**

**\*REQUESTS FOR PARKING PERMITS/TRANSPONDERS, GUEST PASSES AND RESIDENCY APPLICATIONS CAN BE FOUND ON OUR WEBSITE, [www.crestmanagementgroup.com](http://www.crestmanagementgroup.com). UNDER 'FORMS', OR BY CONTACTING NANCY MESSINGER [nancy@crestmanagementgoup.com](mailto:nancy@crestmanagementgoup.com)**

**\* \*Commercial motor vehicle definition Florida Statute 720, [320.01\(25\)](#)**

## **BOCA QUAY REVISED PET RULES AND REGULATIONS**

**Revised and Effective February 27, 2025**

1. All pets owners are required to submit a completed Pet Application Form. All pets must be approved by the Board of Directors Each Unit is entitled to have a total of 2 dogs/cats. Reptiles are prohibited.

All pets are subject to denial by the board based on pet history, breed mix, background, training and health risk.

2. A non-refundable Pet Fee of \$250.00 per dog will be levied on each dog named on the Pet Application for any new owner or tenant, as well as any new pet acquired by a current owner or tenant. This fee is used to defray the costs doggie bag stations or any other costs attributed to pets.

3. "Dangerous Dogs", as defined by Florida Statute 767.11 and as determined by Palm Beach County Animal Care and Control Ordinance 98-22, Sect. 4-27, will not be permitted in Boca Quay.

4. Pit Bulls, either purebred or mixed breed, or Pit Bull type breeds, and dogs including, but not limited to, Staffordshire Terrier, Chows, Presa Canarios, Wolf Hybrids, Doberman Pinschers, Rottweiler, American Bulldog, Bull Terrier, will not be permitted on the premises either as resident pets or guests of residents.

5. Pet (dog or cat) weight cannot exceed thirty (30) pounds at maturity.

6. In no event shall any pet be permitted in the fenced swimming pool area or on the seawall.

8. All pets must be on a leash at all times when not inside the Unit.

9. **Incessant barking (continual barking throughout the day or night)** that is disruptive to neighbors will not be tolerated.

10. Owners / handlers are responsible for immediately picking up and discarding any waste material of their pet. Cat litter must be bagged and placed directly **inside** the dumpster

11. No outdoor feeding dispensers are permitted, including but not limited to bird feeders, food bowls, containers for pets, birds, or any wild animals. In addition, no outdoor structures or shelter for housing pets or wild animals is permitted.

12. Guests who bring pets to Boca Quay for a short-term stay must abide by the Pet Rules and Regulations.

13. It is prohibited to "foster" a pet.

14. Pets/animals are prohibited from being walked and/or relieving themselves in common areas in the front of or back of units.

15. Owners of an “Emotional Support Animal (ESA)” and “Service Animal” must complete an “Animal Exemption Form” provided by Crest Management. ESA pet owners will be required to provide updated documents on an annual basis.