



BOCA QUAY
HOMEOWNER'S ASSOCIATION INC.

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 \$100.00 made payable to Crest Management Group Inc. must accompany this application. Certified bank checks or money orders only. No personal checks will be accepted. Additional fees will be required if there are more than two (2) occupants over 18 years old in the unit.
2. Prospective Lessee(s), all occupants over 18 years old must be interviewed in person by the Association prior to leasing a unit. No phone or video interviews will be allowed. The Association may also request to see, in person, any pet that will occupy a unit prior to or at time of the interview.
3. 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.
4. 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.
5. A townhome unit may be leased for not less than 4 months at a time.
6. There shall be no subleasing of units or assignments of leases. No transient tenants may be accommodated in any unit.
7. A copy of the signed Lease Agreement and Driver's License must be attached to this completed application.
8. 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.
9. If any question is not answered, this application will be returned and may be considered not approved.
10. Lessee(s) of a unit shall occupy and use his unit as a single-family private dwelling and for no other purpose.
11. 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.
12. Lessees may have no more than two (2) pets per unit, excluding fish. A non-refundable Pet Fee of \$250.00 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 dangerous. Pet Application enclosed for your review and signature.
13. 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

Sign

Print

Print

Date

Date



BOCA QUAY
HOMEOWNER'S ASSOCIATION INC.

Application for LEASE

A NON-REFUNDABLE APPLICATION FEE OF \$100.00 MADE PAYABLE TO BOCA QUAY HOMEOWNER'S ASSOCIATION , A NON-REFUNDABLE APPLICATION FEE OF \$100.00 MADE PAYABLE TO CREST MANAGEMENT GROUP INC. AND A COPY OF YOUR DRIVER'S LICENSE MUST ACCOMPANY THIS APPLICATION. CERTIFIED BANK CHECKS OR MONEY ORDERS ONLY. NO PERSONAL CHECKS WILL BE ACCEPTED.

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

Driver's License Number

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

Driver's License Number

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

PET PHOTO and PROOF OF VACCINATIONS MUST BE ATTACHED TO THIS APPLICATION
Please Provide Pet Information: _____ **None on Property**

Pet Name:	Breed:	Weight:	Age:
Pet Name:	Breed:	Weight:	Age:

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 _____

Thank you!

Internal Use Only

Management Date Received: _____
Interview by: _____
Approved: _____ Date: _____ Lease Term: _____
Not Approved: _____ Reason(s): _____



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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.

My social security number is: _____

Thank you,

Print or Type Name

Signature

Date

Phone



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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: _____



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RESIDENT INFORMATION FORM FOR DIRECTORY

Unit #: _____

Please print clearly

Last Name of Resident _____

First Name or Initial of Resident _____

Phone number with area code: _____

By signing below, I authorize the name and phone number listed above to be entered into the Call Box Directory.

Signature: _____

Do not write below this line ...for office use only

Resident is: Owner _____ Occupant _____ Lessee _____ Lease on file: Y ___ N ___

Pet information: Pet Y ___ N ___ Vaccination Y ___ N ___ Photo Y ___ N ___

Vehicles:

Color: _____ Make: _____ Model: _____ Tag/Plate #: _____

Sticker # issued: _____

Transponder issued: Date _____ Serial #: _____

Notes:



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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: _____



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Parking Permit/Transponder Application

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 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. Have the application signed by the Unit Owner.
5. Include the correct application fee. Checks are to be made out to Boca Quay Homeowner's Association.
6. 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: _____
 Phone numbers: Home: _____ Work: _____ Cell: _____
 Driver's License Number: _____ State: _____
 Choose Permit Type: Sticker: Or: Transponder:

Vehicle Information: (Note: You MUST include a copy of the vehicle registration.)

Make: _____ Model: _____ Color: _____
 License Plate: _____ State: _____ Expiration Date: _____

Application Fee: (parking permits stickers and transponders are NOT transferrable 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: _____

UNIT OWNER ACKNOWLEDGEMENT:

I am the Unit owner and I authorize the Association to issue a Parking Permit to the resident of my Unit as specified above.

OWNER NAME (PRINT) _____ SIGNATURE: _____ UNIT: _____ DATE _____

-----ASSOCIATION USE ONLY-----

Permit #: _____ Type: _____ Date Issued: _____ Fee Collected: _____ Issued by: _____



Pet Information Sheet

All Information on this form must be printed or typed.

Please submit completed form, vaccine/vet records and photo to Boca Quay Homeowner's Association
c/o Crest Management Group Inc., 6413 Congress Ave., Suite 100, Boca Raton, FL 33487

Date: _____ **Unit #:** _____
Name: _____ **Email:** _____
Daytime Phone#: _____ **Evening Phone#:** _____

____ *I verify that NO pets of any kind reside in this unit.* _____

Signature

Type of Pet: _____ **Dog** _____ **Cat** _____ **Other**

Name: _____ **Breed:** _____

Weight: _____ **Age:** _____

Male: _____ **Female:** _____ **Spayed/Neutered:** Yes _____ No _____

Current Vaccine/Vet Records Attached: Yes _____ Will Submit _____

Current Photo Attached: Yes _____ Will Submit _____

Type of Pet: _____ **Dog** _____ **Cat** _____ **Other**

Name: _____ **Breed:** _____

Weight: _____ **Age:** _____

Male: _____ **Female:** _____ **Spayed/Neutered:** Yes _____ No _____

Current Vaccine/Vet Records Attached: Yes _____ Will Submit _____

Current Photo Attached: Yes _____ Will Submit _____

Type of Pet: _____ **Dog** _____ **Cat** _____ **Other**

Name: _____ **Breed:** _____

Weight: _____ **Age:** _____

Male: _____ **Female:** _____ **Spayed/Neutered:** Yes _____ No _____

Current Vaccine/Vet Records Attached: Yes _____ Will Submit _____

Current Photo Attached: Yes _____ Will Submit _____

Print Name: _____ **Signature:** _____



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PET RULES AND REGULATIONS

Revised & Effective November 15, 2017

1. All pets must be registered. All pets must be pre-approved by the Board of Directors prior to submission of a formal application for residency. ALL PETS ARE ALSO 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 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. This fee will help defray the cost of any background check on the pet as well as the maintenance of the current doggie stations in the community and 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 of mixed breed, or Pit Bull type breeds, and dog including, but not limited to, Staffordshire Terrier, Chows, Presa Canarios, Wolf Hybrids, Doberman Pinscher, Rottweiler, American Bulldog, Bull Terrier, will not be permitted on the premises either as resident pets or guests of residents.
5. Any **new owner or Lessee** who acquires a Parcel (Unit) may have two domestic pets, DOG OR CAT, each of whom may not exceed 30 pounds upon maturity and is not considered dangerous. The Association reserves the right to challenge the weight of any pet.
6. Guests of residents who bring pets to Boca Quay for a short term (one week or less) must abide by the 30 pound weight limit for their pets. The Association must also be notified via admin@bocaquay.org that a guest 'pet' is on site and that the breed and weight is within our regulations. Any pet residing in Boca Quay for more than one week must be registered.
7. It is prohibited to 'foster' a pet. All pets must be registered and comply with above guidelines.
8. All currently registered pets, regardless of breed and size, will be 'grandfathered in' and permitted to continue to reside in the Unit occupied by the Owner or Lessee. However, in the event of the demise or loss of a pet, a replacement pet must be registered and meet the breed restrictions, 30 pound weight restriction and be in compliance with all above guidelines.
9. No outdoor feeding dispensers permitted, including but not limited to bird feeders, food bowls, dishes, containers, etc. for pets, birds, or any wild animals. In addition, no outdoor structure or shelter for housing pets, birds or wild animals is permitted anywhere within the community.



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PARKING RULES AND REGULATIONS

Revised & Effective December 13, 2017

1. All vehicles parked within the Property must have a current vehicle registration and tag.
2. All vehicles owned, leased or operated by any occupant of Boca Quay must be registered with the Association and have a parking permit "sticker" affixed to the rear window of their vehicle. "Stickers" will be provided free of charge to all residents when they submit a Parking Permit Application including all required documentation to the Association. 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.
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. The Boca Quay parking permit "sticker" must remain affixed to the vehicle for identification. It is strongly suggested that residents with transponders use the West entrance gate.
4. Guest Parking Permits are available on our website, www.bocaquay.org. They must be used for all guests and rental vehicles and must be filled out noting time, date and unit number. A Guest Parking Permit is necessary for all overnight guests regardless of the amount of time the vehicle is expected to be parked within Boca Quay. If a guest is staying longer than 48 hours, the Association must be notified via email at admin@bocaquay.org.
5. Lessees and occupants 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. Vehicle owner must provide documentation that the vehicle to be registered is not used for commercial purposes.
7. No vehicle shall have, on any portion of the vehicle, printed names, addresses, words, graphics, etc., advertising the names or addresses of any organization or business with the exception of vehicles present solely for the actual, continuous repair and/or maintenance of a Unit.
8. 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.
9. There are pre-assigned parking spaces on the Property. No vehicle may park in an 'Owner' space other than the Owner or named Lessee. Similarly, Resident spaces are reserved for any resident of the community. Guests may only park in marked Guest spaces. Driveways in front of garage units are for the exclusive use of that unit's resident.
10. All vehicles must park within a clearly marked parking 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.
11. 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.
12. All vehicles to be 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, vehicle must be repaired within 14 days.

13. Vehicles dripping fluids of any kind are prohibited. Repair of vehicles within any area of the Property is strictly prohibited.
14. The owner of an inoperable vehicle shall remove that vehicle from the Property within forty-eight hours of the vehicle becoming inoperable.
15. 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.
16. Enhanced/modified muffler exhaust systems, i.e., louder than 'stock' mufflers, are prohibited.
17. Lift mechanisms (raising the vehicle above the standard wheel-well height), oversized rims and tires are prohibited on any vehicle.
18. Exposed rack systems, bed extenders, storage systems, bed, tool or accessory boxes, vehicle frame or hitch mounted cargo carriers, racks etc. or any such apparatus on any vehicle is prohibited.
19. Passenger vans not used for living purposes, and trucks rated three quarter (3/4) ton or less shall be permitted only if used by a resident as such resident's regular or usual form of transportation. All other trucks or vans are prohibited within the Property unless the vehicle is present solely for the actual, continuous repair of a unit.
20. 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.
21. No trailers of any type, including watercraft on trailers, shall be parked or stored on any area of the Property at any time.
22. 'On Demand' type storage units are prohibited from the parking areas without express written Association authorization.
23. Any vehicle that is in violation of the Boca Quay Parking Rules and Regulations will have a violation notice placed on the vehicle with a check off list attached describing the violation and/or have notice of the violation emailed the unit owner and/or resident. A copy of the violation notice will be kept by the Association.
24. If the violation is not satisfied within 48 hours from the date on the violation notice, there will be an administrative fee imposed on the unit owner's account. If the violation has occurred by a resident who has a transponder, the transponder will be made inoperable. The vehicle is also subject to towing at vehicle owner's expense.
25. 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.
26. Guests who park their vehicles or occupy any residence over 14 days are subject to the Residency rule and will be required to fill out the appropriate residency application which includes a background check and fees.

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.

Each Unit Owner is fully responsible for the acts or omissions of their guests, lessees and their lessee's guests.

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 vehicle owner's expense.

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



c/o Crest Management Group Inc.
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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.



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MAXIMUM VEHICLE LENGTH RULE

The Board has been receiving numerous complaints regarding the lengths of vehicles parked on site in parking spaces throughout the community. These vehicles obstruct the view of drivers both in the roadway and backing out of adjacent spaces.

This is a safety issue which has been an ongoing topic for this Board as well as previous Boards. These concerns have become more intense as vehicle manufacturer designs have created larger and larger vehicles over the years.

At the February 15, 2018 meeting of the Board of Directors, the following Rule was enacted. Our attorney has advised the Board that such a rule is permitted as per our governing documents.

New Rule:

"As of February 15, 2018, the maximum length of any HOA approved, registered vehicle will be no greater than 17 feet. All existing HOA approved registered vehicles which are longer than 17 feet are 'grandfathered'.

However, that 'grandfathered' vehicle may not be replaced with another vehicle of the same length or longer length.

Any vehicle not meeting this criteria will not be HOA approved.

Guest vehicles, which are longer than 17 feet are not permitted to park overnight on site as of Feb. 15, 2018.

Due to safety issues, the Board may specify parking areas for current resident, guest and contractor vehicles which exceed this length."

The Board



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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.



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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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June 21, 2011
www.BocaQuay.org

Water Conservation Bulletin

EFFECTIVE IMMEDIATELY CAR WASHING IS PROHIBITED IN BOCA QUAY
Anyone in violation of this rule will receive a notice accompanied by an administrative fee.

Washing vehicles including cars, vans and trucks is one of the items that expends large quantities of water. This service can be performed at any of the numerous local facilities that utilize reclaimed water.

Florida is facing one of the worst droughts in the history of our state. The expected "rainy season" has not arrived, and resources are at an extremely low point. There are numerous ways to conserve water and Boca Quay has joined the growing list of communities that have made efforts to conserve our most precious natural resource.

We have met with our landscaper and instituted a zeroscape policy which confines any new or replacement plantings to drought resistant varieties.

We have used mulch throughout the community which retains water and is one of the suggested remedies that are appropriately used during these conditions.

We urge all residents to read the information posted in your local newspapers and particularly the Boca Raton website which offers solutions to everyday water usage. You can do your share by:

- checking all plumbing connections for leaks including sinks, toilets and washers and outdoor hose connections.
- Turning off water while performing household tasks until you need it.
- Reporting any water leak to Trident Property Management for prompt attention.

Lastly, because of the concern for fires, please do not use fire pits or tiki torches. Cigarettes should be extinguished in proper containers and barbecues must be watched and shut off when not in use.

Thank you for your attention to this most important matter.

Stay in tune... Sign up on our official website for Boca Quay.. www.BocaQuay.org.



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

SATELLITE DISHES RULES AND REGULATIONS

Revised & Effective May 19, 2016

Satellite Dishes:

An ARC (Architectural Review) application must be submitted to the Association for approval of the installation of a satellite dish.

Antennas are not permitted to be installed.

Prior to a new Owner or Lessee taking occupancy of a Unit, Owners who are selling or Owners who are leasing to a new tenant will be responsible for removal of existing satellite dish, brackets and associated wiring, that is, the entirety of existing installation, as well as repair and painting of any damage to the Unit left as a result of satellite attachment. The Owner must make arrangements with the Management Company to remove dish and repair damage. New occupants will not be approved for residency until the fee for this repair is paid in full to the Association.

- Satellite dishes must be no wider than 32 inches across nor taller than 28 inches high.
- No wiring may be run on the side of the Unit. Instead, it should be run directly into the attic and distributed internally inside the Unit.
- Any exposed cabling must be painted, matching the color of exterior structure.
- Allowed locations for installation of a satellite dish:
 - Attached to the stucco wall of the townhouse, in the rear of the townhouse, hidden from view of the Boca Quay interior roadway.
 - No satellite dish is to be attached anywhere on the roof structure or fascia, nor are wires allowed to be draped over the roof structure.

Due to the specific exposure that is necessary to attain maximum signal strength, it may be necessary for Unit owner to explore other alternatives to satellite dish, such as Comcast cable service, etc.



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Architectural Review Committee – Application for Modification

Date Received _____

All additions to, modifications of, and reconstruction of the exterior of any Unit in Boca Quay must be approved by the Association. This includes but is not limited to any changes to fences, patios, doors, hurricane shutters, windows, plantings, satellite dishes, awnings, antennas, wall hangings, etc.

Projects MAY NOT be started before receiving written Association approval. This applies to contractors and homeowners alike. If a project is started that is later disapproved, the homeowner is responsible for dismantling and/or taking all actions necessary for compliance at their own expense.

For an Application to be evaluated, the following items MUST be included:

1. Completed ARC Application for Modification including a detailed description of the modification
2. A copy of your site plan with the areas & items you wish to modify detailed and highlighted
3. A copy of the contractor's current Occupational License and Workers' Compensation Policy
4. A copy of the contractor's Liability insurance policy
5. Photos (from Brochures etc.) of products and/or materials to be used

Please mail your completed ARC Application for Modification and all required information to: Boca Quay Homeowner's Association, Inc. • c/o Crest Management Group Inc. • 6413 Congress Avenue • Suite 100 • Boca Raton, Florida 33487. The Board of Directors has up to (45) days to either approve or disapprove an Application once it's received. Incomplete applications will be rejected.

Owner's Name _____
 Unit Address _____
 Mail Address (If different) _____
 Day Telephone _____
 Evening Telephone _____

Description of Modification: PLEASE PRINT CLEARLY!

You MUST include such details as the dimensions, materials, color, design, location and all other pertinent information. Please provide pictures if appropriate. Failure to complete the Description of Modification above will result in your unapproved application being returned to you. Use additional paper if needed. *Note:* "See Attached" is not a sufficient description.

Owner Acknowledgement

- I hereby request approval to make the modification as described above. I agree to:
- Comply with all applicable City and County Ordinances and building codes
 - Obtain all Permits as required by The City of Boca Raton
 - Repair any damage to the Common Grounds that may be caused by this construction
 - Not use the community's dumpsters to discard construction waste

Owner Signature _____ Request Date _____

_____ **Do not write below this line. This is for Boca Quay Homeowner's Association use only.** _____

Request is: Approved / Disapproved Date: _____ By: _____

Comments: _____

Note! Approvals expire after 180 days from the date of Approval. If the modification is not completed within 180 days after approval, a new request must be submitted.



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ARCHITECTURAL REVIEW COMMITTEE

RETRACTABLE AWNING SPECIFICATIONS

Boca Quay Unit Owners may wish to install an awning to enhance their enjoyment of their property. If you are interested in obtaining an awning for your unit, please be aware of the following requirements:

1. The Unit Owner *must* obtain written Association approval prior to the installation of any awning. An Architectural Review Committee- Application for Modification form must be filled out and submitted with all required documentation. For complete instructions and requirements, please refer that application which is available at Trident Properties Management or at the pool.
2. The City of Boca Raton *requires* a permit for the installation of any awning in communities considered a "Planned Unit Development" such as Boca Quay. It is the Unit Owner's responsibility and obligation to obtain all appropriate permits and to meet all applicable City codes.
3. Association approval for retractable awnings will only be considered for applications which meet the following specifications:
 - The awning must be retractable. Non-retractable awnings are not permitted.
 - Awnings are to be installed in the rear of a Unit, attached below the second floor overhang.
 - Ground or side supports of the awning are not allowed.
 - Dimensions are 16 feet wide, and must not extend further than the property line when fully extended. Each Unit's property line is 10 feet behind a Unit's rear exterior wall.
 - Only one awning color is allowed: The approved color is Sunbrella "ASPEN" with "ALPINE" binding
 - Valance must be same color as awning
 - Valance must be "Greek Key" style
 - All hardware must be WHITE
 - Fasteners must be Stainless Steel
 - The awning may be retracted manually or electrically. If electrically, the wires must be enclosed in an appropriate housing mounted securely to the wall and painted the same color as the wall.

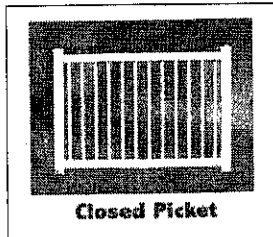
Fencing to Enclose Rear Patios Specifications

Boca Quay Unit Owners may wish to install a fence to enclose their rear patio. If you are interested in installing said fence, please be aware of the following requirements. The following requirements will also apply to requests for replacement of existing fences, which were installed prior to the enactment of this regulation.

1. The Unit Owner **must** obtain written Association approval **prior** to the installation of any fence. An Architectural Review Committee – Application for Modification form must be filled out and submitted with all required documentation. For complete instructions and requirements, please refer to the application which is available at Trident Properties Management or on our website, www.bocaquay.org.
2. The City of Boca Raton **requires** a permit for the installation of any fencing in communities considered a "Planned Unit Development" such as Boca Quay. It is the Unit Owner's responsibility and obligation to obtain all appropriate permits and to meet all applicable City codes.
3. Association approval for fencing to enclose rear patios will only be considered for applications which meet the follow specifications:

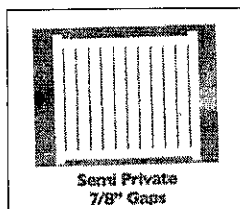
A. Units 874 through 970 (Waterfront Properties Only)

1. PVC CLOSED PICKETS with smooth top and bottom rail (no exposed top or bottom pickets).
2. Height – 36 inches, to match existing height of partitioning fence.
3. Attachment – must be independent of the existing partitioning fence between units. May not anchor enclosure to partitioning fence, nor nail, screw or hang any items onto new enclosure fencing.
4. Must have a gate to be constructed in the same design as indicated in item A - 1 above.
5. Must be same manufacturer, Veka, as partitioning fence.



B. Non-waterfront Units – Fencing to enclose back patio.

1. Fencing must be manufactured by Veka, and must match the existing partitioning fence between units in height and design, PVC SEMI PRIVATE 7/8" GAPS.
2. Attachment – must be independent of the existing partitioning fence between units. May not anchor enclosure to partitioning fence, nor nail, screw or hang any items onto new enclosure fencing.
3. Must have a gate constructed in the same design as indicated in item B- 1 above.



Please note that the Unit Owner is responsible for repair, replacement and maintenance of any fencing installed to enclose rear patios. Only fencing between units is Association responsibility.