

RULES AND REGULATIONS

HURRICANE PREPARATION

A homeowner who plans to be absent during the hurricane season must prepare his/her residence prior to departure by:

- Removing furniture, barbeques, plants and other objects from the terrace, porch, lawn, patio and entrance.
- Designating a responsible individual to close or install shutters in the event of an impending storm and open or remove the shutters when it has passed.
- Designating a responsible individual to care for his/her residence should the residence suffer hurricane damage.

HURRICANE SHUTTERS

PERMANENT hurricane shutters may be installed on any unit provided they are one of two approved types: code-approved WHITE roll-down or accordion. NON-APPROVED PROTECTION (plywood and other non-approved protection) may be erected ONLY 72 hours before a declared hurricane is projected to hit Palm Beach County. All damage done to the exterior of the building by the temporary protection must be properly repaired.

City of Greenacres Ordinance Property Maintenance Code 304.13.3: Shutters and impact protection on all OCCUPIED buildings must be down 14 days after a hurricane event, watch, warning or tornado unless another is to occur within 14 days.

VACATION EMERGENCY CONTACT

A homeowner absent from his/her residence for an extended period is advised to leave a key, phone number or email with a Manors contact. (See Hurricane Preparation paragraph above.)

BARBEQUES AND OUTDOOR COOKING

Any owner may use a barbeque on the rear lawn area. After use, the barbeque unit must be stored on the patio area.

LAWNS

Water lawn at least twice a week for at least 15 minutes each time. In the warmer months, additional watering is needed. It's best to set the irrigation timer to "auto" to avoid forgetting to water. Please notify the maintenance person if there are problems. The Association repairs and/or replaces sprinkler heads only; all other repairs are the owner's responsibility. Grass areas must not be encumbered by hoses, chairs, tables, barbeques, decorative lawn ornaments, statues, or benches that prevent easy access for the lawn maintenance company. Vehicles parked on common and resident grassy areas are in VIOLATION of Association Rules and Regulations and can be fined. If a lawn dies due to neglect the owner will be held responsible for replacement of the lawn.

RULES AND REGULATIONS

MAILBOXES

Homeowners are responsible for maintaining the mailbox post, sides and roof. The roofs must be painted the color approved by the Association. Mailboxes must comply with the USPS requirements and The Manors requirements; they are inspected yearly. All mailboxes must have the house numbers clearly visible.

DRIVEWAYS

Driveways must be kept clean. From time to time, they will need pressure washing or painting to maintain their appearance. The approved color is Sherwin Williams BOMBAY. Use **solvent base**, not water base, and a solid color concrete sealer. Sherwin Williams will mix the paint.

CANVAS AWNINGS

It is the owner's responsibility to maintain the patio (porch) awning and keep it clean. If a replacement is needed, check first with the Architecture Committee.

REPLACEMENT OF SCREEN DOORS, GARAGE DOORS, AND FRONT DOORS

The Association has approved two choices for replacement screen doors, one option for single-door entry and one option for double-door entry.

There are two options for replacement front doors. If a homeowner would like to propose a different door, he/she must fill out a form, available at the clubhouse, and submit it to the Architecture Committee and Board of Directors for approval.

There is one option for the garage door (with windows).

MAINTENANCE PERSON

The maintenance person is available five days a week, four hours per day. To schedule his time, residents must fill out a work order form, available at the clubhouse, or call the clubhouse at 561-968-6155 and leave a message. After-hours work is between the homeowner and the maintenance person; the Association will be held harmless.

PARKING

Vehicles parked on the common grassy areas and on Unit owner lawns are in violation of the Association Rules and Regulations; the intent is to avoid damage to irrigation systems. Parking in streets that causes a traffic problem is a violation. If visitors' cars cannot be accommodated at the owner's residence overnight, parking can be in the GUEST AREA on Mill Brook Way Circle. Parking in the Guest Area for more than a short stay (one or two nights) will need a MANORS GUEST PARKING CARD displayed visibly in the car and a notice to the Property Management Company.

RULES AND REGULATIONS

OUTSIDE PATIO ADDITION

An outside patio addition cannot exceed the length of the Unit and cannot extend beyond the privacy fence. Outside patio additions will be subject to Landscape Committee forms and approval, city and/or government permits, and final Association Board approval.

GUEST OCCUPANCY GOVERNING LIVE-IN AIDES

Background checks are required for all live-in aides. Independent aides will need a background check available from the Property Management Company. If a service company is providing a live-in aide to a resident, it will provide the Association with a confirmation letter stating that a background check has been performed.

CURBSIDE COLLECTION OF GARBAGE, RECYCLABLES, AND YARD WASTE

Trash, recyclables, bulk items, and yard debris are picked up on Mondays; trash ONLY on Thursdays. Everything should be placed at the curb before 7 am. Trash and recyclables may be set out after 6 pm the previous day. Trash bins shall be stored in an area not visible from the outside.

APPROVED EXTERIOR LIGHTING FIXTURES

Hampton Bay 3-Light Outdoor White Post Lantern SKU #885255 Dimensions 7.5" W x 7.5" L x 20.63" H. Hampton Bay 3-Light White Wall Lantern SKU #883902 Dimensions 7.5" W x 20.25" H x 11.0" D. Hampton Bay Flush Mount Outdoor White Lantern SKU #240216 Dimensions 5" D x 11.5" W. Home Depot can order them.

OUTDOOR LIGHT BULBS

For security reasons, it is requested that three bulbs be working in both the carriage light and the outside garage wall light.

UNIT SCREENS

All Unit screens shall be in good order, with no tears or unattached screens.

APPROVAL FOR WORK TO BE DONE

It is the homeowner's responsibility to secure a proper form, approval, and permits if needed for work done on his/her Unit. The Association requests that Unit owners hiring people to work on their homes (electricians, plumbers, etc.) select insured and licensed contractors, for the benefit of both units sharing the roof.

INSURANCE DECLARATION PAGE

The Association requires all residents to provide the face page of their Homeowner's Insurance Policy on or before the anniversary date of said policy.

RULES AND REGULATIONS

PETS

All pets shall be kept on a leash no longer than 6 feet when not in Owner's Unit and pet excrement picked up and disposed of in accordance with Greenacres Ordinance.

YARD SALES

Yard sales are not permitted at The Manors unless it is a community-sponsored sale.

Much of the information contained in the Rules and Regulations are from the Manors' Documents and Florida State Statute FSS 720 or directed by the Homeowners Association Board. They are considered The Manors' Rules and Regulations, and for that reason everyone must abide by them. If you cannot find an answer to any question feel free to contact the Property Management Company.

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