Sausalito Place Homeowner's Guide



General Rules Architectural Control Rules Pool and Clubhouse Rules Revised 7/2023

Introduction



If you are new to Sausalito Place, welcome! If you have been living here for a while, this manual has been designed to tell you a little bit about our community. Sausalito Place was designed as a planned active adult residential community and is legally set up as a Homeowner's Association (HOA). For those of you who are not familiar with the concept, the Homeowner's Association is owned by all unit owners, and managed by a democratically elected board of directors. Our community has been successfully run in this manner since its creation. We have a set of rules and regulations that are spelled out in our documents, which are filed with the State of Florida. **Please note : Sausalito Place residents are responsible for their guests and their actions.**

Florida statute, Chapter 720.305 states that members of homeownergoverned associations 'must comply with the rules of the association.' The statute goes on to say that an association may suspend or fine a member (a homeowner) who does not comply with the governing documents or rules of the association.

If a fine or suspension is imposed by the board, an opportunity for a hearing before a grievance committee composed of at least three members of the association, appointed by the board, will be held. The committee will determine by majority vote if the fine or suspension will be imposed.

These documents were written to inform residents of what can and cannot be done by the HOA, the Board of Directors and the residents. They are designed to benefit the community and its residents, to ensure that our community will continue to flourish, and that our property values will continue to be protected. We encourage you to read and become familiar with these documents.

The Sausalito Place Board of Directors



SAUSALITO PLACE

HOMEOWNER'S ASSOCIATION, INC.

GENERAL RULES AND INFORMATION

Documents and Devices

When you purchase your home, you should receive the following at closing:

Book of Documents (Available online at sausalitoplace.com)	 Documents, consisting of: 1. The Articles of Incorporation This is our corporate charter, establishing the Homeowner's Association (HOA). 2. The Bylaws These establish the procedures for carrying out responsibilities of the HOA and its operation: voting, quorums, budgets, etc. 3. The Declaration of Covenants These are the formal regulations of the community, binding on all members. They cover easements, access, assessments, fines, pets, repairs, architectural control, etc. 4. The Rules and Regulations of the HOA
Keys	Two (2) keys (one for your home and one for the clubhouse / pool).

Entry Gates	A homeowner can access the resident gates through the RFID system (stickers) or through the white access cards. At closing, the buyer should receive two white access cards, which can be used to open the visitor's gate. The following fee schedule for replacement of these items is as follows:
	 RFID tags, new owners-\$150 (maximum of two per unit) Replacement tags-\$20 per car White Access Cards-\$50 each
	When purchasing the above, you must present a valid driver's license and registration, and pay by check. Please make checks payable to Sausalito Place HOA. To have your name added to the gate directory, please contact the HOA secretary. You will need to provide your full name, unit number, and a phone number, which need not be a local number.

Monthly HOA Main- tenance Fee	There are several methods of paying your HOA Fee:
	 Through checks and coupon book. If at the closing you do not receive a printed coupon book for your monthly maintenance fee, it is your responsibility to contact Campbell Property Management at 561-432-2703 to request a coupon book. Not having a book issued does not exempt you from monthly maintenance payments.
	 Online banking – automatic payment. If you prefer to have your monthly maintenance fee drawn directly from your ac- count, an ACH/EFT automatic withdrawal form is available in the clubhouse or online at <u>sausalitoplace.com</u>
	 Online banking – manual payment. You may also pay through your online banking bill pay.
	4. Campbell portal- portal.campbellproperty.com
	Any questions or concerns regarding HOA payments should be directed to Campbell Property Management.

Board Meetings	General Board meetings are open to all residents and are held the fourth Thursday of each month in the clubhouse (subject to change). Time of day will be announced for each meeting.
	Workshop meetings are held periodically at the clubhouse to discuss issues of maintenance, architecture, etc. These meet-ings are also open to all interested residents.
	Residents will be notified of meetings via robo calls, emails, and/or posted signage.

Trash and Recycling	The City of Boynton Beach provides residents with a covered garbage container and two recycling bins.
	One yellow bin for newspapers, magazines, and folded card- boards, and
	One blue bin for empty glass containers, aluminum cans, milk and juice cartons, and all plastics.
	Trash pick-up days are Monday and Thursday Recycle pick-up day is Thursday Bulk pick-up day is Monday
	ALL HOUSEHOLD GARBAGE COLLECTION SHOULD BE PLACED OUTSIDE NO EARLIER THAN 6:00 PM the night before the scheduled pickup. Empty garbage containers and recycle bins must be stored no later than 6:00 PM the day of pickup.
	Garbage containers should be placed at the curb in front of your driveway (away from the mailbox). Recycle bins should be placed near the mailbox post. Please be sure not to block your mailbox. Keep in mind the mail may not be delivered if access is blocked. For more information about holidays, bulk items, etc., you can contact the City of Boynton Beach at 561- 742-6300.

City of Boynton Beach Registering/Utilities and Alarm	You must visit Boynton Beach City Hall or their website (https://www.boynton-beach.org/) to arrange for water/ sewer billings. Be prepared to prove your residency and provide a utility deposit. You must also register your alarm system and code; there is a one-time fee for registering the alarm. Beach permits may also be purchased at City Hall. Call 561-742-6000 for more information.
Alarm System	Your alarm system is being monitored by Red Alert. After you have registered your alarm at City Hall, you may contact the alarm company at 1-888-733-2537 for an appointment and/or assistance in setting a code, password, etc. Please Note : If your home alarm goes off and the Boynton Beach Police respond more than once for a false alarm, the City will bill you for this. If you do not register your alarm system, the city will bill and fine you for each false alarm.
Safety	We encourage all residents to keep their outside lights on during evening hours to help deter criminal acts. The Police Department suggests that residents keep garage doors down. Sausalito Place participates in the COP (Citizen Observer Pa- trol) program that is sponsored by the Police Department. Community volunteers patrol our premises and report any- thing suspicious to the Boynton Beach Police. Those interest- ed in joining the program should contact any Board or COP member. Applications are available at the clubhouse.
Homestead	Homestead exemption applications for real estate assessment reduction can be secured at the County Property Appraiser Office or on their website. For more information regarding deadlines, call 561-355-2866.

Architectural Review	Written permission is needed from the Architectural Review
Committee (ARC)	Committee BEFORE YOU CAN DO ANYTHNG on the outside of your home; <i>i.e.</i> , gutters, screening the front entrance and/ or patio, putting lights on your walkway, flag poles, lawn or- naments, planting flowers or trees, etc.
	ARC request forms are available in the clubhouse. There is also a box in front of the clubhouse where you can deposit your completed requests for approval. If you do not request permission, the Association has the right to require you to undo whatever you have done. When in doubt, fill it out!
External Maintenance/Work Orders	Our on-site Operations Supervisor receives work orders from the management company. He is not able to do any private work on these premises during working hours. Should you have any maintenance questions or concerns about anything outside of your unit, please fill out a work order. Work order forms are available in the clubhouse and may be used for ex- terior work that is the responsibility of the HOA. These are usually landscaping issues.
Right to Enter	Members of the HOA Board of Directors may enter any resi- dence which is vacated or abandoned for emergency, securi- ty, safety, and for other purposes reasonably necessary for the proper maintenance and operation of the community.
Outside Storage of Personal Property	All personal property of any owner should be stored inside with the exception of permitted cars, a barbecue, and patio furniture and accessories. No lawn chairs or other personal property may be left overnight or unattended the common areas.
Signs	No signs of any type may be displayed on any lot or structure unless first approved by the Architectural Committee.

Maintenance and Repair	Owners must maintain their lots in a good, safe, clean, neat and attractive condition in accordance with our documents. In par- ticular, but not limited to: roof, walls, windows, patio areas, screening, outdoor lighting, walks, driveways, mailboxes and owner-planted landscaping.
Bocce Ball Court	The bocce ball court is for residents and guests (18 years and older). Proper footwear must be worn at all times. Use of the court is at your own risk. Sausalito Place HOA is NOT liable for any injuries resulting from the use of the court. The court may be utilized ONLY for bocce. NO other activities are allowed on the court.
Tennis/Pickleball Court	The tennis/pickleball court is for residents and guests (18 years and older). Proper footwear is required. Use of the court is at your own risk. Sausalito Place HOA is NOT liable for any in- juries resulting from the use of the court. Individuals using the amenity must abide by all the guidelines as posted. NO activi- ties other than tennis/pickleball are allowed on the court.
Pets	If you are a pet owner, you may have two (2) household pets weighing a combined maximum of seventy (70) pounds at ma- turity. If you adopt a pet after you move in, you must notify the HOA. Aggressive breeds are not permitted. You must keep your pet leashed always when outside. You must pick up all droppings from your pet immediately. Pet owners must com- ply with all Florida, Palm Beach County and City of Boynton Beach regulations regarding pets, including leash laws, rabies, and other medical requirements. Owners of more than one (1) pet or pets who exceed the weight limit prior to January 1, 2013, are not required to remove pets. However, as pets expire, they are not to be replaced until the homeowner complies with this number and weight rule.
Automobiles	Repair of vehicles is permitted inside the garage only. No vehicle which is unlicensed or inoperable may be kept in the community unless kept fully enclosed inside the garage. No commercial vehicles of any kind may be parked overnight. Boat, boat trailers, buses or trailers of any kind, campers, recreational vehicles, or mobile homes are not permitted in the community unless they are fully enclosed in the garage.

Parking Midnight to 6AM	Since streets must be clear for possible emergency vehicles, cars cannot be parked on the street overnight (midnight to 6 AM). Please use your driveway or the two community parking areas within the development. No vehicle should be parked even temporarily in front of a mailbox post. Mail will not be delivered if access is not available to the mailman. AT NO TIME MAY ANY VEHICLE BE PARKED ON PART OF THE GRASS SWALE (sprinkler heads can be easily damaged) OR BLOCKING THE SIDEWALK. No vehicles with commercial desig- nation my be parked anywhere in the community overnight.
Parking Passes	Parking passes for overnight guests and residents must be filled out and displayed on the vehicle's dashboard. The intent of the overflow lots is for short-term parking only. <u>The overflow lots</u> <u>are not intended to be used as a resident's permanent parking</u> <u>space; this is deemed long term parking.</u> Short term parking (overnight) in the overflow lots requires a parking pass for both guests and residents. Residents owning more than two cars should contact the HOA for additional information.
Gate Entry	When guests / vendors visit, they should enter the Lawrence Road entrance and follow the instructions at the call box. Your phone will ring. After identifying the person, you can let them in the guest gate by pressing the number 9 on your phone, then hanging up. Remember to give directions before pressing 9. You may only have one name and one number assigned to the call box. NO guests or/vendors should use the Gateway entrances.
Adult Community	Since we are designated as a 55+ Community, NO CHILDREN, 18 years of age or younger, can reside in any unit for more than 60 days per calendar year. Per our amendment, all guests 18 and over staying for longer than sixty days must register with Campbell and attend an orientation.
Hurricane Season	If you go away during the hurricane season, please be considerate of your neighbors and secure all of your outside property, as well as your screened porch furnishings. All outside objects, such as flowerpots, could become flying missiles during a heavy windstorm. For more information, please review the hurricane plan located on our website. Refer to p. 10 for new shutter policy to beginning Jan. 1, 2024.

Holiday Lighting and Decorating	Holiday lighting and decorations may be installed no earlier than 30 days prior to the holiday and must be removed no later than 30 days after the holiday.
Robo Calls	These are automated calls that the Association uses occasional- ly to communicate with residents. They are usually brief, 30 second reminders, covering various topics: parties, Social Sun- days, weather or local emergencies, board meetings, etc. If you do not wish to receive such calls, you may opt-out of them by contacting a board member.
Sausalito Phone Directory	A resident phone directory is updated and distributed annually. Ask any board member for information on how to add or change your listing. The directory accepts cell phone numbers as well as email addresses.
Financial Statement	As part of your monthly maintenance fees, Sausalito Place has established a strong reserve system. These funds are budgeted as: *Reserves contingency *Reserves for roof (cleaning) *Reserves for road paving *Reserves for exterior house painting *Reserves for lake/irrigation
Renting / Selling your property	Per our amendment, an owner may not lease a dwelling unit any time within the first two (2) years of purchase.No lot may be leased more than once in any given calendar year, and no lease shall be approved for terms of less than twelve (12) months. The property owner must contact Campbell Property Management each year to request renewal of a lease.All renters will be subject to approval by the board of directors and will receive an orientation.Open houses are not allowed in our community. When renting / selling your home, realtors must make individual appointments with potential buyers.Please check with the City of Boynton Beach regarding additional requirements for renting your property.



SAUSALITO PLACE HOMEOWNER'S ASSOCIATION, INC. ARCHITECTURAL CONTROL RULES

In accordance with Article VII of the DECLARATION OF COVENANTS, "it is the intent of the Association to a general plan and uniform scheme that avoids harsh contrasts within the community and that promotes a residential community of high quality and harmonious improvements."

In order to maintain this scheme, the Board of Directors and an Architectural Committee will oversee improvements and/or changes on property in the development. Each homeowner, the Architectural Control Committee, and the Board of Directors, have specific responsibilities. Guidelines for the operation of the Committee will be established by the Board of Directors and the Committee and the Board shall abide by and enforce these guidelines."

THE HOMEOWNERS:

NO Permission form is required for the following:

- 1. Beginning in January 1, 2024, storm shutters may NOT be closed at any time, unless a hurricane warning has been issued. City ordinance 110.10 provides that after a hurricane, shutters "which impede required egress or required lights and ventilation shall be removed within 15 days."
- 2. Holiday and/or seasonal ornaments and displays, which may be installed no earlier than 30 days prior to the holiday, and are to be removed not later than 30 days of the holiday.
- 3. Annuals planted within 24" (two feet) of the house.
- 4. Maintenance on previously approved items.

Except for those items described above, permission for all other changes must be obtained, in writing, from the Architectural Committee, and must begin with the submission of a complete form entitled **"ARCHITECTURAL REVIEW BOARD-RE-QUEST FOR MODIFICATION."** An architectural sketch with measurements must be attached to the request form. Work may not commence until the Architectural Review Board has approved the request.

Permission (via ARC form) is required for any of the following modifications:

1. Landscaping between the building line and the area around the perimeter of the house and within 24" around the approved patio. **NOTE: Landscaping changes made to a lot become the**

maintenance responsibility of the current homeowners and such responsibility passes to any new homeowner upon sale of the unit.

- 2. Improvement or architectural change which involves installation, erection, or removal on any lot.
- 3. Tree and shrub changes or replacements.
- 4. Any external lighting, including security cameras.
- 5. Installation of gutters, leader, roofs.
- 6. Patio extensions, patio blocks, decorative bricks.
- 7. Installation of storm shutters.
- 8. Satellite TV dishes.
- 9. Solar panels.

10. The following standards will apply to the placement of **flagpoles:**

- a) An Architectural Committee form must be filled out and signed by the homeowner and given to the Architectural Committee for approval.
- b) A homeowner may attach to either side of the garage a flagpole holder.
- c) In the event a homeowner wants to install a free-standing flagpole, it must conform to the Guidelines as set forth in Florida Statute 720.304(2)(a).
- d) The flagpole shall not exceed 15 feet in height, must be portable and removable, and shall be used only for the flying of the American Flag.
- e) No flag poles shall be erected between adjoining driveways.
- f) The flagpole holder mounted on the garage shall be used to fly the American flag, holiday, and seasonal flags ONLY. No foreign political, or religious flags will be allowed.
- 11. Pods and dumpsters will be allowed for a 30 day period, or on a case to case basis.

The following items are NOT permitted:

- 1. Fruit trees and vegetable gardens
- 2. Sign displays, including vendors and advertisements.
- 3. Bird feeders, bird houses, and bird baths.
- 4. Improvements or changes to joint property without written consent of the HOA Board of Directors.
- 5. Removal of trees and/or tree replacement.

SAUSALITO PLACE ARCHITECTURAL CONTROL SPECIFICATIONS

The following specifications should be referred to when making any approved changes to the outside of any residence in Sausalito Place:

Driveway and Walkway	Maintain the original concrete or paint your driveways and walk- ways in terra cotta, to match the roof color, or a creamy beige. Stamped concrete containing approved colors is also permissible. The approved paint color for walkways and dri- veways is as follows: OR
Replacement Carriage Light Fixture	White only, not to exceed 15" in height, to match original light fixtures as closely as possible.
Shutters	Must meet or exceed Code Standards as set by Palm Beach Coun- ty. Accordion and/or roll up shutters must be white, or cream in color to match home.
Gutters and Leaders	Must be white or cream in color to match home.
Roof Tile	Must be Eagle Malibu, Maple Forge. Extra roof tiles must be stored in the garage or in a medium storage lock box no larger than 34"x28"x24".
Outdoor Security Cameras	Outdoor security cameras (white) must be attached to the out- side of the resident's unit and not to the surrounding trees.
Lawn Ornaments	 No religious statues shall be placed outside of any unit. No lawn ornaments are to exceed two (2) feet in width, by three (3) feet in height. No more than three (3) lawn ornaments per unit, except for holiday ornaments. Lawn ornaments can become a projectiles during a hurricane and must be brought inside if a hurricane warning is issued. Please refer to the hurricane plan on the Sausalito Place website.

Mailboxes	Should match the mailboxes currently installed as closely as pos- sible. Information regarding replacements is available from the HOA or the Management Company. No decorations are permitted on mailboxes or mailbox posts ex- cept during the holiday season.
Satellite Dishes	Satellite Dishes are permitted but must be installed in accordance with all FCC Rules and Regulations.
House Colors	Touch up to match existing colors. Contact the HOA or the man- agement company for specification of manufacturer brand and color information.

NOTE: The Board of Directors retains the right to ask the homeowner to remove or correct any change to the outside of a house if the changes do not conform to the specifications listed above, under Article VII of THE DECLARATION OF COVENANTS.

NOTE: All Architectural approvals must be completed within one (1) year from the date of approval. All prior approved Architectural forms that have not been completed and are over one year old, are invalid. A new Architectural application must be filed for that modification to be approved.



SAUSALITO PLACE

HOMEOWNER'S ASSOCIATION, INC

CLUBHOUSE RULES

The Sausalito Clubhouse is for the use of the community. Enjoy the facility, but treat it with care and respect, as if it were your own home.

Pets	Pets are not permitted in the clubhouse or on the tennis /bocce court.
Smoking and Capacity	The clubhouse is a smoke-free facility. Florida law limits the capacity of the clubhouse to 97 people. Please dispose of cigarette butts properly.
Leaving the Clubhouse	All lights, radios, TV and exercise equipment should be shut down after use. Sliding glass doors and the front door must be locked upon leaving the building.
Thermostats	If you turn on the AC upon entering the building, please reset the A/C thermostats back to 78 degrees when you leave the clubhouse.
Furniture	All clubhouse furniture should be returned to its usual place and cleaned if any liquids or foods have been spilled on them. If, at any time, a liquid is spilled onto the floor of the clubhouse, it is your re- sponsibility to clean it up. Clubhouse furniture, supplies, equipment, etc., may NOT be removed from the clubhouse.
Kitchen, Card Room, Saunas	The kitchen, card room and saunas should be kept neat and clean. Lights and power should be turned off after use in these areas.
Restrooms	When finished using the ladies'/men's lavatories , be sure no water is running and wipe off any excess water on sink tops. If you used the shower, wipe it down after you finish bathing. Please close the restroom door and shut off the lights upon exiting.

Exercise Room	The exercise room is for residents and guests (over 18). Use of the gym equipment is at your own risk. Sausalito Place HOA is NOT liable for any injuries resulting from use of the equipment. Equipment should be wiped down after each use with a product containing alcohol. Any other product may damage the machines.
Guest's Children	All guest's children must be accompanied by either the resident or an adult guest when using any facility. It is the resident's responsibil- ity to ensure that guests also abide by these rules.
Pool Table	Minors (under age 18) may not play at the pool table unless accompanied by an adult. The pool table may NOT be moved for any reason. When finished playing, all pool table equipment should be returned to its designated spot.
Bulletin Board / Signage in Club- house	Only residents may post items for sale or of interest pertaining to social activities (no commercial, political, or religious posting) on the bulletin board. Such items should be no larger than 4" X 6." The name of the resident, unit number, telephone number and date must be included on the notice. No item will remain on the board more than 30 days.
Reserving the Club- house	Residents may reserve the clubhouse for personal use through the HOA Board member assigned to facilities. A security deposit is required for all activities other than memorial services. The resident reserving the clubhouse is responsible to clean up and remove resulting trash to the proper receptacles. Tables and chairs should be returned to their original storage areas.
Clubhouse Library	There is a selection of books in the clubhouse for any homeowner to take and enjoy. Please return the books to the clubhouse when you have finished reading. Donations of books are welcome.

SAUSALITO PLACE



HOMEOWNER'S ASSOCIATION, INC.

POOL RULES

The Sausalito pool is for the use of the community. Enjoy the pool area, but treat it with care and respect, as if it were your own.

Pool hours are dawn to dusk. Capacity is **27** people.

Pets are not permitted in the pool area.
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There is no smoking allowed in the pool area.
There is NO lifeguard at any time. Use of the pool is at your own risk. The HOA is not responsible for accidents or injuries.
Proper bathing attire is required always. Cut-off jeans are not permit- ted.
No food or drink except for bottled water in plastic containers. No glass containers of any kind are allowed in the pool area.
Bathers must shower before entering the pool.
No ball playing, roughhousing, running, jumping or diving into the pool.
No diapers may be worn in the pool.
Children not yet toilet trained are not permitted in the pool.
Children under the age of 18 must be accompanied by a resident or adult.

Inflatables	No rafts or blow-up toys are permitted in the pool. "Noodles" are permitted.
Kiddie Pools	Wading / kiddie pools are not permitted.
Pool Furniture	Chairs or chaise lounges may not be reserved. It is required to use towels on all chairs and lounges. All pool furniture should be re- turned to its usual place when leaving the area. Please remember to close all umbrellas after use.



Enjoy the pool!

Revised July 2023

Below are some key phone numbers to use as reference:

City, County and State Agencies

Emergency	numbers:
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	1. Emergency, Fire, Police, Health	911
	2. Elder Hot Line	211 or 800-963-5337
	3. Boynton Beach Police non-emergency	(561) 732-8116
	4. Poison Control	(800) 222-1222
	5. Hurricane Hotline	(561) 355-2754
	6. Red Alert, Alarm Co.	(888) 733-2537
	7. After-hours water emergency	(561) 742-6430
	8. Palm Beach County Sheriff	(561) 688-3000
	Government services:	
	1. City Hall (switchboard)	(561)-742-6000
	2. Post Office	(561) 740-7329
	3. Boynton Beach Chamber of Commerce.	(561) 732-9501
	4. Solid Waste Authority	(561) 640-4000
	5. Social Security office	(800) 772-1213
	6. Driver's License	(561) 355-2272
	7. Florida Power & Light	(800) 468-8243
	8. PBC Supervisor of Elections	(561) 656-6200
	9. Property Tax Appraiser (homestead)	(561) 355-3230
	10. Property Tax Collector	(561) 355-2264
	11. Water & Utilities	(561) 742-4600
	12.Public works, Garbage /Bulk	(561) 742-6200
	13.Courthouse: Delray, PBC.	(561) 274-1400
8	Revised July 2023	

Area Hospitals:

1. Bethesda Hospital, East	(561) 737-7733
2. Bethesda Hospital, West	(561) 336-7000
3. Boca Raton Regional Hospital	(561) 395-7100
4. Delray Medical Center	(561) 498-4440
5. JFK Medical Center	(561) 965-7300
6. JFK Emergency, Jog & Woolbright	(561) 548-8250
Cable and phone Services:	(561) 266 2279
1. Comcast Cable	(561) 266-2278
Public Libraries:	(501) 200-2278
	(561) 304-4500
Public Libraries:	
Public Libraries: 1. Lantana Road Branch Library	(561) 304-4500
Public Libraries: 1. Lantana Road Branch Library 2. West Boynton Branch Library	(561) 304-4500 (561) 734-5556
Public Libraries:1. Lantana Road Branch Library2. West Boynton Branch Library3. Boynton Beach City Library	(561) 304-4500 (561) 734-5556

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