



COBBLESTONE  
• C R E E K •

# Homeowner Manual

Revised Oct 2018

# **Cobblestone Creek Homeowner Manual**

## ***INTRODUCTION***

The goal of this homeowner manual is to acquaint you with the rules, regulations and responsibilities necessary to maintain Cobblestone Creek as an outstanding example of a quality community in which to reside. Your awareness of what is expected, in addition to your commitment to your neighbors and the common property will aid in achieving this goal.

Most of the rules and regulations are found in the Declaration of Covenants and Restrictions and the Bylaws for Cobblestone Creek (the Documents) that govern the community. The Documents are located on the Association's website at [www.cobblestonecreek.org](http://www.cobblestonecreek.org). Some of these rules are restated here, and the Board of Directors has adopted additional rules and regulations. In the event of any conflict, the rules and regulations in the Documents will supersede those contained in the Cobblestone Creek homeowner manual.

It is the responsibility of each homeowner to understand and comply with the rules and regulations set forth and ensure their tenants and all non-resident guests abide by them.

This manual will be revised periodically. Please keep it readily available for reference.

Thank You,

***Board of Directors 2011***

***Cobblestone Creek Homeowners Association***

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# **GENERAL INFORMATION**

## Frequently Called Numbers

Clubhouse/Association Office phone .....(561) 880-0165  
Fax .....(561) 880-0143  
Gatehouse .....(561) 880-0065  
Website..... [www.cobblestonecreek.org](http://www.cobblestonecreek.org)  
Email ..... [cobblestonecreekhoa@gmail.com](mailto:cobblestonecreekhoa@gmail.com)

### **Oxygen Association Services (Management Company):**

*1489 W Palmetto Park Road, Suite 505*

*Boca Raton FL 33486*

Phone .....(561) 997-9701  
Fax .....(561) 997-9703  
Website..... [www.oxygenassociationservices.com](http://www.oxygenassociationservices.com)  
Malissa Hoopes, Association Manager ..... [malissa@mhmc.me](mailto:malissa@mhmc.me)

ATT.....(800) 331-0500  
Hotwire Communications .....(800) 355-5668  
CVS (Lantana & Lyons) .....(561) 434-4776  
FPL .....(561) 697-8000  
Palm Beach County Sheriff (non-emergency) ... (561) 688-3000  
Palm Beach County Water Utilities Department .....(561) 740-4600  
Post Office (Canyon Town Center) . .....(561) 364-0877  
Publix (Canyon Town Center) .....(561) 369-4800  
Publix (Town Commons).....(561) 304-0697  
Solid Waste Authority.....(561) 697-2700  
South Florida Water Management District .....(561) 686-8800  
Walgreens (Boynton Beach & Lyons).....(561) 880-1523

Mama Mia's (Town Commons).....(561) 963-9565  
Panera Bread (Canyon Town Center) .....(561) 244-7180  
Subway (Town Commons) .....(561) 967-8481  
Tokyo Peking (Town Commons) .... (561) 649-8288

### **Emergency Number: fire, police, ambulance.....911**

Please have the following information available:

Name  
Address  
Telephone Number  
Cobblestone Creek

To assist PBSO in locating you, please make sure both your exterior and interior lights are on.

# **BOARD OF DIRECTORS**

## **2018**

President ..... Michael Gallacher  
Vice President ..... Cynthia Etheart-Joseph  
Secretary ..... Rossana Paredes  
Treasurer ..... Iette Ross-Sykes  
Director at Large..... Steven Sagonas

## **IMPORTANT:**

### **Board of Directors Meeting**

Regular meetings of the Board of Directors are held on the first Thursday of each month either at 9:30am or 5:30pm in the Cobblestone Creek clubhouse. All homeowners are invited and encouraged to attend. See published calendar of Board of Directors meetings for dates.

### **Annual Meeting and Election**

The annual meeting of the members and election is scheduled for the spring of each year. Ample notice will be given in advance of the meeting for the date, time and place.

### **Annual Budget Meeting**

The annual budget meeting to adopt the following year's operating budget is scheduled for the fall of each year. Ample notice will be given in advance of the meeting for the date, time and place.

### **Appeals Committee Meeting**

The Appeals Committee meets on the last Thursday of each month at 6:30pm in the Cobblestone Creek clubhouse.

### **Architectural Review Committee Meeting**

The Architectural Review Committee meets on the last Thursday of each month at 7:00pm in the Cobblestone Creek clubhouse.

## **Cobblestone Creek HOA Board Meetings 2015/2016**

Date/Time: First Thursday of Each Month at 9:30am or  
5:30pm  
Place: Cobblestone Creek Clubhouse

Annual Meeting of Members & Election to be scheduled for spring 2019  
(notice will be sent via mail and posted on the website)

Budget Meeting to be scheduled for fall 2018  
(notice will be sent via mail and posted on the website)



## Frequently Asked Questions

### ***What are the Association office hours?***

The office administrator is available to assist you Mon-Tues-Thur-Fri **10:00am-6:00pm** and Saturday **12:00pm to 6:00pm**. The office is closed on the following holidays: Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day.

### ***When can I speak to our Property Manager?***

The property manager is available via email between 9:00am and 5:00pm Monday through Friday, or you may make an appointment through the property management office.

### ***Is cable included in my assessment?***

Yes. The Association entered into a bulk contract with Hotwire Communications offering basic service and internet. You may upgrade to a higher level of service by contacting Hotwire directly. Any additional upgrade charges will be solely your responsibility.

### ***Are satellite dishes permitted?***

Yes, subject to approval of the location by the Architectural Review Committee. See the Architectural Guidelines on the website.

### ***What are the pool/spa hours?***

Per Palm Beach County law, the hours are from Dawn to Dusk.

### ***When is the Clubhouse open?***

The Clubhouse is open from 10:00am-9:00pm daily.

### ***May my guests use the amenities (pool/spa/gym etc)?***

Guests may only use the amenities when accompanied by the resident.

### ***Are children allowed to use the clubhouse?***

No one under the age of **16** is permitted in the clubhouse complex unless accompanied by an adult and under adult supervision (age 18).

### ***May we bring food and drinks to the clubhouse complex?***

**NO FOOD** or beverages other than water are permitted in the pool/spa area, unless the area has been reserved and rented for a private party.

### ***When is the Fitness Center open?***

The Fitness Center is open from 5:00am-10:30pm daily.

### ***Are children allowed to use the fitness machines?***

No person under the age of **16** is permitted in the fitness room.

***Where is the children's play area?***

There is a designated tot and children's play area for those under the age of 6. There is a tot and children's aqua play area for those under age 6. Use of these areas requires parental supervision. Children are not permitted to play in the clubhouse parking lot.

***How do I obtain an extra gate card?***

You may purchase an additional gate swipe card for \$25.00 or a key fob for \$50.00. There is a limit of three per home. Replacement for a lost card, etc is at the above value. See office administrator.

***How do I obtain gate access?***

Barcodes are \$25.00 each and may only be applied by a representative of the association. Replacements are \$10.00 each.

***How do I gain access for my visitors?***

Please logon to Gateaccess.net in advance of a guest's arrival whenever possible to avoid delays. In order to gain access to the community, your visitors must approach the gatehouse and present valid photo identification. Visitors will not be allowed to enter the community without producing valid I.D. Be aware that once a visitor is denied entry, he or she is required to immediately leave the community. Refusal to leave is considered trespassing and PBSO will be called.

***Is the gatehouse manned 24 hours?***

Yes, including holidays. Periodically on the overnight shift, the guard will leave the gatehouse to patrol the community. In these instances, the keypad will be available for use. See the section regarding Unmanned Gatehouse for details.

***Do I need to register a guest who is staying overnight and using the clubhouse parking lot?***

Yes. The guest's vehicle must be registered with the gatehouse and receive a parking pass or it is subject to being towed.

***Am I responsible for maintaining my landscaping?***

Yes. All homeowners are responsible for maintaining their lawn, shrubs and trees in keeping with the standards of the community, as outlined in the homeowner documents and rules and regulations. Failure to do so will result in a violation and/or fine. You may obtain a copy of the documents from the Association website.

***Who is responsible for cleaning the sidewalk and concrete gutters outside my house?***

Each homeowner is responsible for maintaining the sidewalk and concrete gutters outside his or her home and to promptly remove any rust stains. Failure to do so will result in a violation and/or fine.

***How do I get complete access to the website?***

To receive your login name and password, you must complete the "Owners Login Request Form" at [www.cobblestonecreek.org](http://www.cobblestonecreek.org) and click on the link.

# **RULES AND REGULATIONS**

# **Cobblestone Creek Homeowners Association**

## **General Rules**

These rules have been compiled from the governing documents and other rules and regulations that the Board of Directors has promulgated to enhance the aesthetic appearance and maintain the standards of the community.

1. Any homeowner who becomes 90 days delinquent in any monetary obligation to the association is subject to suspension of use of the amenities, until the delinquent amount is paid in full.
2. Any homeowner who becomes 90 days delinquent in any monetary obligation to the association is subject to suspension of the right to vote in an association election, until the delinquent amount is paid in full.
3. Any homeowner who becomes 90 days delinquent in any monetary obligation to the association is subject to suspension of the permanent visitor list, and must be called for all guests.
4. Any homeowner who becomes 90 days delinquent in any monetary obligation to the association with a tenant in residence is subject to association collection of all rent monies from the tenant, until the delinquent amount is paid in full.
5. No fishing, swimming or motorized boating is permitted in any lake in the community.
6. No dumping or depositing of any garbage or refuse in any lake within the community is permitted.
7. No homeowner is permitted to install any improvement to any lot within 20 feet of any lake or canal, including but not limited to landscaping without prior approval of the architectural review committee.
8. No wells may be installed without approval of the association and the utility company.
9. No homeowner is permitted to create any beach or sandy area along any lake or canal.
10. Construction of any kind, such as for installation of pools or spas requires prior approval by the Architectural Review Committee. See the Architectural Guidelines for details.

### **Remediation**

1. For specific details and requirements refer to the [Guidelines for Installation of Dumpster, Portable Toilet or POD](#) in the sample forms section of this manual.
2. Request forms may be obtained from the web site for completion and your convenience at [www.cobblestonecreek.org](http://www.cobblestonecreek.org).

## **Exterior Alterations and/or Modifications**

1. Any exterior modifications require prior approval from the Architectural Review Committee. For specific details and requirements refer to the Architectural Guidelines on the website at [www.cobblestonecreek.org](http://www.cobblestonecreek.org).
2. An application for architectural review may be obtained from the website for completion and your convenience.
3. There is no charge for submitting an ARB request however initiating any work on exterior changes prior to receiving approval will subject the homeowner to a \$100 application fee.
4. See the Architectural Guidelines for more details and a list of the changes which require a security deposit.

## **Cobblestone Creek Homeowners Association Access and Security Rules**

The Board of Directors has promulgated certain rules to enhance the safety and security of all residents and their guests within the community.

### **Resident Access**

1. Access to the community is by barcode for all residents in good standing.
2. A property that is delinquent in any monetary obligation for at least 90 days is subject to deactivation of the barcode(s), until the account is brought current.
3. Residents whose barcodes have been deactivated must gain access to the community via the visitors' entrance, after producing valid photo I.D. upon each entry.
4. Valid forms of identification are: current drivers' license, passport, military I.D. or state issued I.D. card. Expired identification will not be accepted.
5. Entrance gate barcodes are limited to three per home.
6. The fee for each new barcode is \$25.00. Replacements are \$10.00.
7. In the event the gatehouse is ever unmanned, a **PIN** number is assigned to each owner/tenant. If you are unsure of your **PIN** number, please contact the clubhouse office.
8. Access to the Clubhouse Complex is by swipe card for properties that are current with all monetary obligations to the association.
9. A property that is delinquent in any monetary obligation for at least 90 days is subject to deactivation of the clubhouse swipe card(s), until the account is brought current.
10. Swipe cards are limited to three per home.
11. The fee for each new swipe card is \$25.00. The fee for each key fob is \$35.00.
12. The keypad entry code/**PIN** number is only for residents and should never be given to any non-residents.
13. Any lost clickers, cards or fobs are the responsibility of the resident and will not be replaced free of charge.

### **Guest Access Manned Gatehouse**

1. All guests must enter through the visitors' entrance (next to the gatehouse).
2. Guests must present valid government-issued picture ID: current drivers' license, passport, military I.D. or state issued I.D. card. Expired identification will not be accepted.

3. The gatehouse will contact residents to notify them of any visitor(s) requesting access.
4. **Preferred method:** Approved residents over age 18 may notify the gatehouse in advance of arriving visitors by logging on to gateaccess.net or using the automated phone line. You must know your **PIN**.
5. Residents may add persons to their "permanent list," such as housekeepers, nannies, landscapers, relatives and close friends. People on the permanent list will be allowed entry without calling the resident, after producing valid identification.
6. Please make sure your telephone numbers, permanent list and emergency contacts are current and up-to-date with the association. To do this, you must log on to gateaccess.net with your primary phone number and **PIN**. The officer on duty cannot accept verbal modifications to the data in the computer.

### **Guest Access Unmanned Gatehouse**

1. Each resident has a directory code. This code is separate from the **PIN** number and may be given to guests so they do not have to scroll through the directory. If you are unsure of your directory code, please contact the clubhouse office.
2. You must have a local phone number, not requiring 1 or an area code, in order to use the unmanned access system.
3. Guests will enter the directory code into the keypad, which will ring your local phone number.
4. Press "9" and hold briefly then hang up and the gate will open.

### **Vendors, Deliveries, Moving Vans, etc.**

1. Vendors, including but not limited to landscapers, pool maintenance, deliveries, moving vans and **U-Haul trucks** are permitted **ONLY** between the hours of **8:00am-6:00pm, Monday through Saturday.**
2. **NO** vendors, **NO** deliveries, **NO** moving vans and **NO U-Haul vehicles** are permitted on **Sundays** or on the following holidays: **Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Day and New Year's Day.**



3. **Residents granting access to vendors via any means during prohibited days or hours could be subject to an immediate fine and PBSO contacted to issue a trespassing citation.**

### **Security Miscellaneous**

1. Gatehouse personnel will **NOT** accept any packages, letters, notes or deliveries of any kind for any residents, guests or vendors. There will be **NO** exceptions.
2. Security Cameras are located at the gatehouse and inside and around the clubhouse complex, and the activity is monitored and recorded for video and audio.

## **Cobblestone Creek Homeowners Association Clubhouse Complex Rules**

The clubhouse and fitness center are valuable community assets provided for the use of all Cobblestone Creek residents and their accompanied guests. It is the duty and obligation of each resident to comply and ensure the rules and regulations set forth below are followed by all.

### **General Rules**

1. The Clubhouse Complex main gate is on a timed lock. **It opens at 5:00am and locks promptly at 10:30pm daily.**
2. Clubhouse/billiards hours are **10:00am-9:00pm daily.**
3. Fitness center hours are **5:00am-10:30pm daily.**
4. Administrative office hours are:

**10:00am-6:00pm Mon-Tue-Thu-Fri  
12:00pm-6:00pm Saturday**

5. The clubhouse and fitness center are for the exclusive use of residents and their accompanied guests.
6. **NO** person under the age of **16** is permitted within the Clubhouse Complex unless accompanied by an adult and under adult supervision (age 18).
7. **NO FOOD**, glass containers or alcoholic beverages are permitted.
8. **NO PETS** are permitted within the Clubhouse Complex.
9. **NO SMOKING is permitted within the Clubhouse Complex.**
10. The Clubhouse Complex gates must remain closed at all times and must not be propped open.
11. **The call box at the main gate is only for vendors and HOA business and is NOT to be used to grant access to residents and/or their guests for use of the amenities, rest rooms or drinking fountains.**
12. The clubhouse and/or pool area may be reserved for private parties. Rental is limited to homeowners and all monetary obligations to the association must be current. See the clubhouse rental section for details.
13. The Clubhouse Complex area is under video surveillance and activity is monitored and recorded.

### **Fitness Center**

1. **NO** person under the age of **16** is permitted inside the fitness room.
2. **NO** smoking is permitted.

3. There shall be **NO** congregating in the fitness area for television viewing. TV's are solely for the enjoyment of those using the fitness equipment.
4. Residents are responsible for wiping down the fitness equipment after use. Wipes are provided.
5. Residents are responsible for any damage to fitness equipment or furnishings. All equipment should be placed back into its original position.
6. **NO** wet clothing of any type is permitted in the fitness center.
7. Residents shall notify the Board of Directors or administrative office of any malfunctions or damage noted to any fitness equipment.
8. Surveillance cameras are installed throughout and activity is monitored and recorded.

### **Clubhouse**

1. Each resident or guest using the clubhouse for any purpose is responsible to leave it in the condition found: neat and clean.
2. **NO** wet swimsuits are permitted in the clubhouse.
3. **NO** children under age **16** are permitted inside the clubhouse without adult supervision.
4. **NO** abusive or discourteous language or behavior is permitted.
5. **NO FOOD**, beverages or alcohol are permitted.
6. **NO SMOKING** is permitted.
7. Children under age **16** are not permitted to use the billiards equipment.
8. Priority for exclusive clubhouse use is for association sponsored events.
9. Surveillance cameras are installed throughout and activity is monitored and recorded.

### **Clubhouse Rental**

For specific details and requirements, refer to the Guidelines for Clubhouse and/or Poolside Rental in the sample forms section of this manual or visit the Documents page of the website at [www.cobblestonecreek.org](http://www.cobblestonecreek.org).

## **Cobblestone Creek Homeowners Association**

### **Pool/Spa and Pool Deck Rules**

The pool/spa rules have been established for the health, safety and welfare of all residents and their guests and to meet specific requirements of the Palm Beach County Health Department.

#### **Pool**

1. The pool is for residents and their accompanied guests.
2. The maximum bathing load is **37** persons.
3. Pool hours are **Dawn to Dusk**, per Palm Beach County law.
4. All persons must shower before entering the pool.
5. **NO LIFEGUARD** is on duty. All homeowners, tenants, and guests shall swim at their own risk.
6. **NO DIVING** is permitted.
7. Swimming in the pool is permitted only during hours posted.
8. **NO** children under age **16** are permitted in the pool area without adult supervision.
9. A child who cannot swim safely may not enter the pool or be within the gated pool area unless accompanied by an adult who is in the pool supervising the child.
10. Persons not completely toilet trained, whether wearing diapers or not, are prohibited from entering the pool unless in swim diapers.
11. **NO** climbing, sitting or other use of the pool/spa area rocks is permitted.

#### **Spa**

1. The spa is for residents and their accompanied guests.
2. The maximum load is **5** persons.
3. Spa hours are **Dawn to Dusk**, per Palm Beach County law.
4. For health and safety, use is limited to 15 minutes.
5. For **health and safety**, **NO** children under age **18** are permitted in the spa.

#### **Pool Deck Area**

1. **NO** pets are permitted inside the clubhouse gated area.
2. **NO** glass or other breakable items are permitted in the pool or pool deck area, per Palm Beach County law.
3. **NO FOOD**, beverages or alcohol are permitted within the pool/spa or deck areas, per Palm Beach County law.
4. All trash must be placed in receptacles.

5. Running, jumping, skating, bicycling or any other activity that creates a danger or annoyance in the pool/spa area is prohibited.
6. Pool deck or loggia furniture is not to be reserved or removed from the area.
7. If suntan oil is used, a beach towel must be used to cover the pool/patio furniture.
8. Pool safety equipment must remain in place and may not be used for any purpose other than intended.
9. There shall be **NO LOUD NOISE** or other disturbance in the pool area at any time.
10. Headphones are required for all electronic devices.
11. Umbrellas must be closed after use.

### **Aqua Lot/Tot Lot**

1. Hours are **Dawn to Dusk**.
2. Aqua Lot and Tot Lot play areas are for children under age **6** with adult supervision (age 18).
3. **NO FOOD** or breakable objects are permitted.
4. **NO PETS** are permitted.
5. **NO intoxicants** are permitted.
6. **NO** rough play, running or profanity is permitted.
7. Do **NOT** swallow fountain water, as it is recycled.

## **Cobblestone Creek Homeowners Association Landscape Rules**

The Board of Directors has the right and the obligation to require owners to maintain their lots in a manner befitting the standards of the community. The following rules and regulations have been promulgated by the Board of Directors or are excerpted from the Documents.

1. Lawns must be mowed weekly during the months of June, July, August and September; three times per month during March, April, May and October; and twice per month during November, December, January and February.
2. Owners are responsible to maintain the area between their property and the street, commonly known as the swale, and the easement area, if their home borders a lake.
3. All shrubs on the entire property must be trimmed once per month, including around electrical transformers, if located on the owner's property.
4. The live oaks in the swale may not be removed by anyone other than the association.
5. Owners are responsible to regularly mulch the swale trees with red mulch, in keeping with community standards.
6. The use of red stone around swale live oaks or in property plant beds requires architectural approval.
7. No additional plantings are permitted in the swale area or around the live oaks.
8. Trees must be trimmed annually. The best time to trim is just prior to hurricane season.
9. Palm trees must be fertilized at a minimum twice yearly to maintain their health.
10. Lawns must be kept free of weeds and pests, especially fire ants.
11. All diseased or dead grass, shrubs or trees must be immediately removed and replaced with similar type. See the Architectural Guidelines for more details.
12. Plant beds must be mulched annually with red or naturally colored mulch or if stone is used it must be red in color.
13. Irrigation systems must be maintained in good working order and meet required water guidelines. Any rust stains must be removed from common sidewalks, driveways or exterior walls of homes. Installation of rust inhibitors is strongly recommended.
14. Lawns must be irrigated in accordance with the South Florida Water Management District directives and between the hours of 10:00pm and 8:00am.
15. New plantings may be watered every day for a maximum of 30 days in accordance with South Florida Water Management District directives.

16. No artificial grass, plants or other types of vegetation are permitted to be installed on any property.
17. Any material change to the landscape requires prior approval of the Architectural Review Committee. See the Architectural Guidelines for further details.
18. No planting of any kind is permitted on association common property.

## **Cobblestone Creek Homeowners Association Parking Rules**

These rules have been compiled from the governing documents and other rules and regulations that the Board of Directors has promulgated regarding vehicles within the community, not only for the health, safety and welfare of residents but to alleviate or diminish parking problems, while enhancing the aesthetic appearance of the community.

1. Observe odd/even parking as noted on the signs posted at the entrance to the community. Odd/even refers to house address and changes monthly.
2. Ensure all guests observe the odd/even parking pass issued at the gatehouse.
3. When parking on the street, use care not to impede the entry or exit of other driveways.
4. No overnight parking is permitted on any street or any areas other than garages or driveways, without prior approval from the Board of Directors.
5. Do **NOT** park vehicles in front of mailboxes or fire hydrants.
6. Observe the **20 mph** speed limit. Children are playing.
7. No golf cart may be operated within the community unless by a licensed driver.
8. Only vehicles manufactured and used as passenger vehicles and trucks (up to 1 ton) are permitted to be parked within the community overnight.
9. No vans, pick-up trucks in excess of 1 ton, recreational vehicles, campers, boats or trailers are permitted to be parked or stored within the community overnight or on a continuing or habitual basis unless inside a closed garage.
10. **NO** commercial vehicles, **NO** vehicles with commercial lettering, signs or equipment and **NO U-Haul vehicles** are permitted to be parked or stored outside any garage overnight or on a continuing or habitual basis.
11. No motor bikes, motorcycles, mopeds or all terrain vehicles are permitted to be operated within the community.
12. No motor bikes, motorcycles, mopeds or all terrain vehicles are permitted to be stored overnight outside of an enclosed garage.
13. Temporary parking of commercial vehicles to make deliveries or service a home or law enforcement agencies is permitted.
14. No more than 3 vehicles may be permanently kept on a property without the prior consent of the Board of Directors, unless in an enclosed garage.
15. All vehicles parked within the community must be in good operating condition and repair.



16. No major repairs may be made to any vehicle within the community, unless in an enclosed garage.
17. No vehicle which does not have a current license plate may be parked within the community for more than 24 hours, unless in an enclosed garage.
18. No vehicle that cannot operate on its own power is permitted within the community for more than 24 hours, unless in an enclosed garage.
19. Association registration and approval for overnight resident/guest parking in the clubhouse parking lot is required, and the gatehouse must be notified.

## **Cobblestone Creek Homeowners Association Pet Rules**

Pet ownership is a privilege in the Cobblestone Creek community. This privilege is not to be abused by discourteous behavior or the creation of nuisances defined as loud noises, continuous barking or threatening behavior.

1. Domestic pets are limited to **3** per property, without prior approval from the Board of Directors.
2. All dog and cat owners within the community are responsible to ensure that said dog or cat is properly registered with the County and has all required inoculations. The Association may, without further resolution of the Board of Directors, require residents/owners within the community to submit proof of said inoculations and breed.
3. No pet is permitted to be kept outside of a residence or in any screened enclosure, unless someone is present in the residence.
4. Per Palm Beach County law, dogs may not be kept tied up outside in the yard without adequate shelter, water and room for exercise, even if someone is present in the residence.
5. Dogs must be on a leash at all times when outside a home, if not within a fence or screened enclosure. Dogs walked on the common areas must be walked on a leash no greater than five (5) feet in length by an adult or child over the age of fifteen (15). Dog and cat owners are responsible to ensure their dog or cat is properly restrained and under said person's control at all times when said animal is outside its owner's residence. No dog or cat may be left unattended on the common areas.
6. No pet is permitted to stray or enter onto another homeowner's property without that owner's permission.
7. Pet owners and/or persons handling or walking pets outside the home are responsible to promptly clean up after their pet.
8. No pets are permitted inside the clubhouse complex gates.
9. Each owner who determines to keep an animal agrees to indemnify the Association and hold the Association harmless against any loss or liability of any kind arising out of such owner having any such animal.
10. No commercial breeding is permitted within the community.
11. No livestock or poultry are permitted within the community.
12. For the health and safety of the Association residents, no person may feed any feral or wild animals within the community.
13. Irrespective of breed, no animal kept by a resident or guest may cause any nuisance to the Association or any other resident or guest within the community.
14. Under no circumstances is any Pit Bull, Rottweiler, Presa Canario, Dogo Argentino, Fila Brasileiro, Japanese Tosa or any other dog categorized as a "fighting breed" permitted on the Association property or a residence within the community, whether such dog is a pure breed or mixed breed. This includes any dog whose sire or dam is one of the aforementioned defined breeds.

As used in this rule, a Pit Bull is defined as any dog that is an American Pit bull Terrier, American Staffordshire Terrier, Staffordshire Bull Terrier or any dog displaying a majority of physical traits of any one or more of the above breeds, or any dog exhibiting those distinguishing characteristics which substantially conform to the standards established by the American Kennel Club or the United Kennel Club for any of the above breeds.

15. Furthermore, irrespective of breed, under no circumstances is any Dangerous Dog permitted on the Association property or within any home within the community.

As used in this rule, a Dangerous Dog is defined as a dog, irrespective of breed, which meets any one of the following criteria:

- a. Has, when unprovoked, aggressively bitten, attacked, endangered or has inflicted severe injury on a human being at any time whether on or off the property;
  - b. Has, when unprovoked, severely injured or killed a domestic animal at any time whether on or off the Association property;
  - c. Has, when unprovoked, chased or approached any person or animal upon the streets, drives, roads, avenues, roadways and sidewalks, or any portion of the Association property in a menacing fashion or apparent attitude of attack. However, a dog shall not be deemed a Dangerous Dog if the threat, injury, death or damage was sustained by a person who, at the time, was unlawfully on the Association property or owner's residence, or while lawfully on the Association property or owner's residence, was tormenting, abusing or assaulting the dog or its owner or a family member. In addition, no dog shall be deemed a Dangerous Dog if it was protecting or defending another human being within the immediate vicinity of the dog from an unjustified attack or assault.
  - d. The Board of Directors or its authorized designee shall have the sole authority to determine if a dog is deemed a Dangerous Dog as defined herein.
16. The application of these rules may be modified to the extent required under state/federal law.
17. A violation of these rules may result in fines being assessed against the violating party. In addition, the Association shall reserve the right, if deemed necessary, to take additional legal action which may include the filing of a lawsuit. As allowed under Florida law, the prevailing party shall be entitled to an award of attorney's fees and costs incurred.
18. Except as to Pit Bulls, **which have been prohibited since 2010**, the provisions in #14 above may not be deemed retroactive to any owner or resident within the community who currently owns or keeps any of the other listed prohibited breeds. However, once said animal dies, it can not be replaced with another prohibited breed as set forth herein.

## **Cobblestone Creek Homeowners Association Sale/Lease Rules**

The sale and lease regulations have been established to create a safe, stable environment for all unit owners and to provide the Board of Directors with information necessary to perform and meet its obligations under the governing documents to homeowners and their invited guests.

### **Sale/Lease Rules**

1. A residency application must be completed for any sale or lease of a residence.
2. A copy of the sales agreement and/or lease must be submitted with the application.
3. All prospective owners/tenants must submit a \$250.00 non-refundable residency application fee.
4. All prospective tenants must submit a \$500 security deposit. The security deposit is refundable upon move-out, provided no damage has occurred to common elements and there are no outstanding fines.
5. All prospective owners/tenants must undergo a scheduled interview with an authorized representative of the association prior to closing for sales and prior to move-in for rentals.
6. No sale/lease may be finalized without the written approval of the association.
7. No sale or lease of a home may be approved unless all financial obligations to the association have been met.
8. Leasing of a home is limited to a minimum of 3 months and is further limited to two (2) leases per year.
9. No transient residents are permitted.
10. All leases must be in writing and a copy furnished to the association.
11. Any damage to furnishings, equipment, buildings, common elements caused by the homeowner/tenant, contractor, guests or invitees will be repaired at the sole expense of the owner.
12. No signs are permitted without prior approval of the association.

### **Purchase/Lease Application**

For specific details and requirements, refer to the Purchase and Rental Application in the sample forms section or visit the Documents page of the website at [www.cobblestonecreek.org](http://www.cobblestonecreek.org).

## **Cobblestone Creek Homeowners Association Use of Lot Rules**

The regulations established are excerpted from the documents or were promulgated by the Board of Directors to maintain the community in a neat and attractive manner and in first class condition.

1. No nuisance is permitted and no use or practice which is an unreasonable source of annoyance or which shall interfere with the quiet enjoyment by other residents is permitted. This includes dog barking, fireworks, etc.
2. All garage doors must be kept closed when not in use.
3. Each owner must regularly pick up all garbage, trash, refuse or rubbish on his lot.
4. Garbage, trash, refuse, recycling, etc. may be placed for pick up at the front of the lot no earlier than 5:00pm on the day prior to scheduled pick up.
5. Trash collection is on Tuesday and Friday. Landscape debris is collected on Tuesday and recyclables collected on Friday.
6. All closed garbage or trash containers left at the front of the lot for pick up must be returned to storage the day of pick up.
7. All garbage and refuse containers must be kept in a walled or closed landscaped area so they are concealed from street view.
8. All trash must be kept inside closed receptacles. No bagged trash may be left outside.
9. All sidewalks, driveways and parking areas must be kept clean, free of debris, and repaired/replaced as needed.
10. All homes, driveways and sidewalks must be kept free of rust.
11. No car covers of any type are permitted on driveways or any other open location within the community.
12. Holiday lighting must be removed within 14 days after the close of a holiday.
13. Exterior lighting may only be frosted white or clear bulbs and wattage must not exceed 100 watts.
14. Window treatments must consist of draperies, blinds or other tasteful window covering.
15. No fireworks of any kind are permitted to be ignited on any common areas without prior approval from the Board of Directors.

16. Except for the purpose of self defense, the brandishing of any type of weapon or firearm in a threatening or angry manner and/or use of any type of weapon or firearm, including but not limited to BB gun, pellet gun, air/gas gun, crossbow, bow and arrow, slingshot, taser, electric weapon, self-propelled knife or any other combustible or non-combustible weapon anywhere within the Lots or common areas within Cobblestone Creek is prohibited. In addition and irrespective of whether or not one holds a concealed weapons permit, no such firearm and/or weapon shall be brought to a meeting of the Board of Directors, a meeting of any Association committee or to any function hosted by the Association, unless the person who is in possession of said firearm or weapon is (i) a Florida/federal law enforcement officer, as defined in Chapter 790, Fla. Stat., (ii) a Florida licensed security officer who is authorized by his licensure to carry a weapon or (iii) a person who is otherwise given express permission by the Association president. A violation of this rule may result in a fine or other legal action.
17. The personal property of any resident must be kept inside the residence or in a fenced-in area in the rear of the home, except for patio furniture which must be neat in appearance and in good condition.
18. Any playground or other outside play equipment, including trampolines requires approval by the Architectural Review Committee and must be kept within a fenced yard and shielded from view with landscaping.
19. No portable storage or temporary building or tent is permitted to be erected or located on any lot, except storage sheds which require architectural approval and must be completely hidden from street view.
20. Only central air conditioning units are permitted. No window, wall or portable air conditioners are allowed, except under hurricane conditions.
21. No clotheslines, poles or other means of outdoor clothes drying are permitted.
22. The installation of outside antennas or satellite dishes requires architectural approval, must NOT be visible from the street and must comply with the Telecommunications Act of 1996.
23. Occupancy is restricted to no more than two (2) persons per bedroom.
24. No trade, business, profession or commercial activity or other non-residential use is permitted without the consent of the Board of Directors.
25. The use of any PODS, dumpsters or portable toilets requires prior association approval and a security deposit.
26. Dumpsters must be covered and portable toilets hidden from view, facing away from the street.

27. Architectural Review Committee approval and a Palm Beach County permit are required prior to installation of any permanent flagpole. Only flags that conform to Florida Statute section 720.304(2)(a) are permitted to be displayed. See the Architectural Guidelines for details.

## **Cobblestone Creek Homeowners Association Exterior Painting Requirements**

The community governing documents require architectural approval of any improvement, alteration or modification to the exterior of any residence, including the color. The listed requirements have been established to ensure the aesthetic appearance and overall quality of the community.

1. Color scheme must be one that blends with the existing color schemes of the community.
2. Color scheme must be completely followed for the walls, trim, shutters, doors etc.
3. Color scheme must blend with the existing roof color.
4. Color scheme must differ from the immediate neighbors on either side of your property.
5. Pictures of the homes immediately to the right and left of your property must be submitted with your architectural application.
6. Pictures of the color scheme you wish to use must be submitted with the architectural application.
7. To ensure compliance with the exterior painting rules and regulations, a \$1000.00 deposit is required at the time of application submission.
8. After architectural approval of the color, a 3' X 3' sample of each color of the color scheme must be painted on the side of your home.
9. A member of the Architectural Review Committee must view and approve the sample color scheme painted on the side of your home. Contact the office to schedule a time for an appointment with an ARC member.
10. Refer to the Architectural Guidelines and application in the sample forms section or on the Cobblestone Creek website for further information.



## **ARCHITECTURAL GUIDELINES**



Refer to the Cobblestone Creek website for detailed information governing any architectural or landscape alteration or modification.

[www.cobblestonecreek.org](http://www.cobblestonecreek.org)

This manual must be turned over and/or a copy provided to any new tenant or new owner.

Additional copies or replacements will be provided at a fee of \$50.00 each.

# **SAMPLE FORMS**

## ***Cobblestone Creek Homeowners Association, Inc.***

*c/o Oxygen Association Services – 2801 N University Drive, Suite 204, Coral Springs, FL 33065 - 561-999-9701*

### **Guidelines for Clubhouse and/or Poolside Rental**

**\*\*ALL HOA DUES, INCLUDING SPECIAL ASSESSMENTS MUST BE CURRENT AT THE TIME OF RENTAL\*\***  
**IF YOU FALL BEHIND IN YOUR HOA DUES, THIS CONTRACT MAY BE CANCELLED**  
**ONLY HOMEOWNERS MAY RENT THE CLUBHOUSE/POOL AREA**

Food and drinks and/or large groups of guests are not permitted within the pool area, fitness center or the clubhouse, without prior approval. Violation of this rule will result in a fine.

**Homeowners** wishing to bring food or soft drinks to the pool area or wishing to rent poolside space or the clubhouse for small parties may submit an application, along with the corresponding deposit and fee. Availability cannot be guaranteed until the application, deposit and fee are received. After an application is received, the Association will provide confirmation of approval or non-approval within 48 hours. Every effort will be made to provide the desired rental date however rental is on a first-come, first-served basis.

Rental of the clubhouse and/or pool area is **not** exclusive. Other homeowners will still have access to the clubhouse and/or pool area.

All events must be concluded and cleaned by **10:30pm**. The maximum time for events is **4 hours**.

The maximum number of guests is **25**.

All food must be pre-cooked or catered. No appliances may be brought into the clubhouse area (i.e. crock pots, burners, grills, etc.)

No alcoholic beverages of any kind are allowed.

No one has permission to adjust the thermostat. No exterior doors shall be left in the open position at any time.

All decorations must be removed. All tables and chairs must be cleaned and returned to their original position in the room, if they have been moved. All countertops and tables must be cleaned. There will be a charge for any damaged or broken furniture/accessories/carpet cleaning. Furniture and accessories inside the clubhouse may never be removed.

If the kitchen is used, the microwave and refrigerator must be left clean.

**All trash must be removed from the trash cans and taken with you. (A cleaning fee will be deducted from the security deposit if any trash removal is necessary following the event.)**

It is **not** the responsibility of HOA staff to open the gate, when guests arrive. Renters of the clubhouse must watch for their guests and grant them access. Please advise guests **not** to ring the gate intercom. Gate must remain closed when not in use.

***Cobblestone Creek Homeowners Association, Inc.***

*c/o Oxygen Association Services – 2801 N University Drive, Suite 204, Coral Springs, FL 33065 – 561-999-9701*

The policy and cost breakdown are as follows:

- Refreshments at pool area - \$75.00 permit fee and \$150.00 security deposit\*
- Rental of clubhouse - \$150.00 permit fee and \$500.00 security deposit\*
- Use of kitchen to prepare food (refrigerator and microwave – only for clubhouse rental) - \$125.00 security deposit\*
- Use of kitchen outside of hours when clubhouse staffed – fee of \$20.00/hour or any portion thereof for staff person to be present

\*The security deposit is to be used for cleaning, if necessary, and to repair damage, if there is any. If neither of these expenditures is required, the security deposit will be returned.

To schedule a party at the clubhouse or pool area, please **call the clubhouse at 561-880-0165**, and submit the completed application with the appropriate fee and security deposit (must be 2 separate checks). Make checks payable to ***Cobblestone Creek HOA***. For further information, call the clubhouse at 561-880-0165.

## **Application for Rental of Clubhouse or Pool Area**

Date of Event: \_\_\_\_\_ Hours: \_\_\_\_\_

Nature of Event: \_\_\_\_\_

Homeowner: \_\_\_\_\_

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

Area(s) Requested:    Outdoor Pool Area    Pool Table Room    TV Room    Kitchen

**I, THE UNDERSIGNED, HAVING READ ALL THE AFOREMENTIONED TERMS AND CONDITIONS, SPECIFICALLY CONSENT AND AGREE TO BE BOUND BY SAME:**

Signature

Date of Application

Approved    Denied    Fee: \_\_\_\_\_ Security Deposit: \_\_\_\_\_ Received: \_\_\_\_\_

Board Member: \_\_\_\_\_ Date: \_\_\_\_\_

## ***Cobblestone Creek Homeowners Association, Inc.***

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c/o OXYGEN Association Services, Inc.  
2801 N. University Drive - Suite 204  
Coral Springs, FL 33065

Telephone: (561) 999-9701      Fax: (561) 999-9703

### **PURCHASE APPLICATION**

#### **Purpose:**

The Board of Directors has promulgated a Purchase and a Rental application process in order to maintain security and an accurate roster of residents in the community.

**All applicants requesting to purchase in the community must meet with a designee of the Board by appointment only, prior to moving into the community. To schedule an appointment, contact Linda Freeman at 561-880-0165, between 10:00am and 1:00pm, Monday through Friday.**

#### **Instructions and Checklist:**

- ✓1. Applications should be received at least **30 days prior** to the intended date of closing to permit the HOA to perform its required duties. Good faith efforts will be made to process an application in less than 30 days, but a **minimum of 4 days** is required. A *non-refundable* fee of **\$250** must accompany the application in the form of a check or money order, payable to *Cobblestone Creek HOA*. If the application is received **within 10 days of closing**, an *expedite* fee of **\$100** must be included.
- ✓2. If there will be more than 2 adults (over the age of 21) living in the home, an additional \$75 processing fee must be remitted for each additional adult.
- ✓3. A copy of the sales contract must accompany the application.
- ✓4. A copy of each applicant's driver's license must accompany the application.
- 5. All applicants, occupants, and their guests are required to abide by all governing association documents. Homeowners are responsible for the actions of their occupants and guests, including damage to community property. Accordingly, it is the responsibility of the homeowner to provide copies of all relevant HOA documents to the applicant(s).

***NOTE: Applications will not be processed, gate transmitters will not be activated and approval will be withheld until all items marked with ✓ above are received. Applicants may not occupy the premises prior to approval.***

**Return Completed Application to:**  
Cobblestone Creek Clubhouse Office  
8900 Royal Cobblestone Way  
Boynton Beach, FL 33472

For questions, contact the HOA Clubhouse office at: 561-880-0165

***Cobblestone Creek Homeowners Association, Inc.***

c/o OXYGEN Association Services, Inc.  
2801 N. University Drive - Suite 204  
Coral Springs, FL 33065

Telephone: (561) 999-9701 Fax: (561) 999-9703

**INFORMATION FROM PROPOSED PURCHASER**

APPLICATION DATE: \_\_\_\_\_ DESIRED CLOSING DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

CURRENT OWNER: \_\_\_\_\_

**PURCHASER NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_

PRESENT STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIOR ADDRESS/DATES: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_ HOW LONG \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CURRENT HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

**SPOUSE/PARTNER NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_ HOW LONG \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

LIST PREVIOUS EMPLOYERS FOR THE PAST (3) THREE YEARS:

\_\_\_\_\_  
\_\_\_\_\_

LIST PREVIOUS EMPLOYERS OF SPOUSE/PARTNER FOR THE PAST (3) THREE YEARS:

\_\_\_\_\_  
\_\_\_\_\_

LIST NAMES OF PEOPLE OTHER THAN SPOUSE/PARTNER AND CHILDREN WHO WILL BE OCCUPYING UNIT:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST VEHICLES THAT WILL BE PARKED AT THE PREMISES ON A REGULAR BASIS:

<u>MAKE / MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>LICENSE PLATE # &amp; STATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LIST ALL PETS. FOR DOGS, LIST BREED AND WEIGHT:

\_\_\_\_\_  
\_\_\_\_\_

BANK REFERENCES:

BANK \_\_\_\_\_ CHECKING ACCT # \_\_\_\_\_ SAVING ACCT # \_\_\_\_\_

BANK \_\_\_\_\_ CHECKING ACCT # \_\_\_\_\_ SAVING ACCT # \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLEASE READ AND ACKNOWLEDGE BY SIGNING:**

I/We hereby make application for residency at Cobblestone Creek. I/We certify that all information above is true and that any falsification or misrepresentation of the facts could result in legal action.

I/We do hereby further agree and authorize the HOA and its agents to perform a background check, which may include employment history, credit, criminal history and character references. I/We authorize the release of information for the performance of those checks.

I/We acknowledge receipt of the *Declaration of Covenants and Restrictions* and the *Architectural Guidelines* and agree to abide by those covenants, rules and restrictions and other community documents. I/We further understand that any violation(s) of the above mentioned items may result in fines, legal action or foreclosure.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

DATE RECEIVED: \_\_\_\_\_ CREDIT CHECK: \_\_\_\_\_

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
BOARD MEMBERS SIGNATURE

\_\_\_\_\_  
INTERVIEW DATE



## ***Cobblestone Creek Homeowners Association, Inc.***

c/o OXYGEN Association Services, Inc.  
2801 N. University Drive - Suite 204  
Coral Springs, FL 33065

Telephone: (561) 999-9701      Fax: (561) 999-9703

### **RENTAL APPLICATION**

#### **Purpose:**

The Board of Directors has promulgated a Purchase and a Rental application process in order to maintain security and an accurate roster of residents in the community.

**All applicants requesting to rent in the community must meet with a designee of the Board by appointment only, prior to moving into the community. To schedule an appointment, contact Linda Freeman at 561-880-0165, between 10:00am and 1:00pm, Monday through Friday.**

#### **Instructions and Checklist:**

- ✓1. Applications should be received at least **30 days prior** to the intended date of occupancy to permit the HOA to perform its required duties. Good faith efforts will be made to process an application in less than 30 days, but a **minimum of 4 days** is required. A *non-refundable* fee of **\$250** must accompany the application in the form of a check or money order, payable to *Cobblestone Creek HOA*. If the application is received **within 10 days of occupancy**, an *expedite* fee of **\$100** must be included.
- ✓2. If there will be more than 2 adults (over the age of 21) living in the home, an additional \$75 processing fee must be remitted for each additional adult.
- ✓3. A **\$500** security deposit is required for all rentals. The security deposit will be held in a non-interest bearing account by the HOA until the renter vacates the house and an inspection is performed by the HOA to ensure common areas have not been damaged or left in poor condition and there are no outstanding fines due to actions of renters or their guests.
- ✓4. A copy of the lease must accompany the application.
- ✓5. A copy of each applicant's driver's license must accompany the application.
6. All applicants, occupants, and their guests are required to abide by all governing association documents. Homeowners are responsible for the actions of their occupants and guests, including damage to community property. Accordingly, it is the responsibility of the homeowner to provide copies of all relevant HOA documents to the applicant(s).

***NOTE: Applications will not be processed, gate transmitters will not be activated and approval will be withheld until all items marked with ✓ above are received. Applicants may not occupy the premises prior to approval.***

**Return Completed Application to:**  
Cobblestone Creek Clubhouse Office  
8900 Royal Cobblestone Way  
Boynton Beach, FL 33472

For questions, contact the HOA Clubhouse office at: 561-880-0165

***Cobblestone Creek Homeowners Association, Inc.***

c/o OXYGEN Association Services, Inc.  
2801 N. University Drive - Suite 204  
Coral Springs, FL 33065

Telephone: (561) 999-9701 Fax: (561) 999-9703

**INFORMATION FROM PROPOSED LESSEE/TENANT**

APPLICATION DATE: \_\_\_\_\_ DESIRED OCCUPANCY DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

CURRENT OWNER: \_\_\_\_\_

**LESSEE NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_

PRESENT STREET ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PRIOR ADDRESS/DATES: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_ HOW LONG \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CURRENT HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_ CELL: \_\_\_\_\_

**SPOUSE/PARTNER NAME:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

SOCIAL SECURITY #: \_\_\_\_\_ DRIVERS LICENSE #: \_\_\_\_\_

EMPLOYED BY: \_\_\_\_\_ HOW LONG \_\_\_\_\_

EMPLOYER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

CHILD'S NAME: \_\_\_\_\_ DOB \_\_\_\_\_

LIST PREVIOUS EMPLOYERS FOR THE PAST (3) THREE YEARS:

\_\_\_\_\_  
\_\_\_\_\_

LIST PREVIOUS EMPLOYERS OF SPOUSE/PARTNER FOR THE PAST (3) THREE YEARS:

\_\_\_\_\_  
\_\_\_\_\_

LIST NAMES OF PEOPLE OTHER THAN SPOUSE/PARTNER AND CHILDREN WHO WILL BE OCCUPYING UNIT:

<u>NAME</u>	<u>RELATIONSHIP</u>	<u>AGE</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

LIST VEHICLES THAT WILL BE PARKED AT THE PREMISES ON A REGULAR BASIS:

<u>MAKE / MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>LICENSE PLATE # &amp; STATE</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

LIST ALL PETS. FOR DOGS, LIST BREED AND WEIGHT:

\_\_\_\_\_  
\_\_\_\_\_

BANK REFERENCES:

BANK \_\_\_\_\_ CHECKING ACCT # \_\_\_\_\_ SAVING ACCT # \_\_\_\_\_

BANK \_\_\_\_\_ CHECKING ACCT # \_\_\_\_\_ SAVING ACCT # \_\_\_\_\_

EMERGENCY CONTACT: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PLEASE READ AND ACKNOWLEDGE BY SIGNING:**

I/We hereby make application for residency at Cobblestone Creek. I/We certify that all information above is true and that any falsification or misrepresentation of the facts could result in legal action.

I/We do hereby further agree and authorize the HOA and its agents to perform a background check, which may include employment history, credit, criminal history and character references. I/We authorize the release of information for the performance of those checks.

I/We acknowledge receipt of the *Declaration of Covenants and Restrictions* and the *Architectural Guidelines* and agree to abide by those covenants, rules and restrictions and other community documents. I/We further understand that any violation(s) of the above mentioned items may result in fines, legal action or eviction.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

DATE RECEIVED: \_\_\_\_\_ CREDIT CHECK: \_\_\_\_\_

\_\_\_\_\_  
MANAGER SIGNATURE

\_\_\_\_\_  
BOARD MEMBERS SIGNATURE

\_\_\_\_\_  
INTERVIEW DATE

## ***Cobblestone Creek Homeowners Association, Inc.***

*c/o Oxygen Association Services – 2801 N University Drive, Suite 204, Coral Springs, FL 33065 - 561-999-9701*

### **Guidelines for Installation of Dumpster, Portable Toilet and POD**

(amended Oct. 9, 2009)

- A homeowner wishing to have a dumpster, portable toilet or POD dropped off must complete the Application at the end of these Guidelines and submit it to the Management Company at the above address.
- Upon approval, the Property Manager will issue an Authorization, on behalf of the Board of Directors, for the placement of a dumpster, portable toilet and/or a POD.
- If a Palm Beach County Permit is required for the dumpster, portable toilet, POD or for the work involved, a copy of that Permit shall be forwarded to the Property Manager before work can begin.
- Dumpsters, portable toilets and PODS will not be allowed through the gate without prior approval of the Property Manager. ARB approval is not required.
- Failure to comply with these Guidelines will result in a violation notice and a fine for each day any of the items remain on site without approval.

#### **Procedure and Guidelines:**

1. Complete the *Application for Dumpster, Portable Toilet and PODS* and submit it to the Property Manager.
  - a. A security deposit in the amount of \$500 for each item must accompany the request.
  - b. The check must be made payable to ***Cobblestone Creek HOA***.
  - c. If multiple items are to be at the premises simultaneously, a \$500 security deposit is required for each item.
2. Once the check is received and Authorization is given by the Property Manager, the homeowner will be notified of the approval. Simultaneously, the gatehouse will be notified to allow the item into the community.
3. A dumpster, portable toilet and POD are allowed in the community while work is actually being performed at a house that requires the items.
  - a. The maximum period either is allowed at a home is 12 weeks.
  - b. If there is a need to keep the item on site more than 12 weeks, approval prior to the end of the 12 weeks is required from the Board of Directors.
    - i. Failure to obtain approval prior to the end of the 12 week period will result in a violation and a fine for each item.
4. The dumpster and the POD must be placed on the driveway.
  - a. Dumpsters may not exceed 20 feet in length.
  - b. Neither item shall extend over or onto the sidewalk.
  - c. Neither item shall be placed in the street
  - d. Care shall be taken when delivering and removing the dumpster and the POD so that no damage is caused to the roadway or the sidewalk. The homeowner will be responsible for any damage

- e. It is recommended that plywood be placed under the dumpster and the POD so there is no damage to the driveway.
5. The dumpster must have a cover over it at night.  
a. If the dumpster is not being used during the day, it must be covered.
6. Portable toilets must be placed on the driveway on the side furthest from the front door so that the back of the portable toilet faces the street and the door faces the garage door.
7. A three-sided plywood frame must be placed around a portable toilet so as to screen it on three sides. The side with the door is the only side that does not require screening.  
a. The plywood sides must be painted a neutral color to blend with the house color at the location where it is installed.
8. Portable toilets must be cleaned regularly so as not to emit an odor in the surrounding area, especially for neighbors in close proximity.

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**Application for Dumpster and Portable Toilet**

Check All That Apply:    ☐ Dumpster                      ☐ Portable Toilet                      ☐ POD

Approximate Date of Delivery: \_\_\_\_\_ Approximate Date of Removal: \_\_\_\_\_

Homeowner: \_\_\_\_\_

Cobblestone Creek Address: \_\_\_\_\_

Owner Phone: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

I have read the **Guidelines for Installation of Dumpster, Portable Toilet and POD** and will comply with all the provisions.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Application

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Application is    ☐ Approved                      ☐ Denied                      Security Deposit Received \_\_\_\_\_

If denied, reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Property Manager

\_\_\_\_\_  
Date

## Cobblestone Creek Homeowners Association Request for Architectural Review

-Complete all information and submit documents required. Incomplete applications are not acceptable and will be returned.

-Sign application and **submit along with attachments and any security deposit** to:

**Oxygen Association Services, 2801 N. University Drive-Suite 204, Coral Springs, FL 33065**

-Applications must be received by the Association at least **48 hours** before a scheduled ARB meeting to be reviewed at that meeting.

-Applications for comprehensive changes, such as large patio additions, pools/spas and room additions must be submitted at least **7 days** before a scheduled ARB meeting.

**-Initiating any work prior to approval will result in an application fee of \$100.**

(Please print)

Homeowner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

Phones: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

**A. Brief Description:** Give a brief description of the alteration, improvement or modification you would like to make on the exterior of your home. Attach an additional page with further details, if needed. Include relevant details, such as location, dimensions, materials, colors, design and other information or documents that will fully inform the ARB members.

**B. Attach the following items to this application:**

- \_\_\_\_\_ Survey of lot showing location of improvements and modification must be included with **ALL** applications.
- \_\_\_\_\_ Plans, elevations and detailed sketches. **Photographs of the site are encouraged and assist the ARB.**
- \_\_\_\_\_ Paint color chip, if relevant
- \_\_\_\_\_ Copy of the sub-contractor's license, if relevant
- \_\_\_\_\_ Copy of sub-contractor's insurance certificate, including general liability and workers compensation

**C. Deposit Check** may be required. See details on page 2 of this application and Section 9 of the Architectural Guidelines. **The check must be submitted with this application. Make check payable to: Cobblestone Creek HOA.** The application shall be considered incomplete until the check is received by Oxygen Association Services.

**D. I have read, understand, and agree** to abide by the Covenants and Restrictions and the Architectural Guidelines of the Association. In addition, **I agree to be responsible for the following:**

1. Local, state and other permits, which must be obtained by the owner prior to the commencement of work.
2. Compliance with all local and state building and zoning codes. No encroachments onto other lots or common areas.
3. All damage caused to other lots, including common area damage, as a result of the work pursuant to this application.
4. Compliance with the conditions of the approval of this application.

**I understand** that the ARB does not review and assumes no responsibility for the structural adequacy, capacity or safety features of the proposed construction, alteration or addition, or for performance, workmanship, or quality of work of any contractor or of the completed alteration.

**I agree** to abide by the decision of the ARB. If the modification is not completed as approved with the specifications submitted in this application and if I refuse to correct or remove the modification, I shall be subject to court action by the Association. In such event, I shall be responsible for all reasonable attorneys' fees.

Homeowner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date: Approved by ARB \_\_\_\_\_ Disapproved by ARB \_\_\_\_\_ Deferred by ARB \_\_\_\_\_

Conditions for Approval or Reasons for Disapproval or Deferral:

ARB: Signature #1 \_\_\_\_\_ Signature #2 \_\_\_\_\_ Signature #3 \_\_\_\_\_

(Revised 7/8/11)

## **REQUEST FOR ARCHITECTURAL REVIEW - SUMMARY COBBLESTONE CREEK HOMEOWNERS ASSOCIATION, INC.**

Security deposit checks shall be made payable to Cobblestone Creek HOA and shall be submitted with your application. The ARB reserves the right to request additional monies upon review of your application.

When all modifications are completed, you must notify the property manager for a final inspection. If the modification involves a pool, spa, addition or other significant work, a certified inspector will be hired by the management company to perform the inspection. In such cases, a \$250 fee will be deducted from your security deposit to pay for the inspection. The cost to repair any damages shall be deducted from the deposit. **Please allow a minimum of ten business days after final inspection for your monies to be returned.**

**\*\*\*\*Originals of documents submitted as part of the ARB application will not be returned to the applicant\*\*\*\***

To expedite your request, please include the information listed below for the category of change you are requesting. The Architectural Review Board (ARB) reserves the right to ask for additional information.

1. **Fences** (requires \$500 deposit with application) Only white on south side. Only bronze on north side.
  - a. Survey indicating the location with respect to the property lines and existing improvements.
  - b. Type: including materials, height, drawings, color, finish, decorative style, and location and swing of gates.
  - c. Proposed landscaping plan surrounding fence, if required (see 7 below).
  - d. If in a drainage easement, include a signed PB County Removal Agreement with location of removable posts.
2. **Painting**
  - a. Identify colors including paint manufacturer, color name and color number.
  - b. Provide paint color samples.
  - c. Elevation drawing or photo identifying the location of each paint color, i.e. stucco colors, trim band colors, door colors, etc.
3. **Driveways/Concrete Paver Patio Extensions** (requires \$1000 deposit with application)
  - a. Survey indicating location of proposed installation drawn on survey, including measurements.
  - b. Type of materials (driveways must be pavers).
  - c. Provide color and pattern information, preferably samples.
4. **Screen Enclosures** (requires \$500 deposit with application) Only white on south side. Only bronze on north side.
  - a. Survey depicting location of proposed screen enclosure.
  - b. Plans and specifications provided by the contractor indicating dimensions, height, roof type (e.g. mansard, gable or flat), location(s) of door(s) and accessories (e.g. kick plates).
  - c. Plan and elevation views of screen enclosure.
  - d. Identify colors including colors for screening, aluminum framing, kick plates and glass.
5. **Pool Additions** (requires \$2500 deposit with application)
  - a. Survey depicting location of proposed pool and equipment on lot.
  - b. Architectural rendering.
  - c. Plans for fencing or screening (see 1 and 4 above).
  - d. Identify pool deck type, color and pattern, preferably samples.
  - e. Identify coping material and color, preferably samples.
  - f. Plans for shrubs to conceal pool equipment.
6. **Room Additions** (requires \$4000 security deposit with application)
  - a. Survey depicting location of proposed addition on lot.
  - b. Architectural drawings including plan and elevation views.
  - c. Identify exterior paint colors including paint manufacturer, color name and color number.
  - d. Provide roof color verification, preferably with sample. Roof material and color must match existing home.
7. **Landscaping** (may require \$1000 deposit if extensive or if heavy machinery is used)
  - a. Survey depicting location of existing plantings with respect to property lines and existing improvements.
  - b. Drawing illustrating placement of proposed landscaping (on survey submitted).
  - c. Description of plant and tree names, type, height and quality of planting materials.

8. **Hurricane Shutters**

Shutters require description of type of shutters and color. (Brochure and color sample are helpful if available.)

*(Revised 7/8/11)*

COBBLESTONE CREEK HOMEOWNERS ASSOCIATION, INC.  
8900 Royal Cobblestone Way, Boynton Beach, FL 33472

**OWNER SECURITY INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE 1: \_\_\_\_\_ CELL PHONE 2: \_\_\_\_\_

WORK PH 1: \_\_\_\_\_ EXT: \_\_\_\_\_ WORK PH 2: \_\_\_\_\_ EXT: \_\_\_\_\_

PRIMARY EMAIL ADDRESS: \_\_\_\_\_

**EVERY PERSON LIVING AT THE PROPERTY ADDRESS**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMERGENCY CONTACT (Person(s) with Keys to House):**

NAME: \_\_\_\_\_ TEL: \_\_\_\_\_ NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

**VEHICLE INFORMATION**

<u>MAKE/MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>LICENSE PLATE</u>	<u>STATE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PEOPLE AUTHORIZED ENTRY WITHOUT CALLING FOR APPROVAL**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SERVICE PERSONNEL AUTHORIZED ENTRY W/O CALLING FOR APPROVAL**

Maid (Full Indiv. & Company Name): \_\_\_\_\_

Nanny (Full Indiv. & Company Name): \_\_\_\_\_

Handyman (Full Indiv. & Company Name): \_\_\_\_\_

Pest Control (Full Indiv. & Company Name): \_\_\_\_\_

Pool Service (Full Indiv. & Company Name): \_\_\_\_\_

Lawn Service (Full Indiv. & Company Name): \_\_\_\_\_

Baby Sitter (Full Indiv. & Company Name): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Please note that changes and/or updates to the above information may be made only in writing. Please stop at the clubhouse to secure a form for this purpose. Call the clubhouse @ 561-880-0165 with any questions. Thank you.

Date Signed: \_\_\_\_\_, 20\_\_\_\_ Owner's Signature: \_\_\_\_\_

PLEASE RETURN THE COMPLETED, DATED & SIGNED FORM (ORIGINAL OR FAX @ 561-880-0143) TO THE CLUBHOUSE.



COBBLESTONE CREEK HOMEOWNERS ASSOCIATION, INC.  
8900 Royal Cobblestone Way, Boynton Beach, FL 33472

**TENANT SECURITY INFORMATION**

PROPERTY ADDRESS: \_\_\_\_\_

TENANT(S): \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CELL PHONE 1: \_\_\_\_\_ CELL PHONE 2: \_\_\_\_\_

WORK PH 1: \_\_\_\_\_ EXT: \_\_\_\_\_ WORK PH 2: \_\_\_\_\_ EXT: \_\_\_\_\_

PRIMARY EMAIL ADDRESS: \_\_\_\_\_

**EVERY PERSON LIVING AT THE PROPERTY ADDRESS**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**EMERGENCY CONTACT (Person(s) with Keys to House):**

NAME: \_\_\_\_\_ TEL: \_\_\_\_\_ NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

**VEHICLE INFORMATION**

<u>MAKE/MODEL</u>	<u>YEAR</u>	<u>COLOR</u>	<u>LICENSE PLATE</u>	<u>STATE</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**PEOPLE AUTHORIZED ENTRY WITHOUT CALLING FOR APPROVAL**

<u>LAST NAME</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>FIRST NAME</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**SERVICE PERSONNEL AUTHORIZED ENTRY W/O CALLING FOR APPROVAL**

Maid (Full Indiv. & Company Name): \_\_\_\_\_

Nanny (Full Indiv. & Company Name): \_\_\_\_\_

Handyman (Full Indiv. & Company Name): \_\_\_\_\_

Pest Control (Full Indiv. & Company Name): \_\_\_\_\_

Pool Service (Full Indiv. & Company Name): \_\_\_\_\_

Lawn Service (Full Indiv. & Company Name): \_\_\_\_\_

Baby Sitter (Full Indiv. & Company Name): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Other (Full Indiv. & Company Name & Service Type): \_\_\_\_\_

Please note that changes and/or updates to the above information may be made only in writing. Please stop at the clubhouse to secure a form for this purpose. Call the clubhouse @ 561-880-0165 with any questions. Thank you.

Date Signed: \_\_\_\_\_, 20\_\_\_\_ Tenant's Signature: \_\_\_\_\_

PLEASE RETURN THE COMPLETED, DATED & SIGNED FORM (ORIGINAL OR FAX @ 561-880-0143) TO THE CLUBHOUSE.

## ***Cobblestone Creek Homeowners Association, Inc.***

*c/o Oxygen Association Services 2801 N. University Drive, Suite 204, Coral Springs, FL 33065 561-999-9701*

Dear Resident:

In order for your guests and you to access the community through the visitor gate during the brief periods while the guard is patrolling overnight, you must complete the information at the bottom of this letter, including **ONE** telephone number for your home. That number will be dialed automatically when someone selects your name at the keypad. When your phone rings, you press the number 9 and the visitor gate will open.

The telephone number you supply must be from a local 561 area code. The system will not dial to a different area code (e.g. 954, 305, 718,) or to a 561 number that requires 1 + 561 before the 7-digit phone number.

Please complete the bottom portion of this page and drop it at the clubhouse. Please print clearly and complete all information. Failure to print clearly may result in the inability to program the control panel to dial your home.

You will receive your unique pin number and access code as well as instructions on how to use the system. The system will become operational within a few days after that. Your pin number will also be needed when you call the guard to allow access to guests.

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### **Resident Information for Keypad Entry System**

**Owner Name:** \_\_\_\_\_

**Cobblestone Address:** \_\_\_\_\_

**Owner Mailing Address if different:** \_\_\_\_\_

**Owner Telephone Number (best contact numbers):** \_\_\_\_\_

\_\_\_\_\_

**Tenant Name if Home is Rented:** \_\_\_\_\_

\* \* \* \* \*

### **Key Pad Information:**

**Last Name to Appear on Keypad Screen (Total of 13 letters and spaces- Print Clearly):**

\_\_\_\_\_

**Local Telephone Number for System to Dial** \_\_\_\_\_

(This must be a 561 local number. The system cannot dial the area code "561". The system will only dial a 7-digit number. The number can be a cell phone if it is a 561 local number.)

### **Quick Guide for Using Keypad When Gatehouse is Not Staffed:**

#### **Resident - Entry at Visitor Gate**

-Dial your Access Code. The visitor gate will open. **Note:** (Do not press # key.)

#### **Visitor Entry at Visitor Gate**

1. Visitor will:
  - a. Press # to see Directory of Names.
  - b. Press # to scroll forward or press \* to scroll backwards.
  - c. Use keypad to dial the 4 digit Directory Code that appears under resident's name.
2. Resident:
  - a. When your phone rings and you properly identify the visitor at the gate, press the number 9 on your phone to open the gate.
  - b. Hang up after pressing the number 9.

#### **Visitor – Alternate Procedure**

-If the Visitor already knows your 4 digit Directory Code (the same number that is under your name at the keypad.)

-Press # and then the 4 digit Directory Code. Phone will ring at resident's home.

**If you receive an error message while using the keypad, do not touch any keys. Let the system reset back to the WELCOME screen. Then start again.**

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