



Ridge *at the* Bluffs  
Homeowners Association  
Rules & Regulations  
June 2016

TO: Ridge at the Bluffs Homeowner

FROM: Board of Directors

DATE: June 2016

### Update of Rules and Regulations

The owners and lessees of each lot in The Ridge shall abide by each and every term and provisions of the Declaration of Covenants and Restrictions and each and every term of the Articles of Incorporation and By Laws of the Association.

The Declaration of Covenants and Restrictions for the Ridge at the Bluffs Article I, paragraph 18 states: "Rules & Regulations shall mean the rules, regulations, and policies which are attached to and incorporated into this Declaration, and as may be adopted by the Board from time to time by resolution duly made and carried". Similar language is spelled out in the "articles of Incorporation" (Article IV.7) and in the "By-Laws" (Section 5.5)

Your Board of Directors has recently updated the Rules & Regulations for the Ridge at the Bluffs. For the convenience of the homeowners, we have summarized these in the enclosed attachment. These Rules & Regulations are intended to supplement those restrictions found in the Declaration.

Please maintain the attached summary with your other HOA Documents for future reference.

Attachment

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## GENERAL RULES

### Architectural Control Committee (ACC)

No construction of improvements, alterations, repairs, or other work can be made to the exterior of a home until the proposed plans and specifications have been approved by the ACC.

Applications to ACC may be obtained at the office. All applications must be submitted to HOA office by the close of business on the day prior to the scheduled meeting so action can be taken at the regularly scheduled meeting prior to the start of any work. ACC meetings are currently held on the first and third Wednesday of the month. For guidance, Attached 1 lists some of the changes that require application to ACC.

Homeowners who fail to comply with the rules governing Architectural Control run the real risk of having substantial fines levied against them. The Declaration of Covenants and Restrictions Article VIII define the complete specifications of Architectural Control, including the approval process, fining and the appeal process.

### Home Front Appearance

The appearance and high standards set by The Ridge have been important factors for both residents and prospective purchasers in our community. All homeowners must continue to maintain homes in a manner consistent with the Community's nature and aesthetics, which in turn result in higher valuations of your property. Consideration of your neighbors is also an important factor for each of us.

#### A. Maintenance of Home Fronts.

The Property Manager does a complete home inspection of every property twice a year (March and September) to ensure proper maintenance of the exterior of the homes. Ongoing daily rides around the neighborhood by the Property Manager will supplement these inspections and address issues as they arise. If you are a part-time resident and plan on leaving before the March or September inspection months and you receive a letter while you are away, please contact the office and they will be happy to extend the time for completion. Below are some of the violations that a notice can be issued for:

- **Dirty House Exterior**  
Mildew or dirt on walls of house including excessive cobwebs or insects.
- **Dirty roofs**  
Both front and back of roofs need to be cleaned of mildew.
- **Dirty Sidewalks & Driveways**  
Driveways and sidewalks need to be clean of oil, rust and mildew.
- **Doors**  
If doors are rusty or in need of repair
- **Lights**  
Broken or mismatched light fixtures
- **Painting**  
Paint is needed on items such as gables, wood trim, garage door, side door or front door. Repainting of house if paint has faded.
- **Plants**  
Overgrown vines and plants on your house or excessive or overgrown plants that restrict or prevent your neighbor from maintaining the left side of his home, which faces your yard.
- **Turning off sprinkler system**  
Allowing the lawn or plants in front yard to burn out or die.
- **Metal Gates**  
Repair of metal gates or metal fencing (homes on lakes that have metal fences instead of walls)

The above maintenance is to be completed within 30 days. After that period a notice of violation will be forwarded to the Fines Committee for further action.

No tree, hedge, ground cover or shrub planting shall be permitted on any home front until the proposed planting and/or landscaping plan has been approved by the ACC Committee. Only annuals may be planted without application. Trees and/or shrubs planted without approval are subject to a fine.

Applications to the ACC may be obtained at the office. Meetings are held for the convenience of the homeowner on the first and third Wednesday of the month.

Homeowners may choose to maintain their own plant material by installing a red reflector post in front of the plantings. However, the homeowner must meet HOA requirements regarding ongoing trimming schedules including heights and widths of plants that are consistent to the rest of the properties maintained by the HOA landscapers, e.g. trimming climbing vines 18” below soffit. Failure to do so will result in the homeowner losing the privilege to monitor his own plantings and the HOA will trim.

The ACC has developed a suggested listing of plants that you may wish to consider – see attachment 2. The ACC would welcome your suggestions for other possibilities.

While backyard landscaping is not regulated by the ACC, knowledge of native plants and vegetation is helpful to keep your yard under control and to avoid encroachment on your neighbor’s yard. If in doubt, consult a landscaper or the ACC.

Prior to the sale or lease of a home, the Property Manager will inspect the property to ensure that current violations do not exist. If changes are required the Property Manager will submit a written report to the homeowner. All corrections must be made prior to the sale or lease. Please allow sufficient time for this to be done so the closing will not have to be delayed. Failure for inadequate/incomplete application submittal will result in inspections being delayed. Please follow all instructions completely.

### **Garbage/Tree Trimmings**

Trash days are currently Monday & Thursday. Recyclables are currently Thursday. Tree trimmings and landscape debris currently Mondays and Thursday. All garbage and refuse from the lots shall be deposited with care in each lot owner’s private garbage container intended for such purposes. No garbage or refuse shall be deposited in common areas for any reason. Trash may be put out the night before pickup after 6:00 pm only. Homeowner is responsible if owner’s private landscaper disregards these rules and puts landscaping trash material out at any other times or days. Any damage to the front lawns or common areas due to disregarding this rule will result in homeowner being responsible for restitution or restoration of the afflicted area. Do not block sidewalks with any garbage or debris.

### **Protection of Preserves**

Homeowners are reminded that it is **illegal to plant, destroy, cut down or remove anything in the preserves or to throw debris of any kind over the walls or fences including the preserve area outside the HOA wall along US1. The preserves are governed by the Town of Jupiter and The HOA can be fined severely for such violations, and such fine will be passed on to the homeowner who was responsible for the violation.** This in turn can ultimately lead to increased assessment cost and/or fines to individual homeowners.

### **Garage Sales**

No unauthorized individual sales are permitted. Authorized sales are permitted. Signs need to be picked up at the Office prior to the sale. A \$50.00 refundable deposit is required – one sale per home per year please.

### **Pets**

- Pets shall not be permitted in any of the common areas of the Ridge unless under leash.
- Each pet owner shall be required to clean up after the pet.
- If a dog or any other animal becomes obnoxious to other homeowners by barking or otherwise, the owner shall remedy the problem or upon written notice from the Association, he will be required to dispose of the pet.

### **Security**

If you see anything that you feel needs immediate attention or if you see any criminal activity it should be reported immediately to the Jupiter Police Department at **911**.

Finally, for your own protection, we encourage you to keep your garage doors closed and use of a timer to turn your lights on automatically at dark.

### **Vandalism**

Vandalism and disorderly conduct by owners, guest, and renters in common areas, pool, tennis courts, playgrounds and recreation areas will not be tolerated. Any damaged to the common elements, property, or equipment of the Association shall be repaired or replaced at the expense of the homeowner.

### **Vehicles/Traffic**

Homeowners are reminded that our streets are narrow and it is important that we use some common sense regarding vehicles in our community.

- No motorcycles, all-terrain vehicles, (excluding passenger cars with four-wheel drive (i.e. Jeep, Broncos, Blazers and similar vehicles) truck, trailer, boats/jet-skis, vans, campers, motor home, bus or similar vehicle shall be parked on any lot or driveway except within the confines of the garage.
- Campers, motor homes, boats and similar vehicles may be parked temporarily during daylight hours for the purpose of cleaning them or loading/unloading the vehicle.
- No parking allowed on the grassy areas or swale next to any roadway.
- No overnight parking is allowed in the recreation area parking lot without prior written approval of the property manager.
- No parking facing the wrong way on a street; prohibited by the Town of Jupiter.
- No blocking of sidewalk or extending into the roadway when parked in the driveway.

Protect the safety of our children by strictly complying with our posted speed limits and stop signs. Be particularly careful around our three school bus stops on Bluffs Blvd.

### **Complaints**

Complaints regarding the management of the Association property or regarding the actions of other lot owners shall be made in writing to the Association and shall be signed by the complaining home owner or lessee.

### **Enforcement**

A violation leading to a fine could arise from many sources:

- Architectural changes without ACC approval.
- Front landscaping changes without ACC approval.
- Parking non-approved vehicles on any lot overnight.
- Vandalism of property, e.g. tennis courts, pool etc.
- Improper maintenance of the house exteriors, e.g. cleaning of roofs, driveways.

The Property Manager has sole responsibility for issuing first notice to the property owner of any violation subject to a fine.

(A period of thirty (30) days will be allowed for a homeowner to take corrective maintenance action on the house exteriors. Recognizing that the property owner may be on vacation or out of town, an attempt will be made to contact the property owner before any further action is taken. In some cases, agreement may be reached over the telephone or correspondence to correct the violation in a timely fashion. Other violations may have a shorter period of time to take corrective action, e.g. parking of non-approved vehicles.

In the event that the violation is not corrected within the time period, the Property Manager will refer the violation to the Fines Committee for further action. See attachment 3 for complete information on Fines Process.

## **RECREATION AREA**

### Recreation Area Keys

- To ensure that our swimming pools and tennis courts are used only by authorized residents in the Community, Please do not loan your key to an unauthorized person. Additional or replacement keys are available for a fee at the office. **(CHECKS ONLY)**

### **Swimming Pool**

- Hours of operation are dawn to until dusk
- No lifeguard on duty – swim at your own risk
- Children under the age of 14 must be accompanied by a resident or guest who is over the age of 18 years of age.
- Pools are open on a first come, first serve basis. Large pool capacity is 47 persons. Wading pool capacity is 10 persons. If usage exceeds the pool capacity the overflow of people may be required to wait until someone leaves the pool.
- Shower before entering pool. No oils are to be worn in pools.
- Bathing suits only – no shorts or cutoffs.
- For health reasons, Children in diapers or not toilet trained must have secure rubber pants on when in pools – persons violating this rule are subject to fining plus be responsible for any additional costs incurred by the Association to clean and treat the pool necessitated by the violation of this rule.
- No food or drink allowed in pool
- Only plastic drink containers allowed on lower pool deck.
- Food only on upper deck tables
- No glass containers allowed in pool area
- No alcoholic beverages
- No animals within pool gate
- No running, jumping, diving, ball playing or rough play
- Only the following flotation devices are allowed in pool area.
  - A. Inflatable rings for children under the age of four (4)
  - B. Inflatable arm bands for children ie; “water wings”
  - C. Kick boards may be used for swimming laps in the pool
  - D. Water weights allowed for exercise only.
- No Pool furniture may be removed from deck and must be kept at a distance outside the blue line around pool.

### **Swimming Pool Pavilion**

- Pavilion reservations may be made at the office.
- Applicant and guests shall not cause a nuisance to other residents in the vicinity.

### **Tennis Courts/Pickle Board**

- Tennis courts/Pickle Board courts are for the exclusive use of residents of the Ridge and their guest.
- Only Tennis shoes and sneakers allowed.
- 1 hour limit for singles and 1 ½ hours for doubles when players are waiting.
- Young children must be supervised by an adult.
- Courts are for tennis and pickle ball use only.
- Please close gate securely when you leave the court area.

### **Recreation Areas**

- **No scooters, skates, rollerblades, bicycles, mopeds or other wheeled vehicles** (except strollers with wheel locking devices) **are allowed in pool area or in the recreation area.**
- Bikes shall be parked at bike rack.

**Please observe the rules that are posted.**

## **Sales – Purchases – Leases**

When you are under contract for sale or lease please notify the HOA office for applications. For additional information regarding HOA applications for further information.

All leases must be written for a term not less than (90) days.

No unit may be leased more than once during a twelve (12) month period without prior Board approval. Declaration Article XIV.2 as amended in 1994 spells out additional details.

### **“For Sale” or “For Rent” signs may not be displayed.**

A completed application (available at the Association office), a fully executed copy of the sales contract or lease agreement, photocopy of vehicle registrations and application fee must be submitted to the Association office.

Unit for sale or lease must pass an inspection made by the Association. Said inspections shall include all exterior maintenance and architectural changes, landscape, painting and roofs. Inspection is made after the application is submitted to the Association office and prior to interview. All noted deficiencies must be corrected prior to interview scheduling.

Applicants must make themselves available for a **personal interview prior to closing.**

A Certificate of Approval Sale and Occupancy will be issued by the Association once all items have been completed.

The lease is not effective nor may the unit be occupied by the prospective renter(s) or occupant(s) or personal belongings stored wherein without the prior written approval by the Board of Directors.

Allow sufficient time for the Association to complete necessary work before scheduling the closing. Per Association documents, ten days are required. There can be no exceptions to the 10 days.

After closing the purchaser or closing agent must supply to the Association Office a copy of the Warranty Deed. Until this document is presented the “Owner of Record” cannot be changed. All notices and maintenance fees will continue to be mailed to the “Owner of Record”. Any applicable late fees will be added to delinquent accounts.



## Attachment 1

### Architectural Control Committee (ACC) Some Changes that require application to ACC

1. Windows/Sliding Doors.
2. All new doors (to be painted approved color)
3. Replacement lighting fixtures.
4. Skylights (submit drawing showing location, size, type and quantity).
5. Solar Tubes (submit drawing showing location, size type and quantity)
6. Walkways (Design and Surface Finish).
7. Driveways (stain and Pavers).
8. New Pool installation.
9. New Screened enclosures and awnings or changes in footprint.
10. Any Concrete patios, wood decking and pavers.
11. Replacement roof.
12. Painting of house/trim or doors (approved colors in office).
13. Gas tanks for pools or propane use.
14. Gutters and leaders.
15. Storm shutters and or panels.
16. Solar panels on roof.
17. Satellite dishes.
18. House numbers – submit sample.
19. Changes to gates and garden walls.
20. Any additions or changes to house behind gate (not mentioned above) will be reviewed on individual basis or any other work to be done on the exterior of the house or property.
21. All applications must be submitted to ACC in a timely manner to the HOA office by the close of business on the day prior to the scheduled meeting so action can be taken at the next regularly scheduled meeting prior to the start of any work. Meetings are held the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. Any violations to the above procedure may result in fines or removal of the work.

ACC/LANDSCAPE COMMITTEE  
**SUGGESTED FRONT LAWN PLANT LIST**

Only annuals may be planted without application. All other plantings must have a ACC Approval Application on file. Trees and/or shrubs put in without application are subject to a fine and/or removal by the Homeowner.

**Trees – The trees below have been suggested as they are more suited in size for our zero lot line homes**

- Sabal palm
- Christmas Palm
- Roebellini Palm
- Dahoon Holly (shade tree)
- Red Maple (shade tree)
- Tabuchina (purple flower)
- French Hibiscus (many colors)
- Crepe Myrtle (many colors)
- Jatropha (Standard)
- Fox Tail Palm (without Oak Tree)
- Bismark Palm

The above trees have been suggested as they are more suited in size for our zero lot line homes.

**Tall Shurbs** (suggested for A/C coverage)

- Hibiscus or Double Hibiscus (many colors)
- Ligustrum Shrub
- Coco Plum
- Nora Grant Ixora (large pink flower)
- Surinam cherry Hedge
- Chakus Hedge
- Arboricola, Green or gold Capella
- Viburnum

**For Other Areas** (or 2<sup>nd</sup> tier shrubs)

- Trinette (yellowish, green leaves)
- Croton (red, yellow, green leaves) a very leggy plant
- Pittosporum
- Buttonwood (small shiny green leaves) upright growth
- Liriope – variegated or solid green
- Green Island Ficus
- Golden Duranta
- Coco Plum
- Jasmine

**Flowering Plants**

- Ixora – (red or yellow)
- Ixora Miniature (red or pink)
- Jasmine – Pubesa or Star (white flower)
- Plumbago – (blue)
- Lantana – (golden or purple)
- Azalea (many colors)
- Fireball – Dwarf Crown (small red flowers)
- New Guinea or Wallerma Impatiens (many colors) annuals

**Reminder: Only annuals may be planted without application.** All other plantings must have ACC Approval on file. ACC meets the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of each month. Homeowners who are submitting application for approval are welcome to attend the meeting.

## Attachment 3

### Fine Process

#### **Authorization**

In a Certificate of Amendment dated June 6, 1994, the Association shall have the additional authority to levy fines against a lot owner, his guests, relatives or lessees for any violation or breach of the covenants and terms of the Declaration, Articles of Incorporation and Bylaws. Any fine levied against a lot, shall be collectable in the same manner as an assessment.

#### **Procedure**

This procedure is followed in the event that a violation subject to a fine is found:

- A "First Notice of Violation" will be mailed to the Homeowners address of record, stating the violation and giving a specific time to make corrections.

(A period of thirty (30) days will be allowed for a homeowner to take corrective maintenance action on the house exteriors. Recognizing that the property may be on vacation or out of town, an attempt will be made to contact the property owner before any further action is taken. In some cases agreement may be reached over the telephone or correspondence to correct the violation in a timely fashion. Other violations may have a shorter period of time to take corrective action, e.g. parking of non-approved vehicles).

- The homeowner should notify the office when violation has been corrected and request a recheck of the property.
- If the office receives no such notification, the Fines Committee will recheck the property automatically to verify the current condition.
- The homeowners of any property which still has uncorrected violation/violations will receive a Registered letter setting a date to appear before the Fines Committee. This meeting will be scheduled not less than 15 days from the date of this letter.
- The Fines Committee will hear reasons why penalties should not be imposed against you, your lessee or invitee. If you do not attend the hearing the Committee shall consider the available evidence and shall decide whether a fine shall be levied in your absence. That decision will then be presented to the Board for further action.
- The Fines Committee may recommend the levy of reasonable fines, not to exceed \$100.00 per violation against the property owner. A fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, except that no fine shall exceed \$1,000.00 in the aggregate.
- In the event that the Fines Committee concludes that a fine is justified, the recommendation for a fine and supporting documentation will be provided to the Board for further action.

The Fines Committee is knowledgeable about these Rules & Regulations governing our Homeowners' Association and every effort will be made to apply these procedures in a consistent manner. Likewise, we encourage all homeowners to comply with these Rules & Regulations to avoid serious consequences. Only in that way can we maximize the harmony of living in our community.