

## FREQUENTLY ASKED QUESTIONS AT MARTINIQUE

Congratulations on purchasing at Martinique. You are not only purchasing a quality DiVosta home, but you are also buying into a DiVosta community and, as a result, you are automatically a member in the Martinique Homeowners Association, Inc. Because the Association is so important to the community and your personal investment, please take a moment to read the following *Frequently Asked Questions* about community living here at Martinique. The following is intended to be a helpful summary but is not intended to replace, amend or modify the contents of your Homeowner Documents. If there is any conflict between this summary and the Homeowner Documents, you should rely upon the contents of the Homeowner documents and not this summary.

**Q.** *What is the Martinique Homeowners Association?*

**A.** The Martinique Homeowners Association (HOA) is a private, nonprofit, corporation in which all Martinique unit owners are members and have certain rights and obligations, governed by a recorded set of governing documents and administered by a Board of Directors. Association business expenses are funded through the collection of quarterly and, if necessary, special Assessments paid by each member. The first HOA Board of Directors is appointed by the Developer. The governing documents for Martinique were written by the Developer to meet the specific needs of your community.

*About Your Governing Documents:*

The Martinique governing documents include three major instruments: the Declaration of Covenants, Conditions and Restrictions; the Articles of Incorporation; and the By-Laws.

*The Declaration of Covenants, Conditions and Restrictions* establish formal regulations for the community, establish the rights and responsibilities of the individual unit owners and the Association, establish standards for maintenance and upkeep by both the Association and the homeowners, and define amendment requirements.

*The Articles of Incorporation (Articles)* is the corporate charter filed with the State of Florida. The Articles establish the Association as a legal entity (a corporation) and defines membership and voting rights. The Articles establish the First Board of Directors and initial officers of the Association.

*The By-Laws* establish the procedures for carrying out the operations of the HOA. The By-Laws, describe how member and board of director meetings are noticed and conducted, including quorum requirements, the election, number and powers of the board of directors, the appointment, type and duties of officers and the appointment, type and duties of committees. .

***Make sure you received a copy of your HOA governing documents***

**Q.** *How does our HOA work?*

**A.** You and your neighbors will ultimately manage the day-to-day business of Martinique through a member-elected Board of Directors. At this time, your Developer-appointed Board of Directors makes operational decisions and hires the service contractors. When the Developer transfers control of the HOA, a Board of Directors will be elected from the Members at a special meeting called by the Board of Directors. After the Members are in control of the Board of Directors, the Board must consist of not less than three and not more than five members, elected in accordance with the Articles and By-Laws. The Board of Directors will assume responsibility for operating and maintaining the common areas, developing financial plans, assessing fees and enforcing the governing documents and architectural controls. Committees and hired professionals assist the Board in its duties. Some of the community services currently contracted at Martinique includes general management, accounting, landscape maintenance, irrigation maintenance, and cable TV.

**Q.** *Who is our management company and what do they do?*

**A.** Bristol Management Services, Inc. is an outside vendor who handles the daily operations of your community. Although the Board of Directors hires the service providers, Bristol arranges for the operation and maintenance of the common facilities. In addition, Bristol prepares the budget, monitors the financial operations, receives and handles complaints, plans, organizes and keeps records of meetings, plans for adequate insurance coverages, issues work orders and enforces the community covenants. Copies of the HOA budget and corporate records are available through the Bristol offices. The Bristol offices are located in Jupiter and have 24-hour emergency coverage. The address, web page, and phone number are listed below. Capital Realty Advisors in Palm Beach Gardens collects

your Association assessments and maintains its financial records. They are also an outside vendor. Their address and phone number are likewise listed below.

**Q.** *I have moved in and have questions about my new home. What do I do?*

**A.** For issues regarding your home's structure, appliances or systems, refer to the New Owner package provided by DiVosta, or call DiVosta Customer Relations at 561-627-2124.

**Q.** *I have questions about the landscaping schedule. Who do I call?*

**A.** Your Association Manager can assist you with landscape questions. The landscape company is contracted to maintain your lawn and shrubs and to perform a certain number of cuts and trims per year. The frequency will vary according to season and weather conditions. Martinique is scheduled to have the turf mowed 40 times per year; the shrubs trimmed once a month and the beds cleaned once a month. Mulch is scheduled for one application per year, generally in the fall and fertilizer is applied quarterly. Because their contract outlines specific duties, the workers cannot take direction from individual homeowners. Their job is to perform community-wide lawn care and not private gardening. Please contact Bristol Management at 561-575-3551 for questions or requests.

**Q.** *My plants appear to be dying; do I call the landscaper, Bristol, or DiVosta?*

**A.** Generally speaking, the lawn, shrubs and smaller trees are installed and maintained by the landscape company. Contact your Association Manager and a Work Order will be issued to the appropriate people. Work Orders are assigned a number and logged. Monthly Work Order reports are generated which show which work has been completed and what jobs are still pending.

**Q.** *My irrigation system isn't working. Who do I call?*

**A.** Again, contact the Association Manager's office. Routine "wet checks" are performed and irrigation schedules are frequently adjusted according to current conditions. Please do not attempt to re-set the irrigation timer yourself as you may cause a failure of the irrigation system at some other point in the distribution, or you could damage the equipment.

**Q.** *I want to change my landscape plants. Do I need approval for exterior work?*

**A.** Any exterior changes require Architectural Control Committee ("ACC") approval prior to starting the work. ACC applications can be obtained by calling Bristol Management or by accessing the Bristol Management website ([bristolmanagement.com](http://bristolmanagement.com)) and linking to associations, Martinique, Architectural Change Form and open and print the form. The ACC meets once a month to review applications. A Security Deposit of \$500 is required with the application if you expect to do any installation or construction that might require heavy trucks to enter the community.

**Q.** *Who do I contact for ant and pest control?*

**A.** You are responsible for pest control within your home. The HOA provides for pest control of the lawn and shrubs. The Martinique HOA does not treat for white-footed or carpenter ants. You may call Bristol to report pests on your shrubs or lawn.

**Q.** *Does the HOA provide for insurance?*

**A.** The HOA will insure the Association Property or Common Areas, but each homeowner must insure their own property.

**Q.** *I have a complaint against my neighbor. How is that reported?*

**A.** You may contact the Association Manager in writing in cases of true violations. The homeowner will be contacted and asked to comply. Violations are logged and tracked. If the violation continues and reasonable efforts for compliance have failed, legal measure may be taken.

**Q.** *I plan to lease my home. Do I need to inform the HOA? What if I decide to sell?*

**A.** The HOA needs to be notified in either situation. A Lease Approval or Resale Approval is required. You may want to work with a Realtor as Martinique prohibits any type of signage visible from the street. If leasing, remember that your lessee is legally bound to act according to the governing documents. You, as the homeowner, are ultimately responsible for the payment of assessments and the behavior of your lessee.

The lease term cannot be less than twelve (12) months. You can get information and applications by calling Bristol Management or from the Bristol web page.

**Q.** *Could I have a quick summary of the rules and regulations?*

**A.** The Martinique Use Restrictions are detailed in Article V of your Declaration and the Rules and Regulations attached as an exhibit to the Declaration. Some of the most common violations include: parking in the street, parking pickup trucks outside the garage overnight, parking commercial vehicles overnight, posting For Rent or For Sale signs, dogs not leashed, failing to clean up after your pet and storing furniture or other miscellaneous items on the front porch area.

**Q.** *I want to contribute to my community's success. How do I get involved?*

**A.** As Martinique continues to grow and new neighbors are moving in, Ad-hoc Committees and Advisory Boards will be formed to work with the Board on such items as financial records, association documents, common element construction warranties, etc. Community-wide letters and notices will be sent asking for committee volunteers and/or Board nominees. You can also contact Bristol Management and ask that your name be placed on the list of future community leaders. If you don't have the time or interest to serve in such a capacity, you can contribute to Martinique's success by cooperating with the rules and regulations, paying your assessments on time, and voting in your community elections!

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