

WELCOME TO TOWN OAKS

You have selected an outstanding community in which to live! Town Oaks is a recorded Planned Unit Development (PUD) in Palm Beach County with specific documents spelling out the Articles of Incorporation, Bylaws and Protective Covenants. These documents are designed to maintain Town Oaks in an ongoing, organized manner, and prevent non-conforming and non-harmonious care, repair, and upkeep of the homes. Your acknowledged acceptance of Town Oak's documents and procedures occurred when you signed your closing papers. Most area realtors provide copies of these covenants to incoming residents, which is required by law.

YOUR HOMEOWNER'S ASSOCIATION BOARD OF DIRECTORS:

PRESIDENT.....TAMMY NORDINE
VICE PRESIDENT.....PAUL PAGE
SECRETARY.....PATTY TROTTER
TREASURER.....WESLEY CROWDER
DIRECTORELIZABETH DANIELS

BOARDS OF DIRECTORS' MEETINGS ARE THE 3RD THURSDAY OF EVERY MONTH. CONTACT BRISTOL MANAGEMENT FOR DETAILS.

Bristol Management's Property Manager – PAM McLENDON, 575-3551.

Community involvement can be as much or as little as you like. The Town Oaks Homeowners' Association Board of Directors is made up of seven elected volunteer members. A professional management company, Bristol Management Services, Inc., assists the Board in the everyday operations.

Bristol Management will mail you an assessment statement every quarter. Your money is used to maintain the common areas of our neighborhood, cable TV, landscaping, property management, etc., as outlined in the budget. Bristol Management is always available to provide you with any information concerning how your money is spent!

As a homeowner, it is important that you know that, should you plan any changes to the exterior of your home or its surrounding property, you are required to submit a request for an architectural change to the Board of Directors of Town Oaks Homeowners' Association. This can easily be handled through the Board of Directors and Bristol Management.

Garbage pickup days are: Saturday – garbage only; **Wednesday** – garbage, recyclable and yard waste. Note: Only landscape debris, which is bundled or containerized, will be picked up on Wednesday. You must notify Waste Management (561) 547-4000 if you have any problems or if your trash is not picked up on the designated day.

If you observe common area portions of the community in need of maintenance or improvement, please contact Bristol Management.

SOME IMPORTANT ESTABLISHED ORDINANCES:

1. Dog excrement in your back yard will prevent the landscape maintenance company from cutting the grass. Please take necessary action. Landscape maintenance occurs every Thursday, every other Thursday in winter.
2. Pets shall not be allowed to run at large off the lot of the owner. Any pet running at large shall be considered a nuisance.
3. Parking on lawns is not permitted! Keep your community standards in high regard. Parking on the streets between the hours of 2:00 a.m. – 6:00 a.m. is also prohibited. (A Palm Beach Gardens City Ordinance).
4. No trailer/commercial type van/commercial vehicle/boat/trailer/ truck or other non-passenger private automobiles shall be parked overnight (12:00 a.m. to 7:00 a.m.) upon any of the paved or unpaved areas of the community.
5. Exterior vendor work is only permitted Monday thru Saturday, 7 a.m. until 6 p.m. to control noise and activity. Sunday – no vendor work is permitted. Any emergency work is excluded from these rules.

TO FURTHER ASSIST HOMEOWNERS IN THEIR EFFORTS AT EXTERIOR MAINTENANCE, THE FOLLOWING GUIDELINES APPLY:

COMMON WALLS: Common walls separating driveways are homeowner property and as such each side must be repaired/maintained by each property owner. The end of the wall is common responsibility shared by each of the homeowners.

MAILBOXES: The dual boxes are owned by both homeowners and upkeep shared by each resident. Single boxes are owned by the homeowner and upkeep is the responsibility of that homeowner. Mailbox design must be the same design as the existing one, or plastic boxes in brown are allowed. Paint is not required, but highly recommended. The height must be to Post Office requirements. Likewise, the Post Office will advise the homeowner if the box is not acceptable for mail and no service will then ensue.

FENCES: The Homeowners Association maintains the stucco wall and wooden insets along Burns Road. No other fences are Homeowner Association's responsibility. Fences visible from the road must be maintained to community standards. Fences shared by two or more homes are a homeowner's responsibility, and the cost shared equally by each homeowner. In case of disagreement on replacing, there is a very exacting description of the procedure in the Homeowner Association Documents.

ROOFS: Co-shared roofs are homeowner responsibility, and repair/ replacement decided the same as fences.

PAINT: Do not use stain, as it does not hold up. The paint colors for all models are maintained at Benjamin Moore, US1 Juno Beach

Should you have any questions or want more information on a specific topic, please don't hesitate to call Bristol Management (561) 575-3551.