

**LAKES AT BOCA RATON HOMEOWNERS ASSOCIATION
10551 LAKES AT BOCA RATON DR
BOCA RATON, FL 33498
PHONE 561-477-3199
FAX 561-483-2878
EMAIL: DACOVINO@GRSMGT.COM**

OWNER INFORMATION PACKET

- All New Owners**

- Property Information**

- New homeowner Information**

- Include Copy of Warranty Deed**

For additional information please contact Dawn Acovino, Property Manager (561) 477-3199 dacovino@grsmgt.com.

If you are purchasing in the Woodstream subdivision of the Lakes at Boca and need additional information you may contact Serafina Management at 954-233-0410 for additional information

If you are purchasing in the Pelican Cay subdivision of the Lakes at Boca and need additional information please contact Pelican Cay HOA at 561-372-4625

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Please complete this application for each person 18 years of age or older who will live at the Property described below.

Property Information

Address of Property: _____

Name of Owner: _____

Name of Owner: _____

Closing Date: _____ Acct: _____

Applicant Information

Applicant Name: _____ Cell Phone: _____
(First, Middle, Last)

Email Address: _____ Work Phone: _____

Emergency Contact

Name of Contact: _____ Cell Phone: _____

Address of Contact: _____

Additional Information

In addition to yourself, list below everyone else who will live in this property:

Name	Birth Date	Relationship to Applicant

Will there be any pets at the residence: **Yes** **No**
(The HOA has a 2 dog limit)

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TO: ALL NEW OWNERS
FROM: THE BOARD OF
RE: DIRECTORS ASSOCIATION

Please be advised, as a New Owner at The Lakes at Boca Raton you are now a member of the Homeowners Association. This memorandum is to advise you of your responsibilities as a member of the Association.

1. As a member of the Association you are agreeing to abide by the Association Documents as recorded in the Palm Beach County Official Records. And to abide by the Rules and Regulations as set forth by the Associations Board of Directors. If you have not received a copy of these documents from the Seller of your home, they are available to you on the grsmgt.com website where you can download them at no charge or you can request a printed copy from GRS Management for a fee of \$75.00.
2. Please be sure that your Title Company has verified that the Homeowner fees on your new home have been paid. These fees are a lien against your home, and you could be responsible if they are outstanding.
3. Please be sure to submit a copy of your Warranty Deed to the onsite office upon closing. You will find this document in your closing packet. This must be done in order for the home to be transferred to your name in the official records of the Association. ***The management company will not change the name on the official records without receiving this information, which in turn could hold up any correspondence concerning Association matters from reaching you.***
4. You will need a key fob to access the fitness center and a security card to access the pool, tennis, and basketball courts. These can be turned over by the seller and reprogrammed upon receipt of the deed. They can also be purchased at the onsite office for a fee of \$20 per card. A check or money order would be required to make the purchase.
5. It is your obligation to make sure that mailing addresses and telephone numbers are kept up to date with the management company. GRS Management: 561-641-8554 is located at 3900 Woodlake Blvd. Suite 309 Lake Worth, FL 33463.
6. Homeowner fees are due in advance on the first day of each quarter (January, April, July and October). A statement will be mailed to you as a courtesy prior to the due date. If you do not receive the statement, please call GRS Management 561-641-8554 located at 3900 Woodlake Blvd. Suite 309 Lake Worth FL 33463. You can make your payment by submitting your check to the onsite office.

Should you have any further questions concerning the Homeowners Association, please feel free to contact Dawn Acovino, Property Manager@ 561-477-3199 she will be happy to assist.

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NEW HOMEOWNER INFORMATION

1. Comcast is offered through a bulk package that the Lakes at Boca Master Association provides to all residents. With this package you will receive a MAIN RECIEVER and two CABLE DIGITAL ADAPTERS. You may choose to add services through Comcast or select a carrier of your choice. In order to receive the main receiver and the two adapters and/or add services you must contact Comcast direct by calling 1-800-Comcast.
2. Pool/Fitness/Playground/Basketball/Tennis; These amenities require security access. The Fitness key fob can be purchased at the onsite office at a cost of \$20. The security card which accesses all other amenities can be purchased at the onsite office at a cost of \$20. Form of payment must be in a check or money order made payable to: The Lakes at Boca.
3. Trash is collected twice a week. Pick up for trash and recycle are Tuesdays and pick up for trash and vegetation are Fridays. Trash, recycles and vegetation may ONLY be placed out the evening before pick up. Bulk pick-up can be placed out the evening prior to either pick up day. If you have more than 6 cubic feet or weighing over 50 lbs. you must call Republic at 561-478-9590 for a special pick up.
4. The Lakes at Boca has a webpage which you may request membership. Simply go to ***thelakesatboca.com*** there you can register and once you receive your password you will have access to all community information. You may also obtain information at grsmgt.com.
5. If you are choosing to make any improvement or repairs such as painting, replacing windows, changing landscape, installing fences etc. you must request approval by the Architectural Control Committee (ACC). You can do this by logging into either the grsmgt.com website or thelakesatboca.com website and selecting an architectural application. The committee meets on the second Wednesday of each month to review all applications. It is requested you submit your application for review the first week of the month.
6. The Lakes at Boca Board meeting is held on the 3rd Monday of each month. Woodstream's Board meeting is held on the 4th Tuesday of each month. For information regarding Pelican Cay Board meetings contact Pelican Cay Homeowners Association @ 561-372-4625.