

Lucerne Lakes Homeowners Association, Inc.

New Homeowner Procedure

The Homeowners Association has By-Laws as well as and Covenants and Restrictions that must be accepted by any new homeowner who purchases a house within the boundaries of Lucerne Lakes South Homeowners Association. This document is intending to identify the new homeowner purchase obligations the orientation interview specifics to advise the homeowner of those conditions.

Definitions

GRS: The current Firm representing and under contract to the HOA for Financial and Administrative Services.

Homeowner: The legal purchaser of the property as filed on the deed and recorded in the Palm Beach County Clerk's Office.

HOA: All encompassing in reference to the Lucerne Lakes Homeowners Association, LLC and their Board of Directors and Officers.

HOA Fees: The fees are paid quarterly for the General HOA funding and the Swim Club funding. Due dates are the first of January, April, July and October.

Lawyer: Wyant-Cortez and Cortez, the current legal firm representing of the HOA.

Rep: The member of the Board of Directors who handles the new Homeowner Interview and coordinates this Policy.

Residents: Those persons residing in the home.

Swim Club: The recreational Facilities including the Clubhouse, Pool, Tennis Courts, and Parking Areas funded separately from the General HOA.

Procedures

- ◆ Real Estate Agent representing Homeowner contacts GRS for a HOA Application. Application is returned with two Cashier's Checks or Money Orders. One for GRS in the amount of \$200 and one for the Lucerne Lakes HOA, LLC, in the amount of \$150.
- ◆ GRS reviews the application and if correct forwards to Rep.
- ◆ Rep. through GRS establishes the time for the Homeowner interview at the Clubhouse and Rep. conducts the interview.
- ◆ The Certificate of Approval and a record all pertinent information covered in the interview is forwarded to GRS for filing. When the Property transaction occurs (closing) the Rep. advises the Board of the date of closing. The Rep advises the Homeowner to send GRS a copy of the deed after closing.
- ◆ The application should include a copy of the Estoppel if used in the transfer.
- ◆ Homeowner details are copied by the Rep. to all Board Members for various recordings, such as Directory Updates, Newsletter and Committee reports.

- ◆ The Welcoming Committee receives the information for a Gift Basket delivery.

Lucerne Lakes HOA Rules and Regulations New Homeowner Interview

The information below is providing the most asked questions and items that most homeowners need to know. It is not intended to represent the BY-Laws or Covenants and Restrictions in their entirety.

Whom to Call: Current "Whom-to-Call" list is on the GRS website. This is periodically updated and there are notices in the monthly newsletter.

Covenants & By-Laws: When you take title, you have accepted these *Covenants, Conditions, and Restrictions of Lucerne Lakes*. Please familiarize yourself and specifically with Article VIII, Special Provisions.

Assessments/Dues: These are payable quarterly on the 1st of January, April, July, & October. There is a \$5.00 fine for late payment. Coupon books are issued annually and to new owners. Your dues include operating and reserve funding for the HOA and Swim Club.

Basic Cable TV – XFINITY/COMCAST is included in your HOA Assessment: Our contract entitles you one (1) cable box and (2) extension boxes. High Definition and Premium Channels are available for additional fees through your arrangement with Comcast.

Master Association fees are included in your HOA Assessment: The Lucerne Lakes area has nine associations that belong to the Master Association. The Master Association is responsible for the maintenance of Lucerne Lakes Boulevard.

Association Meetings: The HOA Board meets at 6:30 p.m. at the clubhouse on the 3rd Wednesday of each month. Unless determined to be required, there is no meeting scheduled for July and August. The Board seeks input from owners on current board agenda items and there is an open forum for owners to present other questions or concerns. The annual meeting is held the 3rd Wednesday in January where Board Elections are held and Homeowner issues can be addressed.

Architectural Approval: Any change to the exterior of a house/property needs approval. This includes all exterior changes such as painting colors, additions such as patios, patio enclosures, architectural enhancements, windows, driveways, and roofs. Applications are available from GRS or at the Clubhouse. Two copies of the approval request need to be submitted to the ARC committee chair person.

Pets: A maximum two (2) of domestic pets per household. Always pick-up pet waste! No pet shall roam free; they must be on a leash.

Garbage/Trash – Recycle - Yard Debris: Place refuse curbside no earlier than 3:00 p.m. on the day before collection and removed on the same day as collection. Garbage pickup can be as early as 6:30 AM. No pickup on Thanksgiving or Christmas Day.

Tuesdays pick up: Regular household garbage/trash only

Fridays pick up: Regular household garbage/trash, recycled material, and shrubs & tree cuttings (limited to size and quantity).

Blue and yellow recycling containers are available at 561-697-2700 at no charge. Refuse containers are to be stored within the garage or on the side of the house obstructed from street view.

Parking: No parking on the grass. No parking on the street between the hours of 10:00pm to 6:00am. **Violators are subject to towing at the owner's expense.** Do not block the sidewalks at anytime.

Additional parking for Swim Club members is available at the "east over flow" Swim Club parking lot. Please place an identifier sheet on the dash with your Name, Member Address and phone number in view.

If you have an overnight guest with a truck, RV, boat, etc., you may use the "east over flow" Swim Club parking lot with prior approval from a Board Director, indicate the approval person on the Identifier sheet on the dash.

Property Inspections: To maintain and enhance the value of your property and your community, periodic inspections of lawns and house exteriors are made. Issues are noted and the homeowner will receive a written request to correct.

House Numbers: A 4" minimum with contrasting background is required by code.

Lollypop Lights: These are standard throughout the community and are maintained by the homeowner - black post with a white, opaque-globe cover and white light bulb- 100 watt incandescent or preferably a 60 watt equivalent, A19 LED, Daylight light bulb. Light is to be lit from dusk to dawn by photo sensor or timer.

Rental of Units: Upon a change in title, a home may not be rented for a period of eighteen (18) months. Applications are required for rental and purchase, as well as each extension or change. They are available at grsmgt.com. **Reminder, one permanent resident must be at least 55 years of age.**

Newsletter: To keep you updated, a monthly newsletter is delivered to each home.

Clubhouse, Pool & Tennis Courts: Recreational facilities and activities are available to all "Swim Club" members. A BBQ grill is there for your enjoyment. Clubhouse & Pool Hours are 7:00 am to 10 pm.
Tennis Courts: First come, first serve basis. No food or drink inside court.

Keys: Each home is issued two keys. At your closing you should receive your keys from the seller. The replacement keys can be obtained from the Rep. The same key operates all three areas.

Clubhouse Reservations: Clubhouse reservations for members are available for private events. Reservation form is available at <https://www.grsmgt.com/association/lucern-lakes/>.

Social Activities: A committee plans various functions at the clubhouse. Food, fun, and entertainment are included and a nominal fee to cover expenses, depending on event, may be charged. Planned activities are mentioned at Monthly Meetings, in the Newsletter and posted at the Clubhouse.

Golf Course: This is a public course which is not included in your membership. The course is currently up for sale and there is a possibility it will be replaced by a housing development.

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