

SHORELINE NEW RESIDENT ORIENTATION

Welcome to the Community!

Your Board of Directors and GRS Community Management would like to take this opportunity to welcome you to the community. We value you as an association member and understand the importance of sharing helpful information about your community and our services.

This quick reference guide contains general information, as well as some of the most common elements of the community Rules & Regulations. **Please note that you are required to follow all of the Declaration of Protective Covenants, Restrictions, Reservations, Servitudes and Easements, the Governing By-Laws, and Rules and Regulations, and hereby agree that you have read and signed them.**

Association Overview: Dos Lagos HOA & Shoreline HOA

Our Master Association is the **Dos Lagos Homeowners Association**, however your home is located inside of the **Shoreline Homeowners Association** (a sub-association), and you are responsible for the payment of **two separate** maintenance assessments.

- The Dos Lagos Master Association assessments cover the expenses related to the overall community common amenities including bulk cable/Internet services (Breezeline), gate access systems (Envera), lakes maintenance, walking path and Inter Lagos.
- The Shoreline assessments cover the roads and sidewalks located within the sub-association; mailbox pods, street lights, entrance monument sign, property management and oversight.
- Both quarterly assessments are billed separately and should be paid separately. Please **do not combine your payments**. If you are still unsure how to proceed, please contact your sub-Association property manager.

2023 QUARTERLY ASSESSMENT	1ST QUARTER JAN – MAR	2ND QUARTER APR – JUN	3RD QUARTER JULY – SEPT	4TH QUARTER OCT – DEC
SHORELINE \$115 QUARTERLY	DUE JAN 1	DUE APR 1	DUE JULY 1	DUE OCT 1
DOS LAGOS \$401 QUARTERLY	DUE JAN 1	DUE APR 1	DUE JULY 1	DUE OCT 1

*****Your Maintenance Payment is due on the first of each quarter*****

Any payments received after the first day of the quarter are technically late. There is a 30-day grace period however, this is a courtesy provided solely to account for extenuating circumstances affecting payments which were sent on time (i.e., on or before the first day of the quarter).

Payment Options

Coupon Books	Both Master and Sub-Association coupon books will be sent to you at the beginning of each year or within 30 days after purchasing (closing date) on your property. If you have registered for ACH, you will not receive a coupon book ; you will only receive a letter notifying you of the current assessment fees. The coupon book is comprised of <u>four (4)</u> coupons, one coupon for each Maintenance Quarter. If you need another copy of your payment coupon, please reach out to the management company at GRS Community Management at (561) 641-8554 or residentservices@grsmgt.com.
Payment via ACH Autopay:	You may establish an autopay plan with the GRS Management. This payment method works the same as automatic bill pay through your bank; however, it is done directly through the GRS Management Accounting Department. Payments made via ACH do not require a coupon and are automatically deducted from your account (dues are also automatically updated in case of an increase). The Autopay deductions will occur between the 1st and 15th of the month. The Autopay may be established through either of the following methods: For residents interested in signing up for Autopay, please visit the GRS management website at https://www.grsmgt.com and set up your login for both associations.
Payment via Mailed Check or Bill Pay Through Your Bank:	- Checks must be made out to each separate Association and must be <u>sent with your coupon</u> to the Bank address written on your coupon. If your payment is sent without a coupon, it will take longer to process. Make sure to write your address or account number in the check memo line – especially if utilizing your bill payment system from your bank. Please note that payments sent through your bank do not include a coupon and will take more time to process. Be sure to set your automatic bill payment for either the first of the month or earlier to ensure that your payment is received on time. Payments are considered late if received on the 30th of the month of each quarter. <u>Late Fees:</u> Dos Lagos: \$25.00 late fee plus incur an 18% interest per annum Shoreline: \$25 late fee plus incur 15% interest

Transaction Fee Note: Additional fees may incur depending on the payment method you choose to use.

Contact Information

GRS Property Management	561-641-8554	residentservices@grsmgt.com 3900 Woodlake Blvd., #309 Lake Worth, FL 33463
Breezeline	855-640-4943	Cable/Internet - Bulk account under Dos Lagos
Envera Systems	877-936-8372	Gate management (App and website); customerservice@envera.com
GRS Management	561-649-8585	Gate decal, management issues or questions
City of Boynton Beach Water Utility	561-742-6300	
After-hours Water Utility issues	561-742-6430	

General Information

Miscellaneous	• No signs allowed other than those listed in the association documents. • Sheds are not permitted. • All pets should be kept on a leash (including along the LWDD easement) and please pick up after your pet (Sec. 4-4 of the Palm Beach County Ordinance). • No soliciting within the community anytime.
Trash	• Trash pick-up is Monday and Thursday. • Recycling pickup is Monday morning; Bulk trash pickup is Thursday morning. • Trash receptacles are to be placed at the end of the driveway curb no earlier than 5:00pm on the day prior to pick-up, and removed the day of pick-up no later than 11:59pm. • Trash receptacles stored outside must have a secured lid and be hidden by sufficient landscape cover or fence as not to be visible from the street. This is both a requirement of Shoreline HOA and by City Code Enforcement of Boynton Beach. • Waste shall be placed in an approved receptacle which is provided by the City of Boynton Beach. • Bulk trash pick-up, including landscape debris, is Thursday morning and <u>material is not permitted to be put out until the evening before</u> and is not to be placed on the street and/or storm drains, but should be placed within the swales to prevent damage to the street or driveway. This is a Boynton Beach city ordinance and can result in a \$50 fine for violations if placed before <u>Wednesday evening</u>. • Arrangements can be made with the City of Boynton Beach for pick-up of bulk items on non-scheduled days and should be contacted directly. • Toxic or hazardous waste must be properly disposed of in accordance with City, County, State and Federal laws.
Vehicles, Boats, RVs, Parking, etc.	• No motorized scooters, etc. may be used by unlicensed drivers. • No trucks over 1 ton in Gross Vehicle Weight • No commercial vehicles belonging to residents are allowed to be parked at any time in the community other than in the garage with the door in the closed position (any kind of writing or advertising on the side) • Commercial vehicles for service companies allowed in 7:00 am – 7:00 pm. • Recreational vehicles (boats, ATVs, RVs, trailers) are not permitted in driveway. They are allowed to be stored behind the setback/front wall of the house (side or rear of the lot) and cannot protrude past the front wall of the house. • All other vehicle parking is on paved surfaces only – the private driveways & community streets (<u>with the flow of traffic</u>). • Parking on street facing wrong direction is prohibited • No parking on grassy swales at any time. • Vehicles must adhere to traffic laws and must not block ingress or egress to any other resident's driveway or vehicle traffic on the roadways. • No expired tags, vehicles with racks and/or ladders, inoperable vehicles (broken front windshield, no engine, no tires, no lights, etc.), and license plates must be visible on vehicle.

Property Maintenance	- The Association's Property Manager completes a regular ongoing inspection of homes in the neighborhood to keep properties in first class condition and property values up. Typically violations are given for roof, fences & driveways not being kept clean, lawns not being maintained; sidewalks & driveways edged each time lawn is mowed, landscaped beds maintained; fertilization & pest control of lawns; trees trimmed on regular basis. - Declaration of Covenants Paragraph II/#11 – The association will protect the owners of lots against such improper use and depreciation in value of their property, preserving the natural beauty of said property. "No lot shall be allowed to grow up in an unsightly condition..."
Architectural Change Process	- For any exterior changes, <u>an (ARC) architectural change form is required to be submitted and approved.</u> This includes any exterior changes i.e. paint, window/door replacement, garage door, adding/removing plants, shrubbery, trees, painting, fences, re-sodding, elevation change, structural modification, patio or pool additions. - ARC forms are available on the Shoreline website and should be submitted to the Property Manager. - No work is to be performed prior to approval of the ARC form and if work begins prior to approval the Association may issue a cease & desist order by attorney to stop work. - Must meet the requirements of BOTH the HOA By-Laws as well as the City of Boynton Beach when required. The association may be more restrictive than the City due to our by-laws, but will not and cannot go beyond City Code. - Please note: ARC for paint colors is still required even if house / trim is being painted the existing color. - If in doubt please submit and ARC form or contact the Property Manager.
Fencing Restrictions & Maintenance	Fencing along any street within Shoreline, may have a maximum height limit of six feet (6'), must have a ten foot (10') setback from the sidewalk, and shall be maintained at all times. Per City Code, "fences shall be kept in good repair and be continuously maintained in its original appearance."
Hedge & Bush Restrictions	Hedges must be maintained no greater in height than four feet (4') or less in the front yards to street and eight feet (8') maximum or less on the side and front yards of homes and/or around FPL transformer boxes per Code Enforcement (transformer access capability for FPL must be maintained). Reference PZB & BB Code Enforcement SEC 4 A 16.
Violation & Fining	Failure to follow rules is subject to violation and enforcement by fines.
Dock Permits	Homes with docks that are located on the canal should be aware that a transfer of dock permit must be completed through Lake Worth Drainage District. Please note that this will not transfer when you purchase the home. Please contact LWDD at 561-498-5363 for the most up to date forms and fee information.
Board Meetings	- Shoreline HOA: 2nd Thursday of the month (7:00pm) - Dos Lagos HOA: 3rd Wednesday of the Month (7:00pm) Board Meetings are held via ZOOM. Signs will be posted at the community entrance at least 48 hours in advance of the meeting. Zoom link will be sent via e-blast so make sure you are signed up for both HOA email blasts. Notice for Annual Meetings will be mailed at least 14 days prior to the meeting date.

Payment of Association Dues	Please request your preferred payment method for both associations during orientation ○ Coupons ○ Set up auto pay/ACH ○ Pay online at https://grs.cincwebaxis.com/ *Remember to register on the <u>GRS Homeowner Portal</u>, where you can view both of your accounts. To register for each sub-community association, click "Switch Account." Sign up to receive email communications via each community website portal.
Association Documents	Obtain at or before closing a SET OF ASSOCIATION DOCUMENTS; \$50.00 TO REPLACE PAYABLE TO GRS Management Associates, Inc. Call the office 1 day in advance to order (available at no charge on the website at www.grsmgt.com under the Resident menu).
Dos Lagos Front Gate Access	Bring a copy of unrecorded Warranty Deed along with Vehicle Registration copies, Proof of ID after closing. Stickers are \$5.00 each payable to Dos Lagos HOA Inc. (Note: Money Orders Only) One (1) sticker per vehicle & vehicle must be registered to resident of the property.
Mailbox Key	Mailbox keys are the responsibility of the existing owner when buying or renting. Otherwise you need to contact the post office to change the lock and pay the current change of lock fee.
Complaint Process	Management does not react to anonymous complaints; all complaints must be in writing and signed and printed with homeowners address. To report complaints, call the Property Manager at 561-641-8554 or email info@grsmgt.com . Management will keep your information confidential unless a witness is needed for litigation.
Sale and Lease	No lease restrictions; all leasee's must make application & attend interview prior to lease start date. <u>No sub-leasing</u> <u>SALE OF A HOUSE:</u> In the event of a sale, it shall be the responsibility of the purchaser of a lot to furnish the Association with a record copy of the Deed of Conveyance indicating the owner's mailing address for all future assessments, information notices and other correspondence from the Association. Prior to the issuance by the Association of a Certificate indication the Association's acknowledgement of the transaction, the new purchaser shall be required to execute an agreement acknowledging that he/she takes title subject to the By-Laws, Rules and Regulation of the Association, which he/she agrees to abide by. In addition, said purchaser shall agree to abide by all Cities, County Ordinances and State Laws and any rules pertaining thereto. <u>Sale Application Fees:</u> \$100 payable to Shoreline HOA \$100 payable to GRS Management

	<u>LEASING OF A HOUSE</u> – In the event that a house is leased, it shall be the owner’s duty to provide the Shoreline Association their a mailing address for all and any assessment notices, violations and other correspondence from the Shoreline Association and/or GRS Management. The owner of the home must receive a certificate of agreement from the Shoreline Association approving and agreeing to the rental, with a copy of the actual lease. The lessee shall also be required to execute an agreement with the renter acknowledging that he/she agrees with and is aware of the Shoreline Association’s By-Laws, Rules and Regulations agreeing to abide by all including City, County Ordinances and State Laws pertaining thereto. <u>Lease Application Fees:</u> \$50 payable to Shoreline HOA
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Welcome to the community & please let us know if we can be of any assistance.

Resident Print Name

Signature

Resident Print Name

Signature

Community Representative Print Name

Signature