

**BOARD OF DIRECTORS**

**Susan Knapp, President**

**Donita Smith,  
VP/Treasurer**

**Diana Megna, Secretary**

**PBSO OFFICE**

**Emergency # ~ 911**

**Non-Emergency #'s ~**

**(561) 688-3000 or**

**(561) 688-3400**

**SIDEWALK USAGE**

**Continuous walking on the grass develops paths. Use the sidewalks at all times when entering/exiting your unit.**

**RULES & REGULATIONS**

**Please keep in mind.... all Rules & Regulations that we, as residents follow, must also be followed by our guests.**

**FENCE UPDATE** – Once the punchlisted fencing/dumpster items are completed by Bulldog Fencing, the Engineer will review the work and, if approved by the Engineer, the project will be signed off. Fence powerwashing and staining would then commence. This will include the removal of the unit numbers/letters, and cleaning and painting them black to match the hardware on the fencing. Installation of the fence solar lighting will be completed at that time as well.

Upon the completion of powerwashing and staining, the roadway and parking lot paving (including new parking curbs and Miami curbs) will begin. After the completion of the above projects, landscaping will begin in the brick areas and throughout the Community.

The Board of Directors would like to express their appreciation and gratitude to all of our residents for their patience and understanding.

**RESPECT** – Verbal abuse, of any kind, will not be tolerated toward any Sea Breeze employee, volunteer, Board Member, neighbor, or service personnel.

**Please remember to turn down the volume of your music.** Florida Noise Ordinance dictates quiet hours are from 10:00 pm to 7:00 am weekdays and 10:00 pm to 8:00 am on weekends. This ordinance also pertains to music emanating from your vehicles. If your peaceful enjoyment is infringed upon, residents are encouraged to contact PBSO.

**POOL** – You **CANNOT** use facilities if you do not reside within Tequesta Hills. You **CANNOT** use the pool **before** or **after** the posted “pool hours.”

Pets **ARE NOT** allowed at or in pool area. Make sure your “little ones” are in swim diapers. **Children UNDER 12 MUST BE ACCOMPANIED by an adult (18 or older)** while using pool facilities. The Board of Directors was notified of an incident regarding two (2) of our residents who were witnessed throwing a pool chair into the pool. Such action **WILL NOT** be tolerated, parent (s) will be notified, pool privileges denied and fining will occur, if this action continues. **We, as residents of Tequesta Hills, must be diligent in policing to protect not only our residents but our property as well. If you see something, say something.**

**PLANTS/TREES INTERTWINING INTO FENCING** – Be aware that if the landscaper needs to cut plants/trees that are intertwining into the new fencing, the owner will be charged for this service.

**SEA BREEZE INFO**

SeaBreeze CMS, Inc. ~  
Phone ~ (561) 626-0917  
Fax ~ (561) 626-7143  
Email ~  
laura@seabreezecms.com

Or write to ~  
Tequesta Hills COA, Inc.  
4227 Northlake Boulevard  
Palm Beach Gardens, FL  
33410

Visit our Website @  
[www.seabreeze.cms.com](http://www.seabreeze.cms.com)  
Log on, click on  
Communities, click on  
link under Tequesta Hills  
Entrance Sign. Forms,  
Applications, Contact Info  
(allow-ing you to sign up  
for Bulk Email), Rules &  
Regulations, and Meeting  
Minutes are posted on  
this website for your  
convenience.

**BUILDING/FENCE/BALCONY DAMAGE** - Fixtures, such as lighting (exclusive of the building entry light fixture), cameras, hammocks, swings, etc. **CANNOT** be attached to building exteriors including soffits, balconies, balcony railings or Courtyard fencing and posts. **Residents will be required to remove items and restore the exterior to its original appearance. As a reminder, residents were notified NOT TO ATTACH “ANYTHING” TO THE NEW FENCING.**

**DUMPSTER GATES** - Gates **MUST** be closed at all times. **If you are seen leaving a dumpster gate open, you will be reported.**

**BULK ITEMS** – Bulk items such as vanities, furniture, kitchen appliances, kitchen cabinets, etc. MAY NOT be placed at the dumpster area any earlier than WEDNESDAY EVENINGS. If the bulk item does not “fit” into the container, i.e., vanities, bedroom furniture, bed frames, kitchen cabinets, etc., you **MUST** break down the item before disposing. If bulk items are commodes, bath/kitchen sinks, etc., you **CANNOT** place these items outside of the dumpster area **UNTIL** Wednesday evenings. **KEEP ALL BULK ITEMS WITHIN YOUR COURTYARD UNTIL WEDNESDAY EVENINGS !! NO EXCEPTIONS !!** Homeowners **DO NOT** want to see your bulk items at the dumpster area until the eve of pick-up !! You will be reported to the Board of Directors and you will be fined for not complying. All boxes **MUST BE** broken down before placing in the trash.

**DISCARDED APPLIANCES** - Such as refrigerators, **MUST** have the door removed **PRIOR** to discarding at the dumpster area as per State Law.

**PARKING** - You are assigned two (2) parking spaces and you **MUST** park in your assigned spaces. **PARKING IN THE ROADWAY IS PROHIBITED** (unless loading/unloading a vehicle and vehicle is removed immediately thereafter). **Parking at entrances to parking areas and perpendicular parking to other vehicles is prohibited.**

**DO NOT PARK ON THE GRASS AT ANY TIME !**

**GENERAL** - Advertisements/logos, of any kind, are not permitted on exterior of vehicles. It is the vehicle owner’s responsibility to ensure that advertisements/logos are removed or camouflaged **AT ALL TIMES** while on the property.

Equipment, objects or materials **ARE NOT** to protrude from vehicles or above beds of trucks. **OBEY posted parking and traffic regulations. DO NOT drape items over fencing or balconies at any time !** If items are draped, they will be removed.

## VOLUNTEERS

We are looking for volunteers to join the Board of Directors or if you would prefer to participate on a committee, please email [megnadiana@gmail.com](mailto:megnadiana@gmail.com). Please include your interests, contact information and availability.

Currently, we are seeking volunteers who would like to join an Owner Responsibility Committee which would entail researching building fixtures and the responsibility thereof and the Sprinkler System Committee which would consist of identifying sprinkler locations on the property.

If you have suggestions pertaining to potential committees, please email [megnadiana@gmail.com](mailto:megnadiana@gmail.com). We are always looking to improve.

**COMMON AREAS** - Please **do not** plant anything in the common areas, brick areas or anywhere on the property other than within your Courtyard.

**EXTENDED STORAGE SHEDS** - **No longer permitted.**

**WIPE DISPOSAL** – **DO NOT place any wipes down the commode.** The wipes will eventually cause a back-up, not only within your unit but all adjoining units.

**ROOF LEAKS** – Over 90% of roof leaks are from A/C units. Please have your A/C unit checked first before calling Sea Breeze. If your A/C unit is 10 years or older, it may be time for a replacement.

**ARC FORM AND AIR CONDITIONING FORMS** – We would like to remind you that when contemplating changes to the exterior of your unit or installing a new air conditioning system, you **MUST** submit either the Request for ARC Form or the Application to Replace A/C Unit Form **PRIOR** to making exterior renovations or installing a new A/C unit. You can find the aforementioned forms on our website. All owners are required to contact Sea Breeze Management if the A/C on the roof needs to be replaced. **During roof replacement, all new curbs were designed for a specific type of A/C unit. It is important when replacing your A/C unit that it fits in the curb and is hurricane-secure (6" screws, 4 on center; metal strapping to curb; tie-downs are mandatory for 175 mph winds). Code Enforcement checks for contractor certification and whether or not permits were pulled.**

**EMERGENCIES** – If you notice water or an electrical problem within your unit, call a plumber or an electrician **IMMEDIATELY**, then call Sea Breeze to report the problem.

**STAINING REMINDER** – In anticipation of the upcoming staining project, you will be required to store your Courtyard items within your unit or adequately cover your personal items within the Courtyard, to avoid possible overspray damage. If you have special patio flooring you want to protect, you may want to cover that as well. If you are leaving a vehicle, have a locked entry gate or a locked storage shed, you **MUST** provide keys to a neighbor and inform Sea Breeze. We will need to enter your Courtyard for interior staining and it may be necessary that your vehicle be relocated to another parking lot temporarily away from the work zone. Notifications will be made prior to the staining project start date and notifications will be attached to your entry gate when you are scheduled for staining.

**ILLEGAL PARKING & TOWING**

**Does another resident or guest park in your parking space ?**

**If so, you can do something about it ! Our towing company is Superior Towing.**

**Information for Superior Towing is located on the entrance sign. Take a look and copy down the number. Here is the procedure for having a vehicle towed from your parking space ~**

**Try to locate the owner of the illegally parked vehicle.**

**Call Superior Towing giving all pertinent information.**

**You must stay and sign the towing slip for Superior Towing ~ they will not tow if you do not sign.**

**FLAGS/FLAGPOLES/DISPLAY** - One (1) portable, removable U.S. flag is permitted for display in a respectful manner and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day, may display in a respectful manner, portable, removable official flags, not larger than 4 ½ feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard. One (1) flagpole is permitted on the Courtyard fencing. The flag, when it is in such condition that it is no longer a fitting emblem for display, **MUST** be removed and replaced with a new flag. If a flag is not replaced, the flag fixture must be removed.

**OWNERS WHO LEASE UNITS** - **Effective immediately**, new lease applications will be required for tenants on an **annual basis** when re-leasing to same tenant (s). When renewing a lease, applications must be originals; marked-up copies will not be accepted. Pet and vehicle information must be included. You can find information regarding leases and purchases on the website.

Lease approval expectations have reached a critical point ~ leased units/landlords who expect the lease applications to be expedited, on a regular basis. The timeframe when submitting lease applications is a minimum of 30 days **PRIOR** to the tenant (s) move-in date. Tenants **CANNOT** move into a unit until approval has been granted. This practice must be adhered to for several reasons - documentation and background checks need to be completed and processed, applications must be reviewed, interviews must be scheduled, etc. The Board of Directors volunteer their time to handle these needs to the best of their ability and free time. We would appreciate your consideration when submitting your applications.

**DOGS OVER 20 POUND WEIGHT LIMIT** - **Effective immediately**, owners and/or tenants **CANNOT** dog-sit for a pet over the 20 pound weight limit on Tequesta Hills Condominium Association property. The Association expects all residents and guests to be compliant with Association Rules and Regulations and we cannot make allowances.

**NON-GRANDFATHERED TRUCKS** - Non-grandfathered trucks **MUST** be removed from the property between the hours of 11:00 pm to 7:00 am. As with all vehicles, truck owners **MUST** also comply by removing or camouflaging advertisements/logos **AT ALL TIMES** while on the property. **NO EXCEPTIONS WILL BE MADE.**