

# Policy, Rules & Regulation Manual

[www.ParkviewatHillcrestHOA.com](http://www.ParkviewatHillcrestHOA.com)



Parkview at Hillcrest Homeowner's Association.  
Hollywood, Florida



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Any future amendments to the rules and regulations will be available in the Parkview of Hillcrest website, and the Management office.

# Section 1...

## **Screen units from view.**

Declaration of Covenants: Article IX-section 9.13" Screen AC unit, pool pumps heater, or any other machinery from view from the street or the view of your neighbor.

## **Pets.**

Declaration of covenants: Article IX-section 9.6

- "No more than 3 household pets may be kept...Provide that they do not become a nuisance or annoyance to any neighbor by reason of barking or otherwise."
- "All animals shall be contained on the Owner's Parcel and shall not be permitted to run freely. When outside the owner's Unit, all pets must be carried or secured with a handheld leash. The person walking the pet must be in physical control of the leash at all time."
- "The Owner or other owner of a permitted pet must pick up all solid waste and deposit it in an appropriate trash container."

## **Driveway, Sidewalk, Walls and Roof. Single Family Homes**

Pressure clean, paint and keep in a good repair.

Declaration of covenants: Article VII-section 7.2" Owners shall maintain all structures (including the unit) located on his/her lot in a neat, orderly and attractive manner". Driveways shall be constructed of concrete or pavers.

## **Driveway, Sidewalk, Walls and Roof. Townhouses**

Declaration of covenants: Article VII-section 7.2.1.5 The Association shall be responsible for the periodic pressure washing of the exterior walls and shared roofing, and periodic repainting of the exterior walls. Driveways shall be constructed of concrete or pavers.

## **Irrigation.**

Lawns watering must be done on designated times (not during daytime hours).

## **Landscape Beds Maintenance.**

Declaration of Covenants: Article VII – section 7.1 "The Association shall be responsible for the maintenance, repair and replacement of the lawns and landscaping (including irrigation equipment) (Landscaping Services) located on Parcels as originally installed by developer." All lawn and landscaped area shall be kept in good and living condition". Consistent with the general appearance of Parkview at Hillcrest.

## **Paint/Repair. Single Family Homes**

Pressure clean, paint and keep in a good repair.

Declaration of covenants: Article VII-section 7.2" "Owners shall maintain all structures (including the unit) located on his/her lot in a neat, orderly and attractive manner.

## **Paint/Repair. Townhouses**

Declaration of covenants: Article VII-section 7.2.1.5 "The Association shall be responsible for the periodic pressure washing of the exterior walls and shared roofing, and periodic repainting of the exterior walls.

## **Fence Maintenance. Single Family Homes**

Declaration of covenants: Article IX-section 9.15 "Owners may install fences, subject to specifications adopted by the Architectural Reviewer." Replace/repair any leaning or broken sections of fence. Fence maintenance to include, repainting and pressure cleaning.

## **Party Fence Maintenance. Townhomes**

Declaration of covenants: Article VII-section 7.2.1.7 "Party Fences shall be the joint maintenance obligation of the Owners of the Townhome Parcels bordering the Party Fences."

## **Outdoor Equipment.**

Declaration of Covenants: Article IX –section 9.12 "Swimming pool equipment, housing and sprinkler pumps and other such outdoor equipment must be walled-in or placed in sight-screened or fenced-in area so that they shall not be readily visible from any adjacent streets or Units

**Satellite Dish and Flagpoles.**

Declaration of Covenants: Article IX-section 9.11 "Antennas and satellite dishes are prohibited except dishes designed to receive direct broadcast service, video programming services, and television broadcast signals. All devices must measure no more than (1) one meter in diameter and provided that the Reception device is located so as not to be visible from outside the unit or is located on the side or rear yard of the Parcel. The installation and display of flagpoles and flags shall be subject to regulation by the Architectural Reviewer, but no owner shall be prevented from displaying one (1) portable, removable official United States flag or official of the State of Florida in a respectful manner. The permitted flags shall not exceed 4.5' x 6'.

**Parking of Cars, Boats, RV's trucks/ Commercial Vehicles.**

Declaration of covenants: Article IX-section 9.7 "passenger cars, vans, pick-up trucks, and sport utility vehicles shall be considered to be automobiles and may be parked on driveways and on driveways overnight. Law enforcement vehicles may be parked on driveways if the driver is a police officer. All other vehicles shall be kept within an enclosed garage".

**Garages.**

Declaration of Covenants: Article V-section 5.5 "No garages shall be converted to residential use or use other than originally designed. Garages shall not be used as "woodshop" or other use that generate unusual amount of noise or dust unless the garage door is kept closed, provided that in no case shall such use create a nuisance".

**Hurricane Shutters.**

Declaration of Covenants: Article IX-section 9.15 "Owners may install hurricane shutters, subject to specifications adopted by the Architectural Reviewer. Laminated glass and window film architecturally designed to function as hurricane protection which complies with the applicable building code, may be used in place of hurricane shutters, except that reflective window coverings are prohibited." Hurricane shutters may not be installed more than seventy-two (72) hours in advance of a hurricane and must be removed within seventy-two (72) hours after the hurricane has passed.

**Holiday Lights.**

Declaration of Covenants: Article IX-section 9.16 "seasonal decorative lights may be displayed on the week prior to Halloween and one week after Halloween between the day after Thanksgiving through January 10<sup>th</sup> only.

**Boats, Bikes, Motorcycles, Golf Carts and Recreational Vehicles.**

Declaration of Covenants: Article IX-section 9.7 "Vehicles shall be kept with an enclosed garage.

**Garbage Cans.**

Declaration of Covenants: Article IX-section 9.12 "All trash containers shall be stored out of street sight view except on trash "pick up" days". Containers may be placed out the night prior to pick up.

**Pools.**

Declaration of Covenants: Article IX –section 9.19 "Above ground pools are prohibited.

**Clothes Drying Area/Clotheslines.**

Declaration of Covenants: Article IX –section 9.18 "No outdoor clothes drying area or clotheslines are permitted.

**Drones and Other Aerial Devices.**

Declaration of Covenants: Article IX –section 9.20 "No drones or other aerial devices such as motorized planes shall be flown or otherwise used in Parkview at Hillcrest."

**Signs.**

Declaration of Covenants: Article IX –section 9.2 "No sign or advertisement of any kind, including, without limitation, those of realtors, contractors and subcontractors, shall be erected within Parkview at Hillcrest without prior written consent of the Board of Directors. No sign shall be nailed to otherwise attached to trees."

**Exterior Modification.**

Declaration of Covenants: Article VII-section 7.11 "No building, wall, fence or other structure or improvement of any nature shall be created, placed or altered on any lot until the construction plans have been approved in writing by the Architectural Review Board..."

## Section 2...

### **Violation Process**

#### **POLICY:**

The Process described below utilizes three letters prior to a fine being, levied or the suspension of privileges.

#### **The Violation Process (Non-Parking):**

Receive direction from the Board of Directors on the level of enforcement and frequency of inspections. Based on the above, Management performs property inspections and identifies violations.

#### **FIRST NOTICE LETTER:**

1. Written notice is sent to the owner identifying the violation and giving the owner **thirty (30) days** to comply.
2. Alternative to this first letter identified above, Management may issue a first letter with a shorter time frame to cure depending on the violation. I.e. store garbage bins would be seven (7) days, or if something needs to be addressed right away they would receive an immediate action letter. Management performs a follow up inspection.

#### **SECOND NOTICE LETTER:**

1. If the violation has not been cured, a second letter is sent to the owner. This second letter
  - a. References the first letter and utilizes stronger wording.
  - b. provides the owner with an additional fifteen (15) days to correct the violation.
  - c. Management performs a follow up inspection.

#### **THIRD NOTICE LETTER:**

1. If the violation has not been corrected, a final notice is sent to the owner. This final notice informs the owner that their violation will be discussed at the next violation hearing with the intent to impose a fine.
2. The letter requests the owner to attend the next hearing, and details where and when the next hearing will be held. The owner may also call management for hearing dates and times.
3. At the hearing, the owner may present statements or other evidence as to why they should not be fined.

#### **FOURTH LETTER:**

1. Notifies the owner that the Committee has imposed a fine, the amount of the fine and that it will be automatically charged to their Homeowners fees account.

#### **Additional Non-Parking Violation Notes:**

1. All letters include a description of the alleged violation, homeowner name, address and timeframe to correct the violation.
2. First and second letters are sent via regular mail; the Third Notice is sent certified, return receipt requested.
3. Third letters require a minimum of 14 day's notice to the homeowner prior to the meeting.
4. After each case is heard, the Committee should make a motion to recommend the board to levy a fine (or not levy a Fine) and the appropriate amount per day.
5. Fines can be as much as \$50 per day, per violation, to a maximum of \$1,000 per violation.
6. The Association has the right to correct the violation and charge the homeowners account for the expense occurred and/or suspend the homeowner's privileges.

# Section 3...

## PARKVIEW AT HILLCREST HOMEOWNERS ASSOCIATION

### PARKVIEW AT HILLCREST CLUBHOUSE – GENERAL RULES AND REGULATIONS

**ACCESS:** All residents using the clubhouse facilities are required to identify themselves with their current FOB. Admission may be denied if their FOB is not in their possession. Any expired FOB or pass will be confiscated.

**CHILDREN:** Children less than 13 years of age must always be supervised by an adult at least 18 years of age, or parent/legal guardian.

**CLUBHOUSE HOURS:** Monday – Sunday 8:30 AM – 10:00 PM

**POSTED RULES:** Rules and regulations that are posted in any area, room or facility will control the use thereof and shall be deemed supplemental to the rules and regulations herein.

**USE OF FACILITY:** Any club, group, association or organization shall not use the facilities without the consent of the Management.

**SMOKING:** Smoking is not permitted in the clubhouse, tennis courts, pool areas, poolside patio and parks.

**ALCOHOLIC BEVERAGES:** Alcoholic beverages are only permitted during a reserved private event in the banquet room / Trail Park or during an Association and/or Management approved function.

**RESPONSIBILITY:** Owners and renters are responsible for their guests and are expected to apprise them of the rules and regulations for use of the facilities.

**PROPER ATTIRE:** All persons using the clubhouse must wear proper attire. All persons entering or exiting the facility must have on shirts and/or cover up and footwear.

**ADVERTISING AND SOLICITING:** Advertising signs, leaflets, petitions, papers, or other written matter shall not be distributed on the premises without the written consent of the Management. Sale of merchandise or fund soliciting is not permitted on Pembroke Falls clubhouse facilities without the written consent of the Management.

**PETS:** Pets may not be brought upon or into the clubhouse facilities except for the Trail Park. Service animals are exempt from this rule.

**RISK DISCLAIMER:** Any person using the clubhouse facilities does so at their own risk.

**MUSIC:** Audible music may be played in the clubhouse facilities only with prior approval from the management. Personal music is regulated to ear/headphones.

**GUEST POLICY:** Residents and homeowners are limited to five (5) non-resident guests per household in the clubhouse facility per day. Additional guests may be allowed at the discretion of Management. The resident must be present while guest(s) are in the clubhouse facility unless a guest pass is provided. This does not apply to guests of a resident at a planned reserved event.

**LOITERING:** Loitering is not permitted at the clubhouse or in the parking lot.

**BEHAVIOR:** Inappropriate or indecent behavior is not permitted.

**PERSONAL PROPERTY DISCLAIMER:** Parkview at Hillcrest and the Management are not responsible for lost, damaged or stolen items.



### **CLUBHOUSE PARKING LOT RULES**

1. Vehicles may be parked only in designated areas.
2. Any vehicle parked illegally may be towed at the owner's expense.
3. Only emergency repairs to vehicles are permitted on clubhouse grounds.
4. Overnight parking of cars, vans, trailers, buses, boats or trucks is permitted only with the written approval of Management.
5. A parking pass from Management must be clearly displayed on the dashboard of the vehicle. Camping in an overnight parked vehicle is prohibited.
6. Gas-powered Go-peds and go carts are not permitted on the clubhouse grounds. Anyone found using any of the above equipment on clubhouse grounds is in violation of this rule and may be subject to possible suspension of privileges.
7. Bicycles must be parked in bicycle racks.
8. Loud music and/or excessive noise are not permitted in the parking lot area unless it is due to a Parkview at Hillcrest and/or Management approved activity.

### **GENERAL EXCLUSION**

Management reserves the right to expel and/or suspend any person who violates the Association and clubhouse rules. Management may determine the length of a suspension. In no event will suspensions exceed 90 days. The cost of any damage to Association property will be charged to the responsible party.

### **CLUBS OPERATING AT THE CLUBHOUSE**

1. All clubs wishing to use the Parkview at Hillcrest clubhouse are required to have approval of Management.
2. The club must provide an outline of its purpose and objectives.
3. Club membership must be made up of at least 60% of Parkview at Hillcrest residents.
4. Club meetings may be requested and will be granted on availability of space by the Management.
5. Meeting rooms must be cleared and vacated no later than thirty (30) minutes before closing.
6. Failure to vacate the clubhouse fifteen (15) minutes prior to closing may result in the revocation of the club's privileges.
- 7.

### **APPROVED CLUB RESERVATIONS POLICY**

During regular clubhouse hours, any approved club meeting may book the banquet room if no reservation conflict exists, free of charge. Management will not accept banquet room bookings by approved clubs more than sixty (60) days in advance.

### **GENERAL RENTAL RULES**

1. Please see Clubhouse rental contract.

### **FEE SCHEDULE**

The current schedule of fees for rental of the clubhouse facilities is included in the rental agreement contract. These fees are subject to change at the Association's discretion.

## **PARKVIEW AT HILLCREST MAIN POOL RULES**

1. Any person using the pool does so at their own risk.
2. Proper swim attire is required for use of the pool. Street clothes are not permitted.
3. Pool use is permitted during regular posted hours.
4. Children less than 13 years of age must be supervised at all times by an adult 18 years of age, or parent/legal guardian. The supervising party is responsible for the conduct and the safety of the children under their care.
5. Anyone not toilet trained must wear double non-disposable swim diapers. Regular diapers are not permitted in the pools.
6. Diaper changing is not permitted on the pool deck or patio areas. Please use diaper changing stations located in the locker rooms.
7. Diving is not permitted in the main pool. No jumping from pool deck is permitted.
8. Running on the pool deck is not permitted.
9. Glass and alcoholic beverages are not permitted on the patio, pool or pool deck.
10. Drinks are not permitted within 12 feet of the edge of the pool.
11. Only soft sponge like balls are permitted in the pool. Footballs of any kind are not allowed. Other pool toys may be permitted after clearing with the Management first.
12. Food is only permitted on the patio area.
13. Only personal radios, electronic equipment, CD players, MP3 players, etc. with headphones or earphones are permitted in the pool area.
14. Climbing, sitting, standing or jumping in or on the pool is not permitted.
15. Reckless behavior is not permitted in the pool or pool area.
16. Residents and guests are required to exit the pool and vacate the pool deck area immediately when instructed to do so by the Management or security.
17. Smoking is not permitted in the clubhouse, tennis courts, pool areas, and poolside patio.

## **FITNESS ROOM RULES**

1. Any person using the fitness room does so at their own risk.
2. Children age 12 and under are not permitted in the fitness room at any time.
3. Teens between the ages of 13-17 may use the fitness room equipment only when accompanied by a certified trainer, or parent/legal guardian.
4. Closed toe shoes that cover the entire foot must be worn at all times.
5. Shirts and shorts / pants must be worn at all times. Jean material is not permitted.
6. Food and alcoholic beverages are not permitted in the gym. Plastic beverage containers are permitted.
7. Please be considerate of other users, wipe down equipment after each use.
8. Weight plates and equipment must be returned to their proper location after use.
9. Cardiovascular equipment use is limited to 30 minutes when people are waiting.
10. Only personal radios, electronic equipment, CD players, MP3 players, etc. with headphones or earphones are permitted in the gym.
11. Abuse of the equipment is not permitted. Violation of this rule may result in suspension of privileges.

## **TRAIL PARK RULES**

1. Any person using the park does so at their own risk.
2. Pets must be leashed at all times.
3. Please clean up after your pets. Plastic bags are provided in dispensers in the park.
4. Littering is prohibited. Please use trash receptacles provided.
5. Loud music, noise and the use of profanity is not permitted in or near the park.
6. Alcoholic beverages are not permitted in or around the park except during a reserved private event or during an Association and/or Management approved function.
7. Please use common courtesy and be considerate of others using the park.
8. Management reserves the right to use the park for community events.



## **TENNIS COURT RULES**

1. The courts are available for play between 9:00 A.M. and 9:00 P.M.
2. Any person using the tennis courts does so at their own risk.
3. The tennis courts are for the use of the owners, residents and their guests. Clubhouse FOB's must be available during the use of the facility.
4. These courts may not be used for any purpose other than the game of tennis.
5. Singles are limited to one (1) hour of use and doubles are limited to one and a half (1 ½) hour of use if others are waiting.
6. Proper tennis attire and non-marking athletic shoes are required.
7. Glass and alcoholic beverages are not permitted in court area. Plastic beverage containers are permitted. Food is not permitted on court.
8. Pets, loud music, noise and the use of profanity is not permitted in or near the tennis courts.
9. Children less than 12 years of age must be supervised at all times by an adult 18 years of age, or parent/legal guardian with a valid ID.
10. In-house tennis leagues have priority for use of up to four (4) tennis courts, for up to 1.5 hours per league match.
11. Residents have court priority over guests; unless the guest is actively playing with another resident.
12. All cell phones; pagers and other electronic devices must be silenced. All cell phone conversations must take place outside the tennis courts.
13. Boisterous or profane language, spitting and expectorating by players or spectators is prohibited on or near the courts.

## **Section 4..**

### **Policy:**

The Homeowner's Association recognizes that there is a need to provide guidance for temporary on street parking in order to make life acceptable without impacting safety or the right of residents to quiet enjoyment of the property in which they live.

No on street parking is permitted within the Parkview At Hillcrest property boundary except as otherwise provided in the following:

1. Any vehicle that is temporarily parked on the street in accordance with the noted exceptions in the rules shall comply with the applicable ordinances, statues and covenants.
2. On street double-parking at any time under any circumstances is prohibited.
3. No vehicle may be parked at any time that obstructs the free flow of traffic or obstructs visibility at a street intersection or common areas intersection.
4. Any vehicle parked on a roadway shall do so in the direction of traffic flow.
5. No vehicle may be parked on a driveway that obstructs the sidewalk.
6. Vehicles shall not block mailboxes, obstruct a driveway or otherwise impede the access of a residents to their property.
7. Residents are responsible for communicating the parking rules and regulations to their guest, and commercial vendors.

## **Vehicle General Regulations and Definitions:**

1. All resident guest, and commercial vehicles on Parkview At Hillcrest property shall have a current vehicle registration and be in a serviceable working condition and able to operate under its own power. Any vehicle unable to operate under its own power shall be removed from the Parkview At Hillcrest Property within 24 hours or be stored in a garage. Battery powered or gas powered scooters or similar vehicles, ATV's, golf carts and ride-on-lawn equipment that are used on the roadways shall adhere to Florida State Statues Chapter 316.
2. Manned aircraft cannot take off or land within the boundary of Parkview At Hillcrest.
3. No major repairs to vehicles can be made outdoors or on Parkview At Hillcrest . Minor repairs such as replacement of batteries, tires and windshields are permitted.
4. Any vehicles or trailers leaking oil, gas, coolant, chemicals or other contaminants shall be removed from the Parkview At Hillcrest property immediately. A clean up charge may be levied by the Association against any vehicles owner for damage to any common area property.
5. Resident's personal area of responsibility for parking purpose shall mean the area shown on the property survey and the extension of those property lines intersecting with the original roadway. For permitted on street parking alleviations, residents and their guest shall use the driveway and apron first, then if full, they may park in front of their property however must still adhere to any other parking restrictions.
6. Commercial vehicles shall mean any vehicle that is not designed and used for customary personal and family uses. Trucks, vans and/or pickups that contain any equipment, machinery, plumbing material, sprayers, mowers, building materials, constructions or decorating materials, landscaping materials, plants and tools of trade that are visible shall be deemed commercial with or without signage, graphics or lettering on the vehicle. Any vehicle with commercial signage graphics or lettering shall be deemed commercial.
7. Police, fire or any emergency vehicles shall not be considered commercial vehicles.
8. Any vehicle or trailer that is parked on the roadway with a ramp for the purpose of loading or unloading of goods, equipment or material of any kind shall have safety cones around the ramp in the opening position.
9. Moving vans including rental vehicles hired for the purpose of moving household goods are not permitted to park on the roadway after 7 p.m. or before 8 a.m. If overnight parking is required, the resident may apply to Management for an Overnight Parking Pass for the Clubhouse parking lot.
10. PODS (Portable Delivery Systems) and similar containers may be left in the driveway of the property for a period not to exceed seven (7) days from the day of the arrival without violation. Residents are required to notify management in advance when a PODS container or similar will arrive at the address.
11. No vehicle may be double parked on the roadway at any time.
12. No vehicle is permitted to park on the grass. This includes the swale area between the sidewalk and street, or any part thereof.
13. No vehicle may be parked at any time that obstructs the free flow of traffic or obstructs visibility at a street intersection or common area intersection. Parking is prohibited adjacent to double yellow lines and curves.
14. Guest Parking areas located throughout the community are intended only for short term (24-48 hours) parking for guests of Parkview at Hillcrest residents. Residents and their guest shall use the driveway and apron first, then if full, they may park in the guest parking area however must still adhere to any other parking restrictions.

## **Resident's Vehicles:**

1. Residents are not permitted to park on the street.

The following exceptions are applicable allowing temporary parking of a resident's vehicle on the street:

- 1.1. The loading or unloading of persons and/or property.
  - 1.2. When performing maintenance on driveways, i.e. pressure cleaning or sealing of powers.
  - 1.3. When rotating any vehicle or trailer in the driveway or garage to facilitate access
  - 1.4. When performing any maintenance activity on the property that could impact on the condition, safety or appearance of the resident's vehicle(s).
  - 1.5. When washing vehicles on the drive way
  - 1.6. When a resident is a guest of another resident within Parkview At Hillcrest , providing the host property is not local to the resident's own property, the vehicle shall be treated as a "guest vehicle" and the applicable constraints apply.
2. Residents are responsible for parking compliance of all parked cars registered to their house or in their possession and for all parked cars of their guests, and/or contractor who gained entry to the community under their Envera guest access.
  3. Residents shall call management if they anticipate having a higher volume of cars than normal for special occasions. Passes for overnight parking at the Clubhouse can also be requested from Management for occasions when guests are staying for short periods of time, E.g. a weekend or week.
  4. No commercial vehicle, camper, mobile home, motor home, house trailer, boat trailer, horse trailer, step van, or trailer of any other description that is in the possession of a resident or visitor may be **parked on the street or any driveway at any time except for loading, unloading, or cleaning.** This is limited to 3 hours per day maximum for any of these vehicles. An application can be made for a temporary Clubhouse Parking Pass by contracting management.

## **Commercial vehicles:**

1. When practical, resident should ask vendors to park on the driveway without obstructing the sidewalk.
2. Vendors are required to place vehicle ramp in the closed position when not loading or unloading.
3. Vendors will use safety cones when parked in the street.
4. Vendors may temporarily detach a trailer on the driveway of a property from the towing vehicle shall remain available to move the trailer immediately on request.
5. Vendors shall not obstruct driveways or otherwise impede the access to any property to which they are not contacted.
6. Failure by a vendor to comply with the Association rules may result in their access to the property being revoked.

