



**NON-RECREATIONAL FACILITIES  
RULES AND REGULATIONS**



**GENERAL RULES AND REGULATIONS  
OF BOCAIRE COUNTRY CLUB, INC. A HOMEOWNERS ASSOCIATION  
ORGANIZED UNDER THE LAWS OF THE STATE OF FLORIDA**

Your Association's Board of Directors consists of eleven (11) Board Members elected for staggered terms of up to three (3) years.

**Association Officers positions are:**

President – 1<sup>st</sup> Vice President – 2<sup>nd</sup> Vice President – Secretary – Treasurer

The classes of membership are more fully described in the Declaration and the By-Laws. The By-Laws also describe the Standing Committees of the Association.

**The Non-Recreational portion of your dues and assessments pays for the following:**

1. Maintenance of street, common sidewalks, street lights, street signs
2. Provide security
3. Beautification and maintenance of entrance and all other common areas
4. Guardhouse maintenance
5. Cable Television and Special Programs – including garage door trash pick-up
6. Maintenance of the lakes and waterways

**RULES AND REGULATIONS**

**1. Garbage Collection**

- a. Collection days are Tuesday and Friday, unless notification is given of either a permanent or temporary change by the Palm Beach County Solid Waste Authority. Payment for this service is made directly to the Authority and is not included in your Homeowners Association dues, except for garage door pickup-service.
- b. Trash must be put in *closed receptacles* and then placed at the owner's garage overhead door no earlier than the evening before scheduled pickup. All trash receptacles must be kept from view in garages except when left at garage door for pick-up. Trash receptacles and recycle containers will be picked up at garage door and returned to same location by Palm Beach County Solid Waste Authority.
- c. Plastic trash bags or other loose trash may not be placed at the garage door until the morning of the scheduled pickup day.
- d. In the event that homeowner cannot meet with the above schedule, trash can be placed in the dumpster at the rear of the clubhouse.

## **2. Water and Lakes**

- a. An anti-rust system is required to be operative for each resident's sprinkler system operating from a well. It is necessary to make arrangements to keep your tank filled with the proper chemicals to keep it operating properly. Each resident must have his/her sidewalk and house cleaned of rust build-up when necessary.
- b. Homeowners are not permitted to make private use of the water from golf course lakes for any purpose whatsoever.
- c. Swimming or wading in the lakes or ponds is prohibited.

## **3. Maintenance of Land and Buildings**

- a. Each Homeowner shall maintain their property and home in good condition, appropriately painted and cleaned. Grass and shrubs shall be maintained in a healthy and neatly trimmed manner.
- b. Playground equipment, including swing sets should be screened from view with adequate landscape shrubbery as required by the ARB, so that they are not visible from adjoining properties. Basketball hoops are permitted only with prior written approval from the ARB as to location.
- c. If the condition of the property or home shall not be maintained as stated in (a.) above, the Association shall give written notice of the violation. All violations shall be referred to the Grievance Committee. The property owner has thirty (30) days from the receipt of the notice to cure the problem. If the condition has not been corrected at the end of that period, the Association may have the condition corrected, and charge the homeowner for such services.
- d. Driveways are not to be barricaded or blocked by chains, cones, gates, posts, or other similar devices except when undergoing maintenance, repair, or replacement.

## **4. Lighting**

All homes shall have automatic exterior lights that are lit from dusk until after midnight, preferably until dawn, even if the homeowner is not in residence. It is recommended that a timer light be installed at the rear of all homes.

## **5. Package Delivery**

Security will accept small packages for temporary storage at the gatehouse. If notified of any expected large parcel deliveries, and if given permission in writing, Security will endeavor to accompany a delivery truck to your residence, and open the garage or house to receive it. However, Security cannot be expected to stay with the delivery people. Written authority

must be given to the security force to leave such delivery personnel alone at the house and that the delivery personnel are responsible for locking up and leaving.

## 6. Speed Limits and Use of Streets

- a. Posted roadway speeds up to 25 mph apply to all vehicles and must be observed by all residents and their guests. Traffic regulations require strict observation of all Stop, Slow, Parking signs, and markings. Please watch out for walkers, joggers, skaters, and bikers. Use extreme caution at stop signs when passing golf cart crossings.
- b. The operation of golf carts on the streets is a member's privilege and may be used only by a licensed motor vehicle operator. Operators of golf carts must obey the traffic regulations at all main Bocaire roadways. **Automobiles are to be given right-of-way.**
- c. All walkers, cyclists, joggers, and skaters on the streets must wear proper attire within the community, yield the right-of-way to vehicles, and abide by all traffic regulations. All walkers and joggers should travel against the flow of traffic. Bikers should travel with the flow of traffic. Pedestrians are encouraged to use sidewalks.

## 7. Parking and Garaging of Vehicles

- a. Overnight parking of any vehicle or equipment on Bocaire streets is prohibited from 1:00 a.m. until 6:00 a.m.
- b. Garage doors must be kept closed at all times, except as necessary to enter or exit from the garage.
- c. No recreational vehicles, commercial vans, or trucks are allowed in driveways overnight. They must be parked in the garage. Vehicles that cannot be accommodated in a member's driveway must be parked on facilities designated by the Board of Directors.
- d. Park in front of the odd numbered homes on the odd months and in front of the even numbered homes on the even months. The indication for the change each month will be displayed prominently at the service entrance at the gate house. Do not park in front of fire hydrants, mailboxes, or driveways. Do not park in the yellow restricted areas. Trailers must remain attached to vehicles at all times.
- e. When working at locations on Bocaire Blvd., all contractor and service vehicles must be parked on the side of the street that is displayed at the service entrance at the gate house. They are prohibited from parking in front of mailboxes, fire hydrants, driveways, and other restricted areas. Contractor and service vehicles, including house cleaners and medical assistants, must park in resident's driveways if they are on the premises for more than four (4) hours. Vehicles are not to block the sidewalk right of way.

## **8. Motorcycles, Mopeds or Motor Bikes**

Motorcycles, mopeds, or motorbikes may only be operated by a licensed operator and may only be ridden on the street. These vehicles may be deemed to be a nuisance if motors are not quietly muffled, and do not abide by the rules. They are prohibited from being ridden on the golf course.

## **9. Wildlife**

Certain wildlife in the area can be dangerous to residents and pets. Feeding of any wildlife is prohibited, including feral cats and ducks. Report the presence of alligators, snakes, and the like to Security.

## **10. Household Pets**

Household pets may not be allowed anywhere within the Bocaire premises other than in the confines of their owner-members' residence, screened or fenced area, unless tethered or on a leash. All owners of pets should read and abide by the applicable provisions of the Covenants & Restrictions.

## **11. Hurricane Shutters**

All hurricane shutters may be closed during hurricane season which is June 1 to November 30. Hurricane shutters on lower windows facing the street and golf course may not be closed from December 1 to May 31. Hurricane shutters may be closed on upper and side windows all year long.

## **12. Constructions and Improvements**

1. a. No improvements shall be constructed, erected, removed, planted, or maintained, nor shall any addition to or any change, replacement or alteration therein be made until the plans and specifications showing the nature, kind, shape, height, materials, floor plans, color scheme and the location of same shall have been submitted to and approved in writing by the ARB in accordance with the applicable provisions of the Declaration of Covenants and Restrictions for Bocaire.
- b. Construction vehicles will only be permitted entry to the community after approval of the project by the ARB and the posting of a damage deposit if required. These deposits are for protection of Association property. Operators of contractors' vehicles must abide by the security and vehicle regulations set forth by the Association. Owners, renters, lessors, and operators of contractor vehicles are responsible for damage done to Bocaire property, i.e., mailboxes, street lights, street signs, landscaping, streets, etc. Homeowners are urged to report any such incidents to the Security Officer in the guardhouse.

- c. Homeowners are responsible for their contractor's compliance with all rules.
- d. No construction or maintenance work is to commence prior to 8:00 a.m. and all work must end by 6:00 p.m. No construction or maintenance is to be conducted on Sunday and the following holidays: New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, and Christmas. Car washing and emergency repairs will be permitted on Sunday.
- e. Construction personnel are required to observe all regulations of the Community. Failure to do so will result in a warning. Multiple warnings may result in the contractor being barred from entry to Bocaire. Family members, relatives, and friends of construction personnel are not permitted on the Bocaire property unless officially engaged in the work being done by such personnel.
- f. When working at locations on Bocaire Blvd. all vehicles must be parked on that roads outer circumference. Vehicles may not be parked on sodded areas. Parking is prohibited in front of mailboxes, driveways, fire hydrants, or restricted areas. Vehicles must be parked in the resident's driveways if they are on the premises for more than two (2) hours. The swale and walkway right-of-way are to be kept clear of vehicles and materials. Personnel may not use other resident's driveways as a turn-around for vehicles.
- g. Trash, excess building materials, landscape trimming, and other similar debris may not be deposited anywhere (including vacant lots) on the premises. All such materials must be placed in a suitable dumpster or hauled away. Landscaping waste is to be collected from each parcel and not "blown" onto adjoining property or right of way.
- h. Dumpsters shall be covered during all non-working hours and not filled above the sides of the approved container. Contractors must limit dumpster use to property address only. Change out of dumpsters must occur on said property. Non-compliance will be enforced, and the offender barred from Bocaire.
- i. Material temporarily stored outside the home shall be covered with opaque material.
- j. The sidewalk pathway is to remain unobstructed and in a safe and useable condition.
- k. Temporary toilets are to be located between the sidewalk and the home and shall be kept facing away from the street.
- l. Radios or loud music offensive to Bocaire residents are strictly prohibited.

**The following additional Rules and Regulations apply to the demolition of an existing residence, the remodeling an existing home and/or the construction of a new residence:**

2. a. Builder is to provide the name and telephone number of the party responsible for work on site to the Association management office.
- b. A list of proposed vendors, contractors and subcontractors is to be provided by the Builder to the Association management office for forwarding to security at the guardhouse.
- c. After the dwelling is demolished the lot is to be cleared of all debris and the surface graded. Any remaining vegetation is to be kept neat and trim. If the existing swimming pool is not removed an acceptable safety cover or fence is to be erected. Provisions are to be made so that water does not collect in the pool.
- d. Meaningful new construction must start within 45 days of demolition. If this condition cannot be met, the lot is to be sodded, irrigated, and maintained in a neat and trimmed condition.
- e. Special construction conditions requiring a work area beyond the property lines are to be approved by the Architectural Review Board.
- f. A flag person to direct and control traffic is to be furnished to Association Security during those times that the roadway is temporarily blocked by unloading, etc.
- g. Prior to the issuance of the Association Certificate of Occupancy all temporary appurtenances to the home or property required during the construction phase must be removed. This includes such items as surveyors' stakes, temporary toilet facilities, dumpsters, etc. A final certified survey of completed work showing that the building elevations, locations, and setbacks are in accordance with the Association approved plans, and a copy of the County Certificate of Occupancy must be submitted to the ARB.
- h. An independent architect may be retained by the Association at Owner/Builder expense to review and approve plans for compliance with Association Documents.

### **13. Security**

- a. All visitors, guests, and vendors must stop at the visitors' entrance to the main gate. ID is required. They will not be permitted to enter Bocaire unless Security has been notified previously of their arrival. Call in your guests and vendors using any of the following methods: 1) Using the gate access app on your smart phone; 2) Using gateaccess.net on



your PC; and 3) Using the automated gate access system at (561) 994-4448. The clearance requirements hold true for guests invited to meet residents for golf, at the tennis courts or the clubhouse. In the event you are expecting a large group of guests, please provide Security with a written list of the names of your guests. To speak to an Officer for other than guest entry call (561) 994-4449.

- b. When entering Bocaire by a resident in a non-resident vehicle, the resident shall provide their security code or proper identity verification in order to gain access to the community.
- c. Door-to-door solicitation is not permitted in Bocaire.
- d. Guests, employees and vendors who appear at the gatehouse on a regular and frequent basis may be designated as permanent guests provided the homeowner involved has advised the gatehouse.
- e. In the event you discharge an employee, change vendors, or wish to change authorization granted in 12 d. above, notify the gatehouse as soon as possible or you may delete using the gate access app or gateaccess.net.
- f. Residents may leave a key to their home with the officer at the gatehouse for an emergency. Do not leave your home without engaging the alarm system.
- g. Decals will be issued by administrative office and installed by valet Monday thru Friday to Homeowners, Sponsored Guests, Alumni, Renters (husband / wife / partner / significant other / designee), Children living in the home (driver license must show Bocaire address), Adult Family Guests (approved by the Board) and Designees of the Trusts, Corporations and Other Entities.
- h. If at any time you are in doubt about any security procedure, contact the senior officer at the gatehouse at (561) 994-4449.
- i. The above Rules and Regulations are made for your comfort and security. It is imperative that all guests, employees and contractors/vendors are aware of these regulations. You are responsible for the actions of your guests, employees and contractors/vendors. See Rules and Regulations for Contractors, Maintenance, Service, and Repair Personnel.
- j. All residents shall stop the delivery of newspapers when leaving Bocaire for an extended period.

#### **14. Architectural Review Board – Home Improvements**

- a. All parcels of land shall be used for no other purpose than as a single family, private residential dwelling.

- b. Application by the homeowner for ARB approval to make improvements to their homes must be made and approved before starting construction as detailed in the Covenants and Restrictions.
- c. Obtain ARB forms from the gatehouse or through Management Company and follow instructions on form.

### **15. Inspection and Copying of Records**

- a. A parcel owner requesting access to inspect and copy Association Official Records will be provided access to the records within ten (10) business days after receipt of a written request. A parcel owner shall have the right to inspect Association records two (2) eight (8) hour business days per month. A fee of \$0.15 per page will be charged to the parcel owner for records copied that exceed twenty-five (25) pages in length. The parcel owner will be charged for all direct cost if records must be collected from and returned to the Association offsite storage facility.

### **15. Members wishing to speak at a Board of Directors Meeting**

- 1. Any member of the Association who wishes to speak at a Board of Directors meeting must first sign a sign-in sheet at the beginning of the meeting, which shall be provided by the Board of Directors, in order to reserve time during the meeting to speak on designated agenda items.
- 2. Any membership statements at a Board of Directors meeting shall be limited to items identified on the agenda for that Board of Directors meeting.
- 3. Members who wish to speak at the Board of Directors meeting shall be limited to not more than three (3) minutes per designated agenda item, which time limit shall be monitored and regulated by the Board of Directors at the Board meeting. Notwithstanding the due adoption of this motion by the Board of Directors, the provisions of Article XVII E. of the By-Laws of Bocaire Country Club, Inc. shall remain unchanged and continue in full force and effect.

### **16. Complaints / Questions**

- a. All complaints / questions by a member in any given situation should be directed to:  
BOARD OF DIRECTORS  
BOCAIRE COUNTRY CLUB, INC.  
c/o Mitchell Management, Inc.  
2081 N.W. 25<sup>th</sup> Street

Boca Raton, FL 33431  
(561) 988-2089

- b. Members shall not personally berate or attempt to discipline employees of the Association or its contractors. Any complaint against any such employee shall be directed to a member of the Association's Board of Directors or Manager.

**RULES AND REGULATIONS FOR CONTRACTORS,  
MAINTENANCE, SERVICE, AND REPAIR PERSONNEL**

- a. Operators of vehicles must abide by the security and vehicle regulations set forth by the ASSOCIATION. Owners, renters, lessors, and operators of vehicles are responsible for damage done to Bocaire property, i.e., mailboxes, street lights, street signs, landscaping, streets, etc. Homeowners are urged to report any such incidents to the Security Officer in the guardhouse.
- b. Homeowners are responsible for their personnel's compliance with all rules.
- c. No contractor or maintenance work is to commence prior to 8:00 a.m. and all workers must leave by 6:00 p.m. No contractor or maintenance work is to be conducted on Saturday or Sunday and the following holidays: New Year's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas. Interior work in resident's homes will be permitted on Saturday providing that noise from the work is not audible from outside the house, and that any workers vehicles are parked off the street. Car washing and emergency repairs will be permitted on Saturday and Sunday.
- d. Personnel are required to observe all regulations of the Community. Failure to do so will result in a warning. Multiple warnings may result in the personnel being barred from entry to Bocaire. Family members, relatives and friends of workers are not permitted on the Bocaire property unless officially engaged in the work being done by such personnel.
- e. When working at locations on Bocaire Blvd. all vehicles must be parked on that roads outer circumference. Vehicles may not be parked on sodded areas. Parking is prohibited in front of mailboxes, driveways, fire hydrants, or restricted areas. Vehicles must be parked in the resident's driveways if they are on the premises for more than two (2) hours. The swale and walkway right-of-way are to be kept clear of vehicles and materials. Personnel may not use other resident's driveways as a turn-around for vehicles.
- f. Trash, excess building materials, landscape trimming, and other similar debris may not be deposited anywhere (including vacant lots) on the premises. All such materials must be placed in a suitable dumpster or hauled away. Landscaping waste is to be collected from each parcel and not "blown" onto adjoining property or right-of-way.
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