

WELCOME TO SNAPPER CREEK

HOMEOWNERS ASSOCIATION, INC.

RULES AND REGULATIONS



WWW.SNAPPERCREEKHOA.COM

INTRODUCTION

Snapper Creek Townhouse Homeowners Association is a 100-acre residential community comprised of 884 townhomes. Located in the southwest section of Dade County, Snapper Creek is situated near excellent shopping centers, the Palmetto Expressway, and the Florida Turnpike. Children of Snapper Creek enjoy the advantage of attending some of the finest schools in Miami Dade County. In addition to the excellent community and adult education classes offered at the neighborhood schools, Snapper Creek residents can take advantage of their proximity to Miami Dade Community College (South Campus) and Florida International University.

Snapper Creek residents can be proud to be living in a beautifully landscaped park-like atmosphere where full-grown shade trees abound. Residents can enjoy their large free-form tropical pool bordering on scenic Lake Republic.

Located within minutes of Snapper Creek are Miami Metro Zoo and Tropical Park. Just ten minutes east on Sunset Drive is the South Miami Metrorail Station providing access to Coconut Grove, Vizcaya Palace Museum & Gardens, the Miami Science Museum, the Art Center for the Performing Arts in downtown Miami, Government Center, and Jackson Memorial Hospital Center.

In short, Snapper Creek is our little “enclave” nestled away between the West Kendall suburbs and the bustle of Metropolitan Dade County.

BOARD OF DIRECTORS

PRESIDENT: Lawrence Rosenbaum
SECRETARY: Michelle Costa
DIRECTOR: Pedro Ruiz
DIRECTOR: Christian Lopez

VICE-PRESIDENT: Alejandro Maragliano
TREASURER: Diego Garcia
DIRECTOR: Lon Beshiri
DIRECTOR: Patricia Agosto

OFFICE STAFF

Property Manager: Barbara Báez
Admin. Assistant: Jenna Cardona
Bookkeeper: Magaly Lara
Receptionist: Katerina Diaz

ASSOCIATION MEETINGS

1st & 3rd Monday- Renters Committee (RC)
3rd Sunday- Events Committee
3rd Tuesday – Hearing Panel Committee (HP)
3rd Wednesday – Landscaping Advisory Committee (LAC)
2nd Thursday – Architectural Control Committee (ACC)
4th Thursday – Board of Directors Meeting (BOD)

Office Phone: 305-279-5383// Office Fax: 305-279-7964
11200 SW 71 Street, Miami, FL 33173

Office Email: frontdesk@snappercreekhoa.com

adminasst@snappercreekhoa.com

www.snappercreekhoa.com

Hours of Operation:

Monday thru Friday
9:00 AM to 5:30 PM

PHONE NUMBERS

Police (non emergency) 305-476-5423
Community Patrol (front gate) 305-279-6513
In Case of an emergency call: 911

SNAPPER CREEK COLORS

Soffits & Fascia: MANOR HOUSE
Stucco (walls): WHITE DOVE
Fences (wood): MANOR HOUSE
T-111 & Trim: REPOSE GRAY

Tropicolor
10470 SW 72nd Street
Miami, FL 33173
305-598-6444

The Rules and Regulations are also available in Spanish as a **COURTESY**

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Abuse verbal or otherwise of the office, maintenance staff, and outside contractors hired by the Association will not be tolerated. If you have a problem of any kind concerning your townhouse, the common elements, the staff, or contractors, you may contact the office to file a complaint form, the form can be obtained by going to www.snappercreekhoa.com under the contact page and/or downloading the form, from the FORMS page or in person at the office and/or sending a letter, regular mail or certified. You may also fax a complaint form to 305-279-7964. Your concerns should not become the responsibility of maintenance staff and outside contractors hired by SCHOA. If you wish to address the Board of directors, please use one of these means of communication or the **Special Agenda Request** form that you can obtain at the HOA office. In order to do this, you must either be a townhouse owner or have power of attorney to represent the homeowner.

For your protection, our employees and this Homeowners' Association a recording camera will record both video and audio of all conversations and transactions in this office. By entering into this office, you consent to such recording. If you do not wish to have your conversations recorded and video taken, do not enter our office, instead, contact us via telephone.

COMMON AREAS

It has been discovered that some residents are making unapproved changes to common areas. These elements are the property of the Association. If you have made an **UNAPPROVED** change to a common area, like fencing in an easement, enlarging or changing the configuration of parking spaces that are assigned to the townhouse, the common area must **immediately** be returned to its **former condition**; this is a **serious** violation.

If you wish to make changes to landscaping in the common areas such as parking area islands and outside of the property fence line, you must; submit to the HOA a completed ACC application form, make sure that the plants/trees or other landscape material you place on the common areas, do not encroach on another townhouse property and are not on a list of plants or trees that should not be installed because they endanger the environment. If you install landscaping in common areas you must accept to take complete responsibility for the maintenance, including but not limited to costs, regular maintenance of the trees and/or plants, replacement when necessary. The homeowner must complete and sign the application and HOA agreement. Please consult with your neighbors to make sure that they do not object to the landscape work you plan to do. The resident[s] who request the original installation and their successors shall be responsible for routine maintenance such as a periodic refreshment of color, resealing, repairs, etc.

Extruded Concrete Landscape Curbing An individual homeowner or a group of neighbors in a section or area may elect to provide, at their own expense, a border around the edge of an island or other common area that they have agreed to maintain. Contact the office in advance by submitting your request in writing and allow the association time to coordinate and cooperate on the project. The association will confirm and approve the location and configuration of the proposed curbing. The extruded concrete edging or curbing must be of a similar size, profile, and color to the examples already existing within the community **AND AVAILABLE AT THE OFFICE FOR REFERENCE**. This is to provide continuity and uniformity of appearance for future improvements that may be made, either by individuals, groups of residents or the association. Minor deviations in the pattern of stamping or small differences in size due to different equipment are allowable. The resident[s] who request the original installation and their successors shall be responsible for routine maintenance such as a periodic refreshment of color, resealing, repairs, etc.

TREE TRIMMING

Trees. The Association supports respect for our natural environment and is committed to maintaining our tree canopy. Over the years, the HOA has planted numerous trees to replace those lost due to storms, etc. This activity continues under the oversight of the *Landscape Advisory Committee*, authorized by the Board of Directors.

All trees on common areas, including the parking islands, are owned by the Association. The HOA employs certified arborists to care for the trees owned in common.

Residents ***are strictly prohibited*** from “trimming”, “pruning”, “hat-racking”, cutting down, or otherwise damaging trees owned by the Association for any reason. Snapper Creek regulations as well as municipal and state law, govern the proper maintenance of trees.

Anyone who damages an association tree is subject to the most severe penalties allowed by law and HOA documents. This policy is strictly enforced to protect our natural environment and property values.

Exceptions: If a resident has a problem originating from a common area tree located immediately next to the assigned parking, whereby the tree is damaging his/her vehicle, the resident should do the following:

- File a formal complaint with the Association office for evaluation; the HOA, with the assistance of the Landscaping Committee, will determine the severity of the problem through an inspection. Including evidence presented by the resident, e.g. Pictures of the damaged property (car) and a review of the complaint form.
- After evaluation, the HOA will authorize trimming, treatment, or, in worst cases, elimination, of the specific tree that is causing the problem. Where required, arrangements will be made by the association to replace the tree with a palm tree (of a variety recommended by the LAC) to be planted at the same location where the problem tree was eliminated. A second shade tree of a variety approved by the HOA will be planted on a designated common area not adjacent to any parking. The HOA may accept a tree donation of an approved variety by the complainant.

Note: **Each complaint will be evaluated on a case-by-case basis.** The HOA will not take responsibility for damages to private property caused by natural events.

FENCES

Residents have had ample time to repair or replace fences that were damaged by storms in 2005. Please get them fixed, you must replace or repair your fences, or you will be fined unless you can show you are awaiting approval from ACC or M-D County permit. If you have obtained ACC approval and your M-D County permit and are waiting for your contractor to get to you, please provide proof to the Association

VISITOR PARKING

A visitor who comes to temporarily (short period of time, not spending the night, spending the night means past midnight) visit a member/owner or approved occupant of a lot, must be authorized to visit by the member/owner or approved occupant before entering the community, and must also obtain a Visitor pass from the Main Gate Community Patrol. Vehicles found parked within Snapper Creek HOA premises for more than twenty-four (24) hours, and/or more than seven (7) days during a thirty (30) day period with or without a pass will be subject to towing.

Visitor passes must be displayed on the vehicle dashboard at all times while parked in Snapper Creek HOA during the visiting period. Vehicles found without a visitor pass are subject to towing. Visitor passes are only valid for a period of 24 consecutive hours.

TEMPORARY GUEST PARKING

A temporary guest (a guest that plans to stay within Snapper Creek HOA premises/property for more than one (1) day, but not more than thirty (30) days within a one (1) year period). Temporary guests must be registered with the Association by the resident/owner or approved occupant of the lot. When the temporary guest is registered with the Association, he/she will receive a temporary pass per guest, from the Association office for 15 days only during office hours only. If the guest is going to stay for more than 15 days the resident/owner or approved occupant of the lot must register the temporary guest again and renew the temporary pass. The temporary pass will be renewed for another 15-day maximum period and this will complete the 30 days time period within one (1) year. A temporary guest will not receive passes for more than 15 days at the time and 30 days within one (1) year. Vehicles without authorized passes are subject to towing.

A temporary guest will be allowed to park in visitor parking spaces on a first-come, first-served basis only for the approved period of time on the temporary pass. The time approved on the pass also applies to a temporary guest using a property owner's assigned spaces. Vehicles found with expired passes in visitor parking spaces and/or assigned resident/owner parking spaces are subject to towing. Furthermore, a temporary guest must adhere to and not violate any of Snapper Creek Townhouses Homeowners Association Inc., Rules and Regulations and governing documents.

Any temporary guest vehicle found parked within Snapper Creek HOA premises without a pass and/or with an expired pass will be removed/towed from the property at the vehicle owner's expense. Failure by the guest to comply with the Association Rules & Regulations and governing documents will result in an imposition of a fine against the property owner in the amount no less than \$100.00 per day up to a cumulative amount of \$1,000.00 per incident.

SECURITY AND SAFETY

Residents can help in the overall security effort by reporting any observed lawless, directly to Metro- Dade Police and then to our Community Patrol staff. The resident should also:

- Report any suspicious or obnoxious behavior to Community Patrol and HOA office.
- Note and report license plate numbers of any suspicious automobiles within the perimeter of Snapper Creek.
- Keep doors and windows locked and secured whenever you are not inside your home.
- Leave your front porch and backyard lights on during evening hours.
- Report vandalism whenever and wherever it is observed.
- Ensure that your homes are secure and radios are turned on and off periodically when you are on vacation.
- Get to know your neighbors.
- Saved the telephone numbers of the local police, fire department, and Snapper Creek security.

Burglary and theft are crimes of opportunity. Don't allow yourself to become a victim!

Vehicle Burglary & Grand Theft Auto Prevention Tips:

- Ensure that all doors, windows, trunk, and cargo areas are locked.
- Avoid leaving valuables where they can be seen from outside the vehicle.
- If you must leave valuables inside your car, lock them in the trunk BEFORE arriving at your destination and parking. Thieves look for potential victims and will watch what you do as you exit your car.
- At night, park in a well-lighted area.
- Never leave your vehicle running and unattended. Be sure to have your keys with you before you exit the car and lock the doors.
- Install a vehicle alarm.
- If you have expensive rims, accessories, or audio systems, have your driver's license number or other identifying mark etched on the item. This will aid in deterrence as well as possible recovery if the item is stolen.
- Be sure to secure your license plate with the proper screws. When you apply the new decal, score the decal with a razor blade to prevent removal.

If you have any questions or require assistance, please contact the Station Numbers:

- Kendall District's Neighborhood Resource Unit @ 305-270-3857/3879
- Kendall District Gang Unit @ 305-270-3857
- General Investigations @ 305-270-3824
- Kendall District 7707 SW 117 Avenue @ 305- 279-6929

FOR SALE/ FOR RENT SIGNS

For Sale or For Rent signs **must not exceed ONE SQUARE FOOT in size.** These signs are to be placed on/or behind the property line belonging to any Snapper Creek townhouse owner. Signs placed on common areas will be fined and the fine will not be reversed.

SWIMMING POOL/TENNIS COURT

**The pool is open from SUNRISE to SUNSET No lifeguard is on duty.
USE THE POOL AT YOUR OWN RISK.**

An adult must supervise any and all children under the age of 16 at all times when using the swimming pool or tennis court. In order to use the tennis court a deposit of \$ 25.00 is required to obtain a tennis key. Food and beverages in **GLASS** containers are **STRICTLY PROHIBITED** in/or around **any** and **all** recreation areas of Snapper Creek HOA. **ALCOHOLIC BEVERAGES** are **STRICTLY** prohibited in/or around the pool/ tennis court and in/or around the **ENTIRE** recreation areas of Snapper Creek Townhouses HOA. Under the county code, for health and safety reasons, there is a maximum number of people allowed. Once capacity is reached (84), residents will have priority over guests.

We have spent a lot of time and money to have this facility upgraded for all residents of Snapper Creek to enjoy. We strongly advise you, your children, and guest to uphold these Rules and Regulations:

- **No Running, diving, or horse playing**
- **No rubber boats**
- **No Splashing**
- **No loud Music**
- **No pool parties permitted**
- **Do not use the pool as your restroom**
- **No Glass Containers**
- **No Alcohol or Drugs**
- **Minors under age 16 with Adult Supervision**
- **No foul language of any kind will be permitted**
- **Please dispose of all trash in trash containers**
- **Must wear proper swimming attire.**

PROPERTY DAMAGE OR VANDALISM

Property damage includes graffiti, defacing common property and equipment, breaking street or other traffic signs and entrance–exit gates, and all other property owned and maintained by Snapper Creek.

SPECIAL REMINDERS:

The green belt areas are for foot traffic only. No motor vehicles or bikes are allowed.

All towing/booting will be at the vehicle owner's expense: Signs are posted throughout the community indicating towing/booting information that entails name towing/booting company, address, and contact number.

Go-peds, mopeds, ATVs, dirt bikes, go-carts any motorized vehicle without a valid tag may not be operated in the Snapper Creek Townhouse, HOA.

The unit owner is responsible for all vehicles owned or operated by the vehicle owner, renter, or guest of that unit. Owners are reminded to communicate to their guests and /or renters of the parking policy of Snapper Creek Townhouses, HOA

PLEASE NOTE: MOVING TRUCK SIZE CAN NOT EXCEED 24 FT LONG

MOVING & DELIVERY SCHEDULE: MONDAY TO SUNDAY, BETWEEN 8:00 A.M. - 6:30 P.M.

SNAPPER CREEK TOWNHOUSES TOWING/BOOTING POLICY

The Board of Directors has consolidated all Parking and Towing/Booting Rules into this policy.

Those vehicles in violation are subject to towing/booting at the vehicle owner's expense. Please find vehicle violations listed below.

1. **Inoperative Vehicles:** Inoperative motor vehicles or parts thereof may **not** be parked or stored within the Snapper Creek Townhouse complex. An inoperative vehicle is one that cannot legally operate on the public roads of the State of Florida, i.e. invalid auto tags, missing major parts, or left unprotected, evidence around the vehicle to show it has been standing in one place for an extended period of time.
2. **Assigned Parking:** Each homeowner is assigned two parking spaces for their exclusive parking. No homeowner has more than two parking spaces and no one may use them without the owners' permission. If there is a third vehicle, it may be parked behind the assigned spaces, not blocking the right of way.
3. **Islands:** Parking in front of (or blocking) the islands is not permitted at any time.
4. **Boats, trailers, campers, RVs,** and commercial vehicles cannot be stored or parked overnight within Snapper Creek Townhouse, HOA as per Association bylaws
5. **Visitor and Clubhouse parking:** Parking in these spaces is limited to 24 consecutive hours.
6. **Streets and Fire Lanes:** No parking anytime on street.
7. **No parking within 10 feet** of a fire hydrant.
8. **No parking on the grass;** one tire on the grass is subject to towing.
9. **Invalid vehicle tags:** Invalid vehicle tags are subject to towing if expired for three months or more.
For Example, Tag issued in January –will be towed in March, with no specific date.
10. **No mechanical work** may be performed on vehicles within SCHOA.
Exception: Only work necessary to move the vehicle to a mechanic.
11. **Commercial Vehicles:** Defined as any vehicle over one ton and all smaller vehicles bearing advertising signs or graphic markings.

Exceptions: 1) No vehicles over one ton are allowed to be parked on SCHOA property overnight.

2) Smaller vehicles are permitted overnight **IF** covered by a fitted fabric cover while parked, or if the markings are removed while parked. Such vehicles must be registered with the office to qualify for an exception.

****DECAL IS REQUIRED ON ALL VEHICLE WINDSHIELDS AT ALL TIMES.**

NOTE:

If you are having a party or expecting a guest, they may **not** park on the grass, even in front of your townhouse, and cannot block the road. **Visitor parking** in front of the lake and all marked areas are available. Please make sure your guests park in those areas. Otherwise, they will receive a warning sticker and possibly be booted or towed, if they are **blocking access to emergency vehicles**, and you as a homeowner will be fined. Please make sure to adhere to this directive.

Please find Towing and Booting company information below:

Regulated Towing
13605 SW 149 Ave
Miami, Fl. 33196
305-253-6900

Dade Booting
12485 SW 137 Ave.
Miami, Fl. 33186
305-964-7911

TRASH PILES

Trash piles of any size or content are strictly prohibited on all common areas in Snapper Creek. Offenders will be fined. This does not include tree debris placed on common areas by any contractor trimming community common area trees. The contractor will move that debris.

In the interest of cost containment and to maintain the natural beauty of Snapper Creek and most importantly to stem the tremendous tide of garbage that seems to appear on our streets and in the alleyways on almost a daily basis – PLEASE POLICE THE AREA AROUND YOUR OWN HOME.

If you walk around your unit, particularly in the alleyway to the side or in the back, close to your fence or that of your neighbors, you will notice lots of trash that **SHOULD NOT BE THERE**. That includes dead plant material that might have come from your landscaping, e.g. palm fronds. Please, if you see the garbage, remove it. It will make your life healthier, your community more attractive and will once again, keep the cost of maintenance down. If the situation does not improve and continues to escalate, we might have no choice but to hire additional personnel to clean your trash. That means either more of your dues will be used for this purpose or additional dues could possibly be assessed in the future.

PLEASE ASSIST IN KEEPING SNAPPER CREEK CLEAN

EZ GO TRASH CARTS AND TRASH PICK UP SCHEDULE

EZGO cart garbage and recycling bin pick up days are as follows:

GREEN GARBAGE BIN: Each Monday and Thursday

BLUE RECYCLING BIN: Every other Thursday

This cart must be back inside your property by the end of the pick-up day. Residents of homes that ignore these Rules and Regulations will be fined. EZGO and recycling carts must not be placed on common areas for pick up prior to 6:00 PM the day before trash pickup. They also must be removed from common areas no later than midnight on pick-up days. Many residents are leaving their carts outside for long periods and some are never retrieved and brought inside the property. We are aware that some residents want a smaller EZGO cart. Homeowners were advised by Miami Dade County Solid waste management that if they called or emailed the county they could make the exchange.

BULKY WASTE PICKUP

The Department will collect up to 25 cubic yards of bulky waste per household **twice** per fiscal year. Before putting furniture, white goods (appliances such as stoves, refrigerators, water heaters, washing machines, dryers), tree cuttings (must be no more than 5ft. in length), and construction materials limited to 1 cubic yard within **your assigned parking space** (bulk trash **CAN NOT** be placed on common areas). To follow, residents **MUST** schedule a bulky waste pickup by calling 311. Please obtain the confirmation number for the bulk trash pickup and place the confirmation in a **visible area** to avoid receiving a violation.

THE WILDLIFE

Please protect the wildlife. **Only** feed **ducks, geese**, and other **wildlife** in the **designated areas** (Basketball court). Feeding near the roads is hazardous to the animals, residents, pets, and the environment. Please, kindly remind your fellow residents. Anyone found feeding animals outside of the designated areas, or feeding animals potentially harmful foods, such as; uncooked rice or other grains is subject to fines.

PETS

The owner/tenant occupying the property with a pet (dogs) must have the pet (dog) kept on a leash. A pooper- scooper should be used when walking a dog or plastic bags provided by the Association or a bag of your choice and disposed of properly. If the pet becomes a nuisance (barking) and causes surrounding neighbors to complain, that is the owner's responsibility to solve the problem. If this is not adhered to, it will constitute a violation and the Association will act accordingly within their rights.

ACCESS CONTROL STICKERS

All residents of Snapper Creek, homeowners, or tenants must use their gate access sticker to enter the community. **Homeowners** are allowed to **two-gate** access control sticker for each home and a third sticker can be purchased at the office, the maximum amount of vehicles permitted is 3 vehicles per unit (third vehicle access does not apply to RENTERS). Replacement of **lost/ stolen** stickers will also be at a cost of \$20.00. **Damage** stickers may be replaced at a charge of \$ 10.00 if the damaged sticker is returned to the office first. In order to obtain an access control sticker the following must be provided; Driver's License, Vehicle Registration, and a Check or Money Order, and vehicle(s) must be present to install decals. If you are a resident and have not obtained an access control sticker, **it is strongly suggested that you make it a point to obtain a Sticker for your vehicle immediately.**

The rush hour traffic situation at the main gate entrance is becoming more dangerous each day. When a resident enters at the visitor's entrance, it impedes traffic on Sunset Drive, which is a main East/west artery. Traffic cannot continue west and traffic coming from the west, cannot turn left if you are blocking the road awaiting entry through the main visitor's lane.

NOTE:

If you are expecting a guest, particularly during **5:00 PM to 7:00 PM hours**, from **Monday to Friday**, you should **ALERT THE GATE IN ADVANCE**. That will help move the traffic on the visitor's side along quickly. Should a resident/guest enters through the visitor gate, he/she will be requested to provide name, address, and phone number to the guard before being permitted to enter.

RENTAL POLICY

Failure to comply with the Rental Policy will result in a \$500.00 fine, levied against every homeowner on the first of the month. Another \$500.00 on the first of every month thereafter, until the premises are vacated by the unauthorized tenants. Under Snapper Creek Townhouse Homeowner Association Rules and Regulations, said fine may be made as a Lien and may be subsequently foreclosed.

HOLIDAY DECORATIONS

Holiday decorations are permitted by Snapper Creek HOA on privately owned units. Such decorations may be put up no sooner than one month [30 days] prior to the holiday and must be taken down no later than one month [30 days] after the holiday.



11200 SW 71st Street
Miami, Florida 33173

**Snapper Creek Townhouse
Homeowners Association, Inc.**

Phone: 305.279.5383
Fax: 305.279.7964

The Board of Directors has approved the following list of potential fines for violations.

SCHEDULE OF FINES FOR SCHOA

\$100 for each item listed below

DOGS

- Dog running loose or with the owner, but not on a leash
- Not picking up feces after dog defecating on common areas (resident must clean up after their dog)
- Excessive dog barking

DRIVING

- Improper driving
- Improper entry or exit
- Breaking gate arm
- Improper use of gate Access Control Sticker

PARKING

- Improper parking on the roadway
- Improper use of visitor parking
- Parking on grass
- Parking other than in your own parking spaces
- Parking/storage of boat, trailers, or commercial vehicles

MISCELLANEOUS

- Creating a nuisance or disturbance
- Cruelty to wildlife animals
- Interfering with Snapper Creek HOA employees or service contractors
- Property damage
- Vandalism
- Mechanical work on a vehicle

If you engage in any of the above, you will receive a letter from the HOA in reference to the violation and the fine. Any violation/fine may be appealed by requesting a hearing with the HOA Hearing Panel. You can write to the Association to make your appeal or come into the Administration office and complete a form. Either way, the appeal must be submitted in writing.

-Holidays Decorations

*The Board of Directors reserves the right to amend this list. A copy of the list is available at the office.



11200 SW 71st Street
Miami, Florida 33173

**Snapper Creek Townhouse
Homeowners Association, Inc.**

Phone: 305.279.5383
Fax: 305.279.7964

Dear Homeowner and/or Resident (tenant):

Ref. Bylaws and/or Rules and Regulations

I (We) _____

Homeowner/Resident (tenant) of _____
Hereby certify that I have received a copy of the bylaws, Declaration of Documents, Articles of Incorporation, and/or Rules and Regulations for Snapper Creek Townhouse Homeowners Association and agree that we will abide by all the Rules and Regulations now in effect or hereafter promulgated by the Board of Directors, the provisions of the Article of Incorporation, Snapper Creek Townhouse **Rental Policy**, applicable laws, ordinances, or regulations of governmental bodies having jurisdiction.

Homeowner/Resident (tenant) Signature: _____

CC: File