HOUSE SITTERS

If you are a Snowbird, or are going on vacation or even going away for an extended period of time, it is essential that you hire a professional house sitter. Asking a friend or neighbor to drop over and check out your house is not the way to go. A professional house sitter inspects your unit on a regular schedule and has a checklist of things that need to be checked. Furthermore, he or she knows what to do and who to call if there is a problem and also how to get in touch with you. It is advisable to leave your house key and your car key with the sitter if you are leaving your car while you are away. The potential for emergencies during your absence is greater than you may expect, especially during hurricane season. You should also notify the Management Office of the dates you will be away and the name and phone number of your house sitter. You will have peace of mind and protection of your property for a very small expense.

RENTAL OF UNITS

If you decide to rent your unit, this is not just a transaction between you, the unit owner and your renter. You must report your intended rental to the Management Office and fill out the necessary paperwork and pay a small administration fee. Then, your renter must be interviewed and approved. Failure to follow this procedure makes your rental illegal and you will be fined $25 per day for the duration of this illegal rental. This can be a very costly and a completely unnecessary expense. Just follow the rules.

In addition, there are 4 basic rules that apply if you decide to rent.

(1) You can only rent your unit after owning your unit for one year.
(2) You cannot rent your unit for less than three (3) months.
(3) You can only rent your unit one time (1) each calendar year.
(4) You, the owner, are responsible for any violation of Cypresses rules by the renter and the cost of any damage the renter may cause.

TRASH & GARBAGE DISPOSAL

Regular household garbage must be gathered in plastic bags, tied shut and deposited in the dumpsters conveniently located in all parking lots. One or two lots are too small for dumpsters and those residents must use the dumpsters across the street. If your dumpster is too full to accept your garbage, please seek out other dumpsters that are not full. **Do not leave your full garbage bags on top of or next to**

the dumpster. Besides being unsightly, they will be torn apart by the Racoons and the garbage strewn everywhere.

Recycling Yellow and Blue containers are provided for recycling.
Yellow container is for newspapers and cardboard. Cardboard boxes should be broken down and flattened for insertion into the yellow container.
Blue container is for other recyclables such as plastic, glass and metal.
Please do not put other garbage in the recycling containers.

Large Oversize garbage Items When disposing of overly large items such as an old TV or a piece of furniture etc. DO NOT put it in the garbage enclosure. It will jam up the enclosure so that your neighbors will not be able to dispose of their garbage and the regular garbage collectors *will not pick it up on their regular rounds.* Large items are only picked up Thursday mornings. Do not block the enclosure entrance. Take your large items to the maintenance shack, across from building #36. If you have overly large items such as a convertible sofa bed you must arrange to have such items picked up and disposed of at *your own expense.* **DO NOT LEAVE ANYTHING OUTSIDE OF DUMPSTERS.** *Follow procedure as listed above.*

Contractors Trash & Debris If you are having a contractor do some work in your unit, make certain that he takes his trash with him for disposal and does not leave it in our dumpster or garbage enclosure. If that happens, the owner will be held responsible for the cost of the removal of his debris. Make it part of your arrangement with the contractor that he is responsible to remove his refuse and take care of its disposal, elsewhere.

RECYCLING INSTRUCTIONS

Blue Bin

Rinse all items prior to placing in bins. **Do not** place in plastic bags.

- Aluminum cans
- Steel Cans
- Milk and juice cartons
- Small drink boxes
- Glass bottles and jars
- Plastic Containers number 1- 7

Remove caps/lids and dispose of in your regular garbage

Yellow Bin

- Newspapers/Inserts
- Paper Bags - Place loosely in bin
- Magazines/Catalogs/Telephone Books - Place loosely in bin
- Beverage Cartons, Tissue Boxes, Dry Food Boxes (cereal, cracker boxes)
- Cardboard Boxes - Flatten and place loosely in the bin. Must be broken down and no larger than 2 foot by 2 foot maximum
- Unwanted Mail, School/Office Paper
- Shredded paper-secure in paper bag

Because contamination affects the marketability of the materials we collect, please **do not** place the following in your recycling containers.

Unacceptable Materials

- No Plastic Bags. Return to any participating grocery store for recycling.
- No Food Waste
- No Styrofoam (example: egg cartons, packing materials, etc.)
- No motor oil, pesticide, or chemical containers
- No plastic flower pots
- No Plastic utensils
- No Paper Plates
- No Paper Coffee Cups
- No Tissue, Napkins, or Paper Towels
- No Light Bulbs
- No Hangers (plastic or wire)

Recycling is collected once a week. The Cypresses has a two-bin recycling collection program. The collection days are usually Tuesday and Thursday. Please note that large corrugated cardboard must be cut down to 2 foot by 2 foot pieces.

RUN-WITH-THE-LAND

Should a Unit owner desire to make a structural change to the outside of their unit, they must first apply for permission from the Association at the Management Office; a change such as, but not limited to, enclosing a patio, or widening a driveway, installing new lights, changing their outside door or planting new flowers, shrubs or trees etc. The Association will evaluate the request to determine if the requested change is within Cypresses rules, and if not, the request will be denied.

If the request conforms to Cypresses rules, the resident will be required to provide a rough sketch of the project and the name of the licensed and insured contractor who will do the job. Unit owner must procure any permit(s) if required. If everything is in order Management will prepare a "run-with-the-land" document for the resident and a board member to sign. This gives the resident the permission to proceed with the job requested as per the specifications approved, and only the job requested. **Most important, The Unit Owner assumes the legal and financial obligation to care for and maintain the change.**

Cypresses maintenance staff must inspect the new work after completion to insure that the work meets Palm Beach County code.

Structural changes within the Unit, such as but not limited to, taking down walls, closing up and moving interior doors, installing hurricane shutters or installing tile floors in Upstairs Apartment units etc. are subject to the same procedures and requirements listed above for the outside changes.

Residents who proceed with these type of structural outside or interior changes without official permission or a run-with-the-land assume the risk of having to remove their unauthorized change and restoring the property to its original condition AT THEIR OWN EXPENSE

MAINTENANCE PROBLEM

The correct procedure to handle your maintenance needs or to report a community problem is always the same...
CALL THE MANAGEMENT/MAINTENANCE OFFICE **561-483-0227**

When you call the Maintenance office here's what happens

ONE: If you have a maintenance problem that is the Associations' responsibility, a WORK ORDER will immediately be prepared and forwarded to our Maintenance

staff. Many work orders are handled the same day or in 2 or more days when the staff is very busy. Emergencies are a priority and are usually handled immediately.
TWO: If your problem is not an Association responsibility, you will be advised to contact your own Serviceman or Service Company.

DO NOT CALL a Board Member

He or she is not able to help you and all they can do is call the Maintenance office, which you can do yourself. They cannot give your job priority and you have no right to disturb them.

DO NOT CALL the Guardhouse

They have nothing to do with maintenance and are busy doing their own job. The best they can do is advise **you** to call the Maintenance office.

DO NOT CALL any of our maintenance workers

They are working on a schedule of assigned work orders for other residents that were called in earlier and cannot stop to prioritize your job. All you accomplish is to delay them.

DO NOT STOP a maintenance worker on the street

As stated above, he is working on a schedule and is in no position to help you. He is working for the Cypresses and he may not discuss personal jobs on Cypresses time.
Contact him after work on his own time.

OTHER PROBLEMS

If you run across another situation that is not necessarily your own maintenance problem, but a community problem it would be helpful, even desirable, that you call the Maintenance Office at **561-483-0227**
Examples are, problems such as a broken sprinkler head shooting water all day, a tree limb that has fallen across the road, street lights that are out, a dumpster gate that is broken, or anything that requires a maintenance service call.
We urge you to use discretion with such a call and make a distinction between good citizenship and nuisance calls.

COURTESY COUNTS

Our Management/Maintenance office is a beehive of phone calls, maintenance people, residents with problems and contractors at almost all times. When you take into account they are servicing all 8 of the Boca Lago pods and not just the Cypresses, you can appreciate the stress in the office.
They would really appreciate your understanding and courteous approach when discussing your needs.

HELPFUL HINTS for UNIT OWNERS

1. Be prepared before you go away on vacation, for the summer or before an emergency:
   a. Know where your main water shut off is located outside your building. If you cannot find it, we will send a maintenance man to show you. Call Joan 561-483-0227.
   b. Know where your circuit breaker box & main electrical disconnect are.
   c. Check your directory who to call in an emergency. Do this before an emergency occurs.
   d. Let a neighbor or house sitter have a key to your unit and arrange to have the unit checked regularly when you are away.
   e. Have your washing machine hoses changed at least as often as recommended by the manufacturer.

2. When you are ready to leave for weeks or months, do the following:
   a. **A/C Humidistat** – set humidistat at 65 and thermostat at 75°, place fan switch on "AUTO" and A/C heat switch on "COOL"
   b. **Refrigerator** – raise temperature slightly or preferably empty contents, clean with mild soap & water, turn off and leave doors ajar. If left on, be sure and turn the ice maker "OFF".
   c. **Dishwasher** – empty last load and leave door ajar.
   d. **Disposal** – fill with ice cubes and a squeeze of dish detergent, run & flush with fresh water till empty.
   e. **Water Heater** – MUST BE TURNED OFF, unplug or move switch or circuit breaker to "OFF"
   f. **UNPLUG** – all electronics (TV, VCR, Computer, etc.) to prevent lightening or other electrical damage.

REMEMBER, water heater & ice maker MUST be off or damage will occur.

TURN OFF MAIN WATER SUPPLY VALVE then open the kitchen faucet to relieve the pressure **and then close the faucet. URGENT, URGENT Be sure you close the faucet**

because if someone turns on the Main Water Valve, your water will run the entire time you are away.

The Boca Lago Management Office must have a working key to your unit.

For Snow Birds, we need to have the name and phone number of a house sitter who will be checking your unit in your absence. If you need a list of house sitters, call Joan 561-483-0227.

Pest Control - We offer monthly exterior service. For interior LIVE infestation call Joan 561-483-0227 to set an appointment.

DO NOT CALL BOARD MEMBERS AT HOME.

Sidewalks, Stairways and Landings shall not be obstructed in anyway.

For Maintenance or Landscape Work Orders – Call Joan 561-482-0227.
For Management or Bookkeeping call 561-483-4000.

GARBAGE – All garbage must be deposited **inside** the dumpsters.
Recycle Bins – Yellow for newspapers and cardboard. Blue for plastic, cans & glass.
All cartons are to be folded and placed inside the dumpsters.

TRASH & DEBRIS FROM CONTRACTORS – like carpeting, appliances, cabinets, mattresses, bifold doors, etc. must be removed from the property by your contractor. They can not be left by the dumpsters.

CAR STICKERS – After closing, unit owners must present their car registration or temporary registration to the Management Office Monday – Friday between the hours of 8:30am to 11:45pm OR 2:00pm to 4:00pm to obtain a Boca Lago Sticker. There is no charge for the sticker. Sticker must be displayed on front left windshield.

CAR PASSES – Owners who have rental cars & will be in Boca Lago for an extended period of time can purchase a "PASS" for $10.00, in the Management Office, which is refundable when they return the pass & receipt. Pass must be displayed on front left windshield.

RENTERS – Will get a "PASS" for $10.00, in the Management Office, which is refundable at the end of their lease when they return the pass & receipt. Pass must be displayed on front left windshield.

Know where your main water shut off is located outside your building. If you can not find it, we will send a maintenance man to show you. Call Joan 561-483-0227.

SEWER BACK UPS- (sewerage in toilets & showers, Call Maintenance office during normal working hours. After normal working hours call Palm Beach County Utilities 561-740-4600

PREPARING FOR A HURRICANE

Make a plan –When a storm threatens, will you stay home, head to a shelter, or leave the area? People who rely on electrical apparatus for their health should consider this carefully since the electricity almost always goes out in a storm.

Storm Shelters- There are 2 shelters in Boca Raton High schools.
Boca Raton High, 1501 NW 15 Court
West Boca Raton High, at 12811 Glades Road

Stock up on food supplies – Prepare to have enough food for a week or even two weeks. Canned foods are best such as canned meat, vegetables, soups and stews. Make sure you have a manual can opener. Keep lots of canned goods and nonperishable food on hand.

Drinking Water – The single most important item is drinking water.
Have at least a gallon a day for each person. Buy bottled water or fill gallon jugs with water to the top so there is no air when closed. For washing and flushing fill your bathtub with water before the storm.

Flashlights, Lanterns and Batteries – Stock up on loads of fresh batteries and purchase a battery operated radio.

Medications – Be sure to have a two-week supply of all your necessary medication and prescriptions.

Fill up your car, get cash –There will be long lines once the storm hits so fill up a couple of days earlier and make sure you have some cash on hand to purchase supplies after the storm.

Protect electronics – Unplug computers and other electronics and move them away from windows.

Clear your landings – remove all moveable objects from outside such as plants, furniture, and grills.

Check Shutters – If you have shutters on your windows and sliding glass doors, make sure they are in good working order. If you have accordion shutters, make sure their tracks aren't obstructed and practice locking them.

Get insurance in order – Review your homeowners' insurance policy with your agent and update your policy as needed.-now. If you don't have a policy, buy one now. Most insurers suspend selling policies when a storm or hurricane threatens.

House sitters & Caretakers – If you are a house sitter or caretaker for a neighbor or friend, be sure there are no loose items on patios or stairs.

Hurricane Survival Guide - There are many sources of hurricane preparation information. The Sun Sentinel has an entire section devoted to hurricane preparation, which comes out on or about June 1st. Go to their website **SunSentinel.com** for a copy

SunSentinel.com/mystormplan – also provides a personal storm plan tool to generate a shopping list, a to-do list and a downloadable hurricane guide.

Publix supermarket- offers a free copy of their hurricane guide.

Let's hope any hurricanes do not hit us this year but when you live in South Florida, you must always be prepared.

WHY HOMEOWNERS INSURANCE?

We strongly recommend that unit owners purchase Homeowner insurance for the contents and interiors of their units. By not having insurance they are choosing self-insurance **(meaning paying out of your own pocket).**

A personal insurance policy is a necessity, especially when a Unit Owner sustains water damage from any type of flooding, such as but not limited to flooding caused by a roof leak, a leaking pipe in the wall, or a leaking water heater, washing machine or dishwasher etc. *The Homeowner is even responsible for flooding in their Unit that comes from their neighbors' unit unless negligence is determined.* In most cases, the Unit Owners remain responsible for their own damages and have to pay for their own repairs if they do not have insurance.

Example: *This actually happened.* A toilet water tank cracked in an upstairs apartment and water came rushing out continuously, flooding both apartments. Because the owners were away in both apartments, the damage was

considerable in both apartments. Other than the sheet rock which was covered by the Cypresses, all the massive damage in the two apartments including flooring, carpets, furniture, cabinets and many personal items, were not covered by the Association's policy. Since nobody was found negligent, *each* of the unit owners was responsible for their own damaged property. The downstairs unit had insurance and was covered for all their expenses less their deductible. The upstairs unit did not have insurance and the Unit Owner had to pay for all his own repairs, damages and destroyed items out of his own pocket.

If you do not have insurance, we urge you to contact an insurance agent and purchase Homeowners insurance for things that are not covered by the Association's policy. And when you do, be sure to add the following two things to your policy:

1. List the Cypresses name, address & phone number as an "interested party".
2. Add Mold Insurance to your coverage (small additional cost).

If you already have insurance, add these two items when you renew.

THE FOLLOWING IS A MATRIX DESIGNED TO GIVE YOU A BETTER UNDERSTANDING OF WHAT IS COVERED BY THE CYPRESSES ASSOCIATION'S PROPERTY POLICY AND WHAT IS COVERED BY THE UNIT OWNER AS MANDATED BY FLORIDA STATUTE 718.111(11)

Ceilings	Association	Unit Owner
Drywall ceiling	X	
Ceiling Coverings:Paint, Texture, Wallpaper		X
Light Fixtures; Ceiling Fans		X
HVAC unit (heating ventilation & air conditioning located in closet)		X
Moving closet HVAC unit (if needed)		X
Smoke Alarm, Other Sensors		X
Ceiling Joists	X	

Floor	Association	Unit Owner
Floor Covering - Carpet, Tile, Vinyl, Wood etc.		X
Carpet Pad		X
Porch Floors (cement only)	X	
Porch Floor Coverings, Vinyl, Tile, Carpet, etc.		X
Mastic Used to install floor covering		X
Shower Floor (tiles or other)		X
Concrete Slab	X	
Furniture Remove & Reset / Protect		X
Phone, TV, Internet Jack		X
Applicances, Frig, Stove, D/W, etc.		X
Range Hood		X
Closet shelves & rods		X

Exterior	Association	Unit Owner
Roof and fascia boards	X	
Insulation - (if installed by builder)	X	
Windows		X
Sliding Glass Doors (maintenance)		X
Gutters on apartment builidngs	X	
Gutters on Villas	X	
Exterior Lights (installed by Builder)	X	
A/C Condensing Units on Roof & outdoors		X
A/C Unit Stands		X
Planting installed by Builder or Association	X	
Plantings installed by Unit Owners		X
Outside Water Spigot (all units)		X

Walls	Association	Unit Owner
Drywall	X	
Paint, Popcorn, Wallpaper, Tile, Paneling, etc on Drywall		X
Crown, Base & Chair Rail, Casing on Drywall		X
Pipe Leak inside interior walls	X	
Built in Cabinets		X
Countertops		X

Interior	Association	Unit Owner
Vanities		X
Sinks & Faucets		X
Toilets		X
Interior Doors, Shower Doors		X
Wall Mirrors		X
Medicine Cabinets		X
Water Heater		X
Bathtub		X
Shower or Tub Enclosures		X
Bath Accessories, Towel bars, Soap dishes, paper holders etc.		X
Switch or outlet plates		X

NOTE: The 48 items listed above represent the most common problems that can occur and indicate responsilibity in accordance with Florida Statute. Sometimes, a repair is needed that is not on this list. The responsibility for said repair will be determined by Florida Statute and if not covered there, will be determined by the Cypresses Board of Directors & the Governing Documents.