

Hammock Reserve

Homeowners Association

New Owner Welcome Letter

<https://www.hammockreserve.org>



Dear New Resident:

Hammock Reserve is a community of 273 individual homes. It is a community that prides itself in the friendliness of its residents and its interest in maintaining a clean, well-kept environment. We welcome you to join us in our efforts to support these goals. To help you become familiar with the community, we are offering the following information and tips.

Thank you for joining us and we look forward to having you as our neighbors for a long time to come.

Sincerely,

Hammock Reserve Homeowners Association
Board of Directors

CONTACTING PROPERTY MANAGER

Campbell Property Management has been hired to work with the Board of Directors and manage the Association. The property manager is scheduled to be onsite at the clubhouse from 9am -12pm Monday – Friday. After 12pm by appointment only.

Please visit <https://www.hammockreserve.org> to view the Association’s latest Rules and Regulations, forms, and to sign up for the homeowner portal.

In the new homeowner portal, you will be able to:

- Make payments online and view your account balance *in real time!*
- Check and update your contact information, including mailing address, email, and phone number
- Access community documents
- Submit work orders, architectural requests, general questions, and much more!

Please feel free to contact the property manager if you have questions or comments.

Property Manager: Tiffani Landers

Email: HammockReservePM@campbellproperty.com

Phone: (561) 510-6070

After Hours Property Emergencies: (954) 427- 8770

Office Hours: 9am – 12pm, Monday – Friday at the Hammock Reserve Clubhouse
After 12pm by appointment only until 4pm.

LANDSCAPE WORK ORDERS

The Association has contracted with Complete Property Maintenance to maintain the landscaping and irrigation. All work orders **MUST** be submitted through the homeowner portal at:

portal.campbellproperty.com

PAYMENTS

Once Campbell Property Management receives the closing statement and official warranty deed from the Title Company, we will mail you coupon booklets and payment instructions. This usually takes about three weeks. We will also email you instructions to make payments through the homeowner portal at **portal.campbellproperty.com**. If you are having trouble accessing the portal, please reach out to the property manager.

If you would like to get set up with Automatic Withdrawal payments, please fill out the ACH form on the campbellportal.com or email it to info@campbellproperty.com.

WEB SITE

Hammock Reserve Homeowners Association maintains a website where you may find copies of the minutes of Board Meetings, HOA Documents such as the Declaration of Covenants and Restrictions, Architectural Change Forms, and other items of interest. The website is: <https://www.hammockreserve.org>

New Owners/Renters - Please be on the lookout for an email with your registration key and account number to access the homeowner portal. If you do not receive an email with 3 weeks of closing, please contact customer service at info@campbellproperty.com to assist you.

COPY OF RULES AND REGULATIONS

Attached are a copy of the Rules and Regulations. As you can see, they are not extensive, but we do hope that you comply, as they are designed to help make the community enjoyable for all. The Rules and Regulations may change from time to time, so please consult the website for a current version.

DECLARATION OF COVENANTS AND RESTRICTIONS

All owners are entitled to purchase a personal hard copy of the Declaration of Covenants and Restrictions, By-Laws, Rules, and Regulation from the Property Manager. It may also be possible to receive a copy from the previous owner. A copy is maintained on the Web Site and can be downloaded at no charge. We suggest that you read these documents, as they are Hammock Reserves "constitution" and must be abided by.

PEDESTRIAN GATE KEYS

OWNERS may purchase a key (if not received from previous owner) that will open all the pedestrian gates located on the sidewalks at the three main entrances. The same key operates all the locks.

ENTRANCE AND EXIT GATES:

Electronically activated gates are installed at all entrances and exits to control access to the community. Use of the gates is controlled using Remote Clickers, Gate Cards, and a Call Box

System. Your guests may access the community by using the call boxes located at only the Linton and Military Trail entrances.

You may have received cards and remote clickers from the previous residents, but they may have been deactivated and may need to be reactivated by the **OWNER** by contacting the Property Manager's Office.

OWNERS may purchase new or additional remote clickers and gate cards from the Property Manager's Office.

**PLEASE CONTACT TIFFANI LANDERS AT 561-510-6070
TO ARRANGE TO HAVE YOUR PHONE NUMBER(S) ENTERED INTO THE CALL BOXES AS SOON AS POSSIBLE TO AVOID DELAY.**

You may have up to three (3) phone numbers in the call box per unit, including land lines and cell phones. Long distance numbers may be used.

If you have a spam blocker on your phone, you will need to **create a contact for the call box, 972-231-1999** so that you will receive the calls from the call box. DO NOT block this number otherwise you will not receive call.

Residents do not have an entry code for the new gate access system, guest must use the call box and residents must provide the access.

DROP-DOWN ARMS

CAUTION
DROP DOWN ARMS HAVE BEEN INSTALLED AT ALL ENTRANCE AND EXIT GATES TO PREVENT TAILGATING AND PREVENT ENTRY THROUGH THE EXIT GATES. THE ARMS ARE DESIGNED TO ALLOW ONLY ONE CAR AT A TIME TO PASS THROUGH AND WILL DROP DOWN AFTER EACH CAR PASSES.

Please be careful and instruct your guests and visitors to stop until the drop-down arm has been raised.

They are designed to prevent "tailgating" and unauthorized access to the community. Exit gates have Drop-Down Arms to prevent "wrong way entry".

The arms open and close quickly, but there are sensors in the street that will keep the arm up if your car is still in the gate area.

The car behind you should be stopped when the arm comes back down.

Hitting the arms will damage them and possibly do damage to the vehicle. It costs the HOA to repair the arms each time they are damaged, and these costs are absorbed by the owners.

Drivers will be billed for repairs and fined when identified.

EXIT GATES:

The Exit Swing Gates will automatically open once the vehicle approaches and passes over the in-ground detector wire. The drop-down arm will not go up until the gate is fully open, so please be patient and not damage the arm.

The detector has been calibrated for most motorcycles. If you have a problem, please notify the Property Manager's Office.

ENTRANCE GATES:

Remote Clickers:

The remote clickers will activate both the swing gates and the drop-down arms at the same time. The drop-down arm will not go up until the gate is fully open, so please be patient and not damage the arm.

You may program your **Home Link** in your vehicle to activate the gates.

Gate Cards:

Simply hold the card **near** the reader (located on the gate call box). The card does not need to touch the reader or be held in a certain way.

Download the CellGate APP:

Go to the APP store for "**CellGate Mobile Connect**" and download to your mobile phone:



Username will be **your phone number** that is programmed in the unit to receive the phone call from the call box:

Example: 5615555555@cellgate.com

Our community Password is: **hammock1**

Once you log in the APP for the first time just leave the APP open and running

Call Box:

Multiple names will be displayed at the same time and may be *scrolled* through both forward and backward.

All units are given the option to include **up to** three separate names and phone numbers. The phone number that you provided for each name will be the number that is called by the box when your guest arrives and selects that specific name. **Please tell your guest the name to use to select the desired phone number.**

Please take a moment to stop by one of the call boxes and look for your name(s).

PLEASE BE SURE TO TELL YOUR GUEST WHICH OF YOUR LISTED NAMES YOU WISH THEM TO CALL FROM THE CALL BOX:

When not using the CellGate APP:

When answering a voice call you will hear “You have a visitor, PRESS 1 to be connected”.

After accepting the call by PRESSING 1 and speaking to the guest, PRESS “9” to OPEN the gate or simply hang up if you do not want to allow access.

DOGS AND OTHER PETS

All residents and their guests are **required** to promptly clean up after their dogs and other pets. Proper disposal of pet waste is expected, as it helps maintain a clean and pleasant environment for all.

Additionally, all dogs must be kept under control and on a leash at all times while in common areas.

SPEED LIMITS AND STOP SIGNS

We are a residential community. The speed limit is posted at 20 MPH throughout the community. We realize that it is easy to exceed that speed, but **PLEASE REMEMBER**, we have children in the community as well as many walkers and joggers. Please respect their safety.

Stop Signs are located throughout, with a 4-Way stop at the intersection of Orchard and Lakeland Drive.

GARBAGE CONTAINERS

Garbage pickup is scheduled for Wednesday and Saturday, with Recyclables pick up on Wednesday. Bulk trash pick-up is on Saturdays; however items may **NOT** be placed under trees. If items are under trees they will not be picked up. Garbage and recycle bins may not be put out prior to 5:00 PM the day before and must returned to storage the day of pick up. Garbage and recycle bins must not be visible when stored.

NO PARKING

Parking is not allowed on the grass, swale, blocking sidewalk or sideways at end of driveway on apron. Parking is not allowed on the street after midnight and before 6:00 AM. Violation may result in the vehicle being “booted”. Do not park on the grass because this could cause irrigation/sprinkler damage. Please read rule #4 in the rules and regulations for further parking rules.

NO SOLICITING

Soliciting is not allowed

COMMUNITY SWIMMING POOL

The Community Pool is available for use by residents and guests during posted hours. Additional rules and restriction are also posted at the pool.

ARCHITECTURAL CONTROL COMMITTEE (ACC)

As per the Declaration of Covenants and Restrictions, the community uses an Architectural Control Committee to oversee structural and landscaping changes and modifications desired by owners. Prior to making changes to units (hurricane shutters, pools, doors/windows, painting, antennas, satellite dishes, landscape changes, etc.) the **OWNER must** submit an architectural change form for review by the ACC. Trees and shrubs may not be removed without approval by the ACC. More details are available in the Declaration of Covenants. Further clarification may be obtained by contacting the Property Manager. Forms may be obtained from the Property Manager’s office or the Web Site.

LANDSCAPE COMMITTEE

A Landscape Committee oversees the new landscaping homeowner requests of the community. The Community landscaper (Complete Property Maintenance) provides for mowing, edging, hedge trimming, fertilization, pest control, and irrigation inspection on a routine schedule.

HAMMOCK RESERVE HOMEOWNERS ASSOCIATION

RULES AND REGULATIONS

The definitions contained in the Declaration of Covenants and Restrictions for Hammock Reserve are incorporated herein as part of these Rules and Regulations.

1. The owners and lessees of each Lot shall abide by each and every term and provision of the Declaration of Covenants and Restrictions, and each and every term and provision of the Articles of Incorporation, and By-Laws of the Association.
2. No bicycles, tricycles, scooters, baby strollers or other similar vehicles or toys shall be allowed to remain in the Common Areas. The walkways, bridges, sidewalks, and streets shall not be obstructed.
3. Any damage to the Common Areas, property, or equipment of the Association caused by any Owner, his family member, guest, invitee or lessee shall be repaired or replaced at the expense of such Owner.
4. No vehicle will be parked or positioned so as to prevent access to another lot. Vehicles shall be parked only in the garages or in the driveways serving the Units, or on the street during hours when street parking is permitted, and nowhere else within the Hammock Reserve community (except as may be permitted for overflow/transient parking in the pool parking lot, as more particularly described in paragraph 2 below). Vehicles shall be parked overnight only in the garages or in the driveways serving the subject resident's Unit. No vehicle may be parked sideways at any time on any driveway apron or grassy swale (unless parking in such manner is necessary as an accommodation to a disabled party), and must instead be parked perpendicularly in the driveway (so as to allow two vehicles to be parked side by side in such driveway). At no time will the sidewalks be blocked by any vehicle. No vehicles may be parked on the street from 12:00 a.m. (midnight) to 6:00 a.m. These regulations apply to all Owners, their families, guests, invitees, licensees, and lessees and all of such parties shall obey any and all posted parking and traffic regulations installed for the safety and welfare of all Owners, residents, guests and invitees. The Association shall have the right to impose fines upon the Owner of any such Unit in violation of these regulations and to authorize the booting and/or towing away of any such vehicles that are parked in violation of these rules or any posted parking and traffic regulations, with any costs and fees, including attorneys' fees, if any, to be borne by the vehicle owner or violator.

Overflow and transient parking is permitted for cars, pickup trucks, sport utility vehicles and/or passenger vans (but not any other type of vehicles), in the pool parking lot, provided that none of the above stated vehicles may be parked overnight in such pool parking lot, and no unit may make use of the overflow parking in the pool parking lot, for more than three (3) consecutive days and/or nights without the Board's prior written permission. No more than three (3) of the pool parking lot parking spaces (none of

which may be the handicapped parking spaces) may be used at any given time for such overflow or transient parking (with no more than one parking space used by any given owner). Any owner wishing to make use of such overflow or transient parking at the pool parking lot (whether during the day or for overnight parking and whether for the owner or for any family member, guest tenant or invitee of the owner) for more than three consecutive days and/or nights must receive the Association's prior written permission for such extended use. No owner may make use of the pool parking lot, or allow any guest or invitee to make use of the pool parking lot, for overflow or transient parking, until and unless there is no available parking at the Unit Owner's residence (i.e., within the Owner's garage and/or driveway). As stated above, the Association shall have the right to impose fines upon the Owner of any such Unit in violation of the regulations related to the parking of vehicles in the pool parking lot and may authorize the booting and/or towing away of any such vehicles that are parked in violation of these rules. Notwithstanding anything herein to the contrary, the Association's Board of Directors may allow any of its subcontractors or vendors to make use of the pool parking lot to park any of the subcontractor's or vendor's vehicles (regardless of the type of vehicle), or to store materials, during the pendency of any project or any work being performed in the Hammock Reserve Community by such subcontractor or vendor.

Revised September 2019

5. No Owner shall do or permit any assembling or disassembling of motor vehicles except within his garage. Each Lot Owner shall be required to clean his driveway of any oil or other fluid discharged by his motor vehicle.
6. Except as may be permitted in accordance with the Declaration, no transmitting or receiving aerial or antenna shall be attached to or hung from any part of a Lot or the Common Areas.
7. All garbage and refuse from the Lots shall be deposited with care in each resident's private garbage containers, which shall be placed so they are at all times (other than when placed at the curb for pickup) not readily visible from the Roads or from other Units. No garbage such as food or organic waste or materials attractive to animals may be placed in loose bags or containers at the curb, but must be placed in bags that are securely tied or otherwise closed and fastened and placed in the hard, closed, plastic trash bins provided by the City of Delray Beach. Additionally, all landscaping trimmings, other than that normally removed by the Association's landscaper, and/or property or materials that are being discarded (including, by way of example, but not limitation, old appliances, mattresses or furniture) and which will not fit within the resident's garbage container shall be stored somewhere on resident's Lot/Home so that such trimmings and/or property/materials are not readily visible from the roads or from other Units. No

garbage or refuse, or landscaping trimmings and/or property/materials that are being discarded, other than that normally removed by the Association's landscaper, shall be deposited in any common Area for any reason, except that garbage containers and/or landscaping trimmings and/or property/materials that are being discarded and which do not fit within the resident's garbage container (such as refrigerators, furniture, etc.) may be placed at the curb no more than 24 hours prior to the scheduled time for the pickup and removal of such garbage or refuse, trimmings or property/material, pursuant to the Delray Beach Trash Pick Up Schedule and Associated Guidelines available on the City of Delray Beach's website at mydelraybeach.com. Any garbage containers and/or trimmings and other property/materials left at the curb must be removed from the curb and stored back on the Lot/Home in an area not readily visible from the roads or from other Units by no later than noon of the day following the day scheduled for pick up by the City of Delray Beach (including any items that were not picked up and removed by the City). If, however, the scheduled pick up was cancelled due to inclement weather or some other factor or circumstance, the garbage containers and/or trimmings and other property/materials may be left at the curb for up to 24 additional hours to allow for a rescheduled pick up by the City. The Owner of any Unit violating this regulation shall be subject to potential fines of \$100 for each day that any such garbage containers, refuse, landscaping trimmings or other property/materials are left anywhere on the Common Areas in contravention of the provisions contained herein. No littering shall be done or permitted on the Association Property.

Revised September 2019

8. No commercial vehicle, recreational vehicle (including, without limitation, all-terrain vehicles), camper, trailer, boat, bus, or similar vehicle shall park or be parked overnight anywhere in the Hammock Reserve community except in the resident's garage with the garage door closed. If any of such vehicles do not fit within the garage, with the garage door closed, then such vehicles(s) must be removed from the Hammock Reserve community during the overnight hours (i.e., from between 12:00 a.m. (midnight) to 6:00 a.m. each day). Cars, pickup trucks, sport utility vehicles and passenger vans may be parked overnight in the resident's driveway (provided that such vehicle(s) fit within the confines of the resident's driveway). For the purpose of these regulations, a commercial vehicle shall be defined as any vehicle, including trucks, sport utility vehicles, cars, vans or similar vehicles, displaying exterior lettering or logos for commercial purposes (but excluding factory installed lettering, such as, by way of example but not limitation, the Chevrolet logo), or which have tools or equipment that are visible from outside the vehicle, but which definition shall exclude police/emergency vehicles. Vehicles shall not be parked overnight on Roads, driveway aprons (in whole or in part) or swales. The Association shall have the right to impose fines upon the Owner of any such Unit in violation of these regulations and to authorize the booting and/or towing away of any such vehicles parked in violation of this regulation with costs and fees, including attorneys' fees, if any, to be borne by the vehicle owner or violator.

Revised September 2019

9. No garage doors shall be permitted to remain open except for temporary purposes, when the owner or resident is present and has a sufficient reason for having the garage door open (such as, but not limited to, vehicular ingress or egress to or from the garage, the performance of yard work or permissible work on a vehicle in the garage, to engage in social interaction with neighbors or guests, or to conduct other activity requiring the frequent ingress or egress to or from the home), and the Board may adopt further rules for the regulation of the opening of garage doors. The purpose of this rule is to prevent the garage from being left open for extended periods of time when there is no sufficient reason or basis for the garage door to be open, in order to preserve and promote the aesthetic appearance of the Community and to assist in preventing potential security issues, and the Board will interpret and enforce such rule in furtherance of such objective, including the right to impose fines.

Revised September 2019

10. No Smoking Areas:

To Avoid resident and guest exposure to secondhand smoke, and to promote public health, the smoking of all cigarettes, pipes, cigars, and e-cigarettes of any kind is NOT allowed in the following areas:

- 1) The Children's Play Area.
- 2) The Pool Area, to include both inside the fence surrounding the deck and pool and also on the walkway directly outside the two gates leading into the area.
- 3) Inside the Pool Clubhouse.

Adopted July 2015

11. Bathing Suits:

Unit owners, tenants, occupants and guest shall wear only appropriate bathing swim wear (i.e., bathing suits and swim trunks designed for and suitable for pool use) in the pool and shall not wear street clothing inside the pool. Unit owners, tenants, occupants and guests of any religion are permitted to wear modest or full coverage swim wear, provided same is designed for pool use, but such Unit owners, tenants, occupants and guest cannot wear street clothes in the pool.

Adopted March 2015

12. Use of Pool Shower:

Bathing prior to pool entry:

The Association provides showers for rinsing of the body and pool attire, prior to entry into and upon exit from pool. Such showers shall not be permitted to be used by Unit owners, tenants,

occupant and guests for full bathing purposes. Accordingly, the application of soap or shampoo is prohibited while using the pool shower.

Adopted 2015

13. Complaints regarding the management of the Association property, or regarding the actions of other Owners, their families, guest, or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.
14. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.
15. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association.

**By Resolution of the Board of Directors of
Hammock Reserve Homeowners Association
September 2019**

**Hammock Reserve Homeowners Association, Inc.
Amended Rules and Regulation to Add New Rules Regarding Signs, Ponds,
and Temporary Storage Facilities**

Rules related to signs, use of Community Ponds and temporary storage facilities placement on a lot on Community property are adopted as follows:

16. Signs. No signs or banners shall be placed upon any Lot, except for security signs which may be specifically permitted by Section 720.304(6), Florida Statutes, as same may be amended and/or renumbered from time to time, and no signs shall be placed upon any Unit which are visible to the naked eye from the exterior of the Unit. Additionally, no signs may be placed anywhere in or upon the Common Areas, except by the Association. In the event any sign or banner is placed or installed on any Lot or upon any Unit or anywhere in or upon the Common Areas, which violates this Rule, the Association's Board of Directors shall have the right, and the right of entry upon the Lot or exterior of the Unit, to cause the removal and disposal of such sign or banner without notice to the subject owner or resident, and the entry onto the Lot and/or exterior of the Unit and the removal of such sign or banner shall not be deemed a trespass, and the Association shall not be liable to the owner or resident for the removal or disposal of the sign or banner or for any damage or loss to the sign or banner. Notwithstanding this prohibition on signs and banners, an owner or resident may place seasonal and holiday signs or banners on owner's/resident's Lot and /or Unit, which are normal and customary for the subject season or holiday, at the appropriate time (meaning no sooner than 30 days prior to the subject holiday, and removed no later than 14 days after the holiday). If any holiday or seasonal sign or banner is placed in violation of this rule, the Board shall have

the right as noted above, to effectuate the removal and disposal of such seasonal or holiday sign(s) and/or banner(s), with no liability to the owner or resident for such entry onto the Lot and/or removal and disposal of such seasonal or holiday sign or banner.

Adopted June 2021

17. Ponds. No owner or resident or any other person may make any use of the ponds or any other waterway located anywhere in the Hammock Reserve Community, including without limitation for fishing, swimming or boating. Notwithstanding such prohibition, the Association and/or the Association's agents may perform any necessary maintenance on the ponds or other waterways and may access such ponds and/or waterways through whatever means necessary to allow for the performance of such maintenance.

Adopted June 2021

18. Temporary storage facilities. Placement approval, application and installation requirements:

1. Application. A temporary storage facility, to include a portable on demand storage facility, hereafter a POD, or a waste storage receptacle, hereafter a Dumpster, may not be installed on any lot or on common area property of Association, except with the advance written consent of the Association.
 - a. All Parties requesting a POD and/or a Dumpster must submit a written request to Association for approval to place a POD and/or a Dumpster on the property. In the event of a request by a party other than the unit's owner, the unit's owner's signature on the request is required.
 - b. All requests must identify the (i) size, (ii) approximate location and (iii) necessity for the placement of the POD and/or a Dumpster and (iv) the manner by which requesting party will address vehicle parking when the POD and/or dumpster is in place.
2. Installation location. The POD and/or a Dumpster is to be located, exclusively, on a lot, on paved driveway, absent extenuating circumstances (by way of example, unavailability of driveway due to presence of debris). POD and/or a Dumpster may not be placed on landscaped areas or common area, absent Association written authorization for extenuating circumstances, such as the unavailability of a driveway due to hurricane debris.
3. Duration of presence of POD and/or a Dumpster. POD and/or a Dumpster may remain on the lot for a maximum of four (4) days, unless the Association provides written acknowledgment of an extenuating circumstance and issues specific written extension of additional days.

4. Liability. The Association assumes no responsibility for safeguarding or protecting the POD and/or Dumpster or the contents thereof.
5. Removal and restoration.
 - a. If a POD and/or a Dumpster remains longer than the period for which the presence of the POD and/or a Dumpster has been approved, the POD and/or a Dumpster will be subject to removal, to include towing, at the expense of the unit owner of the lot on which said POD and/or a Dumpster is situated.
 - b. Upon removal of a POD and/or a Dumpster, unit owner is responsible for ensuring the driveway (or other location, if approved in writing by the Association) is restored to the approximate condition as such location appeared prior to the POD and/or a Dumpster's placement.

Adopted June 2021