



Cypress Forest Homeowners' Association, Inc.

3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463

Phone (561) 641-8554 F a x (561) 641-9448

HOMEOWNER INFORMATION

MUST FILL OUT BOTH FORMS (Envera and Homeowner Information)

Homeowner Name: _____

Homeowner Name: _____

Property Address: _____

Mailing Address (if different than Property Address)

c/o: _____

Address: _____

City: _____

State, ZIP: _____

Email Address: _____

Phone Numbers:

Home: _____ Work: _____ Cell: _____

Vehicle Information:

Golf Cart: ____ Yes ____ No

LEASE INFORMATION: Is the home Leased: ____ yes ____ no

If yes, please provide the tenant information and attach a copy of the current lease agreement

Tenant Name: _____ Tenant Name: _____

Tenant Phone: _____ Tenant Phone: _____

Please mail, fax or email the completed form to:

3900 Woodlake Blvd, Suite 309, Lake Worth, FL 33463 |

Fax: 561.641.9448 | residentservices@grsmgt.com

Please remember, for easy access to all your community and account information, please register on the GRS Website, www.grsmgt.com. From our website's main page select Residents then Homeowner Login click on Register and follow the prompts. This will also ensure you will receive all of the Association's communications.

I acknowledge that I have read the Rules and Regulations of Cypress Forest HOA and agree to abide by them.

Signature

Date



Access Control Registration Form

Important Instructions: This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. Attempting to submit this form via an unauthorized contact or illegibly will delay processing. If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

<input type="checkbox"/> NEW Homeowner	<input type="checkbox"/> UPDATE Existing Homeowner	<input type="checkbox"/> NEW Tenant	<input type="checkbox"/> UPDATE Existing Tenant
New Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be deactivated? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date to be deactivated:

Access Level: <input type="checkbox"/> Resident <input type="checkbox"/> Employee <input type="checkbox"/> Vendor <input type="checkbox"/> All Access (Please complete a separate form for individuals with different access levels)
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Household Member, Employee, or Vendor Name	Phone Number	Email Address	Credential Type (Fob, Sticker, Card, Other)	Credential Number	For vehicle stickers: Make, Model, State, and Plate Number

If Envera provides Virtual Gate Guard and/or Guard Module solutions at your community, please complete a separate MyEnvera registration form for new residents. Once this form is submitted, please allow up to **48 hours** for processing. The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. *Attempting to submit this form via an unauthorized contact or illegibly will delay processing.* If multiple tenants reside at the same address, each must complete their own form.

Community Name:	City:	State:
Property Street Address (including unit if applicable):		

<input type="checkbox"/> NEW Homeowner	<input type="checkbox"/> UPDATE Existing Homeowner	<input type="checkbox"/> NEW Tenant	<input type="checkbox"/> UPDATE Existing Tenant
<u>New</u> Homeowner Move In Date:		Tenant Lease Start:	Tenant Lease End:

Should all prior homeowners/tenants be removed? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact:	
The primary number is the first phone number that will be used when an Envera representative needs to contact you.	
The secondary number will be used if a homeowner/tenant cannot be reached at the first number.	
A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate access control form.

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.

Rules and Regulations
Of
Cypress Forest Homeowners Association, Inc.

The following Rules and Regulations have been approved and adopted by the Board of Directors of Cypress Forest Homeowners Association, Inc., pursuant to Section 4.25 of the Declaration of Protective covenants (the Declaration), and Section 6.12 of The By-Laws of Cypress Forest Homeowners' Association, Inc.:

The following recreational and sports equipment shall not require a review by the Architectural Committee or approval by the Association provided that they satisfy and comply with the following standards and conditions:

Basketball Hoops and Hockey Nets/Goals, Swing sets, Playsets and Trampolines

1. All said equipment shall be maintained in "as new" condition.
2. Basketball pole heights shall not exceed that necessary to permit a ten (10) foot hoop height.
3. Basketball backboards & hoops shall be mounted perpendicular to the front property line and may not be mounted on the house or garage.
4. All basketball hoops and hockey nets/goals must be stored on the side of the driveway, in an upright position and at least 15 ft. from the side of the road when not in use. All said equipment shall comply with Village of Wellington setback requirements.
5. All said equipment shall not create a nuisance to any neighboring parcel.
6. All permanent basketball hoops must have ARC approval.
7. Portable basketball hoops must be stored on its side in event of upcoming hurricane.
8. All said equipment shall be maintained in "as new" condition.
9. All said equipment that can be seen from the road shall be camouflaged by the community-approved plants.
10. All said equipment shall comply with the Village of Wellington setback

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requirements.

12. All said equipment shall not create a nuisance to any neighboring parcel.¹¹
Permanent equipment shall obtain Village of Wellington approval, if required.

Golf Cart Use

1. Golf carts shall be permitted to operate on all roads within the Cypress Forest Community. All golf carts must have all safety equipment required by the state law and may only be operated by a driver 14 years or older pursuant to Florida Statute. The owner of any golf cart shall indemnify and hold the Association harmless from and against any loss damage or liability of any kind or character whatsoever, including but not limited to attorney's fees, incurred by the Association as a result of any act or action by the use and operation of the owner's golf cart within the Cypress Forest Community.

Golf carts must be housed in the garage when not in use

Sidewalk Cleaning

As of November 23, 2015, all owners will be responsible for cleaning the side walk in front of their home.

Alterations

1. If any alteration or modification is made without the required prior written recommendation of the ARC and approval of the BOD, the alteration is in violation of the Declaration. All unapproved alterations or modifications may be required to be removed approval is granted. Changes to an approved application must be resubmitted. In no event may any alteration or modification be allowed to remain if in violation of any of the Covenants and Restrictions contained in the Declaration, or in violation of any zoning or building ordinance or regulation.

2. The ARC through the BOD is empowered to enforce its policies, as set forth in the Declaration and this Manual, by means specified in the Declaration, including filing court action to ensure compliance in which event you will be responsible for all legal fees.

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3. The Association has the right to charge an administrative fee for all letters drafted in regard to any violation. The initial letter will be at no charge. Thereafter, a second 30 day notice is sent, and an administrative fee will be charged for each uncorrected violation.

Structure Maintenance Standards

1. In order to contribute to a desirable neighborhood and higher property values, we ask all our residents to maintain and keep all structures including roofs, walls, trim, soffits, fascia, awnings, driveways, sidewalks, flags, screen enclosures and the like free of debris, stains, mold, discoloration or deterioration.

Landscape

1. Landscaping MUST be maintained in a way that presents a healthy, neat and orderly appearance.

2. All landscaping shall be maintained free from disease, pests, weeds and litter. This maintenance shall include watering, weeding, fertilizing, pruning, mowing, edging, mulching or any other maintenance, as needed, consistent with acceptable horticultural practices. Any replacement of sod must be St. Augustine grass or any other approved grass.

3. As hurricane season approaches, the HOA recommends that trees that extend over the sidewalks must be kept trimmed so as to not interfere with those that walk on the sidewalks and roadways. Branches will need periodic pruning. A minimum of 10' (ten) will be deemed appropriate. The same applies to coconut trees. As these trees mature we need to be mindful of the coconuts that hang from the trees. These bunches need to be pruned to prevent them falling on any persons, vehicles or adjacent structures, especially during hurricane season.

Fences

1. All fencing must be maintained and in good repair. No rust stains, bent slats or any other esthetically unpleasing conditions will be allowed. Fencing surfaces shall be cleaned or repaired when any surface is more than 10% stained or discolored. Rails and posts must be structurally sound and not bent.

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Boats, Trailers or Campers

1. No boats, trailers or any kind of recreational vehicles (motorized or towed) shall be stored on any properties within Cypress Forest unless stored within a closed garage.

Cars, Trucks and Parking

1. No Vehicles shall be parked overnight in any place other than a driveway or garage. This means no overnight parking on the street or in the grass. Vehicles of a commercial nature or vehicles with lettering are not allowed to be parked ANYWHERE but in the garage. SUV's are allowed. The distinguishing factor differentiating between a SUV passenger vehicle and truck will be determined by the manufacturer's official documentation.

2. All Vehicles must be registered and insured. All vehicles must be in working order. No vehicle repairs or maintenance shall be allowed on the property.

3. Temporary parking in front of mailboxes, within twenty (20) feet of street intersections and stop signs or within fifteen (15) feet of fire hydrant are prohibited pursuant to county code.

4. Temporary parking directly opposite another parked vehicle is prohibited so as to allow the passage of emergency and other vehicles.

Pets

1. Pets shall be restricted to aquarium fish, small pet birds, common domestic dogs and domestic cats. Aggressive dogs will not be permitted.

2. Owners or renters are responsible for any damage to any property, person or another's pet.

3. Honeybees, beehives and beekeeping, whether professional or as a hobby, shall not be allowed anywhere on the property.

4. A dog shall not be left tethered outside the home. A dog shall not be left unattended on the patio or fenced area unless the parcel owner or a responsible adult is in the home.

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5. It is the responsibility of the owner to ensure all local, city, county state and federal laws, ordinances and other regulations promulgated by such governmental authorities are strictly complied with.

6. Dogs must be leashed. Owners are fully responsible for picking up after their dog.

Holiday Lights

1. All exterior holiday lights will be permitted ONLY during the period from Thanksgiving through January 31.

Pools, Patios, Screen Enclosures

1. All pools require approved fencing or screen enclosures.

2. All enclosures must be kept in a pristine state. No torn screens will be allowed. If screening is removed, tracks must also be removed and area painted to match the home.

3. All pools and patios need to be maintained in an “as new” condition, free of any mold, mildew or any other unacceptable conditions.

4. All pool equipment and pool heaters must be screened from view with landscaping from adjacent properties and roadways.

5. Above ground pools will not be permitted.

Air Conditioners

1. Window air conditioning units are not permitted.

Trash

1. All garbage, trash containers and yard cuttings should be placed curbside the evening prior to the scheduled removal pickup. Open storage of refuse is prohibited.

2. On the days of scheduled garbage/trash pick-up, such refuse shall be in trash receptacles with the exception of large tree limbs or palm fronds, then placed near the roadway. When at all possible, please ask your landscaper to remove yard waste.

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3. Trash containers are to be kept out of view from the street or inside the garage when not at curbside for pick up.

Antennas, Flagpoles and Mailboxes

1. No exterior television, radio masts, towers, flagpole, antennas, or aerials may be erected. Satellite dishes may be permitted in a diameter not to exceed eighteen (18) inches. ARC determines placement and landscape buffering requirements thus, approval is necessary for satellite dishes. No satellite dishes will be permitted in the front of the house or front roof.

2. Mailboxes have been designed and installed to be consistent throughout the neighborhood. No modifications of the installed mailbox will be accepted. If a mailbox is damaged or broken, the homeowner is responsible for replacement of the exact same model.

Sales, Leasing, Occupancy

1. Leased premises shall be used only for single family non-commercial residential purposes.

2. New owners and renters are required to submit Sales and Leasing information packets prior to leasing and purchasing.

3. Each parcel is restricted to use as a single-family residence by the owner(s) thereof, their lessees, immediate family, guests and invitees.

4. Immediate family for these purposes is defined as a single individual, parents, siblings, children, grandparents and spouses. If the tenant is not married, then the term "spouse" shall include one person who is the equivalent to the tenant's spouse who is part of a single economic unit with the tenant. The parcel must be maintained as a single economic unit. The BOD may require tenants to provide proof of familial relationship between tenants.

5. Only one lease for a parcel can commence in any 12 month period. Only an entire parcel may be leased.

6. There shall be no subleasing. Only one lease shall be effective for any parcel at any time.

7. Homeowners are responsible for all acts committed by their lease holders.

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Owners will be held responsible for any damage incurred to the neighborhood by those that they have leased to.

8. Homeowners are responsible to provide a copy of this document plus any updates to their lessee.

Signs

1. Only "For Sale" signs shall be erected or displayed on any lot. See GRS website for specification.

Accessory structures, sheds, clotheslines and play equipment

1. No clotheslines or similar structures shall be permitted on any portion of the property. All playground equipment or playhouses shall be placed in the rear setback of the property only with the recommendation of the ARC and BOD approval. Location on the lot may be a condition of approval. Play equipment must be screened from view with landscaping

2. Fountains and the like shall not be placed or installed on the street side of a lot with approval.

3. Any ancillary structure or shed must receive the prior approval of the ARC & BOD. All ancillary structures & sheds shall only be installed at the rear of the property behind the home and shall be landscaped and screened from view.

Permanent Barbeques

1. Permanent barbecues should be located so they will blend as much as possible with the surrounding area. Supplemental planting should be provided to soften the visual impact of the barbeque particularly when little or no natural background screening is available.

2. No permanent barbecues may be installed without proper approval from ARC and the BOD.

Major Alterations

1. The design of a major alteration should be compatible in scale, materials and color with the applicant's house and adjacent properties. Only stucco, similar in finishing as originally constructed will be considered.

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2. The location of major alterations should not impair the views or amount of sunlight and natural ventilation on adjacent properties.
3. Roof pitch should match the type used in the applicant's house.
4. New windows and doors should match the type used in the applicant's house and should be located in a manner which will relate well with the location of exterior openings in the existing house.
5. If changes in grade or any other conditions, which will affect drainage, are anticipated they must be indicated. Generally, approval will be denied if adjoining properties are adversely affected by changes in drainage.
6. Construction materials should be stored so that impairment of views from neighboring properties are minimized. Excess materials and debris must be removed immediately upon completion of construction

Approved and adopted by the board of Directors of Cypress Forest Homeowners Association, Inc., at a meeting of The Board of Directors held on July 8, 2010. To be effective November 1, 2010, revised on November 23, 2015 and revised on October 30, 2017.

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