

# The Waterways - Welcome Committee Checklist

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

Home# \_\_\_\_\_ Cell# \_\_\_\_\_ Work# \_\_\_\_\_

The following must be reviewed with each owner & renter during the Welcome Committee Meeting:

	Purchaser/Tenants Initials
_____ General Community Information, Rules and Regulations	_____
_____ Lease Acknowledgement	_____
_____ Single Family Home Responsibilities	_____
_____ Town Homes and Villa Responsibilities	_____
_____ Review of three associations and meeting schedule	_____
_____ Review of Architectural Committee, meeting dates/times	_____
_____ Review of Fine Committee, meeting dates/times	_____
_____ Fine Policy	_____
_____ Garbage, Recycling and Bulk Pick up rules and collection days	_____
_____ Front Yard Rules	_____
_____ Pet Policy	_____
_____ Parking Policy	_____
_____ Guest Policy	_____
_____ Garage Door Rules	_____
_____ Smart Passes	_____
_____ Key Fob	_____
_____ Access Control Attendants Responsibilities	_____
_____ Fitness Center Rules	_____
_____ Pool Rules	_____
_____ Cable TV	_____
_____ Common Area Rules and Regulations	_____
_____ Lake Front Property Policy	_____
_____ Management Office/ Miscellaneous Information	_____

It is mandatory that all new residents, owners and renters must attend a Welcome Committee meeting and agree to follow all the rules of the community prior to moving in.

#### General Community information, Rules and Regulations:

- All rules apply to both owners and renters.
- Provide package containing important information, frequently asked questions and helpful phone numbers to applicant. Request that they read the documents and share the information in it and from today's meeting with co-occupants.
- Security form must be completed and submitted to the office prior to moving in.
- 775 units; 217 single-family dwellings, 287 Villas and 271 town homes.
- 2 club houses, 2 pools, 2 playgrounds, 1 BBQ area, 1 fitness center, a basketball court, tennis court, pickleball court and a volleyball court.
- Community governed by Master Association Documents, Villas and Town Homes have additional documents that govern their communities.
  - Owners: if these documents are not provided, a copy of the Master Bylaws is available through the office for a fee of \$25.00. If you are purchasing a Town Home or a Villa, the applicable Bylaws are also available for a fee of \$25.00.
- If you are purchasing be sure that the seller provides you with the key fob, mailbox key and any community documents.
- If applicable, they should also provide you with the garage door opener.
- All units were provided with hurricane shutters. Make sure they are included. Note: Shutters may not be put up more than 72 hours prior to a storm and must be removed 72 hours after the storm has passed.
- No vendors are permitted to work on Sundays. Monday through Friday from 8AM to 6PM and Saturdays, from 9AM to 3PM.
- Holiday décor must be removed within 1 week of the end of the holiday season except for December holiday decorations, which must be removed by January 15<sup>th</sup> or fines will be imposed.

#### Lease Acknowledgement:

- If you are renting a unit, a copy of the lease must be provided to the property manager prior to moving in.

#### Single Family Home Owner's Responsibilities:

- Single Family dwellings are responsible for landscaping as well as exterior and interior insurance.

#### Town Homes and Villas Owner's Responsibilities:

- Town Homes and Villas Association are responsible for the exterior of the units, the roof, rafters and landscaping. Insurance (from the drywall in) is the responsibility of each homeowner. Be sure that you have homeowner's insurance (you need to have a H06 policy) as we are not a condominium community.
- You are responsible for:
  - Outside electricity sockets
  - Pipe from the water meter to the main valve pipe
  - Hose connection and pipe

#### Review of three associations and meeting schedule:

- Master Association meets the 3rd Tuesday of every month at 7PM.
- Town Home Association meets on an as need basis. This meeting is for Town Homes residents only.
- Villa Association meets are held quarterly or as needed. This meeting for Villas residents only.

#### Review of Architectural Committee, meeting date & time:

- Architectural Committee meets the last Thursday of each month at 6:30PM.
- Only unit owners may request modification to their unit, renters may not request any modifications.
- No changes to the exterior of the residence can be made without prior approval from the committee.
- All requests must be submitted to the Architectural committee a minimum of 4 days prior to the meeting to insure that all of the paperwork needed by the committee is attached to the request.

#### Review of Fine Committee, meeting date & time:

- Fine committee meets the 1st Monday of each month at 6:45PM
- If you received a letter regarding a fine, you should attend the meeting.
- Notify the management office if you want your folder available for review at the meeting or if you are unable to attend.

#### Fine Policy:

- Fines are assessed at \$50.00 per occurrence and if not corrected once notification is made accrue on a daily basis.

#### Garbage, Recycling and Bulk Pick Up rules and collection days:

- Garbage cans and recycling bins are supplied by the City of Deerfield Beach.
- Garbage pickup is every Monday and Thursday and garbage bin should not be put out earlier than 5PM the evening before pickup and must be put away the evening of pickup. Fines will be incurred if this rule is not followed.
- Bulk pickup is every Monday and bulk should not be put out earlier than 5PM the evening before pickup and must be put away the evening of pickup. Fines will be incurred if this rule is not followed.
- Recycling pickup (when available) is every Thursday and recycle bin should not be put out earlier than 5PM the evening before pickup and must be put away the evening of pickup. We have single-stream recycling, which means you can inter-mix CLEAN paper, cans and plastic. Fines will be incurred if this rule is not followed.

#### Front Yard Rules:

- All toys, basketball hoops and bikes must be stored out of sight and not at front doors or driveways.
- Chairs, tables, BBQ's and Playsets must be stored out of sight and not at the front doors or driveways.

#### Pet Policy:

- Only dogs and cats are allowed in the community and must be on a leash when outside your residence.
- For the safety of residents in the community and for the protection of your pet should they get loose, we request a copy of the pets vet records and photos of your pet, which will be taken at this meeting.
- A maximum of 3 cats or non-aggressive dogs are permitted per household. Pit Bulls or any Pit Bull mixed breeds are prohibit. This includes, without limitation:
  - American Pit Bull Terrier
  - American Staffordshire Terrier
  - Staffordshire Bull Terrier

- American Bulldog
- Bull Terrier (standard and miniature)
- There are pet stations throughout the community and you must pick up after your pet or be subject to a fine.
- Exotic animals such as snakes, illegal birds, monkeys etc. are never permitted.
- Birdhouses and feeders are not allowed on premises.
- Feeding of wildlife is prohibited. This is not only a Waterways rule, but also a City ordinance.

#### Parking Policy:

- No parking on grass at any time for any reason.
- Parking on both sides of the streets is prohibited, as the streets are narrow. Not only is it dangerous, it prohibits rescue vehicles from free access and makes it difficult to navigate.
- No parking on the street between 2AM and 6AM. Any vehicle parked in the street between these hours shall be subject to towing and/or ticketing.
- Guests staying later than 2AM should park their vehicle at either clubhouse parking lot.
- No vehicle with an expired plate or no plate is allowed on premises.
- Towing infractions are without notice and as follows:
  - Parking on the street between 2AM and 6AM.
  - No license plate.
  - Expired License plate.
- No vehicle can remain in the parking lot for more than 14 days. Parking lots are monitored and vehicles will be ticketed/and or fined/towed at the owner's expense if they are there for longer than 14 days.
- Broward County does not allow parking on the street. Although the community does allow it, the BC police can ticket a vehicle parking in the street.
- No boats, trailers, or commercial vehicles are permitted (commercial vehicles are vans, cargo vans or pickup trucks with lettering or signs on them or have no side windows, rear seats or rear windows, pipes or any equipment stored on them including a pickup with a tool box) are allowed on premises overnight. Only residents with an enclosed garage are permitted to have such a vehicle and it must be stored inside the garage.
- The city prohibits the use of gas mopeds or mini scooters on city streets. Therefore, they are not allowed in the Waterways.

#### Guest Policy:

- Homeowners are responsible for the behavior and actions of their lessees, guests, vendors and family.
- Guest are not permitted without approval.
- Any guests or vendors you want to allow in must be registered in the system. Without your authorization, they will not be allowed to enter.
- Anyone entering the community using the visitor entrance must show identification, owners included.
- All stop signs and speed limits must be obeyed or you will be subject to a ticket by the City of Deerfield Beach Police officer.

#### Garage Door Rules:

- Garage doors may not be left in the open position for more than 15 minutes unless you are working in it.

#### Smart Passes:

- A Smart Pass allows access through the front gate and is for owners and residents ONLY.
- The cost of a Smart Pass is \$35.00 per pass and must be affixed to the front windshield of the vehicle it is assigned to. Violators will have their pass turned off and then be required to go through the visitor entrance.
- A security form must be completed in order for the pass to work.
- Smart Passes are not removable and cannot be shared between cars.
- The maximum number of passes permitted is based on the unit: no garage 2 passes, one car garage 3 passes and two car garage 4 passes.

#### Key Fob:

- Allows access to common area facilities (i.e.: gym, bathrooms, pools, etc.)
- Access to the bathrooms between 10PM and 6AM is not available from the outside.
- At the Large Pool, access after 10PM is only available through the gym.
- Cost per key fob is \$15.00 and you should request them at the time of the closing. If you do not receive them, contact the property manager and they will disable the old ones and provide you with new ones.

#### Access Control attendants Responsibilities:

- Access Control attendants should be respected. They are here to ensure that members of our community follow all of the rules and regulations.
- They are not guards and do not carry guns.
- If there is an issue, you should contact the Broward Sherriff's Office.
- They are mandated to issue violation notices as well as enforce the rules and regulations of the community.
- They are CPR certified and they have an AED defibrillator device at the guardhouse. In the event of an emergency, always call 911 first and then the guardhouse.

#### Fitness Center Rules:

- No one under the age of 18 is permitted nor can use the equipment without the proper adult supervision.
- No food, beverages or smoking.
- Wipe down equipment before and after usage.
- Please limit the use to 30 minutes only.
- Use the Facilities Reservation system.
- Before starting any exercise program, consult with your physician or health professional.
- No supervision provided. Use equipment at your own risk.
- No wet clothing or bare feet allowed.
- Facemasks are mandatory while training.
- Maximum of three people at all times.
- Proper attire is required when using the exercise equipment.
- Anyone not wearing a shirt or appropriate top or athletic shoes will be asked to leave.

#### Pool Rules:

- Pool hours: Dawn to Dusk
- For use by residents and guests only.
- Children under the age of 12 are not permitted at either pool without proper adult supervision.
- Babies in diapers must wear rubber pants or disposable swimming pants.
- Shower before entering the pool.
- Food and beverages must be kept at least 3 feet away from the pool
- Glass is not allowed in the pool area.

- Deposit trash in receptacles provided.
- No animals in the pool or on pool deck.
- Smoking not permitted at pool area.
- No Private parties allowed.
- No lifeguard on duty.
- No Diving.
- SPA: Pregnant women, small children, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness should not use SPA pools without first consulting a doctor. Maximum use is 15 minutes. Maximum water temperature is 104 F.
- Use the Facilities Reservation system.

#### Cable TV:

- Comcast is our current community cable and internet provider.
- You are provided with Blast Internet + Bulk Cable Digital Starter + Digital Preferred Tier + HBO Channel as part of your maintenance.
- One DVR, one companion box with DVR access and one HD DTA Digital Adaptor are included in your maintenance and installed by Comcast as needed/requested.
- X-Finity Wi-Fi Hotspot is also available at the clubhouses and you can connect using your Comcast credentials.

#### Common Areas Rules and Regulations:

- Are for the use of all residents (owners & renters) and consist of the clubhouses, lake and pools.
- Private parties should take place at your home and not in the common areas except if you rent the clubhouse as all residents have equal rights to enjoy these areas.
- If you rent the clubhouse, you are only renting the inside area. Please call the office to check availability and setup a date.
- The Large Clubhouse accommodates up to 120 people with tables and chairs or 200 without. Cost is \$325.00 + \$90.00 for Access Control and a \$375.00 security deposit.
- The Small Clubhouse accommodates up to 25 people with tables and chairs or 50 without. Cost is \$75.00 (weekdays) or \$125.00 (weekends/holidays) + \$90.00 for Access Control and a \$375.00 security deposit.
- The common picnic area is available on a first come first serve basis and must be



schedule in the facilities reservation system.

- Bounce houses may not be erected anywhere on a common area.
- Generators, personal BBQ grills, tables, boom boxes and excessive amount of guests create an insurance liability issue for the association and prohibits the use of the common area by other residents.

#### Lake Front Property Policy:

- Lake Front property is not public. Residents that do not live on the water may enjoy the water around the clubhouse.
- Fishing and boats may be used at the pier.

#### Management Office / Miscellaneous:

- Office is open Monday thru Friday from 8:30AM to 1:30PM; however, there is usually someone in the office until 4PM.
- If you have an email address, please provide it to the office so that you can be kept up-to-date on what is going on in the community.
- If you have a smartphone or tablet, you can download the Gate Sentry app and receive alerts when an authorized guest enters the community.
- The community has a Web Site for information and forms: <http://www.thewaterways.net>
- The Visitor Management System Web site is <https://www.gatesentry.com>
- The Facilities Management System Web Site is <https://www.yourcourts.com>
- The community publishes a quarterly newsletter "The Waterways Scoop".  
If you have a local business, it is a great way to advertise and reach 775 homes.