



## GENERAL RULES OF LA PALOMA

(August, 2023 Edition)

The present guide has been approved by the Board and supersede any and all prior guides.

**Note:** The latest changes, approved by the Board, are in red.

La Paloma is a 55+ community mobile homes owners that abide by the Housing for Older Persons Act (HOPA) and is officially accredited by the Florida Commission of Human Relations (FCUR). It aims to eliminate discrimination on race, color, nationality, sex, sexual orientation, civil status, religion, political beliefs, language, ethnicity or disability.

### **Objective:**

- . To ensure high level of safety to all persons staying at La Paloma
- . To ensure high quality standards of the surroundings at La Paloma
- . To ensure high quality of life to all persons staying at La Paloma.

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# **GENERAL RULES OF LA PALOMA**

## **CHAPTER I**

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## **Chapter I - GENERAL RULES**

### **1.0 USE OF YOUR LOT**

La Paloma is a residential community.

No solicitation is allowed within the park, however the distribution of business cards or promotional pamphlets may be in the Clubhouse, where provided.

#### **Zones and recreational facilities**

- a) Pool: the rules regarding the use of the pool and spa are displayed and visible at the pool area **and can also be found in Appendix 11.**
- b) It is forbidden to leave a child aged twelve (12) and under without supervision at the pool. The spa is closed to children under sixteen (16) years old.
- c) Children under the age of twelve (12) must be accompanied by an adult at all times outside the house in the streets of La Paloma. The billiard room is closed to children under twelve (12) years old. Teenagers aged twelve (12) to sixteen (16) must be accompanied and play on the same table as their parents.
- d) Other installations: shuffleboard, petanque and ping-pong: rules are displayed on the wall of the shuffleboard.
- e) Signs: all signs or announcements posted on the display case require approval from management first.
- f) Respecting the rules: it is the responsibility of all residents of La Paloma to adhere to the rules and regulations of this document and those posted in common areas.

### **2.0 USE OF THE HOUSE**

**2.1 Registration:** (Refer to Chapter III, article 1.1 and annex 7)

**2.2 Respect for others:** In order to preserve the tranquility of the neighborhood, between November 1<sup>st</sup> and April 30<sup>th</sup>, all work must be carried out, Monday through Friday, between 8 am and 5 pm. However, work exceeding two (2) weeks must be done during the period from May 1<sup>st</sup> to October 31<sup>st</sup>.

Houses and roofs' pressure wash done by the owners must also be carried out from Monday to Friday, between 8 am and 5 pm.

**In order to respect the residents' peace and quiet, special attention must be paid to all gatherings, television sets, radios and music, at all times and especially after 10 pm.**

- 2.3 Proper attire:** A shirt, sweater or beach coverall and shoes are always required everywhere on the site with the exception of the pool area. Underwear is not a substitute for a shirt. Children must wear shoes at all time except by the pool area.
- 2.4 Limitation for children under twelve (12) years of age** (Refer to Zones and Recreational facilities above b) and c)
- 2.5 Insurance:** Each owner must have adequate and all-inclusive home owner's insurance against fire, hurricane and all normal risks included in the rider, and must include liability as well. Each owner must provide proof of insurance to the office **at each renewal.**

### **3.0 ROAD RULES**

- 3.1 Speed limit in the park:** the maximum speed limit in the park is 10 miles per hour (16 kilometers per hour). This rule must be respected at all times. It is also mandatory to make a full stop at stop signs. This rule also applies to golf carts.
- 3.2 Transportation:**

- a) The only authorized means of transportation on site are automobiles, station wagons, mini-vans, and SUV and pick-up trucks.
- b) Golf carts and mobility scooters must be equipped with front and back lights.
- c) For safety reasons, the driver of a golf cart must be an adult.

### **3.3 Parking:**

- a) All vehicles including, golf carts, mobility scooters and others must be parked in driveways at all time. At night time, residents or visitors cannot park on the street. Visitor's vehicles must be parked in the owner's driveway and not on the street or at the clubhouse.
- b) With exception, residents and their visitors can obtain authorization for limited parking of a motor home or a motorcycle in the clubhouse parking. Such authorization may also be granted for the parking of an automobile when the car entrance is inaccessible due to repair or renovation work in the said entrance. The owners must make the request in advance with the administration office.
- c) Long term parking at the Club House is not allowed without authorization from management first, except for the conditions previously stated in b) and c).
- d) When residents want to park in another owners' driveway, written permission is required from owners.

**3.4 In-line Skating and skate boards:** In-line skating is permitted in the park. However, it is not permitted in the Club House, as well as in the bocce ball courts, the pool and shuffleboard areas. **The skate boards are forbidden everywhere in the park.**

#### **4.0 HOUSE PETS**

- a) We tolerate birds, cats and dogs weighing less than twenty (20) pounds. **They are not allowed around the pool or inside the Club House. In the streets, they must be on a leash and excrements must be picked up immediately.**
- b) It is forbidden to leave house pets tied unattended outside the house.
- c) No more than two (2) domestic animals are permitted per house (cat, dog, bird).
- d) Aggressive or loud animals are not permitted for the safety and tranquility of the neighbors.
- e) Service animals (i.e. for blind persons) can be allowed by management under certain conditions.

#### **5.0 SAFETY INSTRUCTIONS**

Security is the responsibility of all residents

- a) Three (3) priority elements for prevention (**Lights, Locks and Landscape**)
  - Lights: make sure your house is well lighted
  - Lock your doors: keep your doors locked as well as your valuables
  - Landscape: keep the environment of your house clear.
- b) Limit the temptations: Do not show off valuables.
- c) Something abnormal: report it. Do not hesitate to call 911.
- d) Install a timer on one or two inside lamps in your house.
- e) The installation of lights at the back of your house is recommended. However, lights that overlook a neighbor must be equipped with the 'motion detection' function and only illuminate if motion is detected. It is recommended that you discuss it with your neighbors before installing the lights.
- f) Unoccupied property for some time, advise your neighbors.
- g) It is recommended to keep the hedge your house at +/- 2 feet.
- h) It is the responsibility of the owners and tenants to know the safety instructions of the emergency plan.

## **6.0 THE COMMITTEES**

Under the responsibility of the Board of Directors, various resident committees are in place to help maintain an exceptional quality of life in the park. The members of these committees are appointed by the Board of Directors. If necessary, the Board of Directors may appoint temporary committees for support. The members of all committees under the responsibility of the Board of Directors must be owners in the park. It goes without saying that tenants can be volunteers during activities or events.

### **6.1 Social committee**

The social committee plans and manages recreational, social and sports activities for park residents. It is responsible for the volunteers, the material and the financial resources required to carry out the activities.

### **6.2 Embellishment committee**

The committee is responsible for ensuring that the exterior appearance of the houses, the security and the landscape grounds of the park are in accordance with the regulations. It performs visual inspections of the park's properties.

### **6.3 Ethics and Deontology Committee**

The committee ensures that the board of directors maintains the highest standards of ethics and professional conduct.

## **7.0 NON-COMPLIANCE WITH REGULATIONS**

Failure to comply with any of the rules of the present by-laws shall be treated as follows:

- a) The resident will receive a verbal notice to comply with the rule in question within a period to be specified.
- b) If the resident does not take the proper action within the determined period by the Board, a written notice will be given to the concerned person (owner or tenant) accompanied by a limitation period.
- c) In the event of non-compliance after these steps, the Board will take the necessary measures, up to monetary penalties, to be determined and/or the Board may have the corrections made at the expense of the owner or tenant.

# **GENERAL RULES OF LA PALOMA**

## **CHAPTER II**

### **EXTERIOR ARRANGEMENT OF RESIDENCES AND GROUNDS**

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## EXTERIOR ARRANGEMENT OF RESIDENCES AND GROUNDS

### 1.0 GENERAL RULES

- 1.1 The prospectus, which is the contract/relationship governing the administration and the homeowners, establishes that any exterior modification or additions to houses or grounds must first be approved in writing by the administration (Rules and Regulations, article 1, paragraph 7).
- 1.2 For the purpose of applying these regulations, the management is the designated representative of the administration. He is assisted by the embellishment committee. The committee is responsible for ensuring that the exterior appearance of the residences, the security and the landscaped grounds of the park are protected in accordance with the regulations. Upon request, he advises home owners wishing to make changes or improvements to their exterior design. The committee may make recommendations to the Board on changes to the regulations.

### 2.0 GUIDELINES TO FOLLOW

- 2.1 Any demand to perform work on and off the property (addition, removal, replacement, alteration, structure) of the home by an owner shall be made in writing on the form 'Renovation permit and landscaping' which is available at the clubhouse and must be deposited at the office (See Annex 1 or the website).

#### **Procedure:**

- a) The request is forwarded to the Embellishment committee for study and recommendation; the committee must dispose of it as soon as possible in a maximum of fifteen (15) days.

As part of these exterior inspections, when the Embellishment committee recommends changes to the owner, the owner is authorized to proceed without completing the 'Renovation permit and landscaping'.

Any recommendation of the Embellishment committee that will not be implemented, may be done by La Paloma at the expense of the owner after agreement by the latter.

- b) In compliance with the regulations, the decision rendered by the Embellishment committee shall be transmitted as soon as possible, maximum of seven (7) days.



- c) When the request of an owner **derogates from or is not included** in the regulations in force, the embellishment committee must have its recommendation approved by the management and the board of directors.
- d) Appeal: if the request is denied, the applicant may ask to be heard by the Committee who will examine the request. The applicant may ask to be heard by the members of the Board of Directors who will examine the appeal and render a final decision.

**2.2** The owner is responsible for complying with the La Paloma rules as well as those of the state of Florida (Palm Beach County Permit and Contractor's Permit).

### **3.0 SKIRTING, LANDINGS AND STAIRS**

- 3.01** The skirting and the sides of the landing must be painted white. (See annex 3). The landing and stairs must be made of concrete or fiberglass. Wood is not accepted.
- 3.02** Stair risers should preferably be painted white, but may also be of a color matching the driveway.
- 3.03** Only **non-skid** ceramic tiles are permitted on stairs, risers, and landings, and their color must match the driveway.
- 3.04** No carpet or rubber will be accepted on stairs or risers unless permission has been granted.
- 3.05** When the skirting must undergo major repairs or needs to be replaced, you can use white stucco or a new product called Hardipanel, in a stucco like finish and perforated vinyl covering. These products must be of a white color.
- 3.06** Aluminum air vents and access doors must be painted white.
- 3.07** For disabled persons: the landings and stairs must be made of materials approved by the Administration with a design plan of the work. Railings must be white aluminum.
- 3.08** Owners must add earth or sand as needed around the skirting and landings to prevent animals from crawling under the house.

### **4.00 ROOF**

- 4.01** The asphalt shingles of the roof must be of an original color that matches the house, either pale gray or beige.

- 4.02** For any other type of roof, a request must be submitted and approved by the Administration before work is started.
- 4.03** Painting asphalt shingles is prohibited.
- 4.04** Houses whose roof drains water onto the streets must be equipped with rain gutters.
- 4.05** All roofs must have white aluminum borders (fascia).
- 4.06** The color of all air vents, turbines and chimneys must be white or aluminum.

## **5.00 WALL SIDING**

- 5.01** Damaged vinyl or aluminum siding must be replaced with something new most preferably of the same type and color.
- 5.02** Faded aluminum siding must be painted the same color as the original one or white.

## **6.00 SHUTTERS, DOORS, AND WINDOWS**

- 6.01** All windows at the front and sides facing a street shall have shutters. The permitted colors of the shutters are permanently displayed at the Club House.
- 6.02** All doors shall be white, as well as door and window frames.
- 6.03** Window protector: acrylic windows are allowed (See annex 4). For security reasons, we recommend the removal of those protectors when the house is occupied.
- 6.04** No non-transparent material is allowed to cover the windows of unoccupied houses or during the “off-season”.

## **7.00 CANOPY OVER DOORS AND WINDOWS**

- 7.01** Canopies over the main entrance doors are only authorized for houses whose facades are longitudinal. They must be the same color as the shutters and made of either vinyl or cloth.
- 7.02** Retractable or removable shutter-type canopies may be allowed for the Florida room only under certain conditions (See annex 4).

**8.00 EXTENTION OR RECONSTRUCTION OF FLORIDA ROOM OR SHED**

- 8.01** a) The foundation and floor must be made of concrete, or
- b) Cinder block foundation covered with white mortar, concrete slab, or
- c) Foundation out of wood treated against rot and termites, supported by a concrete slab and covered with white mortar, or
- d) Floor: beams and plywood treated against rot and termites.
- e) Allow for proper venting in the foundation walls.
- 8.02** The walls must be of the same material as the existing one.
- 8.03** The roof must be of the same material as the existing one.
- 8.04** Windows must match those of the house or Florida room and must meet building code requirements.
- 8.05** The size of the shed may not exceed 150 square feet or 12% of the area of the house. A special authorization from the Board of Directors will be required for any expansion outside the area occupied by the house and / or the carport.
- 8.06** All other non-matching materials must be approved by the Administration.

**9.00 INSTALLATION OF CONCRETE PATIO, ACCESS PATHWAYS AND PROTECTIVE BORDERS**

- 9.01** The construction of a tile / stones / cobblestone patio (removable equipment) is permitted provided the area does not exceed one hundred and fifty (150) square feet. For residences overlooking the lake or canal, the permitted size is three hundred (300) square feet.
- 9.02** Weeds will have to be removed regularly by owners around and between tiles.
- 9.03** The location of the patio must be such as to preserve the privacy of neighbors.
- 9.04** An access pathway made of pavement tiles / stones / cobblestone (removable material) is permitted along the carport to the rear patio bypassing the shed or solarium. The front of the sidewalk cannot exceed the carport. Maximum width of thirty-six (36) inches.
- 9.05** A twelve (12) inch wide protective border made of tiles or poured concrete is allowed along the house to prevent damage to the skirting or siding.

- 9.06** Umbrellas are permitted on the patio and must be installed on a base in accordance with the manufacturer's instruction.

## **10.00 DRIVEWAY**

- 10.01** The total width of the driveway including extensions may not exceed thirteen (13) feet (including the sidewalk). The posts supporting the carport must be included in this space.
- 10.02** Obtaining a permit is mandatory prior to installing a retractable exterior blind.
- 10.03** Any accessory (e.g. hammock or swing) or decorative item attached or suspended from the driveway structure is strictly forbidden.
- 10.04** A retractable blind can be installed in the carport for sun protection. This must meet the following conditions: be in shades of white or in the same shades of beige or grey as the color of the driveway slab, have a maximum of 20 feet in length, be clear of the ground by 3 feet. It can be lowered manually or remotely, only when there are people in the carport to protect them from the sun. Otherwise, it must be rolled up and completely integrated in its casing, which casing should be the least visible from the street. The blind must be removed during the Summer season.
- 10.05** The installation of a screened patio in the carport is prohibited.
- 10.06** The driveway must be in natural cement or covered with an approved color paint in the shades of beige or gray (See annex 5).
- 10.07** Obtaining a permit is mandatory prior to installing pavers or natural stones.
- 10.08** It is also allowed to cover the entrance concrete slab with pavers or natural stone in the shades of beige or gray. Pavers or natural stones must be installed only by a professional company.
- 10.09** The entire driveway must be uniform in color and design. Decorative flakes are allowed. Only lines around the parking are allowed. Those applying a sealer topcoat must incorporate an antiskid powder for their protection.
- 10.10** Drawings or patterns on the driveway are not permitted.
- 10.11** Only gas BBQs are accepted. It must be stored away in the driveway or the back patio.

- 10.12** Garbage cans and recycling bins must be stored out of sight from the street, preferably inside the utility shed. Domestic garbage should be kept in garbage cans.
- 10.13** If carport posts are outside the concrete driveway, a mini-hedge should be installed to hide the posts and facilitate grass cutting.
- 10.14** For the safety of the park, the owner is responsible for solidifying the original aluminum structures attached to the house in accordance with current hurricane standards. In the event that these modifications are not made by the owner, the administration of La Paloma may have the work carried out at the expense of the owner, after notice to him.
- 10.15** Golf carts of more than seventy-two (72) inches between two (2) axles are prohibited for the owners: Example: two rows of seat between axles. Approved golf carts must be parked in the car entrance at all times (it is prohibited to park them on the on lawn).
- 10.16** A hose support is permitted to be fixed on the wall of the house. It should be under the carport and installed no more than three (3) feet high from the ground and must be THE least visible from the street. A reel is recommended. Any exception must be authorized by the Board.

## **11.00 CLEANLINESS OF HOUSES**

- 11.01** Out of utmost respect for all residents and to maintain the well-kept appearance of the park, we ask that the exterior walls of your house, Florida room, driveway, landing, and stairs, as well as the four (4) sides of the foundation (skirting) be maintained, washed or painted if necessary, by **December 1<sup>st</sup> of each year.** Owners who cannot comply by the specified date above must advise the Administration, who will have the work done and will charge the owner.
- 11.02** No clotheslines or dryers and shoe racks are accepted outside the house. It is strictly forbidden to hang clothing or towels outside the house.
- 11.03** There cannot be anything hanging on the walls of the house except for the water hose.
- 11.04** One (1) "House for Sale" sign is permitted, no more than twenty-four (24) inches in dimension and must be placed on the inside window of the house. Outside signs are not permitted.

## **12.00 INSPECTIONS**

**12.01** One (1) exterior house inspection is scheduled every year by the Embellishment Committee.

## **13.00 LANDSCAPING**

**13.01** A minimum space of fifty-two (52) inches (width of the mower) is required between plantings on the property to allow enough clearance for lawn mowing equipment.

**13.02** All hedges, trees and flowers are the owner's responsibility regardless of where they are planted on the lot. Palm trees in front of houses or along the main street are the Administration's responsibility. Hedges and some trees are trimmed by the same company that mows the lawns.

## **14.00 TREES**

**14.01** A maximum of three (3) trees of no more than seven (7) feet tall are allowed on the side of the house and must be pruned at springtime.

**14.02** All trees must be trimmed by the owner to facilitate lawn mowing.

**14.03** If a tree is a nuisance to the neighborhood, the Administration reserves the right to have it cut down or trimmed after advising the owner.

**14.04** At the most two (2) large trees are allowed at the back of the house.

**14.05** Ficus trees, the starburst (Clerodendrum quadriloculare), the big Arboricola, the Norfolk Island pine, the Selloum Philodendron, the cactuses, the Bird of Paradise, banana tree and all fruit trees are not permitted in the park because of their invasive root system which could damage the pavement and break underground piping and/or attract reptiles or other animals.

**14.06** Use of termite treated wood chips (red mulch) is **compulsory and must be present around the house wherever there is no grass (no portion of soil must be visible)**. Maintenance is the responsibility of the owners.

## **15.00 HEDGES**

**15.01** Hedges along the houses and/or along La Paloma boulevard that require replacement must be done so with Schefflera Arboricola (green foliage) or Schefflera Trinette (green and yellow foliage) only.

**15.02** Hedges must be installed around the pump of residences having their own independent sprinkler system.

- 15.03** No new hedges will be allowed around electrical meters and other utility boxes (cable TV, etc.).
- 15.04** Hedges in front and alongside the houses must be trimmed along the top of the skirting or to a maximum height of thirty-six (36) inches.
- 15.05** The maximum height around patios is forty-eight (48) inches, along driveways is forty-two (42) inches and around spas is sixty (60) inches.
- 15.06** Cedars must be trimmed every spring.
- 15.07** Trimming of hedges to ground level is never allowed (unless otherwise indicated by the administration).
- 15.08** No displays of cutting, in hedges as well as in trees (do not cut) are permitted. The red post indicator is accepted.

#### **16.00 GARDEN LAMPS**

- 16.01** Garden lamps can be placed alongside the hedges or on the lawn but an “embellishment permit” is mandatory.
- 16.02** Owners are responsible for repairs if garden lamps are damaged while the hedges are trimmed and/or the lawn mowed.
- 16.03** Garden lamps must be removed (if removable) during the off season.

#### **17.00 ANNUAL OR PERENNIAL FLOWERS**

- 17.01** Annuals are permitted around trees.
- 17.02** Plant climbers on the house and around lamp posts are not permitted.
- 17.03** Vegetable plants are not permitted alongside the houses.
- 17.04** Castor oil plants, ostey or any other invasive plants are not permitted.
- 17.05** All annual plants and flowers must be removed at departure in the spring.
- 17.06** No artificial flowers are allowed outside the house.

## **18.00 EXTERIOR ORNAMENTS**

- 18.01** No flower pots, whether empty or full are allowed alongside the houses in hedges or grass.
- 18.02** Flower pots are allowed on the front porch, the patio or under the carport. Under the carport, if in front of the house, all pots shall be of the same size and color.
- 18.03** Suspended pots are not permitted.
- 18.04** All pots must be put away when leaving in the spring.
- 18.05** The only acceptable fencing is the white PVC around the air conditioning.
- 18.06** All decorations such as, but not limited to: trinkets, knick-knacks, fountains, cabins or huts, baths, and feeders for birds or other animals, decorative stones, etc. are not allowed.
- 18.07** No personalized identification, such as nameplates, religious affiliations, etc., is allowed.

## **19.00 STREET LIGHTS**

- 19.01** Only the civic number of the house is allowed on the street light post.

## **20.00 BORDERS AROUND PLANTS AND TREES**

- 20.01** The only accepted borders around plants and trees are those made of black vinyl, the concrete bands in the ground as well as concrete blocks. These concrete blocks of matching color with carport, should not be higher than two (2) rows along the hedges near the house and one (1) row only around the trees, considering the level of the grounds.

## **21.00 AIR CONDITIONING**

- 21.01** Every house must be equipped with a central air conditioning system.
- 21.02** Window air conditioning is not permitted whatsoever in the house, shed or Florida room.

## **22.00 SPAS AND WHIRLPOOL BATHS**

- 22.01** Are acceptable, after submitting a written request to the Administration, provided they are equipped with a solid cover and locked when not under the supervision of an adult.



**22.02** A hedge of five (5) feet must be planted around the spa to protect neighbors' privacy.

**23.00 PARABOLIC ANTENNAS**

**23.01** All types of antenna are now prohibited.

**24.00 OTHER**

**24.01** It is forbidden to feed fish, birds, rabbits and ducks or any other animals around the park.

**24.02** No outside showers are permitted.

**24.03** Any permanent wire or connection must be camouflaged out of respect for the neighborhood.

**24.04** It is forbidden to fish in the lake, which is sowed in order to maintain the lake ecosystem.

**24.05** All watercrafts are forbidden on the lake.

**24.06** Burning of leaves, trash or any materials are not permitted anywhere in the park.

**GENERAL RULES OF  
LA PALOMA**

**CHAPTER III  
LEASING OR LENDING OF HOUSES  
HOUSE SALE**

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## **LEASING OR LENDING OF A HOUSE**

### **1.00 Authorization for leasing or lending a house:**

Owners must inform the manager of his/her intention of renting or loaning his/her house (Refer to annex 8: Rental by owner).

#### **General Rental Conditions:**

- Maximum of two rentals during the period of November 1<sup>st</sup>. to April 30<sup>th</sup>, excluding the holiday season, **for any rental period**
- Each rental cannot exceed 6 months
- The same tenant cannot rent more than 6 months **in the park in the same calendar year**
- Maximum of 4 adults per rental house.

### **1.01 Registration:**

Every person other than the owner or a member of the family must register at the Club House with the Administrative assistant and pay the park access dues, if payable.

### **1.02 Rental privileges - only one rental per house:**

Rental privilege fees are charged to any owner who rents or lends his home. The owner's immediate family is received free of charge. (Immediate family: father, mother, brother, sister, children).

In all other cases, the fees are:

- Less than one month: \$200 per rental or lending (as of November 1<sup>st</sup>, 2022)
- More than one month: \$200 per month or lending (as of November 1<sup>st</sup>, 2022)
- An additional fee of \$250 will be charged to the owner who will not notify La Paloma of a rental.

### **1.03 Rental rule for people under the age of twenty-one (21):**

It is forbidden to rent or lend a house to a family with children under the age of twenty-one (21) for a period of more than twenty-one (21) days from September 1<sup>st</sup>. to May 31<sup>st</sup>.

### **1.04 Insurance:**

The owner agrees to provide proof of insurance of his residence covering the rental and civil liability, with reference to the General Regulations of La Paloma, chapter I, paragraph 2.5 of the insurance section.

### **1.05 Emergency plan:**

The owner must provide all persons residing in his house in his absence with the La Paloma emergency plan. These persons are responsible for reading the emergency plan.

**1.06 Tenants' regulations or persons residing in the house:**

The owner must provide all persons residing in his house with a copy of the lessee's regulations (see annex 7). Non-compliance will be submitted to management who will take appropriate measures.

**1.07 Laws and regulations:**

The owner agrees to abide by the Laws and Regulations of Palm Beach County and the State of Florida.

**2.00 Sale of a house**

**2.01** Owners have the right to sell their home themselves or can do so through La Paloma services.

**2.02** All potential new owners must be approved by the Administration. Omission of this rule could prevent the new owner to rent a lot in the park or to keep the house in the park.

**2.03** A back-ground credit check and a criminal record check are mandatory when a potential buyer applies for a home purchase.

**2.04** One (1) sign "For Sale" is permitted per house (See Exterior Arrangement of Residences and Grounds, article 11.05).

**2.05** A contract is signed between owners and the management when owners use the services of La Paloma to sell a house. Commission to be paid is indicated at annex no 9.

**2.06** A commission is also required when: (see annex 9)

- An owner sells his house to someone who has already visited other houses with the help of La Paloma.
- An owner sells his home to his own buyer but already has an agreement with La Paloma.
- An owner sells his house to his own buyer and asks La Paloma for help in finalizing the transfer.

**2.07** Limitation on the number of houses owned by a single person or entity. No person or entity may own more than two (2) houses, provided that one house may be owned by one entity. The number of lots held by a couple or immediate family member, together or separately, is limited to two (2) houses in total.

Persons and entities owning more than two (2) houses at the time of adoption of the present amendment will benefit from a grandfather clause, but these owners/entities will not be able to replace these houses with new ones as long as the number of houses they own does not fall below two (2).

- 2.08** All new owners must keep their home for at least 24 months before selling it, unless exceptional conditions apply.
- 2.09** Short- or long-term rentals on Airbnb or other platforms are not permitted, nor are short- or long-term home exchanges.

## GENERAL RULES OF LA PALOMA


### CHAPTER IV

### ANNEXES

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Annex 1 – Available on [www.lapaloma-park.com](http://www.lapaloma-park.com)



**Permis de rénovation et aménagement extérieurs**  
**Renovation permit and landscaping**

Résidence (House) : \_\_\_\_\_ Date : \_\_\_\_\_

Nom du propriétaire (owner's name) : \_\_\_\_\_  
(Lettres moulées – Print)

**Description des travaux à réaliser** (description of proposed changes) :

\_\_\_\_\_

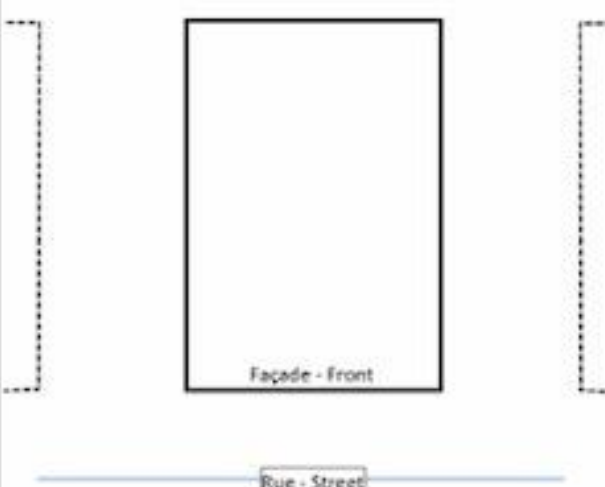
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Verso si nécessaire (see over)...

**Maison (house) :** Illustrez l'emplacement des travaux à réaliser (indicate the location of the proposed changes)



Rue - Street

Verso si nécessaire (see over)...

**Légende** (legend)

Nombre d'arbres (trees) : \_\_\_\_\_

Arbustes (shrubs) : \_\_\_\_\_

Fleurs (flowers) : \_\_\_\_\_

Pots de fleurs (flowers pots) : \_\_\_\_\_

Lampes parterre (garden lamps) : \_\_\_\_\_

Patio : \_\_\_\_\_

Entrée d'auto (carport) : \_\_\_\_\_

Florida room : \_\_\_\_\_

Cabanon (shed) : \_\_\_\_\_

Autre (other) : \_\_\_\_\_

\_\_\_\_\_

Signature du propriétaire (owner) : \_\_\_\_\_

Annex 2 – Available on [www.lapaloma-park.com](http://www.lapaloma-park.com)

## Bon de commande

(Work order)



Résidence (House) : \_\_\_\_\_

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

Nom du propriétaire (owner's name) : \_\_\_\_\_  
(Locataire / Renter) (Lettres moulées – Print)

Description :	Devant/Front	Arrière/Back	Allée/Drive-way	Autre/Other
Gicleurs/Sprinklers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Palmiers/Palm Trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Autre/Other : \_\_\_\_\_

Description des travaux à réaliser (description of proposed changes) :

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Signature : \_\_\_\_\_

Réservé à l'administration (reserved for the administration)

Reçu (received) Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Autorisé  
Authorized

☐

Refusé  
Denied

☐

En attente  
Pending

☐

Travail exécuté par: \_\_\_\_\_  
Work done by:

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

Signature du représentant du CA : \_\_\_\_\_  
Signature of representative for the Board (si nécessaire – if necessary)

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

Inspection des travaux réalisés par le surintendant: \_\_\_\_\_  
Inspection by the superintendent of the work done (si nécessaire – if necessary)

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

Copies: Propriétaire, Dossier de la résidence  
Copy : Owner, File house involved

03/2016



### **ANNEX 3 - Paint chart for skirting**

Pure white Glidden Masonry and Stucco or Behr #4050 or equivalent

### **ANNEX 4 - Storm Windows and Florida room**

Windows can be protected with a clear acrylic **lexan** of ¼” or 1/8” thick including an aluminum white frame fixed to the window frame with a water-tightness product.

Plexiglas is not permitted.

In case of foreseeable hurricane, the Florida room can be protected by shutters under the following conditions.

- La Paloma permit
- Palm Beach County permit
- Installation by a recognized company
- Materials: acrylic panels
- Installation at the announcement of a hurricane threat
- Storage once the threat has passed

No permanent installation during the Summer time.

### **ANNEX 5 - Color chart for driveway**

- a) Light grey (Gull Gray) or dark grey (Pearl Gray)
- b) Light beige (Bombay) or dark beige (Sandstone)

Decorative flakes are allowed

- 1) in grey: the color is *granite mix* (Quikrite)
- 2) in beige: the color is *tan mix* (Quikrite)

See display at the Club House

#### **Concrete borders: colors allowed:**

- 1) Pearl gray
- 2) Sandstone
- 3) White
- 4) Natural

## **ANNEX 6**

## **CLOSING YOUR HOUSE**

- . Do not shut off the main breaker.
- . Shut down the water-heater, stove, dryer and dishwasher breakers (make sure the breaker for the street light is on).
- . Unplug all small appliances and televisions.
- . Leave modem on.
- . Set the fridge at the lowest temperature (do not leave food in except for cans).
- . Suspend phone service via email (if possible).
- . Have mail forwarded.
- . Set the thermostat at 80° F at AUTO/COOL, the humidistat at 50°.
- . Leave the ceiling fans running at the lowest speed.
- . Remove batteries from all remote controls and other objects that have batteries.
- . Add car window washing fluid in drains of all sinks, showers, baths, toilet tanks, and dishwasher.
- . Place saran wrap over the tanks and toilet bowls. Plug all drains for sinks, showers and baths.
- . Clean the garbage and recycling containers.
- . Empty the vacuum bag.
- . Disconnect the water hose, let everything dry and store in the shed. Make sure the hose fitting with an atmospheric vacuum breaker for outdoor water outlet is in place.
- . Turn off the main water supply and remove pressure from the pipes by opening a faucet for a few seconds.
- . Place all outdoor items in the shed (E.G.: BBQ, bicycles, etc.).
- . Cover skylights with a Styrofoam.
- . Place all garbage in a plastic bag and leave it on the street. Place all garbage bins in the shed.
- . Put all the Florida room furniture in the house.
- . Secure and lock all windows and doors of the solarium.
- . Secure all windows, close vertical or mini blinds. (Do not forget the window in the shed).
- . Make sure the management has a set of your house keys.
- . Turn off lights. Lock all doors.

## **ANNEX 7**

## **TENANTS' RULES AND OCCUPANT'S RULES**

1. All persons, other than the owner, must register at the administration office upon arrival at La Paloma. Guests staying for more than forty-eight (48) hours must also check in upon arrival (See charges for additional persons in the rental or lending agreement).
2. All persons, other than the owner, residing in the house are responsible for reading the emergency plan.
3. Everyone is expected to behave with the utmost regard for the peace and quiet of all residents, specifically between the hours of 10 pm and 8 am.
4. Proper attire is required on the site. A shirt, sweater or bathing suit cover-up and shoes are mandatory everywhere on the site, except in the pool area.
5. Children under twelve (12) years old must be accompanied by an adult at all times inside the park of La Paloma. The billiard room is closed to children under twelve (12) years old. Teenagers between the ages of twelve (12) and sixteen (16) years old must be accompanied and play on the same table as their parents.
6. The following pets are tolerated with the owner's approval: birds, cats and dogs under (20) pounds. They are not allowed around the pool or inside the recreation center. In the streets, they must be kept on a leash and the feces picked up immediately. It is forbidden to leave house pets tied unattended outside the house. Aggressive and / or noisy domestic animals that cause disturbance are prohibited.
7. Skateboards are prohibited anywhere in the park. Only in-line skates, non-motorized bicycles and scooters are permitted on the streets; however, they are not allowed in the clubhouse (including finished cobblestone pavement, petanque, shuffleboard and pool sections).
8. It is forbidden to leave a child under twelve (12) unsupervised at the swimming pool. Children under sixteen (16) years old are not allowed in the spa.
9. It is forbidden to let a child under the age of sixteen (16) drive a golf cart, as well as drive on the lap of an adult.
10. The maximum speed limit in the park is 10 miles/hour (16 kilometers/hour).
11. The only means of transportation allowed on the site are automobiles, wagons, mini-vans, SUVs and pick-up trucks. These must be parked in the driveway of the house and not on the street.
12. No clothesline or clothes rack is allowed outside the house. It is strictly forbidden to hang towels or clothing anywhere outside the house.
13. Garbage pickups are on Wednesdays and Saturdays (Wednesday includes recycling). Garbage cans can be taken out to the curb the night before. Garbage cans and recycling bins should be invisible from the street and preferably stored inside the shed.

## Annex 8

### FORMULAIRE D'AUTORISATION / AUTHORIZATION FORM LOCATION OU PRÊT DE MAISON / RENTAL OF HOUSE

# Maison / House : \_\_\_\_\_

Nom des personnes / Name of tenants : (max. 4 adultes):

\_\_\_\_\_  
\_\_\_\_\_

Courriel du responsable de la location ou du prêt / Email of the person responsible:

\_\_\_\_\_

Nombre de personnes de moins de 21 ans / Number of persons under 21 \_\_\_\_\_

Animal: OUI ☐ NON ☐ \_\_\_\_\_ (max. 20 lbs / 20 pounds)

Date d'arrivée/Date of Arrival: \_\_\_\_\_ Heure d'arrivée/Time of Arrival: \_\_\_\_\_

Date de départ/Date of Departure: \_\_\_\_\_ Heure de départ/time of Departure: \_\_\_\_\_

Joindre une copie d'une pièce d'identité avec photo / Attach a copy of a photo ID

#### RESPONSABILITÉS DU PROPRIÉTAIRE

- 1) Remettre lui-même les clés de la maison à la personne qui occupera sa maison.
- 2) Aviser cette personne qu'elle doit s'enregistrer au bureau de La Paloma à son arrivée, durant les heures de bureau, soit du lundi au vendredi de 08h30 à 16h30. De plus, le locataire devra payer le droit d'accès au parc de \$100 US. Un dépôt remboursable de \$50 US est aussi exigé pour la remise de la carte d'accès.
- 3) Aviser la personne occupant sa maison de le contacter pour tout bris ou problème dans la maison. Le propriétaire verra à prendre les arrangements nécessaires pour régler la situation.
- 4) S'assurer d'un ménage de sortie dans un délai raisonnable.
- 5) Acquitter les privilèges de location de \$200 US (à compter du 1<sup>er</sup> novembre 2022) par mois et / ou par location ou prêt
- 6) Fournir une preuve d'assurance couvrant la location ou prêt de sa maison.
- 7) Le propriétaire est responsable de la ou des personnes occupant sa maison en conformité avec les lois de la Floride.

#### OWNER'S RESPONSIBILITIES

- 1) Provide the tenant with keys to the rented house.
- 2) Inform the tenant that upon arrival at La Paloma, he must register with the office, during office hours, Monday to Friday from 08:30 to 16:30, and pay the \$100 US access fee. An access card will be provided to the tenant for an additional refundable fee of \$50 US.
- 3) Inform the tenant, that if repairs need to be done to the house, he must call the owner to make arrangements.
- 4) Upon check-out of the tenant, to make sure the house is cleaned in a timely manner.
- 5) Pay the rental privilege of \$200 US (starting November 1<sup>st</sup>, 2022) per month and/or per reservation.
- 6) Provide proof of home insurance which includes a rental endorsement clause.
- 7) The owner is responsible for the tenant in compliance with the laws of Florida.

Signature du propriétaire / Owner's signature : \_\_\_\_\_

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

Téléphone du propriétaire / Owner's phone number: \_\_\_\_\_

E-mail du propriétaire / Owner's E-mail: \_\_\_\_\_

Représentant La Paloma / Representative of La Paloma : \_\_\_\_\_

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

**\*Le formulaire doit être reçu par l'administration au moins 30 jours avant l'arrivée des personnes qui occuperont la maison\***

**\*The form must be received by the administration at least 30 days before the arrival of the tenant\***  
**Faire suivre à / Forward to : [nadege.florus@lapaloma-park.com](mailto:nadege.florus@lapaloma-park.com)**

**La Paloma se réserve le droit de refuser une demande de location et/ou de locataire**

**La Paloma reserves the right to refuse a rental application and/or a renter**

## ANNEX 9

### COMMISSION ON THE SALE OF A HOUSE

#### A. **\$3,500 US**

A commission of **\$3,500 US** will be paid by the seller in either of the 2 following situations:

- a. When the house is handed over to La Paloma for sale and an agreement is signed between the parties.
- b. When the owner sells his house without it being listed with La Paloma.

In either situation, the services below are offered:

- pictures of the house
- web page La Paloma
- house visits
- negotiations between parties
- preparation documents
  - purchase contract
  - transfer of titles at DMV
  - tax payment
  - opening of FPL account (electricity)
  - email to Opticaltel to change names on the account to the new owners

#### B. **\$1,500**

A commission of \$1,500.00 US will be paid by the seller if after an agreement is **signed** between seller and buyer, the seller **or buyer** decides to cancel this written agreement.

It is understood that the seller and the buyer will sign a document of non-responsibility towards La Paloma in case of misrepresentation or differences between them for article B (if the owner chooses to use the services of La Paloma).

## Annex 10

List of costs – 2023*		As of <b>June 1<sup>st</sup>, 2023</b> (\$ US)
<b>Monthly fees</b> (Effective January 1st of each year)	Inside lot	\$657
	Corner lot	\$674
	Lake lot	\$732
	Canal lot	\$763
	Late charge	\$25 per day
	Returned check	\$25
<b>House Sale (seller)</b>	The house is given to La Paloma for a sale and a contract is signed between the parties or when the owner sells his house without it being listed with La Paloma	<b>\$3 500</b>
	When a contract is signed between the parties and the seller or buyer decides to cancel this written agreement	\$1 500
<b>House sale (buyer)</b>	File opening fee	\$175
<b>Sale or modification of shares</b>	Transfer of titles	\$500
	Administrative fees for modifications to the shares	\$100
<b>DMV</b>	Modifications to the titles (Certificate of Title)	\$500
<b>House rental by the owner</b>	Privilege for renting or lending (owner) - Additional penalty of \$250,00 for not advising La Paloma of the rental	Less than 1 month : \$200 per location More than 1 month \$200 per month
	Registration for the person residing in the house	\$100
	Access card (redeemable)	\$50
<b>Other services</b>	House washing – exterior + house visit after washing	\$165 <b>\$180 as of May 1st</b>
	Monthly Summer house surveillance – once a month	\$90
	Monthly Summer house surveillance – twice a month	\$170
	Additional house visit	\$15 per visit
	Appraisal and work supervision	Per demand
	Hourly rate for La Paloma employees	\$50 / hour

**\*Approved by the Board of Directors on August 6, 2023**

## **Annex 11**

### **La Paloma - Swimming pool regulations**

**SCHEDULE: 9 am - BRUNANTE (at dusk)**

**POOL CAPACITY: 19 PEOPLE**

1. Bathing at your own risk
2. Shower mandatory before swimming
3. Adult supervision for children under 12
4. No alcoholic beverages, food or glass containers
5. Do not swallow pool water
6. Babies must wear a pool diaper
7. Toys and water games are forbidden
8. Towels must cover chairs
9. Chair reservations prohibited
10. Music with headphones only
11. No smoking
12. No pets allowed.

### **No diving, jumping or running.**

### **La Paloma - Spa regulations**

**SCHEDULE: 9 am - BRUNANTE (at dusk)**

**SPA CAPACITY: 7 PEOPLE**

**TEMPERATURE: 104°F**

1. Shower mandatory
2. Children under 16 not admitted
3. No sitting on steps
4. Do not swallow spa water
5. Pregnant women, people with health problems, people suffering from diarrhea, people on medication or narcotics causing drowsiness, please refrain.