

Martinique Homeowners Association, Inc.

Dear Martinique Resident(s):

WELCOME TO MARTINIQUE! You have made a wonderful choice to live in this beautiful community.

Martinique is comprised of 456 homes. The community is maintained by a Homeowner's Association which is represented by Harbor Management of South Florida, Inc. The Martinique Board of Directors ("Board") consists of five members. The Board typically meets monthly, or as needed, and all Members are welcome to attend. Board meeting dates and times are posted at the front entrance to the community clubhouse and emailed to Owners who have registered with the Association's Property Manager.

Please complete the enclosed Owner Information Update Form be added to the community's email distribution list for important community updates and information. Please return the completed form to the Property Manager.

An important part of being a member of the Association is to ensure you read, understand and abide by the requirements of the governing documents (i.e. Declaration of Covenants, Rules and Regulations, etc.). Make sure to read all enclosures and visit www.mymartiniquehoa.com to read the governing documents applicable to Martinique. These documents are also available by calling the community's Property Manager.

Martinique has an Architectural Control Committee ("ACC") to review any and all requested alterations to the exterior of the home ("Unit"), and any and all changes requested to the tract of land within each Unit's property lines (the "Lot"). An Architectural Change Application Form must be submitted by Owner for all such alterations requested. Work may not occur until written ACC approval is received by Owner.

If you have any questions, please do not hesitate to contact Martinique's Property Manager, Bridgette Davey, at bridgette@harborfla.com or (561)935-9366, or you may contact your Administrative Assistant, Savannah Decker, at (561)935-9366 or email: savannah@harborfla.com

For after-hour emergencies, please call Harbor Management at (561) 935-9958.

Welcome Home!

Sincerely,

Bridgette Davey, LCAM

For and on Behalf of the Board of Directors for Martinique Homeowners Association, Inc.

Enclosures:

Rules and Regulations for Martinique

Frequently Asked Questions

Homeowner Responsibility vs. HOA Responsibility

Architectural Guidelines

Architectural Change Application Form

Hotwire Bulk Cable and Internet Package Information

ACH Form (to setup automatic payments of Association dues)

Homeowner Information Update Form

Consent to Online Voting Form

FREQUENTLY ASKED QUESTIONS

Refer to the Association's governing documents (i.e. Rules and Regulations, Declaration of Covenants, Articles, By Laws, etc.) for more detailed information available at www.mymartiniquehoa.com or by contacting the Property Manager.

- **How can I get in touch with the Property Manager?**

Bridgett Davey is the Property Manager and can be reached by email at bridgett@harborfla.com or by calling Harbor Management at (561)935-9366. Calls are typically returned within 24-48 business hours.

Savannah Decker is the "on-site" Administrative Assistant, and is available at the clubhouse Mon., Wed., and Fri. from 9:00 AM to 12:30 PM or you may reach her at (561)561-935-9366 or: savannah@harborfla.com

- **How do I reserve the clubhouse and pool/pavilion?**

The pool and pavilion cannot be reserved and are available on a first come/first served basis only.

The clubhouse may be reserved and rented by Owners and their registered Lessees, by calling the on-site Administrative Assistant at: (561)-935-9366 or email at: savannah@harborfla.com The Clubhouse Reservation Request Form is available at www.mymartiniquehoa.com and will outline the non-refundable fee and the refundable (if no damage) deposit(s) required, and the rules and regulations applicable for use of the clubhouse. Upon the Property Manager's receipt of the fee, deposit(s), and signed reservation form, your reservation will be entered in an electronic calendar. You will be contacted by the Property Manager to pick up the access keys the day prior to the event.

- **What else should I know about the community amenities?**

The common amenities within Martinique are for the use and enjoyment of Martinique Members and their guests. Each of the amenity buildings (i.e. clubhouse, pool, pavilion, mail room, and gym) is equipped with an access control system and security cameras. Access is obtained with a key fob. If you lose your fob or need to obtain a new one, please contact the Property Manager. There is a fee of \$75.00 for a lost or new fob, payable to the Martinique HOA.

- **How can I get access to my mailbox?**

The Property Manager can provide you with your mailbox number and a fob for access into the mailroom. If you need keys to your mailbox, the Property Manager can refer you to a local locksmith.

- **How can I gain access to the gym?**

The gym is located in the back of the clubhouse. The cost to join the gym (optional) is currently \$56.00 per year (January through December), and is renewable each January (the fee is not pro-rated). Contact the on-site Administrative Assistant to obtain a separate FOB for gym access. This fee may increase with notice.

- **When is garbage and recycling picked up in the community?**

Waste and recycling collection days are as follows:

<u>Garbage Collection Days:</u>	<u>Wednesdays & Saturdays (garbage cans must be 50 gallons or less)</u>
<u>Recycling Collection Days:</u>	<u>Wednesdays (call 866-639-2467 for new/replacement recycling bins).</u>
<u>Vegetation Collection:</u>	<u>Wednesdays & Saturdays (load restrictions apply).</u>
<u>Bulk Collection (non-vegetative):</u>	<u>Wednesdays</u>
<u>Hazardous Waste:</u>	<u>Call Solid Waste Authority at 561-697-2700 to find out how to safely dispose.</u>

* All schedule, size and weight requirements are contingent upon Town of Jupiter requirements and subject to change.

- **How do I sign up for cable and/or internet service?**

The Association has a bulk cable and internet contract with Hotwire Communications. This contract includes expanded basic lineup with 90 channels plug and play with local channels in HD, Digital favorites package with access to HD channels, HBO Multiplexed (8 channels), 2 HD digital set top converter boxes with remotes, 1 HD digital set top converter box with DVR and a voice remote, Multi-room DVR. Internet includes 350 mbps (as of February 1, 2019) download and upload with one wireless router. If you are experiencing trouble with your Hotwire service or if you would like to obtain additional retail services, please contact Hotwire Customer Service at 1-800-355-5668 or www.gethotwired.com.

- **What requires an ACC Application?**

An Architectural Change Application Form must be submitted for any and all proposed additions, exterior alterations, modifications, and/or other improvements of any Unit or Lot, including, but not limited to: landscaping changes, swimming pools, fences, temporary or permanent structures, satellite dishes, etc.

- **What are the rules concerning renting my home?**

You must register all rental/lease agreements with the Property Manager. A lease application is required and approval by the Board is required, prior to the start of any lease. The term is not limited, however, a unit may only be leased once in any (12) month period.

- **Is there a limit as to the number of pets I can have and what is the pet policy in general?**

Yes. The limit as to the types and quantity of pets is governed by ordinance of the Town of Jupiter (TOJ) (Code 1992, § 5-50; Ord. No. 88-04, § 3, 2-15-2005). PLEASE NOTE: Bull terrier (Pit Bull or Pit Bull mixed breeds), or any dogs of mean or of violent temperament, are prohibited in Martinique.

Dogs must be under the restraint of a leash anytime within Common Area and pet owners must follow all Town of Jupiter and Palm Beach County Leash laws and ordinances. Pets may not create a public nuisance, annoy, disturb, injure or endanger the comfort, health, peace or safety of others.

The owner of every animal is responsible for the removal of waste matter deposited by their animal(s). Martinique Rules and Regulations require that all waste matter be removed from all areas of the community, including but not limited to, Common Area, the pet owner's Lot, and all other Lots and areas of Martinique. Pet waste stations, with waste bags and trash bins, are located throughout the community for your convenience and are serviced regularly.

Please be a responsible pet owner and follow Martinique's rules and regulations and all laws and ordinances.

- **Are there any rules concerning parking and vehicles?**

Yes, please see Martinique's Rules and Regulations available at www.mymartiniquehoa.com, or by contacting the Property Manager.

- **What are some of the other rules which may pose a violation?**

The Association would prefer not to collect fines associated with violations, and expectation is that all residents will simply abide by the rules. Please refer to the enclosed Rules and Regulations. These Rules and Regulations and other governing documents are available on the Martinique website at www.mymartiniquehoa.com, or by contacting the Property Manager.

Some of the rules include: taking your trash & recycling containers in and out in a timely manner and storing all such containers out of view (i.e. inside the garage) after collection before the end of day; not leaving your garage door open; picking up after your pets; not swimming in the community pool when it's dark outside, not storing furniture or miscellaneous

items in the driveways or any yards visible from any Road, other Lot, or Common Area; cleaning your home exterior and fence; keeping mobile basketball hoops close to the garage door and away from the roadway; parking in designated spots; and being considerate to your neighbors.

- **What is the procedure for requesting a work repair for services covered by the HOA?**

You may submit a work order for covered services online at www.mymartiniquehoa.com or by contacting Savannah Decker at via email at: savannah@harborfla.com or by calling (561)-935-9366

- **Who performs Martinique’s landscaping services?**

United Landscape is currently the Association’s contracted landscape maintenance services provider. Work orders for landscape-related maintenance issues may be submitted at www.mymartiniquehoa.com, or by contacting the on-site Property Management Representative. Landscape Work Orders are typically completed within 2 – 6 weeks, depending upon the scope of work and weather conditions.

- **Who performs Martinique’s irrigation services?**

Treasure Coast Irrigation is currently the Association’s contracted irrigation system maintenance provider. The irrigation system is a non-potable (do not drink) water system controlled by ENCON. No one is permitted to operate or modify the irrigation system anywhere on your property or within Martinique, unless directly authorized and overseen by Treasure Coast Irrigation. Work orders for irrigation-related issues may be submitted at www.mymartiniquehoa.com, or by contacting the on-site Property Mgmt. Representative. Irrigation Work Orders are typically completed within 2 – 3 days.

- **What else should I know about landscaping?**

It is your responsibility to enter a Work Order at www.mymartiniquehoa.com or contact the on-site Administrative Assistant Savannah Decker, if you see any evidence of a landscaping issue needing to be addressed. Please don't wait for the landscape or irrigation crew to notice it. We need your assistance to help maintain a beautiful community.

Keep in mind, any “modification” an Owner wants to their landscaping will require approval by the ACC, before any such work may be performed, and all such modification costs would be Owner’s responsibility. The Owner would also be responsible for the maintenance of, and any necessary replacement(s) to, such modified landscaping following installation. The replacement of exact-for-exact landscaping does not require ACC approval. The planting of “annuals” also does not require ACC approval, but Owner is responsible for its maintenance and any replacement(s) needed. **The HOA and landscaping company are not responsible for the maintenance, health or replacement of modified landscaping nor annuals.**

Town Code requires that landscape hedges in the front of homes not exceed four (4) feet in height, and that hedges on the sides and rear of properties may not exceed eight (8) feet in height (or less if necessary to avoid a line of sight issue). Hedges and other landscape material may not encroach upon any Common Area. The community’s contracted landscaper will maintain the property accordingly. For landscaping that is homeowner’s responsibility, Owner is responsible for routinely maintaining and trimming their landscaping (plants, hedges, trees, etc.), and must ensure not to exceed the required height limits.

- **Can I vote online?**

Yes. In order to reduce the cost of mailings to Martinique HOA Members, and to offer a more convenient way to vote, the Association will be utilizing an option for online voting for the annual election of Directors, and any other matters that require approval of the Members. To confirm eligibility to vote online, please complete, sign, date and return the “Consent to Online Voting Form” (enclosed) to the Property Manager via regular mail, fax, email, or in person. If, at any point in the future, you choose to opt out of online voting, please visit www.mymartiniquehoa.com and download and return a complete, signed, and dated “Opt Out” form to the Property Manager. Any Opt Out forms received after a vote has begun will become effective immediately upon conclusion of said vote.

Homeowner Responsibility vs. HOA Responsibility:

	HOMEOWNER	ASSOCIATION (“HOA”)
ADDRESS PLAQUE, NUMBERS AND LIGHT	Owner is responsible for the replacement of the address plaque, numbers and lights on their home.	Performs replacement for Common Area amenity buildings only.
BACKFLOW ANNUAL INSPECTION	Owner is responsible for the repairs required as a result of the Town of Jupiter’s annual backflow inspection.	Performs an annual backflow inspection required by the Town of Jupiter. Responsible for the repairs required to Common Area only.
CLEANING/ PAINTING EXTERIOR HOME	Owner is responsible for the cleaning and painting of their home exterior in between the community-wide cleaning and painting project performed approximately every 8 years. Paint color must remain the same as original approved design plan. Contact the Property Manager for paint warranty issues.	Performs the community-wide cleaning and painting project of the exterior of homes every approx. 8 years. Paint color must remain the same as original approved design plan.
DRIVEWAY/ WALKWAY/ SIDEWALK CLEANING	Owner is responsible for cleaning their driveway(s) and walkway(s).	Performs the cleaning of the sidewalks annually.
FENCE CLEANING & REPAIRS	Owner is responsible for their home’s fence cleaning and repairs.	Performs fence cleaning and repairs for Common Areas only.
FERTILIZER	Owner is responsible for any additional fertilizer treatments in between those provided by the HOA.	Commercial grade fertilization is applied 3 times per year to the lawn and 4 times per year to the plant beds.
IRRIGATION	<p>Owner is responsible for irrigation modifications necessary for construction and renovation projects (i.e. pools, fencing, etc.) as well as modifications needed due to landscaping changes made to their property.</p> <p>Any rerouting or modification to the irrigation lines or system must be performed by the Association’s contracted irrigation company at Owner’s expense.</p>	Performs community irrigation system operation and maintenance.

<p>LAWN & PLANT MAINTENANCE</p>	<p>Non-standard and/or modified landscaping (beyond what was originally covered by the HOA) becomes the responsibility of Owner to maintain and replace.</p> <p>Town Code requires that landscape hedges in the front of homes not exceed four (4) feet in height, and hedges on the sides and rear of properties not exceed eight (8) feet in height, or less if necessary to avoid a line of sight issue. For landscaping that is homeowner's responsibility to maintain, Owner must ensure the height limits are not exceeded.</p> <p>Also refer to "Lawn & Plant Replacement" below.</p>	<p>Performs routine lawn maintenance services. Mowing is conducted on a weekly basis in the summer and bi-weekly in the winter.</p> <p>Hedging is trimmed on a regular basis throughout the year. Hard cut of flowering shrubs is conducted annually, typically around Spring.</p> <p>The height of hedging will be maintained in accordance with Town Code requirements.</p>
<p>LAWN & PLANT REPLACEMENT</p>	<p>Owner is responsible for replacement of landscape material (i.e. plants, trees, sod) within their side and rear yards. Owner is responsible for replacement of front yard landscaping if such is damaged or missing due to Owner, tenant, guest or invitee fault or neglect.</p> <p>Non-standard and/or modified landscaping (beyond what was originally covered by the HOA) becomes the responsibility of Owner to maintain and replace.</p> <p>Landscape replacements may include those plants/materials consistent with the Approved Plants for Martinique. Refer to the Architectural Guidelines for a list of such approved plants and follow the ACC application process for all landscape modifications.</p>	<p>Performs the replacement of landscape material in the Common Areas and in the front yards of homes, unless front yard landscaping is missing or was damaged due to Owner, tenant, guest or invitee fault or neglect.</p> <p>Landscape replacements may include only those plants and materials consistent with the Approved Plants for Martinique.</p> <p>Funds are limited and replacement will be at the discretion of the Board to approve.</p>
<p>LIGHTING (EXTERIOR)</p>	<p>Owner is responsible for maintaining their exterior lighting. Owner may not change light "fixtures" on the exterior of a Unit or Lot without obtaining ACC approval in advance, unless it is a fixture on the Approved Light Fixtures list available at www.mymartiniquehoa.com (or by contacting the Property Manager).</p> <p>Please ensure your home's over the garage light fixture is operating properly and the photocell is functioning so the light is "on" when it's dark outside.</p>	<p>Maintains exterior lighting on the amenity buildings, and HOA-owned light poles in the Common Area.</p> <p>The Town of Jupiter is responsible for maintaining the light poles along the streets and alleyways. To report an FPL light issue, please go to: www.fpl.com/support/report-concerns.html</p>

MULCH	If the Owner so elects, the Owner may install mulch in-between the annual installation of mulch performed by the HOA. Such mulch must match the color/type installed by the HOA.	Performs the installation of mulch in the landscape beds once per year (typically in October/November).
ROOF CLEANING	Owner is responsible for cleaning their roof. See comment regarding white tile roofs.	Performs roof cleaning on Common Area amenity buildings. White Tile Roofs - currently, the Property Manager schedules annual cleaning of white tile roofs, the cost of which gets billed to the applicable owners.
ROOF REPAIRS	Owner is responsible for roof repairs to their home. Townhome buildings have a shared roofing responsibility.	Performs roof repairs for Common Area amenity buildings only.
PAVER REPAIRS	<p>Owner is responsible for paver repairs needed on their Lot, including but not limited to, any removal/grinding down of tree roots causing damage to any portion of their home or property.</p> <p>If an Owner desires to remove tree(s) located on their property due to damage from roots, he/she must follow the ACC application process to request removal. In many cases, a replacement tree will be required. After receiving written ACC approval, the removal/replacement of such trees shall be Owner's responsibility and cost. Refer to "Tree Replacement" below.</p>	Performs paver repairs for Common Area only, including but not limited to, the pavers located at the edge of alleyways.
PEST CONTROL	<p>Owner is responsible for pest control on their property, including but not limited to, rodents, bee hives, ants on driveway, etc.</p> <p>Pest control for ants on the turf (grass) is provided on an as-needed basis and when reported through a Work Order at www.mymartiniquehoa.com (or by contacting the Property Manager).</p> <p>The community's contracted landscaper provides certain pest control services for landscaping, as noted herein.</p>	<p>The HOA is responsible for pest control of the amenity buildings and common areas.</p> <p>The community landscaper applies chemical control for insects to grass and ornamental shrubbery every other month. Some exceptions to this service include: whiteflies, spiral whiteflies and any type of ant in the pavers. These insects/pests are the responsibility of each owner to have treated.</p>

<p>ROOT INTRUSION</p>	<p>The grinding down of roots located above the ground surface, and/or that which may be causing damage to a Unit or other property, is the responsibility of the Lot Owner (the Owner where the root issue is located) to repair/correct, even if the tree/plant causing the root issue is located on a different Owner’s Lot or within Common Area.</p>	<p>The HOA is responsible for root issues located in Common Area.</p>
<p>TREE REMOVAL</p>	<p>Owner is responsible for the removal of tree(s) within their property lines for construction purposes (i.e. pool installation), or if such tree(s) are causing damage to their Unit or property. Tree removal must include stump removal and root grinding. Owner shall replace sod where the tree was removed, as applicable. Owner must follow the ACC application process for all landscaping changes, including but not limited to, requests for tree removal. Also refer to “Tree Replacement” below.</p>	<p>Removes dead or diseased trees in Martinique, unless it’s a tree that Owner planted and/or is a non-standard tree, and is Owner’s responsibility.</p> <p>Refer to “Tree Replacement” below.</p>
<p>TREE REPLACEMENT</p>	<p>Owner is responsible for replacing tree(s) removed from their property, unless the ACC approves non-replacement.</p> <p>Owner is not required to replace tree(s) removed for pool installation, or similar Lot-related construction.</p> <p>If Owner desires to remove tree(s) located on their property for construction-related purposes (i.e. pool installation), or due to damage to home, pavers etc., Owner must follow the ACC application process to request removal. In many cases, a replacement tree will be required and Owner shall specify their proposed replacement tree. Following ACC approval, the removal/replacement shall be Owner’s responsibility and cost.</p> <p>For Townhouse Owners, the Town of Jupiter has approved the following trees as replacement trees in the medians along driveways: Adonidia Palm (single or double), Foxtail Palm (single or double), Japanese Blueberry Tree, or Magnolia Tree. If the median is shared by two Townhouse Owners, both owners should submit a joint ACC application and work together to share in the costs.</p>	<p>Performs tree replacement for Common Areas and trees located in the front of homes. However, the HOA is not responsible for replacing any tree(s) that were removed by others, unless approved in writing by the ACC.</p> <p>In some cases where a tree was removed, the ACC may determine a replacement tree is not required due to existing “over-planting” of trees in the area. As appropriate, the HOA will work with the Town of Jupiter regarding tree removal/replacement decisions.</p>

<p>TREE TRIMMING</p>	<p>Owner is responsible for the trimming of trees on their Lot, excluding certain trees the HOA maintains at scheduled intervals (as further described herein). Any additional trimmings required in between those provided by the HOA are Owner's responsibility.</p> <p>Owner must ensure the trees on their Lot (i.e. Areca palms, coconut palms, etc.) and any non-standard landscaping, are well-maintained and do not become a nuisance or safety risk, and meet the Town and County ordinances related to landscaping (i.e. hedging height, etc.). Owner must follow the ACC application process to request any landscaping additions/modifications.</p> <p>NOTE: The holly trees have witches broom disease and care must be taken to clean the blades before trimming other plantings to avoid spreading.</p>	<p>The HOA contracts to trim the following trees:</p> <ul style="list-style-type: none"> • Trees less than 8' feet in height (routinely) • All Oak trees (typically every 2-3 years) • All Sable & Queen palm trees (annually) • All Crepe Myrtle Trees (annually) • Tree suckers, dead palm fronds and seed pods up to 16' feet in height are removed (routinely). • All Common Area trees, as needed. <p>For example: coconut palm trees in Common Area are trimmed at least once annually; royal palm trees in Common Areas are trimmed twice annually.</p>
<p>WEED CONTROL</p>	<p>Please submit a Work Order when you observe a need for weed control services on the lawn or other areas of landscaping at www.mymartiniquehoa.com (or by contacting the Property Manager).</p>	<p>Chemical controls for weeds are applied every other month, and as necessary throughout the community to maintain the health and appearance of the grass and ornamental shrubbery.</p>

*****The Board reserves the right to modify or cancel any of these guidelines, as operations and/or financial conditions arise.**

