

Martins Crossing Homeowners Association, Inc.

GRS Management Associates, Inc.
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James Andersen -Property Manager
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4 20-09

Welcome New Neighbor,

We are glad you have chosen Martin's Crossing as your new home. As a new resident of the community the following list of resources, neighborhood information and helpful hints provided to ease your transition. While the list covers a range of topics, all home owners should have received a copy of the by-laws as the controlling legal document at settlement. If you do not have a copy, contact the management company of the HOA and they will provide a copy at a nominal cost or you can download a copy from our community website: www.martinscrossing.org . New owners are encouraged to review all policies with members of their family as well as guests.

This listing of the top 25 is intended simply to highlight matters that may be of interest or assistance.

1. The community is deed restricted and managed by a 5 member Board of Directors elected by owners to a one or two year term at each October annual meeting. The MC HOA consists of 433 single family homes and 194 town houses. The 2009 annual budget is 1.5 million.
2. The Board has contracted GRS Management Associates, Inc. to manage the day to day affairs of the HOA. Mr. James Andersen is assigned as our community's Property Manager. Jim's direct line is (561) 641-8554 ext. 155. Jim's email address is iandersenagrsmgt.com. The mailing address of GRS is noted in the heading. Property Manager is assigned full time to Martin's Crossing **Property Manager is available at the clubhouse every Monday-Wednesday from 9:00 to 12:00PM and Thursday's 3:00PM to 5:00PM to discuss any questions, concerns or to acquire any policy related forms you may need.** Jim may also be available by appointment. These office hours are created to allow Jim the time required to fulfill other property related responsibilities as predicated by the Board. Please respect these open office hours. Please stop in and introduce yourself when you have an opportunity.
3. The Board conducts a minimum of one meeting per quarter and they are always open to Members. The October meeting is an annual meeting at which time the Board Members are elected. The November meeting is another important meeting because- the upcoming fiscal year budget is approved by the Board and the Monthly HOA fees are set for the upcoming fiscal year. Written notification of all Board Meetings will be provided approximately 14 days in advance as well as posted on the website and notice boards. It is the owners' responsibility to ensure that that GRS has a current mailing address in order to send notifications and payment coupon booklet for payment of the HOA fees. Failure to provide a current mailing address does not defer your obligations to make timely payments of monthly HOA fees.
4. The Board is supported by advisory committees such as Fining, Finance, Rules and Violations, Landscape, etc. All advisory committees are staffed by owner volunteers. Please speak with Jim if you are interested in serving on a committee.
5. As mentioned above, the MC HOA maintains a web site for informational purposes at www.mattinscrossing.org. Many forms are available for download such as Architectural Review application, Clubhouse Reservation, Change of Address as well as informational notices and community policies.

6. Both the Townhouse and Clubhouse pools are accessed with a key. The Key may be obtained from the Property Manager. The fee for pool key is \$ 25.00. **Landlords are reminded they must either mail to GRS or email Jim Andersen written authorization to release a key to a tenant.** The pools are heated and available for use from seven days a week from Dawn-Dusk. No lifeguard is provided. Please review the Pool Policy. **Children under 16 years of age MUST be accompanied by an adult at least 21 years of age to be within the gated pool area.**
7. Community Fitness Center is located at the Club House and access is controlled via card key system. You may acquire the card key by arranging with the Property Manager. Replacement, lost, missing or additional keys may be obtained at a nominal fee of \$ 25.00 per card. Please report stolen or missing cards to Property Manager.
8. There are two tennis courts located adjacent to the Club House. Night play is accommodated by timer controller lighting.
9. The Club House is available for parties. A \$25.00 use fee is charged and a \$300.00 refundable security deposit is required in advance. The deposit is refundable provided the facility is clean and no damage sustained when the event is concluded.
10. All **exterior modification** MUST have written approval-of the Architectural Review Board in ADVANCE of work commencement as well as be compliant with Martin County code and remitting. Failure to gain advance approval will result in substantial fines and possible court orders requiring the structure or non-approved improvement be removed /torn down. Examples (this is a non-inclusive list) of common modifications or additions requiring Architectural Review Board approval including fencing, pool, patios, driveway extensions, patio enclosures, playground structures, home additions and other screen enclosures. The necessary application instructions and forms may be obtained via the web site or property manager. The general rule regarding ARC application is **WHEN IN DOUBT -SUBMIT.** Property Manager is more than pleased to review any questions regarding applications.
11. Parking on the streets is strictly controlled because of the narrowness of the road ways in the community. Parking on the grass is forbidden throughout the community including residences. The Town House area has 19 additional parking locations designated for use on a first come first serve basis along the roadways as well as additional parking at the Cabana pool parking lot. **NO other street parking is allowed in the Townhouse area at any time. In the Single Family areas, there is no additional approved parking other than the Clubhouse Parking Lot. On street parking is prohibited between 12:00AM and 6:00AM.** Temporary loading and unloading is permitted as well as contractor vehicles during daylight hours. A limited parking pass is available from Jim Andersen for overnight visitors and special circumstances. Towing is enforced. First violation-notice issued -2nd violation vehicle towed at owners expense.
12. **Commercial vehicles, boats, trailer, jet skis, ATV, (list non-inclusive)** must be parked in your garage or off site as parking for the same is prohibited in any other area the community. Any vehicle with signage greater than one (1) square foot is considered a commercial vehicle and must be parked in the garage or any commercial lettering should be covered or commercial magnets removed when in the community. Failure to comply may result in a violation notification and fines of \$ 50.00 per day once officially notified. Consult your by-laws or GRS for more detail. See Violation Policy on website.
13. Vehicles are prohibited from blocking sidewalks at any time day or night.
14. Drivers are cautioned against speeding. There are many small children residing in our community and reducing your speed will help keep our community safe. Please show respect to your fellow residents.

15. Grass cutting, fertilization, herbicide application, lawn pest care, edging, paver driveway weed control are provided to all homeowners. Single family bed maintenance, shrubbery trimming, tree trimming weeding of beds and mulching are the sole responsibility of the homeowner. In addition, Townhome owners have shrub and tree trimming services provided as part of your MC HOA monthly fees.
16. **Landscaping modifications are also subject to ARC approval.** A list of or pre-approved trees and shrubs is forthcoming to minimize owner paperwork when making small changes around your residence.
17. Owners are instructed to avoid A N Y encroachment onto the MC HOA common areas with items such as swing set, playground equipment, horseshoe pits, chairs/benches or landscaping.
18. The designated Preserve Areas consisting of upland habitation, lakes, and littoral areas are administered by the MC HOA and regulated by Martin County and State of Florida law. Owners should ensure that children are not playing (or pets roaming) in these special areas. Report ANY ATV or other non-authorized activity on our preserves or lakes to the Martin County Sheriffs Office immediately. No animal capture, hitting of golf balls is permitted into the preserves, or shooting of fireworks. No boats or toy boats are permitted on the lakes. Please help preserve our natural areas and beautiful views/
19. Owners are restricted to three domestic pets. Pet owners are responsible for insuring that their pet is under control at all times and not a threat or nuisance to your neighbors. Aggressive dog behavior towards other dogs or people will result in you, the owner of the aggressive dog, being requested to remove the dog from the community and possible fees.
20. All **dogs shall be on a leash at all times when off your property** and you are responsible for picking up after your pet. Owners are also encouraged to remove accumulating pet waste from their respective yards. Be a good neighbor and a responsible pet owner and remember to **pick up after your pet in both common and residential areas.**
21. Trash pickup on the community occurs twice a week -on Tuesday and Friday. Friday is also recycle day, and Wednesday is yard waste day. **Waste is to be placed at curb on pick up day and returned to the home by day's end of each pickup day. Garbage and recycling receptacles are to be placed in your garage or out of site- not visible from streets.** Contact Waste Management of Hobe Sound at (772)546-7700 for your free recycling bin.
22. **A clean community is a pleasant community.** Owners are requested to pick up unsolicited advertisements. Since MC HOA is not a gated community, various solicitations appear from time to time and are a source of pollution that detracts from our curb appeal and can blow into the sewer, drainage systems and preserves and lakes. Please promptly remove and discard such items. If the home next to you is vacant or seasonal owner, take a moment to pick up any debris there as well. Adopting a home only improves the look of your home.
23. The contracted security company mission is to protect the Club House, Cabana areas including the pools, tennis courts, and parking lots. They are also tasked with parking enforcement for our roadways. Please report all other suspicious behavior or civil disturbance matters directly to the Martin County Sheriffs Office. The security contractors are not authorized to function as a local police force within the HOA.
24. Parents are requested to counsel your children against playing in the streets. One of our most important collective goals is to ensure the safety of our children in the community. Skate board ramps are not allowed on the streets. They are an accident waiting to happen. Any abandoned skate board ramp, basketball hoop or similar items left on the streets will be removed.

25. Lastly, some helpful contact information:

- a) Comcast Cable- (772)419-6051
- b) An' 1-888-757-6500
- c) Florida Power and Light (772) 287-5400
- d) Martin County Animal Control (772) 221-1422
- e) Martin County Sheriffs Office (non-emergency) (772) 220-7000.
- f) Martin County Property Tax (772) 288-5600
Martin County Voter Registration (772) 299-5637
- h) Martin County Sewer & Water (772) 221-1434
- i) Governmental Representatives
 - i. Susan Valliere District 2 County Commissioner
 - ii. William D. Snyder District 82 Florida House of Representatives
 - iii. Ken W. Pruitt State Senator District 82
 - iv. MC HOA Voting Precincts 32 or 45 (depending on your address)

We hope this information is useful and we encourage you to get involved in one of our community committees.

Sincerely,

The Board of Directors
Martin's Crossing Home Owners Association