



BOCA WEST
MASTER ASSOCIATION

RULES & REGULATIONS



BOCA WEST MASTER ASSOCIATION

"RULES OF THE ROAD"

Safety Message from the Boca West Master Association

Boca West Master Association roadways and paths are used extensively by vehicles, bicyclists, and pedestrians. **"SHARING THE ROAD"** with courtesy while traversing these areas is critical to accident prevention.

MOTORVEHICLES

1. You **MUST** comply with posted speed limits of 30mph and other traffic signs.
2. **MUST** make a complete **FULL STOP** at every **STOP SIGN**.

GOLF CARTS

Golf carts **MUST** be used on the roadways and driven in the right-hand lane to avoid walking paths as much as possible. Golf carts must yield to pedestrians, bicyclists, automobiles and have lights if being driven at night. Additional information on golf cart registration and use is available at the **Security Office**.

BICYCLISTS

In Florida, the bicycle is legally defined as a vehicle and the bicyclist is a driver. Bicyclists have the same rights to roadways and **MUST** obey the same traffic laws as the drivers of other vehicles. These laws include stopping for stop signs, riding with the flow of traffic, using lights at night, yielding to the right-of-way when entering a roadway and yielding to pedestrians in crosswalks.

WALKING SAFETY TIPS

Please do not walk in the road, walk on sidewalks whenever they are available. If there is no sidewalk, walk facing traffic and as far from traffic as possible. Cross streets at crosswalks or intersections. Look for cars in all directions, including those turning left or right. If a crosswalk or intersection is not available, locate a well-lit area where you have the best view of traffic. Wait for a gap in traffic that allows enough time to cross safely; continue watching for traffic as you cross. Watch cars entering or exiting driveways or backing up in parking lots. While walking during the evening hours, please wear reflective clothing or carry a small flashlight. Embrace walking as a healthy form of transportation - get up, get out and get moving.

"THANK YOU" to the automobile drivers for **WATCHING YOUR SPEED**, obeying speed signage, coming to a complete stop at stop signs, and being courteous of other drivers, golf carts, pedestrians, and cyclists.



Guidelines for Homeowners, Renters, Significant Others and Permanent Guests With and Without Transponders

With Transponders:

- Speeding or failure to come to a complete stop at stop signs in a vehicle or golf cart will trigger a citation and will result in deactivation of a transponder. If this occurs, the transponder belonging to the vehicle involved **and all transponders associated with that address** will be deactivated. Violations will result in deactivation as described below in the penalties section.
- In order for an appeal to be considered, resident and guest (if possible) must attend a Grievance Committee meeting to discuss the infraction and its impact on road safety in Boca West. With a successful appeal, the citation may be excused and no further action will be taken.

Without Transponders:

- A letter will be sent to the homeowner informing him/her that this person has violated traffic rules, requesting that they both attend a Grievance Committee meeting to discuss the infraction and its impact to road safety in Boca West.

Guidelines for Vendors & Contractors

A phone call will be placed to the respective company owner(s), informing them that their employee has compromised resident safety and endangered themselves. Future violations may result in stringent action by BWMA that could include a period of time when their company is not allowed into Boca West. Residents that have work being performed by these contractors will be notified.

Guidelines for Caregivers / Nurses – With or Without Transponders

Traffic rules that are violated will dictate a letter to resident, informing of the violation. Repeat action must be avoided or may result in sanctions against the aide or employer of aide. Counseling by resident must occur. It is not our desire to interfere with patient care, however, traffic safety must be observed.

Penalties

- **First Violation: 28 days maximum transponder deactivation; All subsequent violations will result in this deactivation schedule with an additional 2 weeks. This also applies to failure to come to a complete stop at stop signs in the community.**
- In all cases where citations have occurred, an appeal process is standard procedure. Violators will be given a minimum of 14 days written notification to appear at a Grievance Committee meeting.
- Deactivation of transponders will take place between the months of November through May.
- Violations are cumulative and will be expunged every three years.

Boca West Master Association Board of Directors



BOCA WEST MASTER ASSOCIATION

Vehicle Fines & Transponder Suspensions

(Effective 6/1/2025 as approved at the Board of Directors Meeting 5/21/2025)

Over Speed Limit	
5-10 MPH	\$25.00

Over Speed Limit: 11-20 MPH	
1 st Offense	\$100.00
2 nd Offense	\$250.00
3 rd Offense	\$500/30 days transponder suspension
4 th +Offense	\$500/90 days transponder suspension

Over Speed Limit: 21 MPH & Reckless Driving	
1 st Offense	\$300/30 days transponder suspension
2 nd Offense	\$500/60 days transponder suspension
3 rd +Offense	\$1,000/90 days transponder suspension

Stop Sign Fines	
1 st Offense	\$100.00
2 nd Offense	\$250.00
3 rd Offense	\$500/30 days transponder suspension
4 th + Offense	\$500/90 days transponder suspension

Note:

- 1: A "Vehicle" includes cars, trucks, golf carts and any other vehicle that is electronic or gas (bikes, scooters, etc.)
- 2: All offenses will be considered cumulative for fining purposes. Time period is twelve months from the date of infraction.
- 3: Residents will be responsible and notified by letter of an offense for any vehicle gaining access to the BWMA campus on the residents' access/guest list.



BOCA WEST MASTER ASSOCIATION

NON-TRAIL GOLF CART REGISTRAION 2024/2025

Golf cart registration is mandatory for non-trail fee golf carts to be operated on Boca West roadways.

As of January 1st, 2025, the Boca West Master Association has adopted new golf cart registration fees.

The initial one-time new golf cart registration fee will be:
\$50.00

Each annual renewal requiring proof of insurance will be:
\$25.00

Non-trail golf cart registration can be completed through Security Administration located at:

20540 Country Club Blvd. Suite 104
(561) 488-1598; Extension: 301
Email: sa@bocawestmaster.com

Monday-Friday 8:30am-5:00pm & Saturday 7:00am-3:00pm



BOCA WEST MASTER ASSOCIATION

20540 Country Club Boulevard, Suite 105 Boca Raton, FL 33434-4202
Telephone (561) 488-1598 Fax 561-487-5531

GOLF CARTS

"RULES OF THE ROAD"

BWMA roadways and paths are used extensively by vehicles, bicyclists, and pedestrians. "Sharing the Road" with courtesy while traversing these areas is critical to accident prevention. Below are the Rules of the Road pertaining to Golf Carts.

1. Golf carts fees are as follows: \$50.00 one-time fee with an annual renewal fee of \$25.00 per golf cart.
2. Golf carts may be used on the roadways and golf courses (with the approval of the Country Club).
3. Operation of golf carts is permitted during the hours between sunrise and sunset. Golf carts may be driven at night only if equipped with headlights, brake lights, and turn signals.
4. Golf carts **MUST** be used on the roadways and driven in the right-hand lane to avoid walking paths as much as possible. Carts must be headed in the same direction as motor vehicles and must yield to motor vehicles, bicyclists, and pedestrians.
5. Children under 16 may not operate a cart. No child is permitted to sit on the lap of the cart operator.
6. The number of people allowed in one cart must not exceed the manufacturer's recommendation.
7. **INDEMNIFICATION:** Every owner of a personally owned golf cart within Boca West agrees by virtue of and as a condition to owning, operating, and maintaining said cart within Boca West, to indemnify and hold harmless the Boca West Master Association, Inc, and its directors, officers, and employees from and against all loss, liability, and damages.



BOCA WEST MASTER ASSOCIATION

20540 Country Club Boulevard, Suite 105 Boca Raton, FL 33434-4202

Telephone {561} 488-1598 Fax 561-487-5531

costs or expenses related to or arising out of injury to or death of persons or damage to property occasioned by, resulting from, or arising out of the ownership, operation, and maintenance of said privately-owned golf cart within Boca West.

Printed Name

Member Number

Email

Address

Signature

Date

FOR OFFICE USE ONLY:

Cart Permit Number

Issued By: _____



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BOCA WEST MASTER ASSOCIATION / AMR SPECIAL NEEDS FORM

PLEASE COMPLETE / SIGN & RETURN TO BWMA SECURITY

NAME: _____ VILLAGE: _____

ADDRESS: _____ APT#: _____

PHONE NUMBER: _____ EMAIL: _____

CELL PHONE NUMBER: _____

DO YOU HAVE A CAREGIVER? (CIRCLE ONE) YES OR NO

NAME OF CAREGIVER: _____

PHONE NUMBER: _____ CELL NUMBER: _____

NAME OF EMERGENCY CONTACT: _____

PHONE NUMBER: _____ CELL NUMBER: _____

DISABILITY: (CHECK THOSE THAT APPLY)

VISUALLY IMPAIRED
MOBILITY

HEARING IMPAIRED
BEDRIDDEN

SPECIAL EQUIPMENT: (CHECK THOSE THAT APPLY)

WALKER
WHEELCHAIR

CANE
ELECTRIC SCOOTER

ELECTRICAL DEPENDENT: (CHECK THOSE THAT APPLY)

OXYGEN

NEBULIZER

ADDITIONAL INFORMATION WE SHOULD KNOW:

RESIDENT NAME (PLEASE PRINT): _____

SIGNATURE: _____

DATE: _____

PLEASE COMPLETE / SIGN & RETURN BOCA WEST MASTER ASSOCIATION
MAIL TO BWMA AT: 20540 COUNTRY CLUB BLVD. #104, BOCA RATON, FL. 33434

**Please update form and submit as your needs change.*

Please email the completed form to sa@bocawestmaster.com



Hurricane Shutter Rule

On Wednesday, November 29, 2023, at the duly noticed Board meeting, the Board of Directors adopted a hurricane shutter rule.

Shutters should be deployed only during the designated hurricane season from June 1 through November 30.

Now that hurricane season is over, we ask that you remove your shutters.

Adopted Rule:

Deployment of Hurricane Shutters. Notwithstanding any covenant, rule, or restriction contained in a Member Village Association's governing documents and/or Rules and Regulations that may include more stringent timeframes or requirements for deployment/closure of hurricane shutters, except in circumstances where a hurricane watch or warning has been issued for South or Central Florida, hurricane shutters on any Home or structure on a Lot within Boca West, as defined by Article I(d) of the Declaration for Boca West, as amended from time to time, shall not be deployed or closed at any time outside the official Hurricane season as defined by the National Weather Service, generally, from June 1 through November 30 of each year.

Further, during Hurricane season as defined by the National Weather Service, when a Lot Owner or the Occupants of a Lot are expected to be absent from the Lot for a period of ten (10) days or longer, the Owner or Occupant must ensure the removal of all furniture, plants and any other loose objects from any exterior areas outside of the Home or the condominium unit.

Resolution Dated 7/16, 2025

**BOARD RESOLUTION FOR
BOCA WEST MASTER ASSOCIATION, INC.**

WHEREAS, pursuant to Florida Statute § 720.305 and the Declaration of Covenants, Conditions, and Restrictions (the “Declaration”), the Board of Directors of the Boca West Master Association (the “Board”) is authorized to adopt and enforce rules and regulations governing the conduct of members, residents and guests of the Boca West Community;

WHEREAS, the Board finds it necessary to establish a formal process to address allegations of misconduct and improper behavior, including violations of governing documents, and other behavior detrimental to the community;

NOW, THEREFORE, BE IT RESOLVED THAT:

No immoral, improper, offensive or unlawful conduct or activity (including physical or verbal abuse, assault, harassment, discrimination, and disruptive activity) shall be carried on within the Boca West Community, nor shall anything be done therein or thereon which may be an annoyance to the Boca West Master Association, Boca West Community or other Owners and Residents, or its (and their) employees, Directors or Committee Members.

No nuisance shall be permitted within Boca West Community nor shall any use or practice be permitted which is a source of annoyance to the Owners or interferes with the peaceful use and possession thereof by the Owners. Nothing shall be done or maintained in any Lot or Unit, upon the Boca West Common Areas, or upon the common areas or common elements of any Member Village Association which will be in violation of any law, ordinance, statute, regulation, or rule of any governmental authority having jurisdiction over the Boca West Community or portion thereof or in violation of any provision of the Declaration or Bylaws of the Boca West Community, as they may be amended from time to time, or in violation of this or any subsequent rules and regulations which may be promulgated by the Board of Directors of the Master Association from time to time, as elsewhere provided herein. The determination of what constitutes a nuisance or immoral, improper, offensive, or unlawful conduct or activity pursuant to this Rule shall be made in the sole and absolute discretion of the Board of Directors from time to time.

Fines for violations

- First Offense - \$100 + 7 day suspension of transponder access
- Second Offense - \$250 + 14 day suspension of transponder access

- Third or subsequent offenses - \$500/offense + 28 day suspension of transponder access

Following Board approval of any violation, the individual cited shall receive a notice and an opportunity to be heard by the Grievance Committee in accordance with Florida Statute 720.305.

Certification

This resolution was duly adopted by the Board of Directors of the Boca West Master Association on the date first written above and shall become effective immediately.



Daniel Bejarano

BWMA, President



BOCA WEST MASTER ASSOCIATION

BOCA WEST MASTER ASSOCIATION, INC. ARCHITECTURAL CONTROL GUIDELINES

MISSION STATEMENT

The Boca West Master Association is dedicated to ensuring the safety and security of our residents and to preserve and promote the values and desirability of the properties and lifestyle of the Boca West Community.

Introduction to the BWMA Architectural Control Committee

Purpose

To provide for the protection of building integrity, standards, aesthetics and overall harmony of our master planned community and environment, the Boca West Master Association, Inc. ("BWMA") Architectural Control Committee ("ACC") has developed this set of guidelines to review Village and resident applications for change. This involves only changes to property exterior appearances including, but not limited to, tear-down and rebuild of homes, additions, new or extended patios, new screen enclosures or alterations to existing screen enclosure colors, design, or frames, window and door alterations, paving (milling and overlay only, but not sealcoating), Village signage, new pool/spa installations, golf cart enclosures, and Village landscaping projects visible from or affecting Boca West Common Areas.

As set forth in Article VII of the Amended Declaration of Maintenance Covenants of BWMA, the approval requirements herein shall be inapplicable to any maintenance that does not modify, alter, or change the external appearance of any Lot, Member Village Association common area, or Member property, nor any non-material landscaping modifications.

The ACC does not seek to restrict individual creativity, but rather to maintain within the entire community the aesthetic relationship among homes, within Villages, golf courses and natural surroundings.

Authority

The authority for the ACC is set forth in Article VII of the Amended Declaration of Maintenance Covenants for Boca West Master Association. The ACC is responsible for carrying out its duties on behalf of all members of the Association for the benefit of the entire community, and their actions must be approved by the Boca West Master Association (BWMA) Board of Directors.

The ACC serves the Board of Directors and is chaired by a Board member, who appoints the other Committee members on an annual basis. Decisions and/or recommendations of the Committee are made by a majority of those members present at a Committee meeting, provided there is a quorum (majority) of Committee members present at the Committee meeting, or unless in the reasonable discretion of the Committee chairman, circumstances are such that a meeting cannot be timely convened and quorum obtained due to time constraints and, in such cases, the Committee and/or Board has delegated authority to one or more Committee members to make a decision/recommendation in the absence of a meeting and a quorum.

Responsibilities

On behalf of the Association, the ACC is empowered to perform the following functions:

1. To review all Owner and Village architectural applications for compliance with established Village architectural design criteria, if any, and the Amended Declaration of Maintenance Covenants.
2. To require that each respective Owner and Village application is completed and reviewed in its entirety and approved by at least three (3) Village board members and the Village community association manager to determine compliance with established Village architectural design criteria, if any, and the Amended Declaration of Maintenance Covenants.

3. To contact all applicants whose plans and specifications have been approved or disapproved, with reasons for disapproval.
4. To maintain copies of applications, design documents and related records, for a period of at least seven (7) years.
5. To inform members of the Association regarding activities of the ACC and changes in criteria as they may occur.
6. To interact and assist Villages with the architectural control process.

GUIDELINES FOR ARCHITECTURAL STANDARDS

1. The process for obtaining approval begins with the application. The applicant must complete and abide by all instructions contained in the application. The applicant shall use this application to fully describe the intended project. Applications can be obtained directly from Village managers, downloaded from the BWMA website (www.bocawestmaster.com) or picked up at the BWMA administrative office during business hours. Certain projects may require the ACC and/or Board to obtain the advice and assistance of an outside engineer/architect to review the plans and specifications submitted for approval. Accordingly, the ACC and/or Board may require an owner to submit, along with the application a fee not to exceed one thousand dollars (\$1,000.00) to be used for retention of an outside engineer/architect to review the plans and specifications submitted. Any difference between the \$1,000.00 fee submitted with the application for approval and the actual costs incurred by the Association in the retention of the outside engineer/architect will be refunded to the owner upon issuance of the approval by the ACC/Board of the plans and specifications for the work set forth in the application.
2. Compliance with all Village requirements must be met, which can be found in the respective Village governing documents, as well as the BWMA Declaration of Maintenance Covenants.
3. As a courtesy to your neighbors, it is recommended that the submitting Village resident/manager/Board notify neighbors that may be impacted by work in progress, noise, view change, traffic, etc.
4. For home tear-downs and re-builds, additions, or other large projects, the architect and/or builder may be required to attend the ACC meeting to present and review the complete set of plans, and must be available throughout the duration of the project should there be issues of concern.
5. Roof materials and design shall conform with established Village architectural design criteria, if any, and the Villages' architectural guidelines, if any.

6. Roof Maintenance (Approved at the June 25, 2024 Board Meeting)

The Boca West Master Association is dedicated to providing for the safety and security of residents and guests and upholding a consistent level of excellence in providing a beautifully maintained environment. We strive to forge mutually supportive relationships with the Boca West Country Club and the Village Associations.

The Village Association has the responsibility to ensure that the property owners maintain their property in accordance with the standards of the Association. Homeowners and village Boards are to review the cleanliness of the roofs within your Village. Non-compliance by a homeowner, HOA or Condominium will result in the Master Association taking further action under Article VI Exterior Maintenance of the Boca West Master Association Declaration of Maintenance Covenants, by authorizing a contractor to perform the cleaning with the homeowner, HOA or Condominium being billed for the cost incurred, including administrative fees. Failure to pay such costs will ultimately result in a lien being filed on the dwelling in favor of the BWMA.

7. **Glass Color & Tint (Approved at the September 25, 2024 Board Meeting).** Windows, fixed glass and doors shall conform to current Florida Building code. Frames (including frame color as approved by the respective Village), must conform to existing colors within the Village as approved by the Village Board. Glass color and Low-e tint are determined by the Village Board.
8. Exterior paint color changes, must be approved by the respective Village's Board and community association manager before submission to the ACC.
9. **Landscaping. (Approved at the November 11, 2024 Board Meeting).** Astro Turf is allowed at the discretion of the villages. Faux plants are not allowed and the villages have the first right of refusal.
10. Satellite dishes – camouflage requirements may only be imposed on ground level installations to the extent that the Village requires similar outside structures be camouflaged. Requirements for installation shall not hinder the ability of the resident to receive satellite signals. Satellite dishes shall not be installed on any associations' common property. Where possible, satellite dishes shall be installed at the rear of homes.
11. Flags/flagpoles display, in accordance with Chapter 720 of the Florida Statutes:
A homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner; and one portable, removable official flag not larger than 4 ½ feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or a POW-MIA flag, regardless of any covenants, restrictions, bylaws, rules or requirements of an association.

A homeowner may erect a freestanding flagpole no more than 20 feet high, on any portion of the homeowner's real property, regardless of any covenants, restrictions, bylaws, rules or requirements of an association, if the flagpole does not obstruct sightlines at intersections and is not erected within or upon an easement. The homeowner may further display in a respectful manner from that flagpole, one official United States flag, not larger than 4 ½ feet by 6 feet, and may additionally display one official flag of the State of Florida or the United States Army, Navy, Air Force, Marines, Coast Guard or POW-MIA flag. Such additional flag must be equal in size to or smaller than the United States flag.
12. Notices, signs, billboards, advertising signs or structures are prohibited on any lot, other than building permit boards.
13. Mailboxes and mailbox numbers shall conform to applicable Village and postal standards, if any.

14. Exterior lighting shall conform to Village standards, if any.
15. Fences must conform to Village standards and guidelines.
16. Wood siding for buildings is discouraged, due to maintenance requirements and termite infiltration.
17. Solar panels shall be reviewed on an individual basis and shall lay flat to the roof plane. All piping shall be concealed whenever possible and all exposed piping shall be painted to match the surrounding surface. Solar panels must be in accordance with the Solar Rights Act of Florida, Florida Statute 163.04. Solar panels shall be placed in the least conspicuous locations reasonably possible, while not impairing the effective operation of the solar collectors.
18. Visible clotheslines are not permitted.
19. Window and/or wall air conditioning units are not permitted.
20. Screen enclosures and hurricane shutters shall be designed to conform to current Florida Building Code and applicable Village requirements.
21. If required by Palm Beach County, a survey noting the changes is required for modifications such as fences, new pool installations, additions, screen enclosures, substantial driveway modifications, walkways, generators or other new mechanical equipment.
22. Golf Cart Structures: A survey noting the location of the structure and landscaping to be installed must be included with the application. Effective on July 29, 2020, the BWMA Board of Directors adopted the following rule regarding overnight golf cart parking:

Golf carts may only be parked or stored overnight (i) within a garage or (ii) under or within an enclosure that has been approved by the Architectural Control Committee of the Master Association. The Master Association and/or such Committee may from time to time adopt and publish such guidelines and standards for approval as deemed reasonably appropriate. Areas designated for golf cart storage must have county-permitted electrical outlets and the shelter must comply with hurricane building standards.

Golf Cart Structures: (Approved at the June 25, 2024 Board Meeting)

These specifications going forward will ensure that there is uniformity in construction type material as well as community aesthetics. These guidelines create a starting direction for a village board to hire a professional firm to create construction drawings to be used for Palm Beach County Building permit application and formal approval of the Master Association Architectural Committee.

All covered parking structures will be constructed with a minimum of (3) stucco walls with a minimum height of 5 feet and a hard roof and solid surface parking surface. (Awnings, Vinyl fabric structures will not be permitted for any reason)

- **Walls** must be constructed of concrete block, wood or metal frame with plywood or equal to create a stucco finish to match existing finishes of community and or to match the likes of other structures already constructed.
- **Roofing** must be of hard materials: acceptable construction is of insulated aluminum foam panels, wood or metal truss, decked with a lightweight or tile roof material to match or complement existing village roof construction.
- **Parking Surface** must be constructed of concrete, asphalt, brick pavers, porcelain tile or the like kind. No crushed rock, stones or grass parking will be allowed.

All structures require Palm Beach County Building permitting, Village and Architectural Control Committee review and approval before work can begin. Electrical service will also require Palm Beach County Building permits and inspections.

ACC has the right to request additional documents, plans, site plans, renderings, material samples, landscape design, color samples, engineering and architectural information, insurance information as well as city, county and state license for all work being done.

All colors will be first approved by village boards and match e each community or new design submitted to ACC for approval.

ACC recommends that if you have any question on materials and or construction that a preconstruction meeting be scheduled with your design professionals and the ACC.

A survey noting the location of the structure and landscaping to be installed must be included with the application. Effective on July 29, 2020, the BWMA Board of Directors adopted the following rule regarding overnight golf cart parking:

Golf carts may only be parked or stored overnight (i) within a garage or (ii) under or within an enclosure that has been approved by the Architectural Control Committee of the Master Association. The Master Association and/or such Committee may from time to time adopt and publish such guidelines and standards for approval as deemed reasonably appropriate. Areas designated for golf cart storage must have county-permitted electrical outlets and the shelter must comply with hurricane building standards.

(Approved at the February 26, 2025 Board Meeting)

Low Speed Vehicles (LSV) are not to park in designated car parking spaces and must be stored in an approved golf cart shed constructed according to the Architectural Control Guidelines.

23. Mid-Rise Buildings:

- a. Awnings are not permitted.
- b. All patio/balcony enclosures must be the same color in each building.
- c. If not already in place, standards and guidelines must be chosen by respective condominiums for patio/balcony enclosures, windows & doors and any other building component that can be viewed from the exterior.
- d. When incorporating terraces into a living area, a structural engineer's report must be submitted along with the petition confirming the weight will not affect the high-rise building structure.

TEAR-DOWNS & REBUILDS

1. Tear-downs will not be allowed without the Village and BWMA ACC final approval of new home certified plans, which must accompany the application for any new home construction. The exception to this is in the event a home is damaged beyond repair by fire, the house will be allowed to be taken down.
2. Two final completed sets of plans are required – one for the Village and one for BWMA ACC – all plans to be drawn to 1/4" to 1' scale. Plan is to include the following:
 - a. Stamped, final plan, elevations, working drawings from an engineer/architect
 - b. Exterior finishes, doors, windows, materials, colors, including roof type and color
 - c. Exterior paint colors, if not shown with initial plans, must be approved in advance of commencement of work, by the respective Village and BWMA.
 - d. Hardscape plans – patios, balconies, porches, new pool/spa installations, walkways, decks; screen enclosures, and mechanical equipment.
3. Lots shall be appropriately fenced during construction.
4. Port-O-Lets shall be approved by the respective Village.
5. Dumpsters must be located at a location on the owner's Lot and must not interfere with traffic flow in the community. Dumpsters must be covered when full and promptly emptied.
6. Lot must be kept clean on a daily basis.
7. Rules for workers include OSHA guidelines, no loud music, no alcoholic beverages, no firearms, no family members and no friends; no pets; shirts and shoes to be worn at all times.
8. Plans must reflect respective county and Village specifications for setback requirements, height restrictions, color standards for siding and roof, any landscape restrictions, , and Lot size.

HURRICANE PROVISIONS

When Boca West is in a hurricane watch as dictated by the National Hurricane Center, the site must be cleared of all loose building materials, loose roof tiles must be removed, the dumpster must be emptied and covered, the Port-O-Let must be removed or secured to the structure in such a way as to be immovable. Failure to protect the surrounding structures will be grounds to suspend the project and the responsibility of any damage to any properties will be borne by the homeowner and the contractors.

Hurricane Shutter Rule (Approved at the June 25, 2024 Board Meeting)

Deployment of Hurricane Shutters. Notwithstanding any covenant, rule, or restriction contained in a Member Village Association's governing documents and/or Rules and Regulations that may include more stringent timeframes or requirements for deployment/closure of hurricane shutters, except in circumstances where a hurricane watch or warning has been issued for South or Central Florida, hurricane shutters on any Home or structure on a Lot within Boca West, as defined by Article I(d) of the Declaration for Boca West, as amended from time to time, shall not be deployed or closed at any time outside the official Hurricane season as defined by the National Weather Service, generally, from June 1 through November 30 of each year. Failure to comply with this rule may result in fines and transponder suspension.

INSURANCE

Contractor(s) shall provide BWMA with a certificate of insurance naming the BWMA as certificate holder. The following minimum limits apply:

- Commercial General Liability - \$1,000,000
- Workers Compensation – statutory

SAFETY & SECURITY GUIDELINES

Vehicles of workers for all projects will comply with the respective Villages' rules and BWMA "Rules of the Road".

For the safety of all residents, all contractors, subcontractors, and vendors who enter Boca West ***must display their company sign!***

All contractor/vendor vehicle signs must:

- Display name of company and telephone number
- Be prominently displayed on all vehicles
- Be permanently affixed or magnetic with the lettering at least three (3) inches high
- Must remain on contractors/vendor vehicles at all times while in Boca West!

Contractors and vendors must enter Boca West property through Jog Road or Yamato Road. Please Note: Contractors and vendors that repeatedly fail or refuse to follow the approved ACC Guidelines and BWMA "Rules of the Road" will be subject to losing their privilege to gain access and/or work in Boca West.

CONSTRUCTION DAYS & HOURS

- Monday – Friday; 7:00 a.m. – 6:00 p.m.
- Saturday – 8:00 a.m. – 5:00 p.m.
- No work on Sunday or holidays: New Years Day, Memorial Day, Fourth of July, Labor Day, Rosh Hoshana, Yom Kippur, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Emergencies are the exceptions.
- Villages may have noise rules for morning start times and other construction times, but they cannot exceed the established BWMA guidelines.



BOCA WEST MASTER ASSOCIATION

Architectural Control Petition Form

SECTION I - TO BE COMPLETED BY HOMEOWNER (Petitioner)

Petitioner Name: _____ Village: _____

Address: _____

Phone #: _____ Alt. phone: _____

Email Address: _____

Description of work to be performed _____

All deviations from the original plans and specifications submitted with this petition require approval from your Village and BWMA in advance of any work in furtherance of such changes.

Contractor Name: _____

Contractor Phone and Email: _____

Contractor License # _____

(Complete the above portion of this form, attach signed Agreement to Perform and Indemnity Agreement, documents, and submit with blue prints, sketches, site plans, survey, photo, paint chips, sample materials, to your respective Village Architectural Review Board or Board of Directors).

SECTION II- TO BE COMPLETED BY VILLAGE BOARD OF DIRECTORS

The undersigned, duly authorized officers, directors, and community association manager for the foregoing Village association verify that we have thoroughly reviewed in detail the designs, drawings, plans, and specifications for the work to be performed to the above-described Lot as set forth in this Architectural Control Petition and hereby confirms that such work **is/is not(circle one)** in harmony as to external design, location in relation to surrounding structures and topography of the Village association, and **is/is not (circle one)** otherwise consistent and in conformance with the architectural standards and guidelines established by the Village association.

APPROVED _____ DENIED & REASON FOR _____

Board President _____
(print name) Signature Date

Board Officer _____
(print name) Signature Date

Board Director _____
(print name) Signature Date

Village
Manager/CAM _____
(print name) Signature Date

BOCA WEST MASTER ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE AGREEMENT TO PERFORM AND INDEMNITY
AGREEMENT

Property Address: _____

Village: _____

Telephone Number(s) _____

This request for approval is for: (Describe improvement/alteration): _____

(please enclose additional page(s) if more space is needed)

By submitting an Architectural Control Petition ("ACC Petition") and by signing below, Applicant(s) certifies that he/she is an owner of the property identified above (the "LOT") and that he/she has the authority to bind any other owners of the property. Applicant(s) hereby agrees to perform only those changes, improvements, additions, modifications, and/or alterations to the LOT, or any improvements thereon, which are approved (collectively "Approved Work") by the Boca West Master Association, Inc. (the "Master Association".)

Applicant(s) hereby agrees and acknowledges that the Master Association has the right, at any time, to suspend the work on the LOT if, in the Master Association's reasonable discretion, "Just Cause" exists for such suspension. "Just Cause" includes, but is not limited to: the Applicant's failure to comply with conditions for approval imposed by the Master Association and/or the terms, conditions, restrictions and requirements set forth in the governing documents of the Master Association; Applicant's or any of Applicant's contractors' or subcontractors' performance of any work changing, improving, adding to, modifying, and/or altering the exterior appearance of Applicant's Lot that were not set forth in the ACC Petition submitted by Applicant(s) and approved by the Master Association (collectively "Non-Conforming Work"). In such case, the Applicant(s) will be advised of the reason for the suspension, which shall include a description of the Non-Conforming Work. The Applicant(s) must resolve all such issues to the Master Association's satisfaction and receive the Master Association's written approval prior to the work commencing again. No work on the exterior of the Lot shall be made during any suspension period. In addition to suspension of the Approved Work as well as suspension of any Non-Conforming Work being performed upon an Applicant's Lot, the Master Association shall be entitled to seek any additional remedies available pursuant to its governing documents and/or Florida law, including, but not limited to, filing suit in law or equity seeking damages and/or injunctive relief, fines, and/or suspension of use rights to certain common elements, which remedies shall be cumulative and not be exclusive of one another. Any attorneys' fees or costs incurred by the Master Association arising from Applicant(s) failure to comply with the architectural guidelines and provisions of the Master Association's governing documents, regardless of whether or not suit is filed, shall be reimbursed to the Master Association by the Applicant(s), and shall be collectible in the same manner as assessments, as set forth in the governing documents of the Master Association.

BOCA WEST MASTER ASSOCIATION, INC.
ARCHITECTURAL CONTROL COMMITTEE AGREEMENT TO PERFORM AND INDEMNITY
AGREEMENT

Applicant further acknowledges and agrees that he/she shall protect, defend, indemnify and hold the Master Association harmless from and against any and all liability, costs, damages or expenses directly or indirectly caused by or arising from any acts of Applicant and/or any other owner(s) of the Lot or Applicant's contractors, subcontractors, or any of their agents, licensees, or invitees, and from any liabilities, costs, damages, or expenses arising, directly or indirectly, from any injury, accident or damage to any person or property, including common areas of the Master Association or other LOTS within Boca West, arising from or relating to the Approved Work as well as any Non-Conforming Work and occasioned wholly or in part by any act or omission of Applicant, by any contractor engaged by or on behalf of Applicant or by any other third-party providing goods or services in connection with the project covered hereby.

The Master Association's approval shall not be construed as any statement, position, or warranty of any kind that the proposed changes, improvements, additions, modifications, and/or alterations will be compliant with building codes, be structurally sound, have any particular impact on the Lot's value, or be suitable for intended use.

Applicant's Signature Date

Applicant's Signature Date

Print Name

Print Name



BOCA WEST MASTER ASSOCIATION

Required Documentation



BWMA Architectural Control Checklist

Petitioner's Information Contractor's Information Village Board Approval (page 1 of the petition)	<input type="checkbox"/>	Is your address, phone number, Village, and email address on the petition?
	<input type="checkbox"/>	Is the contractor's information section complete?
	<input type="checkbox"/>	Do you have three Village Board members' signatures of approval?
	<input type="checkbox"/>	Did the Village Manager sign off on the petition?
Waiver of Liability	<input type="checkbox"/>	Is the first page complete?
	<input type="checkbox"/>	Did all legal homeowner (s) read and sign the Waiver?
Insurance	<input type="checkbox"/>	Required Amount: Commercial General Liability \$1,000,000 Worker's Compensation Statutory
	<input type="checkbox"/>	NOTE: The Certificate of Insurance must name the BWMA as the Certificate Holder exactly as noted below: Boca West Master Association 20540 Country Club Blvd Ste 105 Boca Raton, FL 33434
Contractor (s) License	<input type="checkbox"/>	Did the contractor provide a copy of his license?
Contract Governing the Job	<input type="checkbox"/>	Did you include a copy of the contract governing your project with the confidential information deleted? *If your project requires a permit number, please submit a permit number*
Samples	<input type="checkbox"/>	Did you obtain samples of the material you will be using for your project?
Survey/Structural Engineer's Report	<input type="checkbox"/>	If a survey is required by Palm Beach County, did you include a survey showing the exact location of the proposed work? Mid Rises: If incorporating a terrace into a living area. A structural engineer's report MUST be submitted confirming the weight will not affect the high-rise building structure.
Architectural Plans (for tear down/re-builds) and additions to homes	<input type="checkbox"/>	Did you include the blueprints?
	<input type="checkbox"/>	

* Incomplete packets will be returned to the Village and/or Property Manager, which may delay receiving approval.

* Once you have all of the documentation, submit your petition along with the documentation to your Village's property manager to obtain Village approval.

* After you receive Village approval, your property manager will confirm the application is complete and forward the petition to BWMA for final approval.

* The BWMA Architectural Control Committee will review your petition and will make a recommendation to the BWMA Board.

Welcome



BOCA WEST
MASTER ASSOCIATION

An aerial photograph of a golf course under a bright blue sky with scattered white clouds. A large, multi-story white building with many windows is visible in the background. The foreground shows a winding path through a lush green golf course, with a body of water on the left side. The overall scene is bright and sunny.

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| 1 | Welcome to Boca West | 16 | Community Services |
| 3 | President & Executive Director | | HOTWIRE-ADT-Home Safety |
| 4 | Board of Directors | 18 | Architectural Control Guidelines |
| 5 | The Master Association | 20 | Important Information |
| 6 | Gate Access | | |
| 8 | Safety & Security | | INSERTS FOR POCKET |
| 10 | Traffic Control | | • Hurricane Handbook |
| 11 | Rules of The Road | | • Schedule |
| 12 | Landscape and Maintenance | | • Emergency Number Sticker |
| 14 | Children's Activity Area | | • (ADT/Hotwire) |



DANNY BEJARANO

President, Boca West Master Association

Dear Fellow Residents,

On behalf of the Boca West Master Association, I'm delighted to welcome you to our community and present you with this reference book, designed to facilitate your understanding and enhance your enjoyment of the Boca West community.

As you will appreciate, it takes hard work and dedication to create the lifestyle we all enjoy at Boca West. The Master Association is fortunate to benefit from a strong, dedicated and professional team who takes care of your needs behind the scenes in two important ways. As our tag line indicates — *We keep Boca West Safe and Beautiful.*

We ensure your safety with a security force of 44 officers who patrol our community, fully staff our 3 entrances, are in constant communication with the Palm Beach County Sheriff's Department and support AMR who provide 24/7 on site emergency medical service.

Our Landscape and Maintenance Department brings most attractive plantings, lakes, fountains and other natural enhancements which invoke a striking yet peaceful atmosphere.

The Master Association serves as a resource for the 56 villages here. Since the state of Florida created new rules and guidelines for all Condos and HOAs effective on July 1, 2024, we have provided eight Education Seminars to help the associations comply with the new regulations. All of this information can be found on our website at Bocawestmaster.org

At the Boca West Master Association, we always welcome your constructive input. This should begin by interacting with the President and management of your village. They are well versed with all current issues, willing to listen and are there to communicate your input to the Master Association Board and our Executive Director.

Keeping Boca West Safe and Beautiful

GATE ACCESS

SECURITY &
SAFETY

LANDSCAPE &
MAINTENANCE

TRAFFIC
CONTROL

GOVERNANCE

CHILDREN'S
ACTIVITY AREA

ARCHITECTURAL
CONTROL

VILLAGES

OUR MISSION

The Boca West Master Association is dedicated to ensuring the safety and security of our residents and to preserve and promote the values and desirability of the properties and lifestyle of the Boca West Community.



BOCA WEST
MASTER ASSOCIATION

For more information visit
www.bocawestmaster.com



MICHAEL EUSTACE
Executive Director

Welcome To The Boca West Community

When it comes to private gated communities, Boca West sets the standard of excellence throughout the industry whether you will be seasonal or year' rounder. Now that you have joined the country club lifestyle, I would like to introduce you to the Boca West Master Association.

Behind the gates of this masterfully planned gated community our residents find paradise in a uniquely lush and beautiful environment.

The Boca West Master Association offers advanced amenities like no one else in the country. Our mission is to ensure that the Safety and Security of the residents is carried out through a multi-level protection plan. The community's three entrances are each fortified with 24/7 manned gatehouses. A visitor tracking system diligently monitors guests, while an exceptionally skilled on-site security team maintains continuous neighborhood surveillance that is supported by the Palm Beach County Sheriff office. Additionally, an on-site emergency ambulance is stationed at the Master Association office, located next to the Glades Security Gatehouse. This allows for faster response times should medical aid be required for any resident.

Advantages of the Boca West Community are found in the many different types of distinct neighborhood communities called Villages. Each Village provides homeowners with a Boca West address to call home. The Boca West Master Association works closely with each of the Village associations to help enhance the day-to-day resident experience.

I invite you to read through this Welcome Booklet to further inform you of the services provided by the Master Association. We hope this will be a useful guide for you to enjoy your new home and the lifestyle here at Boca West. The Master Association is here for you and if you have any questions or need anything please don't hesitate to reach out to us.

WELCOME TO BOCA WEST!

BOCA WEST MASTER ASSOCIATION

2025/2026 Board of Directors



Dr. Steven Jonas
1st Vice-President
Chairperson
Architectural Control
Special Projects



Danny Bejarano
PRESIDENT
EXECUTIVE OFFICIO
Of ALL COMMITTEES



Liz Rome
2nd Vice-President
Chairperson
Communication &
Education



Michael Halpern
TREASURER
Chairperson Finance &
Insurance



Ronnie Pollard
SECRETARY
Chairperson
Landscape & Maintenance



Ruth Molina
DIRECTOR
Chairperson
Strategic Planning



Alan Schwartz
DIRECTOR
Chairperson
Safety & Security



BOCA WEST MASTER ASSOCIATION BOARD OF DIRECTORS

The Boca West Master Association is governed by a seven-member Board of Directors, elected by the Village Representatives. Directors serve for a term of 3 years and may run for a second consecutive term only once. The Board of Directors meets monthly to conduct the business of the Association.

MEMBERSHIP OF BWMA

All 56 residential villages comprising of 3,492 residences, the country club and RAPBOCA, LLC are members of the Boca West Master Association.



The Master Association

BWMA COMMITTEES

The BWMA establishes committees to help develop and carry out its functions. Each committee is led by one or more of the seven directors and is assisted by volunteers from the general Boca West population. Committees meet monthly throughout the season prior to the Board of Directors' meeting. They are:

- Architectural Control
- Communications and Education
- Finance and Insurance
- Grievance
- Landscape/Maintenance
- Safety and Security
- Special Projects
- Strategic Planning



HOW TO GET INVOLVED

Each year the Master Association emails a request asking for volunteers who want to share their expertise and serve on one of the BWMA committees. If interested, please submit your resume when you see the request and we will try to pair the best candidate's skillset with the committee's mission. Service for one year is required. To learn more about the committees and read the minutes from previous committee meetings, go to our website bocawestmaster.com/governance.

VILLAGE REPRESENTATIVES TO THE BWMA BOARD OF DIRECTORS

All 56 residential Villages elect their own board members to represent their Village to carry out the governance of their villages. Each year two Village board members are designated as a Representatives, to have a voice in the interests of their Village, to the Boca West Master Association. These representative vote on matters pertaining to the Master Association.



Boca West Master Association has a security force of 44 officers led by the Chief of Security. Security officers patrol Boca West and fully staff all three entrance gates 24/7 along with contracted Palm Beach County Sheriff deputies. There is 24-hour access control for all residents and guests at the Glades Road, Jog Road, and Yamato Road gates. Over 2,000,000 vehicles enter our gates each year. Ensuring that only bona fide residents, registered guests and service contractors are admitted into the community.

RESIDENT ENTRY - TRANSPONDER

All residents may obtain a permanent transponder for each vehicle from the BWMA office. A fee of \$59 is charged for the transponder by Membership or Credit Card every time a new vehicle is purchased or leased. Transponders cannot be transferred to alternate vehicles. The Transponder rental car program is also available for 2 years with unlimited transponders for car rentals for a onetime fee of \$59 and is also good for family members when they visit with car rentals. Traffic citations can result in revoked household transponder privileges including traffic citations by your guests.

GUEST ENTRY

Methods of guest and service persons entry registration are available, 24/7. You must have your personal Boca West security code number available: (please call 561-488-1598 ext. 301) if you do not know your security code number.

1. Telephone: (561) 483-5505 24-hr. to speak to a live person.
2. ABDI Gate access.net Application on your phone.
3. Via gateaccess.net or calling Security Administration, you should review your permanent list regularly.

Do not put contractors on your permanent guest list. Service companies such as Exterminators, Landscape, Plumbing, A/C contracted services can be listed on your permanent list as commercial companies.

All vehicles pass through a camera system, so **Boca West Security** knows when cars arrive and leave.

Only guests that you register with Boca West Security are permitted to enter Boca West. Frequent visitors such as family, friends, house sitters, cleaning services etc. can be placed on your "permanent" guest list. You should receive a push notification alert through your gateaccess.net app when a guest uses your name to go through one of the outer gates.

GATE ACCESS.NET INSTRUCTIONS

In your **cellphone app store** (Apple or Android) Download the ABDI Gateaccess.net

Application by Design

Open and Log into the app, you will need the following:

Community Code - **BWMA**

Username - **PRIMARY Phone Number** listed on security profile (please call 561-488-1598 ext. 301

Password - **Security Code** (*Not your Club Member #*) You will be able to list guests for up to 30 days.

Fast Access Passes - To send a fast access pass to a guest you must have gateaccess.net downloaded on your cellphone. Once you list your guest, you can send a pass lasting up to 30 days. **(See instructions in the back folder)**

Guest Registration - (561) 483-5505 is available 24 hours a day and you will speak to a live security operator. This option allows you to make changes and add guests to your permanent list and add guests for longer than 30 days.

For any questions or assistance regarding gateaccess.net, security code, security profile etc.

Please call 561-488-1598 ext. 301

COMMERCIAL VEHICLES (EXCLUDING EMERGENCY VEHICLES)

All Vendor deliveries and work access to Boca West is permitted at specific times below:

- a. Monday - Friday: 7 am – 6 pm
- b. Saturday: 8 am – 5 pm
- c. Sunday: Emergencies and Car Transports Only
- d. After Hours: Emergencies Only
- e. Amazon Delivery Hrs: 7am-10pm Mon-Fri

These companies do not need to be on your guest list:

Hotwire, USPS, UPS, Fed Ex, DHL, FPL, Boca Raton City Water, Amazon Marked Vehicle **(See Below)**.

Per Amazon: Amazon Flex or Third-party drivers must be connected to an Amazon app to enter all outer gates, or they will not be granted entry on to Boca West property.

All Rental and Moving Trucks must be approved by Village president to enter property on Sun/ Holidays.

All Commercial work vehicles have access to Boca West only through the Jog Road and Yamato Road entrances. The Glades Road entrance is not for commercial vehicles.

All work vehicles must have signage on either the driver's side door or on the dashboard of the vehicle if the sign cannot stick and must be listed on your guest list prior to them being given access to Boca West.

Safety and Security

HEALTH EMERGENCY 911 CALLS

An American Medical Response ambulance (AMR) contracted by BWMA, is based in Boca West 24/7. If you are experiencing a medical emergency within Boca West and call 911, the Boca West AMR will be the first responder along with Boca West Security personnel. With an average response time of **3.7 minutes**, the Boca West AMR paramedics render initial emergency service pending the arrival of Palm Beach County Fire Rescue, which will then provide transport to a local hospital if required.

General Procedure

If using a cell phone, give the 911 dispatcher your exact location of incident, especially if you are in a Country Club facility or a common area of Boca West. **Never hang up until told to do so.**

SECURITY EMERGENCY

If reporting any emergencies:

Please call **Boca West Security Emergency (561-483-9229)** and tell the dispatcher the location and the nature of the emergency. Palm Beach County Sheriff Deputy and Boca West Security will respond.

SHERIFF

Boca West Security and Palm Beach Sheriff Deputies patrol Boca West, 24/7, noting unusual activity. However, every resident should take steps to ensure the safety of their home.

Although Boca West is a secure and guarded community it is always smart to live cautiously for extra protection against burglary.

- Lock all doors and windows when you leave
- Always keep your garage doors closed
- Do not leave valuables or cash lying around
- Do not leave keys under a doormat
- Always lock your car with no items visible from the exterior
- Activate your ADT alarm system if installed





MONITORING AND PROTECTION

Boca West Master Association recommends ADT Security to protect your home against theft, fire and carbon monoxide poisoning. Residents are given **preferred** pricing for ADT services. ***This is the only security alarm company sanctioned by BWMA per the PSAS (private security alarm system) agreement with the Palm Beach County Sheriff's Office that allows for alarm permit fees and false alarm fees to be waived.***

Boca West Security and PBSO Deputy respond to all ADT alarms immediately after being dispatched by Boca West Security dispatcher via radio transmission, who receives the alarm through an ADT operator and via ADT computer. All units will be cancelled only if ADT receives a proper ADT code, and all is ok with the Boca West resident and advises Boca West Security Dispatcher.

- To be safe, your home should be monitored and protected
- Install smoke and carbon monoxide detectors. Carbon monoxide is a silent killer
- Be sure to always turn off your auto ignition when parking in your garage (Keyless auto start systems can make you careless)
- Do not store flammable cleaners or substances inside your home or garage
- Boca West Security, ADT and PBSO respond to all 911 and ADT calls

ADT provides security alarm monitoring to Boca West residents at a highly discounted rate. Some villages



contract bulk services directly with ADT Security, with the expense contained in the specific village budget. Check with your village representatives/property manager for more information or call ADT directly at **800.878.7806**.

Traffic Control



TRAFFIC VIOLATIONS

For homeowners, renters, significant others and permanent guests (family members having 24/7 access) with transponders:

- Speeding or failure to come to a complete stop at stop signs in a vehicle or golf cart may trigger a citation and may result in deactivation of a transponder. If this occurs, the transponder belonging to the vehicle involved and all transponders associated with that address will be deactivated
- For an appeal to be considered, resident and guest (if possible) must attend a Grievance Committee meeting to discuss the infraction and its impact on road safety in Boca West. With a successful appeal, the citation may be excused

For homeowners, renters, significant others, and permanent and casual guests without transponders:

- A letter will be sent to the homeowner informing him/her that this person has violated traffic rules, requesting that they both attend a Grievance Committee meeting to discuss the infraction and its impact to road safety in Boca West
- Traffic rules that are violated will result in a letter to the residents being visited, informing them of the violation. Repeat action must be avoided to prevent sanctions.

Please Note: Homeowners are responsible for the actions of their guests!

VENDORS & CONTRACTORS

A phone call will be placed to the respective company owner(s), informing them that their employee has compromised resident safety and endangered themselves. Future violations may result in stringent action by BWMA that could include a period of time when their company is not allowed into Boca West. Residents that have work being performed by these contractors will be notified.

Rules of the road

Accident prevention is our primary goal.

Observe the rules below for your safety and the safety of others. BWMA roadways and paths are used extensively by vehicles, bicyclists, and pedestrians.

MOTOR VEHICLES

Must comply with posted speed limit at 30MPH on Boca West Drive and other traffic signs.

Must make a complete **FULL STOP** at every **STOP SIGN**.

STOP actually means **STOP**

Not “kind of stop”

Not “slow down and hope for the best”

Not “I didn’t see anyone, so it doesn’t count”

BICYCLISTS

In Florida, a bicycle is legally defined as a vehicle and the bicyclist is considered a driver and is to be ridden in the roadway. Bicyclists have the same rights to the roadways and must obey the same traffic laws as the drivers of other vehicles:

- Must use the roadway
- Remain on the extreme right edge of roadway in single file
- Must obey all traffic STOP signs
- Must slow down and yield to pedestrians in crosswalks.
- When approaching pedestrians from behind, signal your approach
- We highly recommend wearing bright/reflective clothing and shoes at night so you can be easily sighted
- All adult bicyclists must ride in the road

All rules apply to electric bicycles and motorized scooters

WALKERS AND JOGGERS

- Please do not walk on the road, walk on pathways/sidewalks whenever they are available
- If there is no pathway/sidewalk, walk facing traffic in a single file on the extreme edge of roadway
- Please do not walk on golf course cart paths
- Cross streets at crosswalks or intersections
- All walkers and joggers must wear shirts
- We highly recommend wearing bright/reflective clothing and shoes at night so you can be easily sighted



SCOOTERS

- Scooters must follow all rules for vehicles
- All riders should wear approved safety equipment

GOLF CARTS

- **MUST be used on the roadways and driven in the right-hand lane to avoid walking paths as much as possible**
- Must yield to motor vehicles, bicyclists, and pedestrians
- Must have lights on if being driven at dusk or night
- Drivers indicate turns using standard hand signals
- Children under 16 may not operate a golf cart
- The number of people allowed in one cart may not exceed the manufacturer's seating capacity recommendation
- Insurance is required
- Golf carts must be registered at the BWMA office where additional information is available
- Non-trail fee charges: \$50 for a new golf cart registration and \$25 annual renewal



Landscaping and Maintenance

Boca West Masters Association employs a staff of 30 led by a Landscape/Maintenance Director.

The Masters Association Landscape Committee is charged with assisting the Landscape Director and Executive Director to identify places and projects that will keep Boca West beautiful and increase property values. The Committee meets monthly to review all work in progress and make recommendations for new landscaping and to enhance the scenery.

ROADS AND PATHS

All the plantings and trees in the medians, along the roads, at entrances and on common land are The Masters responsibility. Landscaping makes sure of the safety at turns from main roads into villages. No plantings should obstruct the view of oncoming traffic.

Landscaping also maintains 8 miles of golf cart paths and asphalt roads. The Country Club maintains all cement paths.

FLOWERS AND TREES

Annual flowers are replaced twice a year with appropriate varieties for the summer and again for the winter.

Because there are an increasing number of walkers, bike riders and residents enjoying the outdoors, some of the new plantings include Magnolia trees and Jasmine bushes. They smell wonderful when they first bloom. We hope everyone is enjoying these plantings.

FOUNTAINS

There are 9 display fountains throughout the community along with a large bowl fountain and waterfall at the Glades Road entrance and various fountains at the Jog Road entrance.

These fountains have monthly maintenance to insure proper display, lighting, and cleaning.

LAKES AND MAINTENANCE

BWMA manages the aquatic health and scenic beauty of 200 acres of lakes and waterways.

There are approximately one half billion gallons of water in our lake system.

Some lakes are in the four golf courses and some within individual villages. All the lakes are connected and are controlled by two lake level control pumps known as "Big and Little Bertha". These pumps allow for both filling or lowering the lakes during heavy rain events or drought.

In 2015 BWMA began an enhanced maintenance program that introduced Bio- Enzymes into our lake system. These enzymes, which occur naturally in all lakes, reduce the buildup of organic matter, and improve the clarity and quality of water. They also help the bird and fish populations.

It is important for residents to be aware of and alert to their surroundings when walking close to our lake banks. **Please keep children and pets away from lakes unless supervised by an adult.**

WATERWAY RECREATION

Fishing is allowed for Boca West residents and guests only. Please be cautious when fishing near lake fountains because of underwater electric cables that power the fountains. Caution should also be taken when fishing near an underwater aerator. If dislodged, they stop working, but pose no danger to the angler. The aerators are a circular bubbling area. Most species of fish in our lakes are not edible.

No swimming or boating of any kind is permitted in the lakes.

The Wildlife of Boca West

Boca West is a beautiful habitat for many animal species. Mostly for your enjoyment, but some a bit more dangerous. It is important for residents to be aware of both. We are blessed with a variety of beautiful birds and animals but be aware there are also alligators, snakes, fox, raccoons, coyotes, feral cats, turtles, frogs, snails, water rats, fish, bats and the ever-intrusive iguanas.

Iguanas. Proliferate in the area and have become a severe nuisance to both property and plants. A mature female is capable of laying 80 eggs a year. The Masters Association has an iguana control program and to date has removed over 14,000 from Boca West property.

They are herbivores and prefer brightly colored plants such as impatiens, pentas and bougainvillea. Iguanas do not like noise.

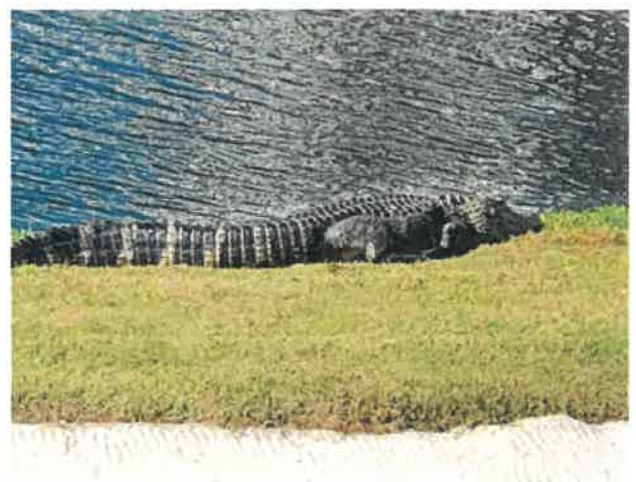
Alligators. Although we have been fortunate over the years to not have had any alligator attacks in Boca West, this native Florida reptile does have access to our lakes and has been sighted in almost all of them. If you see one, please inform Security so that a trapper may remove it. Do not swim or do other water recreation in the lakes. If you encounter an alligator on land, do not approach it.

Snakes, red fox and raccoons all inhabit our wooded areas. They avoid human contact and will not approach people.

Birds and ducks. There are many beautiful species of birds and ducks. Take all the pictures you want but, please do not feed any of them.

Raccoons. Contact your property manager. Each village should have a contract with a pest control company.

For more detailed information on the wild life, go to the Boca West Master Association website.





Children's Activity Area

The Tot Lot consisting of the Children's Playground, the Basketball Court and the Nature Preserve with its Nature Walk presents a trifecta for a fun-filled experience.

The Children's Playground with its swings, slides, climbing adventures, seesaws and more, is a wonderful place to sit and watch the children 12 and under. The playground has a special rubberized composite safety floor. The Basketball Court has an array of basketball nets set at various heights. The equipment box has a number of basketballs for use.

The Nature Preserve falls under the oversight of the Palm Beach County Department of Environmental Resource Management. It is designated as a Preserved Area that becomes a "habitat" for animals that live in the area. As you enter the boardwalk, you are greeted by a large alligator. Keep your eyes open as you go through to find all the other animals. Remember to look under the greenery and on logs. At the start you can pick up two informational pamphlets and a pencil in the green boxes to help identify the animals, flora and fauna and you can read all of the informational tablets through the Preserve. The Nature Walk is both educational and playful, so enjoy!

All areas have full canopy coverage and benches. There are also two picnic tables and clean, well-stocked restrooms.



PLAYGROUND GUIDELINES

For safety reasons, all children under the age of 12 years old must be accompanied and supervised by a responsible adult.

No bikes, tricycles, skates, scooters or skateboards are allowed within the playground fencing.

Only residents and accompanied guests may use the playground. Residents are responsible for themselves and their guest's compliance with all rules governing the use of the playground.

Please read all posted signs before using the playground.



Contracting for Community Television Services



Your Fision® service, provided by Hotwire Communications®, will be delivered to your home by our state-of-the-art 100% fiber optic network.

Included Services - All Villages except Willow Wood Midrise II will get this package.

Expanded Basic Television	Local networks, sports, news, popular channels and more! Plus local channels in HD. Simply plug & play - We provide programming in analog & digital format without needing special equipment. <i>*To receive digital channels, your television must have integrated QAM tuner capable of decoding MPEG 4. To verify QAM capability on your TV, please refer to your televisions owners manual. TV must be HD capable.</i>
Digital Works Package	The ultimate entertainment experience. Includes all of the Premium Movie Channels!
Sports Package	Includes NFL RedZone, Pac-12, MLB Strike Zone, World Fishing Network, Longhorn, Outside TV and more!
HD Service	Access to available HD channels in your digital package. HD capable television required.
Multi-Room DVR Service	Watch any recorded show from any box in your home. This will require at least 1 HD/DVR box and 1 HD box to create the network function
Fision HD Box	One (1) HD box. Provides our on-screen program guide with advanced features, access to Replay TV and VOD.
Fision HD/DVR Box	One (1) HD DVR box with DVR service. Allows you to record programs and watch on your schedule. Record up to 4 HD programs at the same time. One DVR per household. OPTION: Upgrade to our Fision Terabyte HD/DVR box for \$5.00/mo.
High Speed Internet 150	Download speed: 150 Mbps and upload speed: 30 Mbps delivered to your home. Plus One (1) Wireless Router.

Included Services - Willow Wood Midrise II will get this package .

Expanded Basic Television	Local networks, sports, news, popular channels and more! Plus local channels in HD. Simply plug & play - We provide programming in analog & digital format without needing special equipment. <i>*To receive digital channels, your television must have integrated QAM tuner capable of decoding MPEG 4. To verify QAM capability on your TV, please refer to your televisions owners manual. TV must be HD capable.</i>
Digital Access Package	Local networks, sports stations, commercial free music PLUS favorite channels like TLC, NFL Network, USA, HGTV and Bravo!
HD Service	Access to available HD channels in your digital package. <i>HD capable television required.</i>
Fision HD Box	One (1) HD box. Provides our on-screen program guide with advanced features, access to Replay TV and VOD

Upgrade options to get additional services are available from Hotwire, speak to a representative for product details and pricing.

CALL TODAY

To create your new account:
561-288-9199

VISIT OUR OFFICE

Hotwire Customer Service Office at Boca West
20540 Country Club Blvd., Suite 202
Boca Raton, FL 33434
Monday - Friday: 9:00 AM - 5:00 PM

How Do I Return My Comcast Equipment?

After your new Fision service from Hotwire Communications is installed, your Comcast equipment must be returned to:

Your nearest UPS Store for a FREE drop off and receipt:

21218 St Andrews Blvd., Suite 10
Boca Raton, FL 33433

Hours of Operation

- Monday - Friday | 8:00 AM - 6:30 PM
- Saturday | 10:00 AM - 3:30 PM
- Closed Sunday

Your nearest Comcast Service Center for a FREE drop off and receipt:

7201 N Federal Hwy
Boca Raton, FL 33487

Hours of Operation

- Monday - Saturday | 8:00 AM - 7:00 PM
- Closed Sunday

Other restrictions may apply. Fision box required to view IPTV Digital Cable. Digital package required to select upgrades. Limit one (1) DVR per household. Multi-room DVR service subject to network configuration limitations. One-time fee of \$29.99 applies for the installation of retail cable and/or Internet services. One-time phone activation charge of \$19.99 applies for new phone service. Installation fees for standard installation are waived during property launch period. Internet service available for residential use only. Actual speeds for Internet service will vary due to a variety of factors. Fision and Hotwire Communications are registered trademarks of Hotwire Communications, Ltd. © 2018





The Architectural Control Committee (ACC) is responsible for carrying out its duties on behalf of all members, for the benefit of the entire community. Their actions must be approved by the Boca West Master Association (BWMA) Board of Directors as set forth in Article VII of the Amended Declaration of Maintenance Covenants for Boca West Master Association.

The Architectural Control Committee reviews all architectural applications after the individual village approves the plans, notifies all applicants whose plans have been approved or disapproved with reasons for disapproval and maintains copies of applications, design documents and related records. The approval process starts at the village level before coming to BWMA for final approval.

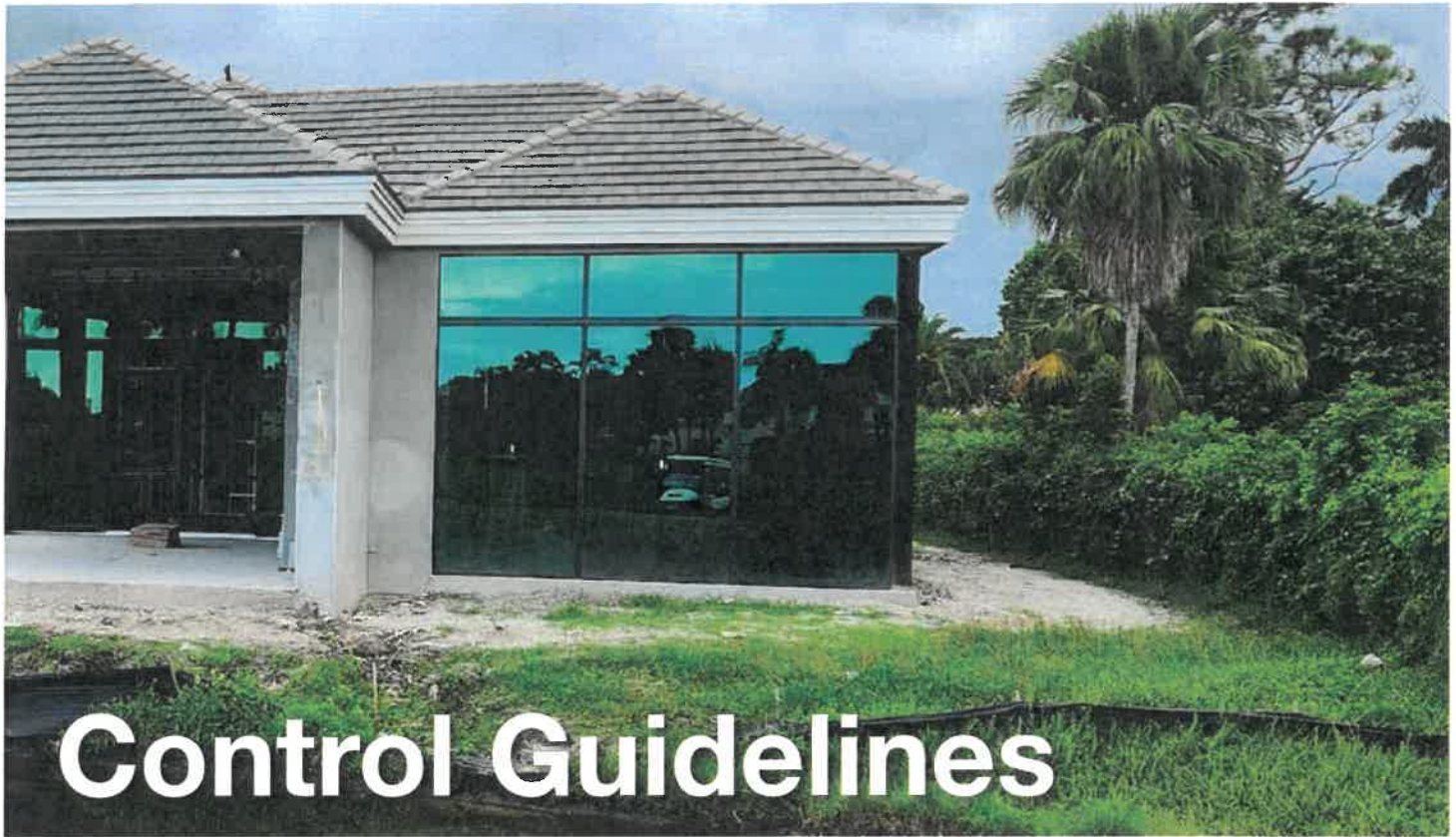
For architectural control violations, the Master Association's Board of Directors by Florida Statute, has authorized a fine and/or suspension against residents who do not comply with the Architectural Control Process.

PURPOSE

To ensure the protection of building integrity, standards, aesthetics and overall harmony of our **master planned community and environment**, the BWMA Architectural Control Committee ("ACC") has developed this set of guidelines to review village and resident applications for change. This involves all changes to property exteriors including, but not limited to tear-down and rebuild of homes, re-roofing, additions, patios, screen enclosures, window and door replacements, painting, paving, village signage, pool/spa installations, golf cart enclosures, landscaping projects and installation of generators.

There is a detailed process for filing a petition to the ACC. All forms must be completed and licenses of workman supplied. Please go to our website to access the Architectural forms at [www.bocawestmaster.com/architectural control](http://www.bocawestmaster.com/architectural%20control) **(02 2023 Revised ACC Guidelines)**

The ACC does not seek to restrict individual creativity, but rather aims to preserve the aesthetic harmony among homes, villages, golf courses, and natural surroundings within the Boca West community.



SAFETY & SECURITY GUIDELINES FOR ARCHITECTURAL CONTROL

Contractor/vendor vehicles MUST comply with the respective Villages' rules and BWMA "Rules of the Road".

For the safety of all residents, all contractor/vendor vehicles who enter Boca West must prominently display the name of their company and telephone number on their vehicles at all times!

Contractors and vendors must enter Boca West property through Jog Road or Yamato Road. Please Note: Contractors and vendors that repeatedly fail or refuse to follow the approved ACC Guidelines and BWMA "Rules of the Road" will be subject to losing their privilege to gain access and/or work in Boca West.

CONSTRUCTION DAYS & HOURS

- Monday – Friday; 7:00 am – 6:00 pm
- Saturday – 8:00 am – 5:00 pm
- No work on Sunday or holidays: New Year's Day, Memorial Day, Fourth of July, Rosh Hashanah, Yom Kippur, Thanksgiving Day, the day after Thanksgiving and Christmas Day. Emergencies are the exceptions
- Villages may have noise rules for morning start times and other construction times, but they cannot exceed the established BWMA guidelines

A copy of the Architectural Guidelines is included at the back of this booklet along with the fining schedule and can also be found on our website.



Important Information

SECURITY EMERGENCY (24 HRS.) (561) 483-9229 INFORMATION UPDATES FOR RESIDENTS

Keep Boca West Master Association up to date with your "away" and e-mail addresses, cell phone numbers and emergency contacts.

- Call BWMA (561) 488-1598 ext. 301
- Email Security Administration: sa@bocawestmaster.com

Update your guest list often, or at least once each year

- Call Guest Registration (561) 483-5505 (24 hours)
- Register Your Guests Via Cellphone thru gateaccess.net app
- Visit the BWMA Office for a demonstration

IMPORTANT PHONE NUMBERS

(Monday - Friday)

Executive Director, Michael Eustace (561) 488-1598 ext. 307

Executive Assistant, Alyssa Martinez, CAM (561) 488-1598 ext. 313

Chief of Security, Joseph Lastella (561) 488-1598 ext. 302

Community Relations, Sean Wasloff (561) 488-1598 ext. 301

Landscape/Maintenance Director, Lawson Turner (561) 479-3772

ADT HOME SECURITY

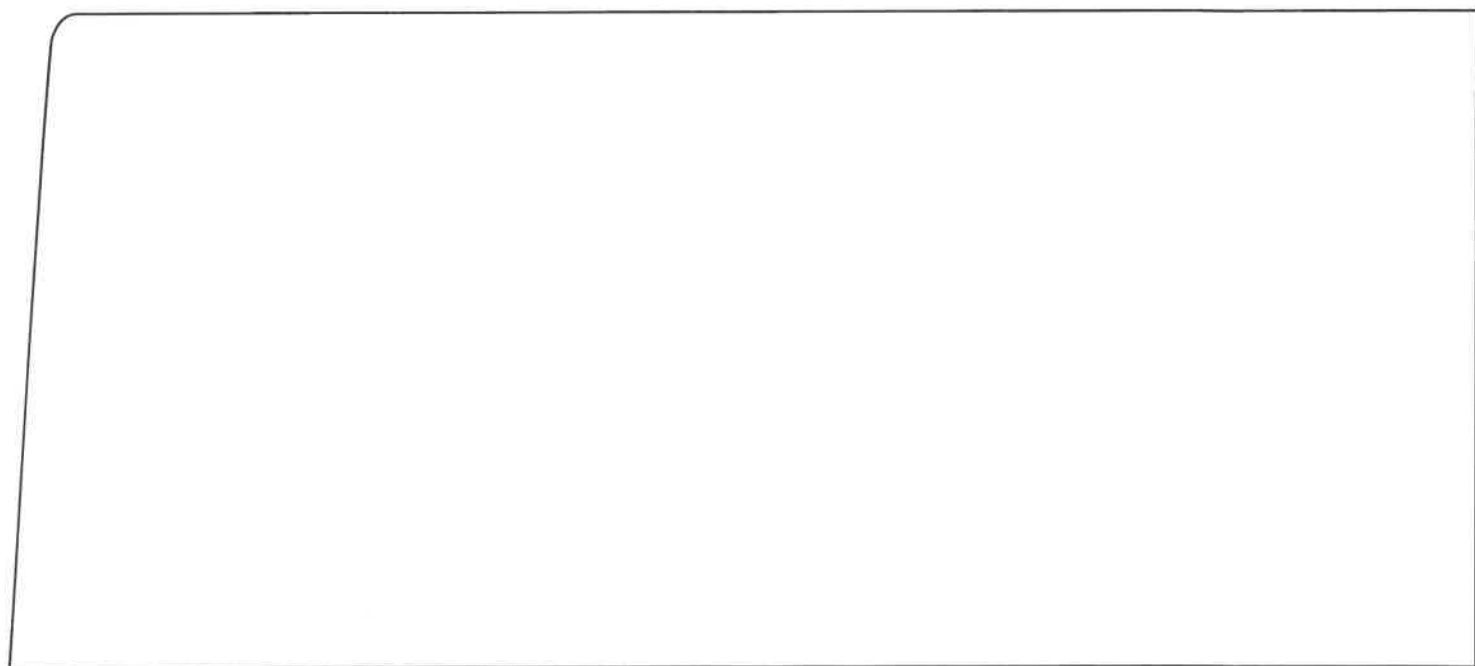
Sales and Service (800) 876-7806 / Monitoring Center (800) 226-2351

HOTWIRE/FISION IMPORTANT NUMBERS

Monday – Friday 9:00 am – 5:00 pm 561-288-9199

24 hrs./7 days a week/365 days a year 1-800-355-5668







BOCA WEST MASTER ASSOCIATION



20540 Country Club Boulevard, Suite 105
Boca Raton, Florida 33434-4202
Telephone (561) 488-1598 • Fax (561) 487-5531
www.bocawestmaster.com