

# Ocean Walk Place Homeowner's Association, Inc.

c/o Harbor Management of South Florida, Inc.  
641 University Blvd. Suite 205  
Jupiter FL 33458  
Phone: (561) 935-9366 Fax: (561) 624-7465  
admin@harborfla.com

Date:

Dear:

We would like to take this opportunity to welcome you to Ocean Walk Place!

Ocean Walk is a 185 single family home community maintained and run by a Homeowners Association which is represented by Harbor Management of South Florida, Inc. We are here to assist the Board of Directors in maintaining the integrity and beauty of this Community.

We have enclosed an Owner Update Form for you to complete and return by mail or email. This form will ensure that we have your correct contact information for all communication including notices and community updates. We encourage you to include your email addresses as we do send out frequent notices and updates via email.

Prior to closing, you should have received a complete set of Association documents by which the Association is managed. If you did not, the documents can be found on Ocean Walk's website at [www.OceanWalkNews.com](http://www.OceanWalkNews.com). This information is very important for you to become familiar with as well as the Rules and Regulations that are attached for your convenience.

The Board of Directors currently seats 5 members and meets monthly on the 3<sup>rd</sup> Wednesday of each month. All Homeowners are encouraged to attend. Please watch for meeting dates, times and locations that are posted at the entrances to the community, on the website and via eblasts.

As a new resident there are many questions that you may have about the community, services provided and other pertinent information that will make your transition easier. We have included some information that we hope you will find helpful as you settle into your new home.

- **Management Company:** Harbor Management of South Florida, Inc.  
641 University Blvd., Ste. 205, Jupiter FL 33458  
P. 561.936.9355 F. 561.624.7465 [www.harborfla.com](http://www.harborfla.com)  
Elizabeth Fitzmorris, LCAM – Property manager  
Email: [admin@harborfla.com](mailto:admin@harborfla.com)
- **Community Website** - [www.OceanWalkNews.com](http://www.OceanWalkNews.com). provides community information, updates, HOA docs and forms and applications.

- **Trash & Recycling** - Trash collections are made on Wednesdays and Saturdays of each week and may arrive as early as 7:00 AM; recyclables go out in appropriate yellow and blue bins on Wednesday. Plastic garbage bags containing food should not be put out until morning of the pickup. All garbage and yard waste should be placed at the end of the owner's driveway no sooner than 6:00 PM the evening before collection day. Please make sure to secure trash in bins with tight lids.
- **Vehicle Access** - Decal stickers to access the Resident's Gates may be obtained from the Harbor Management office. Please bring with you either a check or money order made out to "Ocean Walk Place HOA" and a copy of the vehicle registration. In addition, homeowner's may also obtain their own personal numeric code for the general access gates. Please contact the property management company to create a code. Guests, contractors and service vehicles may use the Ocean Walk access code (Contractor's code) during these times: Monday - Friday 7:30 am - 6:00 pm and Saturday 9:00 am - 6:00 pm. For security purposes, the Contractor's code changes every quarter and is printed on the quarterly statements.
- **Vehicle Operation & Parking Restrictions** - All vehicles operated on Ocean Walk property shall operate quietly so as not to disturb other residents. Only standard automobiles, non-commercial vans and vehicles that are in good operating condition may be parked in the driveway. Trucks, trailers, motorcycles, recreation vehicles, motor homes or buses may not be parked overnight anywhere on the property except in the garage or in the Mako Lane Storage area. **There is no overnight parking allowed on the street. Violators will be towed at the owner's expense.** Vehicles used by trades and delivery people providing services to a Member may be parked on streets or in guest parking areas while providing service. Such vehicles will be parked so as not to block mailboxes, driveways or roadways. Residents should advise drivers of vehicles servicing their homes of these parking restrictions. **Only vehicles belonging to the guests of a Member may be parked overnight in the Guest Parking areas along Ocean Walk Blvd.**
- **Pedestrian Gate Key** - The pedestrian gate located on the east end of the community is an easy and quick access point that leads you straight to the beach! Keys are available at Harbor Management for \$2.00 each.
- **Rule and Regulations** – Ocean Walk Place HOA is a wonderful place to live and we strive to maintain that for all owners by abiding by the Rules and Regulations. Harbor Management completes routine inspections throughout the year and will send violation notices to those in noncompliance. These are not intended to be punitive but instead to ensure that quality and value are maintained for the community. There is a fining process in place and fines do get issue for those who do not comply. We have enclosed a copy of the Rules and Regulations for your review and they also can be found on the website or by contacting the Harbor Management office.

We hope this information will assist with a smooth start in the community. Please feel free to contact Harbor Management should you have any other questions or concerns. We hope you will enjoy your new home and surroundings in this lovely community.

Yours truly,

*Elizabeth Fitzmorris*

Elizabeth Fitzmorris, LCAM

For and on Behalf of the Board of Directors

Enclosure: Owner Update Form  
Architectural Change Application  
Rules & Regulations

# OCEAN WALK PLACE HOMEOWNER'S ASSOCIATION

c/o Harbor Management of South Florida, Inc.  
641 University Blvd., Ste. 205, Jupiter, FL 33458  
Office: (561) 935-9366 Fax: (561) 624-7465

## OWNER INFORMATION UPDATE

Please fill out this form to assure that we have the most current information on file regarding your unit.  
The information provided will be used for management purposes only.

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

Property Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail 1: \_\_\_\_\_ E-Mail 2: \_\_\_\_\_

Residency Status:  Full-Time  Seasonal If seasonal,

Mailing Address: \_\_\_\_\_

Away Phone# \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you currently have a tenant?  No  Yes If yes,

Tenants Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease End Date: \_\_\_\_\_

Realtors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

In order to decrease the postage and mailing costs that the Association incurs and communicate pertinent information, your Board of Directors would like you to consider consenting to receive electronic communications.

**Florida Statutes protects owners email addresses and phone numbers from being released or shared.**

### EMAIL CONSENT

You must provide consent even if your e-mail address is currently on file.

By initialing this box, I **authorize** Ocean Walk Place and Harbor Management to communicate with me via electronic transmission.

By initialing this box, I **do not authorize** Ocean Walk Place to communicate with me via electronic transmission.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Return this form to Harbor Management at the address above or by fax (561) 624-7465  
You must notify Harbor Management if any information on this form changes.

**Ocean Walk Place Homeowners Association, Inc.**

c/o Harbor Management of South Florida, Inc.  
641 University Blvd., Ste. 205 Jupiter, FL 33458  
Phone #: (561) 935-9366 Fax #: (561) 624-7465  
Email: admin@harborfla.com

**APPLICATION FOR ALTERATIONS**

OWNER NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DESCRIBE IN DETAIL THE TYPE OF ALTERATION AND MATERIALS TO BE USED: (see page 2)

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

**ONE COPY OF THE DRAWING INDICATING LOCATION, SIZE, AND TYPE OF CONSTRUCTION, SAMPLE MATERIALS, SITE SURVEY MAP WITH SET BACKS CLEARLY MARKED AND OTHER PERTINENT INFORMATION MUST ACCOMPANY** an application requesting approval of any alteration, which occurs to the exterior building.

If approval is granted, it is not to be construed to cover approval of any County Code requirements. A building permit from the City or Palm Beach County Building Departments will be required on most property alterations or improvements. **Owners are responsible to ensure that all modifications comply with state and local laws including, but not limited to, all pertinent building codes. Owners should hire only properly licensed and insured contractors.**

As a condition precedent to granting approval of any such change, alteration or addition to an existing basic structure, it is hereby agreed that the applicant, the heirs and assigns hereto, hereby assume sole responsibility for repair and maintenance. It is understood and agreed that the Association and Harbor Management are not required to affect any action to repair, replace, or maintain any such approved change, alteration or addition, or damage to any structure, or any other property. **THE UNIT OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDITION OR CHANGE, AND ITS FUTURE UPKEEP.**

DATED: \_\_\_\_\_

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
OWNER'S SIGNATURE

**ACTION BY ASSOCIATION:**

DATE: \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_

BOARD MEMBER SIGNATURE \_\_\_\_\_

BOARD MEMBER SIGNATURE \_\_\_\_\_

# **Ocean Walk Place Homeowners Association, Inc.**

**c/o Harbor Management of South Florida, Inc.  
641 University Blvd., Ste. 205 Jupiter, FL 33458  
Phone #: (561) 935-9366 Fax #: (561) 624-7465  
Email: admin@harborfla.com**

## **OCEAN WALK PLACE HOMEOWNERS ASSOCIATION, INC.**

### **Directions for filling out ARC applications:**

**Please refer to Architectural Guidelines before submitting application and please contact the property manager for any questions. The ARC community chair will be happy to work with you to help you complete your project as smoothly and as quickly as possible. The Guidelines may be found at [oceanwalknews.com](http://oceanwalknews.com) and may also be obtained from Harbor Management.**

**Please fill in all information except for date approved and Board Member signatures and mail or deliver physical application to Harbor Management. You are encouraged to include additional information which you feel will be helpful to expedite your application.**

**One copy of the drawing indicating location, size, and type of construction, sample materials, site survey map with setbacks clearly marked and other pertinent information must accompany an application requesting approval of any major exterior alteration or exterior new construction. Copies of your application will be scanned and sent for review to the ARC and the Board and we will acknowledge receipt of your application. For most routine applications, this process (including Board approval) is completed within 7 to 10 days from receipt of completed application.**

**For extensive building and remodeling projects which require a change in the home's footprint, a blueprint review by our contracted professional; who is versed in not only our Guidelines but also the Town of Jupiter requirements, is necessary. The cost for that is \$200 and usually this is completed within 2 to 3 weeks depending on the scope and complexity of the project.**

**Any unapproved structures, alterations or modifications may be required to be returned to original state or removed. In no event may any alteration or modification be allowed to remain if it violates any of the Covenants and Restrictions contained in Ocean Walk Place HOA Documents, or if it violates any Town of Jupiter zoning or building ordinance or regulation.**

### **Construction Hours**

**Construction activity is limited to 7:30 AM to 6:00 PM weekdays and 9:00 AM to 6:00 PM on Saturdays (light construction only). No heavy construction will be allowed on Saturdays such as nail guns, power sawing, operating heavy equipment, excavation, roofing, etc. No construction activity by workmen is permitted on Sundays or holidays. In the event of an emergency requiring immediate action construction will be allowed at times other than those above.**

**The owner and owners' contractors should at all times attempt to keep their property clear of nails, screws and other debris. Dumpsters should be placed in such a way as to cause minimum inconvenience and unsightliness; they should not be overfilled and should be securely covered when windy conditions are expected.**

**Rules and Regulations**  
**OCEAN WALK PLACE HOMEOWNERS ASSOCIATION**  
**PUBLISHED BY THE BOARD OF DIRECTORS**  
**REVISED - OCTOBER 2020**

also published at [www.oceanwalknews.com](http://www.oceanwalknews.com)

**Exterior Changes to Property**

All exterior improvements, alterations, construction and/or modifications to the property must be submitted to the Property Management Company, reviewed by the ARC, and approved by the Board of Directors before proceeding. This includes paint as well as building structure, hardscape, privacy walls, fences, gates, doors, windows, roofs, pavers and ancillary structures. Please refer to ARC Guidelines and/or the Property Manager for additional details. Forms are simple to complete and are available online or from Property Management. Complete Guidelines also at [oceanwalknews.com](http://oceanwalknews.com).

**Construction Hours**

Construction activity is limited to 7:30 AM to 6:00 PM weekdays and 9:00 AM to 6:00 PM on Saturdays (light construction only). No heavy construction will be allowed on Saturdays such as nail guns, power sawing, operating heavy equipment, excavation, roofing, etc. No construction activity by workmen is permitted on Sundays or holidays. In the event of an emergency requiring immediate action construction will be allowed at times other than those above.

Contractors must park in the owner's driveway, parking lots or side streets only where there are no private driveways. No contractor, subcontractor or any employee shall block any owner's driveway, mailbox, trash pickup or fire hydrant at any time.

The owner and owners' contractors should at all times attempt to keep their property clear of nails, screws and other debris. Dumpsters should be placed in such a way as to cause minimum inconvenience and unsightliness; they should not be overfilled and should be securely covered when windy conditions are expected. All trash must be removed at the end of each day.

**Landscape & Vegetation**

Property owners wishing to change the landscaping outside their Privacy walls can choose from a list of pre-approved plants for a simple hedge with understory plants and/or ground cover. Those wishing to use other plants and/or a more complex design must submit an application and receive approval. See Landscaping Guidelines for full information. There are numerous non-native invasive plants that are prohibited by Palm Beach County and the Town of Jupiter. Please refer to their websites for up-to-date lists.

The irrigation system, the removal and replacement of dead shrubs, trees, and lawn are the sole responsibility of the homeowner. The sprinklers on all Lots will use the public water supply.

The sprinklers outside the Privacy Walls must be adjusted throughout the entire year so as to sufficiently and uniformly water all plants and grass so that the grass does not turn brown nor the plants die.

Members must also maintain their own planters and entryway gardens. No weeds, underbrush, dead grass or unsightly and/or overgrown growth shall be permitted on the owner's property. Place a reflector in your plant beds or by your shrubs outside your Privacy Walls if you do not wish them to be trimmed or sprayed by the HOA's Landscaping Contractor.

### **Safe Vehicle Operations**

All vehicle operators shall drive within the posted speed limits, stop at all **STOP** signs and drive in a safe, considerate and careful manner. **Operators of all vehicles shall have a valid driver's license and comply with Florida laws.**

Any person operating a golf cart within Ocean Walk Place must be at least 14 years of age per Florida State Ordinance. Any person operating a motorized moped, scooter, pocket bike or other similar vehicle within Ocean Walk Place must be at least 14 years of age and must observe all traffic signs and ride only on the streets.

### **Quiet Vehicle Operation**

All vehicles operated on Ocean Walk property shall operate quietly so as not to disturb residents.

### **Vehicle Parking Restrictions**

Only **standard automobiles, non-commercial vans** and vehicles that are in good operating condition may be parked in the Owner's driveway. No automobile repairs are permitted in driveways.

Boats, trucks, trailers, motorcycles, recreation vehicles, motor homes, buses nor tractors may not be parked overnight anywhere on the Property except in an Owner's garage or in the Mako Lane Storage Area.

**There is no overnight parking allowed on the street. Violators will be towed at the owner's expense.**

Vehicles used by trades and delivery people providing services to a Member may be parked on streets or in guest parking areas while providing service. Such vehicles will be parked so as not to block mailboxes, driveways or roadways. Residents should advise drivers of vehicles servicing their homes of these parking restrictions.

**Only vehicles belonging to the guests of a Member may be parked in the Guest Parking areas along Ocean Walk Blvd.**

### **Vehicle Access to Ocean Walk**

Decal stickers to access the Resident's Gates may be obtained from Property Management at the prevailing rate. In addition, members may obtain their own personal numeric code for the general access gates. Contact the property management company for availability.

Guests, contractors and service vehicles may use the Ocean Walk access code during these times: Monday - Friday 7:30 am - 6:00 pm and Saturday 9:00 am - 6:00 pm. The access code is printed on the quarterly dues notice.

Owners should advise contractors and guests that all non-owners are to use the Route 1 entrance as there is no non-resident access at the Oceanside gate. GPS often directs drivers to the wrong gate for access.

### **Garage Doors**

Garage doors must be closed at all times except when required to open for entry and egress. When the garage is in use by the owner or service people, it may be open to allow for cooling and ventilation.

### **Property Maintenance**

Each Member is responsible for maintaining in good condition their property, the residence and all other improvements on their Lot except where maintenance is specifically provided by the Association.

**Property is deemed to be maintained in good condition when all observable exterior surfaces are not discolored, chipped, peeling, or otherwise materially disfigured from the original surface**

Lots shall be kept in good repair and appearance by the owner or his or her tenants. Example: Porches, steps, and driveways are to be kept clean and free of mold and mildew.

Vehicles, trailers and boats that are rusted, wrecked, junked, inoperative or partially dismantled may not be parked anywhere on the property.

### **Property Usage**

No towels or laundry may be hung out to dry on railings or racks on balconies. All toys, bikes, beach chairs and miscellaneous items must be brought inside when not in use or must not be in view.

**Play equipment, grills, hoses, ladders, trash containers or any other equipment used in the driveway must be taken in and stored at night. Temporary basketball hoops must be removed from view of street while not in use and are to only be used during daylight hours.**

Bounce houses and water slides are not allowed on any HOA lands.

### **Trash & Yard Debris**

Each Owner shall keep his Lot free of trash, refuse, debris or unsightly objects. Place garbage in bins with tight lids. Plastic garbage bags containing food should not be put out until the morning of the pickup. Garbage and yard waste should be placed at the end of the owner's driveway **no sooner than 6:00 PM the evening before collection day.**

Collections are made on **Wednesday and Saturday** of each week and may arrive as early as 7:00 AM. Recyclables go out in appropriate yellow and blue bins on Wednesday. Yard debris pickup on Saturday.

Branches and palm fronds should be bundled or stacked neatly at the owner's driveway. **Absolutely no landscape debris is to be thrown over walls along the Association's streets.** Branches longer than 4 feet, trees or large items such as furniture and appliances require a special pickup arrangement with Waste Management (772) 546-7700.

Trash and recycling containers should be returned and stored at a location suitably screened from the street and adjacent Lots on the **same day of the collection.**

### **Hurricane and Storm Procedure**

Property owners or their agents (when property owners are not present) are required to make sure that their properties are hurricane secure in advance of approaching storms and hurricanes. This includes putting away or securing any objects which may blow around and cause damage. These objects would include but are not limited to: umbrellas, lawn and patio furniture, pool toys and accessories, plaques, art work, flags, decorative garden fixtures, ladders, construction debris, etc. Trees and bushes should be trimmed. Coconut trees should have all coconuts removed. All trimming must be completed and trimmings removed prior to any Hurricane Warnings. If property owners are traveling or vacate their properties during hurricane season, the property should be left hurricane secure before leaving or



arrangements should be made to secure the property well in advance of a hurricane warning.

If your home is under construction, contractors are to secure all equipment, construction materials, debris, tools, ladders and any and all dumpsters must be emptied or removed from Ocean Walk Place.

After a storm or hurricane, all debris shall be placed in front of the home and not on the sides.

**Hurricane shutters can be up from May 1st – December 15<sup>th</sup> only; they must not be up all year round.**

### **Sign Usage**

No sign, advertisement, notice, or other lettering shall be exhibited, displayed, inscribed, painted or affixed on the Property by an Owner or an occupant. A Lot Owner may display a "For Sale" sign on his Lot provided that the sign area does not exceed 144 square inches and the sign is of a design, texture, and color that is consistent with the community and the Lot.

### **Waterway Use Bans**

The pond and canals on the Common Areas shall not be used for swimming, boating, fishing or any other recreational purpose. Please refrain from feeding the wildlife at the pond since it attracts rodents and other undesirable animals.

### **Restriction on Giving Directions to Ocean Walk Employees**

No Resident will direct, supervise or in any manner attempt to assert control over the employees or the Agents of the Association.

### **Offensive Behavior**

Obnoxious or offensive activities disturbing to Residents shall not be permitted on the Property. Violations of our Governing documents should be reported in writing to the Property Management.

**Please notify the Jupiter police department of illegal disturbances or law-breaking activity.**

### **Pet and Animal Restrictions**

All animals on the property shall be restricted to those generally considered as household pets, such as dogs, cats or birds. Pets must be on a leash at all times when outside the Privacy Walls. Renters are limited to one pet.

**Owners and Tenants are required to carry clean-up bags at all times while walking pets, and owners shall be fully responsible for the immediate clean-up of any animal waste.**

### **Litter**

It is expressly forbidden to litter or to dispose of cigarette butts on any grounds.

### **Rental of Property - Board Approval Required**

**If a Lot Owner intends to sell or lease his residence, a completed application for sale or lease must be presented to the Association for approval. Lease durations shall not be more than a year nor less than 90 days. A property may not be leased more than twice during a calendar year. There shall be no rentals of rooms or sub-leases.**

**Renters are to be given a copy of these rules and regulations and are required to abide by the same Rules and Covenants as resident owners.**

**Any advertisement or offer to lease a home in Ocean Walk Place that does not comply with terms and conditions contained in the Association's Amended and Restated Declaration of Covenants, Conditions and Restrictions shall be a violation of such terms and conditions. If such a violation occurs, the Board may assess a fine or take such other legal action available under applicable law.**

**Board of Directors  
Ocean Walk Place HOA**