

BOARD POLICY NO. 2025-02

EFFECTIVE DATE: 5/19/2025
AMENDED:

Policy and Procedure regarding the use of the two parking spaces at the end of South Street for overnight parking.

Policy: West Lakes Rules and Regulations, Section VII, Vehicle and Traffic Rules

1. Parking - Parking of vehicles of any kind on the grass is prohibited. Only passenger vehicles may be parked in carports and on coach driveways. Guest vehicles must display a guest pass.

Daytime street parking must not inconvenience a neighbor **and no overnight street parking is permitted.** Guests of owners may park in the Clubhouse parking area, but only if the owner's driveway is full. Parked cars must have only the passenger side of the vehicle closest to the grass.

Procedure: The two parking spots at the west end of South Street may be used for overnight parking after completing a request form (attached) and receiving Board approval.

* Homeowners of registered guests requesting to use the west end of South Street for overnight parking must complete the request form to register for one or both of the two parking spots. The parking spots will be reserved on a first-come, first served basis. After approval is granted, a parking pass will be issued and must be displayed where it is visible.

* Homeowners must complete the request form to use one or both of the two parking spots at the West End of South Street for overnight parking when circumstances prevent them from parking in their own driveway. The parking spots will be reserved on a first-come, first served basis. After approval is granted, a parking pass will be issued and must be displayed where it is visible.

* Residents are responsible for their guests and their own conduct regarding this parking policy. Misuse of these parking spots can result in a fine to the resident. West Lakes Board of Directors reserves the right to have the vehicles towed at the resident's/guest's expense.

This policy and procedure only pertains to the west end of South Street. The east end of South Street (Boca Rio Road) and the west end of Chisum Trail may not be used for overnight parking under any circumstances.

Approved by unanimous vote of Board of Directors on 5/19/2025

Judith Brightly
Judith Brightly, President

Dated: 5/19/2025

Sandra Sirota
Sandra Sirota, Secretary

Dated: 5/20/25

**REQUEST FORM TO PARK OVERNIGHT* IN PARKING SPOTS
ON THE WEST END OF SOUTH STREET**

RESIDENT REQUESTING:

PLEASE PRINT:

NAME _____

ADDRESS _____

PHONE _____

EMAIL _____

Please check one: I am requesting the use of one ☐ or both ☐ parking spots.

Please check one: I am requesting for myself ☐ for my guest(s) ☐.

If for resident: The reason I am requesting use of the parking spot(s) is:

I am requesting to use parking spot(s) from _____ to _____.
Date Date

License plate number of vehicle #1 _____ vehicle #2 _____.

If for guest(s), Name of guest(s): _____.

I am requesting to use parking spot(s) from _____ to _____.
Date Date

License plate number of vehicle #1 _____ vehicle #2 _____.

Once reserved, parking spots may also be used by resident/guest for daytime parking, when available; however, spots are not reserved for daytime parking. *Overnight is defined for purposes of this reservation as 7PM to 7AM.

Signature of Resident Dated:

UPON COMPLETION PLEASE RETURN TO THE OFFICE. ALICE CAN ANSWER ANY QUESTIONS REGARDING THE RESERVATION OF THE PARKING SPOTS.

EFFECTIVE DATE: 2/17/25
AMENDED DATE:

Board Policy 2025-01

Policy and Procedure for Use Upon Stockholder Inheriting a Second Cooperative Unit in West Lakes

POLICY (Articles of Incorporation, Article XVII, Limitation of Ownership to One Cooperative Unit):

A stockholder/owner is limited to owning one (1) cooperative unit in West Lakes of Boca Raton, Inc. A person shall not directly or indirectly:

1. Own Association stock shares to more than one (1) cooperative unit, or
2. Hold- a proprietary lease for more than one (1) cooperative or
3. Otherwise own more than one (1) cooperative unit

If there is an issue as to whether this provision will be violated by a transaction, the Board of Directors' decision is binding.

A married couple is limited to owning one cooperative unit - each spouse cannot separately own a cooperative unit,

In the event the Owner(s) of a unit have sold their existing unit and are purchasing another unit in West Lakes, the Board has the authority to hold in abeyance the transfer documents (stock certificate, proprietary lease, Association approval) on the purchase of the second to allow the sale of the first unit to be completed.

PROCEDURE:

1. Upon receipt of an Order Determining Homestead, or Order of similar effect, or completion of the Probate proceedings, whichever happens first, the stockholder inheriting the second unit will have ninety (90) days to list one of the units for sale with a licensed real estate broker at a sales price comparable to recent sales of similar units with regard to age and condition.
2. Upon receipt of an Order Determining Homestead, or Order of similar effect, or completion of the Probate proceedings, whichever happens first, a stockholder who intends to remove the inherited mobile home and replace the inherited mobile home with a new mobile home will have ninety (90) days to present to the Board of Directors a signed contract for the purchase of a new mobile home to be erected at the site of the inherited

mobile home. All requirements of Palm Beach County and West Lakes governing documents regarding replacement of a mobile home must be followed. In accordance with Article XIV, paragraph 6 of West lakes Articles of Incorporation, work shall commence expeditiously after Board approval and governmental approval has been obtained. The work, once commenced shall be completed within sixty (60) days,

If unforeseen circumstances arise which cause a delay in completion of the replacement mobile home within sixty (60) days, the stockholder may request an extension.

Upon thirty (30) days of issuance of the Certificate of Occupancy the stockholder must either list the new mobile home for sale with a licensed real estate broker at a marketable price, OR move into the new mobile home and list their prior residence for sale with a licensed real estate broker at a sales price comparable to recent sales of similar units with regard to age and condition.

3. (a) Upon receipt of an Order Determining Homestead, or Order of similar effect, or completion of the Probate proceedings, whichever happens first, a stockholder who intends to remove the existing mobile home at their residence and replace with a new mobile home will have ninety (90) days from the entry of the Order to present to the Board of Directors a signed contract for the purchase of a new mobile home to be erected at the site of their present mobile home. All requirements of Palm Beach County and West Lakes governing documents regarding replacement of a mobile home must be followed. In accordance with Article XIV paragraph 6 of West Lakes Articles of Incorporations work shall commence expeditiously after Board approval and governmental approval has been obtained The work once commenced shall be completed within sixty (60) days.

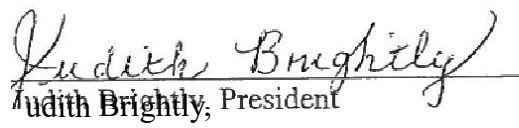
If unforeseen circumstances arise which cause a delay in completion of the replacement mobile home within sixty (60) days, the stockholder may request an extension,

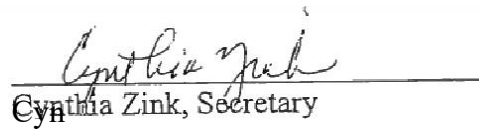
(b) Thirty (30) days prior to the demolition of the existing mobile home at the stockholder's property address, the stockholder may occupy the inherited mobile home until the issuance of the Certificate of Occupancy of the new mobile home. At the time of issuance of the Certificate of Occupancy the stockholder will have 30 days to list for sale with a licensed real estate broker the inherited mobile home at a sales price comparable to recent sales of similar units with regard to age and condition.

4. While the stockholder has ownership of two units, the stockholder is not entitled to let for rent the inherited unit or allow any guest to occupy the inherited unit.

5. If the stockholder fails to comply with the procedures as referenced above, the Board of West Lakes may act to terminate the stockholder's proprietary lease and recall the stock certificate originally issued to the stockholder by West Lakes,

Approved by the Board of Directors of
West Lakes on: L / / S⁻


Judith Brightly, President


Cynthia Zink, Secretary

WEST LAKES OF BOCA RATON, INC.

Board Policy #21-01

Policy and Procedure for Guests and Occupants Staying in West Lakes

Policy Statement

The Articles of Incorporation for West Lakes of Boca Raton, Inc. read:

Article XIX, Section 4. OTHER - No guest, tenant, adult or child can take residence in the Owner's coach without written approval by the Board of Directors.

Article XIX, Section 6. OCCUPANTS - Guests and occupants staying longer than 24 hours must register at the West Lakes office to comply with fire and safety regulations and acknowledge reading the Rules and Regulations. Any guest or other person residing in a home for longer than fourteen (14) days is required to submit an application and obtain written approval from the Association. The procedure to be followed is the same procedure as for purchases and leases.

All "Board Approved Occupants" are required to file "next of kin" forms and produce proof of age and other information when required by the Board with the West Lakes office.

Article XVIII, Section 2, While any person is in occupancy of a home, the home shall be occupied by at least on (1) permanent occupant who is at least fifty-five (55) years or older

Article XVIII, Section 3, Persons under the age of fifty-five (55) years, but over the age of eighteen (18) years, may reside in a home so long as at least one (1) of the permanent occupants of the home is fifty-five (55) years or older.

Based on the Articles of Incorporation, the following policy defines the various guests and occupants and the procedure that needs to be followed in each instance.

Procedure

Definitions:

1. Short-term guest – A guest staying longer than 24 hours up to 14 days.
 - a. Shareholders must submit a properly completed guest registration form for all guests staying longer than 24 hours with the West Lakes office at least seven (7) days before the guest arrival, if possible.
 - b. Guest must acknowledge reading the Rules and Regulations
 - c. **No short-term guest can reside in the coach at any time without the shareholder being present.**
2. Long-term Guest – A guest staying more than 14 days up to six (6) months for each visit.
 - a. Required to submit the Long-term guest application 14 days prior to arrival.

- b. Apply to have a back-ground/credit check done and pay the associated fees
- c. Application and back-ground results are reviewed by Board members.
- d. Must be at least 18 years old.
- e. Must meet with either the office manager or a board member to review Rules and Regulations
- f. Receive written approval from the Board of Directors
- g. **No long-term guest can reside in the coach at any time without the shareholder being present.**
- h. If shareholder permanently leaves West Lakes, the long-term guest must also vacate the coach.
- i. Long-term quest approval is given for a maximum of three (3) years.
- j. If an approved long-term guest leaves and returns within the three-year approval timeframe, the shareholder must notify the West Lakes office that the guest has returned and when they are scheduled to leave. Our insurance policy requires that the association knows who is residing in the Park at all times.

3. **Permanent Occupant** - A person, eighteen (18) years or older, approved by the Board of Directors, usually at the time of transfer of stock or at a later date, to permanently reside with a shareholder. (**Note: A permanent occupant is defined as someone who lists the West Lakes address as their legal residence.**) It is not someone who comes, stays for a while, leaves, and then comes again)

- a. Applicants for permanent residence must complete the Permanent Resident application, have a credit check and background check, and meet with and receive approval by the Board as a permanent resident.
- b. They must sign all required paper work including agreeing to abide by the Rules and Regulations of West Lakes and our governing documents. **Please note: the shareholder is ultimately responsible for the behavior of any non-shareholder that resides in their coach.**
- c. Approved permanent occupants are allowed to occupy the coach, even if the shareholder leaves, for a period up to three (3) months. For any period over three months, the shareholder must request a special exemption from the Board. In all cases, if the shareholder is going to be gone for a period longer than 2-weeks, the shareholder must inform the Board of the shareholder's departure and return date. This does not apply to legally married couples or couples living in coverture.
- c. Except in the case of legally married couples, if shareholder permanently leaves West Lakes, the permanent occupant must also vacate the coach.

Approved:

Janet L Jefford
Board President

Judith Brightly
Board Secretary

Date:

November 15, 2021

WEST LAKES OF BOCA RATON, INC.

Board Policy #20-1

Business Travel Reimbursement

Policy Statement

It is the policy of West Lakes of Boca Raton, Inc. to reimburse paid employees for authorized and approved business travel when using their personal vehicles.

Business mileage is the travel that an employee incurs beyond normal commute mileage (from home to the work and home again) on a normal workday. Employees may request reimbursement for any business mileage incurred.

Policies:

1. The current Internal Revenue Service's standard mileage reimbursement rate will be used to calculate reimbursement allowed amount.
2. GPS or Google Maps mileage will be used to calculate distance travelled.
3. Round trip mileage will be calculated to/from the West Lakes office to/from the business destination.
4. Examples of reimbursable trips include:
 - a. Post Office
 - b. Banking
 - c. Errands
 - d. Trips to purchase supplies
5. Employee are asked to submit a monthly Mileage Reimbursement Report by the 10th day of the following month, (Copy of report is attached to this policy)
6. Any requests 60 days or older will not be approved.
7. Mileage report must be approved by supervisor before reimbursement will be paid.
8. Under certain circumstance, this policy may apply to volunteers. Volunteers will need permission from the Board President to submit mileage reimbursement before the actual trip.

The Mileage Reimbursement Report is attached to this Policy.

Approved: _____

Board President

Board Secretary

Date: _____

WEST LAKES OF BOCA RATON, INC.

Board Policy #21-6

Sale and Closing of Coaches and Property

Policy Statement

To prevent future claims or liability, it is the policy of West Lakes of Boca Raton, Inc. to require that all closings must be handled by a licensed Florida attorney or through a Title Company. The contract to purchase the property must be in the form approved by the Florida Realtors and the Florida Bar.

Policy:

1. A contract between Buyer and Seller in the form approved by the Florida Realtors and the Florida Bar must first be received by West Lakes, along with an application and authorization for a credit and background check.
2. Approval for the transfer of the Lease and Stock must follow the procedure outlined in our governing documents.
3. All closings must be handled by a licensed Florida attorney or a Title Company.
4. No documents for the closing or transfer will be prepared by West Lakes without the proposed seller/buyer being represented by a licensed Florida attorney or a Title Company.

Approved:

Janet L. Jeffers
Board President

Judi Brighley
Board Secretary

Date:

10-18-2021

POLICY AND PROCEDURE ON PROPERTY INSPECTIONS AND FOLLOW-UP

Policy

West Lakes Rules and Regulations, Section V, Mobile Home Premises states:

1. MAINTENANCE – Each owner must keep the mobile home, carport, related structure and driveway in good repair, wash and repaint exteriors as needed to preserve an overall attractive appearance.

A. A committee appointed by the President of the Board of directors examines all homes and sites in the park and recommends remedial action wherever an owner fails to keep the property in good repair and appearance. If necessary, the Board will notify delinquent owners, in writing, and request corrective action within thirty (30) days. A second notice will give the owner an additional 14 days.

B. Failure of an owner to comply with the preceding requests will provide the Board with the grounds to impose a fine as allowed by state statute.

Procedure

Inspections:

In order to continue to maintain West Lakes as one of the best places to live, the following procedures are in place:

1. The Board president appoints the Beautification/Inspections committee each January.
2. Inspections are done every six months in January and July.
3. The committee prepares a violations list of coaches needing repairs, using the Inspections excel spreadsheet. Spreadsheet attached.
4. If possible, committee may contact the owner by phone or in person to discuss the maintenance needed.
5. Owners will receive by email or by regular mail a letter notifying them of required maintenance and the "Notice of Non-Compliance with Governing Documents-Maintenance." Letter and Document is attached.
6. A second inspection will be made 30 days from the first, of all coaches that received a notice. If required maintenance is completed, the coach will be checked off the original violations list.
7. Those owners who have not completed required maintenance will receive a second notice giving them another fourteen (14) days to complete the required maintenance. Second letter attached.

If the owner fails to complete the required maintenance with-in the 14 days and has not requested, or been approved, for an extension, they will be subject to a fine, as allowed by state statute, imposed by the Board for failure to follow rules and regulations. The shareholder may be fined \$100/day, up to \$1000, the amount allowed by State Statute, until work is completed. If a fine is imposed, you will then receive a date to appear before the Fines Committee. The decision of the Fines Committee to approve or not approve the fine will be final. If approved, the fine will be due five days after the meeting with the Fines Committee.

Sale of Coach or Transfer of Lease

When a contract is received for sale of a coach, the following procedure will be followed:

1. The Beautification/Inspections committee will inspect the property and complete an inspection form.
2. Current shareholder will be notified as to what work needs to be done to bring the coach and surrounding area into compliance with our Rules and Regulations.
3. Shareholder will be advised that the work must be completed before the West Lakes Board will approve any transfer of stock or issue a Lease Agreement.

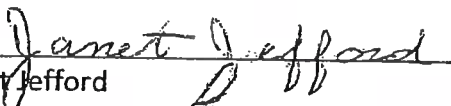
In-Between Scheduled Inspections

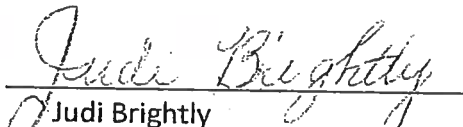
In between scheduled inspections, if Board members notice particular coaches that have issues that need to be addressed or if residents notify the Board of concerns, coach owners will also be notified as to what work needs to be done following the above procedure listed under

Approved: February 15, 2021

Amended: February 21, 2022

Amended: February 20, 2023


Janet Jefford
President


Judi Brightly
Secretary

POLICY AND PROCEDURE ON NOTICE OF INTENT TO RECORD A CLAIM OF
LIEN ON OWNER ARREARS OF MONTHLY ASSESSMENTS

West Lakes Rules and Regulations, Section 1, Assessments and Late Fees

1. Owners must pay an assessment fee on the first business day of each month by check, money order, or by on-line banking. No cash or credit card payment will be accepted, No invoices or statements will be mailed unless the account is past due. If the fee is not received in the corporate office by the 10th of the month due, a late fee will be imposed as follows: (a) \$10.00 for the first month; (b) \$25.00 late fee per month after that, plus interest at the rate of 1% interest per month on the unpaid balance. This is in accordance with Florida Statute 719.108. Any payments received will be first applied to the oldest outstanding. Any owner who becomes in arrears, after receiving a fourteen (14) day notice will be subject to the procedures outlined in Article IX of the West Lakes By-Laws.

West Lakes Bylaws, Article IX, Section I — Non Payment of Assessments, Etc.

Nonpayment or partial payment of carrying charges or other fees levied upon the Stockholders by Corporation, shall give the Corporation the right to pursue either or all of the following courses of action after reasonable notice to the defaulting Stockholder:

1. Give the defaulting Stockholder 14 days to make payment as the circumstances fairly require,
2. Cause such Stockholder to remove his property from Corporation premises and suspend any and all rights of residence and voting.
3. Cause suit to be filed against such Stockholder for collection of amounts due and unpaid in which case the Stockholder shall bear the costs and fees of collection including reasonable attorney's fees.

4, Call in and redeem such Stockholder's stock in an amount of the par value less any arrears or carrying charges or other obligations.

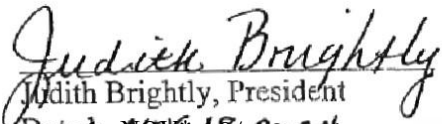
5, Assess penalty for late payment or partial payment of carrying charges.

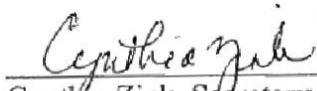
Procedure:

1. A Notice of Late Assessment shall be sent to any and all owners in arrears of monthly assessments thirty days or more, including any late fees and interest charges. The Notice of Late Assessment must be sent by first-class United States mail to the owner at his or her last address reflected in the Association's records, and if such address is not the unit address, must also be sent by first-class United States mail to the unit address.

2. The account of any and all owners who remain in arrears 14 days after receiving a Notice of Late Assessment will be turned over to West Lakes' legal counsel for recording of a Claim of Lien, and any and all other courses of action, described in Article IX of West Lakes Bylaws as stated above.

Approved by unanimous vote of Board of Directors on 11/18/2024


Judith Brightly, President
Dated: NOV* 18/ 02 24


Cynthia Zink, Secretary
Dated: 9 Dec. 24