

Manor Parc Homeowners Association, Inc.

REGULAR BOARD OF DIRECTORS MEETING MINUTES

April 23, 2025, at 5:45pm VIA Zoom & in person at Grant Property Management – 7124 North Nob Hill Road, Tamarac, FL 33321

Present	
Board of Directors: President: Shearon Martin Treasurer: Jeffery Hatcher VP: Christian Reyes	Representing Consolidated Community Management, Inc. (CCM): Christopher Fernandez, Property Manager

MEETING ACTIONS

CALL TO ORDER:

- The meeting was called to order at 5:45pm.

CERTIFYING A QUORUM PRESENT:

- Three out of three directors present. Quorum established.

New Business:

- Adopt Updated Rules & Regulations – The document showing the updated rules and regulations were shared on the screen for homeowners to see and follow along. The president read aloud the rules that were updated and the new rules. Shearon made a motion to approve. Christian seconded. All in favor. Motion passed.
- Leasing & Purchasing Requirements – A document showing the updated leasing and purchasing requirements were shared on the screen for homeowners to see and follow along. The president read aloud the rules that were updated and the new rules. Christian made a motion to approve. Jeffery seconded. All in favor. Motion passed.
- Homeowners Forum – The board opened the floor for questions and/concerns from the homeowners present at the meeting. Most of the discussion was about street parking. All questions and concerns were addressed accordingly.

ADJOURNMENT:

- All in favor to adjourn the meeting at 6:30pm.

Rules and Regulations**Requirements****Pots/Stands/Statues**

- No more than 6 visible well maintained small-medium sized pots at the front of the house and only two allowed at the top of the driveway. Pots should not impede landscaping maintenance.
- Pots should not exceed 2 ft in height and width without Board approval via an ARC request. If approved, restrictions in # of pots allowed will apply for safety, aesthetics and community standards reasons. Pictures, exact dimensions and the location to be placed are required when submitting. Pots cannot be mounted to concrete blocks or any other type of material permanently affixed to the driveway/pavers without an approved ARC and a city permit.
- Statues, ornaments, fixtures and other non-permanent structures (standing or wall mounted) require Board approval via an ARC request. Pictures, exact dimensions and the location to be placed are required when submitting.

Clothes Lines

- No outdoor clothes drying lines or related facilities shall be allowed within any portion of the property if such are visible from anywhere outside of each prospective lot.

Trash

- Garbage and recycle bins placed at the curb must be removed after pickup within a timely manner.
- To provide a healthy environment and in order to eliminate odors and rodents, all trash, recycled items and garbage must be placed in plastic bags and deposited only in the designated days/times. No personal items of any kind can be placed on common area property or in common area garbage/recycle bins.

Holiday Lights

- Lights and accessories should be removed in a timely manner after the holiday has passed.

**Automobiles,
Commercial Vehicles
and Boats**

- No commercial vehicles are allowed to be permanently parked in the community and or/overnight without board approval.
- Commercial vehicles include boats, campers, trailers, motor homes, mobile homes, recreational vehicles, commercial vans and buses.
- Commercial vehicles include, but are not limited to:
 - a) Any vehicle which is not owned or operated by a governmental entity, which uses special fuel or motor

	<p>fuel on the public highways, and which has a gross vehicle weight of 26,001 pounds or more, or has three or more axles regardless of weight, or is used in combination when the weight of such combination exceeds 26,001 pounds gross vehicle weight.</p> <ul style="list-style-type: none"> • No vehicles shall be repaired within the property, except of an emergency basis. • No broken-down vehicles shall be left in disrepair condition for longer than 24 hours. • No boats or watercraft shall be stored on the property or in your driveway overnight.
Construction of Improvements	<ul style="list-style-type: none"> • All external structural improvements required board approvals via an Architectural Request of Change (ARC) form. Required permits and written and/or signed board approval are required before proceeding with changes. • External improvements include pergolas, above ground backdoor pools, painting (exterior house colors cannot be changed), pavers, statues, flowerpots and other structure and ornaments including standing and wall mounted. • The Board reserves the right to require the maintenance of any added structures. Any unresolved violations may result in escalation to the Fining Committee.
Nuisances	<p>No owner/tenant shall make or permit:</p> <ul style="list-style-type: none"> • Any loud and/or disturbing noises of a continuing nature. • Any noxious or offensive activity • Any emanation of unpleasant odors • Any ultra hazardous activity. • Any activity that interferes with reasonable rights, comforts or convenience of the owners. • Any event/activities that interferes with City noise disturbance ordinance.
Antennas	<ul style="list-style-type: none"> • No exterior antennas, serial, satellite dish or apparatus for the transmission of television, radio or other signals of any kind shall be placed, allowed or maintained upon any portion of the lot without board approval.
Signs	<ul style="list-style-type: none"> • No sign, advertisement or notice shall be exhibited, displayed, inscribed, painted or affixed, in, or upon any part of the property without the written consent of the board. The board has the right to prohibit any signs offering property for sale or rent or limit the size of such sign.

	<ul style="list-style-type: none"> No owner/tenant shall have any sign, advertisement, notice of other lettering to be affixed or attached to, hung, displayed, or placed on the exterior walls, doors, patios, windows or roof, without board approval.
Off-Street parking	<ul style="list-style-type: none"> No overnight parking on the streets, nor encroaching on sidewalks or swale areas, shall be permitted. The roadway is the responsibility of the CDD, however, certain City traffic rules apply.
Garages	<ul style="list-style-type: none"> No owner shall cause any garage on his/her property to be permanently enclosed, converted, or otherwise remodeled to allow for occupancy of any occupants without prior board approval and City permits.
Fences	<ul style="list-style-type: none"> Board approval and a written/signed ARC form is required prior to installation. City Permit is required.
Pet and Animals	<ul style="list-style-type: none"> Only common household pets belonging to owners or those occupying the property through the authority of the owners and pets which have been approved by the board will be allowed. No pet shall be permitted outside a house except on a leash and must at all times be under the control of its owners. Pet owners and anyone responsible for the pet(s) must pick up and remove all waste left by the pet in a proper sewage receptable. No other animals, livestock, or poultry of any kind shall be kept on any portion of the property.
Swimming Pools	<ul style="list-style-type: none"> No owner/tenant is permitted to install or conduct any below-grade swimming pool or other equipment at any time, except if prior written approval is obtained from the County. Above ground pools require Board approval.
Solicitation	<ul style="list-style-type: none"> There shall be no solicitation by any person anywhere in the property for any cause, charity, or any purpose whatsoever, unless specifically authorized by the Board.
Business Use	<ul style="list-style-type: none"> No trade or business may be conducted in or from any lot, except that an owner or occupant residing in a lot may conduct business activities within the lot so long as but not limited to:

	<ul style="list-style-type: none"> ○ The existence or operation of the business activity is not apparent, or detectable by sight, sound or smell from the outside lot. ○ The business activity conforms to all zoning requirements and other applicable governmental regulations for the property. • The business activity does not involve persons coming to the property who do not reside in the property or door-to-door solicitation or residents within the property
Leasing/Renting	<ul style="list-style-type: none"> • Homes cannot be leased/rented without the prior written approval of the Board, subject to all leasing guidelines established by the HOA. • Short-term rentals are not permitted. Owners can only lease their property once every six months per Manor Parc's Governing Documents.
Temporary Buildings	<ul style="list-style-type: none"> • No out-buildings, portable buildings, temporary or accessory buildings or structures, permanent storage buildings shall be erected, constructed or located upon any lot for storage or otherwise without prior written/signed Board approval.
Hurricane Preparation	<ul style="list-style-type: none"> • Owners must remove all personal property from the exterior of the home and secure it inside the home or garage for any item that is not affixed to the ground as a permanent structure or fixture, within 24 hours of a hurricane watch or an imminent hurricane threat.
Trees	<ul style="list-style-type: none"> • Overgrown trees located on the owner's property, both backyard and at the front of the property, are the responsibility of the owner to maintain including all plants not installed by the HOA.

Purchasing & Leasing

Screening Item	Requirements
Credit Score	<ul style="list-style-type: none"> ▪ Tenant(s) must have a minimum credit score of 670
Proof of Income	<ul style="list-style-type: none"> ▪ The tenant(s) must provide proof of income equating to 3 times the monthly rent amount.
Proof of Employment	<ul style="list-style-type: none"> ▪ The tenant(s) must provide proof of current employment.
Ledger Balance	<ul style="list-style-type: none"> ▪ Owner must have zero balance due in HOA fees and/or HOA fines prior to leasing.
Evictions	<ul style="list-style-type: none"> ▪ Tenant(s) cannot have any evictions on record.
Criminal	<ul style="list-style-type: none"> • Tenant(s) and purchaser(s) cannot have any felony conviction within the last 10 years and no misdemeanor conviction within the last 5 years.
Sex Offender	<ul style="list-style-type: none"> ▪ Tenant(s) and purchaser(s) cannot have any record resulting in a conviction.
Occupancy	<ul style="list-style-type: none"> ▪ Only the pre-screened tenants on the application are permitted to permanently reside at the residence. ▪ Tenant(s) cannot sublet any part of the residence. ▪ Tenant(s) and purchaser(s) must adhere to reasonable occupancy maximum restrictions. ▪ Tenant(s) and purchaser(s) cannot operate a business within the premises.
Pets	<ul style="list-style-type: none"> ▪ Tenant(s) and purchaser(s) must disclose pet information along with any required paperwork including Rabies veterinary records. ▪ Only domesticated pets are allowed in accordance with Manor Parc's Governing Documents.
Community Standard	<ul style="list-style-type: none"> ▪ The tenant(s) and purchaser(s) must sign and acknowledge receipt of the Rules & Regulations and Governing docs. ▪ The tenant(s) and purchaser(s) submitting the application must comply with all HOA rules. ▪ If there are any unresolved breaches/violations by the tenant(s), the tenant(s)/owner will be escalated to the Fining Committee for further action. Failure to resolve any violation within a reasonable time may result in the HOA requesting termination of the lease agreement. ▪ All owners and tenants must abide by all the rules and regulations of the HOA including all rules within Manor Parc's Governing Documents.