

COURTYARD HOMES AT THE GROVE

FAQ's

****Please note, this is a guide to help answer some questions you may have. For a full list of rules and regulations please download Courtyard's Rules and Regulations Document which is available on the associations website or can be obtained by emailing sasha@tpmgfl.com.*

SELLING/LEASING A UNIT

Is there any process or approval required to sell or rent my home?

Yes. You must fill out a screening application and receive approval by the association prior to purchasing or renting a unit. The screening application is on the website and must be filled out completely and brought to the TPMG office M-F between 10:00am-3:30pm with all the required documents and payment.

Are short term rentals permitted?

NO! You can only rent your home for a 12 months at a time (no more, no less). The lease must state a 12 months. There are **no short term leases, no Air BNB, only one family per home.**

Tenants Responsibilities?

All Association rules and regulations are the responsibility of the homeowner to communicate to the tenants. The tenant must follow all of the rules and regulations that are put in place for The Courtyard Homes at The Grove. The Homeowner is responsible for any and all issues as it relates to their tenants. Furthermore, please let your tenants know that if they receive mail for you (the owner) they should forward it to your address.

PARKING:

Are there any restrictions on parking?

Yes. All vehicles must be parked in your driveway/garage and may **not** be parked on a swale, in the grass area, or on the street. This will be an automatic tow. Guest parking is reserved for guests. Should you need to use a guest spot as a resident you may park in a guest spot for up to 24 hours and then your car must be moved out of the spot. No long-term parking in a guest spot is permitted. Also, any inoperable vehicle or a vehicle without a current tag is not permitted to park in the community. **PLEASE REFER TO THE ASSOCIATIONS RULES AND REGULATIONS FOR A COMPLETE LIST OF PARKING INFRACTIONS.**

TRANSPONDERS:

How can I purchase a transponder?

An approved resident can purchase a transponder to enter the gate on the resident's side lane once they have changed their car registration and drivers license to show the Courtyard address. In the meantime, all residents will have to use the guest entrance until these documents are changed. NO EXCEPTIONS ARE MADE. Once you have all of the below documents, please feel free to go to the management office (TPMG-2645 Executive Park Dr. Weston, FL 33331) M-F between 10:00am-3:00pm with the following...

1. Car registration (Courtyard address)
2. Drivers license (Courtyard address)
3. Insurance Card
4. Check or money order payable to Courtyard Homes at The Grove (prices are listed below)
5. You will need to bring your car as management needs to put the transponders on the vehicle

1st and 2nd car- \$30.00 **each** transponder

3rd car- \$55.00

4th car- \$100.00 (no decal for guest parking)

GARBAGE DAYS:

What are the garbage/recycling/bulk trash dates?

The garbage pick up days are Tuesdays and Fridays. Only garbage carts supplied by the City may be used for garbage collection and may be placed out 24 hours prior to the collection days and must be stored out of the streets view 12 hours after collection day. All garbage containers must be kept in your garage and can not be visible from adjoining streets, logs or the recreation area. Recycling is on Tuesdays. Bulk trash is the 4th Thursday of each quarter.

EXTERIOR IMPROVEMENTS/CHANGES:

Do I have to get approval to add/change/modify anything to the exterior of my unit?

Any exterior modifications you would like to make to your house requires approval from the association first. You will need to fill out an ARC form which can be found on the association's website. Once you have the completed form and all of the required documents you can email them to Sasha@tpmgfl.com.

Are there approved paint colors?

Yes. There are approved color paint colors (for touch up painting only). These can be obtained by visiting the associations website.

DELIVERIES & CONTRACTORS:

What days/times can I have deliveries at my unit? What days/times are contracts allowed to work at my unit?

- Are allowed into the community between 8:00am – 7:00pm Monday – Saturday
- There are no contractors or deliveries permitted on Sundays and Major National Holidays.
 - a. Exceptions include emergency utility services
- Major Holidays include New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day & Christmas Day.

PET RESTRICTIONS:

Are pets allowed at Courtyard?

There are no pet restrictions. However, you must clean up after your pet and they must always be walked on a leash. The owner of that pet is responsible for their actions. Please keep in mind that your pet(s) can and will make noise that can be a nuisance to others. The Association does not get involved in neighbor versus neighbor disputes and if there is a serious concern about an animal, then one should call Animal Control and or City of Weston Code Enforcement.

MAIN LINE WATER BREAK:

What should I do if I see what at the meter in front of my unit leaking in the grass, sidewalk, or out into the street?

Should you have a break at your water meter please contact the City of Weston. They will come out to inspect the issue.

*If the break is from the meter to the street, the City is responsible for fixing the issue.

*If the break is from the meter to the house, the homeowner is responsible for fixing the issue.

BACKFLOW/PLUMBING PIPE:

What should I do if a backflow pipe breaks at my unit after hours?

Should you have a backflow pipe break at your unit and it is after hours or on a weekend, please contact the Fire Department. They are the only ones that should be touching the backflow pipes. They will come to your unit and shut the water off until the vendor can come out and fix the issue. If the break occurs M-F between 9am-4pm please contact TPMG and we will reach out to the vendor immediately to have this addressed.

* The association is responsible for repairing any broken backflow pipe. The homeowner is responsible for repairing any broken plumbing pipe.

BEEHIVE:

Who is responsible for a beehive that is on my unit?

The homeowner is responsible for any beehive/wasp nest or etc that is on their unit. The homeowner will need to call a bee/pest control company to have the hive removed.

*The association is responsible for any beehive in the common areas of the property. Should you see a beehive in a tree, the pool, playground, or on the common area ground please contact TPMG.

COACH LIGHT:

Who is responsible to replace the coach light on my unit?

The homeowner is responsible for replacing a coach light should the bulb stop working or the light is damaged. The information for purchasing a new coach light is on the associations website.

ROOFS:

Who is responsible for the roof?

The homeowner is responsible for the roof. Any tiles that need to be repaired/replaced is the homeowner responsibility. Should a homeowner want to replace their roof they will need association approval first. Please fill out an ARC form (document is on the associations website) and submit the completed form with all of the required documents to Sasha@tpmgfl.com. Pressure washing of the roof is the homeowner's responsibility.

POOL FOB:

How do I purchase a pool fob?

A homeowner or approved tenant can purchase a pool fob for \$50.00 (check or money order payable to Courtyard Homes at The Grove) at the TPMG office M-F between 10:00am-3:00pm. Please bring your Drivers License with you to show proof that you own/rent the unit.

HOA PAYMENT:

How do I pay my maintenance?

The HOA maintenance payment is due quarterly (Jan 1st, April 1st, July 1st, Oct 1st) and will be considered late after the 15th of each quarter and will be charged a \$25.00 late fee.

The quarterly dues change each year so please make sure you check with the management company prior to January 1st of each year (TPMG) to see how much the quarterly payments are.

You can mail/drop off a check to the TPMG office (2645 Executive Park Dr. Suite 127 Weston, FL 33331), you can mail your check directly to the bank with the coupon that all homeowners will receive at the end of each year, or you can set up automatic payments. Should you chose to set up automatic payments, please email Matt (matt@tpmgfl.com) to request your account information.

What is the Broward Sheriff Office Number?

954-389-2010

What is the contact information for the property manager?

Sasha Clark, TPMG
sasha@tpmgfl.com
954-640-0291

For other important information please visit the Courtyard Homes at The Grove website <https://courtyardhomesatthegrovefl.com/>