

Welcome Letter for New Owners and Renters

Congratulations on your new move to our neighborhood. You will find that this community provides you with a great swimming pool, clubhouse to use for events or meetings, a well-equipped workout room and basketball, tennis and pickleball courts, as well as a family-friendly playground and pleasant walking paths.

 The purpose of this letter is to help answer some questions you might have regarding this subdivision. Nautica also has a website for any additional information you may need ([www.nauticahoa.com](http://www.nauticahoa.com/)).

# HOA Management fees

* + Nautica subdivision is one of the lowest HOA fees in the area. You will receive a payment booklet after you move in. If you do not, please make sure that you see the property manager. Late fees are assessed if you do not make your payment before the 15th of the month. These fees are to keep up the landscaping in the community common areas, pool maintenance, and the like.
	+ If you have not received the coupon book, you can place (1) your payment in the outside payment box at the clubhouse OR (2) give it to the property manager directly OR (3) mail to the West Palm Beach office.
	+ If you have received the coupon book, the Nautica office will no longer take your HOA payments. You can mail your payment to **Truist** directly or set up autopay or make a one-time payment on the Truist website.
	+ If you get behind in your payments, you will need to contact Seacrest Management directly to resolve the issue in a timely manner.

# HOA Governing Documents

* + These documents should have been given to you at your closing, but if you have not, you can go to the website and click on the Governing Documents tab. The Declaration is a 102-page document that in your “spare time” you may want to look over! **Most importantly, take a few minutes to review the Rules and Regulations on the Nauticiahoa.com website so that you are familiar with the rules.**

# HOA Meetings

* + Meeting times are posted at the clubhouse outside bulletin boards and gate boards 48 hours before taking place, in addition to being emailed to the residents. Make sure we have your emal.
	+ Meetings typically start at 6:30pm.
	+ Please remember Board members are not paid for their positions and graciously give their time to help the community stay a desirable place to live.
* **Telephone messages**
* If you need to contact the office and no one is there, please feel free to call **561-742-9107** and leave a message. Your question(s) will be answered as soon as possible. Or you can request an email response, make sure that you spell your email carefully and clearly into the phone message system and we will respond as quickly as possible to address your concerns.
* Indicate that you are from Nautica HOA if you wish to communicate with someone from Seacrest Services Management in West Palm Beach, **561-656-6310.**
* **The Nautica Newsletter** is published each month to bring current information about events in the community and can be viewed at Nautica.newsletter@gmail.com. Feel free to contact them with any questions and view all the editions to see the “happenings” in Nautica, including social events.
* **Trash and pickup days**
* Your trash is picked up by Boynton Beach on Mondays and Thursdays. Monday is also bulk pickup with

the “claw” for large home items as well as landscaping foliage. **This debris should not be put out on the street any earlier than Saturday for an early morning Monday pickup.**

Thursday is recycling day. Wednesday after 5pm is a good time to put out the recycle bins. The recycling MUST stay within the bin or it will not be picked up. If you have many cardboard boxes from the move, etc., they must be cut up and placed into the yellow bin. The blue bin is used for cans, plastics, etc. but should NOT include plastic bags or Styrofoam

* + On both days, the large green trash bin can be placed at the street the night before. Make sure that it is correctly facing the road with the metal bar for the truck to use its automated system to pick up your trash container.
	+ If you have questions for the city, and/or need information about Monday or Thursday holidays, you can find the alternative pickup days on the website: [www.boynton-beach.org](http://www.boynton-beach.org/)
	+ If you have problems and need recycle bins, trash receptacle or the pickup has been missed, call the city at **561-742-6200.** They are very courteous and helpful.
	+ After the trash has been picked up, all trash bins must be placed off the street and stored in a garage or behind shrubs as to be out of view of neighbors and the street

# Mailboxes

* As the mailbox ages, sometimes the spring on the mailbox door does not work and it stays open. If this happens, please call the property manager with your house information and the maintenance man can replace the spring, free of charge.

 Any other maintenance should be directed to **Beautiful Mailbox Company 305-403-4820.**

* Please try to keep your mailboxes clean from mold and mildew by using soap and water or glass cleaner.
* Please do not park directly in front of any mailbox as they may not deliver the mail. FYI
* **Key Fobs and Transponders**
* You should have received all fobs from the previous/current owner. If you did not receive them, check with your real estate agent OR check with the property manager in the office to purchase new ones. See the rules and regulations on how to obtain additional key fobs or transponders.
* If you need to update the current transponders/fobs, contact the property manager and fill-out the necessary forms that can be found on the Nautica Website.
* You need to purchase transponder stickers for your car; remember they need to be programmed into the gate system by the Property Manager with your name and phone number in the call box for your guests. See the website for the needed form.
* The key fobs give you access both North and South side walking gates at as well as to the pool and clubhouse.
* All information that you provide will be kept in a locked filing system in the manager’s office for your protection and privacy.
* **Cars and Parking**
	+ Parking in Nautica can be tricky especially if there are parties in your neighborhood. Keeping that in mind, please note that no vehicles are allowed to park on the swales between the sidewalk and the street or on residents’ lawns. All wheels of the vehicle must be situated on the street alone. And vehicles must **not** park directly across from each other. Use staggered parking to allow other vehicles and emergency vehicles access to the houses.
	+ Visiting guests may park in the clubhouse parking lot overnight but all vehicles MUST be removed by 9:00 am the following morning, including weekends.
	+ Vehicles may not be parked in the street between the hours of 1:00 AM and 6:00 AM – all vehicles must be parked in the garage or on the driveway. While two vehicles usually can fit in a driveway, the driveway apron at the end of the driveway may also be used for a third vehicle.
	+ If you receive an orange sticker on your vehicle for violation of these parking rules, you will need to see the property manager. You could be subject to a fine or towing in the future.
	+ No commercial vehicles or weekend parking is allowed in the clubhouse parking lot.

# Gates into the Subdivision

* + **The South Gate is the resident gate ONLY**. You will see two red and white arms as well as a metal gate coming into the subdivision. The two arms are called “The Corral”. There is to be ONLY ONE vehicle inside the corral at a time OR the metal gate will not open. The second Corral Gate will rise (open) to allow the next resident to enter when the first resident is through the metal gate.

# PARKING INSIDE THE CORRAL IN ORDER TO PICK UP STUDENTS FROM CITRUS COVE ELEMENTARY OR BUS STUDENTS IS NOT PERMITTED BECAUSE THE GATES WILL NOT OPEN FOR OTHER RESIDENTS TRYING TO GET IN THE COMMUNITY.

* + If you are picking up your child from the elementary school or bus pickup, you must wait in the pickup line at the school OR park temporarily in the clubhouse parking lot and walk to the gate to meet your child/children.
	+ **The North Gate is the Guest entrance**. Your guest(s), and vendors can find your name in the call box and call the number that links to your residence or cell phone. You must press **9** on your keypad of your landline or cell phone to let them in. If you happen to have T-Mobile as your cellular service provider, we have found that you might have to hit **9** a few times on your cell phone for it to work properly. (Go figure!)
	+ The instructions are above the call box, we suggest you take a picture to send to your guests to review before coming to save time (now in Spanish too).
	+ Please do not let people into the subdivision that you do not know. The purpose of the gates is for you and your neighbor’s safety and property. Sometimes unscrupulous people will just go down the call box numbers to try to enter the property. Please be vigilant to keep our community safe and secure
	+ If the gates are open for some reason and not allowing you to use the transponders, it is usually due to a glitch in the computer provider system and will be fixed as quickly as possible. You do not need to call the office regarding this. It will already be known by the Property Manager who will have the problem fixed ASAP. Use the north gate to call yourself in.
	+ The metal gates and the arms are expensive to replace. Please be especially careful not to rush the gate with your vehicle by hitting them, which might cause them to break and need to be REPLACED OR REPAIRED AT YOUR EXPENSE. We would all like to keep our costs down in the community and HAVE a low HOA fee.
	+ Remember for your protection we have cameras to view any violations.

#  House Painting and Changes to the Outside Appearance

* + If you house needs to be painted, you must first go to the Nautica Office (or to the website under Paint Colors) and check out the accepted colors from the Sherwin Williams paint chips and then fill out the A.C.C. form to request a new or refreshed paint color. The [Architectural Request](http://www.nauticahoa.com/form-rules/forms/) form is located on the website under the Forms tab. Or you can also get one in the Clubhouse hallway by the restrooms.
	+ Any exterior changes to your home, such as a new fence, private pool, window changes, etc., must first be approved by the ACC (Architectural Control Committee) with a signed copy given back to the owner with your acceptance or denial. (**Keep this letter with your records.)** This letter of approval is required before going to the City of Boynton Beach for a permit if it is needed…

 The City of Boynton Beach permitting department is off Gateway Blvd. left at the light **after** the Renaissance Commons lights. If you get to I-95, you have gone too far.

* + It is also required that you “hide” your air conditioning unit with a small fence or foliage so that it is not visible from the street and neighbors. Check with the Property Manager if you need help with understanding the “look”.

# The Pool:

* + The community pool is heated or cooled year-round to approximately 84 degrees Fahrenheit. It has two chiller/thermostats making it comfortable for users.
	+ Pool shades have been installed to give shade from UV rays for the users but of course there are areas for sunbathing.
	+ Rules for pool use are posted on signs in the pool area. There is no smoking in the pool area and dogs are not welcome. Sorry!
	+ For sanitation and health reasons, food cannot be consumed at the pool but there are tables just outside the pool area to enjoy your snacks.
	+ We ask you NOT to use water balloons in the pool as this clogs the filter and results in closing the pool until repaired.
	+ You can access the pool through the clubhouse or directly through the pool gate with your fob. No wet bathing suits are allowed in the clubhouse, other than to use the restrooms through the pool door.

# The Gym + Clubhouse

* + In the exercise room, free weights, lat pull-downs, treadmills, bicycle, elliptical and more are available while watching your favorite TV show in the comfort of air conditioning.
	+ Wet wipes are available and you are encouraged to wipe the equipment after use.
	+ The clubhouse also has two game tables (one for playing cards and another for a mini shuffleboard.)
	+ The clubhouse as a “take-a-book”, “leave-a-book” library located near the television. Our own mini- library of sorts!
	+ The clubhouse can be rented for events but you must first fill out the rental form and pay the rental fee and security deposit. See the website under Forms with information and rental fees. Forms are also available after hours on the rack near the clubhouse restrooms or speak with the Property Manager for availability and fee collection.
	+ If you have your own business, there is a bulletin board inside the Clubhouse by the hallway near the restrooms for your business card if you would like to leave one.

# Courts

* + All courts have lights that you can turn on if you are choosing to use these facilities in the dark. The exception is the pickle ball/badminton area.
	+ Please turn the lights off when you leave the courts

# Dog stations

Dog stations are located around the recreation area to clean up after your pet. Please be kind to your fellow dog and non-dog neighbors and clean up after your animal. If you are not near a “Dog station” please carry a bag with you and clean up after your pet.

***Welcome to your new home in Nautica***

***Your Nautica Board of Directors***

AUGUST 2025