

WELCOME TO MALLORY CREEK AND CONTRATULATIONS ON MOVING IN!

You have just moved into one of the most sought-after communities in South Florida, and in a few short weeks you will see why!

We are a community that is beautiful and full of interesting people from all over the world.

We are a Homeowners Association (HOA) which is a private, non-profit corporation of which all owners are members. There is an elected Board of Directors, whose names appear on our website Owner's Portal.

Mallory Creek has 581 units, 2 pools, a Clubhouse that includes a gym, social room, kitchen, and an all-purpose room, all available to residents. We have our Mallory Creek Community Association Manager on site at the Clubhouse on Monday, Tuesday, Wednesday, and Friday from 8am to 4pm. He may be contacted at mcmgr@tritoncam.com or 561-401-9278.

Of course, there are rules, guidelines and general information needed to keep your community safe and beautiful. Toward that end, we hope you will find the attachments helpful.

- Quick Checklist
- Alternate Mailing Address Form
- Extended Stay Form
- FAQs about Mallory Creek Homeowners' Association
- Map of Mallory Creek

Again, we wish to welcome you to Mallory Creek. May you have many happy and healthy years with us!

Mallory Creek HOA Board of Directors

NEW RESIDENT QUICK CHECKLIST

ALL NEW OWNERS & TENANTS – REVIEW THE BELOW

Onsite Office: Mallory Creek HOA, 1221 S. Jeaga Dr., Jupiter, Florida, 33458. The Office number is: 561-401-9278.

Key Fobs: 2 key FOBS assigned to each address.
Opens clubhouse, pools, and mailroom. **Please be sure to get these from the previous owner or landlord.**

Mailbox keys: Mailbox keys are also the owner's responsibility. If you do not get keys at transfer of ownership or lease, you will have to contact a locksmith and pay for a new mailbox lock! **Please be sure to get these from the previous owner or landlord.**

Mailbox numbers: Please ask the previous owner or landlord for the mailbox number.

Utilities: Below are Utility providers and contact numbers for Mallory Creek HOA.

HOTWIRE: HOA Bulk Contract for TV and Internet Provider
800-355-5668 New residents need to contact Hotwire for the equipment.

Florida Power & Light
561-697-8000

Town of Jupiter – Water
561-741-2300

Loxahatchee River District
561-747-5700

TRASH DAYS: Wednesday and Saturday

RECYCLE DAYS: Saturday

All containers must be stored out of view of neighbors and streets/alleyways by end of pick-up date.

**ALTERNATE MAILING ADDRESS IF DIFFERENT
FROM MALLORY CREEK ADDRESS**

The below information will be used to mail maintenance bills and all Association correspondence. Should your mailing address change, please notify ResidentServices@tritoncam.com and your community manager MCmgr@tritoncam.com.

Please print clearly.

Mallory Creek Address: _____

Purchaser's Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone #s: _____

Purchaser Signature: _____ Date: _____

Purchaser Signature: _____ Date: _____

Extend Stay Form Registered Occupant/Invitee/Guest

This form must be filled out for all guests over the age of twenty-one (21) who will be staying in Mallory Creek for a period longer than thirty days (30). If the invitee or guest stays longer than ninety days (90) they must go through the lease application process for record.

DATE: _____

OWNER(S) NAME: _____

ADDRESS: _____

PHONE: _____ CELL: _____

EMAIL: _____

EMERGENCY CONTACT: _____

PHONE: _____ CELL: _____

EMAIL: _____

I, _____, am authorizing the person below to be listed as a registered occupant of my home.

The owners, lessees, occupant, invitees and/or guest of each Lot shall abide by each and every term and provision of the Declaration of Covenants, Conditions and Restrictions, Rules and Regulations, provisions of the Articles of Incorporation, and By-Laws of Mallory Creek HOA, as well as those of the Abacoa Property Owners Association (APOA). Any violations and/or non-compliance will be subject to penalties and fees according to State Statute 720.

OCCUPANT _____

PHONE: _____ CELL: _____

EMAIL: _____

VEHICLE MAKE: _____ MODEL _____

YEAR: _____ COLOR: _____ PLATE: _____

OCCUPANT SIGNATURE: _____

A signed acknowledgement of the Rules and Regulations must accompany your Information Sheet.

Managed by: Triton Property Management, 900 E. Indiantown Rd., Suite 210, Jupiter, FL 33458
Main Office: 561-250-6565

FREQUENTLY ASKED QUESTIONS ABOUT MALLORY CREEK HOMEOWNERS' ASSOCIATION

Congratulations on purchasing in a community with a homeowner's association. You are automatically a member of the Homeowners Association, Inc. Because the Association is so important to the community and your personal investment, please take a moment to read the following *Frequently Asked Questions* about community living. The following is intended to be a helpful summary but is not intended to replace, amend, or modify the contents of your Homeowner Documents. If there is any conflict between this summary and the Homeowner Documents, you should rely upon the contents of the Homeowner documents and **not** this summary.

Q. What is the Mallory Creek Homeowners Association?

A. The Mallory Creek Homeowners Association (HOA) is a private, nonprofit, corporation in which all unit owners are members and have certain rights and obligations, governed by a recorded set of governing documents, and administered by a Board of Directors. Association business expenses are funded through the collection of quarterly and, if necessary special Assessments, paid by each member.

About Your Governing Documents:

The Mallory Creek governing documents include three major instruments: The Declaration of Covenants, Conditions and Restrictions, the Articles of Incorporation, and the By-Laws.

The Declaration of Covenants, Conditions and Restrictions establish formal regulations for the community, establish the rights and responsibilities of the individual unit owners and the Association, establish standards for maintenance upkeep by both the Association and the homeowners, and define amendment requirements.

The Articles of Incorporation (Articles) are the corporate charter filed with the State of Florida. The Articles establish the Association as a legal entity (a corporation) and define membership and voting rights. The Articles establish the First Board of Directors and initial officers of the Association.

The By-Laws establish the procedures for carrying out the operations of the HOA. The By-Laws describe how member and board of director meetings are noticed and conducted, including quorum requirements, the election, number, and powers of the board of directors, the appointment, type and duties of officers and the appointment, type, and duties of committees.

Q. How do I obtain a copy of the Mallory Creek governing documents?

A. You may view and print a copy of the Mallory Creek governing documents by accessing the Mallory Creek HOA website (www.mallorycreekhoa.com) and linking to Documents.

Q. How does your HOA work?

A. You and your neighbors will ultimately manage the day-to-day business of the community through a member-elected Board of Directors. The Board must consist of a specified number of members as stated in the documents, elected in accordance with the Articles and By-Laws. The Board of Directors will assume responsibility for operating and maintaining the common areas, developing financial plans, assessing fees, and enforcing the governing documents and architectural controls. Committees and hired professionals assist the Board in its duties. Some of the community services that may be contracted include general management, landscape maintenance, irrigation maintenance, pool maintenance and fiber TV and internet.

Q. Who is your management company and what do they do?

A. Triton Property Management is an outside vendor who handles the daily operations of your community with Board of Director oversight and direction. Although the Board of Directors hires the service providers,

Triton Management arranges for the operation and maintenance of the common facilities. In addition, Triton Management prepares the budget, monitors the financial operations, receives, and handles complaints, plans, organizes and keeps records of meetings, plans for adequate insurance coverage, issues work orders and enforces the community covenants. Copies of the HOA budget and corporate records are available through the Triton Property Management offices, per the adopted Records Request and Inspection policy. The Triton Management offices are located in Jupiter Florida and have 24-hour emergency coverage. The address, web page, and phone number are listed below. Triton Property Management provides an on-site Community Association Manager to oversee the day-to-day operations and can be contacted via phone 561-401-9278 or mcmgr@tritoncam.com. The onsite office is located in our clubhouse.

Q. I have questions about the landscaping schedule. Who do I call?

A. Call our Community Manager, at 561-401-9278 with landscape questions and requests. Email the community manager MCmgr@tritoncam.com should you need a work order generated, it will be reviewed and implemented if warranted. The landscape company is contracted to maintain the accessible lawns and the developer-installed plantings and to perform a certain number of cuts and trims per year. The frequency will vary according to season and weather conditions. Because their contract outlines specific duties, the workers cannot take direction from individual homeowners. Their job is to perform community-wide lawn care and not private gardening.

Q. My plants appear to be dying; do I call the landscaper or Triton Management?

A. Generally speaking, the lawn, and all developer-installed shrubs and bushes, are maintained by the landscape company. You may email the community manager MCmgr@tritoncam.com with your concerns, along with photos and a work order will be generated, it will be reviewed and implemented if warranted. Work Orders are assigned a number and logged electronically in our system.

Q. My irrigation system isn't working. Who do I call?

A. Again, contact our community manager MCmgr@tritoncam.com so a Work Order can be generated for the appropriate people. Routine "wet checks" are performed, and irrigation schedules are frequently adjusted according to current conditions.

Q. I want to change my landscape plants. Do I need approval for exterior work?

A. Yes, any exterior changes require Architectural Review Committee ("ARC") approval prior to starting the work. ARC applications can be obtained by calling our Community Association Manager, or from our website www.mallorycreekhoa.com. A minimum-security deposit of \$500 is required with the application.

Q. Who do I contact for ant and pest control?

A. You are responsible for pest control within your home. The HOA provides for pest control of the lawn and shrubs. Most HOA's do not treat white-footed or carpenter ants. You may call our Community Association Manager to report pests on your shrubs or lawn.

Q. The lakes have growth in them. How do I report this?

A. Some lake vegetation is normal and healthy. As a matter of fact, it is desirable for about 30% of the lake surface to have vegetative coverage. Certain lake plants, such as Chara, are actually water clarifiers and should be present. The lakes are generally treated for excessive growth on a monthly basis, but the level of lake maintenance will vary according to the season. Lake levels also fluctuate throughout the year.

Q. Does the HOA provide insurance?

A. The HOA will ensure the Association Property or Common Areas, but each homeowner must insure their own property.

MALLORY CREEK

SITE MAP

