

MALLORY CREEK HOMEOWNER'S ASSOCIATION INC.
Application Instructions for Resale or Lease

Please note that there is a Working Fund Contribution of two months' assessment required for all resales.

1. The attached application for occupancy must be completed by the purchaser(s) or lessee(s). Please complete all questions.
2. A copy of the signed sales contract or lease agreement must accompany this application.
3. Please allow 10 days for review of application. Occupancy prior to approval is prohibited. An inspection of the home exterior will be performed to verify compliance prior to granting a sale or lease approval.
4. As a member of the Association, you agree to abide by the Association's Documents as recorded in the Palm Beach County Official Records. If you have not received a copy of these documents from the Owner/Seller of your unit, they are available to you from the management office by calling 561-401-9278, for a fee of \$25.00 or, for free, at www.mallorycreekhoa.com link to Documents.
5. If leasing, the owner must make a copy of the Governing Documents available to the Lessee. Owners are responsible for the actions of tenants and all guests and subject to fines for violation of the Association Documents and/or Rules & Regulations by the tenant or guest.
6. Leases shall provide for a term of not less than twelve (12) months.
7. If a family member, guests, agents, licensees, or invitees is not in compliance with any provisions of the Homeowners Documents, the Association has the right to disapprove of and to void any lease at any time prior to or during the leasehold tenancy, including non-renewal of the lease for the forthcoming year.
8. A \$100.00 non-refundable application fee is required with the application made payable to Mallory Creek Homeowners Association.

Please submit completed application and a copy of the sales contract or lease agreement to:

**Triton Property Management
900 E. Indiantown Drive, Suite 210
Jupiter, FL 33477**

Assure that your title company has verified that all homeowner fees on your new home have been paid. These fees are a lien against your unit, and you could be responsible if they are outstanding.

Please instruct your title company to forward a copy of your warranty deed to Triton Property Management as soon as possible. **Management will not change the name on the official records without receiving this information.** It is the homeowner's obligation to make sure that mailing addresses and telephone numbers are up to date with the management company.

Unit Owner fees are due in advance on the first day of each quarter. A coupon and return envelope will be mailed to you as a courtesy prior to the beginning of each quarter. It is the unit owner's responsibility to pay these fees regardless of whether coupons are sent or not. If you require a quarterly coupon, please send your request to ResidentServices@tritoncam.com.

Please obtain ALL keys and BOTH FOBS from the Seller/Landlord

MALLORY CREEK HOA, INC.
APPLICATION FOR _____ RESALE OR _____ LEASE – PLEASE PRINT

____ Check here if lessee is an active member of the military service.

DATE: _____ OCCUPANCY DATE: _____
(IF BEING **LEASED**, TERM-FROM-TO)

PROPERTY ADDRESS: _____
(BEING PURCHASED OR LEASED)

BUYER REALTOR: _____ PHONE #: _____

SELLER REALTOR: _____ PHONE #: _____

OWNER NAME(S): _____ PHONE #: _____

OWNER(S) MAILING ADDRESS: _____

APPLICANT INFORMATION

APPLICANT(S): _____
(NEW OWNER NAME (AS TITLE WILL APPEAR) OR NEW LESSEE NAME)

PHONE #: _____ EMAIL: _____

IN ADDITION TO APPLICANT(S), LIST OTHERS WHO WILL RESIDE IN UNIT:

NAME: _____ AGE: _____ RELATION: _____

NAME: _____ AGE: _____ RELATION: _____

NAME: _____ AGE: _____ RELATION: _____

IN CASE OF EMERGENCY, NOTIFY: _____

PART I – PRESENT ADDRESS

PRESENT ADDRESS: _____

PHONE #: _____ PHONE #: _____

PART II – PRESENT EMPLOYMENT

EMPLOYED BY: _____ PHONE: _____
(OR RETIRED FROM OR BUSINESS NAME IF SELF EMPLOYED)

Dates of employment: _____ Position: _____ Address: _____

PARTNERS EMPLOYMENT: _____ PHONE: _____

Dates of employment: _____ Position: _____ Address: _____

PART III – PERSONAL REFERENCES

NAME: _____ HOME: _____ OFFICE: _____

NAME: _____ HOME: _____ OFFICE: _____

NAME: _____ HOME: _____ OFFICE: _____

PART IV – VEHICLES

YEAR: _____ MAKE: _____ MODEL: _____ PLATE #: _____ STATE: _____

YEAR: _____ MAKE: _____ MODEL: _____ PLATE #: _____ STATE: _____

DRIVERS LICENSE #: _____ DRIVERS LICENSE #: _____

PART V – PETS

WILL PETS RESIDE IN THE UNIT? NO _____ YES* _____

*IF YES, Fill out the Pet Registration Form

PHOTO OF PET(S) MUST BE INCLUDED WITH APPLICATION

ACKNOWLEDGEMENT

I/We hereby agree on behalf of all persons who may use the unit, which I seek to purchase or lease, that I/We have read, understood, and will abide by all Restrictions in the By-Laws, Rules & Regulations and Association Documents. I/We understand that failure to follow the Rules and Regulations will subject us to violation notices, fines, etc. I/We understand that the acceptance for purchase or lease is conditioned upon the truth and accuracy of this application and upon the approval of the Board. I give my full authorization to verify the above information.

BUYER DISCLOSURE

The association maintains landscaping, and irrigation as originally installed by the developer. Buyer(s) should be aware that if the prior owner(s) of the property has added landscaping and/or landscape modifications to any section of property; it is the new owner’s responsibility to maintain. The buyer acknowledges this by signing the sales application.

APPLICANT SIGNATURE: _____ DATE: _____

APPLICANT SIGNATURE: _____ DATE: _____

OWNER SIGNATURE (IF LEASING): _____ DATE: _____

PET REGISTRATION FOR MALLORY CREEK

Mallory Creek HOA Pet Registration Form
Triton Property Management,
900 E. Indiantown Road, Suite 210, Jupiter, FL 33477
or mcmgr@tritoncam.com

Date: _____

Owner

Tenant

Name _____

Name _____

Address _____

Alternate Address _____

Telephone _____

Telephone _____

Home _____

Home _____

Cell _____

Cell _____

Email _____

Email _____

Male

Male

Female

Female

Spayed

Spayed

Neutered

Neutered

Breed _____

Breed _____

DOB (M/D/YY) _____

DOB (M/D/YY) _____

Weight _____

Weight _____

Colors/Markings _____

Colors/Markings _____

I/We are the legal owner(s) of the above-mentioned pet(s). I/We agree to comply with Mallory Creek's Documents, By-Laws and Rules and Regulations. ***PLEASE BE SURE THAT COLOR PHOTO(S) ARE INCLUDED.**

X _____
Authorized Signature Required

X _____
Authorized Signature Required

X _____
Authorized Representative in receipt of form

Date _____
Date of receipt

RULES AND REGULATIONS – MALLORY CREEK HOA, INC.

The definitions contained in the Declaration of Covenants, Conditions and Restrictions, By-Laws and Rules and Regulations for Mallory Creek Homeowners Association.

1. The owners, occupants, lessees, 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 noncompliance will be subject to penalties and fees according to State Statute 720.
2. The owners must inform the Association and Management, in writing, thirty (30) days in advance, of his/her intention to sell or lease their unit. A copy of the contract or lease must accompany the Association's application package, along with the check for processing, prior to the issuance of the certificate of approval.
3. The owners must inform the Association and Management, in writing, in advance, if an invitee or guest over the age of 21, will be staying in the home longer than thirty (30) consecutive days so that the invitee or guest can be a registered occupant listed with the Association. An agreement between both parties along with the Mallory Creek Resident Information sheet must be submitted to the Association and Management for filing. If the invitee or guest stays longer than ninety (90) days, they must go through the lease application process for record.
4. If a family member, guests, agents, licensees, or invitees is not in compliance with any provisions of the Homeowner Documents, the Association has the right to disapprove of and to void any lease at any time prior to or during the leasehold tenancy, including non-renewal of the lease for the forthcoming year.
5. All pets shall be registered with the Association within 30 days of moving into Mallory Creek or when acquiring a pet thereafter. Registration includes name, breed, date of birth and a photo. Owners are responsible for ensuring that all documentation is submitted for tenants with a pet.
6. No owner/tenant/occupant shall be permitted to maintain his/her unit a bull terrier (pit bull or mix), or any dog or dogs of mean or violent temperament or otherwise evidencing such temperament. Violations may result in removal of the animal.
7. All pets must be under leash in common areas, sidewalks, and streets. Owners are required to pick up after their pets. Offenders of these rules will be fined.
8. No bicycles, tricycles, scooters, baby strollers or other similar vehicles or toys shall be allowed to remain in the Common Areas. Only moveable basketball hoops are permitted on residents' properties. No hoops, soccer goals or any such sport items are allowed in the common area. The walkways, bridges, sidewalks, streetlights, and streets shall not be obstructed. Swimming, boating and/or paddle boarding are not allowed in the lakes. Fishing is permitted.
9. Any damage to the Common Areas, property, or equipment of the Association caused by any Owner, his family member, guest, invitee, or lessee, shall be repaired or replaced at the expense of such Owner.
10. An owner will not park or position his vehicle so as to prevent access to another lot. The Owners, their families, guests, invitees, licensees, and lessees will obey the posted parking and traffic regulations installed for the safety and welfare of all Owners.

11. No Owner shall do or permit any assembling or disassembling of motor vehicles except within his garage. Each lot owner shall be required to clean his driveway of any oil or other fluid discharged by his motor vehicle.
12. Except as may be permitted in accordance with the Declaration, no transmitting or receiving aerial or antenna shall be attached to or hung from any part of a Lot or the Common Areas.
13. All garbage and refuse from the Lots shall be deposited with care in each Owner's private garbage containers, which shall be placed so they are not visible from the Roads or from adjoining Units. No garbage or refuse shall be deposited in any Common Area for any reason, except on the correct days of the week for pickup and removal. No littering shall be done or permitted on the Association Property.
14. No garage doors shall be permitted to remain open except for temporary purposes, and the Board may adopt further rules for the regulation of the opening of garage doors.
15. Complaints regarding the management of the Association property, or regarding the actions of other Owners, their families, guests or lessees shall be made in writing to the Association and shall be signed by the complaining Lot Owner.
16. All owners, occupants, lessees, invitees and/or guests shall comply with the Use Restrictions as set forth in the Declaration of Covenants, Conditions and Restrictions. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board. These Rules and Regulations may be modified, added to, or repealed in accordance with the By-Laws of the Association.

By Resolution of the Board of Directors of Mallory Creek Homeowners Association, Inc. Revised and approved by the Board of Directors on December 4th, 2021.

Signature is required.

Resident 1. Print Name: _____
By signing this document, I _____ who will be
 residing at: _____, do hereby
acknowledge that on _____ 20____, have
 read, understand, and agree to abide by the Declaration of Covenants, Conditions and Restrictions, By -
 Laws and Rules and Regulations for the Mallory Creek Homeowners Association.

Resident 2. Print Name: _____
By signing this document, I _____ who will be
 residing at: _____, do hereby
acknowledge that on _____ 20____, have
 read, understand, and agree to abide by the Declaration of Covenants, Conditions and Restrictions, By -
 Laws and Rules and Regulations for the Mallory Creek Homeowners Association

Mallory Creek Homeowner Contact Form & Consent

The HOA updates the Mallory Creek Homeowners Directory Annually and makes it available at the Annual Meeting and upon request. Please provide the following information for inclusion:

Street Address _____

Cell Phone Number _____

Resident 1. Name: _____ Cell _____

Resident 2. Name: _____ Cell _____

Resident 3. Name: _____ Cell _____

EMAIL ADDRESS INFORMATION

The HOA would like to send out community notices and announcements via email. Email is the most cost effective and timely way to facilitate communication between the HOA and Mallory Creek homeowners and residents. Please provide the following if you are willing to be contacted by the HOA by email:

PREFERRED EMAIL ADDRESS _____

ALTERNATE EMAIL ADDRESS _____

Email addresses are for Mallory Creek HOA Management Use Only for communications from the HOA to its members. Email addresses will not be released to a third party. Homeowners no longer wishing to receive email communications from the HOA may elect to opt out at any time by notifying the Association Manager by email or regular mail. By doing so, your email will be deleted from the HOA list.

EMAIL ADDRESS PERMISSION:

YES, I agree to receive email communications from the HOA.

NO, I do not want to receive email communications from the HOA.

Signature of Homeowner _____ Date _____

PLEASE MAIL COMPLETED FORM TO
TRITON PROPERTY MANAGEMENT
900 E. INDIANTOWN ROAD, SUITE 210, JUPITER, FL 33477
OR FAX TO 561-277-2535 OR EMAIL
MCMGR@TRITONCAM.COM

WELCOME TO MALLORY CREEK AND CONGRATULATIONS 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 at the end of this letter.

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 8-4. 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 Homeowner's' 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

Linda Hanson, President
Elizabeth Rech, Vice President
Bill Murphy, Secretary and Treasurer
Eileen Hernandez, Director
Michael DeBock, Director

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

