

# WELCOME TO BEAR ISLAND

A COMFORTABLE, FRIENDLY COMMUNITY

CONVENIENTLY LOCATED!



## BEAR ISLAND CONTACT INFORMATION

*Note:* [24/7] means telephone line will be attended around the clock.

- Life-Threatening Emergency: Call 911 [24/7].
- Non-Life-Threatening Situation: Call Police (561-822-1900) or Fire Department (561-712-6555) [24/7].
- Community Problems: Water line breaks, trees down, etc., call MMI 561- 686-7818 [24/7].
- Gate House: Only to preapprove guests and contractors, call Gate House at 561-684-1347 [24/7].
- Property Manager: Our Property Management Company is MMI of the Palm Beaches, Inc., 11770 US Highway #1, Suite 501, Palm Beach Gardens, FL 33408. Tel: 561-686-7818; Fax: 561-686-7284. Property Manager: Donna Lucas. e-mail: [Dlucas@miamimanagement.com](mailto:Dlucas@miamimanagement.com). Ms. Lucas's assistant: Tel: 561-686-7818 ext. 209.
- Villages of Palm Beach Lakes Property Owners Association, Inc. ("POA"). Tel: 561- 689-5088. Owners, Tenants and accompanied guests may use three parks (Faircloth, Perini and Saratoga) which include swimming pools, tennis courts, grills and play areas. Recreational Key Fob's are available from the main office on Wednesdays and Thursdays from 9:00 a.m. until 2:00 p.m. The main office address is 3199 Cumberland Drive, West Palm Beach. Key Fobs are \$25.00. One key fob per unit and only two guests are permitted per key. Details on the Key Fob Procedure and necessary documents can be found on the website ([www.villagesofpalmbeachlakespoa.com](http://www.villagesofpalmbeachlakespoa.com)) for more information.
- Wheeled Garbage Cans: City Public Works Department. Tel: 561-822-2075. No charge.
- Blue and Yellow Recycling Bins: Waste Management. Tel: 866-639-2467. No charge.
- Garbage and Yard Waste Special Pickup: City Public Works Department. Tel: 561-822-2075.
- Bulk Items Pick-up: Public Works Department. Tel: 561-822-2075. Minimum charge for this service.
- Yard Waste: **Yard waste created by Owner's contractor *must* be removed by the contractor. If contractor fails to remove yard waste Association will remove it at Owner's expense.**
- Hazardous Waste: (paint, motor oil, pesticides and their containers, propane tanks, gas tanks, etc., which you must deliver to Solid Waste Authority ("SWA"). Tel: 561-697-2700 for directions, instructions, charges.
- City "Talking Trash" Guide: Call Public Works for copies. Tel: 561-822-2075 [Mon-Fri 7 AM to 4 PM] or 561-822-2222 [24/7]. No charge.
- Bear Island Pickup Rules: See inside back cover of this pamphlet.

- Dye Packets to Check for Inside Leaks: City Water Department. Tel: 561-822-1300. City will mail packet to you. No charge.
- City of West Palm Beach: For all questions. Tel: 561-822-2222

Notes:

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# BEAR ISLAND HOMEOWNERS ASSOCIATION, INC.

## WELCOME PAMPHLET

Welcome to Bear Island. This pamphlet is intended to acquaint new and prospective Owners and Tenants with our comfortable, friendly and conveniently located community.

### I. INFORMATION FOR NEW OWNERS AND TENANTS

The following information is designed to be of immediate help to new Owners and Tenants. Current Owners and Tenants will also find it useful.

- Occupant Contact and Access Form: Please make sure our Property Manager has your Resident Information Form with your telephone number(s) and e-mail address(es). Your contact information will put you on the Bear Island "one-call" telephone and e-mail system in the event of emergencies and for important information such as "boil water" notices.
- Gate Transponders: Windshield transponders are available for \$10.00. For some vehicles a windshield transponder does not work. For these vehicles a front bumper transponder is available for \$10.00. Transponders are nontransferable. Download application from BearIsland.us.
- Website: Bear Island's website, [bearisland.us](http://bearisland.us), contains a wealth of information about our community and environs. Most of the website is "open" to the public, but "resident-only" pages use a code available to Owners only from the Property Manager.
- Alarm Service: Central station alarm service by ADT is included in your assessments. Please contact ADT (1-800-878-7806) to set up, get technical support, upgrade or ask general questions about your alarm service.
- Forms: The following forms may be downloaded from [bearisland.us](http://bearisland.us).

#### General Forms:

Occupant Contact and Access Form	Transponder Application	ADT Activation Form
Service Request Form	Sales Application Package	Lease Application Package
Notice of Intent to Sell Lease or Manage by Agent		

#### Architectural Control Committee Forms:

Form A (Exterior Paint)	Form B (External Alterations)	Form C (Landscape)
Form D (Pool, Hot Tub, Spa)	Form E (>25% of Roof)	Form F (Completion Notice)
Approved Plant List	Approved Paint Colors	LVN Remediation Policy
LVN Remediation	LVN Form & Treatment	LVN Testing

Outdoor structure guidelines

- Garbage, Trash and Lawn Waste: The City provides each Owner with one wheeled garbage can and Waste Management provides each Owner with one blue bin for recyclable items and one yellow bin for paper. Garbage is scheduled to be picked up twice a week (Monday and Thursday). The blue and yellow bins, certain yard waste and bulk items are scheduled to be picked up once a week (Thursday). Items for pick up should be placed curbside *after* 6 PM

the evening before scheduled pick-up. Between pickups, the garbage can, and the blue and yellow bins must be kept in your Garage or completely out of eyesight from the street. Bear Island Pick Up Rules are inside the back cover.

- Conserve Potable Water: Potable water from the City of West Palm Beach is billed to Bear Island and included in each Owner's assessments. Each Owner pays 1/227 of the water bill without regard to amount of water used or wasted by an Owner or Tenant. Please be cognizant about using potable water to water plants or clean walks and driveways. Leaking flappers in toilets cost all of us. The City will mail free dye packets to detect toilet leaks. Call (561) 822-1300.

## **II. INTRODUCTION**

Bear Island is a Planned Unit Development community created by the State of Florida to provide certain essential services to its residents, levy assessments, regulate certain activities, and impose fines for violations of its rules. Each Owner's assessment covers expenses associated with the maintenance and improvement of Bear Island, including landscaping (Common Areas and Front Yards), community amenities, insurance, management company fees, gate house personnel and other expenses. It also includes assessments by Villages of Palm Beach Lakes Property Owners Association, Inc. ("Villages POA") to maintain the three parks (Faircloth, Perini and Saratoga), swimming pools, recreation facilities and common areas of Villages POA open to Bear Island Owners and Tenants and their accompanied guests. Please see the Villages website [www.villagesofpalmbeachlakespoa.com](http://www.villagesofpalmbeachlakespoa.com) for details on how to obtain a Key Fob and the cost associated.

Residents of Bear Island are subject to the Declaration of Covenants and Restrictions ("Declaration"), the Articles of Incorporation, the By Laws, the Architectural Standards and Procedures ("Architectural Standards") and the Rules, Regulations and Reminders of Courtesy ("Rules and Regulations"), together, Bear Island's "Governing Documents," which can be downloaded from [www.bearisland.us](http://www.bearisland.us). *Note:* "Owners" and "Members" in all documents mean the same people. We are also subject to the governing documents of Villages POA, to which Bear Island and 31 other associations belong.

Our Governing Documents aim to protect, efficiently and economically, the health, comfort, safety, rights and welfare of each resident and the high standard of living and amenities residents of our community have a right to expect. Bear Island regulates, with a light touch, changes to our homes (including painting, external alterations, landscaping, fences, roofs, swimming pools and spas), parking, vehicles and vessels allowed, pets, and selling and leasing Houses. At closing, new Owners and Tenants certify in writing that they have read and agree to be bound by our Governing Documents.

However, policies and procedures cannot replace courtesy and communication, between residents; between residents and the volunteers who serve on our board and committees; and between residents and visitors and the staff of our Property Manager and Gate House.

## **III. GENERAL INFORMATION**

1. **The Association:** Bear Island is a gated community of 227 homes in West Palm Beach, Florida. There is a single gated entrance on the East side of Village Boulevard between Community Drive and Shenandoah Drive. We are surrounded by the two golf courses of the private Bear Lakes Country Club, designed by famed golfer, Jack Nicklaus.

2. **Board of Directors, Officers:** Our Board of Directors consists of five Members elected by the Members to staggered two-year terms. The Board is responsible for managing the Association on behalf of the Members and has the powers granted by law and by our Governing Documents. A President, one or more Vice Presidents, a Treasurer and a Secretary are elected by the Board. There are no term limits. The Board may elect other officers and assistant officers and designate their powers and duties. All officers serve at the pleasure of the Board.

3. **Members Meetings:** The annual Members Meeting and election of Directors is scheduled to be held each March. Special Members Meetings may be called at any time. Advance notice and the agenda of each Members Meeting, including the date, time and location of the meeting, must be mailed to each Owner not less than 14 days before the meeting.

4. **Board of Directors Meetings:** Regular and special meetings of the Board of Directors are scheduled for the date, time and location specified in the notice posted at the Gate House. A special meeting of the Board is usually held at the end of October or the beginning of November to consider the budget for the forthcoming calendar year. Copies of the proposed budget must be mailed to each Member not less than 30 days prior to the meeting of the Board at which the Board adopts the budget. Notice of each regular and special Board meeting must be posted at the Gate House at least 48 hours before a meeting.

5. **Architectural Control Committee ("ACC"):** External alterations to our homes (such as painting, a new roof, new windows, or modifications to the home), changes in landscaping and a new swimming pool, hot tub or spa, or any other structure require prior approval by the ACC, which is appointed by and serves at the pleasure of the Board. The ACC is charged with maintaining and improving the architectural, esthetic and environmental standards of our community in compliance with the Declaration and the Architectural Standards and Procedures. Before beginning a project requiring prior ACC approval, you should review the Declaration, the Architectural Standards and Procedures and completely fill out the appropriate Form(s). If you aren't sure if an ACC application is necessary be safe and fill one out. A good rule of thumb is any exterior change (front or back) with the exception of landscaping in the backyard, requires and application. You may e-mail the Property Manager with questions.

6. **Fines Committee:** Violation of the Governing Documents can result in the imposition of fines. The Fines Committee is appointed by and serves at the pleasure of the Board. The process starts with the Board directing the Property Manager to send a "violation letter" to Owner (followed by a "prefine letter" if Owner does not rectify the violation) spelling out each alleged violation and giving Owner an opportunity to correct or challenge each alleged violation. If Owner fails to resolve the violation within the time set in the prefine letter, a "fine letter" is sent levying one or more fines. Owner is then given 14 days' notice of a hearing before the Fines Committee at which Owner may be represented by counsel and present evidence. The Fines Committee must either accept or reject a fine imposed by the Board but cannot change it. If Owner fails to appear, the fine becomes unappealable.

7. **Other Committees:** From time to time the Board may appoint other committees for particular tasks. Membership in these committees is not limited to Owners. Examples of Committees that we have had or currently have: (a) Communication Committee (projects: e-newsletters and our website) and (b) Landscape Committee (Common Area and Front Yard landscape projects). Notice of each meeting of each committee is posted at the Gate House at least

48 hours before a meeting. Reports to the Board by a committee will be included in or filed with the minutes of the Board meeting at which an oral or written report is presented.

8. **"Open" and "Closed" Meetings:** All meetings of the Members, Board, the ACC, the Fines Committee and every other committee created by the Board from time to time (a) must be held in Palm Beach County, Florida, (b) must be open to all Members and (c) must keep written minutes. However, meetings of the Board with Bear Island's attorney to discuss proposed, potential or pending litigation and meetings of the Board to discuss personnel matters may be closed to persons other than directors. Minutes of open meetings will be found on bearisland.us. Minutes of closed meetings will be placed in a "confidential" file.

9. **Property Manager; Landscape Contractor:** The Board, on behalf of the Association, has retained the services of (a) a licensed management company (the "Property Manager") to handle the day-to-day operations of the Association, to control access to the Gate and to assist the Board and the various committees upon request and (b) a licensed landscape contractor (the "Landscape Contractor") to provide landscape services in the Common Areas and Front Yards. The Landscape contract is a commercial contract. The HOA does not provide *individual* "gardening" services.

10. **Law Enforcement:** Dealing with suspicious or criminal activity and traffic enforcement (including the posted 25-mph speed limit) lies exclusively with the West Palm Beach Police Department, not the Gate House. See inside front cover for Police telephone numbers.

11. **Wildlife:** It is often tempting to feed the ducks and squirrels but, as cute as they are sometimes, please **do not feed any wildlife** (including squirrels). The food (bread, peanuts, etc.) you provide will also attract unwanted critters (rats, etc.)

#### **IV. RULES AND REGULATIONS AND REMINDERS OF COURTESY**

The Rules and Regulations and Reminders of Courtesy ("Rules") reflect your Board's desire to encourage voluntary compliance. Our Rules cover topics such as animals and pets, Back Yards, operating a business in your home, excessive noise, nuisances, flags and banners, recreational equipment, use of garages, contractor hours, intrusive outdoor lighting, leaks and spills that stain, littering, deferred maintenance of structures and lawns, parking, rubbish and yard waste, for sale or lease signs, flammable materials and feeding wildlife. Your Board invites constructive suggestions for improving our Rules and Regulations, which are not "cast in stone" and may be amended by the Board from time to time as experience and reflection dictate. Knowing and following our Rules is really practicing a "good neighbor" policy.

#### **V. ARCHITECTURAL STANDARDS AND PROCEDURES**

The Architectural Standards and Procedures ("Architectural Standards") are guidelines for documenting, maintaining and improving the architectural and environmental standards of our community to ensure that Bear Island remains an attractive community in which to live. The Architectural Control Committee ("ACC") is charged with maintaining our community in harmony with the original design plan, while allowing reasonable individual expression and community



improvement. Owners are encouraged to maintain their homes, but new painting, external alterations, changing Front Yard landscaping and a new pool, spa, and roof all require prior ACC consent. Forms are listed and may be downloaded from [bearisland.us](http://bearisland.us).

The Architectural Standards cannot cover all possible situations. ACC decisions should not be based on the individual opinions or taste of its members but on the general principles and criteria found in our Governing Documents. This is why the Board seeks to appoint an ACC that consists of persons who care about Bear Island and represents a true cross section of our community. The closer everyone voluntarily adheres to these guidelines, the more harmonious and aesthetically pleasing the community will be and the more our property values will be enhanced.

(Revised as of June 4, 2024)

## CITY AND WASTE MANAGEMENT PICK UP RULES FOR BEAR ISLAND

**NEW GARBAGE CANS AND RECYCLING BINS** To get or replace wheeled garbage can, call (866) 639-2467. To get or replace blue and yellow recycling bins, call (561) 639-2469 or (866) NEW-BINS. No charge.

### COLLECTION SCHEDULE

The City of West Palm Beach Sanitation Department collects garbage on Mondays and Thursdays. Waste Management collects items to be recycled and certain yard waste and bulk items on Thursdays. Items to be picked up should be placed at the curb after 6 PM the day before scheduled pick up.

### YARD WASTE

Includes tree and shrub trimmings, grass clippings, palm fronds, leaves, etc. Yard waste is collected on Thursdays.

Note: Landscape Contractors are responsible to remove all yard waste associated with their work.

#### DO:

1. Place yard waste (at the curb/edge of the street) **after 6PM** the night before scheduled pick up.
2. Place your yard waste *only* in front of your home.
3. Place grass cuttings, small trimmings and leaves in 30-gallon plastic bags weighing no more than 50 pounds.
4. Yard waste pile size must not exceed 4 feet high X 4 feet wide X 17 feet long.
5. Cut tree limbs and branches into lengths no longer than 6 feet.
6. Cut tree trunks and stumps into lengths no longer than 4 feet and no larger than 12 inches in diameter.
7. Clean up debris remaining after pick-up.
8. Call the Sanitation Department at (561) 822-2075 for a special pick-up of waste piles larger than the maximum allowed (there is a fee for special pick-ups).
9. Place refrigerators, freezers (**doors must be removed**) and air conditioners next to yard waste.

#### DON'T:

1. Place yard waste within 10 feet of any obstruction (e.g., walls, fences, trees, guy wires, vehicles, etc.).
2. Place yard waste in cardboard boxes, garbage containers or recycling bins.
3. Place yard waste on top of water or gas meters or City water boxes.
4. Mix yard waste with any other items.

### BULK ITEMS

The City will pick up certain bulk items (other than construction materials) such as furniture, mattresses, box springs, etc., and items containing Freon (such as refrigerators, freezers, air-conditioners, etc.) on Thursdays. Items containing Freon are the only items to be placed next to your yard waste. No vegetation is to be mixed with bulk items. Large quantities of boxes (e.g., from a move in) will be removed as bulk items on Thursdays if you have called (561) 822-2074 to alert the Sanitation Departments. Boxes must be empty, broken down, and tied as compactly as possible. Packing material (packing peanuts, packing pillows, paper, styrofoam, etc.) must be placed in securely closed bags.

Should a special pick-up be needed (for waste quantities that exceed 4 feet x 4 feet x 9 feet or for items not allowed in the regular pick-up) please call (561) 822-2056. There is a fee for special pick-ups.

### **CONSTRUCTION MATERIALS**

**No Construction Material of any kind will be picked up.** Our local landfill considers construction material contamination. Fees for disposing of construction materials are high. Examples of construction materials: cabinets, sinks, toilets, roofing, fencing, wood, concrete, drywall, etc. **All construction material generated by a contractor must be disposed of by that contractor.** All construction material generated by do-it-yourself projects must be disposed of by the homeowner. Construction material can be delivered to the Solid Waste Authority's landfill located on North Jog Road or any Solid Waste Authority permitted facility. Call **(561) 697-2700** or visit [www.swa.org](http://www.swa.org). For other alternatives: call **(561) 822-2056**.

### **HAZARDOUS MATERIAL**

**No Hazardous Material of any kind will be picked up.** This includes but is not limited to paint, pesticides, oil, batteries, and propane tanks. Call the Solid Waste Authority **(561) 687-1100** for instructions on disposing of hazardous materials.

