

**SIENA OAKS HOA
BOARD OF DIRECTORS**

2011

PRESIDENT

David Blackburn

VICE PRESIDENT

Carol Heuser

SECRETARY

Marie Mauceri

TREASURER

Ron Kirby

DIRECTOR

Lindsey Smith

PROPERTY MANAGER

Cherylynn Pannebecker

Office: 622-9532

Fax: 622-8752

E-mail: manager@sienaoakshoa.com

On Site:

Monday 1:00 pm -4:00 pm

Tuesday 10:00 am -1:00 pm

Thursday 8:00 am - 12:00 noon

COMMITTEES

ACC

Chair: Lee Vita
Andrea Mosseri
Joe Mauceri

Compliance Review

Chair: Denise Rollo

Covenants

Chair: Loretta Sadowski
Tom Clarke
Russ Larish

Landscape

Chair: Blanche Marchetto
Debbie Philibin

Welcome

Chair: Denise Rollo

**Get Involved In the Siena Oaks Community,
Join a Committee...**

The association is always looking for and encourages all homeowners to volunteer to serve on any of our committees.

If you are interested please call Cherylynn 561-622-9532, or email her at manger@sienaoakshoa.com.



*'You have to see it to believe it'
is a bit over-used; it really does apply in this
case. Siena Oaks is close to all of the major draws
to the area - shopping, the beaches, dining, parks,
public golf, etc., but you really are in your own
world when you drive in.*

Quick Reference Guide

SIENA OAKS HOA

100 Siena Oaks Circle West
Palm Beach Gardens 33410

Phone (561) 622-9532

Fax (561)622-8752

www.sienaoakshoa.com

GENERAL INFORMATION

BOARD MEETINGS: Board Meetings are usually held the **second Wednesday** of the month at 7:00 pm or as posted on the front entrance sign.

ACC MEETINGS: The ACC Committee meets the **second Monday** of every month at 7:30 pm in the clubhouse. All applications must be received by the Thursday before the meeting at the on site management office located by the pool area.

CLUBHOUSE: All residents are welcome to use the clubhouse for small parties. The Cost is \$50 with a refundable deposit of \$250. A form must be completed and returned to the property manager with all associated costs.

NOTE: The application form can be found on the website.

CONTRACTORS - VENDORS

Please be advised that for your protection and the protection of the community we request that all contractors or vendors doing work on your home or property be **licensed and insured**.

GARBAGE AND TRASH

Garbage pick-up - Wednesday and Saturday.

Vegetative debris, large household items - Wednesday only.

The placing of trash on the street, curb, your neighbor's lawn, and/or sidewalk is not permitted and is subject to a fine.

Please observe the following simple rules:

- **Garbage and recyclables** are to be placed on the curb Tuesday evenings. **Garbage only on Friday evenings.**
- **Shrubbery, Trees, old fencing, rubbish** and the like may be placed on the curb anytime **Monday, Tuesday and Wednesday before waste pick up.**
- **After Wednesday's pick up all waste material must be kept behind the gate until the following Monday or later.**
- **If you have a large pile of debris please call Waste Management at 547-4000.**

NOTE: The curb is the 24" concrete drainage area that exists between the sidewalk and the road, where there is no sidewalk between the road (asphalt) and grass.

GARAGE SALES

Garage Sales are not permitted at any time.

IRRIGATION SYSTEMS

You are required to maintain your irrigation system.

NOTE: If a head is broken by the landscapers please contact the property manager immediately and report the location of broken head so that it can be replaced as quickly as possible.

LANDSCAPING: If you intend to make any major landscape change, remove a tree or sod you must obtain ACC Approval prior to work beginning.

Trees - The Association trims trees as needed on a yearly basis on the common grounds and the front yards only. This is done prior to Hurricane Season.

- Each homeowner is required to maintain the rear of their homes with the exclusion of mowing. The Landscaping Contractor mows and blows the rear lawn. However, they do not trim anything in the rear of the home behind the air conditioning units.
- If you are having an issue with the landscapers, please contact the property manager immediately and report the issue. All issues will be addressed and corrected as quickly as possible.

MAINTENANCE

The Association requires that all homeowners maintain their homes, which includes but is not limited to:

- pressure cleaning the exterior,
- pressure cleaning the roof as needed,
- Painting and general appearance of the front, side and back of property.
- Fascia must be maintained and replaced when rotted.
- Driveways must be kept in a sanitary manner and well maintained.
- Landscaping (including plant beds) and grass must be maintained.
- Garbage/Recycle bins are not allowed to be visible from street.

NEWSLETTERS

The Association publishes a newsletter for all residents. This newsletter is filled with useful information and announcements. We would like to email you the newsletter (*thereby saving printing and mailing costs*) instead mailing it, if this is agreeable to you please contact the property manager to be added to the email list.

The Association's website is

www.SienaOaksHOA.com

Your password is – sienaOaks100.

PARKING

No parking is permitted on the sidewalks at any time.

Please be aware that Palm Beach Gardens (the city) ordinance prohibits blocking sidewalks– this includes but not limited to vehicles or rubbish. Offenders are subject to fines.

- You may **not** park in the street between 2:00 am - 6:00 am.
- No Trucks. Vans, Motor homes, campers, boats, trailers etc are permitted to be parked on any property in Siena Oaks, unless they fit into your garage.

NOTE: All vehicles in violation are subject to fines and being towed away at the owner's expense.

PETS

All pets (cats and dogs) must be inoculated against rabies. All pets (regardless of size) must be leashed when outside their home. All pet owners are required to pick up after their pet. If it is not your pet don't feed it.

POOL

Pools hours and rules are listed at the pool area. Please abide by them.

NOTE: No child under 14 can be at the pool without adult supervision.

SIGNS

No signs are permitted on any unit, vehicle or common ground.

SOLICITING

Absolutely no soliciting is permitted within Siena Oaks by residents, contractors, vendors, or anyone else.

TENNIS COURTS

The tennis courts are for residents use only. Tennis Court hours are 8:00 am until 9:00 pm.