



Buttonwood Homeowners' Association, Inc. WELCOME PACKET

This information was created to help new residents remember some of the important topics covered during their pre-approval interview. It is not an official Buttonwood publication and, in the event of any conflict, is superseded by the Buttonwood governing documents.

WELCOME TO BUTTONWOOD!

Revised 8/2025

GENERAL INFORMATION AND FREQUENTLY ASKED QUESTIONS

ABOUT BUTTONWOOD HOMEOWNERS' ASSOCIATION

The Buttonwood Homeowners' Association is governed by a Board of Directors. They serve a two-year staggered term, with the Annual Meeting to elect the Board being held in January of each year. After each election, an Organizational meeting is held by the new Board to choose the officers for the Board.

- A. The Board is responsible for a variety of operations including finance, lawn maintenance, tree trimming, common areas, security, cable television, painting homes, maintenance of clubhouse, recreation facilities, lake, roads, etc. It is authorized to sign contracts and hire staff required to perform these functions.
- B. Workshop Meetings take place every first (1st) Wednesday at 10:00am in the clubhouse. Open Board Meetings are scheduled for the third (3rd) Wednesday of each month in the clubhouse at 7:00pm. If any resident wishes to address the Board, they should contact the Association office in writing as to the date and specific agenda topic to be discussed.
- C. In November, the Board will distribute a Proposed Budget and maintenance fee for the following calendar year. The Board will vote on the proposed budget at the next Open Board Meeting. A notice showing the new budget and maintenance fee will be available in the clubhouse to the residents.

Any changes in dates and/or times of the above-mentioned meetings will be posted in the clubhouse.

- D. Monthly maintenance fees are due on the first day of each month. These fees should be mailed to **The Buttonwood Association C/o Victory Accounting Services Inc. PO BOX 740425, Boynton Beach FL. 33424.** Payments not received by the tenth (10th) day of the month in which they are due will incur a late fee in the amount of \$25.00. Payments not received by the twentieth (20th) day of the month in which they are due shall be considered delinquent and the matter will be forwarded to the Association's attorney for collection action which can result in additional fees include, but not limited to, attorney's fees, interest, etc. Non-payment may also result in a lien against the Buttonwood property.

Your monthly assessments cover: management of your community, basic cable, landscaping maintenance including pest control (outside), fertilization, grass cutting, shrubbery and tree trimming. It also includes maintenance of the lake, all recreational facilities, security, street lights and insurance on the common property. Homeowners must carry their own insurance on their homes.

Homeowners are responsible for maintenance of the inside of their homes plus the roof, exterior doors (including garage door), windows, etc.

- a. Owners may place flowers, shrubs, rock gardens, etc. in a garden within three (3) feet of the perimeter of the home. Owners are responsible for the maintenance of these gardens. If the prior owner has planted a garden, the new homeowners can remove or maintain it.
- b. Trees planted in front of the property are "Association trees". The homeowner is responsible for maintaining any fruit trees on the property. A variance is needed to plant any trees.
- c. If you plan to make any changes to the outside of your home, including landscaping, Board approval is required PRIOR to the change being made. The Association office will supply necessary forms to request a variance. In some instances, approval and/or permit from the City of Greenacres and/or Palm Beach County may be required and is the homeowner's responsibility to obtain.

Garbage Collection is divided into four (4) categories

- a. Regular (household) garbage – is collected on Monday and Thursday mornings
- b. Recyclables (blue/yellow bins) – are collected on Monday mornings
- c. Tree/shrub/yard cuttings – are collected Monday mornings
- d. Large items will be picked up along with regular trash on Monday

Garbage should be placed at the street no earlier than the evening before pickup in an appropriate container and the size of any tree/shrub/yard and cuttings should conform to the city/county requirements.

Each Buttonwood residence is equipped with an alarm system and the cost of the BASIC MONITORING is included in your annual maintenance. If the prior owner has not had the system installed, please contact The Monitoring Center (1-866-247-4999) to schedule your installation. They will be able to answer any questions you may have concerning the equipment included and/or required. It is important to note that residents should be diligent in keeping their doors locked, both your residence and your vehicle(s) and your alarms active.

Additionally, it is imperative that all residents abide by the traffic and parking rules with the Buttonwood community. Warnings will be issued to those who do not comply and continued violations will be addressed by the Board, the Buttonwood Fine Committee, and/or local law enforcement.

Parking overnight in the clubhouse lot is ONLY allowed with prior approval, which is given on a “case by case” basis. A temporary pass will be issued that must be clearly visible on your dashboard for parking at the clubhouse overnight and there is a five (5) day maximum. This pass can be acquired at the Buttonwood office.

Our clubhouse is used for a variety of Activities’ Committee functions. Notices regarding upcoming events are posted on the bulletin board, where the Activities’ Committee posts a calendar of events, the monthly *BEACON*.

Rental of the clubhouse for Private Parties are permitted by Application and written Approval by the Board of Directors. Rental Fees are based on the number of tables needed and a damage deposit is required. Absolutely no Business or Religious functions are allowed.

Parking is normally limited to garages and driveways. Evening guests may park in the street with two (2) wheels on the grass and two (2) wheels on the street; however, there is no parking allowed in the street overnight. No pickup trucks are allowed within the community overnight.

Basic Rules to remember include:

- a. No Pets
- b. At least one (1) RESIDENT must be fifty-five (55) years of age or older
- c. No boats are permitted (motorcycles are permitted upon approval of noise reduction measures taken). ALL VEHICLES MUST BE APPROVED BY THE BOARD OF DIRECTORS AND ALL PROSPECTIVE HOMEOWNERS MUST REVIEW THE RESTRICTIONS REGARDING VEHICLES.
- d. No residents under the age of eighteen (18) are allowed to live in the residence
- e. Length of stay for all guests may not exceed thirty (30) days without prior approval from the Board of Directors.
- f. Maximum number of residents is two (2) per bedroom
- g. Maximum number of automobiles per household is two (2) if the residence has a single-width driveway, three (3) if the residence has a double-width driveway
- h. No businesses may be run from the Buttonwood residence
- i. Garage doors must be kept closed except for entering, exiting, or working inside the garage
- j. Shirts and shoes are required in the clubhouse and shirts and/or a “coverup” must be worn when walking around the community

If Buttonwood is to be your permanent residence, it is suggested that you apply for a Homestead Exemption as soon as possible to reduce your property taxes. You can contact the City of Greenacres or the Palm Beach Count Tax Collector’s office for further information and details

It is also suggested that a duplicate key to your home be left with a neighbor or the Association office and notice should be given if you plan to be away from your home for extended periods of time.

If you use outside contractors or our maintenance personnel to perform services at your residence, the services, payment and/or transaction will have no relation to the Buttonwood Homeowners’ Association.

Buttonwood has a variety of facilities including a swimming pool, Jacuzzi, Tennis, Shuffleboard and Bocce Courts, Billiard and Exercise Rooms, etc. When necessary, rules for the use of these facilities are listed in your Rules & Regulations Book. It is imperative that all residents and their guests familiarize themselves with, and follow, these rules.

IMPORTANT INFORMATION AND PHONE NUMBERS

EMERGENCY NUMBERS

SHERIFF (emergency)	911
SHERIFF (non-emergency).....	561-688-3400
FIRE RESCUE.....	911

HOSPITALS

BETHESDA HOSPITAL.....	561-737-7733
GOOD SAMARITAN	561-655-5511
J.F.K. HOSPITAL.....	561-965-7300
PALMS WEST	561-798-3300
ST. MARY'S MEDICAL CENTER	561-844-6300
VA HOSPITAL	561-422-6838
WELLINGTON REGIONAL	561-798-8500

GENERAL NUMBERS

BETTER BUSINESS BUREAU.....	561-842-1918
FPL.....	561-697-8000
FPL (power outages).....	800-4OUTAGE
GREENACRES POST OFFICE	561-649-2039
GREENACRES PUBLIC LIBRARY	561-641-9100
HOTWIRE SERVICE/REPAIR	800-355-5668
PBC WATER & UTILITIES	561-740-4600
SOLID WASTE AUTHORITY	561-642-2071
MONITORING CENTER	866-247-4999

GENERAL INFORMATION

AUTOMOBILE INFORMATION

DRIVER'S LICENSE

- A drivers' license is required of any driver who becomes a resident of Florida or is employed in Florida.
- When moving from out-of-state and apply for a driver's license, bring your out-of-state license and your Social Security card and some form of personal identification.
- New residents need to pass only a visual examination if they have a valid driver's license from another state.
- An appointment for all those getting drivers' licenses is recommended.
- A new license is valid for six years.
- For appointments and information for all locations call: 561-681-6333

INSURANCE

Florida requires that after 90 days of legal residency, residents' vehicles be covered by PIP and property damage insurance. For more information, contact the Palm Beach County vehicle registration office: 561-355-2622

VEHICLE REGISTRATION

- New residents must register their vehicles and obtain Florida license tags upon establishing legal residency or by the day, they begin work in Florida.
 - Bring proof of ownership and valid Florida insurance, previous out-of-state title or registration as well as proof of sales tax paid on the vehicle.
 - There is a cost for a first-time registration.
- For information call: 561-355-2622

GOVERNMENT

PB COUNTY

County Administrator.....	561-355-2030
Palm Beach County Information.....	561-355-2040
Tax Information.....	561-355-2264

FEDERAL

IRS	
Tax Forms.....	800-829-3676
Tax Questions/Problems.....	800-829-1040
Social Security Admin.....	800-772-1213
Veterans Administration.....	800-827-1000

STATE OF FLORIDA

Consumer Affairs.....	800-435-7352
Governor's Office.....	850-488-4441
Tax Information.....	321-504-0952

HOMESTEAD EXEMPTION

South County Property Appraiser 501 S. Congress Ave, #105 Delray Beach.....	561-276-1250
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HURRICANE PREPAREDNESS

See attached information under section 2

INFORMATION SOURCES

PBC Convention & Visitors Bureau	561-233-3000
Central PBC Chamber of Commerce 501 Lake Avenue, Lake Worth, 33460	561-791-2069

LIBRARY

Greenacres Library 3750 Jog Road	561-641-9100
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POSTAL SERVICES

Greenacres Post Office

4300 Jog Road 561-649-2039

Main Post Office

3200 Summit Blvd. 800-275-8777

SENIOR SERVICES

2-1-1-‘S Elder Information and Crisis Services

Provides for early intervention to reduce emotional, social and financial strain while maintaining maximum independence and dignity for the client. 2-1-1’s Elder Information and Crisis Services is a starting point for location information and referral. 2-1-1- can connect seniors to many services.

TRAFFIC INFORMATION

FDOT’s **511** and FL511.com is a free service to travelers, which offers up-to-the-minute information on traffic, construction and severe weather on all interstate highways in Florida and Florida’s Turnpike. You can dial **5-1-1** to hear voice-promoted traffic reports on specific roads and areas. You can visit FL511.com and see detailed up-to-date traffic information.

TRANSPORTATION

AIRPORTS

Palm Beach International Airport..... 561-876-7420
Ft. Lauderdale/Hollywood..... 866-435-9355
Miami International..... 305-471-7420

COMMUTER SERVICES

South Florida Commuter Services..... 800-234-7433

PUBLIC TRANSPORTATION

Palm Tran..... 561-841-4287

RAIL

Amtrak..... 800-874-7245

VOTER REGISTRATION

Supervisor of Elections..... 561-656-6200

HOW TO SECURE YOUR HOME WHEN LEAVING

WHEN LEAVING FOR A PERIOD OF TIME (without caretaker)

1. Close all drapes and blinds to reduce light which can cause fading
2. Pour one cup of cooking oil in garbage disposal and run it for 2 seconds
3. Pour two cups of water and one cup of vinegar in dishwasher
4. If refrigerator is left running, remove perishables such as fruit, vegetables, milk, etc. and set controls at a mild setting such as number one and C
5. Leave some cabinet doors open for air circulation
6. Turn off hot water circuit breaker
7. **Flush toilets, and be sure there is water in the bowls. Pour one cup of bleach into toilet bowls, cover with Saran wrap, and put toilet seat down. We also suggest that you put a brick or heavy weight on the toilet lid.**
8. Pour a cup of bleach down the shower and bath tub drains
9. Lock all doors and windows.
10. Set your thermostat at 80° and your humidistat at 60°
11. Use a bug spray where the pipes go into the walls
12. Outside of building, use bug spray where wall contacts the ground
13. When leaving, shut off the main water valve for the unit
14. **Someone should check the house frequently to make sure air conditioning is working and there is water in the toilets**
15. Be sure to leave appliance contract on dining room table

WHEN LEAVING FOR a PERIOD (with caretaker) WEEKLY:

1. Close all drapes and blinds.
2. Lock all doors and windows
3. Close main water valve
4. Flush out kitchen sink, run disposal and dishwasher for about 3 seconds
5. If refrigerator is on, set controls at one and C. All perishables should be removed from your refrigerator
6. If your refrigerator is off, prop the doors partially open and turn off proper circuit breaker
7. **In both bathrooms, flush toilets, shower, tub and sinks. Remove mineral line in toilet bowls. Suggest that you pour one cup of bleach in the toilet bowls, lower lid, and place brick or weighted object on lid.**
8. Turn off hot water circuit breaker.
9. Set thermostat at 80° and humidistat at 60°
10. Spray for bugs where pipes go into the wall. Spray the bottom of front and back doors
11. Test plants for water and, if necessary, water
12. If A/C or any appliance breaks down, call appliance company. Meet them and let them into house. (Be sure to leave appliance contract on dining room table when leaving.)

NOTE: Whenever you leave for a few days, or many months, notify the office as to who will be in charge of your unit and/or who has the key. Be sure to leave a forwarding address. Also, leave the address of a child or close friend who can be notified in case of emergency.

If you wish to receive the monthly newsletter by mail, leave stamped addressed envelopes at the office for the months you will be gone.

HURRICANE PREPAREDNESS

Hurricane Season is the six-month period from June 1 to November 30. For our region, most hurricanes occur in August, September and October.

BEFORE THE HURRICANE SEASON:

- Check your insurance policies. Do you have flood insurance?
- Know the locations of official shelters.
- Always keep on hand a fire extinguisher, battery-operated radio and flashlight.
- If shutters do not protect windows, plan your alternative protection.

A HURRICANE WATCH

- Check often for official reports on radio or TV.
- Get some cash money. If the hurricane strikes, banks may close for several days. Cash will be needed to buy any available supplies
- Fuel your car because service stations are likely to be inoperable during the storm.
- Check supplies of special medicines and drugs. Refill any prescriptions you may need
- Secure your windows with protection.
- Wedge sliding glass doors to prevent them from lifting off their tracks.

A HURRICANE WARNING

A Hurricane warning means a hurricane is expected to strike a specific area within 24 hours.

- Stay tuned to the radio or TV for official bulletins on the progress of the storm.
- Stay home if your house is sturdy and on high ground
- Fill bottles, pots and clean bathtubs with drinking water.
- Plan to store 1 gallon per person per day. Keep enough for several days.
- Stay indoors and on the downwind side of the house and away from windows unless you have been ordered to evacuate. If ordered to evacuate, do so immediately.

PREPARING TO EVACUATE

- If floodwaters or a hurricane threatens, but you have not yet been advised to evacuate, use any remaining time to protect your home and belongings from damage.
- Fill available containers, including bathtubs, with water. If water systems become contaminated by floodwater, your only safe water will be what you have on hand. It is recommended that you save enough water for the needs of your family and pets for three days.
- Move important items such as food, furniture, rugs, books, and clothing on top of something high.
- Collect valuables and small appliances and secure them in plastic bags. Place them on the counter tops. If you have to evacuate, take your important legal papers (primarily insurance policies), medications and valuables with you.
- Bring outside flowerpots, furniture, grills, garden hose or anything else that is loose, inside.
- Fill all portions of domestic water systems with clean water and cap openings.
- If flooding occurs, shut off utilities (electricity, water, gas) at main switches. Do not touch electrical switches while wet or standing in water.

AFTER A HURRICANE

Do not use phone lines unless reporting an emergency. It is important that lines are kept open for emergencies.

- Do not venture out unless necessary. There could be many fallen trees, downed power lines, etc. which could injure you. This could also impede emergency relief efforts.
- Try to prevent fires. If using candles, never leave them unattended. We suggest that you have an adequate supply of flashlights and batteries.

