The Estuary at Delray Beach

Understanding the Violation Process

Overview

It is your Board of Director's, The ALC Committee's and the Management Company's responsibility to make certain that all properties in the Estuary are routinely inspected and that all owners are informed of issues that need correction. Your cooperation in taking care of the identified issues would be appreciated by your association and your neighbors and will help maintain an aesthetically pleasing community, which in turn keeps real estate values high.

The Process

Properties are inspected on a regular basis. In the past the inspections were completed by issue, i.e., the entire community would be inspected for that issue. As a series of inspections were completed a homeowner may receive multiple violation notices over several weeks.

In a recent Board meeting and because we have a new Property Manager it was decided to inspect an entire residence for all violations. In that manner a homeowner will receive a single notification inclusive of all violations observed at that time. We believe this will enable a homeowner to correct all the issues more efficiently.

The Process (cont.)

STEP ONE – COURTESY INSPECTION AND NOTIFICATION

Periodic property inspections will be conducted by the ALC (Architecture and Landscape Committee) and/or our Property Manager to identify maintenance and non-compliance issues. A homeowner will be sent a courtesy email notification (if the owner gave written consent to receive official Association notices via email) or mailed or hand delivered letter indicating issues to be addressed and asked to correct the issues within 30 days.

STEP TWO – NOTICE OF VIOLATION

A follow up inspection will be made of the property after a 30 day period. If the issue(s) have not been corrected, a Notification of Violation letter will be sent to the homeowner by certified mail. The homeowner will be given 30 days to correct the issue(s).

STEP THREE – HEARING AND FINE

A third inspection will be made of the property after 30 days of the issuance of the Notice of Violation. If the violations or issues have not been corrected, the Association will provide the homeowner with at least 14 days' notice by certified mail that the Association will consider imposing a fine and/or suspension of association rights at the next Board of Directors' meeting.

The Process (cont.)

After the board votes to fine the owner, a letter will be sent via certified mail to the owner indicating a time and place where the Review Committee will meet. The meeting will be held no earlier than 14 days after the certified mailed letter is sent. At this meeting, the Review Committee will make a determination as to whether the homeowner is in non-compliance and will make the decision as to whether to confirm the board's decision to impose a fine or reject the board's decision to fine.

A final letter will be delivered to the owner informing them of the Review Committee's decision. The Association has the authorization to impose a continuing fine of $100 per day with a maximum amount of $1,000.00 for each violation.

We hope we never need to get to Step 3, or even Step 2 as we all want to keep our community looking good in order to enjoy living here and maintaining our property values.

Samples of the three letters are attached to the email in which we sent this overview document. Any questions please contact our Property Manager, Valentina Caro.

Let's Begin!

During our June 28th Board Of Directors Meeting we told you of APM's new web portal which will put information at your fingertips regarding your Account, ALC applications, Work Orders, Violations, and more. It will also enable more efficient management which will benefit us all.

In the weeks that come we will be giving you instructions on all that is available to you. However, the first thing we need to do is to make sure you have access to the APM Portal. The following pages take you through the registration process for creating your personal account.

If you have not yet registered you will first need to go to
Go to https://apmgmt.cincwebaxis.com

Click on the green register button on the top right

**Complete this form. Provide as much information as you wish, but you must
Complete all areas marked with *.
The Directory Listing boxes are for the on-line directory. More on that in the future.**

Login Registration

To Register for Online Access, complete the below form and click Register. Once your registration information has been verified, a password will be emailed to you.

User Information (Used for verification only)

Account Number: [   ]

First Name:* [   ]   Last Name:* [   ]

Street Number:* [   ]   Street Name:* [   ]

Address Line 2: [   ]   City:* [   ]

State:* [▾]   Zip:* [   ]

Unit Number: [   ]

Home Phone: [(___) ___-____]   Work Phone: [(___) ___-____]

Mobile Phone: [(___) ___-____]

*Indicates required field

Directory Listing - Do you want to be listed in the community online directory?

By selecting to display the information below, you are opting-in for it to be available for anyone in the community to see in the published directory on this website and on the mobile app. If you do not wish to share your information, do not check a box.

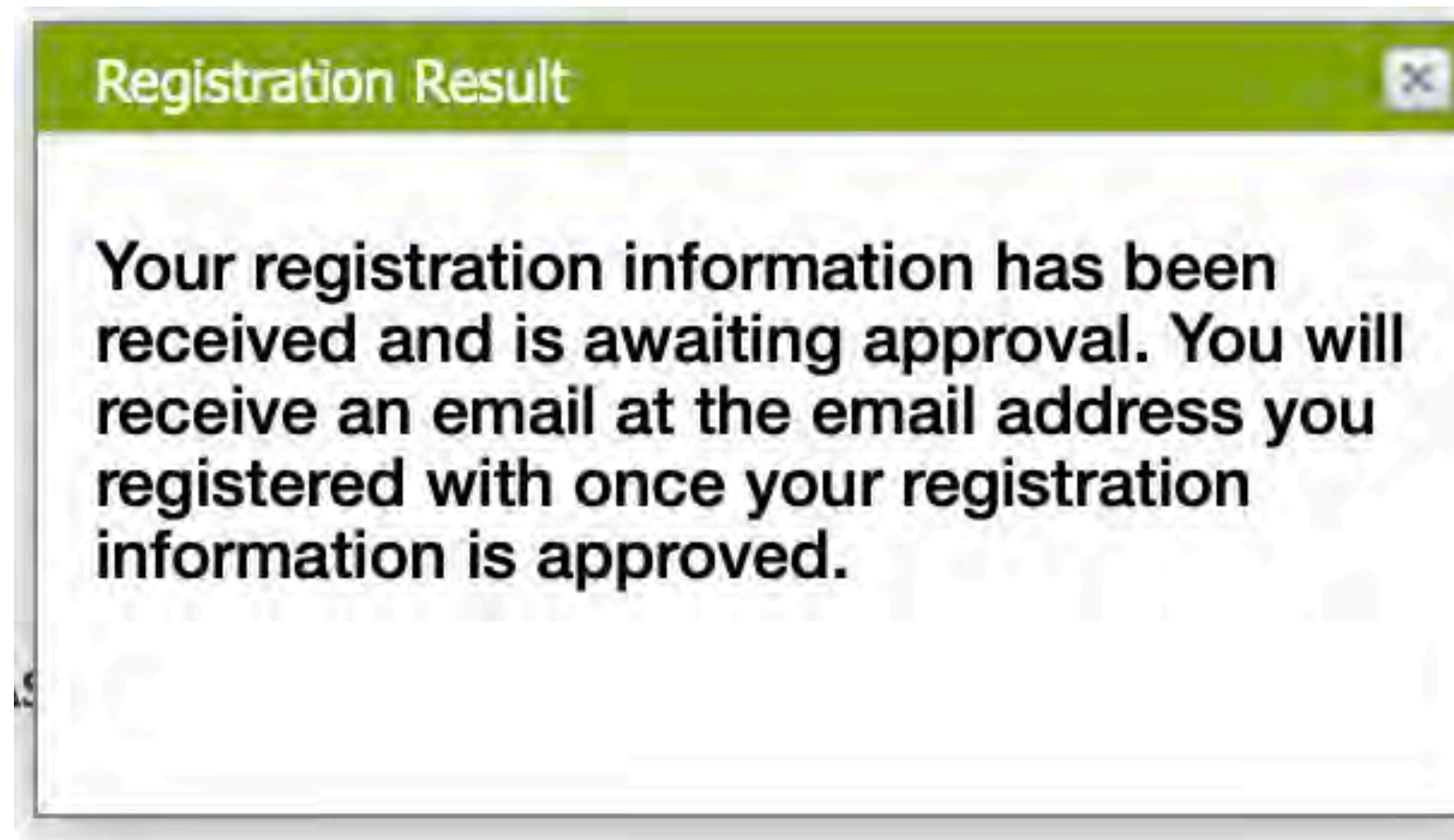Show / Opt-in:

Display Name: ☐

Display Address: ☐

Display Email Address: ☐

Display Phone Number: ☐

Login Information

Email Address:* [   ]

Hit Register at the bottom. A box like this will appear.

Very quickly you will receive an email with a link.

From: <donotreply@cincsystems.net>
Subject: **Website Registration for DELRAY ESTUARY HOA, INC.**
Date: July 2, 2022 at 9:58:39 AM EDT
To: uselmann52@gmail.com

Welcome to the community website for DELRAY ESTUARY HOA, INC.. Our website will provide you with pertinent information about our community as well as your account.

You have been registered for online access. Please access this link to set your password:
https://apmgmt.cincwebaxis.com/Account/CreateNewPassword/?id=01482015213866 Once you set your password, you can login in using your email address and password.
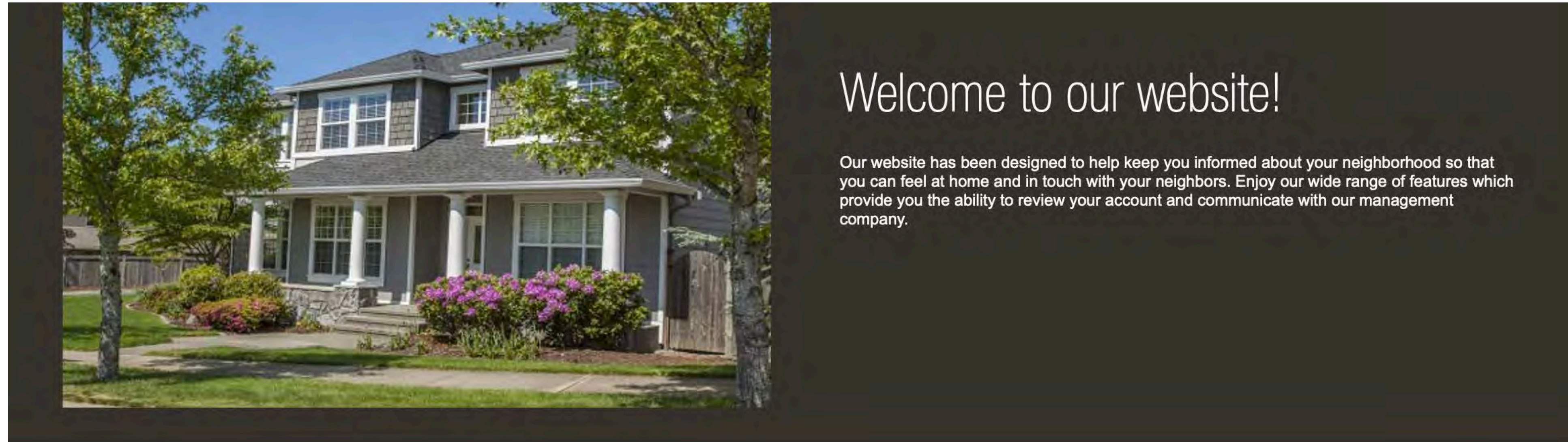
Enjoy your visit to the site and check back often for updates and information.

Thank you.

Please do not reply to this email as it is not monitored. If you have any questions, please do not hesitate to contact your management company. Thank you.

Powered by CINC Community Association Management Software

This screen will appear. Create a password and click "save".

Welcome to our website!
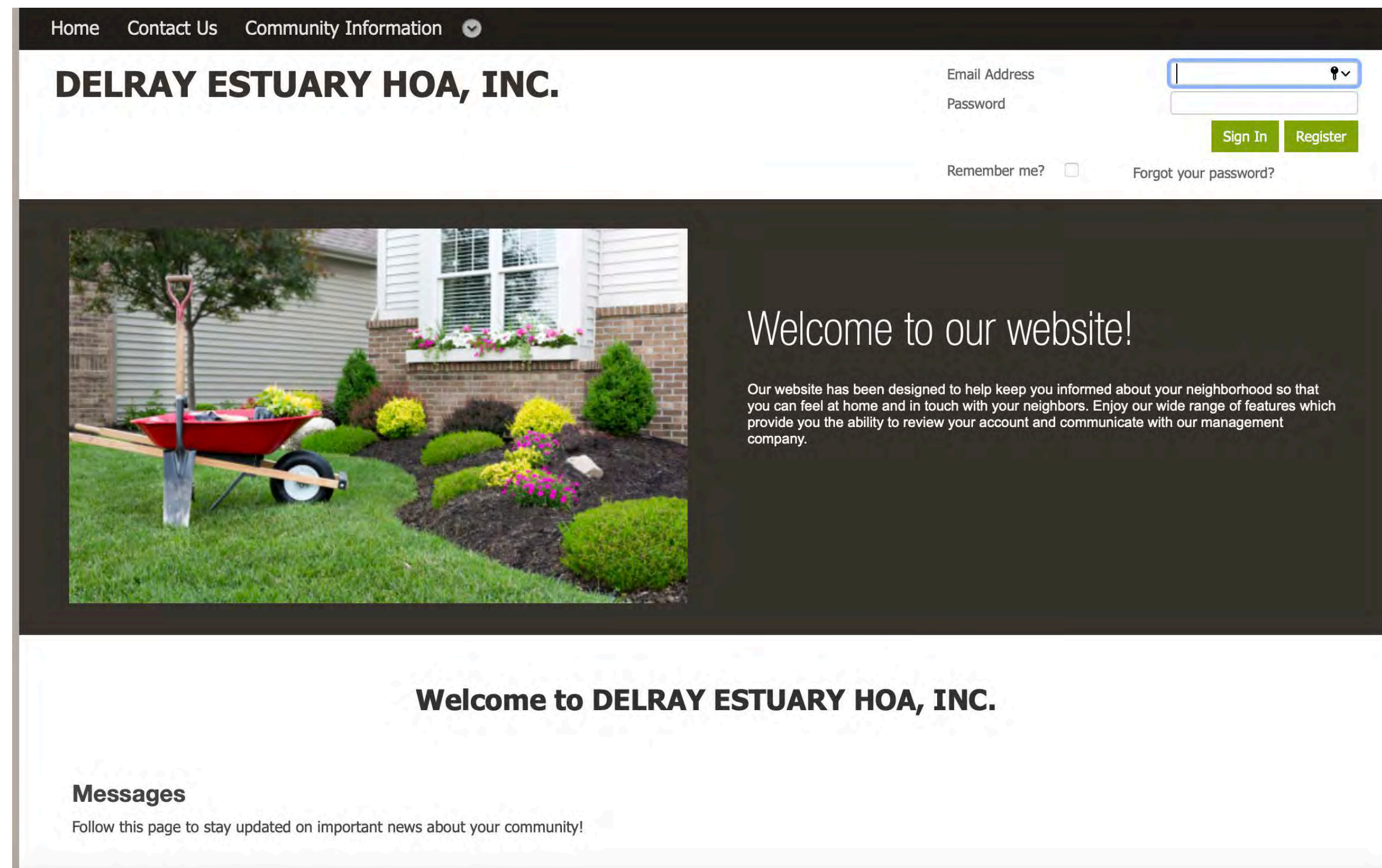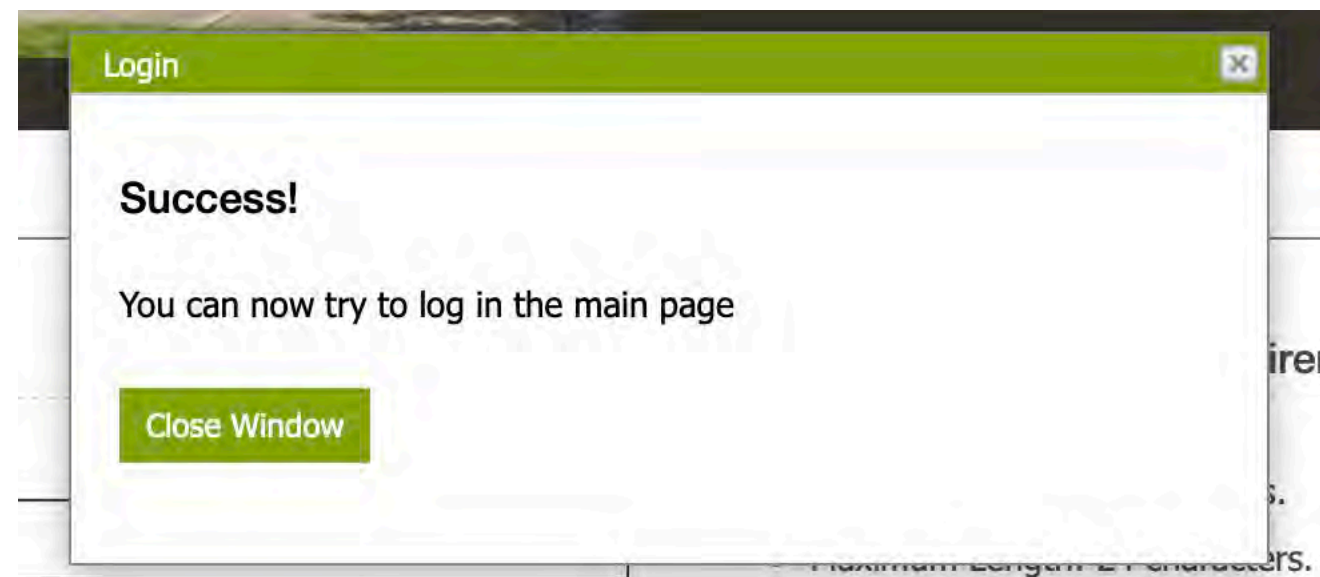
Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in touch with your neighbors. Enjoy our wide range of features which provide you the ability to review your account and communicate with our management company.

Set new password

New Password

Confirm password

Save Cancel

Minimum Password Requirements

- Minimum Length: 8 characters.
- Maximum Length: 24 characters.
- Must contain at least 1 UPPERCASE character.
- Must contain at least 1 LOWERCASE character.
- Must contain at least 1 NUMBER.
- Must contain at least 1 SPECIAL/SYMBOL character. Except SPACE.
- Must not contain the User First Name, Last Name, or Login ID.

This screen will appear. Click on Close Window and you will return to the home page and you may now sign in.

Login

Success!

You can now try to log in the main page

Close Window

Home   Contact Us   Community Information

DELRAY ESTUARY HOA, INC.

Email Address

Password

Sign In   Register

Remember me?   Forgot your password?

Welcome to our website!

Our website has been designed to help keep you informed about your neighborhood so that you can feel at home and in touch with your neighbors. Enjoy our wide range of features which provide you the ability to review your account and communicate with our management company.
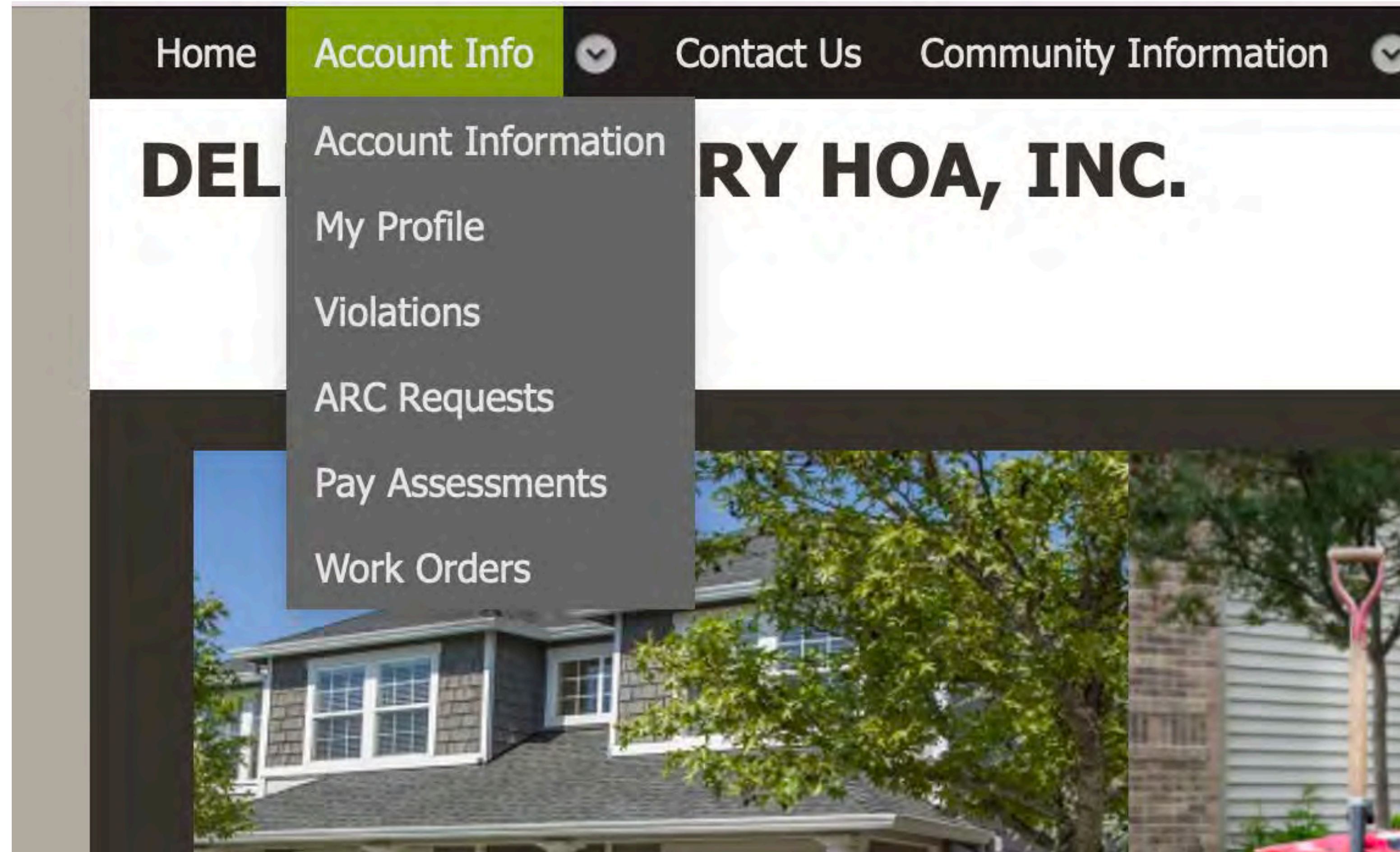
Welcome to DELRAY ESTUARY HOA, INC.

Messages

Follow this page to stay updated on important news about your community!

Click on "Community Information" and open and then "Calendar"

The Calendar currently has our Landscaper's schedule and more Information will be added in the future.

Click on "Account Info" and open and then "Violations"

A listing of your violations will appear including current status

My Violations

Date	Description	Status		