



**IRONWEDGE PROPERTY OWNERS ASSOCIATION, INC.  
LEASING APPLICATION PACKAGE**

The completed Owner/Tenant Information form, Ironwedge Homeowner/Renter Interview Sign-off form and Leasing Agreement must be emailed or mailed to the Property Manager at:

Blue Ocean Management

Email: [manager@blueoceancommunities.com](mailto:manager@blueoceancommunities.com)

Mailing Address: 1540 SW 8th St, #1148

Boynton Beach, FL 33426

Phone: 561-288-0049



# IRONWEDGE POA OWNER/TENANT INFORMATION

## Owner Information

Owner Name(s): \_\_\_\_\_

\_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Primary Phone No.: \_\_\_\_\_ (circle one) Cell/Home/Work

Secondary Phone No. \_\_\_\_\_ (circle one) Cell/Home/Work

Email Address(es): \_\_\_\_\_

\_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact No: \_\_\_\_\_ (circle one) Cell/Home/Work

Emergency Contact Email Address: \_\_\_\_\_

## Tenant Information

Term of Lease: Beginning Month/Year: \_\_\_\_\_ End Month/Year: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_

\_\_\_\_\_

Primary Phone No.: \_\_\_\_\_ (circle one) Cell/Home/Work

Secondary Phone No. \_\_\_\_\_ (circle one) Cell/Home/Work

Email Address(es): \_\_\_\_\_

\_\_\_\_\_

# IRONWEDGE HOMEOWNER/RENTER INTERVIEW "SIGN-OFF" FORM

This list of Ironwedge Rules & Regulations and other useful information will help make living here enjoyable for you and all your neighbors.

## POA Fees and Payments (Buyer only)

- Quarterly Maintenance Fee is **\$2,222.00**. It's due on **Jan. 1st, Apr. 1st, Jul. 1st, and Oct. 1st.** \_\_\_\_\_
  - Payments received after the 10th of the month will incur a late fee of 3.5% of the quarterly fee amount. \_\_\_\_\_
  - Checks should be made payable to IRONWEDGE POA and mailed to: Ironwedge POA, c/o Victory Accounting, PO Box 243399 Boynton Beach, FL 33424-3399. \_\_\_\_\_
- Additional payment options are on the online portal under the My Account tab.

## Ironwedge Online Portal

On the portal you can make a payment, submit a work order, view violations, and submit a general inquiry.

- Register for the portal at <https://engage.goenumerate.com/>. \_\_\_\_\_

## Parking

- All cars must be parked in your driveway or your garage. \_\_\_\_\_
- No parking of cars is allowed on the grass at any time. \_\_\_\_\_
- No parking on the white and yellow lines. \_\_\_\_\_
- Homeowner's commercial vehicles with any exterior writing must be parked in your garage or covered in your driveway at all times. \_\_\_\_\_
- Motorcycles must be parked in the owner's garage overnight. \_\_\_\_\_
- Contractor vehicles may be parked in the street for short periods of time during the day. \_\_\_\_\_

## Leasing (Buyer only)

- Renting rooms in your Ironwedge home is not permitted. \_\_\_\_\_
- Units shall not be used for commercial or professional purposes and shall only be used as single-family residences. \_\_\_\_\_
- No unit shall be leased more than once in any one calendar year and for a period of time less than six months. The management company must be provided with a copy of the lease prior to the leasing start date. \_\_\_\_\_
- If a homeowner's account is delinquent, new tenants will not be approved by the POA until the debt is satisfied. \_\_\_\_\_
- If a homeowner's account is delinquent, and the unit has existing tenants, all funds from the tenants are to be paid directly to the POA via the management company until the homeowner's debt is satisfied. \_\_\_\_\_

## Garbage & Recycling

- Garbage and recyclables are collected on Monday mornings. \_\_\_\_\_
  - Garbage, Organic Debris, and Bulk Trash are collected on Thursday mornings. \_\_\_\_\_
  - Garbage cans and recycle bins should not be placed outside your townhouse on the street before 6 PM the night before collection day. \_\_\_\_\_
- For more information, go to [www.swa.org](http://www.swa.org).

## Pool & Grill Area

- The pool, pool deck area, hot tub, saunas and grill area are open from dawn to dusk and may only be used during that time. \_\_\_\_\_
- The pool is accessed by a key (given to you at your closing or available from our property management company for a small fee). \_\_\_\_\_
- Children under the age of 14 years old must be accompanied by an adult at all times. \_\_\_\_\_
- Pool gates must remain closed at all times for safety reasons and should not be propped open. \_\_\_\_\_
- Umbrellas should be closed and tied, furniture placed in the correct spot. Clean up after yourself before you leave. \_\_\_\_\_
- Lock the restroom doors and gates when you leave the pool area. \_\_\_\_\_
- No food or alcohol in the pool area. \_\_\_\_\_
- Grills at the pool area are for resident's use only. The burners should be turned off and cleaned after use. \_\_\_\_\_
- To host a small party at the pool, submit an application form located on the Helpful Information section of the associations Website ([www.ironwedgepoa.com](http://www.ironwedgepoa.com)). Return this to form to Blue Ocean Management via email [manager@blueoceancommunities.com](mailto:manager@blueoceancommunities.com) to make arrangements for remitting a \$150.00 refundable security deposit. The Association Board must approve your application, and a \$150 refundable security deposit must be paid in advance of your party. \_\_\_\_\_

## Pets

- All dogs/pets must be on a leash at all times. \_\_\_\_\_
- Clean up after your dog. Dog waste receptacles and bags are located around the community for your use. \_\_\_\_\_
- No more than 2 pets are allowed in any unit. Outdoor cats are not allowed. \_\_\_\_\_

## Signs

Garage Sale, For Sale, and Political signs are not permitted in Ironwedge. \_\_\_\_\_

## Property & Flood Insurance (Buyer only)

- Property and flood insurance are obtained by the Association to cover the outside of the buildings up to the drywall on the interior. \_\_\_\_\_
- Homeowners need to purchase an HO6 insurance policy to protect the interior of their townhouse. \_\_\_\_\_

## Roofs (Buyer only)

- The roofs are covered by the POA's property insurance for damage caused by a named storm, hurricane, or fire. \_\_\_\_\_

- Roof repairs and replacement are the responsibility of the homeowner. \_\_\_\_\_
- Information about approved roofing material can be found on the portal: Helpful Information and Forms section of the Resident Website. \_\_\_\_\_

### **Emergency Contact Numbers**

- In Case of Fire, Smoke, Odor of Gas, or Medical Emergency, call 911
- For issues with your electricity, contact FPL at 1-866-263-9186
- For issues with your water, contact the City of Boca Water Department at (561) 393-7750

### **Mailbox Keys**

- If you are a new owner or a tenant, you need to get the key from the previous owner. \_\_\_\_\_
- If there is not a mailbox key, you need to go to the Post Office to request the locks be changed. The Management Company does not have keys to the postal boxes. \_\_\_\_\_

### **Termite Protection (Buyer only)**

The POA does not deal with termites. Homeowners should have termite protection for their townhouse either by an individual contract with a pest control company or by treatment such as tenting the entire building and sharing the cost equally with all building owners. A copy of your termite protection contract should be sent to the property manager \_\_\_\_\_

### **Cable Service (Buyer only)**

Cable TV Service is paid by the Association as a part of your quarterly fees: Comcast Digital Starter Channels, 7 HBO channels, 1 digital receiver, 3 digital adapters, 3 remotes. All other TV options, internet, and land line phone costs are paid by the owner. \_\_\_\_\_

### **Architect Requests (ACC) (Buyer only)**

Architect Requests are for architectural modifications to townhouse exteriors – roof or window replacement, anything that requires a Palm Beach County permit.

- The ACC must be submitted on the Ironwedge portal, located under Helpful Information and Forms at the Resident Portal Website. \_\_\_\_\_
- The ACC must be approved by the Association Board PRIOR to any work being started. \_\_\_\_\_

- If you need paint to touch up a fence or replace fascia boards, the paint supplier and exact colors are on the Ironwedge Portal Document Library > Useful Association Information folder > Ironwedge Paint Information document. \_\_\_\_\_

### **Groundskeeper & Work Orders**

- The Grounds Manager at Ironwedge works mornings Monday through Friday. His supervisors are Property Management and the Association Board of Directors. Please do not make special requests of him. \_\_\_\_\_
- Work orders should be submitted on the Ironwedge portal under Online Forms or by emailing the Property Manager at manager@blueoceancommunities.com with an attached photo. \_\_\_\_\_

**IMPORTANT:** This document does not include all the rules and regulations of Ironwedge. Please refer to the Ironwedge Rules and Regulations document on the portal in the Under Governing Documents folder > Rules & Regulations document.

**NEW OWNERS/TENANTS (Circle one)**

Print \_\_\_\_\_ Sign \_\_\_\_\_

Print \_\_\_\_\_ Sign \_\_\_\_\_

Ironwedge Address: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**BOARD OF DIRECTORS CONDUCTING INTERVIEW (Names/Initials)**

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Interview Date \_\_\_\_\_ Interviewer's initials \_\_\_\_\_

## IRONWEDGE POA – Vehicle Registration Form

Please list only vehicles you currently own or lease. Attach a copy of each vehicle's registration or ownership document. Notify the Association when a vehicle is no longer owned.

### Vehicle 1

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

Leased or Owned (if leased, term of lease) \_\_\_\_\_

### Vehicle 2

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

Leased or Owned (if leased, term of lease) \_\_\_\_\_

### Vehicle 3

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicle License Plate: \_\_\_\_\_ Make: \_\_\_\_\_

Model: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_

Leased or Owned (if leased, term of lease) \_\_\_\_\_

### Owner Signature:

By: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_