

VILLAS ON THE GREEN
717 S US Highway 1, #1100, Jupiter, FL 33477

COMPLETE APPLICATION PACKAGE FOR APPROVAL OF BUYERS AND TENANTS
APPLICATIONS RETURNED TO VOTG ADDRESS ABOVE OR OFFICE IN CLUBHOUSE
BETWEEN 8:00 A.M. AND NOON MONDAY THRU FRIDAY OR DROPPED OFF IN BOX
AT CLUBHOUSE

ANY QUESTIONS CALL 561-747-7199

EMAIL: villasonthegreen@outlook.com

RULES AND REGULATIONS

FOR BUYERS & TENANTS TO KEEP

APPLICATION PAPERS TO BE FILLED OUT AND RETURNED TO SCREENING
FOR INVESTIGATIVE PROCESSING:

3 PAGE APPLICATION FOR APPROVAL - SIGN ALL PAGES WHERE INDICATED

1 PAGE RELEASE FORM REQUIRED FOR INVESTIGATIVE PROCEDURE (THIS FORM
MUST BE COMPLETED FOR EACH PARTY INVOLVED IN A PURCHASE OR LEASE)

ALONG WITH THE FOLLOWING:

LEGIBLE COPY OF DRIVERS LICENSES FOR ALL APPLICANTS

NON-REFUNDABLE CHECK FOR \$100.00 PAYABLE TO VILLAS ON THE GREEN
CONDOMINIUM ASSOCIATION TO COVER COST OF PROCESSING
APPLICATION ALONG WITH:

BUYERS - NEED COPY OF CONTRACT

TENANTS - NEED COPY OF LEASE

WHEN INVESTIGATION COMPLETED, REQUIRED INTERVIEW (IN PERSON OR BY
TELEPHONE) WILL BE SET UP BETWEEN THE SCREENING VOLUNTEERS AND
APPLICANT (S).

WHEN INTERVIEW COMPLETED, SCREENING VOLUNTEERS SUBMIT COMPLETED
APPLICATION TO BOARD OF DIRECTORS FOR OFFICIAL APPROVAL AND
REQUIRED SIGNATURE OF DIRECTORS.

OFFICIAL NOTARIZED CERTIFICATE OF APPROVAL WILL BE ISSUED TO BUYERS.
OWNERS MUST PROVIDE BUYERS WITH COPY OF CONDO DOCS

Seller or Lessor

Seller or Lessor

APPLICATION BY PROPOSED PURCHASER OR LESSEE
VILLAS ON THE GREEN CONDOMINIUM ASSOCIATION, INC.

Date: _____

TO: Board of Directors

I/We intend to purchase/lease Unit No. _____ in VILLAS ON THE GREEN PHASE _____ CONDOMINIUM. If a lease, it is for the period starting _____ and ending _____. In order for you to facilitate consideration of my/our application for purchase/lease of the above designated unit in VILLAS ON THE GREEN CONDOMINIUMS. I/We represent that the following information is factual and true. I/We are aware that any falsification or misrepresentation of the facts in this application will result in automatic rejection of this application. I/We consent that you may make further inquiries concerning this application, particularly of the references given below.

I/We will be bound by the Declaration of Condominium, By-Laws, Articles of Incorporation and Rules and Regulations of the Condominium Association.

I/We are leasing, I/We will not sublet the Unit. If I/We are purchasing, I/We will, upon closing provide the ASSOCIATION within a reasonable time a copy of the recorded deed.

FULL NAME OF PURCHASER(S)/LESSEE(S): _____

BIRTH DATE: _____ HOW LONG: _____

OCCUPATION OF PURCHASER/LESSEE: _____ AGE: _____

FULL NAME OF WIFE OR HUSBAND: _____ HOW LONG: _____

OCCUPATION OF WIFE OR HUSBAND: _____ HOW LONG: _____

PRESENT HOME ADDRESS: _____ ZIP _____ PHONE: () _____

CITY AND STATE: _____

SOCIAL SECURITY NO.: _____

NAME & ADDRESS OF LANDLORD (if applicable): _____

CITY AND STATE: _____ ZIP _____ PHONE: () _____

PRIOR HOME ADDRESS: _____ HOW LONG: _____

CITY AND STATE: _____ ZIP _____ PHONE: () _____

NAMES AND ADDRESSES OF EACH EMPLOYER DURING THE THREE YEARS PRIOR TO THE DATE OF THIS APPLICATION AND DATES OF EMPLOYMENT.

(1) _____

(2) _____

(3) _____
The Rules and Regulations of VILLAS ON THE GREEN CONDOMINIUM ASSOCIATION, INC. provide an obligation of Unit Owners that apartment units are for single family residence. Please state the name and relationship of all other persons who will be occupying the unit regularly.

NAME: _____ RELATIONSHIP: _____
NAME: _____ RELATIONSHIP: _____

Number of Children in your Family: _____ Age _____ Sex _____
Number of Children who will be living with you: _____ Age _____ Sex _____

Regulations Prohibit Pets. Do you have a pet? _____
Five (5) Personal References (local if possible); no family or realtors.

NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

BANK REFERENCES (1) _____
HAVE YOU EVER BEEN CONVICTED OF A CRIME, IF YES, PLEASE EXPLAIN: _____

DRIVERS LICENSE: _____ STATE ISSUED: _____
MAKE OF CAR: _____ YEAR: _____ LICENSE NO.: _____ STATE: _____

PERSON TO NOTIFY IN CASE OF EMERGENCY:
NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

MAILING ADDRESS FOR NOTICE OF ACCEPTANCE OR REJECTION OF APPLICATION:
NAME: _____ ADDRESS: _____
CITY AND STATE: _____ ZIP _____ PHONE: () _____

I/We understand that any violation of the terms, provisions, conditions and covenants of the VILLAS ON THE GREEN CONDOMINIUM ASSOCIATION, INC. documents provides cause available immediate action as therein provided or termination of leasehold under appropriate circumstances.

DISCLOSURE REGARDING BACKGROUND INVESTIGATION

VILLAS ON THE GREEN ("the Company") may obtain information about you from a consumer reporting agency for tenant screening purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends or associates. These reports may contain information regarding your criminal history, credit history, motor vehicle records ("driving records"), verification of your education or employment history or other background checks. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report ordered by the Company. You may either contact the Company for this information or the agency preparing the report, Atlantic Personnel & Tenant Screening, Inc., 8895 N. Military Trail, #301C, Palm Beach Gardens, Florida 33410; (877) 747-2104. Please be advised that the nature and scope of the most common form of investigative consumer report obtained by the Company with regard to applicants for residency is an investigation into your employment history. The scope of this notice and authorization is all-encompassing, however, allowing **VILLAS ON THE GREEN** to obtain from any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your residency to the extent permitted by law. You should carefully consider whether to exercise your right to request disclosure of the nature and scope of any investigative consumer report.

ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of "consumer reports" and/or "investigative consumer reports" by the Company at any time after receipt of this authorization and throughout my residency, if applicable. To this end, I hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, insurance company, or other party to furnish any and all background information requested by Atlantic Personnel & Tenant Screening, Inc., 8895 N. Military Trail, #301C, Palm Beach Gardens, Florida 33410; (877)747-2104; www.atlanticscreening.com, another outside organization acting on behalf of **VILLAS ON THE GREEN**, and/or **VILLAS ON THE GREEN** itself. I agree that a facsimile ("fax"), electronic or photographic copy of this Authorization shall be as valid as the original.

State of Washington applicants and tenants only: If the Company requests an investigative consumer report from a consumer reporting agency, you have the right to receive a complete and accurate disclosure of the nature and scope of the investigation requested by Company. You also have the right to request from the Agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Massachusetts and New Jersey applicants and tenants only: You have the right to inspect and promptly receive a copy of any investigative consumer report requested by the Company by contacting the Agency identified above directly.

New York applicants and tenants only: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the Agency. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may also inspect and receive a copy of the report by contacting the Agency with the contact information above.

Minnesota applicants and tenants only: You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

Oklahoma applicants and tenants only: Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

California applicants and tenants only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature: _____

Print Name: _____

Date: _____

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New York applicants and tenants only: You have the right, upon request, to be informed of whether or not a consumer report was requested from a consumer reporting agency by contacting the Agency. If a consumer report is requested, you will be provided with the name and address of the consumer reporting agency furnishing the report. You may also inspect and receive a copy of the report by contacting the Agency with the contact information above.

Minnesota applicants and tenants only: You have the right, upon written request to the Agency, to receive a complete and accurate disclosure of the nature and scope of any consumer report. The Agency must make this disclosure within five days of receipt of your request or of Company's request for the report, whichever is later. Please check this box if you would like to receive a copy of a consumer report if one is obtained by the Company.

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California applicants and tenants only: By signing below, you also acknowledge receipt of the NOTICE REGARDING BACKGROUND INVESTIGATION PURSUANT TO CALIFORNIA LAW. Please check this box if you would like to receive a copy of an investigative consumer report at no charge if one is obtained by the Company whenever you have a right to receive such a copy under California law.

Signature: _____

Print Name: _____

Date: _____



**VILLAS ON THE GREEN
CONDOMINIUM ASSOCIATION
REVISED 2019**

RULES AND REGULATIONS

The following set of rules and regulations shall be adhered to by all persons while on the property of Villas on the Green (VOTG). Unit owners shall be responsible for conduct and safety of their guests and lessees. Non-compliance will result in fines.

I. DWELLINGS:

- A. Each unit shall be occupied only by a family and its guests.
- B. New buyers must wait one year from closing date before they can rent.
- C. RENTALS shall be limited to one (1) child per two (2) bedroom unit and two (2) children per three (3) bedroom unit.
- D. Units may be rented no more than twice in any calendar year.
- E. A minimum of three (3) months rental is required.
- F. A renter or lessee may not sub-lease, or divide cost of unit with another party, unless that party is screened.
- G. An application must be filled out using VOTG forms for approval by Board of Directors in sale or rental of units.
- H. The Association charges a non-refundable fee of \$100 which must be included with all applications. The Association may charge an additional \$100 fee for each non-related occupant. The Association charges \$20 for any check returned to Association for insufficient funds.
- I. There is a 14-day minimum waiting period for approval, so that references can be checked.
- J. All buyers and lessees shall have a personal interview or if out of the area, a conference call interview. The Rules & Regulations are included in the application package.
- I. Before renewing a lease, the lessee shall be reviewed to assess for noncompliance of rules and regulations at termination of the current lease.

- J. No additional fee is required for lease renewals, but a new application and a copy of the new lease is required.
- K. Any owner leasing their unit agrees to grant the Association the power to act as owner's agent to enforce the condominium documents (including the rules and regulations) and, in appropriate circumstances, to terminate the leasehold.
- L. If an owner allows a proposed renter to occupy his unit prior to application approval, the Association shall be empowered to reject the lease application and demand that the proposed renter vacate the premises. Any occupant found in non-compliance with the condominium documents may be subject to lease termination and may be required to vacate the premises.
- M. No hanging of towels, clothing, laundry, or rugs from entrance railings.
- N. Toys, bicycles, grills, mops, pails, etc. must not be stored in any entrance way or under stairs. These items must be stored inside unit. This is Palm Beach County Fire Department Regulation No 7.2.2.5.3 & No. 7.2.2.5.3.1.
- O. No signs, advertising, notices, or lettering shall be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the condominium unit or property, by any unit owner or occupant.
- P. Operating of a business is strictly prohibited on or from the condominium property.
- Q. No awning, canopy, flower box, or other projections shall be attached or placed upon the outside railings, outside walls, or roofs of buildings.
- R. All maintenance and assessment fees must be current in order to sell or rent units.
- S. In absence of owner, or lessee, all guests must register with VOTG.
- T. All plans for remodeling or improvements to condominium units must be submitted in writing to the Property Manager for review and approval before work can begin. Plans must be very explicit as to the proposed changes, the construction methods, and the qualifications of the contractor(s). The Property Manager will have the authority to approve the requested plans and will seek VOTG Board approval as needed. Inspection of the sound-proofing material shall be conducted midway through the installation by the Association prior to the installing of the permanent floor and then a final inspection shall be conducted by the Association at the end of the installation.
- U. Any 2nd floor unit wishing to install interior flooring of tile, wood or any other hard surface must install a soundproofing underlayment. In all rooms and hallways kitchens and bathrooms flooring must be installed over a Sound Control Underlayment System ("SCUS") underlying the flooring and the installation must meet an impact installation class ("IIC") rating of 100 or greater and a Sound Transmission Class ("STC") of 100 or greater as installed. The SCI-JS must include perimeter isolation material between the floor covering material and all walls and other vertical surfaces to ensure that impact noises are not transmitted into a space below or to an adjacent Unit either directly through the floor or by flanking through the surrounding walls. An architectural form must be submitted in advance for approval by the Association prior to installation.

- V. All porch/patio and door screens are to be well maintained including but not limited to fixing ripped or torn screens with 30 days of when damage occurred.
- W. Porch and Patio - No one shall put carpet, wood or other porous material of any kind on the outside patios of either upstairs or downstairs units.
- X. No one may penetrate a second-floor balcony with any nails, bolts or any type of fastening device. If during routine inspections management finds that the second-floor wood balcony floor has been penetrated or the integrity of the membrane compromised, the owner will be responsible for all cost to remove any and all hardware and to water seal the points of penetration with new membrane material.
- Y. Electrical utility rooms are not to be used as storage. Any items found in the electrical rooms will be removed and disposed of. This rule is in accordance with OSHA 1910.303 & NEC 110.26.
- Z. Flammables. No flammable, combustible or explosive fluids, chemicals or other substances may be kept in any Unit or on the Common Elements. No fires, grills, hibachis, or other devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony, under any overhanging portions or within 10 feet of any structure. Listed electric ranges, grills or similar electrical apparatus shall be permitted. No cylinders may be stored anywhere on the property exceeding 5.4 aggregate water capacity per each living space unit. Storing 20 lb. cylinders is prohibited. PBC Fire Code NFPAL; 10.11.6 & 69.5.3.5.

II. CONDUCT AND USE OF CONDOMINIUM AREAS

- A. No nuisance shall be allowed upon condominium property.
 - 1. No skate boarding
 - 2. No loud music
 - 3. No loitering
 - 4. No littering
- B. No immoral, improper, offensive or unlawful use shall be made of the condominium property or any party thereof and all ordinance and regulations of all government bodies having jurisdiction shall be observed.
- C. Members and other residents shall not engage in any abusive or harassing behavior, either verbal or physical, or any form of intimidation or aggression directed at other members, residents, guests, occupants, invitees, or directed at management, its agents, its employees, or vendors.
- D. All trash shall be placed in tied plastic bags and placed in the dumpsters located on the property. Styrofoam peanuts, shredded paper and similar recycling shall be placed in tied plastic bags and placed in the recycling container. All cardboard boxes must be broken down and placed next to the dumpster. Boxes may not be placed inside the dumpsters. Do not put plastic Publix bags in recycle bins. They go in the dumpster.

- E. Any Bulk trash that does not fit into the dumpsters must be removed from the property at owners' expense.
- F. Owners will be responsible for all acts of their guests and tenants.
- G. Planting of trees and shrubs or plants is strictly prohibited on common grounds. Plantings will be removed without notification.
- H. There will be no landscaping permitted under the stairs without written permission from the Board of Directors. Permission may be granted by the Board of Directors, with stipulation that the Board retains the right to remove at their discretion.
- I. No person, including all vendors, roofers, plumbers, electricians and air conditioning personnel, may go on any Condominium roof without prior permission from Management. No fireworks or pyrotechnics are allowed on the property. The roofing membrane may not be compromised at any time.

III. USE OF CLUB HOUSE

- A. All assessments must be current for a unit owner or tenant to schedule the use of the clubhouse.
- B. Private affairs must be scheduled at least seven (7) days in advance with the Board of Directors. There must be submitted in writing, stating the number of people expected the hours of use and for what purpose; upon approval, a \$100 deposit is required. This deposit will be refunded upon inspection of the Clubhouse by a member of the Board. If clubhouse is not cleaned, the deposit will be used to clean it as needed.
- C. The \$100 fee is waived for any function open to all unit owners.
- D. Furniture and other property belonging in the clubhouse will not be removed.
- E. After use, all furniture must be replaced in its original position and condition before leaving the clubhouse.
- F. Persons under the age of 18 shall not be allowed to use the clubhouse for private affairs unless accompanied by and supervised by an adult owner or lessee.
- G. No persons under the legal drinking age for the State of Florida shall use alcoholic beverages in the common areas of the condominium, including the clubhouse.

IV. PETS

- A. Unit Owners or renters shall have no pets on premises.

V. SWIMMING POOL

- A. All persons use the swimming pool at their own risk.
- B. Pool hours are as posted.

- C. The pool is for the use of residents of VOTG and their guests only.
- D. Children in diapers and/ or training pants shall not use the pool.
- E. Children under 12 must be supervised and accompanied by an adult at all times.
- F. If using suntan oil or lotion, a shower is required before entering the pool.
- G. Proper swimming attire must be worn in the pool.
- H. No rafts, balls, toys, etc., shall be allowed in the pool.
- I. No food, gum, or glass containers shall be allowed on pool deck or in pool.
- J. Running on pool deck is prohibited.
- K. Swimmers are responsible for leaving pool area clean and litter-free after use.
- L. Pool furniture may not be removed from pool area.
 - 1. When moving pool furniture, please pick it up instead of dragging.
 - 2. All furniture should be replaced to where you found it.
 - 3. Return umbrellas to down position after use.
- M. Radios permitted only if noise level does not disturb others.

VI. TENNIS COURTS

- A. Tennis courts are for the use of residents and their guest ONLY.
- B. Guests should be in the company of a resident when using courts.
- C. Court hours are as posted.
- D. Tennis Court lights are to be used for playing tennis only.
- E. Lights must be turned off when not in use. This is the responsibility of players.
- F. Tennis shoes must be worn on the courts.
- G. Players are responsible for leaving the courts clean and litter-free after use.

VII. EMPLOYEES

- A. No employee of VOTG may do work for a unit owner during hours for which he is being paid by VOTG Condominium Association, unless directed by the Property Manager.
- B. Unit owners must direct complaints, suggestions, and work orders to the Property Manager, in writing, regarding employees or services and not to the employees themselves.

VIII. MISCELLANEOUS

- A. The Association accepts no responsibility for checking units of absentee owners.
- B. Unit owner shall delegate an agent or friend to check on unit at regular intervals when vacant, notifying both the owner and VOTG Maintenance Supervisor if any irregularities or damages are noted.
- C. Association or its employees will not negotiate or supervise service contracts for interior repairs or installations, unless responsibility of Association.
- D. Complaints must be made in writing to the Property Manager.
- E. Units may be entered in case of emergency by VOTG. All owners must provide a key or information for remote access to the Property Manager for such emergencies. If a unit owner does supply VOTG with a key or information for remote access for emergency purposes, VOTG will not be held responsible for any damage.
- F. Feeding of wildlife or animals of any kind including, but not limited to, ducks, birds, squirrels, cats, etc., on Villas on the Green property is strictly prohibited.
- G. Residents may only post notices or other items in the bulletin board or on the common areas with the prior written authorization of a Board member.
- H. Hurricane Preparation. Each Unit Owner who plans to be absent from his Unit during the hurricane season must prepare his Unit prior to departure by:
 - 1. Removing all items from his patio.
 - 2. Designating a responsible firm or individual to care for his Unit during his absence in the event that the Unit should suffer hurricane damage.
 - 3. Unit Owners shall not install hurricane or storm shutters without the prior approval of the Association.

IX. VEHICLE PARKING AND ROAD REGULATIONS

- A. Each unit has been issued one (1) designated, numbered parking space.
- B. In the event owner or occupant has more than one vehicle, such vehicle shall be parked in the Guest parking spaces or they will be towed away at owner's expense.
- C. No more than two (2) vehicles per unit, on a long-term basis.
- D. No vehicles are to be parked other than in designated parking area.
- E. No vehicle is to be parked on the grass or sidewalks.
- F. No unlicensed motor vehicles, such as ATV, off-road bikes, etc., are to be ridden or stored or parked on the premises of VOTG.

- G. Boats, trailers, trucks, motorcycles or motor scooters, motor homes, buses, and other such vehicles shall not be allowed to park overnight. Overnight shall mean anytime between 12:00 midnight and 7:00 a.m.
- H. Abandoned, unsightly, or vehicles in disrepair are not permitted and will be towed from property at owners' expense.
- I. Any vehicle not capable of moving under its own power will be towed.
- J. Washing of vehicles is permitted only at the hose located at the south-west corner of the pool.
- K. Speed limit in complex is 10 M.P.H.
- L. No auto repairs, such as changing of oil or other liquids that are harmful to pavement.
- M. No major maintenance of vehicles is permitted on the grounds of VOTG.
- N. The Association shall have the right to remove any vehicle violating rules, at owner's expense.
- O. No display of advertising anywhere on any vehicle is allowed.
- P. Stickers will be issued for parking. All long-term vehicles must display VOTG stickers or risk being towed away at owners' expense.
- X. FINES FOR VIOLATIONS
 - A. A fine of \$100.00 per day up to \$1000.00 may be levied for each violation.
- XI. BOARD OF DIRECTORS MEETINGS
 - A. Florida law provides that subject to reasonable restrictions, condominium owners have the right to tape record or videotape Board Meetings. VOTG will allow such taping with the following restrictions:
 1. Audio and/or video equipment and devices shall not produce distracting sounds or light emissions.
 2. Audio and/or video equipment shall be assembled and placed in position before the meeting begins. Anyone videotaping or recording a meeting may not move around the room or cause unnecessary distractions.
 - B. Florida law provides that owners in attendance at a meeting have the right to speak at such meetings with reference to all designated agenda items. Owners may speak one time per agenda item for no longer than three (3) minutes each time.
- XII. The Board of Directors and the Association shall have the right to amend, add, or alter the above rules and regulations in the manner prescribed in the By-Laws as it deems necessary.

NEW RULES PASSED & ADDED NOVEMBER 6TH, 2018:

Unit Owner Responsibilities Regarding the Prevention of Fungal Contaminants (Mold and Mildew). Unit Owners must take all appropriate steps to reduce and/or eliminate the occurrence or continued existence of mold and/or mildew (collectively "mold") growth in and around the Unit and appurtenant Common Elements and thereby minimize the possibility of adverse effects that may be caused by fungi, including mold. The Unit Owners' responsibilities include, but are not limited to, the following:

1.1.1 The air conditioning system, and humidity control system if applicable, must be kept in good and working order. Whether occupied or not, the air conditioning system, and humidity control system if applicable, must be appropriately operated, when reasonably necessary, to adequately control the temperature, humidity and in- door air quality in the Unit.

1.1.2 All regular and routine maintenance required to prevent water intrusion, and which is the obligation of the Unit Owner, must be timely and adequately performed. Such maintenance includes, but is not limited to the regular inspection, cleaning and services of all appliances servicing the Unit, including the air conditioning system, humidity control system if applicable, refrigerators, and freezers; the regular maintenance and replacement of interior caulking and/or weather stripping around windows, doors, and plumbing fixtures.

1.1.3 All incidents of mold and water intrusion, including but not limited to water spots on drywall, plumbing leaks, leaks around windows and doors, leaks from appliances, and any other leaks, or evidence of water intrusion must be immediately reported to the Association.

1.1.4 When leaving your unit for an extended period of time:

- i. Turn on the air conditioning and set the thermostat to more than seventy-eight (78) degrees;
- ii. If you have a humidistat, set it at sixty-five (65) (humidity) and the thermostat at no higher than seventy-eight (78) degrees, leave thermostat set on auto and cool;
- iii) Turn off main water supply in the unit;
- iv) Unplug all major appliances (see note on refrigerator below) and use a surge protector to reduce the risk of a fire;
- v) It is acceptable to leave your refrigerator plugged in, but clean out the refrigerator and turn off the ice maker;

vi) Run two (2) trays of ice cubes through the garbage disposal, then sanitize with baking soda and water, final step pour ½ cup of cooking oil in disposal;

vii) Do not leave any flour, crackers, bread or pasta products stored in cupboards;

viii) Leave bedroom doors, closets and cabinets ajar;

ix) Do not use plastic to cover furniture;

x) Bring in patio furniture from the porch;

xi) If you leave a car here, leave a set of keys on your kitchen counter for emergency use; and

xii) Turn off power to hot water tank.



Fire Rescue
 Chief Jeffrey P. Collins
 405 Pike Road
 West Palm Beach, FL 33411
 (561) 616-7000
 www.pbcgov.com

Palm Beach County
 Board of County
 Commissioners
 Steven L. Abrams, Mayor
 Priscilla A. Taylor, Vice Mayor
 Hal R. Vaische
 Paulette Burdick
 Shelley Vann
 Mary Lou Berger
 Jess R. Santamaria
 County Administrator
 Robert Weisman

July 2, 2013

Re: Use and storage of Barbeque grills in Condominiums and Apartment Buildings

Dear [Redacted]

The Florida Fire Prevention Code does address the use and storage of barbeque grills in all multifamily residential buildings and condominiums. This mandatory state requirement is written as follows:

NFPA 1; 10.11.6- For other than one- and two-family dwellings, no hibachi, grill, or other similar devices used for cooking, heating, or any other purpose, shall be used or kindled on any balcony, under any overhanging portions or within 10ft (3m) of any structure. Listed electric ranges, grills or similar electrical apparatus shall be permitted.

NFPA 1; 69.5.3.5- Storage of cylinders within a residential building, including the basement or any storage area in a common basement of a multiple-family buildings and attached or detached garages, shall be limited to cylinders each with a maximum water capacity of 2.7 lb (1.2 kg) and shall not exceed 5.4 lb (2.4 kg) aggregate water capacity for smaller cylinders per each living space unit. This means 20lb cylinders are prohibited in multifamily buildings. This includes storage on patios.

Barbeque grills should always be used with common sense and safe practices. Keep all grilles well clear of any combustible or flammable material, and only use them in a well-ventilated area.

Failure to comply may result in the property being referred to the County or City Code Enforcement Board for corrective action and fines that could exceed two hundred fifty (\$250.00) dollars per day. Should you have any other questions regarding this or any other fire safety matter, please do not hesitate to contact this office at (561) 616-7046.

Sincerely,

Kathi Francis
 Kathi Francis
 Residential Inspection Program Coordinator
 Bureau of Safety Services

"An Equal Opportunity
 Affirmative Action Employer"

printed on recycled paper

Questions & Answers for New Homeowners
Updated: January 2015

- Q: What are my voting rights in the Condominium Association?
A: Pursuant to Article II, of the association By-Laws, only one person with respect to each unit's ownership is entitled to cast that unit's vote. If a unit is owned by more than one person, those persons shall designate one amongst themselves as the Voting Representative entitled to cast their unit's vote at any meeting of the unit owners.
- Q: What restrictions exist in the condominium documents on my right to use my unit?
A: none
- Q: What restrictions exist in the condominium documents on the leasing of my unit?
A: Units may be rented two times a year for minimum periods of 3 month minimum.
- Q: How much are my assessments to the condominium association for my unit type and when are they due?
A: For your unit, the Monthly maintenance assessment is \$420 due on the 1st of each month no bills are sent
- Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?
A: No
- Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
A: No.
- Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.
A: No.

Villas on the Green Condominium 2019 Proposed Budget

	ACTUAL Y/E 2016	ACTUAL YE 2017	ADOPTED 2018 BUDGET	ACTUAL P/E 10/31/18	PROPOSED 2019 BUDGET
INCOME					
Maintenance Income	\$ 584,640.00	\$ 584,740.00	\$ 584,640.00	\$ 487,200.00	\$ 584,640.00
Application Fees	\$ 2,800.00	\$ 1,550.00	\$ 2,500.00	\$ 3,000.00	\$ 2,000.00
Interest	\$ -	\$ -	\$ -	\$ -	\$ -
Late Charges	\$ 3,725.00	\$ 4,008.10	\$ 2,700.00	\$ 4,219.28	\$ 2,800.00
Owner Expense Reimbursement	\$ -	\$ 229.00	\$ -	\$ -	\$ -
Special Assessment-Loan Pmt	\$ -	\$ -	\$ -	\$ -	\$ -
Insurance Premium	\$ 19,670.00	\$ 19,767.00	\$ 22,802.00	\$ 19,001.70	\$ 22,510.00
Homeowners Assoc Share	\$ 50.00	\$ 200.00	\$ -	\$ 4,284.60	\$ 100.00
Miscellaneous Income	\$ -	\$ -	\$ -	\$ 33,485.14	\$ -
Insurance Loss Income	\$ -	\$ (9,375.82)	\$ (5,000.00)	\$ (5,162.41)	\$ -
Bad Debt	\$ 0	\$ 0	\$ -	\$ 0	\$ -
Prior Year Carryover	\$ 610,885.00	\$ 604,118.28	\$ 607,642.00	\$ 546,028.31	\$ 612,050.00
TOTAL INCOME					
EXPENSES					
PAYROLL					
Salaries	\$ -	\$ 46,060.00	\$ 51,200.00	\$ 40,681.00	\$ 53,502.00
Workers Compensation Ins	\$ 137.20	\$ 1,871.28	\$ 1,700.00	\$ 1,689.16	\$ 3,200.00
Health Insurance	\$ -	\$ -	\$ -	\$ -	\$ -
Payroll Taxes	\$ 137.20	\$ 3,653.31	\$ 4,100.00	\$ 3,210.48	\$ 4,260.00
TOTAL PAYROLL					
SERVICES					
Other Maintenance	\$ 2,950.00	\$ 1,769.00	\$ 5,000.00	\$ -	\$ 5,000.00
Building Maintenance	\$ 36,582.61	\$ 65,354.62	\$ 50,000.00	\$ 36,293.80	\$ 40,000.00
Weekly Contract Maintenance	\$ 23,230.00	\$ 3,120.00	\$ -	\$ -	\$ -
Landscape Maintenance	\$ 49,682.35	\$ 45,798.93	\$ 46,600.00	\$ 54,340.57	\$ 40,000.00
Pool Maintenance	\$ 5,612.50	\$ 5,286.00	\$ 6,200.00	\$ 5,173.00	\$ 6,200.00
Tennis Court Maintenance	\$ -	\$ -	\$ 200.00	\$ -	\$ 200.00
Tree Trimming	\$ 3,784.38	\$ 4,280.00	\$ 3,800.00	\$ 3,860.00	\$ 4,000.00
Lake Maintenance	\$ -	\$ 300.00	\$ 450.00	\$ 375.00	\$ 450.00
Misc Maintenance & Repairs	\$ 2,286.51	\$ 1,505.84	\$ 2,000.00	\$ -	\$ 2,000.00
Pest Control	\$ 4,080.00	\$ 6,792.53	\$ -	\$ 6,634.36	\$ 8,250.00
Fire Extinguisher	\$ -	\$ -	\$ 600.00	\$ -	\$ 600.00
Property Manager	\$ 25,071.70	\$ 4,733.20	\$ 5,200.00	\$ 2,177.75	\$ 4,000.00
Sprinkler Maintenance	\$ 4,762.83	\$ 4,443.44	\$ 600.00	\$ -	\$ 600.00
Fertilization	\$ 158,042.88	\$ 143,383.56	\$ 120,650.00	\$ 108,854.48	\$ 111,300.00
TOTAL SERVICES					
PROFESSIONAL FEES					
Bookkeeping	\$ 7,640.00	\$ 7,635.00	\$ 7,700.00	\$ 6,155.00	\$ 7,700.00
Acctg/Audit	\$ 4,000.00	\$ -	\$ 2,500.00	\$ -	\$ 5,000.00
Legal/Investigation	\$ 863.29	\$ 7,614.79	\$ 5,000.00	\$ 9,423.70	\$ 5,000.00
Investigation/Background Costs	\$ 2,255.00	\$ 550.00	\$ 1,800.00	\$ 1,150.00	\$ 1,200.00
TOTAL PROFESSIONAL FEES					
UTILITIES					
Electric	\$ 15,004.39	\$ 15,010.05	\$ 16,100.00	\$ 11,180.99	\$ 14,500.00
Telephone	\$ 2,355.78	\$ 2,130.61	\$ 2,100.00	\$ 1,628.83	\$ 2,040.00

Villas on the Green Condominium 2019 Proposed Budget

	ACTUAL Y/E 2016	ACTUAL YE 2017	ADOPTED 2018 BUDGET	ACTUAL P/E 10/31/18	PROPOSED 2019 BUDGET
Water/Sewer	\$ 74,103.66	\$ 68,439.89	\$ 71,600.00	\$ 70,215.42	\$ 84,600.00
Dumpster	\$ 8,208.75	\$ 10,093.25	\$ 10,000.00	\$ 7,715.32	\$ 11,000.00
Cable TV	\$ 66,664.04	\$ 67,256.15	\$ 64,716.00	\$ 54,777.62	\$ 68,631.00
TOTAL UTILITIES	\$ 166,336.62	\$ 162,929.95	\$ 164,516.00	\$ 145,518.18	\$ 180,771.00
INSURANCE					
Master Policy	\$ 106,607.77	\$ 102,218.72	\$ 137,300.00	\$ 106,460.06	\$ 138,000.00
Flood Insurance	\$ 19,818.88	\$ -	\$ -	\$ -	\$ -
TOTAL INSURANCE	\$ 126,426.65	\$ 102,218.72	\$ 137,300.00	\$ 106,460.06	\$ 138,000.00
TAXES & LICENSES					
Licenses/Registration	\$ 775.25	\$ 775.25	\$ 798.00	\$ 885.25	\$ 890.00
Income Taxes	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL TAXES & LICENSES	\$ 775.25	\$ 775.25	\$ 798.00	\$ 885.25	\$ 890.00
SUPPLIES & MATERIALS					
Lawn/Landscape	\$ 4,247.38	\$ 900.88	\$ 6,000.00	\$ 864.25	\$ 2,000.00
Building Supplies	\$ 3,263.48	\$ 9,275.90	\$ 10,000.00	\$ 8,209.16	\$ 10,000.00
Pool Supplies/Repairs	\$ 813.00	\$ 1,043.46	\$ 1,300.00	\$ 455.56	\$ 1,300.00
Office Supplies/Postage	\$ 1,230.87	\$ 2,222.92	\$ 1,300.00	\$ 2,122.25	\$ 3,500.00
Tennis Court Supplies	\$ 771.23	\$ -	\$ 250.00	\$ -	\$ 250.00
Misc. Maintenance Supplies	\$ 4,440.64	\$ 2,339.66	\$ 3,000.00	\$ 3,330.66	\$ 2,967.00
Pest Control Supplies	\$ 61.01	\$ -	\$ 100.00	\$ -	\$ 100.00
Fire Extinguisher Supplies	\$ -	\$ -	\$ 150.00	\$ -	\$ 150.00
Sprinkler Supplies	\$ 4,448.22	\$ 2,336.62	\$ 3,000.00	\$ 1,402.71	\$ 2,800.00
Hurricane Expenses	\$ -	\$ 5,400.00	\$ 5,000.00	\$ -	\$ -
TOTAL SUPPLIES & MATERIALS	\$ 19,275.83	\$ 23,519.44	\$ 30,100.00	\$ 16,384.59	\$ 23,067.00
RESERVES					
General	\$ -	\$ -	\$ 5,010.00	\$ 4,175.00	\$ 5,010.00
Landscape	\$ -	\$ -	\$ -	\$ -	\$ -
Painting	\$ 15,000.00	\$ 8,052.96	\$ 11,388.00	\$ 9,490.00	\$ 11,150.00
Roof	\$ 39,900.00	\$ 23,794.08	\$ 3,282.00	\$ 2,735.00	\$ 3,000.00
Road	\$ 2,600.31	\$ 1,775.04	\$ 6,840.00	\$ 5,700.00	\$ 6,000.00
Recreation	\$ 3,000.00	\$ 3,630.00	\$ 3,840.00	\$ 3,200.00	\$ 6,000.00
Building	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment	\$ -	\$ -	\$ -	\$ -	\$ -
Mansards	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL RESERVES	\$ 60,500.31	\$ 59,106.00	\$ 62,578.00	\$ 52,401.36	\$ 63,160.00
Reimbursable Owner Expense	\$ -	\$ -	\$ -	\$ 1,608.74	\$ -
Special Assessment Expenditures	\$ 16,986.44	\$ -	\$ -	\$ -	\$ 15,000.00
Loan Payment	\$ 3,542.66	\$ 14,960.00	\$ 15,000.00	\$ 5,543.97	\$ -
TOTAL EXPENSES	\$ 566,782.13	\$ 574,277.30	\$ 604,942.00	\$ 524,114.27	\$ 612,050.00
	\$ -	\$ -	\$ 2,700.00	\$ -	\$ -
	\$ 44,102.87	\$ 26,840.98	\$ 1.94	\$ 21,914.04	\$ -

VILLAS ON GREEN CONDOMINIUM ASSOCIATION

NEW OWNER INFORMATION

1. Maintenance payments are due the 1st of the month and a late fee will be assessed if the envelope is not postmarked by the 10th of the month. The 2018 monthly maintenance is \$420.00. The late fee is \$25.00. The mailing address for the Association is: Villas on the Green Condominium Association, PO Box 3874, Tequesta, FL 33469- All payments should be mailed to the PO Box to avoid late charge issues. The Board requests that no payments be dropped off at the office or clubhouse mailbox. This delays payment postings. Invoices are not mailed out monthly, they are only sent when there is a past due balance.
2. The special assessment of \$250.00 is due quarterly on the first day of the month, with a late charge of \$25.00 being assessed if the payment is not postmarked by the 10th of the month the payment is due. The quarterly payments are due February, May, August and November. Coupons are mailed out annually for this special assessment.
3. The Association Bookkeeper is: Linda Stumpf, PO Box 3874 Tequesta, FL 561-747-2323 phone, 561-747-0862 fax, klestumpy@comcast.net email. Please contact her regarding any questions that relate to payments.
4. The Property Manager is on the property **Monday through Friday 8:00 am- noon**. The office number for the manager is 561-747-7199. Email is: villasonthegreen@outlook.com
5. Work Orders are available in the clubhouse or you may use any piece of paper for any work that is needed throughout the property. For example, lights out, broken sprinkler heads, etc. Please place work requests in the white box in front of clubhouse, by the pool, that says "Work Orders".
6. Please call the Loxahatchee River District to set up your quarterly sewer payments. (561) 747-5700