



July 20, 2023

**RE: AMENDMENT TO RULES AND REGULATIONS – REQUIREMENT OF ALL MIXED-USE BUILDING OWNERS TO HAVE OR INSTALL IMPACT WINDOWS OR SHUTTERS BY (DATE)**

Dear Association Members:

As you may know, the Association has a duty to maintain adequate insurance on all condominium property. Recently, the Association was notified by its insurance company that its mixed-use building insurance would be cancelled unless all mixed-use building owners provided proof that all windows and doors in the mixed-use buildings are impact glass hurricane windows/doors, or that all windows/doors have shutter protection. If the association does not comply the policy will be cancelled.

In order to comply with this demand, the Association had no choice but to pass a rule requiring that all mixed-use building owners have hurricane windows or shutters installed by August 31, 2023. A copy of the new rule is enclosed with this communication.

Also enclosed is an inspection report that was prepared for the benefit of the Association to assist each owner with determining what windows or openings need to be upgraded to impact windows or shuttered. **If you are solely an owner of a unit in one of the Association's residential-only buildings or if the inspection report enclosed indicates that your entire mixed-use unit has already been upgraded with impact windows, the new rule will not require you to do anything.**

However, if you own a mixed-use unit and the inspection report enclosed does not indicate that your unit has impact windows throughout your unit, you will be required to: **(1)** have impact windows or approved shutters installed on any unprotected openings by August 31, 2023 and show proof that you are under contract with a licensed contractor to install hurricane impact windows or approved shutters by August 21, 2023 or **(2)** show proof that you are in possession of aluminum shutters that can be readily installed when necessary to protect the mixed-use buildings. This can be proven by simply signing and notarizing the affidavit enclosed with this letter. If a window in your unit is not hurricane impact and you do not possess an aluminum shutter for that window, you will need to purchase an impact window or shutter for that opening by August 21, 2023.

Should you have any questions relating to the rule, or should you request information on hiring a vendor to perform this required service, please contact Peggy Greene, LCAM, at [peggy.greene@castlegroup.com](mailto:peggy.greene@castlegroup.com); 561-253-8080.

Enclosures:

- \*Window and Shutter Rule Amendment
- \*Window Inspection Report
- \*Affidavit of Possession of Shutters

**AMENDMENT TO**  
**THE RULES AND REGULATIONS OF**  
**THE VILLAGE AT ABACOA CONDOMINIUM ASSOCIATION, INC.**

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**The following language is hereby fully added and shall be incorporated into the Association's Rules and Regulations and shall read as follows:**

19. Impact Glass or Shutters for Mixed-Use Buildings.

All mixed-use building owners are required to have impact glass hurricane windows or approved accordion or roll down shutters or possess aluminum shutters for the protection of all windows by August 31, 2023 or prior to the sale of a unit, whichever occurs first. All mixed-use building owners who do not currently have impact hurricane windows or shutters are required to show proof that they are under contract for the purchase and installation of impact glass hurricane windows or shutters by August 21, 2023. Should a mixed-use building owner already have hurricane windows or shutters, proof shall be submitted to the Association, who may require an affidavit that is prepared by the Association to be executed by a mixed-use owner and returned by August 21, 2023. Any new installation of impact windows or shutters must comply with all the Association's Governing Documents, which shall include but not be limited to its Declaration of Condominium, Rules and Regulations, and Architectural Guidelines. All shutters installed by owners shall be the personal property of said owner, who shall be responsible to maintain, repair and replace his or her shutters.

This Association is requiring the installation of impact glass hurricane windows or shutters on all units in the mixed-use buildings in order to protect the Association buildings and common areas, and so that the Association can maintain its mixed-use building insurance.

**MINUTES AND UNANIMOUS WRITTEN CONSENT OF THE BOARD OF DIRECTORS**

The undersigned directors, constituting the entire membership of the Board of The Village at Abacoa Condominium Association, Inc., consent to add Rule #19 into the Association’s Rules and Regulations, which is entitled: “Impact Windows and Shutters for Mixed-Use Building”. The rule in part requires mixed-use building owners to already have or install impact glass hurricane windows or shutters by August 31, 2023. A copy of Rule #19 is attached. This action is authorized by Declaration of Condominium, and Florida Statute Section 617.0821.

The undersigned directors have unanimously consented to adding Rule #19:

Director: DocuSigned by:  
Jamie Day  
384C9EF4B4904D8...  
Date: 7/17/2023

AS PRESIDENT

Director: DocuSigned by:  
Paul Fleischman  
62D36B95C513477...  
Date: 7/17/2023

AS VICE PRESIDENT

Director: DocuSigned by:  
john  
E1D78922618B41A...  
Date: 7/17/2023

AS TREASURER

Director: DocuSigned by:  
Tim Holman  
037651D6C03F4E6...  
Date: 7/18/2023

AS SECRETARY

Director: DocuSigned by:  
Ron G  
35AA09E0R3E24A1...  
Date: 7/18/2023

AS DIRECTOR-AT-LARGE

**AFFIDAVIT OF POSSESSION OF ALUMINIUM SHUTTERS**

STATE OF FLORIDA                    )  
  )SS  
COUNTY OF \_\_\_\_\_ )

1.       Affiant is \_\_\_\_\_ an owner of Unit #\_\_\_\_\_ in Building #\_\_\_\_\_ ("Unit") in THE VILLAGE AT ABACOA CONDOMINIUM ASSOCIATION, INC., ("ASSOCIATION") who has personal knowledge of the information contained in this affidavit.
  
2.       The Affiant is in possession of aluminum shutters which can be readily installed on all non-impact windows in the Unit.

**FURTHER AFFIANT SAYETH NAUGHT.**

\_\_\_\_\_  
AFFIANT

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_, 2023, by \_\_\_\_\_, who is physically present and personally known to me or who has produced (if left blank, personal knowledge existed) who is physically present.

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

My commission expires

Building	Unit number	Non impact	Non impact with shutters	Impact
1203	401		Bed 1,2 and living room window	Patio door
	402		bed room and living room	
	404		office window	master, living room, and office slider
	413 no key access			
	414		bed 1 window, living room and bed 2	bed 1 door
	415		bed 1	living room
	416		bed 1 & 2	living and bed 3
	417			whole unit
	418			whole unit
	419		bed	living room
	420 no key access			
	421		whole unit	
	422		whole unit	
	424		whole unit	
	425		bed 1 (1 window) living room	bed 1 (1 window) bed 2
	Floor 4 hallway		hallway windows	door
	Floor 4 lobby		windows	doors
		325		living
		324		whole unit
		322		whole unit
	321		living	
	320 no key access			
	319		whole unit	
	318		whole unit	
	317		living	
	316		whole unit	
	315		whole unit	
	314		living, bed 2	
	313 no key access			
	312		bed 1, living room bed 2 door	
	310		living	
	309		living and bed 2	
	308		whole unit	

		307			whole unit
		306			whole unit
		305		whole unit	whole unit
		304		bed 1 & 2	living
		303		bed 1 & 2	living
		302		bed 1 & 2	living
		301		bed 1 bed 2 (1 window)	living bed 2 (1 window)
	Floor 3 lobby			windows	doors
		201			whole unit
		202		bed 1 & 2	living room
		203		bed 1	bed 2, living
		204			whole unit
		205			whole unit
		206			whole unit
		207 no key access			
		208 no key access			
		209		bed 1 & 2	living
		210		bed 1	living
		213		bed 2	bed 1 and living
		214		bed 1	bed 2 and living
		215			whole unit
		216			whole unit
		217			whole unit
		218			whole unit
		219			whole unit
		220			whole unit
	Level 2 lobby			windows	doors
	1200				
		501		bed 1 & 2	living
		502		bed 1 & 2	living
		504		whole unit	
		505		bed 2	bed 1 and living
		506		bed 1 and living windows	living door
	507 no key access				



					whole unit
	328				whole unit
	327				whole unit
	326				whole unit
	325				whole unit
	324				whole unit
	322				whole unit
	321				whole unit
	320				whole unit
	319 no key access				
	318				whole unit
	317				whole unit
	316		bed 1 & 2		living
	315		bed 1 & 2		living
	314		bed 1		bed 2 & living
	313		bed 2		bed 1 & living
	312		bed 1		living
	310		bed 1		living
	309		bed 1 & 2		living
	308		bed 1		living
	307				whole unit
	306				whole unit
	305				whole unit
	304 no key				
	303				whole unit
	302				whole unit
	301				whole unit
	lobby 3		windows		doors
	225		bed 1 & 2		living
	224				whole unit
	222				whole unit
	221		bed 1		living
	220				whole unit
	219				whole unit
	218				whole unit



	217			whole unit
	216	bed 1 & 2	living	
	215	bed 1 & 2	living	
	214	bed 1 & 2	living	
	213		whole unit	
	212	living	bed	
	210		whole unit	
	209	bed 1	living & bed 2	
	208		whole unit	
	207	bed 1 & 2	living	
	206		whole unit	
	205		whole unit	
	204		whole unit	
	203		whole unit	
	202		whole unit	
	201		whole unit	
	level 2 lobby	windows	doors	
1209				
	315 no key access			
	314 bed 1 locked	bed 2	living	
	313		whole unit	
	312	bed 1 & 2	living	
	311		whole unit	
	310 no key			
	309		whole unit	
	307		whole unit	
	306		whole unit	
	305		whole unit	
	304		whole unit	
	303 no access			
	301		whole unit	
	level 3 lobby	windows	door	
	201		whole unit	
	202	bed 1 & 2	living	

		203						whole unit
		204		bed 1,2&3				living
		205						whole unit
		206						whole unit
		207						whole unit
		208 no key access						
		209						whole unit
		210		bed 2				bed 1 and living
		211 no key access						
		212 no key access						
		213 no key access						
		214 no key access						
		215 no key access						
		Level 2 lobby		windos				doors
	1155							
		302		bed 1				living and bed 2
		303		living				bed 1
		304		living				bed 1 & 2
		305		living				bed 1
		306		living				bed 1 & 2
		307		living				bed 1
		308		living				bed 1 & 2
		309		living				bed
		310						whole unit
		311						whole unit
		312						whole unit
		313						whole unit
		314		living				bed 1,2,3
		315		living				bed 1
		316		bed 2				bed 1 and living
		317						whole unit
		319						whole unit
		Level 3 lobby		window				doors
		219						whole unit

**NOTICE OF SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE VILLAGE AT ABACOA CONDOMINIUM ASSOCIATION, INC., TO AMEND RULES AND REGULATIONS**

ATTENTION MEMBERS: A meeting of the Board of Directors of the Association will be held on August 18, 2023 at 4:00pm., at the following location: The Village at Abacoa Clubhouse, 4798 Central Blvd., Jupiter, FL 33458 for the purpose as set forth below.  
Zoom instructions:

<https://us02web.zoom.us/j/86868641923?pwd=VkQybC9yOEdKNlp2KytXM0VSR3pkZz09>

Meeting ID: 868 6864 1923

Passcode: 872763

The agenda for the special Board meeting is as follows:

1. Roll call/call to order.
2. Proof of notice.
3. Board vote to approve and ratify the addition of Rule #19 to the Rules and Regulations as enclosed, which requires mixed-use unit owners to install hurricane windows or shutters.
4. Adjournment.

All members are invited to attend this meeting.

THE VILLAGE AT ABACOA  
CONDOMINIUM ASSOCIATION, INC.

This notice shall be posted in a conspicuous place on the condominium property and mailed and/or hand delivered to the members at least fourteen (14) days in advance in compliance with F.S. 718.112(2)(c).

Enclosure: Amended Rules and Regulations, Rule #19