

**BOUNDBROOK CONDOMINIUM ASSOCIATION, INC.**

2601 FLORIDA MANGO ROAD WEST  
PALM BEACH, FLORIDA 33406  
(561) 968-9888

**APPLICATION FOR RENTAL**

UNIT ADDRESS: \_\_\_\_\_

CURRENT OWNER: \_\_\_\_\_

CLUSTER # \_\_\_\_\_ Desired date Occupancy: \_\_\_\_\_

Renter Name(s): \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

***BOUNDBROOK CONDOMINIUM ASSOCIATION, INC. (“BCA” or “Association”)  
HAS A ONE (1) VEHICLE POLICY.***

**BOUNDBROOK CONDOMINIUM IS A RESIDENTIAL COMMUNITY FOR PERSONS AGE 55 OR OLDER. AT LEAST ONE INDIVIDUAL AGE 55 OR OLDER MUST RESIDE IN THE UNIT.**

**Incomplete applications will NOT be processed. Upon receipt of fully completed, legible application & all required paperwork, processing will commence. Please allow up to 30 days for processing. You will be contacted for an interview/orientation AND Board Approval.**

**BOARD APPROVAL IS REQUIRED PRIOR TO OCCUPANCY.**

**THE FOLLOWING ITEMS MUST BE PROVIDED WITH THIS APPLICATION.**

- A Background Check will be performed. Paperwork is part of this application.
- APPLICATION FEE:**
  - \$150.00 \*NON-REFUNDABLE\* Per Applicant or Married Couple; Check or Money Order Made payable to Boundbrook Condominium Association, Inc.
- RENTERS COMMON AREA SECURITY DEPOSIT: EQUIVELENT TO ONE MONTHS’ RENT – CHECK OR MONEY ORDER MADE PAYABLE TO BOUNDBROOK CONDOMINIUM ASSN. (This deposit is refundable upon inspection after moving out)**
- Copy of your Driver’s License(s)/Photo I.D.
- Copy of vehicle registration(s)
- Copy of rental contract

**A Certificate of Approval, which is required prior to moving in, will be provided to the tenant after the interview/orientation.**

OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

RENTER: \_\_\_\_\_ PHONE: \_\_\_\_\_

# BOUNDBROOK CONDOMINIUM ASSOCIATION, INC.

## OCCUPANCY REGULATIONS

*Please initial each paragraph*

- > BOUNDBROOK CONDOMINIUM ASSOCIATION is a community designed and intended to provide housing for residents who are age 55 or over. In addition, unit must be permanently occupied by at least one person age 55 or over who has been approved for occupancy. No permanent occupancy of any apartment is permitted by a person under the age of 18. *Initial* \_\_\_\_\_
- > **No lease shall be for less than one (1) month or for more than twelve (12) months. A unit may only be leased once per 12 month period. Lease renewals or extensions are subject to re-approval by the Board of Directors.** *Initial* \_\_\_\_\_
- >> **Dogs are prohibited. Two indoor cats, quiet birds and fish in tanks are permitted. No exotic pets are allowed.** *Initial* \_\_\_\_\_
- > The fully completed, legible application, including all required paperwork, must be submitted to BCA in a timely fashion for processing to allow closing to take place within 30 days of receipt of such paperwork. An Interview is required. The Director of Membership, or a representative, will contact the applicant(s) for the interview. *Initial* \_\_\_\_\_
- > Use of this unit is for single family residence only. No corporation, company, partnership, or trust may purchase an apartment, other than for estate planning purposes only. *Initial* \_\_\_\_\_
- > No boats, campers, motor homes or other recreational vehicles or trailers are permitted to park on the Condominium premises. *Initial* \_\_\_\_\_
- > Occupancy regulations:
  - \* One-bedroom apartment - no more than two (2) occupants. *Initial* \_\_\_\_\_
  - \* Two-bedroom apartment - no more than four (4) occupants. *Initial* \_\_\_\_\_
  - \* Three-bedroom apartment - no more than six (6) occupants. *Initial* \_\_\_\_\_

**ALL MUST BE VETTED**

*Initial* \_\_\_\_\_



# WTC Backgrounds & Drug Testing, Inc.

"We're The Choice!"

## Authorization & Release

<input type="checkbox"/> <b>Rental Package</b> [Credit, Criminal & Evictions]	<input type="checkbox"/> <b>Employment Verification</b>
<input type="checkbox"/> <b>Criminal History</b> FL Out Of State [Include state address] Nationwide	<input type="checkbox"/> <b>SSN Verification</b>
<input type="checkbox"/> <b>F.D.L.E.</b> [Florida Department Of Law Enforcement]	<input type="checkbox"/> <b>Sexual Offender Search</b> FL Nationwide
<input type="checkbox"/> <b>DL Records/History</b> Include DL #: 3 Year 7 Year	<input type="checkbox"/> <b>Credit Report</b> [Stand Alone]
<input type="checkbox"/> <b>FACIS</b>	<input type="checkbox"/> <b>Education Verification</b>

\_\_\_\_\_  
**Last Name, First Name, MI.**

\_\_\_\_\_  
**Address**

\_\_\_\_\_  
**City, State & Zip Code**

\_\_\_\_\_  
**DOB**

\_\_\_\_\_  
**Sex**

\_\_\_\_\_  
**Ethnicity**

\_\_\_\_\_  
**SSN**

\_\_\_\_\_  
**Driver's License Number & State**

\_\_\_\_\_  
**Name of Company/Property Applying To:**

\_\_\_\_\_  
**Company/Property Fax.**

### Applicant Release

For employment and/or residency, I understand that investigative background inquiries are to be made on me including consumer credit, criminal conviction, motor vehicles, and other reports. I further understand that WTC Backgrounds & Drug Testing, Inc. will be requesting information from various state and other agencies which maintain records about my history. These records include, but are not limited to, driving, credit, criminal, and civil history.

I authorize any party or agency contacted by WTC Backgrounds & Drug Testing, Inc. to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. This authorization and consent shall be valid in original, fax, or copy form.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

1897 PALM BEACH LAKES BLVD. ♦ SUITE 222. ♦ WEST PALM BEACH, FLORIDA ♦ 33409  
OFFICE: 561-688 - 9991 ♦ FAX: 561-370-6850 ♦ WWW.WTCBACKGROUNDS.COM

# BOUNDBROOK CONDOMINIUM ASSOCIATION, INC.

UNMARRIED CO-APPLICANTS USE SEPARATE APPLICATION

Address to be Leased: \_\_\_\_\_

Date: \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Desired Date of Occupancy \_\_\_\_\_

Name \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First MI Jr/Sr Prior

Spouse \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First MI Jr/Sr Prior

Other \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Last First MI Jr/Sr Prior

Present Address \_\_\_\_\_  
# Street Apt # City State Zip Code

Present Landlord/Mortg. \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Length of Residence \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Mortg/Rent/mo \_\_\_\_\_ #Pets \_\_\_\_\_ Type \_\_\_\_\_ Weight \_\_\_\_\_  
Mo Year Mo Year

Previous Landlord \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Length of Residence \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Monthly Mortgage / Rent \_\_\_\_\_  
Mo Year Mo Year

Present Employer \_\_\_\_\_ City & State \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
Mo Year Mo Year

Previous Employer \_\_\_\_\_ City & State \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
Mo Year Mo Year

Spouse Present Employer \_\_\_\_\_ City & State \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Position \_\_\_\_\_ Dates Employed \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ Income \$ \_\_\_\_\_ per \_\_\_\_\_  
Mo Year Mo Year

In Case of Emergency Notify: \_\_\_\_\_ ( ) \_\_\_\_\_  
Name Relationship Address Phone Number

Vehicle \_\_\_\_\_  
Year Make Model Tag# State

Military Status: ACTIVE \_\_\_ YES \_\_\_ NO Spouse: Military Status: ACTIVE \_\_\_ YES \_\_\_ NO

Have you ever left owing money to an owner or landlord? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

Have you ever been arrested for a felony? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

Have you ever been convicted of a felony? Applicant: Yes \_\_\_ No \_\_\_ Spouse: Yes \_\_\_ No \_\_\_

*If you have answered yes to any of the above questions, please explain the circumstances regarding the situation on back of this sheet.*

**AUTHORIZATION OF RELEASE OF INFORMATION:** Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management. **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.** No oral agreements have been made.

\_\_\_\_\_  
Applicant's Signature Date Spouse's Signature Date



BOUNDBROOK CONDOMINIUM ASSOCIATION, NIC.  
NEW LESSEE FORM

Cluster # \_\_\_\_\_

Date: \_\_\_\_\_ Term of Lease from \_\_\_\_\_ to \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_ Unit # \_\_\_\_\_

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

Lessee(s) Name(s): \_\_\_\_\_

Other Occupants:

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

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

\*HOME PHONE # \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

\*E-MAIL: \_\_\_\_\_ ALT/PHONE # \_\_\_\_\_

**Boundbrook Condominium Association, Inc. has a ONE (1) vehicle policy. No exceptions!**

Vehicle

Tag # \_\_\_\_\_

Year \_\_\_\_\_ Color \_\_\_\_\_ Make/Model \_\_\_\_\_

EMERGENCY CONTACT: Please indicate an individual who has a key to your unit and may be contacted to gain access to your unit in an emergency:

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

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

*\*Your information shall be kept on file and may be used to contact you by the Association Board of Directors, Management, Police, or Emergency Rescue; however, the Association has no intention of sharing your private e-mail addresses, phone numbers or social security numbers as part of the official records.*

Signature of Lessee \_\_\_\_\_ Date \_\_\_\_\_

# BOUNDBROOK CONDOMINIUM ASSOCIATION, INC.

## OCCUPANCY REGULATIONS AFFIDAVIT

*Please initial each paragraph*

- > Boundbrook Condominium Association, Inc. is a community designed and intended to provide owner occupied housing for residents who are age 55 or over. In addition, units must be permanently occupied by at least one person age 55 or over who has been approved for occupancy. No permanent occupancy of any unit is permitted by a person under the age of 18.  
*Initial* \_\_\_\_\_
- > Boundbrook Condominium Association, Inc. has a strict ONE VEHICLE per unit policy. There will be NO exceptions to this rule.  
*Initial* \_\_\_\_\_
- > Unit must be owned for at least two years before renting out. Prior approval must be obtained in writing from BCA.  
*Initial* \_\_\_\_\_
- > No lease shall be for less than one (1) month or for more than twelve (12) months. A unit may only be leased once per 12-month period. Lease renewals are subject to re-approval by the Board of Directors.  
*Initial* \_\_\_\_\_
- > Unit Owners will be held responsible for any common areas that have been damaged by unit owner(s)' family, guests/invitees, or tenants/renters.  
*Initial* \_\_\_\_\_
- > Dogs are prohibited. Two indoor cats, quiet birds and fish in tanks are permitted. No exotic pets are allowed.  
*Initial* \_\_\_\_\_
- > The fully completed, legible application, including all required paperwork, must be submitted to BCA in a timely fashion for processing to allow closing to take place within 30 days of receipt of such paperwork. An Interview is required. A representative of the Membership Committee will contact the applicant(s) for the interview.  
*Initial* \_\_\_\_\_
- > Use of this unit is for single family residence only. No corporation, company, partnership, or trust may purchase an apartment, other than for estate planning purposes only.  
*Initial* \_\_\_\_\_
- > No boats, campers, motor homes or other recreational vehicles or trailers are permitted to park on the Condominium premises.  
*Initial* \_\_\_\_\_

(Continued on next page)

# OCCUPANCY REGULATIONS AFFIDAVIT

Continued

> Occupancy regulations:

- \* One-bedroom apartment - no more than two (2) occupants. *Initial* \_\_\_\_\_
- \* Two-bedroom apartment - no more than four (4) occupants. *Initial* \_\_\_\_\_
- \* Three-bedroom apartment - no more than six (6) occupants. *Initial* \_\_\_\_\_
  
- \* \*ALL OCCUPANTS AND ADDITIONAL OCCUPANTS MUST MAKE APPLICATION TO BCA FOR PRIOR APPROVAL\* \* *Initial* \_\_\_\_\_

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Further Affiant sayeth naught.

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Affiant

\_\_\_\_\_  
Witness

The foregoing instrument was sworn to and subscribed before me on \_\_\_\_\_, 20\_\_\_\_  
by

\_\_\_\_\_, who is (personally known to me) or produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public

My commission expires:

# **EMERGENCY INFORMATION FORM**

*(Please print)*

Date \_\_\_\_\_ Owner \_\_\_\_\_ Renter \_\_\_\_\_ Cluster # \_\_\_\_\_

Name \_\_\_\_\_ Spouse \_\_\_\_\_

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

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

E-mail address \_\_\_\_\_

## **OTHER RESIDENCE**

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # at other residence \_\_\_\_\_

## **IN CASE OF EMERGENCY, PLEASE NOTIFY**

Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**PLEASE PROVIDE A KEY TO YOUR UNIT: KEY TURNED IN TO MANAGEMENT:  YES  NO**

**OR Provide the name of a local person who has a key/access to your unit:**

Name \_\_\_\_\_ Cluster \_\_\_\_\_ Unit \_\_\_\_\_

Phone # \_\_\_\_\_

**Pursuant to Florida Statute 718.111(5), “the Association has the irrevocable right of access to each unit during reasonable hours, when necessary, for the maintenance, repair or replacement of any common elements or of any portion of a unit to be maintained by the Association pursuant to the Declaration or as necessary to prevent damage to the common elements or to a unit or units.”**

**If the Association incurs expense, such as locksmith charges, to gain access to a unit because a key or person with a key is not readily available, the unit owner(s) will be charged for all such expenses to their unit or adjacent units so harmed. After a hurricane or other disaster, each unit will be examined immediately for possible damage.**

**RULES & REGULATIONS FOR BOUNDBROOK CONDOMINIUM**  
**ASSOCIATION (BCA)**  
**2025**

This is only a summary of some of our formal documents as well as many of the rules passed by the Board of Directors over the years. See formal documents including the Declaration of Condominium, Long Term Lease Agreement, Articles of Incorporation and our By-Laws for more detailed information. R&R shall be deemed in effect by the Board of Directors and shall apply to and be binding upon all unit owners who shall obey them and use their best efforts to see they are faithfully observed by their families, guests and employees. Ignorance of the rules is not an excuse for breaking them. Inability to communicate in English requires you to get an interpreter to prevent any confusion.

**CONDOMINIUM BUILDINGS**

1. All aesthetic or design changes must be agreeable to all cluster unit owners and be approved by the Alterations Committee.
2. Occupants shall not exhibit, display, inscribe, paint or affix in, on or upon any part of the condo unit or condo property any sign, ad, notice or other lettering.
3. Awnings, canopies, shutters or other projections shall not be attached to or placed upon the outside walls of the buildings without the prior approval of 75% of the Cluster owners, the alterations committee and the Board. These are maintained at owner expense.
4. No exterior radio or TV antennas or other wiring shall be installed on common property without the written consent of the Board.
5. Lawn furniture is not to be left on the lawns. Open porches or balconies shall not be used as utility areas or storage space. Common elements must not be obstructed or encumbered or used for any purpose other than ingress or egress.
6. All personal property of unit owners shall be stored within their condo unit.
7. No gas or charcoal grills are permitted, as well as open fire pits, per Palm Beach County Fire Department.
8. Visiting children shall not play or loiter in stairways, parking areas or other public areas. No occupant or guest shall make noise that annoys other occupants of the building or loiter within 10' of unit doors and windows.
9. The grounds adjacent to a building do not belong to individual unit owners but are part of the common elements. No planting is permitted except within two feet of building walls, **AND THOSE PLANTINGS SHOULD BE FLOWERS ONLY**. Board approval is needed for replacement or planting of trees or shrubs in common areas, **BASED ON RECOMMENDATIONS FROM THE GROUNDS MAINTENANCE COMMITTEE**.
10. Unit owners who plan to be absent during the hurricane season (June 1 through November 30) must prepare the unit prior to departure by removing furniture, plants and other objects from porches. **Shutters must be closed.**
11. All unit owners must notify the office and their Director with the name and phone number of the person responsible for routine inspections (**including for rats – per our attorney**) to ensure there is no interior damage to the unit in the owner's absence. Owners are responsible for any damage to their unit or adjoining units due to their failure to take these steps. Directors should have keys to every unit in their Cluster.

Initial \_\_\_\_\_ Date \_\_\_\_\_

Revised 2-18-25

12. Per our declarations 7.2 Specific Unit Owner Responsibilities include maintenance, repair and replacement of:

- (a) Air conditioning and heating systems
- (b) Enclosures and awnings
- (c) Fans, appliances, hot water heaters, dryer vents, sinks, toilets, tubs, showers, shower pans, and/or their connections
- (d) circuit breaker box, electrical lines, conduits, fixtures and outlets
- (e) main shut-off valve(s), plumbing lines, conduits, fixture and drain lines
- (f) Unit owners must promptly report to the Association any defects/repairs that are Association responsibility
- (g) All work must be performed by properly licensed and insured contractors

13. The Board recommends that all units have Dade County approved hurricane shutters or impact windows. Failure to have shutters or to close them or impact windows for a hurricane means owners accept responsibility for damage to their unit or to adjoining units that are due to their negligence. No plywood permitted.

### GENERAL INFORMATION

1. Dumpsters and recycling bins have posted regulations.
2. Speed limits within BCA are posted. No bicycles are allowed on the sidewalks.
3. Officers, Directors, committee members and important telephone numbers are listed in the Directory. Owners are responsible to keep their listing accurate.
4. No unit owner or resident shall direct, supervise or in any manner attempt to assert any control over the employees or subcontractors of BCA. Voice your concerns to your Cluster Director; the responsible parties will be notified, if appropriate.
5. As a result of our water shortage, vehicles shall only be washed in BCA using the “bucket and rinse” method. Detailing companies must follow the same rule.
6. No pets or animals other than up to two (2) indoor cats, fish in a tank, or quiet birds in a cage may be brought onto any portion of the Condominium Property at any time. Exemptions are specially trained animals for the handicapped and emotional support animals which must be approved in advance.
7. Bird feeders attract rats and other animals and thus are not allowed.
8. All animals, especially ducks, make a mess for everyone. Feeding them will result in a fine being levied.
9. Boundbrook bulletin boards are for Boundbrook approved business only.

### CRIME WATCH

Crime Watch is in effect on BCA property. Residents are encouraged to be vigilant and to volunteer to keep our community safe.

### SALES AND RENTALS

**BCA must be notified of the intent to sell or rent any unit prior to listing (there is a form in the office).**

**1. No one can move into a unit until they are approved by the Board.**

2. Prospective buyer / renter packets are available from the Membership Committee. The approval process will be started when **all** the guidelines in the packet are followed, so closing dates should be coordinated with the Committee. Once the entire application process is completed, the BCA must complete the approval process within 30 days.

3. **A fee is required** for each applicant according to Florida Statutes. Prospective **renters** must give BCA a **security deposit** check for one month’s rent, to be returned at the end of the rental period if no

Initial \_\_\_\_\_ Date \_\_\_\_\_

Revised 2-18-25

damage has occurred. Complete occupancy details are contained in Articles 16 and 17 of the revised BCA Declarations.

4. Units must be owned for 2 years before they can be rented, and can only be rented once in a 12-month period. Rooms will not be rented.

5. Only **two occupants per bedroom** may occupy a unit. Convertible units are NOT 2-bedroom units.

6. For sales, an estoppel fee According to Florida Statutes is imposed. Sufficient time must be given BCA so our representative can research and prepare the estoppel papers for the closing. For loan questionnaires a fee is also imposed. (See Florida Statute 718.116 (8) for details).

**7. NO SALES WILL BE FINANCED FOR MORE THAN 80% OF FINAL SELLING PRICE. NOT LESS THAN 20% DOWN WILL BE REQUIRED BEFORE APPLICATION IS PROCESSED. CASH SALES WILL NOT REQUIRE THE MINIMUM DOWN PAYMENT.**

**8. No Open Houses are permitted in Boundbrook.**

### **POOL AND RECREATION AREA**

**NO SMOKING IN POOL AREA, INCLUDING E-CIGARETTES.**

Pool area is padlocked Monday thru Friday from 9 p.m. to 7 a.m. Weekends and holidays 9 p.m. to 8 a.m.

1. All daytime Boundbrook guests and those under 18 years of age must be accompanied at all times by a Boundbrook owner when using the swimming pool. However, this does not apply to overnight guests over 18 years of age who are staying with a Boundbrook owner within the 30-day permissible time period. Pool entry keys may be “loaned” for this purpose only and NEVER for access to and from the back gate to Arabian Road. The pool is a large budget item and is strictly for the use of unit owners and their guests.

2. Showers must be taken before entering the pool. Suntan lotions or oils create pool drainage problems. **AN OUTSIDE SHOWER IS AVAILABLE WITH HOT WATER.**

3. Private parties are allowed in the clubhouse only with prior approval from the office. Pool is not available for parties.

4. No food or beverages are allowed in the pool area except at approved functions.

5. No radios shall be played in such a manner as to disturb others.

6. No horseplay, running or diving allowed.

7. Chairs should be kept at least 4 feet from the pool.

8. The pool should be shared and those “swimming laps” should have the same privileges as those “socializing” or taking a class in the shallow end. **Please show courtesy to your neighbors.**

**9. TOWELS SHOULD BE USED ON DECK FURNITURE TO PREVENT DAMAGE TO LOUNGE CHAIRS.**

### **PARKING INFORMATION**

1. Each unit is given one “Owner” parking spot (*a motorcycle is a vehicle*). Additional parking is for guests. Occasional parking is allowed in the recreation area lot with prior permission. **NO VEHICLES WITH COMMERCIAL MARKING ALLOWED.**

2. According to section 718.106 (2) (b) and section 3.3 and 16.7 of our Amended Declaration of Condominium, parking slot designations for a unit will not be assigned to another person for any reason.

3. Vehicles that cannot operate on their own power shall not remain on the premises for more than a day. Only emergency repair of vehicles permitted on the premises.

4. Boats, trailers and RVs cannot be left on the property.

5. Illegal vehicles may be towed without prior notification. The decision to tow is delegated to Cluster Directors or the President. (See Florida Statute 715.07 for details)

## **ALTERATIONS, MODIFICATIONS AND / OR REMODELING**

The association and your neighbors appreciate your desire to maintain, update or improve your residence. However, we are subject to the Florida State Regulations, the Palm Beach County zoning and building codes, as well as our association's attempt to keep our community safe and aesthetically pleasing. Our established procedures are as follows:

1. Any unit owner considering alterations, modifications or remodeling to the inside or outside of a unit must consult with the Cluster Director **and submit an application to the Alterations Committee** for general concurrence and assistance. See Article 9 of Declarations for details.
2. Units that have a convertible/den wall that has been added in the past may keep that wall. These units, even if retrofitted with a wall partition, are still considered one-bedroom units. As such, the permanent unit residency maximum of 2 persons still applies. These convertible units cannot be listed or sold as 2-bedroom units, regardless of the presence of a wall partition.
3. The Alterations Committee must be contacted to get an application form and to review your intent. The committee will guide you, review requirements and present to the board for approval. By code (and Article 7.7 in the Declarations) any tile installed in a 2nd floor unit must have sound proofing padding. See Alterations Chairman for specifics.
4. 75% of your neighbors must approve your request for any alteration, modification, and/or remodeling to the outside of a unit before it goes back to the alterations committee.
5. Two permanent rules that apply are that no electrical fuse panels will be moved without a county building permit pulled in compliance with local codes, and no walls will be moved or added within a unit.
6. The alterations committee will present your request to the BOD at the monthly scheduled meeting for final approval.
7. The above procedures must be completed **BEFORE** any work begins! Without the approval, violations will result in a fine and/or removal of the change.
8. After BOD approval, the plans will be placed in the permanent files.
9. Any modifications to the original structure will be the owner's responsibility to maintain.
10. Any work to be done that involves loud noise must be done Monday through Saturday from 9 AM to 5 PM.

## **FINES**

F.S. 718.303 (3) : "The association may levy reasonable fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the declaration, the association bylaws, or reasonable rules of the association. A fine may not become a lien against a unit. A fine may be levied by the board on the basis of each day of a continuing violation, with a single notice and opportunity for hearing before a committee.

Every owner is expected to follow our documents, and most rules are found in these simplified Rules & Regulations. If you receive a verbal or written request from the Board of Directors and do not correct the violation, the Board may impose a fine. If the Board imposes a fine, you will be notified. Our Fines Committee will meet; written policies and procedures are in place that will be followed, including your right to speak at the Committee meeting if you wish. The Committee either upholds or rejects the Board's decision.

Disruptive behavior at monthly Board of Director's meetings may result in a fine of \$100 per violation.

## MONTHLY ASSESSMENTS

1. Payments of monthly assessments are due on the 1st of the month and late on the 10th of the month. They shall be paid by check to the designated address in your coupon book, accompanied by a coupon issued by the bank.
2. The BCA strongly recommends one way to avoid missing your payment on time is through **automatic bank payment** from your bank.
3. We will be pro-active in collecting the monthly assessments. If late, you will receive a letter detailing past due amounts, including late fees. If no payment is received in 45 days, notice of lien will be sent to the owner of record and if still not paid in 45 days, the lien will be filed with the county court which will add legal costs to your payment. If the filed lien is not satisfied in 45 days, further legal action, including foreclosure, may be taken. If a unit owner is repeatedly late, an acceleration of monthly maintenance fees for the remainder of the year may also be made.

## RULES FOR TAPING BOARD MEETINGS

Since we have such a small meeting room, here are some rules that are designed to allow such taping yet allow an orderly meeting:

1. Request for permission to record must be made a week in advance.
2. Only 2 (two) recordings will be accommodated per meeting.
3. Person doing the recording must set up a half hour in advance and not move around during the meeting.
4. The recording must be done from the back of the room.
5. The recording device and the person doing the recording must be silent during the meeting.
6. The Board requests that such recordings not be placed on social media sites. (October 27, 2016).

## ADDRESSING AGENDA ITEMS AT BOARD MEETINGS

To allow members an opportunity to be heard on an agenda item prior to a Board vote, the following procedures will apply. Forms will be provided at the meeting and must be filled out and given to the President prior to the meeting being called to order. Three-minute rule per topic applies whenever a member is speaking. Only one member per unit may speak on an agenda item.

## VIDEO DOORBELL POLICY

The need for increased security in our community is real and documented. A video doorbell is one way to help ensure increased security at relatively minimal expense to the owner.

Installation of Video Doorbells are permitted under the following conditions:

1. All expenses associated with a video doorbell are the responsibility of the owner.
2. Expectation of Privacy - Video doorbells should be mounted to allow visibility of common areas only. Residents and guests do not have an expectation of privacy in the common areas. It is unacceptable to install a doorbell to allow invasion of a resident's unit.
3. Video doorbells may not be permanently installed or hard wired to the building. Use of battery operated, and Wi-Fi enabled video doorbells are permitted. If the owner adheres to said criteria, the approval of the alterations committee is not required.
4. Resident/tenant must obtain approval for installation of video doorbell from cluster director prior to installation. Cluster Director will provide application form to Cluster members to complete and submit for approval identifying the location where the video doorbell is to be installed. Once approved the form should be submitted to the office for inclusion in the owner's file. Should the need arise to mitigate a particular situation the Board of Directors will provide the necessary direction/decision.

BOUNDBROOK CONDOMINIUM ASSOCIATION, INC.

2601 Florida Mango Road  
West Palm Beach, FL 33406  
561-968-9888

CERTIFICATE OF APPROVAL FOR LEASE

Pursuant to the Governing Documents of Boundbrook Condominium Association, Inc.; the association, by and through its President, Secretary or their designee certifies approval of the following transaction between:

\_\_\_\_\_ as  
LESSOR(S)

and \_\_\_\_\_ as  
LESSEE(S)

For the rental of the following property which is located in Palm Beach County, Florida:

\_\_\_\_\_ Unit # \_\_\_\_\_, West Palm Beach, FL 33406

Approved by:

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

\_\_\_\_\_  
Position

\_\_\_\_\_  
Signature