VILLAGE ROYALE CONDOMINIUM ASSOCIATION, INC.

Village Royale COA, Inc is a 55+ Community

Check list:

- **I (We) fully authorize investigation of all answers and references given on the application.**
- **I (We) hereby agree to abide by all Documents and Rules & Regulations.**
- **Rules & Regulations Agreement.**
- **Owner acknowledges that they are responsible for assessments.**
- **Attached is the non-refundable processing fee of $150.00 for an application, payable to Ocean Breeze Community Management, LLC.,**
- **Attached is a separate non-refundable check or money order per applicant for $40.00, payable to Village Royale Condominium Association, Inc.**
- **For Non-USA applicants, please contact the office for additional fee.**
- **Include a copy of signed Sales/Lease Contract. (Complete applications are required each year with a renewed lease)**
- **Include a copy of a current City of Boynton Beach Landlord permit.**
- **Include a copy of Vehicle Registration.**
- **Include a copy of a Driver's License for each applicant.**
- **Signed and notarized Occupant Affidavit.**
- **Key Fob $50.00 if not transferred at time of closing -payable to Village Royale.**
- **If any question is left blank, this application will not be processed.**
- **I (We) declare that the above information to be true and correct.**
- **Back Ground Release (Residential Screening Request)**
- **Disclosure and Authorization Agreement/Consumer Reports/Credit Reports (Credit Scores must be 700 or above for each applicant)**

TENANT(s)

_____DATE: _____

_____DATE: _____

OWNER(S):

_____DATE: _____

_____DATE: _____

BOARD APPROVAL:

_____DATE: _____

PLEASE COMPLETE APPLICATION AND RETURN WITH PROCESSING FEE TO:

c/o Ocean Breeze Community Management, LLC.
196710th Ave N
Lake Worth, FL 33461
561-770-1052

VILLAGE ROYALE CONDOMINIUM ASSOCIATION, INC.

RESIDENT SALES /LEASE APPLICATION/LEASE RENEWAL YES/NO (Circle one)

- **No leasing by new owner on record within first 12-month period after transfer of sale.**

BUILDING #_____ UNIT #_____

DATE OF CLOSING_____

REALTOR NAME: _____ REALTOR #_____

***LANDLORD PERMIT: MUST BE SUBMITTED WITH LEASE APPLICATIONS**

APPLICANT INFORMATION:

NAME 1: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____

CELL PHONE: _____ DRIVERS LICENSE #_____

EMAIL ADDRESS: _____

Authorization to use email when community information is emailed out. Emails are not shared with other homeowners – all is kept private. Initial _____

NAME 2: _____ DATE OF BIRTH: _____

CURRENT ADDRESS: _____

CELL PHONE: _____ DRIVERS LICENSE #_____

EMAIL ADDRESS: _____

I CERTIFY THAT I AM A PERMANENT OCCUPANT OF THE ABOVE REFERENCE PROPERTY AND THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

SIGNATURE _____

EMPLOYER 1: _____

TITLE: _____ YEARS: _____

ADDRESSS: _____ WORK NUMBER: _____

EMPLOYER 2: _____

TITLE: _____ YEARS: _____

ADDRESS: _____ WORK NUMBER: _____

VILLAGE ROYALE CONDOMINIUM ASSOCIATION, INC.

PET INFORMATION – (PETS ONLY ALLOWED IN BUILDING #6)

TYPE BREED COLOR WEIGHT AGE LICENSE NUMBER

1. _____

AUTOMOBILE INFORMATION: (Please include a copy of Vehicle Registration)

VEHICLE – only one car per unit allowed.

MAKE: _____ **MODEL:** _____ **YEAR:** _____

TAG: _____ **STATE:** _____

EMERGENCY CONTACT INFORMATION:

NAME: _____

PHONE: _____ **RELATIONSHIP:** _____

ADDRESS: _____

IN EMERGENCY, WHO IN VILLAGE ROYALE HAS YOUR UNIT KEY WHEN YOU ARE AWAY?

NAME: _____ **PHONE:** _____

Sales contract or lease agreement, together with completed application forms, must be submitted 30 days prior to the closing date or start of lease.

If procedure is not followed, your application will be denied.
It is agreed that occupancy will not take place until the sales/lease has been approved by the Village Royale Board of Directors.

VILLAGE ROYALE CONDOMINIUM ASSOCIATION, INC.

C/O Ocean Breeze Community Management, LLC
1967 10th Ave N
Lake Worth FL 33461

OCCUPANY AFFIDAVIT

STATE OF _____)

COUNTY OF_____)

BEFORE ME, the undersigned authority authorized to take oaths, personally appeared _____,who was sworn and says:

1) Upon the approval of the proposed purchase/lease/transfer (circle one), the Affiant will be a permanent occupant/tenant/resident of the property located at:

_____, Boynton Beach, Florida 33435.

2) The Affiant's date of birth is _____, 19____.

3) By way of this Affidavit, the Affiant affirms that he/she is over the age of 55.

_____
SIGNATURE

_____
PRINTED NAME

The foregoing instrument was acknowledged before me by □ means of physical presence or □ online notarization this _____ day of _____, 20____, by _____, who is personally known to me or who produced _____ as identification and **who did take an oath**.

_____
Notary Public, State of Florida at Large.
My Commission Expires:

BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Village Royale COA, Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

_____ _____/_____/_____ _____
Applicant Name Date of Birth* Social Security Number
***Date of Birth is requested in order to obtain accurate retrieval of records.** **If International please provide Passport Number**

_____ _____/_____/_____ _____
Co-Applicants Name Date of Birth Social Security Number
If International please provide Passport Number

_____
Alias/Previous Name(s)

_____ _____ _____
Current Physical Address City & State Zip code

☐ **California, Minnesota & Oklahoma Applicants Only:** Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants
Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE_____ DATE _____

Co-Applicant
SIGNATURE_____ DATE _____

BOARD OF DIRECTOR'S MISSION STATEMENT

To provide the highest level of service to the VRCA community by meeting the safety and security needs of our residents, by making informed and fiscally responsible decisions to protect owners' investment, and by fostering communication and cooperation between owners, residents, management company and board of directors.

I _____ (print name) have read all pages of the Rules & Regulations and will abide by all enclosed.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

These Rules & Regulations apply to all owners, families, tenants, occupants, guest and service providers. Everyone should be familiar with the Rules & Regulations and it is expected that everyone will comply with them in order to promote a peaceful enjoyment of our community.

Board of Director Signature_____ Date:_____

VILLAGE ROYALE CONDOMINIUM ASSOCIATION, INC.

C/O Ocean Breeze Community Management, LLC

1967 10th Ave N, Lake Worth FL 33461 (561)770-1052

IMPORTANT NOTICE

To: All VRCA Unit Owners

From: Board of Directors

Date November 14, 2022

Effective immediately, the Association will require owners currently renting their Unit or those intending to rent their Unit or to renew a lease on their Unit to provide the Association with a copy of their valid Rental Property Certificate of Use and Occupancy.

A Rental Property Certificate of Use and Occupancy is required by the City of Boynton Beach if the property is rented at any time during the tax year, which comprises the period of September 30 to October 1 of the following year.

If you are currently renting your Unit, please provide Ocean Breeze Community Mgt with a copy of your valid Rental Property Certificate of Use and Occupancy within thirty (30) days from the date of this Notice. If you are currently renting your Unit and do not provide the Association with a copy of your valid Rental Property Certificate of Use and Occupancy within thirty (30) days from the date of this Notice, we will make a request to the City of Boynton Beach for a copy of your Certificate.

The requirement for a copy of the Rental Property Certificate of Use and Occupancy has been added to the rental application process with VRCA. You also need to complete all required forms for renting your Unit in VRCA and obtain prior written approval from the Association.

If you have any questions about the procedure to get a Rental Property Certificate of Use and Occupancy, please refer to www.Boynton-Beach.org or call (561) 742-6360.

Thank you for your prompt attention to this matter.

Sincerely

Your Board of Directors

VILLAGE ROYALE

CONDOMINIUM ASSOCIATION, INC.

(Adult Community)

RULES AND REGULATIONS

REVISED 2020

BY THE BOARD OF DIRECTORS

Also visit us on our website www.villageroyalecondo.com

Please keep a copy of this booklet in your unit at all times and advise renters and guests of these Rules & Regulations.

1. RULES & REGULATIONS

Authority to enforce these Rules & Regulations shall be delegated to each unit owner. Disagreement concerning violations will be presented to and judged by the Board of Directors to take appropriate action. Such judgements by the Board of Directors shall be final.

2. RULES & REGULATIONS CHANGES

The Board of Directors reserves the right to:

- Change or revoke existing Rules & Regulations
- Make such additional rules & regulations from time to time that, in their opinion, shall be necessary or desirable for the safety and protection of the buildings and their occupants.
- Promote cleanliness and good order of the property to assure the comfort and convenience of the owners and their guests and to protect owner's investment.

3. BOARD MEETINGS

Board of Directors meetings are held the (3rd) third Tuesday of each month. Workshop meetings to set agenda are held one to two weeks prior to board meeting. For special board meetings, FL Statute require 48 hour posted notice to owners.

4. SUGGESTIONS AND/OR COMPLAINTS

All suggestions or complaints must be made in writing to the board by mail/email to Ocean Breeze Community Management, pm@oceanbreezecm.com and must contain the following information:

Name, building number, unit number, and the matter you wish to address.

5. AGE RESTRICTIONS

One of the owners or renters must be minimum of 55 years of age. No one under 18 years of age shall be a permanent resident. No guest(s) under 55 years of age shall be permitted to reside for more than one month, except for adult children of owner.

6. CHILDREN

Children are not to play on the stairways, catwalks or in the parking areas. Children under 18 are not permitted in the billiard room or shuffleboard courts without adult supervision. Children under 3 are not allowed in the pool and children ages 12 and under need adult supervision while in the pool.

7. CONDUCT

No person in a private dwelling, in the common areas, or the recreation area of the condominium property shall engage in loud, boisterous, disorderly, immoral, indecent, profane or unlawful conduct. In the event that you are witnessing or hearing disturbing behavior, contact Boynton Beach police 561-732-8116

8. GUEST AND VISITORS

Owners shall require their guests and visitors to comply with all rules and regulations.

9. GUESTS IN OWNERS ABSENCE

If an owner wishes to authorize other person(s) to use his unit during his absence, the board must be notified in writing and provide the following information: names, ages, sex, relationship of guest and the period of time they are authorized to use the unit. Guest occupancy limited to 30 days or less.

10. CHANGE OF ADDRESS/PHONE NUMBERS

Owners in their absence should advise the management company of any change in their forwarding address as well as phone numbers. (pm@oceanbreezecm.com)

11. RESPONSIBILITY FOR DAMAGE

Owners shall be liable for all damages to buildings caused by receiving deliveries of or moving or removing furniture or other articles to and from buildings by whoever caused the damage. Owners shall also be responsible for damage inflicted the automobiles in adjacent spaces.

12. HURRICANE PREPARATION

Each owner who plans to be absent from his unit during hurricane season must prepare his unit prior to departure by removing all furniture, plants and other moveable objects from balcony, patio, walkway, and catwalk and by closing awnings an or shutters if available.

13. MAINTENANCE REQUESTS/WORK ORDERS

For routine and emergency situations please call Ocean Breeze Community Mgt. 561-770-1052. No work will be done by maintenance man unless sent to Ocean Breeze.
Emergency #: 561-770-1052
Email: pm@oceanbreezecm.com
Website: www.villageroyalecondo.com

14. ENTRY INTO UNITS IN DURING EMERGENCY SITUATIONS

A. Owners are responsible for having their apartments checked in their absence, (snowbirds, etc.) this will help avoid major issues. Having condo insurance is advisable.

B. In case of any emergency originating in or threatening any unit, regardless of whether the owner is present at the time of such emergency, the Board (at least one member) or its authorized agent(s) shall have the right to enter such unit for the purpose of remedying or abating the causes of such emergency, and such right shall be immediate.

To facilitate entry in emergency, the owner of each unit is required by the Association to deposit, under the control of the Association, **a key to their unit.** The Association shall not be liable for any damages resulting from reasonable means used to affect such entry. We must have a key in our safe in our clubhouse for all emergencies. **All owners must comply!**

15. MANAGEMENT COMPANY EMPLOYEES AND CONTRACTORS

No owner, member of his family, or guest shall give order or instructions to Management Company employees or contractors. For consideration, all requests for maintenance must be submitted to management company by email pm@oceanbreezecm.com or phone (561)-770-1052.

16. BALCONIES

Nothing shall be hung or draped anywhere visible to the public on balconies, railings, patios, or exterior projections. Owners shall not allow anything whatsoever to be thrown or to fall from windows, doors, or balconies. Rugs or mops are not to be shaken from windows or balconies. No garbage should be left at your front or back door.

17. ROOFS

Owners shall not be permitted on the roof of any building for any purpose and shall be responsible for keeping their family, guests, employees and contractors off the roof.

18. OBSTRUCTIONS

City of Boynton Beach Fire Department code regulates that sidewalks, entrances, driveways, passengers, walkways, stairways, and second floor catwalks must be kept open and shall not be obstructed in any manner.

19. TRASH AND RECYCLING

All refuse, waste and garbage (other than that which the kitchen disposal is designed to handle) shall be wrapped in paper or bagged and secured tightly and deposited as quietly as possible in the dumpster nearest your building. Large empty cartons should be collapsed and flattened before recycling.

20. TELEVISION, RADIO AND CABLE

It is required that the volume of sound from all radios, TV's, stereos, and/or musical instruments be always kept moderate so as not to annoy neighbors. There shall be no individual antennas on the exterior of the buildings. The cable system is not be tampered with and, if it is, the owner shall be responsible for the cost of repairs.

21. SMOKING

In accordance with the Florida Clean Air Act, the Clean Indoor Act places recreational facilities under its jurisdiction. In order to preserve harmony and public health for the majority of the residents, please be advised that there is no smoking inside the clubhouse, including restrooms or water fountain areas (F.S. 386.205). No smoking area also includes the fenced patio around the pool. Smoking area to be designated at the far end of BBQ away from pool area. No E-Cigarettes or Vaping

22. PETS

Dogs are allowed in building 6 (maximum weight 30 lbs.). Owners in all other buildings with Medical or Emotional Support dogs, must have proper certification registered with management. Dogs must be walked around the perimeter of the property and owners must always pick up after their pets.

23. PARKING

One parking space is assigned to each unit (Please refer to last page of this booklet for assignments). Each assigned space may be used only by the unit owner or by another person authorized by the unit owner (i.e. renter, guest, etc.) Guest spaces are not assigned and are used on a first come, first-served basis.

Parking spaces shall be used only for the parking of private passenger-type automobiles or quarter-ton trucks. Motorcycles, motor bikes, scooters and other motor-driven 2-, 3-, or 4- wheeled vehicles shall not be permitted to park and shall not be permitted on the property. No vehicle shall be parked other than in the spaces designated for parking.

No vehicle shall be backed into parking spaces at any time. No campers or trailers will be permitted in parking spaces for more than 24 hours for guests. Sleeping in parked vehicles will not be permitted. Car washing is to be done in driveway only, not on grass. During the height of our season January through April, the buildings that have crowded parking conditions, and for those having more than one vehicle kindly park extra cars in lot across from building six. We must keep guest spots open.

24. PLUMBING

The plumbing in all buildings is very fragile. Toilets and kitchen disposal units shall not be used for any purpose other than those for which they were constructed. Do not flush kitty litter and items get caught inside out old pipes and cause back-ups.

Neighbors hearing water running in a vacant unit should notify the management company as soon as possible. When units are vacated for long periods, the water supply must be turned off. The owner shall pay total cost of all maintenance, repairs and replacements connected with their unit. The association is responsible for repairs to pipes inside walls.

25. COMMON ELEMENTS

Common elements mean those portions of the condominium property not included in the units and tangible personal property required for the maintenance and operation of the common elements.

No structural changes or alterations shall be made to any of the common elements, except with approval of the Board of Directors or as provided in the Declaration of Condominium.

26. EXTERIOR APPERANCE

No projections shall be attached to the outside walls or to the balconies. Standard exterior colors shall not be altered. Owners shall be responsible for maintaining all awnings and shutters in property repair and cleaned and painted when needed.

A flag holder may be attached. FL Statues allow that “any unit owner may display one portable, removable United States flag in a respectful way.”

27. PATIOS

Installation of patio blocks must be approved by the Board of Directors. Patio blocks are installed on common elements; therefore, each patio is not an exclusive use area and can be used by any owner, renter or guest. Must not exceed 8x8

28. BARBEQUES AND CLUBHOUSE GAS GRILL

Barbeques and open-fire grills shall not be used in any unit or screened patio per order of the Fire Department. Only electric barbeque grills may be used.

Gas grill located outside the clubhouse is for use of owners, renters, and guests. Please use responsibly. No grilling outside of clubhouse after 8 pm. Note see page 5 ref 21

29. SIGNS

Units shall not be used for commercial, hotel or professional purposes. No "Sold," "For Sale," or "For Rent" signs or any other window displays, or advertising are permitted on any part of the property or in automobiles in parking spaces.

30. LANDSCAPING

Except for annuals, owners are not permitted to plant any trees or bushes on the common elements, unless approved by the Board of Directors.

Fruit trees and vegetable gardens are not allowed to be planted on the property.

Bird feeders and bird baths are not allowed on the property.

31. ELECTRICAL METER SHEDS

Electrical meter sheds are designed to house equipment belongings to Florida Power and Light Co., timed devices, power switches, etc. Timed devices for sprinklers are not to be tampered with and the Management Company must be contacted if they are not operating property. No personal items may be stored inside the meter sheds. The Association is responsible for the replacement of the outside circuit breaker located in the master sheds.

32. PEST CONTROL

Owners shall be responsible for pest control of insects inside their units. (Take precautions as rodents enter through many different openings.) Any evidence of termites or rodents should be reported to the Management Company as this is the Association responsibility.

33. PEDESTRIAN RIGHT OF WAY

Pedestrians using walkways and driveways always have the right of way over vehicles at all times. Riding of bicycles and other two-, three-, or four-wheeled vehicles on walkways its strictly prohibited.

34. SOLICITATION

There shall be no solicitation by any person anywhere on the property for any cause, charity, or for any purpose whatsoever, unless specifically authorized in advance by the Board of Directors.

35. RECREATION AREA HOURS

Clubhouse	8:00 a.m. to 9:00 p.m.	(except during social activities)
Pool	8:00 a.m. to 9:00 p.m.	
Laundry Room	8:00 a.m. to 9:00 p.m.	
Shuffleboard Courts	9:00 a.m. to 9:00 p.m.	

Use of lighting, heating, and air conditioning should be kept at a minimum for conservation and economic reasons.

36. POOL, PATIO AREA

These facilities are provided for the exclusive use of owners, renters, and their guests at their own risk. The pool rules reflect the operation of swimming pools in the State of Florida and are for everyone's benefit. Please cooperate.

Hours: 8:00 a.m. to 9:00 p.m.

Smoking: No smoking inside fenced patio area around pool or inside clubhouse.

Attire: Cover-ups for women and shirts for men must be worn at all times on condominium property, including to and from the pool.

Children: Children under 3 years are not permitted in the pool. Children under 12 must always be accompanied by an adult at the pool.

Diapers: No diapers are allowed in the pool. This includes both children's swim diapers and adult diapers.

Showers: Everyone must shower before entering the pool, hot and cold showers are available poolside.

Suntan Lotions and Oils: Must be removed entirely from the body before entering the pool.

Pool Furniture: Chairs and lounges must be covered entirely with towels or equivalent materials when used by persons in bathing suits and/or when using suntan lotions or oils. Before leaving pool area, please replace chairs under tables and put lounges back in original location.

Glassware and Food: No glass containers permitted in pool or on patio. Beverages (non-alcoholic) are allowed in cans, plastic, or reusable, non-breakable containers. Food is prohibited at poolside and patio.

Note: The only exception is food and alcoholic beverages served in unbreakable containers during Board-approved functions, parties or events.

37. SALES AND LEASES

Sale and lease forms are available from Ocean Breeze Community Management and must be submitted for approval to the management company for each sale and lease (even for repeat renters).

Sales and lease agreements shall be approved in compliance with the Declaration of Condominium and By-Laws of the Association.

Sales:

* All sales agreements shall incorporate a copy of the Declaration of Condominium, By-Laws, and Rules & Regulations.

* All prospective unit purchaser(s) & renters shall be required to be personally interviewed by a Committee appointed by the direction of board of directors very often by the president.

* New owner(s) will not be able to occupy the unit for any reason until a Certificate of Approval has been issued by the Management Company.

Leases:

* There shall be no leasing by the new owner(s) of record within the first 12-month period after the transfer or resale of a unit.

* There shall be only one leasing or rental in a 12-month period.

* No unit may be leased or rented for less than 3 consecutive months to one party. If owner does not follow the rule the lawyers fee will be at the owner's expense.

* All lease agreements shall incorporate a copy of the Rules and Regulations, shall require compliance therewith, shall be subject to termination for violations (with 24-hour notice and without abatement of rent), and shall prohibit assignment and subleasing.

All lease agreements and rentals who is entitled to exclusive rights to the recreation area, ether by the lessor or the lessee. Renewals are subject to approval.

Approved by President: *Joe Anastasi* - February 18, 2020

BOARD OF DIRECTOR'S MISSION STATEMENT

To provide the highest level of service to the VRCA community by meeting the safety and security needs of our residents, by making informed and fiscally responsible decisions to protect owners' investment, and by fostering communication and cooperation between owners, residents, management company and board of directors.

I _____ (print name) have read all pages of the Rules & Regulations and will abide by all enclosed.

Applicant's Signature: _____ Date: _____

Applicant's Signature: _____ Date: _____

These Rules & Regulations apply to all owners, families, tenants, occupants, guest and service providers. Everyone should be familiar with the Rules & Regulations and it is expected that everyone will comply with them in order to promote a peaceful enjoyment of our community.

Board of Director Signature_____ Date:_____