



The following Rules and Regulations have been adopted and ratified during several board meetings of the Board held during 2014, 2015, 2016, 2017 and 2018.

If you plan to lease or buy a home at Ponte Verde you must be aware of our community policies. The following are the Rules and Regulations that affect our day-to-day operation the most. For more of our R & R, please refer to our Condominium Documents.

Parking Rules:

- Backed in parking is not allowed
- Expired Tags/No Tags are subject to immediate towing
- Commercial Vehicles are not permitted on site
 - Tarps to cover vehicles are not allowed
- Residents must park in resident's spots (those spots identified with the parking stopper painted in white) and must display their resident parking permit
- Visitors must park in visitor's spots (those spots identified with the parking stopper painted in yellow)
- Any visitor vehicle is required to be registered on the booting company App "Park-in-spot" (Apple App Store/Google Play Store) in order to remain onsite after 11 pm.
- Extended Visitors (all those staying more than 48 hours) must obtain an extended Visitor's Tag from the office not doing so may cause the vehicle to be booted
- Residents are allowed to register and park up to 2 (two) vehicles per registered resident. Registered residents may not register more than 1(one) new vehicle per lease term.
- Any guests staying over 9 days in total in a period of a year will be considered a resident and will be required to register as such and is therefore subject to our approval guidelines. Failure to do so, the association can conclude that the leaseholder is allowing an unauthorized person to reside in the unit which could cause the lease to be terminated.
- Handicap parking is only for those vehicles displaying the proper permit; all others are subject to immediate towing if parked in a designated Handicap parking
- Visibly inoperable vehicles, such as vehicles parked with a flat tire are not allowed on site
- No blocking or parking around the Military gate area/ entrance is allowed

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Construction Working:

- A Construction application must be submitted with all required documentation **prior to starting the work**
- Security Deposit Money Order of \$250/Which will be refunded upon inspection and completion of the job
- Dumpster fee Money Order of \$250/ No exemption/ Non-Refundable
- Security Deposit and Dumpster Fee must be paid in two separate Money Orders
- Copy of Contractor's license & Copy of valid Driver's License
- Copy of General Liability Insurance in the amount of \$1 million **endorsed to Ponte Verde at Palm Beach Lakes**
- Copy of Workman's Compensation insurance
- (If applicable) City Permit
- (If applicable) Soundproofing sample & Specs: Min 8mm
- (If applicable) Water shutoff fee Money Order of \$150 (nonrefundable), along with **24-hour notice** requirement. No water shutoff after 3pm/ No exemption.
- Contractors are only allowed to work **Monday through Friday 9:00 am to 5:00 pm.**
- Contractors name tag must be worn at all times while on site
- Failure to follow these rules, will result in our office contacting the building department to issue an official " Stop Work Order."

Construction Guidelines for management companies:

- Management companies will be required to complete the same "Architectural Modification Package" as any other owner/ unit; **including paying the Dumpster Fee per unit being worked on.** However, one Construction Deposit will be sufficient per Management Company. **(Please note only the deposit is per Management Company, construction/ dumpster fee is per unit/ per job).**
 - In the event Construction Deposit has to be used for any damages caused, management company will be required to produce another deposit before commencing any other job
- All management companies and/ or handymen without any specific trade license doing work, will be required to obtain a Certificate of Competency for the specific work/ service being provided. Please refer to the attached document from Palm Beach County listing the trades for which they require the contractor to have a certificate of competency.
- We will create a file per management company with the Construction Deposit for that company, as well as a copy of the management company's occupational license, articles of incorporation and a copy of the company's Liability Insurance.
 - **The association has to be named Co-Insured, not just as Certificate Holder.**
- The association reserves the right to inspect the unit where the work is being performed on a daily basis to ensure adherence to the scope of work outlined in the Construction Application. If at any time during these inspections, work is being done for which a trade license is required and/or outside the outlined scope of work, the association has the power to stop the work, ask all workers to leave, call the building department if applicable and work cannot resume until all necessary paperwork is received.

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Application Process (Subject to BOD approval):

- The applicant cannot have any previous felony convictions, or withhold adjudication within the last ten years
- Guilty misdemeanor convictions or withhold of adjudications are subject to an interview with the property manager
- Applicant cannot have any previous evictions on their record
- The association requires applicants to have a minimum credit score of 650 FICO score to be approved
- The association requires the minimum monthly income per application to be the equivalent of 3 times the monthly rent of the apartment they are applying for
- Application Fee is **\$100.00** per application, if applicants are husband & wife fee remains at \$100. Any other applicant over 18 years of age must pay an additional **\$50.00** per applicant made payable to **PONTE VERDE CONDOMINIUM ASSOCIATION** with a cashier's check or money order. **(NON-REFUNDABLE). CASH IS NOT ACCEPTED.**
- **\$150** Move In Fee due once application is approved
- Signed copy of the Contract for Sale or Contract To Lease must be attached
- Color copy of your driver's license or photo I.D.
- In purchase applications, an estoppel **MUST** be obtained prior to Association's approval.
- All tenants renewing their lease will have their background ran again, and renewal will be denied if criminal records appear on the same
- The Board of Directors reserves the right to revoke lease approvals, and seek all remedies allowed by law against tenant and owner if applicable, in the event of:
 - Tenant does not abide by the associations R & R
 - Tenant becomes disruptive
 - Incidents of disturbing the peace of others, verbal or physical aggression against another neighbor, an employee of the association or another authorized representative of the association is completely unacceptable and subject to immediate termination of lease agreement.

Misc. Rules and Regulations:

- Access Cards are issued to registered residents ONLY. These are used to access the pedestrian gates and the gym.
 - The fee for a new card is \$50; if lost the replacement cost is \$75.
- Access/ Parking Stickers are issued to registered residents ONLY. The fee to obtain a new sticker is \$25.
- No realtors, managers nor contractors are entitled to receive access devices; if access is needed by a realtor, a manager, or a contractor, they must contact the management office, or the tenant for the unit needing access.
- A lock out fee of \$25.00 applies if you need our staff to open your unit.
- A \$25.00 fee applies for the replacement of your mailbox key / Mailbox keys are cut on Fridays.
- Gym closes at 10pm.
- Pool opens from dawn until dusk / pool rules posted in pool area
- Household trash is not allowed in the construction dumpster. **Household trash must be taken to the designated garbage compactor by the front of the property.**

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- The association / management office must have access to all units in the event of an emergency. It is mandatory to provide the management office with a copy of your key, as well as making arrangements if your unit is monitored by an alarm system.
 - If access to a unit is impeded in the event of an emergency and the association / management office requires to access the same, any expenses incurred in accessing will be back charged to your unit.

Pet Registration:

- *Max 2 (two) pets allowed, max weight is 25 lbs. Certain breeds and certain exotic pets are not permitted*
 - *Refer to condo docs for further information*
- Pet Registration form must be turned in to the management office
- Updated Vaccination Form is required
- Service dog certificate (if applicable)
- Picture of pet
- \$150.00 pet registration fee (cashier's check or money order)

Usage of Common Areas (as approved by the BOD):

- Effective September 1st, 2014, owners who are over 90 days late will not be allowed to access and/ or make use of our common areas; including but not limited to either one of our pools, tennis courts, gym, barbecue areas and racquetball.
- Regions Security Services, as well as any authorized agent of the association will be allowed to ask those applicable owners/ residents to leave the common areas. Failure to follow this measure will be subject to all remedies allowed by law.
- Common areas are for the use of our owners and residents, any guest must be accompanied by the resident of the unit they are visiting
- The association, effective immediately, will fully enforce our "No Trespassing" agreement with WPBPD