



Village Royale Greenwood

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach, FL 33426

Office: 561-440-7854 * info@JMAmanagement.net

Application Check List

☐ Purchase ☐ Lease ☐ Occupant

All items must be submitted; incomplete applications will be delayed.

Applicant: _____ Phone: _____

Email: _____

Co-Applicant: _____ Phone: _____

Email: _____

Property Owner Name(s) _____

Property Address: _____

General submission requirements

The complete application package included the following items. Initial each section upon completion.

- _____ Copy of the signed sales contract or lease agreement
- _____ Copy of each applicant's driver's license
- _____ Vehicle registration documents
- _____ Initial copy of the Rules and Regulations (please retain a copy for your records)
- _____ **\$150.00 Application and Processing Fee per applicant (for married couples, a total of \$150.00)**
non-refundable - (Please make the check payable to JMA Community Management)

REALTOR INFORMATION

Name: _____

Company: _____

Address: _____

Phone: _____

Email: _____

Please note: Board approval is required before occupancy. Essentially, every effort will be made to expedite your application; however, processing and approval may take up to 30 days.

Once the applicant completes the application, a CERTIFICATE OF APPROVAL will be provided.

Today's Date: _____ Date of anticipated move in: _____
Property address: _____

APPLICANT

Full name of applicant: _____
Present Address: _____
Telephone number: (home) _____ (work) _____
D.O.B.: _____ social security #: _____ Driver's license: _____

APPLICANT'S EMPLOYMENT

Name of present employer: _____
Address: _____
Position: _____ Date started: _____ Monthly income: _____
Supervisor's name: _____ phone: _____
Name of previous employer: _____
Address: _____
Position: _____ Date started: _____ Monthly income: _____
Supervisor's name: _____ phone: _____
Other sources of income: _____

SPOUSE

Full name of spouse: _____
Present Address: _____
Telephone number: (home) _____ (work) _____
D.O.B.: _____ social security #: _____ Driver's license: _____

SPOUSE'S EMPLOYMENT

Name of present employer: _____
Address: _____
Position: _____ Date started: _____ Monthly income: _____
Supervisor's name: _____ phone: _____
Name of previous employer: _____
Address: _____
Position: _____ Date started: _____ Monthly income: _____
Supervisor's name: _____ phone: _____
Other sources of income: _____

PRESENT LANDLORD /MORTGAGE COMPANY

Present Landlord or mortgage company: _____
Telephone number: (home) _____ (work) _____
Monthly rent or mortgage payment: _____ Date of move-in: _____ Date of move-out: _____

PREVIOUS LANDLORD / MORTGAGE COMPANY

Previous Landlord or mortgage company: _____
Telephone number: (home) _____ (work) _____
Monthly rent or mortgage payment: _____ Date of move-in: _____ Date of move-out: _____

EMERGENCY

In case of emergency contact: _____
Relationship: _____ phone: _____

OCCUPANTS

List of all occupants.

Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____
Name: _____	Relationship: _____	DOB: _____

PETS

List all pet's type: _____ breed: _____ weight: _____ age: _____
List all pet's type: _____ breed: _____ weight: _____ age: _____

VEHICLES

List vehicles to be parked on the premises.

Make: _____	model: _____	year: _____
Make: _____	model: _____	year: _____

The above-listed applicant declares that all statements in this application are accurate and complete. Applicant hereby authorizes the National Association of Independent Landlords to verify all the information in this application and obtain credit reports on the above-listed applicants and/or other applicants.

Signature of applicant: _____ Date: _____

Signature of Spouse: _____ Date: _____

VILLAGE ROYALE ON THE GREEN CONDOMINIUM ASSOCIATION, INC.

(Adult Community Building 12)



RULES AND REGULATIONS HANDBOOK REVISED 2026

BY THE BOARD OF DIRECTORS

You can contact us by email: vrgbldg12@gmail.com
or

JMA Community Management

1375 Gateway Boulevard

Boynton Beach, FL 33426

[\(561\) 440-7854](tel:5614407854)

info@JMAmanagement.net

Always keep a copy of this booklet in your unit 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

The board meets once a year in January.

Workshop meetings to set agenda are held one to two weeks prior to board meetings. For special board meetings, FL Statute require 48 hours posted notice to owners.

4. SUGGESTIONS AND/OR COMPLAINTS

All suggestions or complaints must be made in writing to the board by mail or email to JMA Community Management, jean@jmamanagement.net and must contain the following information:

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

5. AGE RESTRICTIONS

At least one owner or renter must be 55 years of age or older.

No individual under 18 years of age may be a permanent resident.

Guests under 55 years of age may not reside on the premises for more than one month, except for the owner's adult children. The 55+ age requirement must be met by an owner or renter present.

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 age 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. If you are witnessing or hearing disturbing behavior, contact Boynton Beach Police: 561-732-8116

8. GUEST AND VISITORS

Owners should 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 or her unit during his or her absence, the board must be notified in writing and provide the following information: names, ages, sex, relationship of guest and the dates they are authorized to use the unit. Guest occupancy is limited to 30 days or less.

10. CHANGE OF ADDRESS/PHONE NUMBERS

Owners in their absence should advise the management company and board of any change in their forwarding address as well as phone numbers.

(Building 12 at vgrbldb12@gmail.com and jean@jmamanagement.net)

11. RESPONSIBILITY FOR DAMAGE

Owners are responsible for any damage to the building.
This applies when damage happens during:

- Deliveries (e.g., packages, appliances, etc.)
- Moving furniture in or out
- Removing items from the building

It doesn't matter who caused the damage (a delivery company, movers, guests, etc.) but the owner is still responsible. Owners should install protective blankets on the elevator walls or require delivery personnel to install them. (Blankets located in 4th floor closet metal cabinets to right on top)
Owners shall also be responsible for damage inflicted on 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 or shutters if available.

13. MAINTENANCE REQUESTS/WORK ORDERS

For routine and emergency situations please call **JMA Community Management (561) 440-7854**.

No work will be done by maintenance unless reported to JMA Community Management.

Emergency (561) 440-7854 Email: info@jmamanagement.net

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 required and a copy must be given to **JMA Community Management and Building 12 Board**.
- 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 damage resulting from reasonable means used to affect such entry. We must have a key in our safe.

All owners must comply!

15. MANAGEMENT COMPANY EMPLOYEES AND CONTRACTORS

No owner, member of his family, or guest shall give orders or instructions to Management Company employees or contractors. For consideration, all requests for maintenance must be submitted to management company by email: info@jmamanagement.net

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. No chair, table or mats are to be left out on catwalk.

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, passageways, stairways, and second floor catwalks must be kept open and shall not be obstructed in any manner.

19A. 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 to your building. Large empty cartons should be collapsed and flattened before being put in recycling bins.

19B. BULK RECYCLING

Pickup is on Thursday. Place bulk items on Wednesday no sooner, one foot from tower wall on either side of building. You must call the City of Boynton Beach Sanitation Department at 561-742-6200 in advance to schedule a pickup.

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 should 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. To preserve harmony and public health for most 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

Building 12 has a no-pet policy.

Exception: Owners may have service animals or emotional support animals (ESAs).

To keep those animals, owners must:

- Provide “proper certification”
- Register the animal with JMA Community Management and the Building 12 Board

Rules for dogs:

- Must be walked around the perimeter of the property
- Owners must clean up after them

23. PARKING

1: Each unit is assigned one designated parking space and issued a numbered parking sticker. All owners and renters must place a sticker on the outside of your back window, driver's side, bottom left.

2: Owners may temporarily assign their parking space to another unit owner only upon completion of form and Board approval. Then they need to put a parking sticker on their vehicle.

3: There are two visitor parking spaces. Visitor Parking spaces should be used only by guests or workers. Owners should not use visitors' parking spaces. The space will be used for a limited time of 4 or 6 hours. If a guest is planning to be overnight, they must obtain a parking pass ahead of time. Any time after 12:00pm without a parking pass vehicle is subject to getting towed at owner expense. To obtain a parking permit from the Board you must email VRGBldg12@gmail.com.

4: Additional parking is also available in Building 13.

Owners have up to 8 hours to use the parking spot before having to return their vehicle in their assigned parking spot. Anyone who wishes to park in Building 13 must abide by rules.

There will also be no overnight parking any time after 12:00pm. An owner will need a parking permit if it goes into overnight parking rule. To obtain a parking permit from the Board you must email VRGBldg12@gmail.com

Snowbirds, please give us advance notice of your return.

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 items that can cause back-ups. Neighbors hearing water running in a vacant unit should notify the JMA 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 APPEARANCE

No projections should 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.

FL Statutes 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, walkway or screened patio per order of the Fire Department. Only electric barbeque grills may be used.

Gas grills located outside the clubhouse are for use by owners, renters, and guests.

Please use it responsibly.

No grilling outside of clubhouse after 8 pm.

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 properly. 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 JMA 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. Riding bicycles and other two, three or four-wheeled vehicles on walkways is strictly prohibited. Except for medically necessary wheelchairs, and handicap scooters.

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	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 always worn 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 people 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

Sales and lease forms are available JMA 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 occupants aged 55 and older must submit a credit check. Only the credit scores of occupants aged 55+ are considered during the review process. These occupants must also be the individuals signing the lease or rental agreement. A minimum credit score of 750 is required.
- * 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, Rental:

- * There shall be no leasing or rental by the new owner(s) of record within the first 24-month period after the transfer or resale of a unit.
- * There shall be only one lease 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 lawyer's fee will be at the owner's expense.
- * All lease and rental 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 and Rental agreements are entitled to exclusive rights to the recreation area, either by the lessor or the lessee. Renewals are subject to approval.

Approved by Building 12 Board of Directors
June 2026.

**VILLAGE ROYALE ON THE GREEN
CONDOMINIUM RULES AND REGULATIONS AGREEMENT
BUILDING 12**

BOARD OF DIRECTOR'S MISSION STATEMENT

To provide the highest level of service to the VRG 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 and 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, guests and service providers. Everyone should be familiar with the Rules & Regulations, and it is expected that everyone will comply with them to promote a peaceful enjoyment of our community.

Board of Director Signature _____ Date: _____