

August 21, 2025

Greetings all!

It's hard to believe summer of 2025 is coming to an end! I'm struck by how fast time flies by. I hope this message finds each of you in good health and happiness.

If you are new to our community, welcome! I encourage all of you to get involved with our neighborhood, whether its spending time at our pools or attending Board meetings.

This is the first open letter I've composed since being elected as your Board President. I can't promise this will be a regular occurrence, but there is some important information we'd like to share with you.

First, I'm happy to report we are financially healthy. Our community voted to pool our reserve accounts (capital expenditures). Our 2025/2026 insurance premiums were substantially discounted compared to the budgeted allowance. The net result has our operating expenses in "the black". We may be in a position to move surplus monies into the reserve accounts at our next budget meeting. We do anticipate some expenditures for exterior concrete and stucco. If you'd like to learn more about our budget and expenses, we will be having budget workshop [meeting] on **September 15, 2025** at 7:00 pm in the Clubhouse.

Another "win" for us this year concerns the tree trimming. All three Sections contracted with vendors in preparation for hurricane season. Our contractor did a terrific job here in Section Three; we've received many compliments. Thanks to all of you for your patience and putting up with the equipment and the mess for the three days they were on site.

We recently scheduled our Board meetings for 2026. This includes the Annual meeting, regular meetings, and the budget meeting. As always, a Zoom link is provided for those of you that prefer to attend virtually. These meetings will be on the community calendar on the JMA website. For 2025, we have three meetings left; September 15th (budget workshop), October 20th (regular meeting), and November 17th (budget meeting). Notices will be sent in advance for each meeting.

Over the last few Board meetings, we drafted and adopted a "plan" for exterior and common element modifications. As a reminder, if you want to make any changes whatsoever outside of your unit, **you must receive Board approval** through our ARC (Architectural Review Committee) process. The recently approved plan - attached - will give you specific details on what is, and is not, allowed. If you submit an ARC form for our review, please be sure to follow this plan. As always, you should also consult our governing documents and the Association's "FAQ" document, which was recently revised as well. ***If you have made any modifications to the exterior of your unit without Board approval, you will receive further communications and instructions.***

As always, if you have any questions or concerns, please contact a board member, or the management company.

Thank you!

Scott Bowlick  
President

**CHANTECLAIR VILLAS III**  
**POLICY AND PLAN FOR EXTERIOR MODIFICATIONS**  
**AND CHANGES TO COMMON ELEMENTS**

*Recitals*

1. Discussed during Board meeting of Monday, June 23, 2025. The meeting was properly noticed and a quorum was present.
2. Ratified by the Board of Directors on AUG 18 2025

*Background*

The documents governing the Corporation known as "Chantclair Villas Number Three, Inc." prohibit changes or alterations of any kind to the exterior of the Units. Further, no Unit owner shall change, modify, or alter the Common elements whatsoever.

The documents grant the Board the authority to approve changes-if properly requested-as long as the proposed changes are not detrimental to the interest of the Association and its members.

Whereas the Board of Directors of Chantclair Villas Number Three, Inc. desire to accommodate reasonable and proper requests for exterior and/or common element alterations, the following plans are immediately in effect. Requests for exterior and/or common element alterations must conform to these plans, and must be submitted to the management company via the Architectural Request Committee process.

1. Outdoor decor may be affixed to the building exterior. Proper masonry fasteners, hangers, etc. must be used and specified on the ARC forms. Decor includes artwork, brackets, and flag hardware. Garage door keypads are also acceptable. Temporary or holiday decor that is not permanently attached to the building does not require ARC review.
2. Garden hose brackets or reels are permitted. Proper masonry hardware must be used and specified on the ARC forms.
3. Cameras will be considered as follows-
  1. Garage elevation-one wireless camera, installed on the soffit (overhang) only, between the midline of the building and the unit owner's corner.
  2. Patio elevation-one wireless camera, installed on the soffit (overhang) only, between the midline of the building and the unit owner's corner.
  3. Front Door elevation-one camera, wireless or hard-wired, installed on the electrical junction box housing the doorbell circuit. If the Unit Owner chooses hard-wired equipment, a licensed and insured electrical contractor must provide the installation.
  4. Unit Owners installing cameras agree to abide by any laws or ordinances governing privacy and consent. The Association will not be held responsible for complaints arising from alleged breach of privacy or consent.
4. Landscaping-
  1. ARC plans must depict the size and layout of proposed alterations. Generally, only planting beds adjacent to the building will be considered.
  2. ARC plans must describe the type of materials (mulch, hardscape, edging, etc.) and plants to be used. No fruit trees will be permitted. Plant materials in containers do not require ARC review. Edging should be low-profile so as not to interfere with grounds maintenance.

5. Patios-our community has permitted the installation of paver-style rear patios since 2002. The ARC guidelines governing patio dimensions has evolved; at first a maximum depth of 8' from the kitchen [rear] wall was permitted. Later, the allowed depth increased to 10' from the kitchen wall. There are several patios in our community that received ARC approval that exceed these depths. Some patios have planting beds abutting the pavers. Therefore, the ARC will consider - but reserves the right to modify - proposals that meet the following minimum criteria-

1. Only paver construction is permitted. Paver blocks may not exceed 24" x 24". Blocks must be installed abutting one another-no grout joints, soil, or plant fill. Poured concrete is NOT permitted. The maximum depth from the kitchen wall is not to exceed 12'.
2. Proper foundation (base) methods must be used. Soil removal, compacted sand, setting materials, edge buttressing, and any other construction techniques must be specifically described in the proposal.
3. The Unit Owner is responsible for surveying the construction area for underground utilities, irrigation system, etc. The Unit Owner is responsible for the cost of relocating any underground systems in the area of construction.
4. The Unit Owner is solely responsible for the maintenance and repair of the patio.



## **CHANTECLAIR VILLAS NO.3 ASSOCIATION**

### **WELCOME TO OUR COMMUNITY - FREQUENTLY ASKED QUESTIONS**

Q. Is the Condominium an adult community?

A. Yes. One person living in the unit must be 55 or older. No children under 18 are permitted to stay permanently.

Q. What are my voting rights in the Condo Association?

A. Each unit has one vote.

Q. What restrictions exist in the Condo Docs on the leasing of my unit?

A. Owner must occupy the unit for at least 2 years before leasing (see page 13 of Docs).

Q. Do I have to be a member of any other association?

A. Yes Chanteclair Villas Recreation Association

Q. Am I required to pay rent or land fees for Recreational or community facilities?

A. Not rent or land fees, but Assessments are collected through the Condo Association for the Chanteclair Villas Recreation Association

Q. Is the Condo Association involved in any court cases in which it may face liability in excess of \$100,000?

A. No.

Q. How much are my assessments to the Condo Association and when are they due?

A. At present, the monthly assessment fee is \$566.00 and due on the first of every month.

Q. What restrictions exist in the Condo Docs on my right to use my Unit?

A. Planting, exterior surface changes, 2 Vehicles, and where they should be parked.

Q. What external changes can I make?

A. The following have been approved for our community by the City of Boynton Beach: Patio enclosures, replacement windows, doors, garage doors, awnings, accordion shutters, and hurricane-resistant patio doors. You MUST get approval from the Board of Directors and the management company. Any work affecting the exterior, such as laying a patio, replacing awnings, shutters, or plumbing of any kind, or patio enclosures, etc., requires the prior written approval of the Board. In addition, any of the above shall not interfere with existing underground pipes or utilities. Work completed without prior approval may be subject to removal. Some may require permits. Contact the management company before making any changes. We must all look alike. **Please read the policy and plan for exterior modifications for further details.**

Q. Am I permitted to operate a business from my unit?

A. No. However, working from home for an employer is permitted.

Q. Are Buildings covered by Insurance?

A. YES

Q. Are we in a flood zone?

A. Current (2024) flood map indicates we are NOT in a flood zone.

Q. Are pets permitted?

A. Yes, limited to 20 lbs. Must register with the Board (See Docs, pages 7 and 8, for specifics). Must P/U after your pet.

Q. If my neighbor is gone and I hear running water, what should I do?

A. Call a Board Member.

Q. Are clotheslines permitted outside?

A. No. Laundry or clothing must not be hung outside.

Q. Are Dish Antenna or other external antennas permitted?

A. Yes, at your own expense, although it may not be attached to the exterior. Cable TV is provided through the Condo Association.

Q. Who is responsible for keeping the walks and driveway area neat and clean?

A. It is the owner's or renter's responsibility. See Maintenance guidelines for other responsibilities.

Q. May I park a camper or boat in the driveway?

A. No.

Q. Does the Condo Association provide pest control services for the interior of the unit?

A. No.

Q. How should I prepare when being away during hurricane season? (June 1st - November 30th)

A. You must remove all objects outside your unit that can become a flying projectile. Includes potted plants, decorations, lawn furniture and barbeque grills. If you have a screened porch, the same applies to it. Awnings and/or shutters must be closed and secured. Please designate a responsible person to have access if needed.

Q. Where do I place my garbage can for pick up and when?

A. Trash pickup days are Tuesday and Friday. Friday is also bulk pickup and recycling day. All trash must be contained in the green trash container. Recyclables placed in the bins provided by the Solid Waste Authority (SWA) 3 feet from the garbage can. Do not place trash out before 5:00 P.M. the evening prior to your pick up day. Recycling bins must be stored inside. If garbage can won't fit in your garage, they may be stored under the front bedroom window. If you need replacement can or bins call SWA at 742-6200.

Q. Are the pools heated?

A. Yes. Please DO NOT try to regulate them! Contact a Recreation Board Member if there is a problem with the pool temperature. Pool Rules are posted at each pool. For everyone's safety and welfare, residents and their guests must comply with these rules. Children under 18 must be accompanied by an adult. If parking at the pool, please do not back into the parking space.

Q. Can the Clubhouse be used for private parties?

A. Yes. Contact a Recreation Board member. A refundable deposit may be required.

Q. Where do I get keys for the Clubhouse, pool, restrooms, and my mailbox?

A. All keys should be given to you by the previous owner at your closing. The Clubhouse and pool restroom key (one fits both) can be obtained by contacting a Recreation Board Member. If you do not receive a mailbox key, ask your Condo Board member to check for a spare key. If there is none, you will have to get one through the local post office at your expense.

Q. What changes can I make to the exterior of my building?

Please see the attached policy and plan for exterior modifications.

Q. Are external security cameras allowed?

A. Yes, cameras will be considered as follows:

1. Garage elevation-one wireless camera, installed on the soffit (overhang) only, between the midline of the building and the unit owner's corner.
2. Patio elevation-one wireless camera, installed on the soffit (overhang) only, between the midline of the building and the unit owner's corner.
3. Front door elevation -one camera, wireless or hard-wired, installed on the electrical junction box housing the doorbell circuit. If the unit owner chooses hard-wired equipment, a licensed and insured electrical contractor must provide the installation.
4. Unit Owners installing cameras agree to abide by any laws or ordinances governing privacy and consent. The association will not be held responsible for complaints arising from alleged breach of privacy or consent.

Q. What are the Parking Rules? What types of vehicles are allowed?

A. Commercial Vans, motorcycles, RVs or boats may never be parked on the Condominium property unless in the garage with the door closed. Only passenger vehicles, P/U trucks with bed covers (no toolbox), passenger vans or SUVs may be parked in the driveway. Each owner is allowed 2 vehicles. The Water District has allowed us to park on the canal side of Palmland Drive. You must, however, stay 20 feet from said canal at all times. Otherwise, you may be ticketed. Street parking is permitted according to the following: Vehicle may never be on the grass. Only during daylight hours. NEVER overnight. Always allow Emergency Vehicles plenty of room to pass. With permission from the Recreation Board, guests may park at the pool or Clubhouse. Under NO circumstances should any driveway, walkway, or entrance roadway be blocked. Owners should have easy access to their driveways.

Q. If I want to sell or lease my unit, may I put a sign on the lawn or in the window?

A. No. Signs or displays are not permitted on Chanteclair property.

Q. What are the restrictions for selling or leasing my unit?

A. Prospective buyers or renters must complete an application and submit to the management company for a background and credit check. A check for \$150 must also be submitted at that time. After the above has been completed and approved, the buyer/lessor must arrange for an orientation meeting with representatives of the Board of Directors or the property manager.

For more information, prospective purchasers or lessors should refer to Condo Docs, rules, and regulations.

I have received a copy of the above FAQs.

Signature \_\_\_\_\_ Date \_\_\_\_\_