Village Royale Emerald Green Association

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: N/A breed: N/A weight: N/A age: N/A

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 EMERALD GREEN Building 5 Rules & Regulations

(Included in this handbook are important imformational details)

BLDG 5 EMERALD GREEN
2600 N.E. 1st Lane

Revised 6/2026

THE RULES AND REGULATIONS OF

VILLAGE ROYALE EMERALD GREEN ASSOCIATION Inc.

2600 NE 1st Ln Box 300 BUILDING 5

Boynton Beach, FL 33435

The Board realizes that most residents desire to routinely observe the rules. The purpose of this handbook is to ensure understanding of the rules by clearly identifying and communicating policies of the Association.

These Rules and Regulations are intended to help preserve an amenable, safe, and harmonious place to live in, and to protect and enhance the value of the property.

These Rules and Regulations apply to all owners, renters, guests, visitors, and service providers. It is the owner's responsibility to ensure anyone who is residing, visiting, or servicing their unit is familiar with the Rules and Regulations, and it is expected that everyone will comply with them to promote peaceful enjoyment of our community.

VREG is a 55+ community and at ALL times at least one person shall be 55+ when a unit is being occupied by ANY other persons other than the deeded owner.

_____

_____

_____

Notes:

When the term "Board" is used in this document, it refers to the Board of Directors of Village Royale Emerald Green Association Inc. Building 5.

When the term "VREG" is used in this document, it refers to Village Royale Emerald Green Association Inc.

The Board of Directors has the authority, by majority vote only, to make reasonable accommodation or exceptions to the rules listed in this document.

The latest VREG Governing Documents and Bylaws take precedence over these rules upon any disputes or interpretation.

All owners, renters, guests, visitors, and service providers also shall follow the League at VRG Rules and Regulations as well. The latest copy of these Rules and Regulations can be obtained in the VRG League office or https://leagueatvrg.org/.

All required VREG forms and documents mentioned in this handbook can be obtained, if applicable, through a contracted management company and their website, or will be on https://vremeraldgreen.com/, or can be obtained from the Board.

COA Monthly MAINTENANCE PAYMENTS:

1) Maintenance payments are due on the 1st of each month
2) Auto Payment is now required for all new and existing owners by submitting an "ACH payment form". Funds will come directly from the bank account you set up.
3) ACH payment is due on the 1st of each month. Any payment received after the 10th of each month will be charged a $25 late fee and interest until paid in full.
4) Payments made by any means other than ACH payments made payable to VREG shall include an additional $10 service fee for each monthly payment.
5) Owners are responsible for any fees incurred by VREG for payments returned due to lack of funds in their account.

SPECIAL ASSESSMENTS:

1) When it becomes necessary to charge owners a Special Assessment fee, these assessments are required to be paid by submitting a simple "Special Assessment" ACH form for the calendar year the assessment is due. This payment comes out of the same account as your monthly COA ACH payment in the amount and on the date that you specify on the form.
2) Special Assessment payments made by any means other than ACH will be charged an additional $10 service fee for each transaction and be submitted directly to the Board made payable to VREG.

NOTES

NOTES

FINES:

The Board has the authority to issue fines to anyone who is not following the VREG Rules and Regulations or Bylaws.

1) The Board will make every attempt to rectify the violation with education and warnings.
2) If the violation persists, a fine of up to $100 will be levied and can be added per day up to a maximum of $1000. After 90 days if there are ANY monies owed to VREG, the violators' common amenities will be relinquished, and formal collection proceedings will start.

RESALES:

1) Owners wishing to sell their unit shall first notify the Board by submitting an "Intent to Sell" form.
2) Owners shall relay all Board requirements of a sale to their respective selling agents/buyers so they can be informed of the Board requirements also.
3) Potential buyers will need to complete a "VREG New Owner Application" and return it to the Board for review along with a fee of $100 per couple made out to VREG. If individuals are applying that are unmarried, they shall provide separate payments of $100 each. Once application is received, the potential buyer will receive an email with a website address to go online and complete a background check for which there is a fee charged to the applicant at the time of submittal. Once that is completed, the Board will arrange for an interview with members of the Board. **No sale may be consummated until the signed "Certificate of Purchaser Approval" form is submitted by the Board.** Occupancy is not permitted until approval has been given by the Board.

4) If a Condo Questionnaire or Lender Questionnaire is requested for the sale there will be a fee of $250. This fee is generally made payable to VREG at the closing.
5) The owner/seller is required to make available the latest versions of any VREG documentation (Governing Documents, Bylaws, Rules & Regulations, etc.) to their selling agent and the buyer prior to their closing.
6) It is the owner/seller's responsibility at the closing to provide the buyer with a mailbox key, a stairwell key, and an elevator fob. If the owner cannot supply these items, they can be obtained from the Board at market cost.
7) After closing, the new owner shall submit a "Owner Information Questionnaire".

ESTOPPEL FEES:

1) If there are no delinquent monies owed to VREG, the charge will be the current maximum the state of Florida allows, currently $299.
2) If there are monies owed to VREG by the unit owner, an additional charge of up to $173 can be imposed for administrative services as needed.
3) If there is an expedited request, there will be another additional charge of $119, but the estoppel shall then be delivered by VREG within 3 business days.

RENTALS:

1) Owners wishing to rent their unit shall first notify the Board by submitting an "Intent to Lease" form.
2) Owners shall relay all Board requirements of a rental to their respective leasing agents/renters so they can be informed of the Board requirements also.

All contact information, all required information, and official notices will be posted in the glass case on the 1st floor to the right of the elevator.

The Board is an elected collection of volunteers. We ask that you also consider them as unit owners just like you. Please respect their private time.

If you do not have an emergency, please contact your contracted management company, if applicable, or email the Board and you will receive a response as soon as time permits.

If it is a true emergency, please dial 911.

Your Board of Directors

VREG Emerald Green Association Inc.

Rev. 2026

6) No dogs are allowed on Building 5 property or in any unit at any time. The only exceptions are a registered Service Dog or an Emotional Support dog. The proper documentation for these exceptions shall be on file with the Board and updated yearly.

7) No smoking of any kind is allowed on the walkways around our Building 5, in the elevator, in the stairwells, in the laundry rooms, or in any storage area. Smoke entering any neighboring units is considered a violation by the Florida Clean Air Act. **The only designated areas for smoking of any kind are in your unit or lanai, on each floor foyer area (marked with signs), or on common grounds away from the building**. **Please dispose of any smoking remnants properly (smoking receptacles provided on each floor in foyer areas and on common patio).**

Everything in this rule book has been put in place by the recommendations of unit owners and the Board. This is to make our Building 5 community a consistently safe and enjoyable place to live for everyone. Please be considerate of your neighbors and help the building and community as you can.

If you are unsure about anything in this booklet or have anything else that concerns you, document it, and then please contact any contracted management company, if applicable, or the Board to discuss and address your concerns.

The Board members ask that you contact any contracted management company, if applicable, as your primary first contact (contact information in glass case on 1st floor lobby), or use Board email (vregcoa@outlook.com) as a secondary contact.

3) Potential lessees will need to complete a "VREG Lessee Application" and return it to the Board for review along with a fee of $100 per couple made out to VREG. If individuals apply that are unmarried, they shall provide separate payments of $100 each. Once application is received, the potential lessee will receive an email with a website address to go online and complete a background check for which there is a fee charged to the applicant at the time of submittal. Once that is completed, the Board will arrange for an interview with members of the Board. **No lease agreement may be consummated until the signed "Certificate of Lessee Approval" form is submitted by the Board.** Occupancy is not permitted until approval has been given by the Board.
4) The owner is required to make available the latest versions of any VREG documentation (Governing Documents, Bylaws, Rules & Regulations, etc.) to their leasing agent and the renter prior to their lease signing.
5) It is the owner's responsibility to provide the renter with a mailbox key, a stairwell key, and an elevator fob. If the owner cannot supply these items, they can be obtained from the Board at market cost.
6) After lease signing the renter shall submit a "Lessee Information Questionnaire".
7) No rentals are allowed by any owner until 5 years after the date of ownership for the unit to be rented as recorded on the deed by the City of Boynton Beach.
8) Owners may only rent their unit once during a 12-month period. The minimum rental period is 3 months, and the maximum is 12 months.
9) At any lease end the owner shall repeat the above process (RENTALS steps 1 – 7)
10) The Board has the option to waive the rental screening fee for a consecutive repeat renter.

11) The Board has the right to deny a repeat renter if any fees are owed to VREG or any issues/violations arising during a previous rental period.
12) The owner is required to ensure that themselves and their renters and their guests are aware of ALL the VREG Rules and Regulations regarding rentals.
13) Any renter and/or guest violations or fines are the responsibility of the unit owner.
14) The owner renting a unit is liable and held responsible for any damage caused by their renters or their guests to the building property or common areas.
15) Owners relinquish all rights to use common facilities while unit is rented.

NOTE: The City of Boynton Beach business tax division requires any renting owner to obtain a permit from the city to rent. A copy of this permit shall be submitted to the Board prior to any rental occupancy. This will also affect your Homestead Exemption status. The Board has the right to submit a request to the City of Boynton Beach for a copy of any owner's permit if not on file.

RELATIVES IN YOUR ABSENCE:

1) In any unit owner's absence (not occupying the unit), to protect the owner and our community from illegal use of their units by unknown people or in the event of emergencies, the Board requires written notification about **ANY** person who may be occupying a unit in the owner's absence. Please submit to the Board a list of their names, addresses, relationship with the owner, and length of their stay.
2) During a unit owner's absence, **ANYONE** occupying an owner's unit for more than 30 days in a 12-month period are to be considered renters and shall be screened and approved by the

rules are posted inside the storage bins and specific recycle bin rules (Yellow and Blue) are posted above each bin. **Violators continuing to NOT follow the rules will be assessed fines for each occurrence.**

COMMON PATIO and GRILL:

1) There is a common patio, gas grill, gas fire pits, benches, and garbage receptacles in the back of Building 5. **This is for the use of Building 5 owners, renters, and their guests only.**
2) Do not leave the grill or fire pits unattended.
3) Please clean up after usage and empty garbage receptacles if full. Garbage bags should be in the brown bench storage. Please return umbrellas to the down position after usage. Please put the grill cover back on after cooling down.
4) When any gas tank runs out, please contact a Board member, there should be full replacement tanks available.

COMMUNITY ENVIROMENT:

1) Do not feed feral cats or stray animals within the perimeter of Building 5 property. **Continuing violators will be assessed a fine for each occurrence.**
2) All men and women shall wear a piece of clothing that covers their upper torso when outside of their unit around Building 5.
3) No indecent exposure of any kind is allowed within Building 5 property or common grounds.
4) No shaking off or hanging anything over lanai balconies or walkway railings.
5) Please protect the elevator, hang the protective pads while moving any items that could cause damage. The pads are in the 2nd floor storage room. Do not post anything on the elevator walls, use notice boards on ground floor. Official notices will be posted in the glass case on the ground floor.

MODIFICATIONS TO YOUR UNIT:

1) Owners are required to contact a Board member before making any modifications to the inside or outside of their unit so they can be educated on the proper forms, processes, or rules you shall follow.
2) The Board will then decide whether these are modifications that you shall submit a "Request for Review for Architectural Modification" form for approval.
3) Most modifications to your unit inside or outside will require the "Request for Review for Architectural Modification" form to be submitted to the Board along with becoming familiar with the required processes and rules you shall follow. This will avoid major issues you the owner might incur and ultimately will be responsible for due to any negligence of the rules of modification on your part or not following them.

GARBAGE and RECYLING:

1) There are garbage chutes on the 2nd, 3rd, and 4th floors. These chutes are intended for small, bagged household garbage only. You are required to abide by the rules posted at every garbage chute location. **Do NOT use the chutes on Monday or Thursday when the dumpsters are out in the parking lot.**
2) There is one dumpster at each end of the building (north and south). These dumpsters are for small household items, large garbage bags, or anything that does **NOT** belong in the Recycle bins.
3) If you have large household items referred to as Bulk Trash, you shall contact Boynton Beach Public Works at 561-742-6200 for Thursday only pick up. You should only put your items out on Wednesday evening in front of the recycle storage bins within the yellow painted lines.
4) There are recycle bins in the large storage bins at each end of the building (north and south). The Boynton Beach City disposal

Board. The same process under the RENTALS sections above applies in this case.

GUESTS:

1) Owners are responsible for **ANY** guests or visitors they have, or their renters may have and to make them aware of the VREG Rules and Regulations, along with the VRG League Rules and Regulations.
2) Children under the age of eighteen (18) are not allowed as permanent residents. However, children shall be permitted for visits as temporary guests (maximum 30 days). Everyone, including children, is forbidden to play on the stairways, walkways, catwalks, elevators or in the parking areas. Temporary revocation of facility privileges for disobedience or unacceptable conduct will be imposed, as well as other remedies provided for in our VREG Rules and Regulations Handbook and the VRG League Rules.

IDENTIFICATION PHOTO CARDS:

1) Any owners, renters, guests, or visitors shall obtain the appropriate ID card from the VRG League office to use any of the VRG League common facilities.
2) The VRG League will not issue any person an ID card without a signed verification letter for that person, which can be obtained from the Board.
3) The specifics of these ID cards and how to acquire one is in the latest VRG League Rules and Regulations handbook. This can be obtained at the VRG League office.

FOBS:

1) Building 5 has a camera security system along with security for unauthorized entry into our building using the elevator.
2) Elevator Key Fobs are issued to unit owners and renters to call the elevator to the ground floor lobby for entry.
3) **DO NOT LOSE YOUR FOB!!!** Any lost FOBs put all residents and our community at risk. As a new owner you should receive your FOB at closing. If you lose it or you would like a second one, you can obtain one from the Board at market cost.

STAIRWELL KEYS:

1) The stairwell entry doors on the ground floor shall be closed and always locked when not in use.
2) Owners should be given a stairwell key at the time of closing.
3) Renters must obtain a stairwell key from the unit owner.
4) **Under no circumstances are these doors to be propped open. This is for the security of all the residents in the building and is prohibited by the City Fire Codes.**
5) If you do not have a key or need a second one, they can be obtained from the Board at market cost.

UNIT OWNER REQUIREMENTS:

1) Owners need an active annual HO6 condo insurance policy and submit a copy to the Board after each renewal period.
2) Owners shall also require any renters to carry renters' insurance and submit a copy to the Board.
3) Owners shall submit to the Board proof that their Air Conditioning maintenance has been completed at least yearly.
4) All AC units should have an auto-shutoff float switch installed on the drainage system to prevent any water damage to units.

PLUMBING and WATER BACKUPS:

1) For any water leak or backup within your unit such as toilets, sinks, dishwashers, showers or bathtubs, first contact a plumber or your condo maintenance service if you have one.
2) If the issue cannot be resolved from inside your unit and the professional determines it is a building issue, please contact a member of the Board to arrange to get the issue rectified by your service person or if needed by another contractor at building expense.
3) Do not put any items down drains that might clog unit or building drains lines such as grease, oils, paint, or hazardous liquids.
4) Do not flush any items down toilet that might clog units or building drain lines such as wipes, paper towels, napkins, dental floss, cigarette butts, hygiene products, or any foreign objects. **"Flushable wipes" are strictly forbidden to be flushed down toilets in any unit in our Building 5.**

EXTERMINATORS:

1) The VRG League has a contract with Stealth International LLC. If you need service inside your unit, please contact Stealth at 407-868-4878 and leave the following information when prompted; name, address and building number, unit number, phone number, type of issue (most are free of charge), your requested appointment time window listed below in section (2).
2) Tuesdays are the only day for servicing inside units. The service appointment time windows that you can request are only from 8am - 10am or 10am – 12pm.
3) Pest Control for outside around the building and common areas are treated on a regular basis. If you see a problem in those areas, contact a member of the Board and they will contact the appropriate entity to take care of the issue.

3) To utilize this room, you shall submit a “Storage Room Liability Waiver” form. All users shall abide by the rules stated on the waiver form or their items are subject to removal.
4) There are also storage closets on the north and south ends of the building next to the stairwell doors on the 2nd, 3rd, and 4th floors. To lease these closets, you shall submit a “Storage Closet Lease” form. Availability is limited and the lease is for one year at market cost.
5) The Board has the right to enter these storage areas at any time for inspection. If violations are found the owner will be contacted for immediate correction or removal.

LAUNDRY ROOMS:

1) Laundry rooms are located on the 2nd, 3rd, and 4th floors and are available for use by all residents regardless of which floor you reside on.
2) All users are required to follow the posted Laundry Room rules.
3) The washers and dryers use a card system or by an APP on your phone to operate the machines.
4) A card can be obtained from the Board. Card money can be refilled at machines in both clubhouses. If using the phone APP, you can refill money directly through the APP.
5) Owners experiencing any usage issues with any washer or dryer should first contact Aaxon support at 800-826-1012. Any suspected building issues; water leak, no hot water, or no power, please contact the Board.
6) Any personal laundry items or clothing left in laundry rooms for an extended period will be discarded.

Only unit owners on the 1st floor may have washers or dryers in their units. It is prohibited in units on any other floor to have a washer or dryer in their unit.

Make sure you have someone checking your unit on a regular basis if you are to be gone for extended periods. Please advise the Board who it is and what they are authorized to do and provide a contact number in case we need to reach them. Please secure your unit by turning off main water valve, open all faucets to release pressure in system to avoid major leaks, set humidistat, and leave AC on to avoid mold.

It is recommended that unit owners have leak detectors, either just audible if full-time resident, with phone notification for part-time residents or if you are just away from your unit.

Elevator CALL BOX:

1) There is a call box located just around the left-hand corner of the ground floor elevator entrance.
2) This can be used by anyone wanting entry by dialing the 3-digit unit number only and waiting for an answer from the unit owner. The unit owner can then verify who it is, press 36 on their phone, and the elevator will open on the ground floor.
3) Owners can contact the Board to program their phone for this service.

FRONT DOOR KEYS:

1) Owners are required to provide the Board with any keys or code for entry into their unit. These keys or codes will be stored in a lock box inside the Boards locked office.
2) The Board has the right to enter a unit in case of emergency whether or not the unit is occupied.
3) Owners and renters shall provide the Board with the name, address, and phone number of their emergency contact. The Board will always try to contact the owner or emergency contact prior to emergency entry.

4) The Board is not liable for any damages resulting from means of gaining emergency entry if you have not provided a key.

CARS and PARKING:

1) Owners and unit renters leaving their cars in the parking lot in any extended absence, are required to leave a car key in their unit in case of any emergency that your car may need to be moved.
2) If the Board does not have access to your unit and a car key is not present in the unit, when your car must be moved you will be assessed any fees incurred by VREG.
3) Any car parked in Building 5 parking lot shall maintain a current license plate tag and NOT be backed in, so the license plate is visible.
4) No car washing is allowed in the VREG parking lot.
5) No car repairs are allowed in the VREG parking lot, except for flat tire changes and battery replacement or jumps.
6) At time of sale each unit is assigned one deeded parking space. If the unit deed does not designate a parking space, the Board has the authority to assign a vacant space and document it in the master file.
7) If you have a second car needing permanent parking, unless you are already officially assigned a permanent parking space, it shall be parked at the VRG League East Club House parking lot and shall be registered with the VRG League for a nominal monthly fee. **Guest spaces are not for permanent parking, only temporary.**
8) Any permanent or temporary changes to a deeded or Board assigned parking space can only be done by Board approval. You shall submit a "Parking Space Modification Request" form. All parties affected by the change of parking spaces shall sign the form. **After sale or transfer of a unit any previous modifications are void and revert to the original parking spaces. The new owner has the option to accept the modification by signing a new "Parking Space Modification Request" form. No verbal changes, temporary or permanent will be valid.**

9) The Board has designated space 426 for temporary use only and no one is to park there at any time unless approved by the Board. This space can only be approved and assigned by the Board on a temporary basis when requested by a unit owner for medical or other special needs by submitting the "Parking Space Modification Request" form along with providing any Board requested documentation to prove the need for this temporary parking space.
10) Campers and trailers are not allowed to be parked in the VREG building parking lot. These vehicles can be parked at the VRG League East Club House parking lot and shall be registered with the VRG League for a nominal monthly fee.
11) Motorcycles parking in an owner or guest parking space shall protect the parking surface by using a solid kickstand pad.
12) Owners are responsible for any damage to the VREG Building 5 parking lot surface caused by any vehicle operational issues.
13) Owners and renters shall advise vendors and contractors to use the portico to load and unload only, then they shall park in a guest space.
14) No one is to leave any vehicle under the portico for more than 10 minutes or block the portico sides (entrance or exit) at any time.

STORAGE:

1) There is a small storage room on the 2nd floor to the right of the elevator. This is for owners or their renters who need temporary storage only.
2) The door shall always remain locked. The code for the key box on the door can be obtained from the Board.

VILLAGE ROYALE EMERALD GREEN ASSOCIATION INC

c/o JMA Community Management
1375 Gateway Blvd
Boynton Beach FL 33426
Office: 561-440-7854 * info@JMAmanagement.net* WWW.JMAmanagment.net

This is to certify that_____and_____ have received and reviewed the Documents and Rules & Regulations of Village Royale Emerald Green Association Inc.

I/We are aware of the importance of abiding by these documents. Any violations may result in fines and legal action.

Date: _____

Signature_____

_____

Printed Name _____

_____