



Chanteclair Villas Condominium No.3

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.
Unmarried and co-applicants required a separate application.**

Applicant: _____ **Phone:** _____

Email: _____

Co-Applicant: _____ **Phone:** _____

Email: _____

Property Owner Name(s) _____

Property Address: _____

General submission requirements

____ Fully executed application

____ Fully executed agreement

____ Copy of driver's license

____ **\$150.00 Application Fee and Processing Fee** non-refundable - *(Please make 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 all occupants.

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

Name: _____ Relationship: _____ DOB: _____

PETS

List all pets: type: _____ breed: _____ weight: _____ age: _____

List all pets: type: _____ breed: _____ weight: _____ age: _____

VEHICLES

List vehicles to be parked on the premises.

Make: _____ Model / Year _____ Tag / State _____

Make: _____ Model / Year _____ Tag / State _____

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 applicants.

Signature of applicant: _____ Date: _____

Signature of Spouse: _____ Date: _____

AUTHORIZATION AGREEMENT FOR ASSOCIATION TO COLLECT
RENT UPON DELINQUENCY IN MAINTENANCE PAYMENTS

WHEREAS _____ (herein "Owner) is the record owner(s) of Unit _____ located at _____ Boynton Beach, FL. As amended, Chanteclair Villas Condominium No.3 is recorded in the Public Records of Palm Beach County.

WHEREAS Chantelair Villas Condominium No.3 (herein "Association) is the entity charged with the operation and management of the condominium and

WHEREAS Owners desires to lease the unit to _____ (herein "Lessee(s)") pursuant to a lease submitted herewith; and

WHEREAS the parties desire the approval of the Association for the lease under Article 18.6 of the Declaration.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and adequacy of which is expressly acknowledged, the parties hereto agree as follows:

1. Upon executing and delivering this Authority Agreement, the Association shall provide the necessary approval for the lease.
2. If, at any time during the pendency of the term of the lease, the Owner becomes delinquent in payment of assessments to the Association, the owner and Lessee(s) agree that the Association shall have the power, right, and authority to demand lease payments directly from the Lessee(s) and deduct such past due assessments, costs and attorney fees, if any as may be delinquent. Further, the owner and Lessee(s) agree that Lessee(s) will pay the full rental payment due, to the Association, upon written demand. Owner expressly absolves Lessee(s) from any ability to Owner for unpaid rent under the Lessee Agreement. Suppose such payment is made directly to Association upon demand from Association. If any funds are left over, the Association shall immediately remit the balance to the Owner at the address listed in the Association records.
3. Should Lessee(s) fall to comply with the demand of the Association within three (3) business days of receipt of a demand for payment hereunder, the Association is hereby granted the authority to obtain a termination of the tenancy, in the name of Owner, through eviction proceedings, or to seek injunctive relief or specific performance under this contract. Owner and Lessee(s) further agree that, if such legal action becomes necessary, the Association shall be entitled to recover reasonable attorney's fees and costs, including appeals, from the owner.

Agreed to this _____ day of _____, 20_____

Chanteclair Villas Condominium No.3

OWNER _____ LESSEE(S) _____

BY: _____ ATTEST: _____

Chanteclair Villas Condominium NO.3

PET REGISTRATION AGREEMENT

OWNER/RESIDENT: _____

UNIT ADDRESS: _____ DATE: _____

CONTACT INFORMATION: _____

DESCRIPTION OF PET: The following pet shall be the only pet allowed to be housed in the resident's unit. No other pet shall be permitted and no replacements are allowed without amending this agreement. Guests and family members shall not be allowed to bring their pet onto Palm Beach Windemere without the completion of this agreement.

Type: _____ **Breed:** _____ **Color:** _____

Age: _____ **Weight:** _____ **Name:** _____

CONDITIONAL AUTHORIZATION FOR PET: The resident cited above is hereby authorized to keep _____ [Name of pet described above, weighing _____ lbs. or less at maturity with picture attached) on the premises of the above unit. Authorization may be terminated is resident or resident's family or a guest violates any pet rule cited in this document (Chanteclair Villas No.3 Rules and Regulations) in any manner.

ADDITIONAL RULES: Association shall from time to time have the right to make reasonable changes to the pet rules herein, if in writing and distributed to all registered pet owners.

VIOLATION OF RULES: If pet owner violates any rule or provision of this pet agreement, owner shall at Association's option, immediately and permanently remove the pet from the premises upon written notice from the Association. If owner refuses to remove the pet, the Association will request appropriate legal action.

My signature below indicates that I am aware that I am totally responsible and liable for the actions of my pet and any damages will be assessed to me. **THIS IS A BINDING DOCUMENT – PLEASE READ CAREFULLY BEFORE SIGNING.**

DATE: _____

Pet Owner's Signature

Authenticate by: Director, Chanteclair Villas Condominium NO. 3 / Property Manager

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 _____ 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.

Q. Are Buildings covered by Insurance?

A. YES

Q. Are we in a flood zone?

A. Current (2018) 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 Chanticleer 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 _____

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.



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This is to certify that _____ and _____
have received and reviewed the Documents and Rules & Regulations of
Chanteclair Villas Condominium NO.3

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

Date: _____

Owner(s) / Renter (s) Signature _____

Owner (s) / Renter (s) Printed Name _____
