



# The Atlantis Sherbrooke Villas East Condominium

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach FL 33426

Office: 561-440-7854 \* [info@JMAmanagement.net](mailto: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 lease 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 \_\_\_\_\_ Atlantis, FL. As amended, Atlantis Sherbrooke Villas East Condominium is recorded in the Public Records of Palm Beach County.

WHEREAS Atlantis Sherbrooke Villas East Condominium (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) fail 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\_\_\_\_

Atlantis Sherbrooke Villas East Condominium

OWNER \_\_\_\_\_ LESSEE(S) \_\_\_\_\_

BY: \_\_\_\_\_ ATTEST: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

## **RULES AND REGULATIONS – April 28, 2025**

### **Atlantis Sherbrooke Villas East Condominium Association**

#### **250 JFK Drive**

In order to enable owners and their guests to occupy, enjoy and appreciate the benefits of our common facilities, the Board of Directors has adopted the following rules and regulations. In living as neighbors, all of us not only have certain rights, but also obligations to other owners. Restrictions we impose upon ourselves are for our mutual benefit.

The Rules and Regulations are in accordance with the Declaration of Condominium which also authorizes the Board of Directors of the Association to make or amend regulations concerning use of the property. Some of these rules are based on Federal, State, County, and City laws and ordinances.

#### **ONLY OWNERS ARE PERMITTED TO ATTEND BOARD OR ASSOCIATION MEETINGS.**

#### **UNIT MAINTENANCE**

- 1. THE WATER IN YOUR APARTMENT MUST BE TURNED OFF AT THE MAIN VALVE INSIDE YOUR APARTMENT WHEN YOU ARE AWAY FOR LONGER THAN THREE (3) DAYS.**
- 2. Unit owners are responsible for the maintenance, repair and replacement of the exterior doors and windows to the Unit, including sliding glass doors and locks. The Association has the responsibility to paint the exterior of the front entry door. Application and prior written Association approval is required for any changes to doors and windows. Permits need to be requested at City of Atlantis as needed.**
- 3. A/C units must be serviced at least once per year to lessen the chances of water leaks and subsequent flooding. It is recommended you clean a/c drain line by using a solution of vinegar or bleach (1 cup solution to 1 cup of water) or tablets on a monthly basis.**
- 4. Water Heaters should be inspected at least once per year and replaced every 8-10 years or sooner if needed. The cost to replace a water heater is much less than the damage from a flood.**
- 5. Flooring Noise reverberates and can be very disturbing to those below you. Limit dragging of furniture and wheeled suitcases. If you are replacing tiles, wood or marble flooring, you must install a cork underlay. You must receive approval from the Association.**
- 6. New dividers were installed between balconies and patios. You may not use nails/screws on divider to hang wall decor. This will permanently damage the divider and you will be assessed for damages.**
- 7. All floor coverings were removed from the balconies and patios during the concrete restoration process and waterproofing was applied. Under no circumstances is any carpeting, tile or floor covering allowed on the balconies or patios. The structural integrity of balconies constructed of**



steel reinforced concrete is affected adversely by water intrusion and rusting aggravated by water and salt.

8. The only color approved on the balcony walls and ceilings is **Benjamin Moore Ultra Spec White Satin**.
9. Balconies and patios shall not be used for storage of personal property. The only items that are permitted on a balcony are well maintained patio furniture and minimal potted plants.
10. All owners must notify JMA Management Co when planning to use workmen, contractors or movers. All plumbers, electricians and contractors must be licensed and insured and must be permitted by the City of Atlantis if needed.
11. When using the elevator for movers, construction or deliveries, the walls and floors must be properly padded. Elevator pads are located in the storage room on the second floor. The Unit Owner shall be strictly liable for all damage to the elevator.
12. Work may only be performed from 8 a.m. to 5 p.m., Monday through Friday. No workers are permitted to work on Saturdays except with the prior approval of Management. No work is permitted on Sundays.

#### **KEYS AND SECURITY**

1. A key or door code for each unit shall be held by the Board of Directors for use in case of emergency. If an emergency entrance to your unit is necessary, and no key or door code is available, entry may be forced at owner's expense. If you change your lock or door code, provide new keys or door codes to the Board.
2. The Unit Owner shall keep the Association currently informed as to the occupants of each Unit.
3. Exterminating Company will enter each apartment once a month to fumigate.

#### **HOUSEKEEPING**

1. All food waste needs to be double bagged in leak proof garbage bags, securely tied and put down the chute or dumpster. Other trash should be contained in plastic bags.
2. Articles too large for trash chute need to be placed in the trash dumpster on first floor. All boxes must be broken down. Recycle bins are located on each floor in the storage rooms.
3. Items such as furniture, cabinets, appliances, tile, plywood and carpet must be placed by JFK Dr. on Sunday evening for bulk pick-up on Mondays. Items such as TVs, electronics, fluorescent bulbs and paint containers must be taken to the Hazardous Wast Center off Lantana Rd. and I-95.

4. Grocery Carts are in the first floor storage area by elevator. They must be returned to storage room after use. Do not leave them in hallways.
5. No articles belonging to unit owners are to be kept in common area.
6. No propane gas tanks (empty or full) are permitted in the building or the outside of the building.

### **WINDOWS AND DOORS**

Hurricane impact windows, hurricane shutters, and other window coverings visible from outside, doors and screen doors must conform to building standards. Application and prior written Association approval is required for new installation or changes.

### **WALKWAYS**

1. Minimal seasonal decorations are permitted on walkway windows and doors.
2. The Beautification Committee will be responsible for any seasonal decorations in elevator or elevator landing.
3. Any decorative items at Unit entrances must be limited to using door hangers. No nails or screws on the outside walls.
4. No plants to be placed by front door. They can stain the walkway floor.

### **HURRICANE SHUTTERS**

1. Hurricane season begins on June 1 and ends on November 30. If a Unit will be unoccupied for more than two (2) weeks during hurricane season, the Owner shall move all furniture and objects inside and close hurricane shutters prior to departure.
2. Upon a hurricane or tropical storm warning being issued for Palm Beach County, the Unit Owner must bring in all furniture and objects from balconies or patios inside and/or close hurricane shutters. If an Owner fails to do so, the Association may impose a special charge of \$250 dollars or such other amount as determined by the Board. The Association shall have the right but not the duty to take such actions. The Association in such instance shall not be liable for any damage, and the Unit Owner is deemed to release and hold the Association harmless.

### **PERSONAL PROPERTY ON COMMON ELEMENTS**

Common elements are areas outside of individual Units. No individual may use Common elements for personal storage or cause obstruction in these areas. All shoes, walkers, wheelchairs, beach chairs and beach toys, bikes must be placed INSIDE your Unit or INSIDE assigned storage room.

### **CHILDREN**

Responsibility for childrens' behavior rests with parents and/or residents with whom the children are staying. Ultimate responsibility rests on the Unit Owner. It is especially important that children



walk, not run, on stairways and walkways. Use of roller skates, roller blades, scooters, bicycles, skateboards, etc, is not permitted except to enter and leave the Condominium property.

### **STORAGE LOCKERS**

The storage lockers on each floor are for personal belongings. Articles carrying mold may not be stored in the lockers. Flammable materials / Batteries Propane tanks empty or full may not be stored in the lockers. Belongings must be placed in the Owner's designated storage locker. Anything left in the storage locker area but not in a storage locker will be removed when noticed by the Association. Security of a locker is the responsibility of the Owner. The Association is not responsible for damage or theft of property in storage lockers. Unit Owners are advised not to leave any property of value in storage lockers.

### **INSURANCE**

The Association's insurance policy does not cover repair or replacement of the Unit or contents.

### **PETS**

Pets are not permitted on the premises by owners, guests or renters at any time. Service animals are permitted provided official documentation is submitted and approved by the Board. Dogs must be on a leash at all times. Walk your dog on the street and pick up after your dog. Dogs are not allowed to be walked around the grass areas of the building or pool area.

### **RECREATIONAL FACILITIES**

1. Recreational facilities are designed for the enjoyment of all Condominium residents and guests and adherence to sound principles of good behavior, conduct and safety must be paramount. All people who use the recreational facilities do so at their own risk.
2. The regulations regarding use of the pool and pool area are posted at the pool in addition to these rules.
3. Glass and breakable plates and items are prohibited at pool area – only plastic and paper products are allowed.
4. Individuals or parties using the barbecue are responsible for turning off the gas and cleaning the grill.

### **GROUNDS**

1. Since all grounds are common property, owners may not plant flowers, shrubs, trees, etc., nor trim, cultivate or alter existing plantings, nor tamper with the sprinkler systems. Yard lights are not to be adjusted.
2. No signs of any kind may be installed or displayed on Units. Use bulletin boards in the mailrooms.
3. No repair of vehicles shall be made on the Condominium Property. Disposal of drained automotive fluids is not allowed at the Condominium.

4. Washing of vehicles at the condominium is allowed at the designated area to all residents.
5. No satellite dishes allowed on the roof.

### **PARKING**

1. Each unit is assigned one undercover parking space. Any additional cars must park in the "250 Visitor parking" or on JFK Dr. only.
2. All vehicles must park with the front end into the parking space to allow the police to check license plates when necessary.
3. All guests, service people or contractors must use the "250 Visitor" parking spaces or JFK Dr. only. No commercial vehicles are allowed to park overnight. Violators may be towed.
4. If an assigned/covered parking is not being used (unit for sale or no tenant living in unit) permission from owner is needed prior to parking in that space. Email to be sent to 250asveca@gmail.com granting permission.
5. No commercial vehicle is allowed to be parked overnight.

### **SALES, LEASES AND NEW RESIDENTS**

1. No unit owner may lease their unit during the first twelve (12) months of ownership.
2. No unit owner may lease their unit more than twice in a twelve (12) month period.
3. No unit may be leased for less than a two (2) month period.
4. The owner of a unit to be sold or leased must complete the form "Notice of Intention to Sell/Lease a Condo unit" and submit it to JMA Management Co, along with a check for \$150, for approval. No unit may be leased or sold without prior approval of the Board.
5. When leasing a unit, owner must provide JMA Management Co copy of the lease agreement. This must include name, address, phone number and email of all occupants and initial date of occupancy/monthly rental payment information.
6. All owners must inform JMA Management Co. or the Board in writing if anyone will be occupying your unit in your absence. The notice must contain all the names, contact information and arrival/departure dates.
7. The City of Atlantis requires all owners to obtain a Business License to rent your condominium. Applications are available at Atlantis City Hall Building Department. A copy of this license to be submitted to JMA Management Co when submitting application.



## **SOLICITATIONS**

There shall be no soliciting by any person anywhere in the buildings or on the grounds for any cause or purpose whatsoever, including charities.

## **ASSOCIATION CONTRACTORS**

1. Owners may not give instructions or orders to any Association contractor.
2. We provide janitorial services and services from a landscaping company to take care of the common area.

## **COMPLAINTS**

1. Complaints shall be made by owners in writing to the Board of Directors or JMA Management Company. The letter should contain specific details concerning the nature of the complaint. Constructive suggestions are always welcome.
2. Any concerns by a Tenant, should be directed to the Owner/Landlord of the unit.

## **ENFORCEMENT**

These Rules and Regulations shall be cumulative with the covenants, conditions and restrictions set forth in the Declaration of Condominium, provided that the provisions of same shall control over these rules and regulations in the event of a conflict or a doubt as to whether a specific practice or activity is or is not permitted. All these rules and regulations shall apply to all Owners and occupants even if not specifically so stated in portions hereof.

**Responsibility.** With respect to compliance with the Rules and Regulations, an Owner shall be held responsible for the actions of his family members, guests, invitees, tenants, contractors and other persons for whom they are responsible, as well as for the actions of people over whom they exercise control and supervision.

In the event of continual or willful violation of any of these rules, the Board of Directors may elect to impose fines and/or take legal or such other action to enforce these rules and collect damages.

Every Owner, tenant and occupant shall comply with these Rules and Regulations and all rules and regulations which from time to time may be adopted; the provisions of the Declaration, Bylaws and Articles of Incorporation of the Association, as amended from time to time. Failure of an Owner, tenant or occupant to comply shall be grounds for action which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof, and further the Association may recover its attorney's fees and costs against the owner.

In addition to all other remedies, a fine or fines may be imposed upon an Owner for failure of an Owner, or such Owner's family, guests, invitees, or tenants, to comply with any Covenant, Restriction, Rules or Regulation herein or in the Declaration, Articles of Incorporation or Bylaws.

**Atlantis Sherbrooke Villas East Condominium Association, Inc.**

250 J. F. K. Drive  
Atlantis, Florida 33462

No animals or pets of any kind will be kept in any condo unit or upon any other portion of the Condominium property. Pets of any kind in condo units or on common areas are prohibited.

**I UNDERSTAND AND AGREE**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date





# The Atlantis Sherbrooke Villas East

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach FL 33426

Office: 561-440-7854 \* [info@JMAmanagement.net](mailto:info@JMAmanagement.net) \* [WWW.JMAmanagement.net](http://WWW.JMAmanagement.net)

This is to certify that \_\_\_\_\_ and \_\_\_\_\_  
have received and reviewed the Documents and Rules & Regulations of The  
Atlantis Sherbrooke Villas East.

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 \_\_\_\_\_

\_\_\_\_\_

# SHERBROOKE POOL

## PRIVATE POOL

**RESERVED FOR MEMBERS OF THE SHERBROOKE  
ASSOCIATIONS AND THEIR GUESTS**

**NO LIFEGUARD ON DUTY  
USE THE POOL AT YOUR OWN RISK**

**CHILDREN UNDER 12 MUST BE ACCOMPANIED BY AN ADULT**

**SHOWER BEFORE ENTERING THE POOL**

**COVER CHAIRS & LOUNGES WITH BEACH TOWELS BEFORE USE**

## NO

**DIAPERS, OF ANY KIND, IN THE POOL**

**FOOD, DRINK, OR GLASS IN THE POOL AREA**

**PETS IN THE POOL AREA**

**RUNNING OR ROWDY BEHAVIOR IN THE POOL AREA**

**LARGE TOYS, BALLS, OR RAFTS IN THE POOL**

## NO DIVING

**HOURS: DAWN to DUSK  
BATHING LOAD: 15 PERSONS**

**EMERGENCY PHONE IN 145 ELEVATOR**

# **BULK TRASH** **PICK-UP**

**IF YOU HAVE LARGE PIECES OF ANY KIND YOU WISH TO DISCARD, CALL THE CITY OF ATLANTIS ON FRIDAYS AT 965-1744 SO THAT THEY CAN MAKE ARRANGEMENTS FOR PICK UP ON MONDAYS.**

**ALL BULK PICK-UP IS ON MONDAY AND THE ITEMS NEED TO BE PLACED OUTSIDE BUILDING 250 ON THE SWALE NO EARLIER THAN 5 P.M. SUNDAY.**

**PLEASE DO NOT PLACE BULK ITEMS IN THE STORAGE ROOMS OR IN THE GARBAGE ROOM ON THE FIRST FLOOR. ALSO NO BULK ITEMS MAY BE PLACED INSIDE THE DUMPSTER. IT WILL PLUG THE GARBAGE CHUTE.**

***THANK YOU!***