



**Village Royale Greenbrooke**  
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 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: \_\_\_\_\_

# VILLAGE ROYALE GREENBROOKE

c/o JMA COMMUNITY MANAGEMENT  
130 NE 26<sup>th</sup> Avenue,  
Boynton Beach, FL 33435  
Greenbrooke4vrg@outlook.com

## RULES AND REGULATIONS

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The Board believes that most residents desire to routinely observe the buildings Rules and Regulations. The purpose of this handout is to ensure understanding of the rules by clearly identifying and communicating policies of the Association.

The following Rules and Regulations are derived from our Bylaws and from the State of Florida Condominium Act. The Board of Directors has the legal right to enforce these rules. It is your responsibility to familiarize your Renters, Guests, and Employees with our Rules and Regulations. References to "unit owner" shall apply to permanent residents, renters, guests of owners, guests of renters and employees. The term Board used in this document refers to the Board of Village Royale Greenbrooke.

### **HOA MAINTENANCE PAYMENTS:**

Maintenance payments are due on the 1st of each month and should be made to the Village Royale Greenbrooke Association. We encourage all residents to sign up for Auto Pay for convenience. Please note that any payments received after the 10th of the month will be considered late and will incur a late fee of \$25.

### **RESALES:**

Owners wishing to sell must give notice by completing an Intent to Sell form which can be obtained from the management Company (JMA Community Management) or the Board of Directors. Potential Buyers must complete an application obtained from the management Company (JMA Community Management) or the Board of Directors. The application must be completed in full and returned to the management company or the board of directors. Please follow the directions on the application and pay the appropriate fees. No sale may be consummated without the written approval of the Board of Directors. It is the owner's responsibility to provide the buyer with mailbox and stairway keys.

**ESTOPPEL FEES:** An Estoppel certificate will be issued upon request with appropriate payments.

**CONDO QUESTIONNAIRE:** A completed condo questionnaire will be issued upon request with the appropriate payment.

### **RENTALS:**

No rentals are permitted until after two (2) years of ownership. Seasonal rentals are allowed, but only one rental is permitted within a 12-month period. Seasonal renters must go through the application process and receive approval. Currently, there are no renewal fees; however, the Board must approve any lease renewal.

The owner is responsible for any damage caused by a lessee or their guests to the building property or common areas.

Please note that the City of Boynton Beach's Business Tax Division requires you to obtain a permit to rent.

Regarding the use of the apartments by others: the Board of Directors requests written notification about any family members or other individuals who will be occupying your unit during your absence. To initiate this process, please request an application from the management company. Guest badges can be obtained at the ID office in the West Clubhouse by making an appointment with the VRG Office at 561-732-9449.

Keep in mind that occupants residing in the owner's absence or relatives staying for more than 30 days will be considered renters and must be screened and approved by the Board.

#### **GUESTS:**

Use of any of the VRG Owners League facilities requires the appropriate visitor card for each guest. Children under the age of eighteen (18) will not be allowed as permanent residents. However, children shall be permitted for visits as temporary guests (maximum 30 days). The Board should be notified in advance that for children under 18 visiting for extended stays (max 30 days) a guest badge should be issued.

#### **RECYCLING:**

Do not pile newspapers or any articles on top of lids of yellow and blue containers when they are full. Instead, use the dumpsters. Use the correct bins for recyclables as indicated by labels on the lids. Plastic bags cause mechanical issues in recycling, so please use brown paper grocery bags to carry down recyclables. Then discard the brown paper bags in the recycling bins along with newspapers. Flatten and cut into pieces all corrugated boxes. Remove lids, wash out plastic containers, glass jars, and aluminum cans. Put plastic, glass, and aluminum cans in designated bins. Leave the entire area uncluttered to insure easy access to recycling bins. Inform your guests and employees to follow our recycling guidelines. If in doubt, throw it out in the Dumpster!!! DO NOT PLACE PLASTIC GROCERY BAGS OR STYROFOAM IN EITHER BIN. Dumpsters are located at the east and west end of the building. DO NOT use the chutes on MONDAY or THURSDAY between 7:00 a.m. and 3:00 p.m. the dumpsters are removed for garbage pickup. CHECK TO MAKE SURE dumpsters are back in place before using chutes. All other items must be in tied bags to prevent spillage. Do not try to force overly large items down the chute. They could become stuck and block the passageway. Instead, carry large items such as hangers, boxes, fluorescent bulbs, etc., to 1st floor and deposit directly into dumpsters. Flattened cartons can be deposited into the dumpster.

#### **BULK ITEMS:**

Large items, like appliances, cabinets, and large furniture, are picked up on Thursday by scheduling. Call on Monday prior for pick-up - 561-742-6200. Items should be placed at the bottom of stairwells on Wednesday evening before Thursday pick up **and not before**.

#### **PLUMBING AND APPLIANCES:**

Owners are responsible for all plumbing, air conditioning, appliances, and general maintenance of individual units. Any other problems should be brought to the attention of the Board by using our email [greenbrooke4vrg@outlook.com](mailto:greenbrooke4vrg@outlook.com). Owners should have an HVAC company clean their system and drain line twice a year to avoid leaks into other units.

#### **IDENTIFICATION CARDS:**

Owners and renters need an ID photo card for admission to movies and other social activities. ID photo is taken in the West Clubhouse ID Room. All unit owners and renters must have ID cards in their possession. In the event of a sale, the ID tags must be turned over to the Board so access to facilities can be cancelled in the system. Call the VRG Office to schedule 561-732-9449.

**DAMAGES:**

Owners are liable for all damage to elevators and catwalks caused by deliveries or the moving or removing of any articles no matter whom.

**DEBRIS AND DIRT:**

Debris and dirt caused by workmen, contractors, tile setters, owners, or renters must be cleaned up daily. Dumpster chutes should not be used for disposing of heavy objects such as tiles, lumber, etc. Instead, take it to dumpster or plan for debris to be hauled away.

**EXTERIORS:**

No alterations (e.g., porch enclosures, landscaping) are allowed without Board approval. Material changes or additions to building exteriors, common areas, or limited access areas require Board consent. Obtain a material alteration application from the management company.

**PARKING:**

Assigned parking spaces:

- Parking space arrangements can only be modified with prior written consent from all involved parties and the subsequent approval of the Board of Directors.
- Guests should be informed to use the designated guest parking spaces located at the west end of the building.
- Backing into parking spaces is prohibited.
- If you will be away for an extended period, a car key must be left within your unit for emergency purposes. Any cost incurred by the Board to move the car will be charged to you.
- Vehicles must have a current license plate and be maintained in good working condition.
- Owners are required to obtain a sticker from the Board and place it in the rear left window of their vehicle.
- Guest mirror hangers are available for second owner's vehicles or guests' cars.
- Unmarked vehicles are subject to towing at the owner's expense.

**LAUNDRY ROOMS:**

The Laundry Room is available from 8:00 a.m. to 9:00 p.m. on the 2nd, 3rd, and 4th floors for all Building 4 residents and guests. You may use any laundry room if yours is unavailable. Clean the dryer lint filter, turn off lights, and close the door when finished. Refill laundry cards at either Clubhouse, and use the phone number on the card for maintenance issues.

**GARDENING:**

All exterior personal plantings must be approved by the Board of Directors.

**STORAGE:**

There is a small storage room on the 2nd Floor. Items must be labeled with your name and phone number.

**REMODELING YOUR UNIT:**

It's always great to beautify your unit, but REMEMBER any changes in electrical, plumbing, construction will require a permit from the City of Boynton Beach before beginning the work. It is required that you use a licensed contractor that carries Workmen's Comp Ins to protect you and the building from liability in case of an injury. Prior to work being done, the owner must #1) notify the Board and #2) provide a member of the Board with a deposit check of \$500 to cover any damage done to the elevator or the catwalks. Once the Board confirms there is no damage, the check will be returned to the owner. Any damage caused is the unit owner's responsibility. Elevator pads are in the 4th floor room. Hang them up to prevent any damage to the elevator. Work hours requiring heavy tools for construction and remodeling should not start before 8:00AM and must finish by 7:00PM. No construction on Sundays.

**EMERGENCIES:**

Each unit owner is required to provide a key for their apartment to the Board of Directors. That key will be under the control of the Board and the Board has a right to enter a unit in case of emergency, whether that unit is occupied. In addition, a second key may be left with someone else of your choosing and the Board should be notified who that person is and how to contact them. The Board is not liable for damages resulting from the means used to gain emergency entry.

**COMMON SENSE:**

**There shall be no :**

- Feeding of stray animals is prohibited.
- Storage of any items in the 4th Floor Meter room or in stairwells is not allowed.
- Do not flush paper towels, napkins, dental floss, hygiene products, or wipes (even those labeled as flushable) down toilets.
- Avoid pouring grease into sink drains.
- Washing cars using a hose or any other method in the parking area is forbidden.
- Repairing or working on cars in the parking lot is not permitted.
- Shaking rugs or mops from balconies or catwalks is not allowed.
- Smoking in elevators and laundry rooms is strictly prohibited.
- Parking under canopies for more than 15 minutes is not allowed.
- Backing cars into parking spaces is not allowed.

THE BOARD OF DIRECTORS WISHES TO THANK THE OWNERS, RENTERS AND GUESTS FOR THEIR COOPERATION IN OBSERVING OUR RULES AND REGULATIONS. IF YOU ARE UNSURE OF SOMETHING, PLEASE ASK THE PROPERTY MANAGER OR A BOARD MEMBER.

**MANAGEMENT COMPANY CONTACT INFORMATION**

JMA COMMUNITY MANAGEMENT  
1375 GATEWAY BLVD  
BOYNTON BEACH FL 33426  
OFF: 561-440-7854



# VILLAGE GREENBROOKE ASSOCIATION INC

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach FL 33426

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

This is to certify that \_\_\_\_\_ and \_\_\_\_\_  
have received and reviewed the Documents and Rules & Regulations of  
Village Greenbrooke Association Inc.

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 \_\_\_\_\_

\_\_\_\_\_