

SALES INFORMATION FOR OWNERS

When Selling Your Home at Villas of Ocean Dunes Homeowners Association, Inc:

- Inform the Board through the Property Manager that your unit is "FOR SALE".
- Provide a contact name and telephone number of your Real Estate Agent.
- NO "FOR SALE" signs may be posted on or around your unit.
- If your Agent schedules an "Open House", you must
 - i. Notify Envera thru the myenvera app.
 - ii. Place the "Open House" sign on the outside of the community showing the Unit number.
- When an Agent shows the unit, put agent on myenvera app.; you agent must accompany the prospective buyers and be able to identify themselves.

THE PAPERWORK BEFORE CLOSING:

- All paper work must be submitted to the Onsite Manager's Office before closing.
- A check in the amount of \$150.00 for Application Fee.
- The signed Rules and Regulations Sheet.
- Documents are available on website.
- Buyer(s) must come to Manager's Office for interview.
- Before Closing-Buyer, Title Company or Agent must inquire about Estoppels information, available by contacting Hawkeye Accounting Solutions, LLC at 561-677-8711 of email estoppel@hawkeyeaccountingsolutions.com
Contact with this office is required.

AFTER CLOSING:

- A copy of the Warranty Deed must be forwarded to Hawkeye Accounting Solutions LLC..
- New homeowner must come to the manager's office to get "Transponder" for vehicle.
- New homeowner must inform manager of new telephone number by calling the office at (561) 624-2064.
- New homeowner needs to inform the Manager 561-624-2064 when moving trucks are coming.
- All trucks MUST turn right and follow circle.
- Large boxes from the move **MUST** be broken down and put into dumpster container.
- DO NOT LEAVE BAGS OF TRASH IN THE DUMPSTER AREA AT ANYTIME.
- Unit remodel contractors must take all debris. Nothing in our dumpster.
-

OTHER THINGS TO KNOW AND DO:

- i. At closing, please be sure to give to the new owners' pool keys(s) post office box key (Be sure to identify which mail box is theirs.)

**Homeowner Registration
Form**

**Villas of Ocean Dunes Association, Inc.
1305 Ocean Dunes Circle, Jupiter, Florida 33477
Tel: 561-624-2064 Email: manager@oceandunesflorida.com
www.oceandunesflorida.com**

Please complete this Form and submit to the office. Please be aware that it is your responsibility to contact the Manager with any new contact information, so we may keep you updated or if an emergency occurs. The purpose of this Form is to have current updated information in our system.

Owners Names:

Unit Address: _____

Alternate Mailing Address:

Email Address: _____

Home: _____ Cell: _____ Work: _____

Local Contact for Emergencies:

Name _____

Phone Number _____

Property Use (Please mark which applies):

_____ Owner occupied (regular basis)

_____ Owner occupied (seasonal property)

_____ Rental property (currently occupied)

_____ Rental property (seasonally occupied)

Resident Email Consent

I authorize VILLAS OF OCEAN DUNES ASSOCIATION, INC to send me emails for Association business notification. Your information will be part of the association records.

CONSENT TO RECEIVE NOTICES BY EMAIL

I, _____, as the owner of unit # _____ hereby consent to receive notices from my Association by email for all purposes permitted by law unless and until I provide the Association with revocation and request mail notices again. My designated email address is:

Signature _____

Date _____



MyEnvera Registration Form

Important Instructions:

This form must be submitted by an Authorized Community Contact to myenvera@enverasystems.com. RESIDENTS, PLEASE PROVIDE THE COMPLETED DOCUMENT TO YOUR PROPERTY MANAGER OR COMMUNITY STAFF. Please type or print clearly. *Attempting to submit this form via an unauthorized contact or illegibly will delay processing.* If multiple tenants reside at the same address, each must complete their own form.

Community Name: Villas of Ocean Dunes	City: Jupiter	State: FL
Property Street Address (including unit if applicable):		

<input checked="" type="checkbox"/> NEW Homeowner	<input type="checkbox"/> UPDATE Existing Homeowner	<input type="checkbox"/> NEW Tenant	<input type="checkbox"/> UPDATE Existing Tenant
New Homeowner Move In Date:	Tenant Lease Start:	Tenant Lease End:	

Should all prior homeowners/tenants be removed? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide date to be removed:

For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact: The primary number is the first phone number that will be used when an Envera representative needs to contact you. The secondary number will be used if a homeowner/tenant cannot be reached at the first number. A primary email address will be used for service-related and MyEnvera account communications. <u>If an email is not provided</u> , MyEnvera login credentials will be emailed to your property manager or community contact.	
Primary Contact Name:	
Primary Number:	Secondary Number:
Primary Email Address:	
Secondary Contact Name:	
Primary Number:	Secondary Number:
You can add additional household members on your MyEnvera account.	

If Envera provides additional access control services at your community, including resident vehicle access and/or amenity access, please complete the separate [access control form](#).

Once this form is submitted, please allow up to **48 hours** for processing. Once a registration form has been processed, a MyEnvera account will be created for you, and you will have access to manage your household information via our MyEnvera Android/Apple app or website <https://myenvera.com>. After you receive your account information, please be sure to visit the app or website to create your visitor list. This list should be used for any and all relatives, house guests, or vendors that you expect for your household.

The information above will remain confidential and will be used solely for the purpose stated. It is the responsibility of the homeowner/tenant to keep the information above current. Please advise of any changes, additions, or deletions by logging on to your MyEnvera account or by emailing myenvera@enverasystems.com.

VOTING CERTIFICATE

To the Secretary of
Villas of Ocean Dunes Association, Inc
(the "Association")

THIS IS TO CEERTIFY that the undersigned, consulting all of the record owns of Lot No. _____ in Villas of Ocean Dunes, have designated

(Name of Voting Representative)

As their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposed provided by the Declaration, the Articles and By-laws of the Association.

The following examples illustrate the proper use of this Certificate.

- I. Lot owned by John Doe and his brother, Jim Doe. Voting certificate required designating either John or Jim as the Voting Representative (not a third person)
- II. Lot owned by Overseas, Inc a corporation. Voting certificate must be filed designating an officer or employee entitled to vote, signed by President or Vice -President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- III. Lot owned by John Jones (one Individual). No Voting Certificate required.
- IV. Lot owned by Bill and Mary Rose, Husband and wife. Voting Certificate designating either Bill or Mary as the voting representative. NOT A THIRD PERSON.

This Certificate is Made Pursuant to the declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated _____, 20____

Owner

Owner

Owner

RESIDENT INFORMATION

Welcome to the Villas of Ocean Dunes. We hope you will find the following information helpful in settling into your new home.

Envera Systems – Community Entrance	877-936-8372
Property Manager's On-Site Office	561-624-2064
Florida Power & Light Electric	561-697-8000
Town of Jupiter	561-746-5134
Jupiter Police – NON-Emergency	561-746-6201
Jupiter Water System – Customer Service	561-746-5134
Jupiter Water System – AFTER HOURS	561-741-2604
Hotwire Communications	800-355-5668
Palm Beach Post Delivery	561-837-4663
Loxahatchee River District	251-747-5700

In order to maintain a harmonious neighborhood, we have compiled an abbreviated list of your Homeowners Documents, Rules and Regulations passed by the Board of Directors for this community. You may be subject to a fine if you do not adhere to these or any other rules.

Front Gate Facts

1. All residents are required to inform Envera Systems (877-936-8372) or through the Myenvera App of the following:
 - a. Change of telephone number.
 - b. If you are expecting a guest, vendor, delivery, etc.
2. If you are a new homeowner, you will be provided with a username and password from Envera Systems to set up your account.
3. The pedestrian gate is locked at all times, use the pool key for exit and entry.
4. **Do not walk or bike through the vehicle gates.**

MOVING / DELEVERIES: TRUCKS OR STORAGE CONTAINERS LONGER THAN 52 FEET ARE NOT PERMITTED ON PROPERTY.

RULES & REGULATIONS

1. Owners may lease their units for minimum of 90 days and no more than three (3) times year for a maximum of one year. If leasing to same person longer than one year, a new lease **Must** be submitted to the Association. Lessees may not have pets; Lessees may have maximum of two (2) vehicles; Lessees may not have pick-up trucks.
2. All residents **Must** submit a written Architectural Approval Request when making ANY alterations to the exterior of your unit. The request must include contractor specifications, drawings, and detailed description of the change to be made. The approval must be made for the alteration/addition, and a copy of the permit from the City of Jupiter Building Dept. must be submitted before the work can commence. Some alterations that may apply but are not limited to:
 - a. Rain gutters, paint color, landscaping, roofs, patio fence shape and size, storm shutters. The prudent thing to do is to submit a request for any change or addition.

3. Do not make any structural changes in interior common walls as this will break the sound barrier and affect fireproofing.
4. Do not post Signs – Business, for rent, for sale, or open house etc. – on the property. You may use the open bulletin board at the pool for short term.
5. Real estate related open houses must be communicated to the gatehouse and to the Property Manager. The sign may be posted on the outside of Ocean Dunes and must clearly show the address of the unit. The visitor will be given a special pass by the gatehouse.
6. Do not hang clothing, towels, etc. over front railing, balconies, fences, or decks.
7. Do not leave garbage or trash outside of metal dumpster. Boxes must be broken down. Do not put disposable diapers in plastic recycle bins.
8. Do not barbeque anywhere except deck, rear patio, or directly behind unit owner's property. Equipment must be put back into the unit (or patio) when finished.
9. Do not leave unattended toys or personal property, other than vehicles, in driveways, on sidewalks, or any part of the common areas.
10. Do not ride bicycles on the grass.

Automobiles

1. Your designated parking spaces are -
 - a. If you have a Garage - you are to park inside of your garage or in your driveway.
 - b. If you do not have a garage - you have two numbered designated parking spaces in your block.
 - c. Any additional cars must be parked at the tennis court or any other space as determined by the Board of Directors, for a maximum of one (1) week storage in spaces other than yours.
2. All cars on the property must have current license tags and be insured.
3. Do not exceed the speed limit of 15 mph.
4. Do not park on sidewalks, grass or roads.
You or your guest will be towed with NO NOTICE.
5. Cars may not be washed in Ocean Dunes after dark.
6. No motorcycles are permitted – except those previously grandfathered in.
7. Owners may not have commercial vehicles or any vehicle with printing or advertising.

Bulletin Board Notices

1. The open bulletin board at the pool area next to the soda machine is for the use of ALL residents for a period of up to two weeks. Please date your notice.
2. Bulletin boards at the mail box areas are only for Board and Committee approved notices.

Recycling

Recycling – Careless recycling costs needless extra dollars.

Newspaper Bins are for newspapers, inserts, magazines, catalogues, phone books, corrugated cardboard boxes (broken down), and paper grocery bags.

Boxes must be broken down.

Plastic, Aluminum and Glass Bins are for plastic containers, aluminum cans, and glass containers. Plastic milk cartons, water bottles, etc. should be crushed so they take up less space in the bin. If Bins are full, please hold your discards until there is room.

Recycling All Trash must be placed in proper receptacles. If your dumpster is full check out another dumpster or hold your discards until there is room.

DO NOT LEAVE BAGS OF TRASH IN THE DUMPSTER AREA AT ANY TIME

UNIT REMODELING-Contractors must remove any carpeting, concrete, wood, or other materials from Ocean Dunes **OTHERWISE Homeowner will be **FINED**.**

Do not leave bags of trash in the dumpster area at any time.

Pets

1. Homeowners are permitted to have a maximum of two (2) pets.
2. All pets must obtain inoculations and licenses are required by the Town of Jupiter.
3. All pets must be kept on a leash at all times when outside of your unit.
4. All pets must be attended to when outside of the unit. No pet can be tied up, or tethered outside of any unit.
5. Excessive barking is a public nuisance.
6. Clean Up After Your Pet, This is a MUST. There are several "doggie Bag" containers in the community for your convenience. Do not leave the waste behind.

Excessive Noise

Use good judgment and consideration. Excessive noise from radio, television, musical instrument, etc. could result in a fine.

Garages

Garages have a tendency to look very messy. You may keep your garage door open no more than 2-3 feet from the bottom for air circulation, or half way open if your car is in front of your garage.

Pool and Recreational Area

- a. To reserve the area for a private party/event, contact the on-site manager.
 - b. Failure to schedule your party/event before using the area this reason will result in \$100. fine.
 - c. A \$50. refundable deposit is required to use the area.
 - d. An additional \$100. refundable deposit is required if using the stored tables and chairs.
 - e. The deposits will be returned after the Manager determines that the area has been left in a clean and orderly condition and that there has been no damage to the equipment.
2. Pool HOURS - 7 AM to 10 PM
 3. Diapers Prohibited (baby, adult or swimmers)
 4. Children under 12 must be accompanied by an adult.
 5. Animals/Pets prohibited.
 6. No Jumping, Diving, Running, Ball Playing or Rough Playing in/out of pool.
 7. Radios: keep volume low or use headphones
 8. PLEASE place towel down on chair or chaise.
 9. Draping towels/clothing/etc. on gates, fences or railings prohibited.
 10. PLEASE shower before entering pool.
 11. Glass is prohibited in entire pool/spa area.
 12. Food may be eaten under covered area of pool only.

13. PLEASE HELP KEEP OUR POOL and SPA CLEAN.

Tennis Courts

- 2. Tennis Court HOURS - 8 AM to 10 PM
- 3. One hour limit when all courts are occupied and players are waiting.
- 4. Key at guard house. Lock court after use.
- 5. Tennis shoes required at all times.
- 6. Glass, food, or can drinks are prohibited in entire tennis court area.
- 7. Children under twelve must be supervised by an adult while playing
- 8. Tennis courts are for exclusive use of residents and their guest only.
- 9. No pets, skateboards, bicycles on courts.

Parking Spaces

- 1. Anyone may park in Unmarked parking spaces, for a period of time Not to Exceed 24 (twenty-four) hours, and Not every day.
- 2. Residents who violate either of these situations will be subject to towing.

NO SKATEBOARDING IN OCEAN DUNES

Thank you for being a good neighbor.

Consideration of other residents' quiet enjoyment of the community is appreciated by all.

Please keep this information for your files and as a reference.

I/We have received and read the Declaration of Covenants and Restrictions and the Homeowner Rules & Regulations of Villas of Ocean Dunes Homeowners Association, Inc.

Repeated Violations of the Declarations of Covenants and Restrictions and the Rules and Regulations may result in FINED at the discretion of the Board of Directors/or Fining Committee.

OWNER NAME: _____ **Date** _____

Signature: _____

OWNER NAME: _____ **Date** _____

Signature: _____

Management/Committee _____

**AUTHORIZATION AGREEMENT FOR DIRECT PAYMENTS
(ACH DEBITS)**

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

I (we) hereby authorize **Villas of Ocean Dunes Association, Inc.**, hereinafter called "Company," to initiate debit entries to my (our) Checking Account or Savings Account (select one) indicated below at the depository financial institution named below, hereinafter called "Depository," and to debit the same to such account for the purpose of collecting assessments for my community association. I (we) understand that this debit will occur on or about the **1st** of each month in which assessment payments are due. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of United States law.

Depository Name: _____ Branch: _____

City: _____ State: _____ Zip: _____

Routing Number (9 digits): _____ Account Number: _____

This authorization is to remain in full force and effect until Company has received written notification from me (or either of us) of its termination in such time, and in such manner, as to afford Company and Depository a reasonable opportunity to act on it.

My association is: **VILLAS OF OCEAN DUNES HOMEOWNERS ASSOCIATION**

Name(s): _____
(Please print) (Please print)

Signature(s): _____

Date: _____

NOTE: A VOIDED CHECK MUST BE ATTACHED TO THIS FORM TO BE PROCESSED PROPERLY

PLEASE RETURN FORM AND VOIDED CHECK TO:

**Villas of Ocean Dunes
1305 Ocean Dunes Circle
Jupiter, FL 33477**

OR give form and voided check to the on-site property manager for Villas of Ocean Dunes.

Management Company Use Only: _____

Homeowner Account Number: _____

Date entered: _____

X:/villas/Smartstreet/ACH