

## 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
- For Estoppel [jeafinancialgroup.condocerts.com/resale](http://jeafinancialgroup.condocerts.com/resale)

#### AFTER CLOSING:

- A copy of the Warranty Deed must be forwarded to Juda Eskew Associates
- 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. Please do not place in dumpster until Thursday morning lid must still close.
- 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](mailto: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:

<b>For communities with Envera's Virtual Gate Guard and/or Guard Module Software, a household has a primary contact:</b> The <b>primary number</b> is the first phone number that will be used when an Envera representative needs to contact you. The <b>secondary number</b> will be used if a homeowner/tenant cannot be reached at the first number. A <b>primary email address</b> 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](mailto: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

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(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

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 owners/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 or renter, 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. The pool, tennis/pickleball/basketball court and the handball/shuffleboard court gates are locked at all times, use the pool key for entry.
5. **Do not walk or bike through the vehicle gates.**

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

### RULES & REGULATIONS

1. Owners may lease their units for a minimum of 90 days and no more than three (3) times a 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 each year. Lessees may have a maximum of two (2) vehicles.
2. All owners **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, if applicable, a copy of the permit from the Town of Jupiter Building Dept. must be submitted before the work can commence. Some alterations that may apply, but are not limited to, are rain gutters; paint color; landscaping; roofs; patio fence composition, shape and size; impact windows and/or storm shutters. The prudent thing to do is to submit a request for any change or addition. Owners **are** permitted to update their landscape on **their** property without obtaining ARCH permission. The following list of plants are **NOT permitted for invasiveness, and/or pest-infestation concerns**.

Areca Palms

Norfolk Pines [TD1][TD2]

Acacia  
Carrotwoods  
Australian Pines  
Fruit Trees

3. Do not make any structural changes to the interior common walls as this **will break the sound barrier and affect fireproofing.**
4. Do not post signs of any kind, **EXCEPT** for Security Services (such as ADT, Xfinity, RING, etc.). **Signs regarding a Business and/or, For Rent, For Sale, Open House, Political Affiliation, etc.** on common and/or private property are **PROHIBITED**. For advertisement notifications, ie, temporary rentals, or For Sale items, property, etc.; **please see section re: Bulletin Board.**
5. Real Estate related Open Houses must be added to Envera app and the Property Manager must be advised. [TD3]The sign may be posted on the outside of Ocean Dunes and must clearly show the address of the unit.
6. **Do not hang clothing, towels, etc., over front railings, balconies, fences, or decks.**
7. **Do not leave garbage or trash outside of dumpster.** Boxes must be broken down. Do not put disposable diapers in plastic recycle bins. **Please see section re: Recycling.**
8. Do not barbeque anywhere **except** deck, rear patio, or directly behind and/or front of the unit owners' property. Equipment must be put back into the unit (or patio, garage) 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. This includes water sports equipment, apparel, etc.
10. Do not ride bicycles on grass.
11. Flags – American Flag is permitted to be displayed. **Any other flag is subject to Board approval.**
12. **Personal outdoor hot tub/pool prohibited** in Villas Of Ocean Dunes.
13. **FIREPITS - Portable gas or gel burning** firepits and/or tabletops **are permitted** (As per NFPA Code Section 10.10.8.4 EXCEPTION).  
**WOOD/CHARCOAL BURNING FIREPITS/TABLETOPS AND CHIMINEAS ARE PROHIBITED. Readily available fire extinguisher and/or pail of sand REQUIRED.**

### **AUTOMOBILES**

1. Your designated parking spaces are:
  - a. If you have a garage, then you are to park inside of your garage or in your driveway.
  - b. If you do not have a garage, then 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 determined by the Board of Directors, for a maximum of one (1) week storage in spaces other than yours. **Overnight street parking is NOT permitted.**[TD4][PG5]
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 may be towed with **NO NOTICE.**
5. **No motorcycles/scooters/RVs/golf carts/boats** are permitted on the property except for the golf carts used by Maintenance Staff and Property Manager. Exception is made for grandfathered motorcycle. Owners/Residents and/or Guests with **prohibited vehicles will be denied entry.**

## **BICYCLES/ELECTRIC BICYCLES**

1. A bicycle rider or passenger and an e-bike rider or passenger who is under 16 years of age must wear a bicycle helmet that is properly fitted and is fastened securely upon the rider's and/or passenger's head by a strap and that meets the federal safety standard for bicycle helmets, final rule, 16 C.F.R. part 1203. E-bike-specific law 316.2065. Bicycles and e-bikes must adhere to the posted speed limit of 15 m.p.h.

## **BULLETIN BOARD NOTICES**

1. The **OPEN** bulletin board at the pool area is for the use of ALL owners/residents for a period of up to two weeks. Please date your notice.
2. The **ENCLOSED** bulletin board by the pool and mailbox areas are strictly for Board and Committee approved notices.

## **RECYCLING**

**Recycling – NO PLASTIC BAGS IN RECYCLING BINS! Waste Management will not pick up bins if they contain plastic bags.**

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

**Blue 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.

***IF YOU DO NOT WISH TO COMPLY WITH RECYCLING RULES, THEN PLEASE THROW ALL GARBAGE IN THE GREEN DUMPSTER.***

**\*DO NOT LEAVE BAGS OF TRASH IN SURROUNDING DUMPSTER AREA AT ANY TIME\***

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

## **PETS**

1. Homeowners are permitted to have a maximum of two (2) pets.
2. All pets must obtain inoculations and licenses as required by the Town of Jupiter.
3. All pet owners must complete Pet Registration Form that will be in the Welcome Packet for new residents. The Property Manager will distribute Pet Registration Form to current residents. Please return completed forms to the Property Manager's office. [TD6]
4. All pets must be kept on a leash at all times when outside of your unit.
5. All pets must be attended to when outside of the unit.
6. No pet can be tied up or tethered outside of any unit.
7. Excessive barking is a public nuisance.
8. **Clean Up After Your Pet! This is a MUST.**
  - a. There are several "doggie bag " dispensers throughout the community for your convenience. Do not leave waste behind.

## **EXCESSIVE NOISE**

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

**All construction work must be completed by 6PM Monday thru Friday and Noon on Saturday no work on Sundays or Holidays.**

## **FIREARMS**

1. No firearms may be discharged in Villas of Ocean Dunes.
2. No firearms are permitted on common property in Villas of Ocean Dunes.

As of September 25, 2025, "Open Carry" became legal in Florida; **however**, this new allowance does not affect the rights of private property owners to ban firearms. Therefore, because an HOA manages private property including common areas, it can create and enforce its own rules regarding the open carry of firearms. In Florida, failure to abide by HOA prohibited firearm policy may result in being charged with Armed Trespassing, a 3rd degree felony.

## **GARAGES**

You may keep your garage door open no more than 2 - 3 feet from the bottom for air circulation, or halfway open if your car is in front of your garage; **garage doors must not be left open all day.**[TD7] For security concerns, please **keep garage doors closed overnight**. This is a **MUST**.

## **LAKE**

No trespassing, swimming, fishing within the lake area. **Unauthorized individuals will be subject to fines, and/or arrest, under Florida State Law Sections 810.08 and 810.09.**

## **POOL & RECREATIONAL AREA**

1. Your Social Committee oversees the calendar of events for the pool and recreational area:
  - a. **To reserve the area for a private party/event, contact the Property Manager.**
  - b. Failure to schedule your party/event before using the area will result in a \$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 & chairs.
  - e. The deposits will be returned after the Property 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 the pool.
11. **Glass is prohibited in entire pool/spa area.**
12. Food may be eaten under a covered area of pool only.
13. **PLEASE HELP KEEP YOUR COMMUNITY POOL AND SPA CLEAN.**

**TENNIS/PICKLEBALL COURTS**

1. **Court Hours: 8 AM to 10 PM**
2. **One hour limit and/or “open play” option when courts are occupied and players are waiting.**
3. Please ensure entry gate closed during/after use.
4. Sneakers are required at all times.
5. **Glass, food, or canned drinks prohibited in entire court area.**
6. Children under twelve must be supervised by an adult while playing.
7. No pets, skateboards, bicycles on courts.
8. **Courts are for exclusive use of owners/residents and their guests. PRIORITY FOR OWNER/RESIDENT USE AT ALL TIMES; Non-Residents must be accompanied by owner/resident of VOOD. Failure to comply will be considered Trespassing (FL Statute 810.08). Violators may be prosecuted.**

*Please remember...this is a **PRIVATE, NOT PUBLIC**, court.*

**PARKING SPACES**

1. Anyone may park in **unmarked** parking space, for a period of time **NOT to Exceed 24 (twenty-four) hours**, and **NOT** every day.
2. Owners/Residents who violate either of these situations may be subject to penalties (ie: your vehicle may be stickered).
3. Repeated parking in guest spots by residents is not allowed, and any ongoing infractions could face a penalty (ie: your vehicle may be stickered).[TD8]
3. Please park the vehicle within the length and width of the delineated parking space.

**NO SKATEBOARDING OR HOVER BOARDS IN OCEAN DUNES**

**Thank you for being a good neighbor.**

**Consideration of other owners’/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 a fine at the discretion of the Fining Committee.

**OWNER NAME:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**OWNER NAME:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Signature:** \_\_\_\_\_

## Villas of Ocean Dunes

c/o Property Manager, 1305 Ocean Dunes Circle, Jupiter Florida 33477

### Pet Registration Form For All Unit Owners and Renters

Pet owners must register each pet by completing this form and submitting to the Property Manager's office (mailing address above). Any pet must be registered within 30 days of initial occupancy. Please refer to Villas of Ocean Dunes Rules and Regulations for further information regarding pets.

Unit Address: \_\_\_\_\_  
Name of Pet Owner(s): \_\_\_\_\_  
Pet Owner's Telephone: \_\_\_\_\_  
Number of Pets: \_\_\_\_\_  
Type of Pet (1): Dog \_\_\_\_\_ Cat \_\_\_\_\_ Pet Name: \_\_\_\_\_  
Type of Pet (2): Dog \_\_\_\_\_ Cat \_\_\_\_\_ Pet Name: \_\_\_\_\_  
If pet is a dog, indicate breed/color: \_\_\_\_\_  
Pet License Number(1): \_\_\_\_\_  
Pet License Number(2): \_\_\_\_\_  
Rabies Vaccination Tag Number: \_\_\_\_\_

Attach a current photograph of each pet

I certify that I have received, read and understand the Pet Rules and Regulations of The Villas of Ocean Dunes Homeowners Association.

Unit Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Pet Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(if different from unit owner)

I do not have pets at this time; I understand that if a pet does reside in my home, I will contact the office and complete proper form.

Unit Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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