



## **RULES & REGULATIONS**

**Revised/Approved  
03.22.2022**

The following Rules & Regulations were approved by The Board of Directors. In Community living, everyone plays an important role in keeping the community a clean, safe and an enjoyable place to reside. With this, you also increase your property values.

### **GENERAL:**

1. The Palm Club Village 1 property manager's office phone is 561-471-1094.  
Fax: 561-471-1842    Email: [palmclub1@gmail.com](mailto:palmclub1@gmail.com)  
Please look for ongoing community updates on your cable TV channel 63, Website ([palmclub1.com](http://palmclub1.com)) and clubhouse bulletin board.
2. Each unit is restricted to residential use only. The allowable number of occupants per unit is as follows:

A. 1 Bedroom Unit	Three (3) persons
B. 2 Bedroom Unit	Four (4) persons
C. 2 Bedroom/Conv. Den Unit	Five (5) persons
3. A guest is any person who has not been approved for occupancy by the Board of Directors. Guests may not visit overnight more than thirty (30) days cumulatively in any calendar year. Once a guest has exceeded the 30-day cumulative overnight limit, they must submit an Application for Occupancy.
4. All potential buyers/renters/occupants must complete the proper application. An in-person interview of all applicants is required before occupancy. Application/transfer/screening fees are \$150.00 for a married couple. If not married, a \$150.00 application fee is required for each person over the age of 18. A check or money order should be made payable to Palm Club Village 1. All buyers are required to have a 20% down payment for their mortgage. For tenants, an Association security deposit of one month's rent is required, made payable to Palm Club Village 1.

5. A separate check for \$100.00, to be submitted with the application, is required for parking decal (\$50.00) and vehicle transponder ( \$50.00 ). A parking decal will be replaced at no charge. There will be a \$20.00 fee to cover the cost of a replacement transponder.
6. An access card may be issued by the property manager (Owners Only) for up to 30 days to an owner when they drive a temporary or rented vehicle. This access card is for their personal use only and not to be shared. A \$50.00 deposit is required. This deposit will be refunded upon the return of the card. If the access card is not returned at the end of 30 days, the deposit will be forfeited, and access card will be deactivated.
7. All Government laws, Ordinances and Regulations governing the area are to be observed. All Palm Club Village 1 Governing Documents, By-Laws, Rules and Regulations shall be adhered to. No person(s) shall be a nuisance to their neighbors. All residents shall adhere to proper use of all common areas. No resident shall create or permit any disturbance that interferes with the rights, comforts, or convenience of others. Please be considerate of your neighbors.
8. **No structural alterations that may compromise the integrity of the building** are permitted within units. Homeowners who wish to make changes to the outside of their units must complete an ARC Application for Board approval- examples would be windows, doors and sliders, and patios on the Villa side. Such work must be completed by a licensed and insured contractor.
9. All windows, as seen from the outside, must have white vertical or horizontal blinds. Broken or missing blinds must be replaced.
10. **Outside planting of any trees, plants, vegetation, etc., is strictly prohibited, and subject to removal by the Association.**
11. Condos: Please keep all sidewalks, walkways, stairwells, under stairwells, and hallways always clear. Do not leave shoes, plants, strollers, boxes, bicycles, etc. in any of these areas. This is a **Fire Hazard**, and we can be cited by the Fire Department. Villas: Please keep all sidewalks, walkways, and back/patio areas free of debris.
12. No signs, no advertising, or other lettering that is visible from the outside of the unit shall be placed on any unit or in any windows or sliders. No commercial or business activity shall be conducted in any unit or on Association property. No soliciting is permitted. With management's approval, residents are permitted to advertise on the bulletin board in the Clubhouse and or on our website for 30 days.
13. All garbage and trash must be placed in plastic bags, and then deposited in the dumpsters that are provided. Please use the recyclable containers for all recyclables. Trash not placed into the dumpsters will not be picked up by the city. Please do your part and put all trash inside the dumpsters. Bulk items will not be picked up by the city and **should not** be placed

in the dumpster areas. When replacing appliances, cabinets, flooring, etc., resident is responsible to have old items removed from property. **Do not** put these items in the dumpster areas.

14. If you plan to be absent during the hurricane season, remove all items from your patio, balcony, and outside areas before leaving for the season. You are responsible for any damages caused by any item(s) that you have left out that might become a projectile or hazard to other units or any common areas. If you have a property manager, friend, or relative who looks after your unit, please provide their contact information to the office.
15. The Association requires that all homeowners provide a spare key to their unit. This key will only be used in case of an emergency; owner will be notified.
16. Condos: Small portable **Electric** grills (200 square inches or approximate size of an airplane tray) are permitted for cooking on the balconies.
17. Villas **only**: BBQ grills are permitted providing homeowners adhere to the following rules:
  - A. Per Fire Prevention Code, BBQ Grills must be 10 feet from structures. Grills must be placed outside the front fence area for use. NO grills are permitted to be used or stored out back.
  - B. Per Fire Prevention Codes, residents must provide their own Fire Extinguisher accessible in the grill area.
  - C. Per the recommendation of the Association insurance agent, homeowners must obtain homeowners insurance if they do not already have it. Copy of this policy must be submitted to the office.
  - D. Landlords, your tenants are not able to obtain homeowner's insurance. If you allow your tenant to have a grill, you must submit proof of your homeowner's insurance to the office.
18. The Association provides grills for your use in the common areas on the condo side.
19. **Cameras are not permitted to be attached to the buildings.** Condo side may install cameras on the **inside** of their unit windows or patios. Villas side permitted to have cameras attached to their front doors or inside their windows or patios. All cameras must face into common areas **only**.

#### **MAINTENANCE FEES:**

1. Maintenance fees are due on the first day of each quarter.  
January 1<sup>st</sup> / April 1<sup>st</sup> / July 1<sup>st</sup> / October 1<sup>st</sup>
2. Payments made after the 10<sup>th</sup> of the month will incur a late fee equal to 5% of the quarterly fees. Payments take time to process and must be received and processed by the 10<sup>th</sup>.

3. All payments must be made directly to Trusit Bank: in person, by US mail, direct deposit, or online payment. NO payments will be accepted in the PCV1/JDM office.
4. All accounting questions should be directed to Maria at JDM, 561-249-1477.

## **PATIOS AND BALCONIES:**

1. Patios and balconies are for seating purposes only.
2. Condos: Small portable **Electric** grills ( 200 square inches or approximate size of an airplane tray) are permitted for cooking on the balconies.
3. Villas only: BBQ grills are permitted providing homeowners adhere to the following rules:
  - A. Per Fire Prevention Code, BBQ Grills must be 10 feet from structures. Grills must be placed outside the front fence area for use. NO grills are permitted to be used or stored out back.
  - B. Per Fire Prevention Codes, residents must provide their own Fire Extinguisher accessible in the grill area.
  - C. Per the recommendation of the Association insurance agent, homeowners must obtain homeowners insurance if they do not already have it. Copy of this policy must be submitted to the office.
  - D. Landlords, your tenants are not able to obtain homeowner's insurance. If you allow your tenant to have a grill, you must submit proof of homeowner's insurance to the office.
4. TV antennas and satellite dishes are not permitted. The Association has a bulk cable contract with Comcast.
5. No clothes lines, towels or similar articles shall be hung on patios or balconies. No items can be hung on stairwell railings in the condos, or on villa fences.
6. All personal property shall be placed inside your unit or in the storage spaces provided. **Storage on balconies or patios is not permitted.** This includes, bikes, strollers, boxes, mops, ladders, gym equipment, garbage cans, tires, car parts, shutters, etc.
7. No gazebos or tents or any items displaying gazebo or tent-like characteristics can be placed in or on balconies, front, or back patio, or anywhere on Association property.
8. Pets are not to be left outside on patios or balconies. This includes any bird cages, fish tanks, etc.

## **LAKE AREAS:**

1. NO boating or swimming, or any other water activities are allowed in the lakes. Fishing is permitted.
2. NO pets are permitted around the lake areas.
3. NO feeding the ducks or other wildlife. They can become aggressive, and it is against the law to feed wildlife.

## **CLUBHOUSE:**

1. The pool key is required to gain access to the clubhouse. DO NOT enter the pool area through the sliding glass doors inside the clubhouse.
2. Shoes and shirts are required in the clubhouse. Please, no dripping swimsuits in the clubhouse. Remember to dry off before entering.
3. Residents may rent the clubhouse for private parties, with advance notice and written permission of the Board of Directors. The cost to rent the Clubhouse is \$300.00 check or money order to be submitted with application. A cash security deposit of \$200.00 is required with the application. This security deposit will be returned in full upon determination that the clubhouse is left in the same condition as when given to the clubhouse renter. Parties may not run past 11:00 pm. Please make sure all guests have left and clubhouse is cleaned up and locked by 11:00 pm. **Use of the pool is prohibited during your clubhouse rental. The pool is not available for pool parties.**

## **POOL/TENNIS COURT RULES:**

1. Only one key per unit is issued, replacement cost is \$100.00.
2. Pool key is required to gain access to the pool, via the outside gates. Admittance to the pool through the clubhouse is prohibited. Key also grants access to the clubhouse to use the restrooms.
3. Pool hours are from sunrise to sunset, every day. There is **NO LIFEGUARD ON DUTY**. Swim at your own risk.
4. When entering and leaving the pool please make sure the gates close firmly behind you. This is not only for safety reason, but it also ensures that non-residents are not using our pool.

5. Pool key also grants access to the tennis court. When using the tennis court make sure gate is locked when entering and exiting. Please turn light timers off when done, it helps cut down on the electrical bills.
6. Guests must be accompanied by a resident with the appropriate key. No children under 18 years of age are permitted in the pool, pool area or tennis court without adult supervision.
7. Children who are **not potty trained** must wear rubber pants or swim diapers while in the pool.
8. Proper swim attire is required.
9. All swimmers must shower before entering the pool. Towels must be placed on chairs if using suntan lotion or other oil products.
10. **NO** animals are permitted in the pool area.
11. **NO** alcoholic beverages allowed in the pool area.
12. **NO** food in the pool area. Snacks are allowed, and beverages are allowed provided they are in plastic bottles, cups, or containers. **NO** glass allowed in the pool area. Please clean up and place trash in trash containers.
13. **NO** diving or jumping into the pool. **NO** running around the pool area. **NO** throwing of balls or objects in or around the pool.
14. **NO** fishing is allowed off the pool deck.
15. **NO** hanging of any items on the pool fence, such as towels, clothes, swimsuit, etc.
16. **NO** boisterous conduct or loud music permitted in or around the pool area. Please be considerate of your neighbors.
17. Only floatable devices allowed in the pool are noodles and small ring devices for children. Rafts and other large floatable items are not allowed.
18. Pool safety ring and other safety equipment is not to be used for anything other than life saving.
19. **NO SMOKING IN THE POOL AREA.** Please use the designated smoking area on the east side of the clubhouse.
20. The Association reserves the right to deny use of the pool to any resident who does not adhere to the pool rules.

## **PARKING AND BOOTING OF VEHICLES:**

1. All residents' vehicles must be registered with the office. Current copies of driver's license(s) and vehicle registration(s) must be kept on file and up to date. Any changes in resident status or vehicles must be reported to the office.
2. **Only two (2) vehicles are permitted per unit, providing there are two licensed drivers. One driver, one vehicle; two drivers, two vehicles. A third vehicle will be subject to booting.**
3. Each unit gets one numbered parking space for the exclusive use of the resident. If you do have a second vehicle, park in a guest space.
4. All residents must have a visible parking decal on the bottom left side (driver side) of their windshield. All guests must have a guest pass visible on the dashboard, driver side of vehicle. **Vehicles will be booted if decals and passes are not visible.**
5. Vehicles are not permitted to park on the grass, walkways, sidewalks, roadways, or in front of the dumpster areas. If found in one of these locations, the vehicle will be booted.
6. Guest parking spaces are just that. They are not intended to be used for long-term parking or storage of extra vehicles.
7. Vehicles must be parked head in. Do not back into parking spaces.
8. No overnight parking of commercial vehicles or vehicles with any advertisement is allowed.
9. Residents are not permitted to have motorcycles, motorbikes, motor scooters, ATV or 3 wheelers on property.
10. No boats, trailers, campers, motor homes or like vehicles shall be left or stored on property.
11. Any untagged or unregistered vehicles, or vehicles with expired tags will be booted. Valid registration decals must be on license plates.
12. Bicycles shall be kept inside your unit, not on balconies/patios, hallways or under stairwells.
13. Any vehicle that cannot be operated under its own power shall not remain on property for more than 48 hours. This includes vehicles with flat tires. Please report this situation to the office to avoid booting.
14. No repairs or maintenance of vehicles may be made on property. Changing of flat tires, windshield wipers, boosting of batteries is permitted. You may wash

your vehicles on property in the parking lots ONLY. Do not park on the grass to wash your vehicles. Remember to turn off the hose when finished.

15. Parking spaces in front of the clubhouse are for office and clubhouse parking only. NO overnight parking allowed at the clubhouse. (Security Only over-night)
16. If additional parking is needed, there is an overflow parking lot at the Northeast corner of Palm Club Village 1.
17. All vehicles that are not in compliance with the Rules & Regulations, will be booted at the owner's expense. (NO Warnings) It is the resident's responsibility to advise their guest(s) of the proper parking procedures.
18. Vehicles that are booted must have the boot removed within one week. If boot is not removed the vehicle will be towed from property at resident's expense. **Any issues removing the boot in the timeframe required please contact management office.**
19. Residents who wish to use a car cover on their vehicle must notify the manager and get approval. Vehicle must have current registration and decal. Vehicle must be parked in your assigned space.
20. Vehicles left on property in your absence must be parked in your assigned space.
21. Electric vehicles are allowed. ARC Application required to install charging stations in the residents reserved parking space. City permits and City approval required. Residents are responsible for the cost of install and must be removed at resident's expense when moving out of the community. Tenants must have owner approval to install a charging station.

#### **PETS:**

1. Owners are allowed 1 domestic pet or animal, per unit, **not exceeding 25 lbs.**
2. The Association requires a picture of your pet, as well as an up-to-date certificate for vaccines, from a veterinarian.
3. When outside, all pets must be kept on a leash not to exceed 6 feet. Pets are not permitted around the lakes.
4. **Owners are to pick up after their animals.**
5. NO animals shall be left unattended on a balcony or patio.
6. **Renters are not allowed to have pets.**
7. **Owners and tenants will be subject to fines if their tenants are observed with a pet.**



## **RENTAL of UNITS:**

- 1. Purchase application will be denied if a current tenant is in place. Unit must be vacant upon closing.**
- 2. No unit can be rented during the first twelve months of ownership. Once the first year has passed, units may not be rented more than once a year.**
3. All fees must be current or rental approval will be denied.
4. All owners who plan to rent their units must contact the office to request a lease application to be submitted for Board approval. Renting of units without approval by the Board of Directors is strictly prohibited. West Palm Beach Rental Tax Application is required and must be submitted with application. Please forward a copy of the license to the office.
5. Lease applications must contain all person(s) who will be living in the unit. All applicants 18 and older are required to have a background screening. A non-refundable application fee of \$150.00 for a married couple, or any applicant over the age of 18, is required. Checks or money orders are made payable to Palm Club Village 1. International screening fee will run higher.
6. A fee of \$100.00 for a parking decal and transponder is to be submitted with the application. This will be returned if applicant is not approved. Make checks or money orders payable to Palm Club Village 1. **Owners who rent their units, DO Not get a decal or transponder for their vehicles.**
7. An Association security deposit of one month's rent is required with the application. This can be paid by the renter or the owner. Check or money order made payable to Palm Club Village 1.
- 8. All owners must notify the property manager when a tenant's lease expires. If renewing, provide an addendum to the lease. Must always have a current lease on file with the office. No fees are required for lease renewals. New tenants, new lease application needed.**
9. Any additional occupants, not on the original lease, who may want to reside in the unit **MUST SUBMIT** an Additional Occupant Application and have the written approval of the owner.
- 10. Renters are not allowed to have pets. Owners/Tenants will be subject to fines.**

## TRI-PALM CORPORATION

Tri Palm Corporation is the “Association” that oversees the running of all areas that are common to the three Villages. This includes the entrance and median off Military Trail; the back gate off Village Boulevard; the guard house, security, and cameras; and the maintenance of the main road, Green Pine Blvd. This includes paving, resealing, repair of potholes, and maintenance of streetlights and perimeter fencing.

The Tri Palm Board of Directors consists of three Directors, one representative from each of the Villages (usually the President or Treasurer of each Board.)

Tri Palm has an annual budget that is divided between the three Villages. Each Village is billed quarterly by Tri Palm for their share and is included in your maintenance fees.

1. Security gate phone number is 561-686-8163
2. Residents are to have a transponder and use the resident gate to enter the property. The rear gate off Village Blvd. is for residents only and you must have a transponder to exit or enter. For residents only, a transponder can be obtained and activated by the respective property manager.
3. All non-residents are to enter through the guest lane off Military Trail and present ID to the security officer. Your guest will be issued a visitor pass good for 24 hours. Pass must be placed on the driver side of the dash. Vehicles that do not have a visitor pass right-side up and completely visible will be booted/towed.
4. Resident lanes close from 12:00 midnight to 5:00 am. This includes the Village Boulevard entrance and the resident lane off Military Trail. All vehicles must enter through the guest lane during these hours. You will be asked to show your ID.
5. Deliveries, vendors, or visitors are not permitted through the Village Boulevard entrance, **RESIDENTS ONLY**. Without a transponder, the gates will not open.
6. A permanent guest is someone who may come and go as they wish; you do not have to call them in to the guard each time they come to visit. To add, or delete, a permanent guest, you must email your property manager.  
A temporary guest is visiting for the day (a relative, friend, delivery, contractor, etc.) and must be called in to the guard.

7. You are responsible for calling in your guests, including deliveries, contractors, etc. Security does **not** call residents; your guest will be turned around if not on your permanent list or called in.
8. As an added measure of security, each resident, when approved, will give the property manager a verbal code. When you call in a guest, the guard will ask for your verbal code. This is to ensure that YOU are the one calling in the guest. **Do not give this code to anyone else.**
9. Passes issued by security are good for 24 hours only. If you have a guest who will be staying for an extended period, you may obtain a visitor pass from your property manager. The property manager is the only one who can issue this pass, good for 3-30 days. The guest will still have to come in through the visitor lane, but process will be expedited.
10. Transponders are not to be removed from your windshield and shared. If it is discovered that a non-resident has a transponder, it will be deactivated. Lost, unattached, or illegally obtained transponders will be deactivated.
11. No deliveries permitted after 8:00 pm except for food deliveries, Amazon, Fed-Ex, and UPS.
12. Any damage caused to the guard house, barrier arms or equipment will be charged back to the individual responsible for the damage. Residents are responsible for their visitors. Gates are monitored 24 hours by CCTV.
13. Please treat the officers with respect and be patient with them. They have a job to do, and it takes time to check IDs, log in guests, record tag information, etc. **Make sure to call in your guest, this will help the lines move more smoothly.**
14. Residents who violate these rules will have their transponders deactivated.
15. Any issues or concerns involving the gates, gate cameras, gate arms, or gate security staff, please notify the Tri-Palm manager: Chris Daleo, from JDM Property Managers @561-471-1094.

**The Tri Palm Board of Directors and the Directors and Management of the three Villages thank you in advance for your cooperation in following the Rules and Regulations of our community.**