

Jupiter Village Phase II (2) HOA, Inc.
c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL. 33410
561-626-0917 Fax 561-626-7143
www.seabreezecms.com

April 7, 2017

IMPORTANT NOTICE

JUPITER VILLAGE PHASE II MAILBOX DELIVERY AND KEY DISTRIBUTION

The new cluster mailboxes are ready for installation April 11, 2017. Once installed, key distribution will be the highest priority to coordinate. Please read the following information:

IMPORTANT INFORMATION

1. Owners are responsible for advising their rental agents or tenants.
2. Owner will be provided three (3) keys.
3. Owner identification is required. (Example: driver's license)
4. Owner signature (s) required when keys picked up.
5. Rental units: Owner is to provide management a letter giving permission to release key to rental agent or specific tenant. The rental agent or tenant must provide identification and signature. *Please see attached form.
6. Key replacement – Owners are responsible for replacing lost keys by contacting the Post Office directly.
*We will **NOT** hold spare keys and will **NOT** have access to your mailbox after key distribution.

KEY DISTRIBUTION:

Two days will be scheduled for key pick up at the Jupiter Village Community Activity Building located at 1001 Jupiter Village Road.

| | | |
|----------|----------------|---------------------------|
| Tuesday | April 11, 2017 | 5:00 pm until 6:00 pm** |
| Saturday | April 15, 2017 | 10:00 am until 11:00 am** |

**Time and days for distribution are subject to change pending weather conditions and complete installation in one day.

Keys that are not picked up during the above dates and time must be picked up at Sea Breeze Community Management Services located at 4227 Northlake Boulevard in Palm Beach Gardens. Office hours are Monday through Friday 9:00 am until 5:00 pm. **Keys will not be mailed.**

To keep you updated on all Association business and emergencies, please complete the attached Owner Contact Update Form including your email address and return to the Sea Breeze Office.

The new mailboxes are going to be a nice addition to the neighborhood. We look forward to fully completing this project with your help and cooperation. Thank you!

Sincerely,

Your Board of Directors and
Courtney Hagins, LCAM
Courtney@seabreezecms.com
On behalf of Jupiter Village Phase II (2) HOA, Inc.
Enc. Mail Box Key Distribution Authorization Form, Update Form, Newsletter