

# VILLAGE ROYALE GREENRIDGE BLDG # 7 COA, INC.

c/o Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL. 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

**www.seabreezecms.com**

## **Purchase Application - Interview Required** (updated 5/2019)

**COMPLETE ITEMS 1 TO 14 & SUBMIT 30 DAYS PRIOR TO CLOSING DATE.** Old application packages will not be accepted our most current application package is available online at the Sea Breeze website.

**MAIL OR DROP OFF APPLICATION PACKAGE AT OUR OFFICE.**

**FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE.**

**If copies needed a charge of 25 cents per page made payable to Sea Breeze CMS, Inc.**

- \_\_\_ 1) Application for occupancy form (all information must be completed). (pgs. 2-6)
- \_\_\_ 2) Residential Screening Request & Disclosure & Authorization Agreement to be completed by all occupants purchasing or residing in unit. Extra copies may be needed if more than one adult. (pgs. 7-8)
- \_\_\_ 3) Certificate of Approval: This Form is required for approval. The approval is not authorized until the bottom section of the page is completed by an authorized Board Member or representative. (pg. 9)
- \_\_\_ 4) All occupants to review, date, sign and print your name for the Association Rules and Regulations, Guidelines and Forms package. The rules will be reviewed at the welcome meeting. (pgs. 10-18)
- \_\_\_ 5) **The certificate of approval will not be issued without providing a copy of a current HO-6 Insurance policy.**
- \_\_\_ 6) All applicants provide a copy of your current credit score.
- \_\_\_ 7) Provide a copy of the executed purchase contract.
- \_\_\_ 8) Provide a copy of registration and proof of insurance for each vehicle.
- \_\_\_ 9) Provide a copy of picture ID (driver's license or passport) for each adult purchasing or residing in unit.
- \_\_\_ 10) \$35.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per adult representing a non-refundable screening report fee made payable to Village Royale Greenridge Bldg #7 COA, Inc.
- \_\_\_ 11) Out of the country applicants are subject to completing additional paperwork and fees as determined by our screening company. Please contact our office prior to submitting the application to obtain additional paperwork and fee amount. If additional fees are needed this is non-refundable and made payable to **Village Royale Greenridge Bldg # 7 COA, Inc. CASH, MONEY ORDER OR CASHIER'S CHECK ONLY will be accepted.**
- \_\_\_ 12) \$100.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** per person or married couple representing a non-refundable application processing fee made **payable to Village Royale Greenridge Bldg # 7 COA, Inc.**
- \_\_\_ 13) \$65.00 **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY** representing a non-refundable administrative fee made **payable to Sea Breeze CMS, Inc.**
- \_\_\_ 14) If the application is not completed in its entirety, the application will be RETURNED and WILL NOT be approved. **Interview is required prior to approval. It is critical for the interview that the occupant(s) speak and read English or you must bring an interpreter with you.**

**CURRENT INFORMATION**  
(All information must be printed and readable)

The Unit Address: \_\_\_\_\_

Name of Current Owner: \_\_\_\_\_

Current Owner Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Name of Buyer(s): \_\_\_\_\_

Buyer(s) Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Realtor Phone Number & Name: \_\_\_\_\_

**Application Criteria**

An applicant may not be approved based upon one or more of the following:

1. Application is not completed in full.
2. Background report.
3. Credit report.
4. Meet minimum requirement of one occupant fifty-five (55) years of age or older.
5. Occupant younger than eighteen (18) years of age.
6. Pets other than tropical fish or birds.
7. Single family residence only.
8. Landlord references and/or personal references.
9. False information provided in application.
10. A trailer, recreational vehicle or commercial vehicle is parked at the property.

**There is only one (1) assigned parking space per unit. Additional vehicles may NOT be accommodated at the property.**

**Moving in or out is permitted Mondays through Saturdays from, 9:00 am to 5:00pm Moving is PROHIBITED on Sundays or Holidays.**

**Leasing Note: Ownership must be established for 2 years before property can be leased.**

**APPLICATION FOR OCCUPANCY**

**OCCUPANT(S) INFORMATION:** Information regarding each person to reside in the unit. (Use a separate sheet of paper for information regarding all additional residents, as needed.)

Name [Print-must be legible]	Age	Relationship to Buyer
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

**LICENSED DRIVERS:** Residing in the community.

Name: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

Name: \_\_\_\_\_ License #: \_\_\_\_\_ State: \_\_\_\_\_

**VEHICLES:**

Make	Model	Year	Color	License Number	State Registered

**EMERGENCY CONTACTS:**

1) In case of Emergency notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

2) In case of Emergency notify: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**PERSONAL REFERENCES: (DO NOT LIST RELATIVES)** Each occupant must have 3 references.

1) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**PERSONAL REFERENCES: (DO NOT LIST RELATIVES)** Each occupant must have 3 references.

1) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

2) Buyer Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
Name of Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_

**CURRENT RESIDENCE:** Provide current residence for each adult occupying the unit. Use separate sheet of paper, if necessary.

1) Buyer Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
I/We have \_\_\_\_ owned (give length of time) \_\_\_\_\_  
I/We have \_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Name of Landlord or Mortgage holder: \_\_\_\_\_  
Address of Landlord or Mortgage holder: \_\_\_\_\_  
Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

2) Buyer Name: \_\_\_\_\_  
Current Address: \_\_\_\_\_  
I/We have \_\_\_\_ owned (give length of time) \_\_\_\_\_  
I/We have \_\_\_\_ rented Start (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_ End (mm/dd/yyyy): \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Name of Landlord or Mortgage holder: \_\_\_\_\_  
Address of Landlord or Mortgage holder: \_\_\_\_\_  
Phone Number of Landlord or Mortgage holder: \_\_\_\_\_

WORK HISTORY: Provide work history on all occupants. Use separate page, if necessary. If less than 5 years, provide previous employer information on separate page.

1) Buyer Name: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

2) Buyer Name: \_\_\_\_\_

Employer \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

Position \_\_\_\_\_

Salary \_\_\_\_\_

Supervisor's Name \_\_\_\_\_

Employed From \_\_\_\_\_ To \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

\_\_\_\_\_

**I hereby give my authorization to Village Royale Greenridge Bldg # 7 COA, Inc. or its agents to contact any and all references provided.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**CRIMINAL BACKGROUND:**

I understand a Nationwide Law Enforcement Investigation is required and will be completed.

1) Have you (or any other occupants) ever been convicted of a State or Federal offense:

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, please provide detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2) Are you (or any other occupants) presently awaiting trial on any criminal offense?

\_\_\_\_\_ Yes    \_\_\_\_\_ No    If yes, please provide detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If yes to any of the above, give occupant's name, dates, name of court, and details of conviction (use separate sheet of paper, if necessary).

**Email Address:** Please provide your email address and sign and date if you would like to receive emails related to association business.

\_\_\_\_\_ Yes, please provide your email address: \_\_\_\_\_

\_\_\_\_\_ No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Village Royale Greenridge (Bldg # 7) / Ref# \_\_\_\_\_

**RESIDENTIAL SCREENING REQUEST**

First: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

SSN: \_\_\_\_\_ DOB (MM/DD/YYYY): \_\_\_\_\_

Tel#: \_\_\_\_\_ Cell#: \_\_\_\_\_

**Current Employer**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Supervisor: \_\_\_\_\_ N/A \_\_\_\_\_ Salary: \_\_\_\_\_ N/A \_\_\_\_\_

Employed From: \_\_\_\_\_ To: \_\_\_\_\_ Title: \_\_\_\_\_ N/A \_\_\_\_\_

**Current Landlord**

Company: \_\_\_\_\_ N/A \_\_\_\_\_ Tel#: \_\_\_\_\_ N/A \_\_\_\_\_

Landlord: \_\_\_\_\_ N/A \_\_\_\_\_ Rent: \_\_\_\_\_ N/A \_\_\_\_\_

Rented From: \_\_\_\_\_ N/A \_\_\_\_\_ To: \_\_\_\_\_ N/A \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

DISCLOSURE AND AUTHORIZATION AGREEMENT  
REGARDING CONSUMER REPORTS

**DISCLOSURE**

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

**AUTHORIZATION**

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.



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**CERTIFICATE OF APPROVAL**

This is to certify that \_\_\_\_\_  
**purchaser(s) printed names**

is/are approved by Village Royale Greenridge Bldg # 7 COA, Inc., a Florida nonprofit corporation, as the  
**purchaser(s)** of the following described real property in Palm Beach County, Florida, to-wit:

**2300 NE 1<sup>st</sup> Lane  
Boynton Beach, FL 33435**

**Condominium Unit No.** \_\_\_\_\_ in Village Royale Greenridge Bldg # 7 COA,  
Inc., Inc. according to Declaration of Condominium thereof, recorded in Official Records Book 2260,  
at Page 415 of the Public Records of Palm Beach County, Florida and any amendments thereto.

**Parking Space assigned is #** \_\_\_\_\_

The approval is being given pursuant to the afore described Declaration of Condominium, By-laws and  
Articles of Corporation.

**Date this** \_\_\_\_\_ **day of** \_\_\_\_\_ **20** \_\_\_\_\_

Village Royale Greenridge Bldg # 7 COA, Inc.

**By:** \_\_\_\_\_  
Authorized Association President

**\*If unit is leased, unit owner retains access rights to the unit as landlord but shall not have rights  
to use the common elements or association property except as a guest 718.106(4), F.S. Unit  
owner’s access cards to association property will be invalid while unit is leased.**

**VILLAGE ROYALE GREENRIDGE (BLDG # 7) COA, INC.**

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**ASSOCIATION RULES & REGULATIONS, GUIDELINES AND FORMS**

**(Updated 5/2019)**

Please read each page carefully. These adopted Guidelines, Rules and Regulations, and Forms are set up to help improve our shared ownership for living in a Condominium Association. If you have any questions, please feel free to contact Sea Breeze CMS, Inc. office at (561) 626-0917.

- Parking Rules
- Oil Leak Notice
- Immediate Family Guest Registration
- Association Delinquency Policy
- Owner’s Permission to Temporarily Use Parking Space
- Request for Review of Architectural Modification
- Intent Sell Lease Transfer Property Form
- Bulk Trash Pick Up Guidelines

I hereby certify that at the screening interview I received copies of the above forms and agree to abide by Village Royale Greenridge Association, Rules & Regulations and Guidelines.

**New Owner Printed Name:** \_\_\_\_\_

**New Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**New Owner Printed Name:** \_\_\_\_\_

**New Owner Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Sincerely,

Your Board of Directors of  
Village Royale Greenridge Bldg. 7 Condominium Association, Inc.

## **VILLAGE ROYALE GREENRIDGE (BLDG # 7) COA, INC.**

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### **PARKING RULES**

**(Updated 5/2019)**

- 1) No unit owner or renter is allowed to park in a guest parking space overnight.
- 2) All owners or renters must be parked in their own assigned parking space. Seasonal residents must park vehicles in their own assigned space while absent from unit.
- 3) Commercial vehicles, boats, trailers, recreational vehicles and motorcycles are not permitted to park overnight or be stored at the Association.
- 4) Any guest of the owner or renter may park overnight in resident building spaces.
- 5) No storage of vehicles, motorcycles, trailers, trucks, boats in any guest or resident building 7 spaces.
- 6) No unit owner or renter is permitted to occupy two parking spaces at any time unless another unit owner permits them the use of their parking space. If a unit owner wishes to allow another unit the use of their parking space, they must submit the "Owner's Permission to Temporarily Use Parking Space" form to the Board of Directors. Giving up your parking space to another unit owner also entails the surrender of your parking space for that period of time.
- 7) Owners that rent their unit surrender their parking space for the term of approved lease.
- 8) Vehicle repairs are not permitted at the Association.
- 9) Violators will be subject to tow at their own expense.

Sincerely,

Your Board of Directors of  
Village Royale Greenridge Bldg. 7 Condominium Association, Inc.

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**OIL LEAK NOTICE**

**(Updated 5/2019)**

To all unit owners and renters:

Effective immediately, any car leaking oil will be tagged. You will have fourteen (14) days in which to repair your vehicle. If the vehicle is not repaired it will be towed at the owner's expense.

A copy of the repair work must be submitted to the Board of Directors as proof that repair has been completed.

Thank you in advance for your cooperation in this matter.

Sincerely,

Your Board of Directors of  
Village Royale Greenridge Bldg. 7 Condominium Association, Inc.

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**OWNER’S NOTIFICATION OF GUEST  
OF THE OWNER DURING OWNER’S ABSENCE  
PER CONDO DOCUMENTS 8.9.3 OCCUPANCY**  
(Updated 5/2019)

- One (1) month or less only permitted one (1) time per 12-month period.
- The unit owner must notify the Board of Directors in writing.
- Guest use is not allowed in first two (2) years of ownership during the absence of owner.
- Only one (1) assigned parking space, no dogs or other pets permitted.
- A copy of picture ID is required and to be submitted to Sea Breeze office.
- Must be fifty-five (55) years or older during absence of unit owner.

***To the Board of Directors:***

Village Royale Greenridge Association, Inc.

2300 NE 1<sup>st</sup> Lane

Boynton Beach, FL. 33435

The guest(s) shown below will occupy my unit # \_\_\_\_\_ in Building # 7, parking space\_\_\_\_\_.

Beginning (date)\_\_\_\_\_ ending (date) \_\_\_\_\_. As the owner has authorized the guest(s) have become, through me are familiar with the Rules and Regulations of the Village Royale Greenridge Association Condominium as provided in the Declaration of Condominium and the By-Laws of the Greenridge Association and the guest(s) agrees to comply with its provisions.

Name	Age	Sex	Home Address
1. _____	_____	_____	_____
2. _____	_____	_____	_____

Signature of Owner\_\_\_\_\_

Unit#\_\_\_\_\_ Building #7 Parking space#\_\_\_\_\_

**This form must be used for visits of one month or less only.**

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## **DELINQUENCY POLICY**

**(Updated 5/2019)**

Effective 2012

- Village Royale Greenridge Association maintenance payments are late after the tenth (10<sup>th</sup>) of each month.
- The first late notice will be mailed after ten days past the due date.
- A \$25.00 late fee will apply after the 10<sup>th</sup> of each month.
- The account will be turned over to the Association's attorney after 30 days delinquent.

If you have any questions or concerns please contact our accounts receivable department at 561-626-0917.

We appreciate your cooperation in this matter.

Sincerely,

Your Board of Directors of  
Village Royale Greenridge Bldg. 7 Condominium Association, Inc.



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**REQUEST FOR REVIEW FOR ARCHITECTURAL MODIFICATION**

**(Updated 5/2019)**

Owner's Name(s): \_\_\_\_\_

Street Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Approval is hereby requested to make the following modification(s), alteration(s) to my unit as described below or on additional attached pages. Please include details such as description, materials, colors, design, locations and other pertinent data. Attach a copy of vendor's license, liability insurance and workers' compensation. Please also attach a drawing or a brochure if available.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I understand and will comply with the following:

- 1) That if the modification(s) is not completed as approved, said approval can be revoked and the modification(s) will be required to be removed at the homeowner's expense.
- 2) That I am responsible to pay for any repair and all damage caused to common areas as a result of the installation or modification.
- 3) To comply with the state and county building codes and to obtain all necessary permits, if applicable.
- 4) To abide by the decision of the ACC and/or the Board of Directors.
- 5) That if the modification is not approved or does not comply, I/we may be subject to Court action by the Association and that I/we shall be responsible for all reasonable Attorney's fees.
- 6) If the Association incurs an expense while considering the application with an outside Professional (i.e. licensed architect) the applicant will be responsible for said fee.
- 7) This review and approval shall be conducted according to the Association's Documents.
- 8) I/we will be responsible for any costs of repair to any other units that may be damaged due to said work performed.

\_\_\_\_\_  
Date of Request

\_\_\_\_\_  
Signature of Owner(s)

**For Board use only**

( ) Approved ( ) Disapproved ACC Signatures \_\_\_\_\_

Comments: \_\_\_\_\_



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**INTENT TO SELL, LEASE OR TRANSFER PROPERTY**

**(Updated 05/2019)**

**Address:** \_\_\_\_\_

**Please check one:**

\_\_\_\_\_ Intent to sell

\_\_\_\_\_ Intent to Lease

\_\_\_\_\_ Transfer, Gift, Devise or Inheritance

**According and required by our By-laws, the element for you to proceed with the sale/rental of you unit is fourteen (14) days AFTER the Board received this intent form. We can advise, if requested, the best way to sell/rent your unit - if you wish.**

I hereby give notice that I am putting my **Unit #** \_\_\_\_\_ up for sale/lease.

My asking (highest price) is \_\_\_\_\_.

My lowest price is \_\_\_\_\_.

Signature of person on deed \_\_\_\_\_

Please print name of person on deed \_\_\_\_\_

Date \_\_\_\_\_

Please return completed form to Sea Breeze CMS, Inc.

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VRG7 - Purchase Application – Updated 5/2019

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## **BULK TRASH PICK-UP GUIDELINES**

**(Updated 5/2019)**

1. Place loose and small debris in garbage bags.
2. Bulk debris should be placed 3 feet from wall, on Wednesday only.
3. Call 561-742-6200 and provide your unit number for pick-up on Thursday.
4. Trash placed out before Wednesday is prohibited. Owners will be fined by the City and the Association for these types of violations.
5. A contractor performing work in a unit, must remove the debris from the property. The debris may not be placed for bulk pick-up. Should construction debris be disposed of at the dumpster it will prevent the trash collection from servicing the Association, as they do not pick up construction debris. If the Association hires a contractor to remove the construction debris connected to a specific unit the owner will be responsible for all fees and costs plus an administrative fee.