

JUPITER KEY HOMEOWNERS ASSOCIATION, INC.

c/o Harbor Management of South Florida, Inc.
641 University Blvd, Suite 205
Jupiter, Fl 33458
561-935-9366

Instructions for Sale/Lease Application Package

1. Fill out the application package in its entirety. If the application is not completed it will be returned to you.
2. A fully executed copy of the sales contract or lease agreement must accompany the application.
3. Include a **non-refundable** application fee in the amount of **\$150.00** made payable to **Jupiter Key HOA.**
4. After closing (if sale), a copy of the recorded Warranty Deed must be provided to Harbor Management by the closing agent. i.e. title company or attorney.
5. The application for Sale/Lease and occupancy along with all the information and materials requested therein must be completed, executed and submitted to Harbor Management at the address below at least thirty (30) days prior to the expected date of occupancy. A lease **will not** be approved nor may the unit be occupied by the respective lessee(s) without prior written approval by the Board of Directors of the Association. For buyers, a Certificate of Approval will be provided for your closing upon completion of this application and background check. A unit may not be rented for the 1st year of ownership. Lease terms must be for a minimum of six (6) months and only once per calendar year.
6. Return the completed application, \$150 application fee and sales/lease contract to:
Harbor Management
641 University Blvd, Suite 205
Jupiter, Fl 33458
(561) 935-9366

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**** (Not less than six (6) month rental and one rental per calendar year) ****

Jupiter Key Property Address: _____

CURRENT PROPERTY OWNER INFORMATION:

Name: _____ Phone: _____

Current _____ mailing _____ address: _____

IF leasing, new mailing address: _____

IF leasing, new phone number: _____

APPLICANTS INFORMATION:

Name: _____ Phone: _____

Present Address: _____

How long at this address: _____ If less than one year, list previous address: _____

Co Applicants Name: _____ Phone: _____

Name and ages of children: _____

Will there be occupants other than immediate family: YES/NO

If yes, name(s), relationship and age(s): _____

APPLICANTS EMPLOYER:

Name: _____ Phone: _____

Position: _____ How long employed: _____

If less than one year, previous employer: _____

CO-APPLICANTS EMPLOYER:

Name: _____ Phone: _____

Position: _____ How long employed: _____

If less than one year, previous employer: _____

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AUTOMOBILE INFORMATION:

Vehicle #1 – Make: _____ Model: _____ Tag #: _____

Vehicle #2 – Make: _____ Model: _____ Tag #: _____

Vehicle #3 – Make: _____ Model: _____ Tag #: _____

PETS:

Type: _____ Breed: _____ Weight: _____ Color: _____ Age: _____

Type: _____ Breed: _____ Weight: _____ Color: _____ Age: _____

IF LEASING, PLEASE COMPLETE THE FOLLOWING:

Have you ever been evicted? _____ If yes, where/why? _____

Have you ever refused to pay rent? _____ If yes, where/why? _____

BUYER(S) AND TENANTS, PLEASE COMPLETE THE FOLLOWING WHERE APPLICABLE: Name

of Real Estate Company representing you (if applicable): _____ Name of Agent: _____

Phone: _____ Name of Closing Agent, i.e., Title Company,

Attorney: _____

Phone: _____

I/We understand that this application must be completed in its entirety, and declare that the information provided is true and correct. Willful misrepresentation will void this application and a Certificate of Approval will not be issued. I/We authorize the association or its agent(s) to obtain and verify a consumer credit and background reports and understand an investigation may be conducted to determine mode of living, financial ability, personal character and general reputation.

X _____
Applicants Signature

X _____
Co-Applicants Signature

DISCLOSURE REGARDING
BACKGROUND INVESTIGATION ON YOU

Harbor Management of the South Florida, Inc. (“the Company”) may obtain a “consumer report” about you from a consumer reporting agency for tenant purposes. A “consumer” report is a background screening report that may contain information regarding your criminal history, sex offender registry status, credit history, employment history, education history, driving history, professional licenses, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

The consumer reporting agency that may prepare an “consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, www.scottrobertsassociates.com, info@scottrobertsassociates.com.

ADDITIONAL NOTICE REGARDING
INVESTIGATIVE CONSUMER REPORTS ON YOU

Harbor Management of the South Florida, Inc. (“the Company”) may also request an “investigative consumer report” on you from a consumer reporting agency.

An “investigative consumer report” is a background screening report generated through personal interviews with sources such as your neighbors, friends or associates.

The consumer reporting agency that may prepare an “investigative consumer report” on you for the Company is Scott-Roberts and Associates, LLC, 2290 10 Ave. N., Suite 500, Lake Worth, Florida 33461, (888) 605-4265, www.scottrobertsassociates.com, info@scottrobertsassociates.com. The information contained in an “investigative consumer report” may bear upon your character, general reputation, personal characteristics, and/or mode of living.

Please be advised that the nature and scope of the most common form of “investigative consumer report” that may be ordered by the Company is an investigation into your employment history. During such an investigation, Scott-Roberts and Associates may ask questions about your employment history to certain knowledgeable individuals and provide response information to the Company.

Note: You have the right to request disclosure of the exact nature and scope of any “investigative consumer report” ordered by the Company on you. You may do so by contacting the Company.

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION ON YOU;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT;
- ADDITIONAL NOTICE REGARDING INVESTIGATIVE CONSUMER REPORTS ON YOU;
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize **Harbor Management of the South Florida, Inc.** to obtain “consumer reports” and “investigative consumer reports,” about me for tenant purposes.

Signature: _____ Date: _____

Print Name (First, Middle, Last Name)

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

Last Name: _____ First Name: _____ Middle: _____

Other Names Used (alias, maiden, nickname): _____

Social Security Number: _____ Date of Birth: _____

Driver License No.: _____ State Issued: _____

Email Address: _____

Current Address: _____

Street/P.O. Box City State Zip Code County Dates

Former Address: _____

Street/P.O. Box City State Zip Code Country Dates

Current Employer Address City/State Start Date Salary

Supervisors name Employer Telephone Number

JUPITER KEY HOMEOWNERS ASSOCIATION

TENANT
ACKNOWLEDGEMENT

TO: Jupiter Key HOA, Inc.
FROM: Proposed Tenant
SUBJECT: Lease Application

Please be advised that I plan to lease the unit at: _____

- 1. I hereby agree for myself and on behalf of all persons occupying the leased unit, that:
(a) I have read, understand and will comply with the Rules and Regulations of Jupiter Key Homeowners Association, Inc.
(b) Any failure to comply with the Declaration of Covenants, Bylaws or the Rules and Regulations of Jupiter Key HOA, Inc. will result in immediate action as therein provided including eviction proceedings.
(c) THE LEASED UNIT WILL NOT BE SUB-LEASED, OR OCCUPIED, OR SHARED WITH ANYONE NOT A PARTY TO THE LEASE.
(d) I will be present when any visitors or children occupy the leased unit or use the community's recreational facilities.
(e) I agree to be liable for all costs to repair any damage to the common areas that I, my family members or guests cause.
2. I give permission to Jupiter Key Homeowners Association, Inc. to conduct a background check. I have provided a copy of government issued photo I.D. that I give the Association permission to retain with this lease application.
3. I agree that the lease application is conditioned upon the truth and accuracy of this application and the approval of the Association Board or the Management Company.
4. I UNDERSTAND OCCUPANCY PRIOR TO APPROVAL IS PROHIBITED. ANY MISREPRESENTAION ON THESE FORMS WILL RESULT IN AUTOMATIC REJECTION OF THIS APPLICATION OR TERMINATION OF LEASE.
5. If the lease application is disapproved, I agree to accept the decision of the Board or the Management Company as final.

Name(s) of Proposed Tenant(s): _____

Phone: _____ Cell Phone: _____ Email: _____

X _____
Signature of Proposed Tenant

X _____
Signature of Proposed Tenant

Date: _____

Date: _____

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RETURN WITH YOUR APPLICATION

AMENDMENT TO LEASE

"The tenant hereby agrees; in accordance with Florida law that upon receipt of notice from Jupiter Key Homeowners Association, Inc. (the Association) that the landlord is delinquent in paying any monetary obligation due to the Association, the tenant will pay his/her subsequent rental payments and continue to make such payments until all the monetary obligations of the landlord (parcel owner) have been paid in full to the Association and the Association releases the tenant or until the tenant discontinues tenancy in the parcel".

Payment due the Association may be in the same form as you paid your landlord and must be sent by United States mail or hand delivery to the Association, c/o Harbor Management and made payable to Jupiter Key HOA.

Pursuant to section 720.3085(8) Florida Statutes, your payment of rent to the Association gives you complete immunity from any claim for the rent by your landlord.

Owner Name (please print) & Unit Number

Signature of Owner and Date

Tenant Name (Please print)

Signature of Tenant and Date

Rules, Regulations and information

Covenants and Restrictions for Jupiter Key

All Homeowners' Associations have covenants, restrictions and many have adopted rules and regulations and related design guidelines. Covenants & Restrictions and Rules & Regulations are intended to preserve and promote property values and protect homeowner investments. Covenants and Restrictions is a separated document contained within this website and it is the responsibility of all residents to review and abide by this document. Further, the Architectural Review Committee maintains additional design guidelines in Jupiter Key that are crafted to promote a specific character and atmosphere reminiscent of a Key West neighborhood.

Pool/Spa Safety & Rules

Pool/Spa hours are dawn to dusk and safety and rule placards are posted for the pool and spa within the gated area. There is a Sheppard's hook and life ring attached to the north fence of the pool. There is a shower on the southernmost wall of the pool enclosure and restroom/changing areas. There is a trash receptacle adjacent to the spa and within the restroom. Please replace all moved chairs to their proper positions and place umbrellas in the closed position once finished visiting the pool area. Please ensure the pool gate is securely closed after entry and exit.

It is a requirement that our residents and guests rinse all beach sand and suntan lotion off before entering the pool. No pets are permitted in the pool area. Pool/Spa maintenance is generally conducted on Friday mornings. Please contact the Property Management Company regarding any pool maintenance issues.

Safety and security require only residents and their guests to utilize the pool and spa. In the event you observe persons utilizing the pool or spa and you suspect or determine that they are trespassing, please contact any board member, the management company or police. A simple introduction to the parties, welcoming them to our neighborhood and inquiring as to their new address may provide you with the information you are looking to obtain. One preventative measure to relieve this situation is to ensure the pool gate and north pedestrian gate are securely closed after entry and exit.

Parking

No commercial vehicles of any kind, pickup trucks, other trucks, boats, trailers, RV's, motor homes or motorcycles are permitted to be parked on the property unless parked in the garage. Overnight parking on any streets of Jupiter Key is prohibited. Residents and guests may park overflow vehicles at the pool parking area from **sundown to 9AM** each day at the pool. All vehicles parked in this area must be removed each morning and parking in this area during the daytime and for consecutive days is prohibited. Residents may still park their vehicles at the pool during the daytime while at the pool. Also as a friendly reminder please use pool parking for picking up mail as parking on the street outside the entrance gates can create a hazard. Friend and family beach parking is never permitted at the pool or on the streets of Jupiter Key.

Pets

No more than two (2) pets are permitted for each unit. Pet droppings must be picked up and removed from the common areas or other owner's property by the owner of the pet. All pets must be on a leash when off owner's property.

Architecture Review Committee

Any changes to the physical structure of any property including but not limited to the structure, physical appearance of the structure and landscaping as stated in the covenants, must be approved by the Architecture Review Committee. Before any work commences on any property; plans and designs including structure modifications, color changes, and appearance modifications must be submitted to the Property Manager. These plans will then be forwarded by the Property Manager to the committee for approval and/or or acceptance. Please review the Covenants of Jupiter Key for further details and any additional changes that require committee approval.

Landscaping

General landscaping for all common areas and residential lots is provided by Landscape Manager. Any specific requests for service should be made through the property management company. Landscaping services are generally completed each Thursday and may be dependent upon weather and holiday scheduling. Palm tree trimming is completed twice a year in the months of January and July. Our residential landscaping contract calls for monthly shrub and hedge trimming and weekly edge, lawn cutting and clean up.

Pest Control

The Board of Directors is pleased to announce Jupiter Key Homeowners Association has contracted with Ambassador Pest Management to provide fertilization and pest control services for the landscaping throughout Jupiter Key. This will include the common areas as well as the individual single-family yards. There is no additional cost to you the homeowner for this service.

These included treatments will cover the following: granular fertilization of all turf, ornamental plantings and trees three times yearly, complete turf control and ornamental plant control including fungus, pest and fire ants three times per year. Fungus control and broad leaf weed control of all turf. Treatment for white fly will also be administered on an annual or bi-annual basis depending on the species.

In addition to these included treatments, Ambassador Pest Management is offering our owners the opportunity to sign up for interior and perimeter pest control services at a drastically reduced cost. The cost per home for interior and perimeter pest control will be \$20.00 per treatment which will be performed every other month while Ambassador is already in the community providing the included HOA services. This is a perimeter spray and includes interior if access is available at the time of service. If you are interested in this additional service please call Ambassador Pest Management direct at 561-689-1411 and ask for Sherry.

Trash Pick Up

Trash pickup is contracted through Nickolas Sanitation within the Jupiter Key Community on Wednesday and Saturday mornings. Please place trash cans street side after 6 PM, the evening prior to pick-up and return trash cans to your residence as soon as possible after pickup. Jupiter Key pick up includes trash and recycling items only. Yard waste, furniture, appliances or other non-household waste cannot be disposed of street side.

Gate Openers & Keys

Remote control openers for the vehicle gates are available through the Property Management Company at the rate of \$25.00. Keys that allow access to the rear gate, front pedestrian gate and pool are available are also available from the Property Management Company for \$25.00.

Maintenance Fees

Maintenance fees are paid quarterly, in advance, to our Property Management Company, fees may be paid in advance on a yearly basis upon request. Late fees are assessed after 30 days delinquent

and property liens may be placed after 90 days delinquent. If you have a financial hardship please contact the Property Management Company.

Our Community

Jupiter Key is comprised of three entities within one community:

- Jupiter Key Homes - 42 single family homes and 1 lot
- Jupiter Key Town homes - 8 attached four story seaside town homes
- Breakers Sound at Jupiter Key - 4 single story seaside condominiums and 1 lot

Entrances and Exits

Jupiter Key has one main security entrance and exit gate for vehicular traffic located on the east side of our property. These security gates are controlled by electric motors that are designed to remain open when the wind speed from the ocean is greater than the acceptable limits of resistance for the motors. The board of directors and the property manager constantly monitor the gate positions, but please understand that occasionally a weather event or an automobile striking the gate may render the gates temporarily inoperable. As an extended measure of safety, please limit the use of these main gates for vehicle traffic. The main entrance gate can be operated by remote control or keypad, and residents also have the ability to allow access to a third party at this point through the gate phone entry system by pressing the number 6 on their phone while communicating directly with any party at the front gate. Please contact the property manager to update your listing for the phone entry system. The west (rear) gate is operated by gate code only and should be utilized by vehicles only during street closures on the beach road. Your courtesy key (large square former pool key) will unlock the padlocks to this gate and allow passage if the beach road is closed. All gate codes will be changed at least twice per year and any new gate code changes will be mailed to residents with their quarterly statements and will be available on the home page of this web site.

Directions

Jupiter Key is located 1 mile south of Indiantown Road at 1900 S. A1A (Ocean Drive). Each pathway (board walk or trail) to Jupiter Beach is marked with an access sign that run in numerical order from south to north, the entrance to Jupiter Key is directly across from beach access sign #46.

Rentals

Renting or Leasing of homes is only permitted once per calendar year for a minimum of 6 months. The renter or leasee must go through a screening process and make application prior to the commencing or renting or leasing. Please contact the property manager if you are considering renting or leasing of your property. Any purported lease of a unit in violation of the Association's Documents including the Declaration, Bylaws and Rules and Regulations shall be able to be declared void by the Board and the Board is empowered to evict the purported tenant in the name of and at the expense of the unit owner.

Outdoor Lighting

Most residences have coach style lighting roadside, directly in front of their homes. It is the homeowner's responsibility to maintain and keep these lights in working order. Some trouble shooting tips include making sure all GFI (ground fault indicators) receptacles are reset properly within your home and garage. Secondly, the light sensing socket adapter which screws into the light socket may be in need of replacement, and lastly check your bulb to be sure it is in working order. Jupiter Key, in compliance with county and state ordinances reduces the overhead wattage in both entrance kiosks during turtle season and vertical pointing palm tree lighting is repositioned.

Garage Doors

Garage doors must be in the closed position when not in use. All garage doors must be painted white.

Semi-Tractor Trailers (18 wheelers)

Large moving style trailers have caused damage numerous times to the streets and street signs in Jupiter Key. The turning radius required for the corner of Jupiter Key Road and Ocean Key Rd is not sufficient to accommodate these vehicles. The stop sign and street sign directly across from the mail kiosk is showing the signs of numerous trailer strikes. Please have large moving style vehicle enter and exit from the rear entrance. If you require assistance for this process please contact the property manager or any board member.

Security Cameras

Multiple non-functional security cameras are visible at vehicle and pedestrian access points within the community. These cameras are not being monitored and do not record images.

Jupiter Key Notification

An email address has been established to disseminate information to our residents in emergency situations or as deemed necessary by the board of directors, please mark jupiterkeynotification@gmail.com as "not spam" for your browser.

Property Management

Jupiter Key management is contracted through Harbor Management of South Florida, Inc., Jupiter, FL 33458 (561) 935-9366. Our property manager is Pam Adams, LCAM, her email is Pam@harborfla.com.

Our current property manager has ensured Jupiter Key that due to our proximity to the ocean; she will make every effort to make our neighborhood first priority in the event of an emergency situation or storm.

Landscaper Responsibility After Storm

All information obtained by the board will be provided to the management company. The management company will ensure the landscaping company begins removing debris from the community as soon as possible.

Our current landscaping provider, has ensured Jupiter Key that due to our proximity to the ocean our neighborhood would be given first priority in the event of an emergency situation.

Hurricane Panels/Shutters

Hurricane protective devices including shutters and panels must not be installed on homes prior to the first named storm of the hurricane season. Hurricane protective devices that are visible from the roadways of the Jupiter Key community must be removed from residences no later than 14 days after the termination of a hurricane event including a watch, warning, tornado or hurricane. If a new community storm watch or warning occurs within this 14-day window a new 14-day window begins again after the termination of the new storm event. All hurricane protective devices must be removed no later than November 30.

Hurricane Resident Responsibility

It is the responsibility of each resident to secure any outdoor items prior to leaving for the season or while absent from Jupiter Key.

Nuisances

No illegal, immoral, noxious or offensive activity shall be carried on in any Home located in Jupiter Key nor shall anything be done therein which may be or become an unreasonable annoyance or nuisance to any other owner or tenant. No loud noises or noxious odors shall be permitted in or from any such

Home and the Board shall have the right to determine if any noise, odor or activity constitutes a nuisance.