

# West Bay at Jonathan's Landing



## Owners' Manual

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## **Part I - Introduction**

### **A Capsule History of West Bay**

After the era of the Hobe Indians and the landing of Jonathan Dickinson, Jupiter was a sleepy little town of 5,000 people and Indiantown Road was a two-lane, uncrowded road. Then came the I-95 Interchange. Early aerial photos show JL as a swamp with a few country roads; it was ruled to be in the flood plain.

Excavating the lagoons raised our elevation. In 1954 it was begun as a retirement community for the Upholsterers' International Union, but under the name Salhaven, it failed in 1971. The land was sold, and part became Jupiter Medical Center and the 606 acres east of Rte. Alt A1A were sold to the Alcoa Company, JL's developer. West Bay's origins resulted in a legal controversy, and Alcoa sold out to M. J. Anderson that finished West Bay seven years after construction began. For details, check out our website.

### **West Bay Website**

The Association operates a website at [www.westbay.homestead.com](http://www.westbay.homestead.com). One important purpose is to post all our legal documents so you can view them or download them. We also post necessary forms, budgets, board minutes, a history, and any other important documents or announcements.

### **Condominium Ownership**

Condominium ownership is different from fee simple or HOA ownership because it requires the legal creation of a community where you trade some of your independence for shared ownership. This allows you to pool your resources to assign responsibility for providing recreation and maintenance to someone else. However, it demands that you share management not only of the property but also your relationships. The only way to reap the benefits of condominium ownership is to have sufficient rules and regulations. A large part of these restrictions has been established by Florida law.

The Board of Directors appreciates the difficulty you may have dealing with the volume of Condominium documents and their technical presentations. Therefore, we have compiled here the information most frequently needed by our residents in this condensed format.

In addition, we have also added some suggestions that should be helpful. For convenience, please visit our website for access to all formal and legal documents. When issues arise, you should refer to them for the most accurate and comprehensive information. They should be kept in a safe place because, if you ever sell your unit, you will have a duty to furnish purchasers with these documents so that they can certify they have read them before the legal review period expires. In order to be of help, the Board of Directors is placing these documents on our website, [www.westbay.homestead.com](http://www.westbay.homestead.com). This way you can prepare a hard copy of the documents on your printer at any time. Periodic changes and

updates to these documents will be found on our website as well.

This Owners' Manual is meant more for everyday use. We have tried to condense here the most important information in the legal documents. In addition, we have included here the Rules and Regulations. These are measures adopted from time to time by the Board of Directors to prevent problems within the Association and to guide interaction among the Unit Owners. If you have any questions or need clarification on any information contained in this document, please contact Jupiter Management, LLC. (561) 743-4607; or [steve@jupitemgt.com](mailto:steve@jupitemgt.com).

Where formal requests or application forms are necessary, we have included blank forms in the Appendix that you can use or copy. These forms are also available at the office of Jupiter Management, LLC. (561) 743-4607; or [steve@jupitemgt.com](mailto:steve@jupitemgt.com). The forms can be found on our website.

Remember, if everyone acts in accordance with these rules, life at West Bay will continue to be pleasant for all of us.

## **Part II - A Few Explanations**

**Condominium Ownership** - Each Unit Owner owns an undivided 1/130<sup>th</sup> interest in the Common Elements in addition to your individual Unit. Condominium ownership is a creation of Chapter 718 of the Florida Statutes. The Association can only function in strict accord with that statute.

The Condominium Association is a legal entity organized as a Florida corporation not for profit. It has a tax-free status and the ability to sue and be sued. It is empowered to conduct the affairs of the Condominium. For example, it is required to undertake maintenance and repair of the Common Elements, approve and regulate sales and rentals, provide landscaping, and operate the swimming pool and clubhouse. The affairs of the Association are directed by the Board of Directors as provided in the By-Laws.

The **Common Elements** are what we own in common. The law has also created **Limited Common Elements** as a sub-class of the Common Elements, "reserved for the use of a certain Unit or Units to the exclusion of other Units." The Limited Common Elements are set forth in Chapter IV of the Declaration of Condominium.

The **Management Company** is Jupiter Management, LLC, which provides the day-to-day operation of the Association in cooperation with the Board of Directors.

The **Boundaries** of your Unit are set with precision by Florida Law to establish and define condominium ownership. The precise parametrical boundaries are set forth in Article XVIII, Sec. A. 1. This legal precision is used to define the separation of responsibility between the Association and the Units, to assign insurance coverage, and to divide any other matters between the Association and the Unit Owners.

**Location** - Jonathan's Landing and the West Bay Condominium are located in unincorporated Palm Beach County and are not part of the corporate limits of Jupiter, Florida.

The **Property Owners Association** (POA) is the overall organization that is responsible for governing and maintaining our natural resources spread over 606 acres and encompassing 27 separate villages. Your membership and responsibilities are included within the POA.

**JL Cares** is a charitable organization that offers all residents the opportunity to participate in volunteer efforts supporting local civic and non-profit associations with cultural, educational and social services. Leadership is provided by private residents; to contact call the JL office at 561-747-7600.

## **Part III -West Bay Condominium**

Website: [www.westbay.homestead.com](http://www.westbay.homestead.com). For documents, forms, and notices.

Email: [steve@jupitermgt.com](mailto:steve@jupitermgt.com) for service and communications.

The Condominium documents we are governed by are the following:

**Articles of Incorporation** - This document establishes the Association under Florida Law as an incorporated, non-profit corporation. This is important for tax reasons and establishing a legal entity for representing the Association.

**Declaration of Condominium** -This document creates the condominium under Chapter 718, Florida Statutes, and is intended to set forth the way by which the Association follows state law. It is a covenant that formally distinguishes condominium ownership from other forms such as fee simple.

**By-Laws** -- These are the everyday rules governing how the Board of Directors, Unit Owners, and others operate the Association.

### **Duties of Owners**

In particular, we want to call your attention to the legal guidelines that distinguish your duties and those of the Association. Every Unit Owner should be mindful of your specific duties as assigned by law and set forth in Article XIII, Section C. of the Declaration of Condominium:

To maintain in good condition and repair your Unit and all interior surfaces within or surrounding your Unit (such as the paint on the walls, the ceilings and floors and your screening and window systems, and the entire interior of your Unit), and to maintain and repair the fixtures and equipment therein, including, without limitation thereto, the following, where applicable: air conditioning and heating units, refrigerators, stoves, fans, hot water heaters, dishwashers and all other appliances and sinks, electrical panels, interior doors, and fixtures within the Unit; garage doors, window systems, glass, exterior light fixtures, the sliding glass doors, the exterior doors; the air compressor, and hurricane/storm shutters located outside the Unit, but which is a part thereof; and to pay for all your utilities, i.e., electric, water, sewage, and telephone. The cost of maintaining and replacing the floor coverings shall be borne by the Owner. Any modifications that result in damage to exterior surfaces (ex. holes from screws after storm shutter removal) must be returned to the original condition of the building by the Unit owner.

No one is permitted to walk on the roofs of a building to wash windows, or for any other reason.

### **Unit Alterations and Decorations**

Unit Owners are also restricted concerning structural alterations within their Unit. Under Article XIV, Section C, paragraphs 2 and 3, no structural alteration within a Unit may be made, nor may any contractor or subcontractor be employed without the

approval of the West Bay Board of Directors and the Property Owners Association's Design Control Board.

A. OUTSIDE CHANGES:

- 1. Installation or removal of hurricane shutters, enclosing of porches, and garage door and/or front door replacements require prior approval of the West Bay Directors, and Jonathan's Landing Property Owners Association Design Control Board.
- 2. Any holes, gaps, old caulking, etc. must be repaired to return the building to its original condition.
- 3. No other external building alterations or decorations are permitted.
- 4. Any landscaping and mulch alterations may be authorized after requesting approval from the West Bay Directors and the use of a contractor approved by the Board. An application form is included as an attachment in this package.
- 4 No residents shall leave potted plants outside their Units during storms. The Association has the right to remove potted plants.

B. INSIDE CHANGES:

- 1. All structural changes or alterations require prior approval of the West Bay Directors and the J.L.P.O.A. Design Control Board.
- 2. Installation of tile or hardwood floors in second floor Units requires sound deadening material, and prior approval of the West Bay Board. See “Rules and Regulations” chapter of this document, item 19 for specific requirements.
- 3. Alterations to sheetrock specifically for remodeling purposes are the unit owner’s responsibility. Repair or replacement of sheetrock due to damage caused by events part of West Bay’s responsibility (ex. roof leaks, waste water, etc.) are always to be repaired by West Bay’s chosen licensed contractor. PLEASE contact the Property Manager with any questions BEFORE performing any work on sheetrock.

C. SUBMITTALS:

Complete plans and specifications must be submitted to the West Bay Board of Directors. Approvals are made at monthly meetings, which are open to all owners. Call the Property Manager if you wish to attend.

**Automobiles and Parking**

Automobiles should be kept in garages when not in use. Second cars may be parked in the driveway adjacent to the garage. Overnight parking of trucks or commercial vehicles is prohibited. When leasing your unit, the lessee shall have vehicle parking rights and the lessor’s vehicles may not be stored on property except inside your garage. Coverings are

not permitted on cars left outside.

## **Pets**

One pet is permitted per Unit. The maximum weight is 20 pounds. Pets must be leashed when outdoors. Owners must clean up after their pets. Jonathan's Landing offers a "dog park," located near the North Gate.

## **Renting Your Unit and Having Guests**

All rentals must have the prior approval of the West Bay Board of Directors using a Rental Application Form available from the Management Company and are included in this package. Units may be rented two times a year for minimum periods of one month each. Remember, owners are responsible for their friends, relatives and renters using their Unit.

The Unit owner rescinds all community rights for the duration of the rental period. This includes use of community facilities including the pool and guest parking.

## **Social Club**

Our Social Club is a group of volunteers who provide us with five or six socials at the pool each year, either catered or pot-luck, and an annual dinner party at the Clubhouse. Watch for flyers in your email.

## **Requests for Service**

For order and efficiency, Unit Owners should report problems or request repairs or maintenance issues by describing them in writing and sending them by email to the Management Company at [steve@jupitermgt.com](mailto:steve@jupitermgt.com) or by phone (561) 743-4607.

## **Association Responsibilities**

Under Article XIII, Section F, the Association is responsible for all the Condominium Property and shall provide the following as a common expense:

1. All outside maintenance of the Condominium Property.
2. Except as may be specifically provided otherwise, the repair of the Common Elements, including:
  - a. All plumbing lines outward from the first cleanout.
  - b. All electric systems outward from the interior panel.



- c. All sewer systems between the first and second cleanouts.
  - d. The water line from the Unit's meter to the Unit's water cut-off valve.
  - e. All roads and paths on the Condominium Property.
  - f. All Condominium Property not required to be maintained, repaired, or replaced by the Unit Owners.
3. Monthly pest control service for the Condominium Property.
  4. An annual inspection of all Condominium Property not required to be maintained by the Unit Owners.

## Part IV - Directory of Buildings and Units

Units 1 <sup>st</sup> Floor	Units 2 <sup>nd</sup> Floor	Street Address	Units	CO	Bldg.
101-104	201-204	3971 Schooner Pt. Dr.	8	11/18/96	A
105-108	205-208	3911 Schooner Pt. Dr.	8	03/02/95	B
109-112	209-212	3940 Schooner Pt. Dr.	8	12/14/95	C
113-116	213-216	3941 Schooner Pt. Dr.	8	05/17/96	D
117-120	217-220	3881 Back Bay Dr.	8	09/08/89	E
121-124	221-224	3911 Back Bay Dr.	8	03/17/92	F
125-128	225-228	3941 Back Bay Dr.	8	05/05/95	G
129-132	229-232	16870 Island Cove Dr.	8	01/27/97	H
133-136	233-236	3910 Back Bay Dr.	8	11/20/90	I
137-141	237-241	3940 Back Bay Dr.	10	03/21/90	J
142-145	242-245	16150 West Bay Dr.	8	05/09/89	K
146-150	246-250	16100 West Bay Dr.	10	06/06/90	L
151-155	251-255	16050 West Bay Dr.	10	01/04/91	M
156-159	256-259	16000 West Bay Dr.	8	09/04/91	N
160-161	260-261	16151 West Bay Dr.	4	12/14/89	O
162-163		16131 West Bay Dr.	2	02/24/95	P
164-165		16101 West Bay Dr.	2	04/02/93	Q
166-167		16071 West Ba y Dr.	2	11/20/90	R
168-169		16051 West Bay Dr.	2	06/27/90	S
Total Units:			130		

## **Part V - The POA**

### **JONATHAN'S LANDING PROPERTY OWNERS' ASSOCIATION**

POA Communications. The POA website [www.jonathanslandingpoa.com](http://www.jonathanslandingpoa.com), has links to POA documents and minutes of POA meetings. The POA periodically sends e-mail blasts, known as the JL Chronicle, to JL owners with updates and notices. To receive *The Chronicle*, please send an email to: [staff@jlpoa.com](mailto:staff@jlpoa.com) with the email address you would like to use.

Also included in your important legal documents are those of the POA (Property Owners' Association). The West Bay Condominium Association is one association among twenty-seven condominium or home owners' associations within the confines of Jonathan's Landing. The entire community, including West Bay, is under the overall authority and supervision of the POA. Just like West Bay, it collects dues from you to conduct its operation.

The Articles of Incorporation established J. L. Property Owners' Association (a Corporation Not for Profit) as the master property owner to provide for the regulation, maintenance, and architectural control of Jonathan's Landing. The purposes are set forth in Article II of the Articles. The powers of the corporation are set forth in Article III.

The J. L. Declaration of Covenants and Restrictions is a formal document that imposes covenants and restrictions on all residents of Jonathan's Landing. It also establishes the J.L. Property Owners' Association to enforce the Covenants and Restrictions and provide for a fair and equitable governance.

Special Protective Restrictions are contained in the J.L. Declaration to control the fresh and salt water areas of Jonathan's Landing. Article VIII specifies ownership, the use of the water and adjoining lands, boating, swimming, fishing, disposal of refuse, maintenance, and establishing rules.

The POA also has the authority to control and maintain the major road and promenade systems throughout Jonathan's Landing. The POA, Palm Beach County, the Town of Jupiter, and the utility companies have easements throughout Jonathan's Landing in order to install, construct, and provide television cables, telephone lines, drainage and electronic security systems.

The Special Protective Restrictions also contain provisions specifically directed at "Unit Owners" in Article VIII, Section F:

1. Residential Parcels must be developed under the guidelines of the J.L.P.O.A. Design Control Board. Copies of the guidelines and forms, as well as the above outlined JLPOA documents are available at [www.jonathanslandingpoa.com](http://www.jonathanslandingpoa.com)
2. All Units shall be used only for residential purposes.
3. Signs within the Condominium are restricted.
4. The only animals allowed are pets under West Bay Rules.
5. Antennas are subject to regulation by the West Bay Directors.
6. All Units must be maintained in good repair and in accordance with the Design and Development Guidelines of Jonathan's Landing. If any owner fails to maintain your property, J. L. Property Owners' Association, Inc., may enter such property and correct the areas in neglect, the cost of which may be assessed as an individual assessment.
7. No trailers, boats, recreational vehicles, habitable property, commercial or work

- vans are authorized except during normal business hours.
8. No nuisances, and no noxious odors or fumes shall be permitted.
  9. All items such as utility meters are to be screened from view.
  10. No structures are permitted except for construction purposes.
  11. No film or coating on a glazed window surface shall be visible from outside.

The By-Laws of Jonathan's Landing POA set forth the manner in which the POA is operated. All title holders in Jonathan's Landing are deemed to be members, and each household is given one vote. Members are entitled to participate in the annual members' meeting to be held in January or at Special Meetings.

Assessments by the Jonathan's Landing POA are imposed on each Unit Owner and used to finance the work of the POA. The POA determines the rate of assessment and each lot is assessed equally.

## **Part VI - Security**

Security for West Bay is provided by the Jonathan's Landing POA. Jonathan's Landing maintains radio-dispatched security patrols throughout the community 24 hours a day. The heart of the security system is the in house, AES-Intelligent alarm system, a comprehensive security network that provides an around-the-clock warning system. The alarm system is dual monitored by ADT. ADT monitoring also provides redundancy through several central stations across the country. The North Gatehouse also receives the alarms and dispatches security patrols while ADT representatives attempt to make contact with the homeowner.

**Emergencies:** Call 911 first; then call security dispatch at (561)747-1141.

**Gate Access:** Unit Owners have access with decals (white, \$5; all black \$10.) JL now has gateaccess.net, which is a convenient and easy to use smartphone app for you to manage your guests' access. It is quicker and much more reliable than calling the security gates. Please call (561)747-1141 Monday through Friday 7:00am to 2:00pm or visit the POA at 3755 Barrow Island Rd. from 9:00am to 4:00pm to learn more. For those without a smart phone, you may still call the automated line at 561-747-1141, option 1.

The Central gate is now open Monday through Friday from 7:00am to 3:00pm for contractors. Contractors must obtain a vendor ID card at the North Gatehouse. There is no charge for the ID cards and contractors are strongly encouraged to obtain the ID card to give them faster access and to reduce the lines at the other gates.

## **Part VII -West Bay Rules and Regulations**

The Rules and Regulations below shall be binding upon all Unit Owners until amended by the Board of Directors, as provided by the By-Laws. The Unit Owners shall use their best efforts to see that these Rules and Regulations are faithfully observed by their families, guests, invitees, lessees, and persons over whom they exercise control and supervision.

### **The Community**

1. Unit entranceways and the adjacent areas, as well as any other parts of the Common Elements must be unobstructed and kept free of wheeled vehicles or furniture of any kind.
2. The personal property of all Unit Owners shall be stored within their Units, or in designated storage areas.
3. The Common Areas must be kept free of unsightly materials, including rubbish or any household items ordinarily used inside the Unit.
4. All discarded trash must be set out at the curb only in covered trash containers. To discourage animal scavengers, only covered trash containers may be put out overnight. If a Unit Owner will be away on collection day, residents should make arrangements with a neighbor to have trash collected.
5. No trailers, boats, recreational vehicles, habitable vehicles, and/or trucks may be kept, stored, or parked on the Condominium Property. Service vehicles authorized by the J. L. Property Owners' Association, Inc. must leave the Condominium Property by 5:00 PM. No overnight parking of any of these vehicles is allowed.
6. No Unit Owner or resident shall direct, supervise or in any manner attempt to assert any control over the employees or contractors of the Association.
7. No patio furniture is allowed to be placed where it will impede emergency staff or emergency egress. All furniture and decorations must be moved inside during severe storms or when a tropical storm or hurricane watch is posted.
8. No Unit Owner or anyone in your household is permitted to make noise or play any device or instrument that might disturb your neighbors. Voice and instrumental instruction are prohibited.
9. No aerials or antennas may be placed on the Common Elements. Signs or lettering of any kind are prohibited on the Condominium Property as well as any signs within a Unit and visible from the outside.
10. No awning, canopy, shutter, or other projection shall be attached to, or placed upon, the outside walls or roof of a Condominium Building without the written consent of the Board of Directors and the J.L. Property Owners Association's Design Control Board.
11. Any window or door decoration that can be seen from the outside must be approved by the Board of Directors and the POA Design Control Board, except neutral shades of white and beige or natural wood.
12. Complaints regarding service to the Unit shall be made in writing to the Board of Directors.
13. No inflammable, combustible, or explosive fluid, chemical or substance shall be kept

in any Unit, except as required for normal use.

14. Payments of regular quarterly assessments shall be made at the office of the Association and shall be due at such times as are established by the Board of Directors. If any such assessment payments are thirty (30) days late, same shall be subject to late charges of 18% per annum or in an amount determined by the Board of Directors.

15. Each Unit Owner who plans to be absent from your Unit during the hurricane season must prepare your Unit prior to your departure by (a) removing all furniture and other objects from your porch or patio prior to your departure; (b) designating responsible firm or individual to care for your Unit should the Unit suffer Hurricane damage; and (c) furnishing the Association the name of the said firm or individual. Such firm or individual shall contact the Association for clearance to install or remove hurricane shutters, which shutters shall be of a type approved by the Board of Directors.

16. Food and beverages may not be consumed outside of a Unit except in areas designated by the Board of Directors of the Association.

17. Any type of reflective film or coating to any window, glass door, or glazed surface of a Unit visible from the outside is prohibited.

18. Barbecue grill use guidelines:

- Only propane grills of no more than 200 sq. in. are allowed
- Fuel canisters of 1 LB or less are to be used
- Grills cannot be used on balconies, porches or within 10 feet of any structure
- Fuel canisters must be removed from the premises before leaving for the season

19. In order to minimize the noise transmitted through the floor of second story units, any modification of the second story flooring material must comply with the following requirements:

1. Installation of an underlayment that has a minimum Impact Insulation Class (IIC) value of 72 and a minimum Sound Transmission Class (STC) value of 70 as defined by the American Standard and Testing Materials (ASTM) organization must be installed under any flooring material.
2. Installation shall include isolation between the finished floor material and the walls.
3. An owner wishing to modify the second-story flooring material in any way must submit an *Alterations and Additions Request Form* that certifies, among other things, that the underlayment meeting the above criteria will be installed.
4. An inspection by Jupiter Management is required after sound underlayment material is installed and **before final flooring is installed.**
5. Once the Board approves the product, the condo owner must inform Jupiter Management of the date of the flooring installation. On the date of installation, Jupiter Management representative will go to the condo to verify that the underlayment the Board approved is, in fact, being installed.

20. In order to prevent the flooding of your Unit or others, it is recommended that you have your air conditioning condensate line checked every year, use metallic flex hose for your washing machine, and, if leaving your unit for a significant period of time, turn off the main water valve and disconnect the electricity to your hot water heater.

21. No vehicle which cannot operate under its own power shall remain on the Condominium

Property for more than twenty-four (24) hours, and no repair to vehicles shall be made on the Condominium Property.

22. Florida Law requires that each individual Unit Owner shall purchase liability insurance to cover accidents occurring within your Unit and for purchasing homeowners' insurance on your own property. Unit Owners are also responsible for reimbursing the Association for any damages or expenses that were paid by the Association yet were the liability of the Unit Owner.

23. No feeding, directly or indirectly, of wild animals is permitted.

## The Swimming Pool

These Rules must be adhered to while at the swimming pool. Rules 2, 3,4,5,6, and 9 are required by Florida Statute.

### **DIVING AND JUMPING ARE NOT ALLOWED IN THE POOL AREA**

1. There is no lifeguard on duty. Swim at your own risk.
2. Pool hours are dawn to dusk.
3. A maximum of twenty-four (24) persons are permitted in the pool at any one time.
4. All persons will shower prior to entering the pool.
5. No pets or glass are permitted in the fenced pool area.
6. No food or beverages are permitted in the pool or on the pool wet deck (except during a West Bay Social Event).
7. Umbrellas will be lowered before leaving the pool area.
8. Gates to the pool area must be kept closed at all times.
9. Children not "potty-trained" must wear swim diapers ("Swimmies").
10. Bathroom doors will be locked at all times.
11. Cover-ups will be worn to and from the pool.
12. No smoking anywhere on or around the pool deck.

The Association can require anyone abusing the above rules or behaving in a manner not conducive to a family atmosphere to leave the pool area. Owners are responsible for all guests. For any disturbance, security should be notified. A security call button is located near the restrooms. The additional

Rules and Regulations of the JL POA and JL Security concern contractors and vendors. They can be viewed at [www.jonathanslandingpoa.com](http://www.jonathanslandingpoa.com).



## **Part VIII - Our Wider Community**

### **Jonathan's Landing Golf Club**

Optional membership in several levels is available in Jonathan's Landing Golf Club. Please contact the Golf Club for further details.

Golf Membership - Aimed at the avid golfer

Racquet Membership - Aimed at both competitive and social tennis and pickleball players.

House Membership - Offers dining, spa and fitness, and social events.

### **Fitness and Tennis Center**

The 13,065 square-foot Fitness Center is state-of-the-art, and features group classes, personal training, and complete spa services. Therapy is provided on site by licensed therapists from the Jupiter Medical Center.

### **Jonathan's Landing Yacht Club**

Optional membership is also available in the Jonathan's Landing Yacht Club, located on a wide expanse of Jonathan's Landing's border on the Intracoastal Waterway. A full-service marina is available for vessels from 15 to 120 feet long, providing deep water access.

### **Bocce Ball**

New in 2014 were the Bocce Ball Courts at South Recreation Park. Bocce Ball sets are available and stored in a locked box at the courts. You can obtain the lock code from JL Security. Plans are in place to set up a league of village teams as well as more informal meets. If you are new to the game and have questions about the rules, go to <https://bocce.org/rules-of-bocce/>

### **Services and Vendors**

Most organizations do not provide lists of preferred vendors because of concerns about liability. However, you have access to two sources. Jonathan's Landing Realty offers a few names at (561) 745-2500. Also, Jupiter Management, LLC, has a list of providers who have been recommended. For obvious reasons, they make a disclaimer and will not guarantee or warrant the services. Also, you are cautioned to check references, as well as current license and insurance.

## **Part IX -Some Useful Information**

### **When You Are Away for an Extended Period, please do the following:**

- Notify the security staff.
- Have air conditioning serviced.
- Shut off your hot water heater to preserve your appliance.
- Shut off your main water supply to prevent flooding.
- Activate your humidistat.
- Set your air conditioner at 76 degrees or lower and the fan on 'auto.'
- Stop mail and paper deliveries.
- Have someone check your Unit at least every two weeks.
- Have your television's extra channels set on vacation.
- Have your landline set on vacation.
- Add Clorox to toilet bowls.
- Empty freezer and remove all perishables from refrigerator.
- Open cabinets and closet doors for ventilation.
- Bring all furniture and objects inside.
- Remove all refuse.
- Use metal hoses on your clothes washer.
- Notify Manager of your designee, if any
- Notify the POA office of your address changes.

### **Hurricane Awareness:**

Your first priority is to safeguard yourself. Have a plan. You also have a duty to clear your property of any objects that can be tossed about. The Town of Jupiter maintains a website with storm related safety information. See [www.jupiter.fl.us](http://www.jupiter.fl.us). Unit Owners are expected to follow the most recent guidelines provided by the Division of Emergency Management at <https://discover.pbcgov.org/publicsafety/dem>

### **Power Outages:**

You can report an outage at 1-800-4-OUTAGE (1-800-468-8243) or via the following Florida Power & Light web page <https://www.fpl.com/my-account/web-outage.html#wors/mainTab/phoneTab>. You or a neighbor can report online and then track restoration progress.

## **Part X - Some Important Contacts**

### **Property Manager:**

Steve Skakandy (561) 743-4607

[steve@jupitermgt.com](mailto:steve@jupitermgt.com)

(Fax) 743-4625

Jupiter Management, L.L.C.

1340 US Highway 1, Suite 102

Jupiter, FL, 33469

### **West Bay Website:**

[www.westbay.homestead.com](http://www.westbay.homestead.com)

### **Jonathan's Landing:**

#### **Association Manager**

3755 Barrow Island Road

Jupiter, FL 33477

(561) 743-2032

[admin@jlpoa.com](mailto:admin@jlpoa.com)

#### **Design Control Board**

[admin@jlpoa.com](mailto:admin@jlpoa.com)

**Security Staff** (561) 747-1141

or

**Gate** (automated) (561) 747-2800

### **Accounts Payable:**

West Bay at Jonathan's  
Landing

c/o Jupiter Management

1340 US Highway 1, Suite 102

Jupiter, FL 33469

### **Exterminator:**

Bayside Exterminating, Inc.

Brian Kamazan (561) 745-9131

### **JL Golf Club:**

[www.jonathanslanding.com](http://www.jonathanslanding.com)

Executive Office (561) 747-7600

Golf Pro Shop (561) 744-4231

Fitness and Tennis Ctr. (561) 743-2191

Tennis Pro Shop (561) 743-2003

### **Landscaping:**

Revival Landscaping

(for issues, please contact our Property Manager)

### **Utilities:**

Hotwire Communications

For service or repair, call

800-355-5668

FPL (561) 697-8000

Jupiter Water (561) 741-2609

Loxahatchee Sewer (561) 747-5700

### **Solid Waste Authority**

(561) 697-2700

### **Emergencies:**

Police, Fire & Medical -- 911

Police (routine) (561) 746-2705

Storm Water (561) 748-2708

Power Outage, FPL (561) 697-8000

JL Security Dispatch (561) 747-1141

## **Part XI - Questions & Answers for New Homeowners**

*Updated: January 2023*

**Q: What are my voting rights in the Condominium Association?**

A: By-Laws Article VII-VOTING RIGHTS “There shall be one (1) person with respect to each Unit who shall be entitled to vote at any meeting of the Unit Owners; such person shall be known (and is hereafter referred to) as a voting member. If a Unit is owned by more than one person, those persons shall designate one of their number as a voting member, or in that case of a corporate Unit Owner, limited partnership or similar legal entity, an officer or employee thereof shall be the voting member. *(See the full text of Section VII – Voting Rights for further details)*

**Q: What restrictions exist in the condominium documents on my right to use my unit?**

A: Should a Unit Owner wish to sell, lease or rent your Condominium Parcel, he shall, before accepting any offer, deliver to the Board of Directors of the Association a written notice containing the terms of the offer he has received or which he wished to accept. *(See the full text of Section XII– Provisions Relating to Sale or Rental or Other Alienation or Mortgaging of Condominium Units for further details.)*

**Q: What restrictions exist in the condominium documents on the leasing of my unit?**

A: Units may be rented two times a year for minimum periods of 30 days each. *(See the full text of Section XII– Provisions Relating to Sale or Rental or Other Alienation or Mortgaging of Condominium Units for further details.)*

**Q: How much are my assessments to the condominium association for my unit type and when are they due?**

A: For your unit, the quarterly maintenance assessment is determined annually by the West Bay Board of Directors and presented to Unit Owners at an Annual Budget Meeting. Payments are due in advance on: January 1; April 1; July 1; and October 1.

**Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?**

A: Owners in the West Bay at Jonathan’s Landing Condominium Association Inc, are automatically members of the Jonathan’s Landing POA, which administers common area services for the community. Please check with the POA for the current quarterly maintenance assessment. Payments are due in advance on: January 1; April 1; July 1; and October 1.

**Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**

A: No. All facilities under ownership and management of West Bay at Jonathan’s Landing are covered in the quarterly Maintenance Assessment fees. However, membership in the Jonathan’s Landing Golf Club is not included.

## **Part XII - Variable Information**

### **West Bay Calendar**

West Bay Budget Meeting is held in the month of December. The date is announced by mail. All owners are invited.

West Bay Annual Meeting and Election of Directors is held during January. The date is announced by mail. All owners are invited.

Quarterly fees are due the first business day of Jan., April, July and Oct.

Board Meetings are held the fourth Wednesday of every month. All West Bay Owners may attend.

### **Board of Directors (2024-2025)**

President	David Morganti 16151 West Bay Drive #261 (561) 818-4497 <a href="mailto:david.westbay@yahoo.com">david.westbay@yahoo.com</a>
Vice President	Fred Muir 16050 West Bay Drive #155 (203) 962-3724 <a href="mailto:gmcbobcat@aol.com">gmcbobcat@aol.com</a>
Secretary	Shirley Trowbridge 16071 West Bay Drive #166 (561) 309-8599 <a href="mailto:shirleytrow@gmail.com">shirleytrow@gmail.com</a>
Treasurer	Bob Gunia 16051 West Bay Drive #168 (908) 902-2517 <a href="mailto:rf_gunia@msn.com">rf_gunia@msn.com</a>
Director	Diane Gustafson 16100 West Bay Drive #148 (561) 747-2448 <a href="mailto:Dianeg45@gmail.com">Dianeg45@gmail.com</a>

### **Cable Television**

JL POA has contracted with Hotwire Communications for cable television at a bulk rate. Using the Fision System, it also offers a fiber optic network. The included services are Fision Cable, Fision Internet and Fision Voice (which is a landline telephone service). Cell phone service must be obtained independently. For Hotwire Customer Service, call 800-355-5668. Cable television service is still available from AT&T and Direct TV.

### **Refuse and Recyclables**

1. Refuse is picked up Monday and Thursday as early as 8:00 A.M.
2. Put discarded food in solid, covered, animal-proof containers.
3. Recyclables are picked up on Monday and yard waste on Thursday.
4. Only solid containers can be put out overnight because of animals.
5. For bulk pickup or service needs, call (561) 697-2700.

## **APPENDIX: FORMS**

The following pages contain important forms for your reference only. Please contact the Property Manager or see our website <http://www.westbay.homestead.com> to obtain the most current version of any of the forms below.

APPLICATION FOR RESIDENCY

**PLEASE NOTE: A COPY OF THE LEASE OR SALES CONTRACT AND YOUR APPLICATION FEE OF \$100 (NON-REFUNDABLE) MUST BE SUBMITTED WITH THIS APPLICATION)**

**PLEASE PRINT ALL INFORMATION**

Please Indicate \_\_\_\_\_ Lease \_\_\_\_\_ Purchase \_\_\_\_\_ Date \_\_\_\_\_

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

West Bay Address \_\_\_\_\_

Applicant's Name \_\_\_\_\_ DOB: \_\_\_\_\_ SS# ----- \_\_\_\_\_

Home Telephone # \_\_\_\_\_

Cell Phone # \_\_\_\_\_

Co-Applicant's Name \_\_\_\_\_ Maiden Name (if applicable) \_\_\_\_\_

Marital Status \_\_\_\_\_ No./Ages of Children Occupants \_\_\_\_\_

No. of Pets/Describe \_\_\_\_\_

In Case of Emergency Notify \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Present Address Street/City/State/Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ Cellular # \_\_\_\_\_

Landlord/Mortgage Co. \_\_\_\_\_ Phone # \_\_\_\_\_

Previous Address Street/City/State/Zip \_\_\_\_\_

Landlord/Mortgage Co. \_\_\_\_\_ Phone # \_\_\_\_\_

Applicant's Present Employer \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Length of Employment \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Applicant's Previous Employer \_\_\_\_\_

Phone # \_\_\_\_\_ Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Length of Employment \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

Co-Applicant's Present Employer \_\_\_\_\_

phone # \_\_\_\_\_ Street \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Length of Employment \_\_\_\_\_ Position \_\_\_\_\_ Salary \_\_\_\_\_

### HISTORY

Have you ever been convicted of a felony? \_\_\_

If yes, please provide additional information \_\_\_\_\_

\_\_\_\_\_

### AUTOMOBILE INFORMATION

Applicant's Driver's License#/ State \_\_\_\_\_ Expiration \_\_\_\_\_

Co-Applicant's Driver's License#/State \_\_\_\_\_ Expiration \_\_\_\_\_

Make/Model of Car \_\_\_\_\_ Year \_\_\_\_\_ License Tag #/ State \_\_\_\_\_

Make/Model of Car \_\_\_\_\_ Year \_\_\_\_\_ License Tag #/ State \_\_\_\_\_



STATEMENT OF UNDERSTANDING

It is understood that my \$100. is non-refundable. If any information is left out, this Application may not be approved, and may be returned. This Application is subject to approval.

I/We acknowledge receipt of the community "Owners' Manual." Having reviewed the document in its entirety, I/We shall abide by the rules and community processes as provided therein as well as the complete Association Documents including the Convents and Restrictions.

Willful misrepresentation may void any lease, contract for sale, or agreement entered into in connection with this Application.

I/We declare the above information to be true and correct. I/We authorize the Association or its agent to obtain and verify a consumer report.

I/We understand an investigation of My/Our background may be conducted to determine My/Our character, general reputation, personal characteristics, mode of living, and specifically authorize Sarma/United Screening Services Corporation to handle this.

I/We release IRB, its employees and members from any loss, expense, or damage, which may result directly or indirectly from information or reports furnished by Sarma/United Screening Services Corporation.

**Applications for residency are approved at regularly scheduled Board of Directors meetings. All applications and fees need to be submitted at least five working days prior to the Board meeting. Said meetings are normally held on the third Wednesday of each month.**

Signed (Applicant) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Co-Applicant) \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORIZATION TO RELEASE CREDIT, RESIDENCE,  
BANKING AND EMPLOYMENT INFORMATION**

You are authorized to release to Sarma/United Screening Services Corporation any information requested regarding my banking, credit, employment and residence.

I waive all rights and privileges concerning the release of said information and reports to Sarma.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print your last name \_\_\_\_\_

---

You are authorized to release to Sarma/United Screen Services Corporation any information requested regarding my banking, credit, employment and residence.

I waive all rights and privileges concerning the release of said information and reports to Sarma.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print your last name \_\_\_\_\_

---

You are authorized to release to Sarma/ any information requested regarding my banking, credit, employment and residence.

I waive all rights and privileges concerning the release of said information and reports to Sarma.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Please print your last name \_\_\_\_\_

---

## Sarma

I/We understand an investigation may be conducted to determine my character, general reputation, and my personal characteristics. A consumer credit report, driving history report and criminal history report maybe pulled. I/We specifically authorize Sarma to conduct this background investigation.

I/We release Sarma, its employees and members from any loss, expense, or damage which may result directly or indirectly from information or reports furnished by Sarma.

Applicant Name \_\_\_\_\_  
(Please Print)

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

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

City/State/County/Zip \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

Applicant Name \_\_\_\_\_  
(Please Print)

Date of Birth \_\_\_\_\_ SSN \_\_\_\_\_

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

City/State/County/Zip \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## **JL POA DCB Alterations**

- If you would like a DCB Application, please click here: [\*\*DCB application form\*\*](#)
- Please note: ALL DCB Application Forms require Village HOA or Management Company approval before DCB approval.



**J. L. PROPERTY OWNERS ASSOCIATION  
DESIGN CONTROL BOARD  
ALTERATIONS AND ADDITIONS REQUEST FORM  
561-743-2032 / Fax 561-743-2062**

**PLEASE NOTE: AN APPROVAL SIGNATURE OF VILLAGE HOA/COA MARINA, GOLF CLUB, OR MGMT COMPANY IS REQUIRED BEFORE SUBMITTING TO DESIGN CONTROL BOARD**

**1: TO BE COMPLETED BY OWNER:**

Resident Name _____	Submission Date _____
Address / Unit No. _____	Village (COA/HOA), Marina, Golf Club _____
Telephone Number _____	Email Address _____
Mailing Address & Telephone # (if different from above): _____	

Description of Project in detail: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Plans & specifications are not approved for engineering design or safety, or setback/code compliance. By approval of such plans & specifications, neither the DCB, the members thereof, nor the Board of Directors of Jonathan's Landing Property Owners Association, Inc., or the members thereof, nor the COA or HOA Board of Directors or the members thereof assume liability or responsibility for such compliance.*

**IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL HOMEOWNER/BUILDER TO COMPLY WITH ALL APPLICABLE CODES, SETBACKS & OTHER REQUIREMENTS, & TO OBTAIN ALL NECESSARY STATE, COUNTY OR LOCAL PERMITS & APPROVALS.**

SIGNATURE OF HOMEOWNER \_\_\_\_\_

*APPLICATION MUST INCLUDE PLANS, SPECIFICATIONS  
(Drawings & Samples) & APPROPRIATE FEES. (See Reverse Side)*

**2: TO BE COMPLETED BY VILLAGE ASSOCIATION (HOA/COA, MARINA OR GOLF CLUB):**

Date acted upon by Village HOA: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_ Pre-approval application: Y / N

Signature of Authorized Association Member \_\_\_\_\_ Telephone Number \_\_\_\_\_

Completed Project checked:

HOA/COA: \_\_\_\_\_ MARINA/GOLF CLUB: \_\_\_\_\_ DCB: \_\_\_\_\_ Date Completion Approved: \_\_\_\_\_

**3: TO BE COMPLETED BY DESIGN CONTROL BOARD:**

Date acted upon by JL DCB: \_\_\_\_\_ Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Signature of Authorized DCB Representative \_\_\_\_\_

Application Number: \_\_\_\_\_ Check No.: \_\_\_\_\_

Form Revised: 3/1/2023

**DEPOSIT & ADMINISTRATIVE FEES**

	<u>FEE</u>
<u>CATEGORY 1:</u>	NO FEE REQUIRED
<u>CATEGORY 2:</u>	\$150
<u>CATEGORY 3:</u>	\$300
<u>CATEGORY 4:</u>	\$1000
<u>CATEGORY 5:</u>	\$2000

**\*Please see category sheet for further information.**

**DESIGN CONTROL BOARD PROCEDURES**

In all cases, permits, inspections and approvals required by Palm Beach County, or other applicable regulatory agencies shall be the responsibility of the lot owner. Should any damage to POA property result from the execution of the work, the cost to restore the POA property to its condition prior to the work being performed shall be invoiced directly to the lot owner and paid to the POA with the next quarterly POA assessment.

In all categories should the DCB require an outside consultant or legal consultation to review the submitted application, the respective lot owner shall be responsible to reimburse the cost of said inspection to the POA. Such consultants will not be engaged without notifying the lot owner in advance.

Fees listed in the respective categories shall be remitted with the application to enable the project to be placed on the next DCB agenda for review. All applications must be submitted at least one week prior to the next scheduled DCB meeting to be listed on the agenda. The check is payable to J.L. Property Owners Association, Inc.

NOTE: Incomplete applications will be returned.

Applications will not be accepted without Village, Marina, Golf Club, or Management Company approval.

You may drop off the application, with supporting documents, checks & samples (if applicable) at the POA office or mail them to:

Jonathan's Landing POA  
ATTN: DCB  
3755 Barrow Island Rd  
Jupiter, FL 33477

Form Revised: 3/1/2023

## DCB Fee Schedule

# DCB FEE SCHEDULE – Category Descriptions and Procedures Effective March 1, 2023

### Category 1: Pre-Approval Only

The following scope of work is considered a pre-approval application.

Benefits of this pre-approval category is that residents do not have to wait for the next scheduled DCB meeting. It allows Villages an increased opportunity to make decisions for their communities while still abiding by our POA master documents.

1. All Villages will need to submit their board approved palettes/guidelines for paint, roofs tiles, light fixtures, windows, pavers etc. to the DCB in advance at a duly scheduled DCB meeting for approval. There will be no application fee to the Village.
  2. Once approved, the palette/guidelines will be on file for the DCB at the POA office.
  3. Any changes/additions to the approved Village palette/guidelines must be approved by the DCB, same process as above.
- Village residents may only be considered for pre-approval if they are applying for an already approved palette/guideline from their Village on file at the POA office.
  - Residents will need to submit an application to their Village. Once approved by their Village it will then be submitted to the DCB Specialist at the POA Office to be signed off.
  - The DCB Specialist will submit all pre-approval applications at the next duly called DCB meeting for ratification.
  - A DCB member will be assigned to the project and will follow through completion.
  - Replacing like for like plants, annual flowers, broken windows, broken garage doors etc.; residents will be eligible for the pre-approval process and there will be no application fee.

In the absence of an approved Village palette/guideline on file, the homeowner must submit a DCB application for approval at the monthly DCB meeting, automatically moving into another category depending on the parameters as per below.

\*The Village (HOA/COA), may charge an application fee. The POA cannot authorize a Village, or Marina to charge a fee unless the underlying Village or Marina's Declaration or governing documents allow the same, or unless the delegation of the authority to charge a fee is added to the Declaration or Article IX of the Amended and Restated By-Laws.

### Category 2 (\$150 Non-Refundable Fee Required)

1. The following scope of work shall be approved by the respective Village HOA/COA Board, Golf Club and Marina, and then submitted to the DCB for review and approval. (These do not qualify for pre-approval as the resident's Village has NOT submitted a pre-approved palette/guideline).
2. Projects require a nonrefundable application fee of \$150.00. All projects in this category shall require sufficient information in either written description or attached plans to enable the DCB to properly review and grant approval.
3. All information submitted needs to be in compliance with the DCB Guidelines.

## DCB FEE SCHEDULE – Category Descriptions and Procedures Effective March 1, 2023

4. All applications that involve improvements to a lot that may implicate a lot boundary or which include review of the placement of improvements require a boundary survey or surveyors' sketch indicating the location and extent of proposed work.
- Roofing (No boundary survey required)
    - Replacing an existing roof.
  - Windows and Doors (No boundary survey required)
    - Window/door replacements
    - Replacement of existing garage or front entry doors.
    - Driveway/Sidewalk Repair or replacement of existing driveway/sidewalk
    - Any additions or extensions to existing driveway or sidewalk.
  - Pools/Patios
    - Installation of patio paving materials or pool finishes at residences and village pools.
    - Installation of a new patio or pool screen/glass enclosure.
    - Renovated pool or patio installations visible from outside the property.
  - Fencing
    - Any additions to or new installations of fencing
  - Docks/Seawall (Survey is required)
    - Maintenance or repair of an existing bulkhead, dock or seawall in its current location. (refer to Pier Easement guidelines).
    - Replacement or new installation of bulkhead, dock, boatlift or seawall in its current location. (refer to Pier Easement guidelines).
    - Pier Easement modifications and documentations or original submittal will require DCB approval.
  - Generators & LPG Tanks
    - Emergency generators which must be covered by landscaping, fencing or wall enclosure; they must be screened from view. (In compliance with Palm Beach County regulations for all setbacks).
  - Landscaping
    - Landscaping that is limited to plant replacement with either the same materials or materials specifically approved by the village HOA/COA Board (refer to landscape design guidelines).
    - Removal of canopy shade trees and/or large palms that are dead, diseased or are posing a danger to structures, foundations, or utilities. Owners shall comply with requirements as described in the DCB Guidelines. – Tree Preservation.
  - Courtyards (Within courtyard walls)
    - Landscaping, paving and site furnishings (i.e. pots, benches or small fountains), visible by neighbors or the general public.
  - Miscellaneous
    - Solar panels and transmission towers. (Satellite dishes under 1 meter are not subject to Village POA approval.)



## **DCB FEE SCHEDULE – Category Descriptions and Procedures** **Effective March 1, 2023**

- Pool, air conditioning, and generator equipment, screened in accordance with DCB Guidelines.
- Replacement of existing or new exterior lighting

### **Category 3 (\$300 Non-Refundable Fee Required)**

**Additions/modifications deemed “minor”, meaning other than first or second floor additions or removal/destruction of a structure.**

1. The following scope of work shall be approved by the respective village HOA/COA board, Golf Club and Marina, and submitted to the DCB for review and approval.
2. All projects in this category shall require sufficient information in either written description or attached plans to enable the DCB to properly review and grant approval.
3. All information submitted needs to be in compliance with the DCB Guidelines and POA documents.
4. Any project requiring a permit will need a boundary survey indicating the location and extend of proposed work.

Examples of such projects but not limited to:

- Pergolas
- Summer kitchens
- Golf cart enclosures
- Lanais
- Gazebos
- Cabanas

### **Category 4 (\$1000 Non-Refundable Fee Required)**

**First or second floor additions**

1. The following scope of work shall be approved by the respective village HOA/COA Board, Golf Club and Marina, and submitted to the DCB.
2. All projects in this category shall require sufficient information in either written description and attached plans to enable the DCB to properly review and grant approval.
3. Any project requiring a permit will need a boundary survey indicating the location and extend of proposed work.

Examples of such projects but not limited to:

- Additions to an existing residence/living space
- Construction of a guesthouse

## DCB FEE SCHEDULE – Category Descriptions and Procedures Effective March 1, 2023

### Category 5 (\$2000 Non-Refundable Fee Required)

Removal/demolition of a residential or commercial structure, construction of a new residential or commercial structure, renovation to the exterior of a residential or commercial structure that changes the size or elevation of such structure.

1. The preceding scope of work shall be approved by the respective village HOA/COA Board, Golf Club and Marina, and then submitted to the DCB for approval.
2. All projects in this category shall require sufficient information in either written description and attached plans to enable the DCB to properly review and grant approval.
3. Any project requiring a permit will need a boundary survey indicating the location and extent of proposed work.

### Other information: Design Control Board Policies

In all cases, permits, inspections and approvals required by Palm Beach County, or other applicable regulatory agencies shall be the responsibility of the lot owner. Should any damage to POA property result from the execution of the work, the cost to restore the POA property to its condition prior to the work being performed shall be invoiced directly to the lot owner and paid to the POA with the next quarterly POA assessment.

In all categories should the DCB require an outside consultant to review the submitted application, the respective lot owner shall be responsible to reimburse the cost of said inspection to the POA. Such consultants will not be engaged without notifying the lot owner in advance.

Fees listed in the respective categories shall be remitted with the application to enable the project to be placed on the next DCB agenda for review. All applications must be submitted at least one week prior to the next scheduled DCB meeting to be listed on the agenda. The check is payable to J.L. Property Owners Association, Inc. Once a fee is paid, additional submissions to the resident's application will result in **NO ADDITIONAL FEES**. If an application consists of request for projects in different categories, only the highest category fee will be charged.

In the event of an emergency, the DCB will expedite the review and approval process so that work can proceed.

West Bay Plant & Shrub Request

**West Bay at Jonathan's Landing Condominium Association**



PLEASE SUBMIT TO PROPERTY MANAGER

REQUEST DATE: \_\_\_\_\_  
[steve@jupitermgt.com](mailto:steve@jupitermgt.com)  
561-743-4607

<small>Management Only</small> DATE RECEIVED: _____ WO#: _____ DATE COMPLETED: _____
---

OWNER NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
UNIT #: \_\_\_\_\_

**Request Description:**

**Recommended plant listing on back side of this application form.**

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

Sketch the outline where the proposed plants are to be located and identify what is being removed. Photos are encouraged.

Large empty rectangular box for sketching the proposed plants and identifying what is being removed.

COA Approval By: \_\_\_\_\_ Approval Date: \_\_\_\_\_

Final Inspection By: \_\_\_\_\_ Date Completed: \_\_\_\_\_



**12/27/2021**  
**VILLAGE OF WEST BAY PLANT LIST**

**GROUND COVERS/SMALL SHRUBS**

Asiatic Jasmine  
Begonias  
Blue Daze  
Carissa, Emerald Blanket  
Chenille Plant, dwarf  
Confederate jazmine vine  
Crotons – Mammey, Petra, Sloppy Painter, etc.  
Dwarf Holly  
Dwarf Ixora  
Dwarf Powderpuff  
Firecracker

Flax Lily  
Foxtail Fern  
Green Island Ficus  
Indian Hawthorn  
Jazmine minima  
Liriope  
Oyster Plant  
Podocarpus, Pringles  
Trinette  
Wild Coffee

**SHRUBS/ACCENT PLANTS**

Cocoplum  
Croton – different varieties  
Song of India  
Dracaenas (Lemon Lime, etc.)

# West Bay Community Map

