

West Bay Unit Owner Responsibilities

As a unit owner in West Bay, you are obligated to be familiar with, understand, and abide by the rules and by-laws of the community. The West Bay Board of Directors has published a [West Bay Owner's Manual](#) to highlight the key sections of these lengthy documents.

(https://westbay.homestead.com/Owners_Manual__Application_1-2024.pdf)

This, and all documents for West Bay and other Jonathan's Landing links can be viewed on the [West Bay website](#) (<https://westbay.homestead.com/West-Bay-Documents.html>).

As an additional aid in understanding this information, the goal of this document is to provide examples of key rules that are often overlooked or violated. By following the bylaws, rules, and guidelines of West Bay, many problems between the unit owner and the association can be avoided.

It is important to understand that owning a condominium is NOT the same as owning your own home. In effect, you are a part owner of the entire West Bay community. So, what does that mean?

A condominium is a form of ownership of real property comprised of three areas:

- **Common Elements** – These are portions of the condominium property which are not included in your unit. There are 130 units in West Bay, therefore, you actually own 1/130th of the COA common elements – the buildings, driveways, walkways, pool, streets, lawns, shrubs and trees, etc. – all of those areas outside your unit.
- **Limited Common Elements** - You are entitled to *privately use* common elements that are associated with your unit, namely your golf cart shed, patio, and balconies.
- **Unit** - You own 100% of the “interior” of your unit. Under current Florida law, that is defined as the area within the doors, windows, patio screening/glass window enclosure, and face of the drywall inward.

How do these delineations affect a unit owner and impact desired modifications?

Common Elements: First and foremost, absolutely NO modifications to common areas are allowed by a unit owner. Put simply, if you can see it from the outside and it is not part of your unit, you may not change it.

Examples:

- Painting, sealing, epoxying, or staining the garage apron, driveway, front walkway, building, cart shed, etc. is not allowed.
- Modifying, patching, repairing, repainting of exterior walls, gutters, driveway pavers, cart sheds, roofs, etc. by the unit owner is not allowed.
- Landscaping in common areas is not allowed with the exception of small areas adjacent to your unit AND ONLY WITH BOARD APPROVAL. (See website for a landscaping application form).
- Changing exterior lighting fixtures must conform to currently approved design standards.
- The West Bay Condominium Owners Association (COA) board has allowed small yard art and wall hangings in the past as long as they are limited in size and quantity, but reserves the right to request removal at any time.

Send any questions or issues regarding these or similar Common Element items to Jupiter Management Company for resolution.

Limited Common Elements: No changes to these areas are allowed without Board approval. However, historically, the board has allowed a few limited exceptions:

- Clear panels attached to your cart shed can be installed without approval.
- Removable floor coverings on patios and balconies such as mats, outdoor rugs, artificial turf, potted plants are allowed without approval.

Without exception,

- Impact/storm shutters and/or windows for units, including patios, MUST be approved BEFORE work begins.
- Additions or changes to electrical switches and outlets are NOT allowed.
- Modifications to Air Conditioner feeder or drain lines, concrete pads and sheds, are not allowed without approval.

These are just a few examples. Please contact Jupiter Management Company with any questions BEFORE you make changes to Limited Common Elements.

Unit: This area is the most similar to owning your own single-family home. A unit owner is able to paint, decorate, furnish and improve any area within the unit.

When do I need approvals for work on my unit? Since the unit is also part of the condominium, under Article XIV, Section C, paragraphs 2 and 3 of the West Bay bylaws, *“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.”*

Why do I need this? To ensure the building’s structural standards and integrity are maintained properly.

Examples of alterations needing approval:

- Installation of tile or hardwood flooring in second floor unit including adherence to required minimum sound deadening material
- Drywall damage requiring extensive or substantial repairs, replacement, or removal.
 - Remember, unit owners DO NOT own the drywall and therefore MUST contact Jupiter Management Company to assess scope of work and coordinate work efforts.
 - Minor drywall patching, caulking, etc. are allowed to be performed by the unit owner.
- Interior wall modifications including removal, reconfiguration, additions.
- Any modifications involving changes to a unit’s electrical or plumbing footprint
 - Bathroom changes such as additional sink, bidet, replacing a tub with a shower, replacing a shower with a tub, etc.
 - Kitchen remodeling that significantly alters original design (including removing wall to dining room).
- Replacing windows, sliders, doors, with impact windows.
- Removing existing storm shutters.

- Enclosing patio with impact windows. (non-impact window enclosures are no longer allowed).

A very important note to consider is that ANY modifications to the inside of your unit that **can be seen from the outside of the unit** requires approval BEFORE performing the modification.

ALL modification requests to go before the COA board MUST be received **no later than the third Wednesday of a month** in order to be reviewed at that month's board meeting. Anything received later than the third Wednesday will be reviewed in the following month. This requirement is to allow ample time for board members to review each request. Upon approval by the West Bay COA, your request will be forwarded to the JL Design Control Board (DCB) for final approval. **NO WORK may be initiated BEFORE receiving final approval from the DCB.**

These are just a few examples. Your COA hopes this additional information helps clarify some of the most common misunderstandings of Condominium living. Please contact Jupiter Management Company with any questions and guidance BEFORE you make changes such as these to your unit. It is better to ASK first than be SORRY later.