



**TENANT INFORMATION PACKET**

Building Number: # \_\_\_\_\_ Unit Number: # \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell # \_\_\_\_\_ Office # \_\_\_\_\_

Home # \_\_\_\_\_ Email: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Cell # \_\_\_\_\_ Office # \_\_\_\_\_

Home # \_\_\_\_\_ Email: \_\_\_\_\_

Alternative Mailing Address: \_\_\_\_\_  
\_\_\_\_\_

**EMERGENCY CONTACT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone # \_\_\_\_\_

Does Emergency Contacts have a key to your unit? \_\_\_\_\_

**OTHER OCCUPANTS IN UNIT:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

**OTHER OCCUPANTS IN UNIT UNDER THE AGE OF 12:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Tenant signature \_\_\_\_\_ Date \_\_\_\_\_

Tenant Signature \_\_\_\_\_ Date \_\_\_\_\_

Management Signature \_\_\_\_\_ Date \_\_\_\_\_



### **PET INFORMATION**

Please read section 17.3 of the Declaration regarding pet restrictions (attached). Please provide a picture of pet(s) when returning this packet to the management office.

Building # \_\_\_\_\_ Unit # Number: # \_\_\_\_\_

Do you have any pets? \_\_\_\_\_ How many? \_\_\_\_\_

#### **DETAILED PET INFORMATION**

Type of Pet: (1) \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Breed \_\_\_\_\_ Color: \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

Type of Pet: (2) \_\_\_\_\_

Pet's Name: \_\_\_\_\_ Breed \_\_\_\_\_ Color: \_\_\_\_\_ Weight \_\_\_\_\_ Age \_\_\_\_\_

#### **ASSOCIATION PET RULES:**

- PET MUST BE NO MORE THAN 35 LBS FOR DOGS AND 15 LBS. FOR CATS.
- ALL SERVICE AND EMOTIONAL SUPPORT ANIMALS MUST GO THROUGH AN APPLICATION PROCESS TO VERIFY LEGITIMACY.
- ONE PET PER BEDROOM. TWO PETS MAXIMUM.
- PET OWNERS ARE REQUIRED TO PICK UP ANY SOLID WASTE FROM THEIR PET WHEN WALKING OUTSIDE AND DISPOSED OF PROPERLY. THERE ARE DOGGIE STATIONS LOCATED THROUGH OUT THE PROPERTY.
- PETS MUST ALWAYS BE ATTENDED BY AN ADULT AND BE RESTRAINED WITH A LEASH NO MORE THAN 6 FEET IN LENGTH WHEN OUTSIDE ON COMMON GROUNDS.

#### **OWNERS ACKNOWLEDGMENT**

I AM AWARE OF THE VILLAS AT EMERALD DUNES CONDOMINIUM CONCEPTS RULES, REGULATIONS, AND RESTRICTIONS REGARDING PETS ON THE PROPERTY AND AGREE TO ABIDE BY THEM.

Name: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Installations

No radio station or short wave operations of any kind shall operate from any Unit, Limited Common Elements or Common Elements. Except to the extent permitted under applicable laws, no exterior satellite dish, or other transmitting or receiving apparatus, radio antenna, television or other antenna of any type shall be erected or maintained on the common elements, Limited Common Elements, or Units, without the prior written consent of the Association. Notwithstanding the forgoing, upon obtaining the prior written consent of the association, satellite dishes and other devices permitted under applicable law, may be installed within the units or within any Limited Common Elements appurtenant thereto, provided, however, that in no event shall any such device be installed in or on any other portion of the Condominium Property. To the extent permissible under applicable law, the Association may enact Rules and Regulations, requiring that any devices which may be permitted under applicable law are comparable in size and weight and appearance, are installed and maintained in a manner designed to protect the safety of the buildings and its occupants and satisfy any standards established by the association for architectural appearance purposes. In addition, the foregoing is subject to (and the Unit Owners agree to be bound by) the provisions of the Cable/Internet Agreement referred to in the Section of this Prospectus entitled "Management of the Association and Maintenance and Operation of the Condominium Property". In the event that a Unit Owner wishes to install a satellite dish or individual antenna, Unit Owners agree to be bound by and comply with the terms and provisions on any Satellite Dish and Antenna Addendum referred to as Exhibit "G" in the Cable/Internet Agreement. The foregoing is subject to the provisions of Section 8.2.13 and other applicable provisions of the Master Covenants.

For these and other restrictions upon the use of Units and Common Elements, reference should be made to all Exhibits contained in this Prospectus (particularly Sections 9 and 17 of the Declaration) the Rules and Regulations attached to the By-Laws.

I have received information on satellite dishes. If I wish to install one, I must first fill out an architectural modification form for the Board's Approval.

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

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



## **EMERALD DUNES GOLF COURSE NOTICE**

Being a resident of Emerald Dunes does not give you access of any kind to the golf course. Anyone found on the golf course without the authorization of the Emerald Dunes Golf Club will be prosecuted. If you are not a member of the Emerald Dunes Golf Club, please do not enter the course without their approval.

**THE VILLAS AT EMERALD DUNES WILL NOT BE HELD LIABLE FOR ANY OF YOUR ACTIONS ON THE EMERALD DUNES GOLF COURSE.**

We have received the Rules and Regulations from the monument office and will abide by the rules of the association as it pertains to the Villas at Emerald Dunes.

Name: \_\_\_\_\_ Building # \_\_\_\_\_ Unit Number: # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit Number: # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## **Vehicle Registration**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

ALL REGISTERED VEHICLES MUST HAVE THEIR DECALS DISPLAYED AT ALL TIMES AND ANY UNAUTHORIZED OR ILLEGALLY PARKED VEHICLES ARE SUBJECT TO TOW AT VEHICLE OWNERS EXPENSE.

**Vehicle 1:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Tag: \_\_\_\_\_ State: \_\_\_\_\_

(The following will be provided at orientation) Parking Space Number: \_\_\_\_\_

Decal Type:    Assigned            Rental Space            Expire Date: \_\_\_\_\_

**Vehicle 2:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Tag: \_\_\_\_\_ State: \_\_\_\_\_

(The following will be provided at orientation) Parking Space Number: \_\_\_\_\_

Decal Type:    Assigned            Rental Space            Expire Date: \_\_\_\_\_

**Vehicle 3:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

Tag: \_\_\_\_\_ State: \_\_\_\_\_

(The following will be provided at orientation) Parking Space Number: \_\_\_\_\_

Decal Type:    Assigned            Rental Space            Expire Date: \_\_\_\_\_

Notice to Driver: Resident must notify management if the vehicle is sold. All unauthorized vehicles which are parked on the subject property and all vehicles parked on the subject property in unauthorized places shall be towed at the sole discretion of the Manager, and at the vehicle owner's or operator's expense. Resident agrees to hold Manager harmless, defend, and indemnify the Manger for any expense or damages caused by the towing of unauthorized and or illegally parked vehicles from the Apartment community property. Any vehicles parked on sidewalks, in fire zones or in other unauthorized spaces, or inoperable vehicles or those without a current license tag shall be towed at Residents' expense.

Signature Vehicle (1): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Vehicle (2): \_\_\_\_\_ Date: \_\_\_\_\_

Signature Vehicle (3): \_\_\_\_\_ Date: \_\_\_\_\_



## OWNER AND TENANT ORIENTATION

Most of this information is provided in the rules and regulations (attached)

### Emerald Dunes Employees:

Amy Trimble – Property Manager

Nelson Chavez – Maintenance Manager

Glenda Cope– Administrative Assistant (Email: [Gcope@grsmgt.com](mailto:Gcope@grsmgt.com))

Office Number: 561-684-3140 Fax: 561-684-3690 Mon-Fri 9 am to 5:30 pm

Security Number 561-507-4307 (card given) Mon-Fri 5 pm to 3 am Sat-Sun 10 am to 5 am

**Please read orientation form thoroughly**

### **New Owner/Tenant at Building: Bldg.**

#### **a) Garbage:**

There are two garbage containers on the property, located on one on phase 1 in the middle of the property behind the gates and the other on phase 2 on the right side of the main right gate. Please bag and break down all items for cleanliness. Children 12 and under are not permitted in or around trash/compactor area. Trash is not to be left sitting outside of the compactor. If the compactor is not working correctly or is at full capacity, please call management. Cigarette butts are to be disposed properly and not be thrown in bushes or roads as this is considered a violation.

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**

#### **b) Animals Restrictions:**

All animals must be on a leash not more than six (6) feet long. Also, when walking your animals, any solid waste must be picked up and discarded. If you live in a one-bedroom unit you may only have one cat or dog (**cat = 15, dog = 35**) If you live in a two or three bedroom you may have 2 animals EXAMPLE: (2 dogs under 35lbs =70lbs total) (2 cats under 15lbs = 30lbs total) (1 dog 35lbs 1 cat 15lbs =50lbs total). Aggressive breeds (Pit-bull, Rottweiler and Boxer) are **NOT permitted** on property. All service and emotional support animals must apply to prove legitimacy. Owners must provide vaccination records and a photo of your pet; vaccination records are to be update yearly.

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**

#### **c) Parking:**

**\*\*Available monthly rental spaces are limited. \*\***

If you should have visitors, you will find the visitors parking scatted throughout the property labeled as GUEST in yellow. Guest parking is **only for 48 hours consecutive or not anything after that you must call the Management office to obtain a guest parking decal or rent an additional parking space for \$50.00 a month**. If parked in a guest space or another resident's assigned space your vehicle is in violation and eligible to be towed. In addition, any lettering or commercial/advertisement print on any vehicles while parking on property

**\*\*POOL HOURS ARE DAWN TO DUSK**



## OWNER AND TENANT ORIENTATION

is **NOT permitted**. No commercial vehicles are permitted on the property overnight. If you have a garage, it is to be used as a parking not storage as they are not made to sustain stored items and have very little ventilation. If an additional space is needed you may request to rent a parking space monthly. Parking is prohibited in front of Detached Garages. Additionally, every unit has assigned parking spaces and cannot be switched with other unit owners or tenants.

**Parking Space #**

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**

### d) Front door-Common Area/ Balconies

No Articles other than patio-type furniture shall not be placed on balconies linens, cloths, towels, clothing, curtains, rugs, mops, children’s toys, bikes, or scooters etc. grills are **NOT permitted** on balconies or in common areas, however there is a designated area with grills on property, see sitemap. Our community thrives on cleanliness if you should make a mess in front of your door or in the common area you are responsible to clean it, if not this will result in a violation. You may have a couple of plants, but not an excessive amount and the plants cannot be hanging off the balcony or railing. Hanging lights & lanterns are **NOT permitted**. **The following items around the exterior of your unit FOR EXAMPLE: are not permitted (shoes, umbrellas, container, garbage bags, bikes, or loose trash)** Please be advised violators will be issued a violation & fine.

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**

### e) Pool:

Pool hours are 24 hours (**deck**) Dawn to Dusk (**inside water**). Any glass or alcohol inside the pool area are NOT permitted. Any children under the age of 12 must be always supervised when inside the pool gates. No diving, jumping or large floatation devices are **NOT permitted**. Please dry off when entering bathrooms to avoid anyone slipping on wet floors. All residents and guest must always have their assigned (**red**) amenity pass on them. Renters, please confirm with your landlord to receive a amenities pass, please be advised each amenity pass is \$15.00

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**

### f) Gym:

Gym hours are open 24 hours. All residents and guest must always have their assigned (**red**) amenity pass on them Free weights are not permitted to be thrown on the floor to prevent damages to weights and flooring. Any children under the age of 12 must be always supervised in addition, parents are responsible for their safety and use of any equipment. Medicine balls are not permitted to be thrown at the wall and equipment must be used properly. Wipes are provided and should be disposed. Renters, please confirm with your landlord to receive a amenities pass, please be advised each amenity pass is \$15.00

\_\_\_\_\_ **INITIALS**

\_\_\_\_\_ **INITIALS**



**OWNER AND TENANT ORIENTATION**

**g) Additional information:**

Any repairs on vehicles on property is **NOT permitted**. All vendors/contractors must register with the management office and sign in. Vendors and contractors are authorized on the property Monday-Friday 9:00 AM – 4:30 PM excluding weekends. Moving vehicles/trucks are limited to size to what is authorized on property & are not permitted to park on property overnight. Please note that we have cameras around at all main gates and club houses. If you should ever need to review them, please contact Samantha at the management office.

**Visitors/call box**

h) For all guests visiting your unit they must go to the callbox at the main gates and locate the letter of your last name and ring the phone number programmed into the call box, once the phone rings to your phone then dial 9 to grant access.

**Name:**

**Phone#**

**Mailbox:**

**To allow a visitor access into the gate please dial 9:**

Broad Star Pamphlet   √  

Map of Community   √  

Business Card and Security Card   √  

Parking Decal   √  

Rules and Regulations   √  

**Key Fob Controls**

1- Main Gate Vehicle Access

2- Programmable Garage Opener

3- Clubhouse Doors

4- Pedestrian Gates

Signing this document acknowledges that you have had the orientation with management, have retrieved the "Rules and Regulations", understanding the rules pertaining to **Garbage, Security, Animals, Parking, Balconies, Pool and Common Area.**

**Owner or Tenant Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Owner or Tenant Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Owner or Tenant Signature** \_\_\_\_\_ Date \_\_\_\_\_

Management Signature \_\_\_\_\_ Date \_\_\_\_\_



## Requesting Access with a Visitor Call

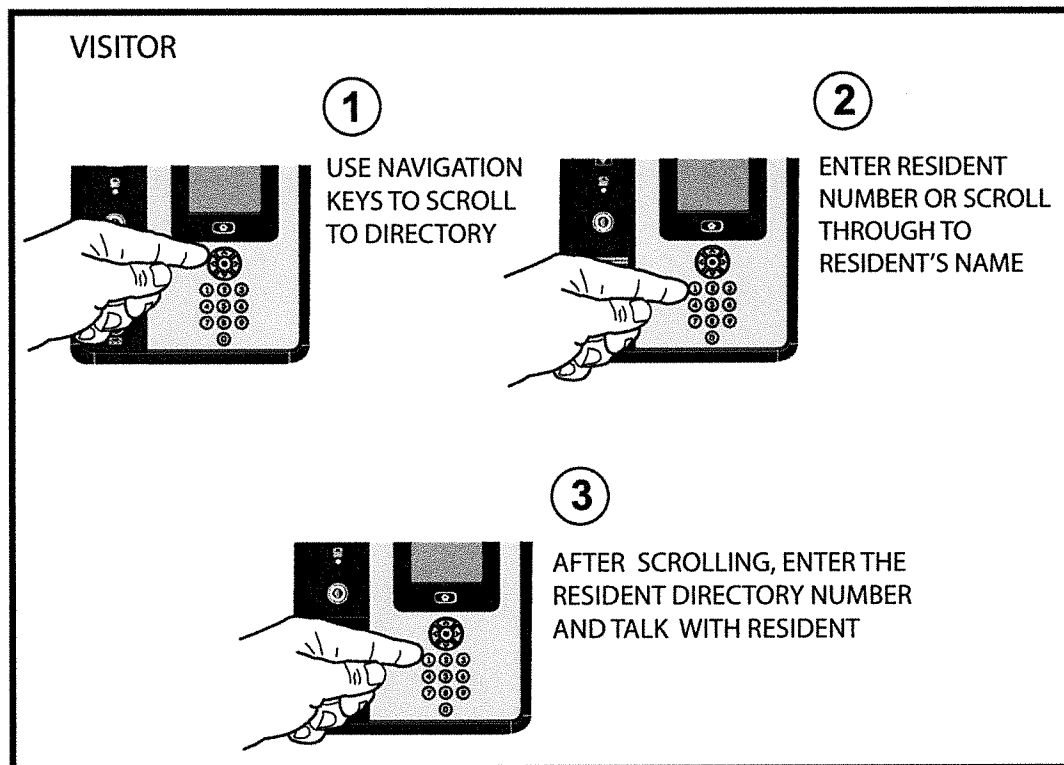
- Navigate to Resident Directory using Navigation keys.
- Scroll through the alphabet to the first letter of the last name.
- Press Enter.
- Scroll through name list to desired entry.
- Press Enter to call.
- If the visitor already knows the resident's directory number, they can enter the directory number to call the resident.
- The system dials the resident's telephone number to establish 2-way communications.

*NOTE: The resident's telephone number will never be displayed to the visitor.*

- If the resident is using the telephone at the same time a visitor calls, the display will indicate to the visitor that the line is busy.
- The resident answers the call and converses with the visitor to determine if access will be granted.
- The resident can use their telephone's keypad to grant access activating Relay Channel "A" by pressing **9**. After access is granted, the system will disconnect the visitor and resident call.
- The resident can disconnect the visitor without granting access by pressing **\*** or by hanging up.

*NOTE: The telephone keys that the resident presses can be customized for the installation.*

- The length of time the visitor is allowed to talk can be programmed from 30-300 seconds.



## Test and Maintenance Operations

Prior to installation, ensure that all inside wiring is secure. Each unit should be checked annually for any loose wire connections.

## Impaired Operation

Units are designed to operate under adverse environmental conditions. Under normal circumstances, they will function properly regardless of outside conditions. However, units do not have secondary power sources and cannot function without direct continuous power. If a unit is damaged by natural causes or deliberate vandalism, it may not function properly depending on the level of damage.



# The Villas AT EMERALD DUNES

Golf Course Club House

FAIRWAY 9

FAIRWAY 1

VISTA PARKWAY

EMERALD DUNES DRIVE

FAIRWAY 2

OKEECHOBEE BLVD.

FLORIDA BUILDING CODE.





*The Villas*  
AT EMERALD DUNES

SECURITY 561-507-4307  
MEDICAL, FIRE, LAW ENFORCEMENT 911  
MANAGEMENT OFFICE 561-684-3140



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AMY TRIMBLE  
COMMUNITY ASSOCIATION MANAGER  
6442 Emerald Dunes Drive · West Palm beach, FL 33411  
Office 561-684-3140 · Fax 561-684-3690  
atrimble@grsmgt.com · www.grsmgt.com

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GLEND A COPE  
ADMINISTRATIVE ASSISTANT  
6442 Emerald Dunes Drive · West Palm Beach, FL 33411  
Office 561-684-3140 · Fax 561-684-3690  
gcope@grsmgt.com · www.grsmgt.com

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### DIGITAL-IN-THE-CLEAR CHANNEL LINE-UP\*

#### HD/DIGITAL CHANNELS - NO RECEIVER

2	PBS Kids	53	MSNBC	127	C-Span 2
3	NBC	54	C-SPAN	128	Fox Business News
5	Univision	57	Discovery Channel	139	TruTV
7	PBS Create	59	TLC	144	Viceland
8	Telemundo	60	History	145	FYI
9	WeatherNation	61	Animal Planet	149	Court TV
11	ION	63	Nick Jr	154	TV Land
12	CBS	65	Nickelodeon	156	Teen Nick
13	ABC	76	Hallmark Channel	173	OWN
14	FOX	77	E!	175	Magnolia
15	CW	78	Food Network	176	Cooking Channel
16	WPBT	79	HGTV	179	Science
17	CTN	80	Travel Channel	180	American Heroes
18	MeTV	81	Bravo	181	Destination America
19	MyTV	82	Syfy	183	HDNET Movies
20	PBS Health	86	TNT	185	QVC
23	PBS	90	TBS	186	HSN
24	Comet	93	Hallmark Movie Channel	187	ShopHQ
25	The Weather Channel	99	Gate Channel	201	ION Mystery
26	Lifetime	104	USA Network	203	Circle
31	GSN	111	A&E	204	Azteca
39	Golf Channel	118	Oxygen	206	Telexitos
48	CNBC	119	Lifetime Movie Network	207	Becon
49	CNN	121	Paramount	208	True Crime
52	Fox News Channel	124	TBN		

\* Channels Subject to Change. Local Channels based on availability.

We Look Forward to Activating!  
**561-472-5006**

BroadStar.com | CustomerService@BroadStar.com





## ***How to run a channel scan?***

The best way to complete a channel scan is to refer to the TV owner's manual. If the owner's manual is unavailable, the following general steps should guide you through the process.

- 1.) **Using your television's remote control, press the Menu or Settings option.**  
Note: a "Smart TV" may have a smart button that must be used to access the settings menu.
- 2.) **Locate Channels or Tuner Set Up option.**
- 3.) **Check the menu for an option of Antenna Type or Connection type followed by either Antenna or Cable.**
- 4.) **Make sure that the designated setting is Cable** (based on manufacturer, alternate choices may include Digital Cable, CATV or Cable STD).
- 5.) **From the menu, choose Digital Channel Search** (based on manufacturer, alternate choices may include Channel Scan, Channel Search or Autoprogram).
- 6.) **Allow the TV to complete the search. You will see a bar listing how many channels have been found.** The process may take up to an hour.
- 7.) **Once complete, confirm the menu prompt, then press an exit or quit option.**

Please note: All TV manufacturers differ, so menu options, wording and other items may vary.

**If you are unable to finalize this process on your own, please call our customer service department for further assistance.**

**Customer Service: 561-472-5006**

We Look Forward to Activating!  
**561-472-5006**

BroadStar.com | CustomerService@BroadStar.com

