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SECTION 1: HISTORY Jacaranda Country Club Villas Condominium Association, Inc.

The Jacaranda Country Club Villas Condominium (hereinafter referred to as “the Association”) were developed from 1980 to 1986 by three consecutive builders. The original builder did the first twenty units plus units 841 and 843.

Management of the Association was transferred from the builder to the homeowners in 1987. At that time, the Association hired Keys-Caldwell to assist the Board of Directors in its day-to-day management of the Association, and Keys-Caldwell continuously served in that capacity until December 2017 when both parties agreed to terminate the agreement.

In January 2018 the Association signed an agreement with Sunstate Management Group (hereinafter referred to as “Property Manager”) to assist the Board of Directors in the day-to-day management of the Association. In addition, the Property Manager is responsible for the enforcement of covenant and deed restrictions, administration of contracts for the maintenance of lawns, shrubbery, irrigation, pool, and pest control. The Property Manager is also responsible for posting billings, disbursing payments to vendors, compiling financial statements, administering the preparation and filing of tax returns, and all other related real estate management functions. The Association’s Board of Directors makes decisions on how to manage the affairs of the Association and the Property Manager acts to carry out these decisions.

The JWHOA#1 is responsible for maintenance of roads, drainage, waterways, and lakes. The Association is responsible for enforcing covenants and deed restrictions. Owners pay an annual maintenance fee to JWHOA#1 for their services, which is separate from the JCCV Association quarterly maintenance fee.

(Revised 01/15/2018)

SECTION 2: BOARD OF DIRECTORS

The Association is governed by a Board of Directors. The Board of Directors is made up of five volunteer Owners. The Directors are responsible for making day-to-day management decisions. They are also responsible to ensure the covenants, rules, and regulations are adhered to.

The Directors are elected by written ballot at the annual meeting, held on the third Monday in March. Any Owner may submit their name as a candidate for the Board. The name of any nominee must be submitted to the Property Manager. Directors are elected for a 2-year term. Two Directors are elected in even numbered years and three Directors are elected in odd numbered years. The President, Vice President, Secretary, and Treasurer are selected by vote of the Board. The term of appointment for each is two years.
The Board of Directors meets on the third Monday of each month at a location to be determined from time to time, by the Board of Directors.

The Annual Meeting of the Association is held on the third Monday in March. This meeting constitutes the Board’s meeting for the month of March. Notice of all Board meetings and the meeting Agenda are posted 48 hours prior to each meeting on the bulletin board located under the cabana at the pool and on the Association’s website.

Unit Owners and their guest (no voice or vote) may attend Board meetings. Renters are not unit Owners.

**SECTION 3: FIRE SAFETY POLICY**

1. **Fire Extinguishers**

   The Florida Fire Prevention Code requires each unit in the complex to have a 2-A:20-B:C fire extinguisher with a minimum of five pounds of chemical. The fire extinguisher must be obviously located and easily accessible.

2. **Propane Tanks**

   The Florida Fire Prevention Code prohibits the storage of propane tanks inside any building which has three or more living units. The Fire Prevention Code also prohibits propane tanks from being within 12 feet of an exterior wall of any building which has three or more living units.

3. **Smoke Alarms**

   When Jacaranda Country Club Villas were constructed the Villas were in compliance with the Fire Prevention Code requirement for fire and smoke detectors. The current Code requires that a smoke alarm be placed in every sleeping room and in each finished room or hall outside each bedroom, including basements and attics. The Code recommends that the smoke alarms be hardwired with a battery backup. Portable, battery-operated smoke alarms may be used to meet the code recommendations. All batteries should be tested monthly and replaced annually.

   **Compliance Inspections**

   The State Fire Marshall makes unannounced visits to inspect the Association Villas for compliance with the current state Fire Prevention Code. Violations of the Fire Prevention Code are subject to a fine by the state Fire Marshall. Fines may be assessed against the unit Owner and/or the Association. It is the unit Owner's responsibility to comply with the regulations.

   *(Revised 01/15/2018)*
SECTION 4: YEARLY BUDGET

Your Maintenance Fees at Work

Below is an approximate percentage of where your maintenance dollars are spent:

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>INSURANCE POLICY</td>
<td>$109,500</td>
<td>50.0%</td>
</tr>
<tr>
<td>MANAGEMENT FEES, ETC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management, Administrative, &amp; Accounting</td>
<td>$15,500</td>
<td>7.0%</td>
</tr>
<tr>
<td>POOL, ETC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pool &amp; Heater Contracts, Repairs, Furniture, Water, Electric, &amp; Sewer</td>
<td>$14,500</td>
<td>6.5%</td>
</tr>
<tr>
<td>LANDSCAPE, ETC.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Landscape Irrigation Contracts, Association-Installed Drip Lines, Trees, Pest Control, Mulch, Tree Trimming, Repairs, Supplies, &amp; Lampposts</td>
<td>$73,000</td>
<td>32.0%</td>
</tr>
<tr>
<td>OTHER</td>
<td>$10,000</td>
<td>4.5%</td>
</tr>
</tbody>
</table>

(Revised 01/15/2018)
SECTION 5: INSURANCE

The Association’s insurance policy covers major hazards such as hurricane, tornado, other windstorm, lightning, fire, vandalism, and similar “chance events.” It does not cover age-related deterioration. These are maintenance issues and are the Owner’s responsibility. The Association’s coverage does not include repair to the concrete slab and excludes repairs/replacement of carpeting, tile, wood, or any other covering on top of the slab. The coverage further includes repair to drywall as well as anything between the drywall and the exterior of the building, e.g. studding, electrical, insulation, and plumbing. It excludes the cost of paint, wallpaper, popcorn, or other finish on top of the drywall.

If you believe you have a claim against the Association’s insurance policy, please provide the Board with a written description of what caused the damage and what parts of the unit were damaged. Submit at least two written estimates, breaking out labor and materials. Also, accompanying pictures, prior to repair, would be helpful. If possible, forward this information to the Board before contracting for repair. Emergency repairs to stabilize the building or to protect contents must be documented by photograph or video prior to the beginning of any repair work and, if possible, should be discussed with a Board member. The Board will review the data with the Association insurance agent to determine if this is a covered event and what damages are recoverable under the Association’s policy. The Board will notify the Owner of the outcome.

The Board advises unit Owners to be sure they have the right category of insurance for their unit. The insurance policy should be a condominium owner’s policy. Owners who rent their units should consult with their insurance agent whether additional policy coverage may be needed.

(Revised 01/15/2018)
SECTION 6: BUSINESS WEBSITES

NOTE:
The information found in this Owner Information Booklet and all things JCCV may be found by first logging into:

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

Click “Communities” at the top of the page and scroll to Jacaranda Country Club Villas.

Jacaranda West Home Owners Association #1 website address:


The Villas Private Facebook Page
To access this page you must be a Facebook member. Contact Chuck Ford at [cford1620@verizon.net](mailto:cford1620@verizon.net) and Chuck will send you an invitation to join the Villas Private Facebook page. Should you require assistance, contact Chuck Ford or any Board member.

SECTION 7: DID YOU KNOW

When the Circle was developed approximately 30 years ago, the property was fully landscaped by the developer. Since that time, the Association’s Documents have been consistently interpreted and amended over time to include the recommendations of the 2003 Garden Committee.

**Q1:** Who is responsible for the replacement cost of a dead hedge(s) or palm tree(s) planted by the Association within the Owner’s courtyard?

*The Association is responsible.*

**Q2.** Who is responsible for the replacement cost of any plant or tree replaced at the sole discretion of a current or previous Owner?

*The Owner is responsible.*

**Q3.** Who is responsible for the existing landscape bordering the Owner’s unit (sides, back, & front except as outlined in Q1 above)?

*The current Owner is responsible.*

Now you know!

*(Revised 01/15/2018)*
SECTION 8: DUE CARE CHECKLIST
Suggestions when leaving a unit unoccupied for an extended period:

1. Leave the A/C on for humidity control. Adjust your humidistat to the desired humidity percent and the A/C temperature to an appropriate temperature. If you have an automatic thermostat be sure it is set to “Hold” or “Vacation.”

2. Have the A/C unit serviced to assure proper running and that the condensate drain line is clear.

3. Put all open perishable and dry foods in air tight containers and discard all other perishables.

4. Clean out the refrigerator and turn off the icemaker.

5. Be sure garbage and recyclables are removed from the unit. Make arrangements with a neighbor to place out your last garbage for pickup and the containers returned to the garage.

6. Unplug all appliances.

7. Secure all windows and doors.

8. If during hurricane season, install hurricane shutters if you have them. Clear Lexan and painted metal or wood shutters are permitted to be up throughout the hurricane season. (Paint color must match the building siding.) Secure your garage door with bracing if possible and available.

9. Run some water into all drains. Close the drain lever or cover the drain with a heavy object.

10. Cover the toilet bowl with plastic wrap and close the lid and place a heavy object on the toilet lid.

(Revised 01/15/2018)
SECTION 9: POOL RULES

Pool hours are from 8:00 AM until 10:00 PM.

Users must shower before entering the pool.

Children under 12-years-of-age must be accompanied by an adult at all times.

Do not drink the pool water.

Food, drinks, glass, and pets are not allowed in the pool, nor in the immediate area surrounding the pool. The area under the cabana is an exception to this rule.

Diving into the pool is not allowed.

Running is not permitted anywhere in the pool area.

The pool capacity is 19. This is a County regulation and must be obeyed at all times.

Smoking is not permitted anywhere in the pool area.

Diapered people are not permitted in the pool.

Soaps and shampoos are not permitted in the pool.

Bicycles, roller boards, skates, and similar devices are not allowed in the pool area.

Return the pool furniture to the place you found it before you leave the pool area.

Please tidy up your area of use and dispose of any trash before you leave the pool area.

SECTION 10: RULES & REGULATIONS

1a) Parking is permitted only on paved surfaces. Owners shall inform their guests and renters of this requirement.

1b) All vehicles must be parked in the garage overnight. Requests for an exception for any reason must be submitted in writing to the Director responsible for Buildings for temporary approval subject to final approval by the Board of Directors.

2. Keep garage doors closed except for ingress/egress or while working in the garage.

3. All lamppost and garage carriage lights shall remain on every night. Most of these lights are controlled automatically by a light sensor. Some units have a manually operated switch. Do not turn off the energy to your lamppost or your garage carriage light.

4. The Association will replace a burned-out bulb in the lampposts and carriage lights. For assistance, please notify the Director responsible for Buildings.
5. Do not leave personal property on the common element. Put everything back inside your unit after use.

6. Prior to selling or renting an Owner must: submit a Notice of Intent to Rent/Sell Form to the Property Manager. A buyer/renter must submit an Application to Purchase/Rent to the Property Manager. The Board of Directors must approve the Application to Purchase/Rent before the purchaser/renter may take possession. Forms are available on the Association’s website.

7. A unit may be leased not more than twice in a calendar year.

8. External changes to a unit or the surrounding landscape must be submitted to the Director responsible for Landscaping for temporary approval subject to final approval by the Board of Directors. Forms are available on the Association’s website.

9. Signs shall not be displayed. The only exception for display of a sign is a “For Sale” and/or an “Open House” sign. The “For Sale” sign shall be posted on the garage door at a height of 5’. The sign shall not be larger than 12” x 12” and may include the contact telephone number. The “Open House” sign shall be displayed only on the day of the open house. An “Open House” sign shall be placed at the Association entrance and on the seller’s property. The sign shall not exceed 24” x 24”.

10a) A yearly garage sale in the month of January is permitted provided the committee is in compliance with the Committee’s report dated December 2017 (see section 11 herein). Each garage sale is subject to approval by the Board of Directors and the JWHOA#1.

10b) Estate sales, etc. are not permitted.

11. Garbage pickup is every Thursday morning except during holiday weeks when it is on Friday morning. Garbage and recyclables must be placed in the plastic containers provided. Garbage and recyclable bins must be kept inside the unit except on the night before and on the day of pickup.

12. PestShield Pest Control Company has signed a contract with the Association to perform bi-monthly interior and exterior treatments. In the event an Owner is away a Director will (at the written request of the Owner) accompany the serviceperson while in the unit, or the Owner may cancel the interior service for that day. In addition, the Owner may cancel the interior or exterior service in whole or part without reimbursement.

13. The Property Management should have a key to every unit. In the event of an emergency such as fire, earthquake, flooding, hurricane or other disaster, or, if you suffer a personal medical emergency, it may be preferable to access your unit with a key rather than an axe or chain saw.

(Revised 01/15/2018)
SECTION 10: RULES & REGULATIONS cont.

14. No animals, livestock, or poultry of any kind shall be raised, bred or kept on the condominium property, except for a maximum of two pet dogs and one pet cat. Animals permitted to be kept pursuant to this section shall be kept on a leash when on common elements. All pet droppings must be picked up immediately and disposed of properly.

15. At least one resident of each unit must be 55 years or older. No permanent resident under 18 is allowed unless a hardship exception is granted by the Board or the child is otherwise allowed by law.

16. The Association is responsible for maintaining the swimming pool, the pool building, landscaping, the front entry walls, the irrigation system, and tree care. For a complete listing of Association responsibilities please refer to the Declaration of Condominium, Section 9.

17. Owners are responsible for maintaining, repairing, and replacing the interior of the unit, the roof, the atrium, all entrance doors to the unit and garage (including the overhead garage door), windows, screens, the driveway, walkways, patios, exterior heating and air-conditioning units, and painting all interior and exterior surfaces. For a complete listing of Owner responsibilities please refer to the Declaration of Condominium, Section 9.

18. Exterior paint colors for each unit are standardized. The color specifications for your unit can be seen on the Association’s webpage.

19. Outside clotheslines and similar devices are not allowed.

20. Outside antennae, dishes, masts, or poles require the approval of the Board of Directors prior to installation.

(Revised 01/15/2018)
SECTION 11: GARAGE SALE REPORT  
Board of Directors Meeting November 2017

The Garage Sale Committee consists of four Owners and a small army of Owner volunteers to assist with the setup and to help out where needed during the sale.

It is the intent of the Committee to make every effort to ensure that the Garage Sale does not adversely affect the community. Therefore, we request that the Board of Directors pass a motion as follows: The flow of traffic will be a one-way and counter-clockwise direction from 7:30 AM until 12:30 PM on the day of the Garage Sale. In addition to this request we will implement the following:

*Non-participating Owners will be provided with the details of the Garage Sale.

*Participants will be charged a fee of $3.00.

*Advertising signs may be placed outside the Circle.

*Parking is permitted on the right side of the one-way street.

*Parking will not be permitted in or in front of driveways.

*Non-Owners will be encouraged to walk the Circle.

*Items for sale will be on display in the driveway and/or garage of the participating Owner.

*Tape barriers will be utilized to protect the grass/sprinklers.

*Volunteers will be positioned throughout the Circle.

*All items must be out of sight by 3:00 PM.

*The Sale will be held January 13 from 8:00 AM to 12:00 PM.

On behalf of the participating Owners, the Committee expresses its sincere appreciation to the Board for voting unanimously in April 2017 to allow a Garage Sale.

The Committee
Sheila Hawkins, Tricia Macarelli, Kris Memole, and Diane Long.  
(New 01/15/2018)
SECTION 12 BOOKLET CERTIFICATION

This is to certify that the Directors listed below have read and approved the wording in each section of this booklet.

SIGNED THIS 15th DAY OF JANUARY 2018.

Joe Macarelli ___________________________

Ron Springall ___________________________

Lee Snell ______________________________

Judy Liston _____________________________

Joe Claro _______________________________