



2400 Victoria Point, W. Palm Beach, FL 33411
Office: (561) 792-8288 | Online: www.androsisle.online

NEW OWNER ORIENTATION

1. If you plan on renting your home, you are required to file for a permit with the City of West Palm Beach first before renting the property. Contact 561-805-6700.
2. Required Documents:
 - a. Bring Warranty deed.
 - b. Bring copy of Proof of Homeowners Insurance
 - c. Bring copy of driver's license.
 - d. Bring copy of vehicle registration(s).
 - e. Bring copy of Homeowners Insurance.
3. Bar code/Transponder cost is \$10.00 each.
4. Access cards for the clubhouse/fitness center/pool are \$10.00 each.
5. Please make sure to ask questions regarding moving trucks/PODS/deliveries, etc. as these will need approval from management office. PODS are allowed Monday-Thursday for 48 hours only.

Owner Name(s): _____

Property Address: _____

Closing Date: _____

Orientation Date: _____

- Copy of Warranty Deed***
- Proof of Homeowners' Insurance***
- Owner Information Form***
- Payment Instructions***
- Rules & Regulations Acknowledgement***
- Pet Rules & Regulations Form***
- Pet Registration Form***
- Resident and Gate Access Information Form***
- Fitness Center Waiver***
- Gate Access Pin (Give to New Owner once complete)***
- TMC Alarm Sign up Form***



2024 BOARD of DIRECTORS

Laurie Briggs - President

Sue Flaum - Vice President

Leslie Van Wagner - Treasurer

Kitty Gudisman- Secretary

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Jenny Hoppel - Director



Re: Andros Isle – Notice to Vendors – Association Requirements to Work in Andros Isle POA

Dear Homeowners and Vendors:

Andros Isle Property Owners Association has rules in place for residents who plan to modify the exterior of the home or lot. Residents are required to secure approval for any exterior modifications from the Associations Architectural Control Committee (ACC) before beginning these projects.

The ACC Committee has assembled an application with guidelines spelling out all the documents required for approval from the committee. The committee meets monthly to review the applications. Applications are to be delivered to the Andros Isle office for review in advance of submission to the committee. A copy of the ACC Application is available on at the management office located in the clubhouse.

Your vendor must supply a certificate of insurance from their insurance carrier showing liability and workers compensation insurance (or a copy of your exemption). The certificate should name the association, Andros Isle POA, 2400 Victoria Point West Palm Beach, Florida 33411 as an additional insured on the policy. A copy of the vendors' county and state license is also required.

Owners are required to receive written approval from the Architectural Control Committee (ACC) in advance of commencing work. Owners who start work without approval are subject to receiving a "cease and desist" notice and could be subject to penalties until Architectural Control Committee approval is received.

If you have any questions, please contact the Andros Isle office at 561-792-8288 or androsasst@campbellproperty.com
Thank you.

BOARD OF DIRECTORS
ANDROS ISLE POA, INC.



WELCOME

PLEASE BE ADVISED THAT IF YOU ARE RENTING YOUR HOME WE REQUIRE A VALID LEASE ON FILE AT ALL TIMES! IF A VALID LEASE (STILL IN ITS CURRENT TERM) IS NOT ON FILE, YOUR PRIVILEGES COULD BE REVOKED!

THANK YOU – MANAGEMENT



AMENITIES AND HELPFUL INFORMATION

Resident ID Cards to access Andros Isle amenities and Resident Vehicle Transponders are available to purchase:

Monday, Wednesday, Friday 9:00 AM- 11:00 AM.

Tuesday and Thursday 2:00 PM- 4:00 PM.

This schedule is subject to change without notice.

The Clubhouse and Gym hours are 4:00 AM to 11:00 PM.

The Billiard Room is restricted to 16 years and older.

The Pool is open from sunrise to sunset. Children under the age of 15 are required to be with an adult when at the pool.

Clubhouse Management Office:

- Phone: (561) 792-8288
- 2400 Victoria Point West Palm Beach, FL 33411
- Management staff hours are Monday through Friday from 8:00 AM to 5:00 PM.

Guardhouse:

- Phone: (561) 792-6957 (you will need to enter your Security Code, which will be given to you at your Orientation)

Island Club (Clubhouse):

- Open daily from 5:00am to 11:00pm (Clubhouse Resident ID card will be needed to gain access before 7:00am and after 5:00pm)

Cable & Internet:

- Residents must call Comcast at 1-800-934-6489 to set up cable & internet and for any questions / issues.

Association Website:

- Andros Isle website is: www.androsisle.online – please register with the website to receive emails, newsletters, and owners will have the ability to check account balances.



COMMUNITY HELP

W.P.B. Website www.wpbpolice.org

Join a community watch group

W.P.B. Bike registration program

W.P.B. Identification program

W.P.B. ID Theft prevention packet

Auto theft, Auto burglary and residential burglary and business burglary prevention

CONTACT NUMBERS

West Palm Beach Police Non-Emergency.....	(561) 822-1900
Palm Beach County Sheriff.....	(561) 688-3000
Animal Care and Control.....	(561) 233-1200
Palm Beach County Victim Hotline.....	(561) 355-2418
Child Abuse Hotline.....	(561) 96A-BUSE
Salvation Army.....	(561) 682-1118
CARP (substance abuse help).....	(561) 844-6400
Juvenile Assessment Center (JAC).....	(561) 682-0002
Vickers House (Community Help).....	(561) 835-7030



ANDROS ISLE PARKING RULES

Parking: NO parking is permitted on the sidewalk or obstructing sidewalk traffic, on the grass, NO PARKING areas (indicated by striped lines), or in swale areas at ANY time. All vehicles parked in these areas will be given one warning ticket and then towed at the owner's expense. NO PARKING on the street after midnight (12:00AM). All vehicles parked on the street after midnight (12:00AM) will be given one warning ticket and then towed at the owner's expense.

The following exceptions will apply:

- 1. If you are having your driveway cleaned or sealed you may obtain a three (3) night permit. This pass will have the expiration date and will be placed on the dash of your vehicle. If the vehicle has not been moved by the expiration date on the pass, it will be towed at the owner's expense.**
- 2. If you will be having guests for an extended visit you may obtain a parking permit to park overnight at the clubhouse parking lot. No more than (7) days in a 12- month period per household.**
- 3. If you are moving into/out of the community, you may obtain a two (2) night parking pass for a "U-Haul" or small Trailer used for the purpose of loading/unloading to parking the clubhouse parking lot.**
- 4. Emergency passes are also available after hours at the Guard House.**
- 5. RVs are permitted to park at the Clubhouse parking lot for one night only with a valid pass.**
- 6. Boat parking is NOT allowed.**



ANDROS ISLE PROPERTY OWNERS ASSOCIATION, INC.
OWNER INFORMATION FORM

Please fill out this form to assure that we have the most current information on file regarding your unit. The information provided will be used for management purposes only to help us manage your property in the event of emergencies, i.e. floods, hurricanes, power failures, etc. **PLEASE PRINT CLEARLY**

First Name: _____ Last Name: _____

First Name: _____ Last Name: _____

Andros Isle Property Address: _____

Primary Phone #: _____

Cell 1: _____ Cell 2: _____

E-Mail 1: _____

E-Mail 2: _____

Residency Status: Full-Time Seasonal Leasing – Lease Term: _____

Mailing Address (if different from above): _____

Emergency Contact Name & Phone #: _____

Vehicle (1) Make _____ Model _____ Tag _____

Vehicle (2) Make _____ Model _____ Tag _____

Vehicle (3) Make _____ Model _____ Tag _____

Please note: If you plan on leasing your Unit, please provide the Management Office with the Lease Agreement and contact information for your tenant(s) prior to them moving in so that an Orientation can be scheduled.

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In order to decrease the postage and mailing costs that the Association incurs and communicate pertinent information, your Board of Directors would like you to consider consenting to receive electronic communications.

Florida Statutes protects owners' email addresses and phone numbers from being released or shared.

EMAIL CONSENT

By initialing this box, I authorize Andros Isle POA & Campbell Property Management to communicate with me via electronic transmission.

By initialing this box, I do not authorize Andros Isle POA & Campbell Property Management to communicate with me via electronic transmission.

Signature: _____ Date: _____

Signature: _____ Date: _____



WAYS TO PAY YOUR MONTHLY HOA MAINTENANCE:

A. Online Payments & ACH Sign up *PREFERRED METHOD*** Easy, Fast and Accurate**

Steps:

1. Go to web address **Campbellportal.com**
2. If you previously created a login, please use your existing email and password to access the portal. If you have forgotten your password, please click the **"Forgot Password"** button.
3. If you do not have an account, click the **"Sign Up"** button.
 - a. Fill out the applicable fields. You will need the following information:
 - i. Account Number
 - ii. Registration KeyYou will receive your Account Number and Registration Key by email once Warranty Deed is processed).
 - b. Once you have filled out all applicable fields, click **"Sign up"**.
4. Once you have logged into the portal, click **"Make A Payment"** and choose one of the online payment methods.

B. Payments by Check

1. Checks must be made payable to **Andros Isle POA, (NOT CAMPBELL)**.
2. Checks must be mailed with your account number in the memo section.
3. All checks should be mailed to the following address:

Andros Isle Property Owners Association, POA.

P.O. Box 621117

Orlando FL, 32862-1117

If paying by check:

To ensure your payment is applied timely, please allow 5-7 business days for delivery/mailing to avoid late charges.

C. Paying Through Online Bill Pay With Your Bank

1. If you prefer to set up bill pay through your bank, please ensure the following information is included with your payment:



Account to be credited: (Your account number will be provided once Warranty Deed is processed).

Name of Association: Andros Isle Property Owners Association, Inc.

Mailing address:

P.O. Box 621117

Orlando FL, 32862-1117

D. Call in Option:

If you are not computer savvy, Zego will accept your credit/debit card or E-check payment over the phone. You will need your account number. Please call (866) 729- 5327.

Zego charges a service fee for phone payment service.

***** Maintenance payments are not accepted at the Association's Management Office. *****

_____ I would like to pay my monthly HOA fees by using Coupons (if this is checked, you will receive your Monthly coupons at your Orientation for the remainder of the year). After that, coupons for subsequent years will be mailed to you.

_____ I will be paying my monthly HOA fees online using one of the online options given to me at the Orientation.

Signature: _____

Date: _____



RULES & REGULATIONS

1. The posted speed limit is 25MPH – this is strictly monitored and recorded and fines will be assessed for violators. Please comply with this very important rule for the safety of all residents.
2. Parking on the grass or in the swale areas or blocking sidewalks with vehicles is not allowed at any time.
3. Parking on the street is not allowed for any reason between the hours of 12 midnight to 6am. Parking permits are available at the Association Management Office for occasional time-to-time circumstances.
4. A car in violation at any time will receive a warning ticket. If found in another violation within six months of the first, the car will be towed at the owner's expense.
5. Moving violations and speed limits are strictly enforced in Andros Isle with periodic admittance of the W. Palm Beach Police Dept.
6. All persons driving within the community must observe all stop signs and other traffic control signage.
7. Changes to the exterior of your residence, of any kind, may not be made prior to submitting an application to the Architectural Control Committee (ACC) and receiving approval for the change. In many cases, a permit must be issued by the City of W. Palm Beach prior to making the change. ACC applications must be submitted a week prior to the ACC meeting or they will not be considered until the following month's meeting.
8. Here are some (not all) examples of changes for which you need to submit an ACC application – painting your home, changes to your patio, placing curbing around landscaping beds, screening your front door area, adding a screened patio, landscaping change, painting or widening a driveway, changes to your landscaping bed size, adding shutters, and tree removal and/or replacement. ACC applications are located just outside the Clubhouse Management Office or they can be found on the Association's website at www.androsisle.online (currently in progress).
9. Children under the age of 16 are not allowed in the Billiards Room.
10. Children under the age of 12 are not allowed to use the equipment in the gym.
11. It is your responsibility to clean up after your pets, whether it is in your yard, your neighbor's yard, the sidewalk, street or common grounds. Please put the bagged refuse in the trash, not the gutter or dropped along the street/sidewalk.
12. Dogs must be restrained on a leash at all times when outside a residence or a fenced yard.
13. Homes may have a maximum of two domesticated cats or dogs (i.e., one dog + one cat or two dogs or two cats) in the residence.
14. Pit bulls are not allowed within the community at any time.
15. Trash cans are to be placed out after 6:00 pm on Tuesdays for Wednesday pickup; and Fridays after 6:00 pm for Saturday pickup and placed back in the garage prior to the following evening. Recycling bins are to be placed out after 6:00 pm on Tuesday nights. Bulk trash will be picked up on Tuesdays. Garbage cans or recycling bins are not to be stored outside the residence at any time.
16. NO building or construction materials are to be placed out for regular trash pickup days. This includes cabinets, drywall, fencing, concrete, roofing, piping, plumbing fixtures, floor tiles, lumber, etc. **Please contact the Sanitation Dept. with the City of W. Palm Beach at (561) 822-2075 to arrange a special pickup.**
17. Graffiti or other acts of vandalism will result in criminal prosecution.
18. Residents, tenants, and guests are required to follow all posted rules in the Community.
19. Residents, tenants, and guests are required to follow watering restrictions as determined by the South Florida Water Management District and the City of W. Palm Beach, which can be found at www.wpb.org or by calling the Administrative Offices at (561) 822-1200.



20. Residents, tenants, and guests are required to comply with the noise ordinance for the City of W. Palm Beach, which includes noise nuisances from your pets.
21. Commercial vehicles are not allowed overnight within the community. For vehicles with lettering or attached/posted signs concerning a business, the lettering must be covered at night.
22. The pools & spa open at sunrise and close at sunset, and may not be used by the residents, tenants or guests between sunset and sunrise. The resident must accompany their guest(s). Children under the age of 16 requires an adult to be present.
23. Proper attire and footwear must be worn when in the Clubhouse. Please dry off after pool use before entering the Clubhouse.
24. NO hurricane shutters or accordion shutters may be placed on a home unless it is within seven (7) days of a named storm forecasted or predicted to make landfall in Palm Beach County. Hurricane shutters or accordion shutters are to be removed within seven (7) days after a storm has made landfall.
25. Please carry your Andros Isle ID Card when using the common property or exiting Andros Isle on foot, as you may be asked for identification by our security guards and/or our property manager.
26. As always, if you are not sure about something, please contact the Management Office at (561) 792-8288 or email AndrosAsst@campbellproperty.com.

The Andros Isle Property Owners Association Board of Directors understands this may be your first experience in living in a homeowner's association. To make this experience as pleasant as possible, rules and regulations have been established by the Association's Governing Documents and enforced by the Board of Directors to ensure the safety and well-being of all in the community.

By signing below, I understand there are rules and regulations regarding the Andros Isle POA and enforced by the Board of Directors.

I agree to the terms listed above:

Sign Name: _____

Date: _____

Print Name: _____

Sign Name: _____

Date: _____

Print Name: _____

Sign Name: _____

Date: _____

Print Name: _____



PET RULES & REGULATIONS

Article 1, Section 10(7) of the Andros Isle Governing Documents reads:

Pets: Under no circumstances shall any breed of dog commonly known as a “pit bull” be permitted on any portion of the Property.

The office may request a copy of veterinary papers evidencing the breed of dog.

Leash Rule: All pets must be held or kept leashed or otherwise appropriately restrained at all times when they are on common property and all owners of pets shall be held strictly responsible to collect and dispose of waste and litter.

If you are found in violation of the leash rule (Article 1, Section 10(7)), this gives the Association the authority to “demand that an Owner permanently remove from the Property, all pets which create disturbances or annoyances and/or constitute nuisances in the sole determination of the Board”.

Additionally, the Association has the authority to levy fines of up to \$1,000 for each rule infraction.

Please sign below that you have read and agree to abide by the rules as set forth:

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____

Andros Isle Address: _____

Date: _____



PET REGISTRATION FORM

PET(S): Homes may have a maximum of two domesticated cats or dogs (i.e., one dog + one cat; or two dogs; or two cats in the Residence). NO PIT BULLS ARE ALLOWED.

Address: _____

Name of Owner of pet (s): _____

Check One: **Owner Occupied** **Rental Unit** _____

If Rental Unit, print name of each tenant: _____

Pet Name #1: **Breed:** **Weight in pounds:** _____

Pet Name #1: **Breed:** **Weight in pounds:** _____

I / We do not own any pets at this time.

I / We have read and understand the Andros Isle POA's Pet Policy.

I / We understand that Andros Isle POA will hold the Unit Owner responsible for any violations of the pet policy by any tenant, future or present even if the Unit Owner is not personally at fault.

If a Rental Unit, each tenant listed above has the Unit Owners' permission for each pet listed.

Print Name: _____

Signature: _____

Print Name: _____

Signature: _____



Resident and Gate Access Information Form

Purchase Date: _____ **Name(s):** _____

Resident & Co-Resident Name(s): _____

Primary Phone #: _____

Assigned User Name: _____ **Access Pin #** _____

*The Community ID is: **AI**

Family Members Residing in Home

Relationship

_____	_____
_____	_____
_____	_____
_____	_____

AUTHORIZED VISITORS

RELATIONSHIP

_____	_____
_____	_____
_____	_____

AUTHORIZED SERVICE COMPANIES

TYPE OF SERVICE

_____	_____
_____	_____
_____	_____

- Please complete this form and submit it to the Andros Isles Management office. After your initial information is submitted, you can make changes by logging into www.gateaccess.net to set up your initial custom login. Your Username is the "Primary Phone Number as it appears on the management staff file and as you submitted on your Owner Information Form (entered as 10 digits without spaces, dashes or parenthesis); the Community Code is AI; and your Password is your Code # or Pin # which will be provided to you at your Orientation (there is only 1 ID & Password per household; we encourage you to change it to something you can remember following the guidelines below):
- Gateaccess.net still requires visitors/guests to show a valid ID upon arrival; Gateaccess.net allows you to manage your visitor/guests without contacting the guard house via a PC or mobile device.

Contact the Management Office for any questions or issues at AndrosAsst@campbellproperty.com



2400 Victoria Point
West Palm Beach, FL 33411
Tel: 561-792-8288 Fax: 561-792-0112

FITNESS CENTER-WAIVER OF LIABILITY

In consideration of my participation in the Fitness Center of the Island Club at Andros Isle, I do hereby for myself and my heirs and legal representatives, waive, release and forever discharge Andros Isle, The Island Club and its officers, committees and representatives and their successors, from every and all claims, actions and causes of action for any personal injury, bodily injury, wrongful death, property damage or other incident or accident or injury suffered or sustained in connection with my activities while participating at the Island Club Fitness Center and further hold Andros Isle and the Island Club harmless from and such claims or causes of action by whomever or wherever made, including costs and expenses of legal defense in the event any claim is asserted.

SIGNATURE PARTICIPANT OR LEGAL GUARDIAN IF MINOR:

PRINT YOUR NAME: _____

DATE: _____

SIGNATURE: _____

PRINT YOUR NAME: _____

DATE: _____

SIGNATURE: _____



ANDROS ISLE POA

(This page to be completed by Management and given to new Resident(s))

New Resident Name(s): _____

Andros Isle Address:

HOA ACCOUNT # for your monthly HOA fees: _____

GATE ACCESS INFORMATION:

1. To call in vendors, guests, etc. through the Guardhouse, call (561) 792-6957 and enter your Security Code, which is: _____.
2. To add vendors, guests, etc. to the Guardhouse list by using any standard web browser, login to www.GateAccess.net – the Community Code is AI; your Username is your home phone # (10 digits, no dashes or hyphens) – if you do not have a home phone, you can use your cell #; this is the phone # you listed on your Information Sheet as your primary phone #); and your Password (Code) is _____.



Alarm Activation



Your home alarm system can be professionally monitored. The cost of basic monitoring is already included in your HOA dues.

Please note: TMC will only provide monitoring for burglary and fire.

Please fill out The Monitoring Center Alarm Sign up Form on the next page and return to the Andros Isle office located in the clubhouse.

After completion, TMC will contact you to schedule an appointment to activate and ensure your system is running properly.

