



THE ANCHORAGE AT JONATHAN'S LANDING

OWNER'S HANDBOOK

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Table of Contents

| | Page |
|--|------|
| • Overview | 2 |
| • Security and Emergency Issues | |
| ○ Alarm System | 2 |
| ○ When To Call JL Security | 2 |
| ○ When You're Away | 2 |
| ○ Hurricanes | 2 |
| ○ Hurricane Shutters/Windows | 3 |
| ○ Emergency Generator | 3 |
| ○ Marina | 3 |
| ○ Keys | 3 |
| ○ Gates/Bar Codes | 4 |
| ○ Contractors | 4 |
| • Facility Issues | |
| ○ Cleaning Services | 4 |
| ○ Elevators | 5 |
| ○ Plants | 5 |
| ○ Catwalks | 5 |
| ○ Garbage | 5 |
| ○ Maintenance Requests | 5 |
| ○ Storage Lockers | 6 |
| ○ Golf Cart Garages | 6 |
| ○ Parking | 6 |
| ○ Sink/Garbage Chute Rooms | 6 |
| ○ Golf Cart/Emergency Access Path | 6 |
| ○ Pool/Pool Restrooms | 7 |
| ○ Exercise Room | 7 |
| • Administrative Issues | |
| ○ Common/Limited Common/Unit Specific | 7 |
| ○ Paying Assessments | 7 |
| ○ Board/Elections/Meetings/Budgets | 8 |
| ○ Property Management | 8 |
| ○ Alterations and Additions Form/Permits | 8 |
| ○ Pets | 8 |
| ○ Barbecue Grills | 9 |
| ○ Mail Boxes | 9 |
| ○ Cable Service | 9 |
| ○ Water Service | 9 |
| ○ Notices/Announcements | 9 |
| • Helpful Phone Numbers | 9 |

Overview

This handbook is written as a source of helpful and important information for owners and residents of The Anchorage at Jonathan's Landing. The information below is based on the current governing documents and Rules and Regulations of the Association as well as established administrative and management practices of the Board of Directors. Anyone wishing more specific information should review the Declaration of Condominium and the Bylaws of the Association. There are many advantages to owning a condominium but there are unique restrictions and requirements as well. It is hoped that this information will clarify many common questions.

Security and Emergency Issues

Alarm System

Every unit is equipped with a security alarm system that monitors smoke, fire, entry and medical emergency. Your main alarm panel is located in your unit. Your alarm system is somewhat unique, and especially effective, in that it is directly linked to the JL Security guard house and not to an outside alarm monitoring service, fire or police departments. You have a control box for your security system located in your laundry room and fire/smoke detectors mounted to your ceilings. JL Security will respond to any alarm from your unit. If you inadvertently trip your alarm you should call JL Security at 747-1141.

When To Call Security

When there is an unusual or emergency situation on the property call JL Security. This includes situations on the grounds, in or around the buildings or on the docks. Examples of unusual activities include excessive noise, a vehicle blocking passage or parked where it shouldn't be, unknown persons engaged in questionable activities on the grounds or around the buildings, elevator breakdown, power outage, emergencies involving water lines, unknown persons trying to enter your unit or another unit, suspicious activity on the docks or around the boats, suspicious activity on the water in Dogs Head Bay, contractors or vendors damaging property. THE PHONE NUMBER FOR JL SECURITY IS 747-1141.

When You're Away

When you will be away for an extended time period you need to let Bristol Management and JL Security both know. Tell both when you are leaving and, if you know, when you will return. Make sure your alarm system is armed. If you have a house sitting service, you should let both Bristol Management and JL Security know who this is, how often they will be checking your unit, and their contact information. It is a good idea to unplug sensitive electrical and electronic equipment (e.g. television, computer, washing machine/dryer) to avoid surge damage during storms. It is also good to turn off your electric water heater. Shut off the water to your unit at the main shut off valve located, most likely, in your laundry room.

Hurricanes

The most important thing is to listen to, and follow the direction of, local community, law enforcement and security agencies. If you are told to vacate you should comply. Our property management company,

Bristol Management, has a comprehensive storm and hurricane management/security plan which will be activated in the event of a major storm or hurricane. This plan includes securing the buildings including the pool area, outdoor furniture and movable plants. It does not include securing boats in the marina which is the responsibility of the boat owners and is specified in the slip rental agreement. After the storm Bristol Management personnel will be on the property to assess and deal with any damage or cleanup.

Hurricane Shutters/Windows

You are responsible for securing your own unit including putting your shutters or other hurricane protection in place and moving furniture or other loose items inside your unit. Removable shutters on front or side windows should be removed when storm danger is over. If you are not in residence during a storm or hurricane you should arrange to have your home sitting service secure your unit. It is desirable that all units have perimeter hurricane protection to not only safeguard your unit but adjoining units as well. Some balconies have sunshades but not hurricane shutters. Installation of hurricane shutters or impact resistant windows must be approved by the Association Board of Directors.

Emergency Generator

A diesel powered emergency standby generator is located in the equipment room next to the pool. When power is interrupted, the generator automatically starts and takes over supplying electricity to elevators and emergency lighting. The generator is also started routinely for maintenance checks. This generator is not rated for nor does it supply electricity to your individual unit. Owners are prohibited from installing electrical generators for their units.

Marina

The Anchorage Condominium Owners Association is the owner of the Anchorage Marina which has 48 wet slips. As members of the Anchorage Condominium Owners Association, each unit owner has a 1/48th undivided interest in the marina. Management of the marina is done jointly by Bristol Management and the Anchorage Association Marina Committee under the direction of the Anchorage Board of Directors. Slips may be rented to any boat owner approved by the Board, or at the discretion of the Board, by the Marina Committee. Anchorage owners have first right of refusal to lease a slip in the marina, followed by residents of Jonathan's Landing and then boaters outside of Jonathan's Landing. Anchorage owners receive a twenty percent discount on their slip rental rates. This courtesy is extended to renters if the unit owner is not currently using it. All slip rentals are controlled by a detailed bailment (lease) agreement which incorporates Marina Rules and Regulations and Storm Preparedness Plan. These documents may be found on the Bristol Management website. Rental fees derived from the marina go directly into the Anchorage Association budget and significantly offset owner's quarterly maintenance assessments.

Keys

Every unit owner should know exactly who has a key to their unit. Under the Association Bylaws, the Association itself and JL Security must have possession of a key to your unit. This allows authorized entry in the event of an emergency or for the routine pest control maintenance of your unit. Association controlled keys are secured in a locked cabinet in a locked records room. JL Security keeps keys to all Jonathan's Landing properties at a 24 hour staffed guard house. If you have authorized a house sitting service to have a key to access your unit you must let Bristol Management know this information. If you

are not sure where all the keys to your unit may be, you are encouraged to have your door lock rekeyed. **IF YOU CHANGE YOUR DOOR LOCK YOU MUST PROVIDE THE ANCHORAGE ASSOCIATION AND JL SECURITY EACH WITH A COPY OF THE NEW KEY.** Let Bristol Management know if you are changing your door lock. Dead bolt locks are not permitted.

In addition to your unit door key, you have keys to your golf cart garage, pool restrooms, exercise room, and mail box. You should have received these keys from the previous owner. These keys are not to be given to anyone else. Mail box keys are the property of the US Postal Service. If you lose your mailbox key you must arrange to have a new lock installed through the USPS. There is a substantial fee for this.

Gates/Bar Codes

Owners and long term renters may have a bar code sticker placed on their automobile window for automated access through the security gates. For information about the gated entry system and bar code stickers call JL Security at 747-1141. If you are expecting a guest, contractor or delivery you must call JL Security automated system at 747-2800 and register your guest. You will be asked for your security code to complete your request. While you're at it review your personal security information with JL Security. Most likely it is out of date and needs to be corrected.

Contractors

When you have a contractor working in your unit there are several very important considerations to make and policies to follow. Some of these are related to Jonathan's Landing rules and regulations and others are specific to the Anchorage Association. Jonathan's Landing and Anchorage Association governing documents contain specific guidelines that owners should be aware of before commencing and construction or remodeling project. Contractor work must be done only between the hours of 7:30 am and 5:00 pm, Monday through Friday. This includes non-emergency repair work and deliveries. The Central Gate is the "Contractor Gate" and allows entry beginning at 7:00 am. so contractors can get set up and be ready to begin work at 7:30 am. NOTE: The Central Gate is closed during the Summer so contractors must use one of the other gates during this time. Work is not permitted on weekends. In rare instances, quiet interior work is permitted on weekends but only with the approval of the Association and JL Security and such work is discouraged.

Contractors are expected to keep all common areas, including walkways, clean and litter free. While noise can be part of any construction or repair project it should be minimized whenever possible. They are to provide for removal of construction materials and are not to use Anchorage waste bins. (See "Elevators" below.)

Facility Issues

Cleaning Services

Cleaning and maintenance services for all common areas are done by vendors under contract with the Association. Our Property Manager oversees the vendors. Any concerns or questions about common area cleaning or maintenance should be directed to our Property Manager.

Elevators

Both elevators were rebuilt in 2007 at significant expense. In order to prevent damage to the walls and floors it is required that wall pads and floor covering are put into place ANYTIME the elevators are used for moving, construction or other non-passenger use. You should arrange to have wall pads and floor covering installed by calling Bristol Management 24 HOURS PRIOR to expected usage by calling our Property Manager. Failure to do so resulting in damage to the elevators may lead to damages being assessed to the company or individual causing the damage.

Plants

Plants that are placed on the catwalks, in front of unit entry doors or other common areas by unit owners are the responsibility of that owner. Great care must be taken not to have plants and planters damage the waterproof catwalk floor covering on the walkways. When you are planning to leave for the season it is your responsibility to place plants you wish to keep in the designated area. Failure to do so will likely result in the plant(s) being discarded. Attachment of plant hangers to exterior walls can only be done with the approval of the Association. Do not place plants and planters on the coping stones along the second floor walkways to avoid staining and other damage.

Catwalks

The catwalks which run in front of all units have been coated with a special waterproofing material. This was a very expensive element of the structural repairs made in 2006-2007. Water intrusion through the catwalk floors creates damage to the concrete below. This material has imbedded silica to help prevent slipping when wet. As outdoor walkways, the catwalks are open to the elements and will become wet when it rains. They also become dirty for the same reason. Regular cleaning of the catwalks is included in the routine maintenance of the buildings. However, if you feel the need to clean the catwalk outside your unit you should not use any caustic cleaner as it will damage the waterproof coating. Sweeping only is the best method. If you wash the catwalk use only water and a small amount of mild detergent, like dishwashing liquid. If you see any damage to the waterproof coating please tell Bristol Management so repairs can be made.

Garbage

There is a garbage chute in the sink room next to elevator on each floor. This is used to discard general rubbish. In addition, the Anchorage and Jonathan's Landing, participates in a recycling program for glass, metal, plastic, paper, and cardboard. Recycling receptacles are located in the main trash rooms in each building next to the garage level elevator entrances. Everyone is encouraged to support our recycling program by using the blue and yellow receptacles. **DO NOT LEAVE RECYCLING MATERIALS OR ANY OTHER RUBBISH LYING AROUND IN THE MAIN TRASH ROOM. IT ATTRACTS VERMIN.** Break down and fold cardboard boxes and put them into the receptacle and make sure any and all garbage is placed in the proper receptacle.

Maintenance Requests

Maintenance requests should be made in writing to our Property Manager. You can easily submit an email maintenance request by going to www.bristolmanagement.com, click on "Anchorage @JL" and

then “Contact Us”. If you don’t have access to a computer you can call in your request to our Property Manager. Requests will be prioritized as they are submitted. Do not make requests directly to on site cleaning and maintenance personnel because Association Rules and Regulations prohibit them from responding. Examples of maintenance requests include exterior light bulb replacement, exterior painting touchup, cleanups in common areas, broken or damaged common and limited common elements such as doors, flooring and walls. If you are unsure as to whether a maintenance issue is your responsibility or that of the Association contact our Property Manager for clarification.

Storage Lockers

Every unit has an assigned storage locker in the locker rooms located on the garage level. Personal items may be stored inside the locker and secured with a padlock. Do not leave any personal items in the locker rooms except inside your locker. Items left outside lockers will be discarded. **STORAGE OF FLAMMABLE OR OTHER HAZARDOUS MATERIALS IS PROHIBITED IN STORAGE LOCKERS.**

Golf Cart Garages

Every unit has an assigned golf cart garage with a locking door and electrical service. While originally intended as the parking place for golf carts, some owners use these rooms for additional storage or work room areas. **STORAGE OF FLAMMABLE OR OTHER HAZARDOUS MATERIALS IS PROHIBITED IN GOLF CART GARAGES.**

Parking

Every unit has one assigned and marked parking space in the garage. In addition there are numerous unmarked spaces which can be used by residents and guests. Parking stalls are not to be used for extended storage of disabled vehicles. Specifically, our Rules and Regulations stipulate, “No vehicle which cannot operate on its own power shall remain on the Condominium Property for more that twenty-four (24) hours and no repair of vehicles shall be made on the Condominium Property”. A very limited number of short term and guest parking spaces are available in front of each building on the main level. Parking by vendors and non-owner marina tenants is available in the lot between the buildings and by the pool area. Parking along Bay Street is not permitted except in unusual situations for which special permission has been granted by JL Security.

Sink/Garbage Chute rooms

There is a sink/mop room on each floor next to the elevator. The room is equipped with a deep basin sink that is used by cleaning personnel. Residents and contractors may use the sinks but are responsible for cleaning them after use. A garbage chute is located in the sink room for the disposal of non-recyclable rubbish. The sink rooms are not to be used by residents for storage of personal items. Please keep sink room doors closed at all times.

Golf Cart /Emergency Access Path

A blacktop cart path extends from in front of the North Building behind both building terminating at the pool. **THIS IS NOT A ROADWAY AND VEHICULAR TRAFFIC IS PROHIBITED.** The path is only for the use of golf carts and emergency vehicles.

Pool/Pool Restrooms/Exercise Room

The pool area and pool restrooms are only for the use of Anchorage residents and guests. Owners have keys to the pool area and pool restrooms. Only owners are authorized to have keys which they may release for temporary use by renters or guests. Pool furniture is not to be removed from the pool area. As noted earlier you can use the Association's barbecue grill which is located next to the pool house. This is a propane gas grill so care must be taken when using it. The pool, pool area and restrooms are common areas and thus it is up to all of us to keep them clean and abide by the posted rules.

Exercise Room

The locked exercise room is located next to the pool. Only owners are authorized to have a key which they may release for temporary use by renters or guests. Use of the exercise equipment is at the users own risk. Please make sure that all electrical equipment including the television and air conditioner are turned off and the sliding doors locked prior to exiting.

Administrative Issues

Common/Limited Common/Unit Specific

There is often confusion about the meaning of these three terms as used in condominium rules and regulations. To clarify: all property at The Anchorage is owned either by the Association or by individual unit owners. Property owned by the Association is designated as either common (elements) or limited common (elements). As defined in our governing documents, "Common Elements means the portions of the condominium property not included in the units." At the Anchorage this would include all building exteriors, common walls enclosing units, grounds, pool and buildings, association equipment, and the docks. "Limited Common Elements means and includes those Common Elements which are reserved for the use of certain units to the exclusion of other units." At the Anchorage this would include such areas as the automobile and golf cart garages, storage lockers, and balconies. "Unit (specific) means a part of the condominium property which is to be subject to private ownership". At the Anchorage this includes most everything within an individual unit inside the outer unfinished layer of the drywall. These terms carry specific meaning with regard to legal responsibility for upkeep, maintenance and renovation. Each owner should make sure they understand the meaning of this aspect of condominium living.

Paying Assessments

Quarterly assessments are based on the annual budget and are established by the Board of Directors. Assessments cover normal operating costs of the Association and contributions to required reserve accounts. Statements are mailed quarterly by Bristol Management to each owner for payment. Payments can be made online through at www.bristolmanagement.com using a credit card. A processing fee is charged for this service. Timely payment of assessments is necessary to avoid late charges.

Board/Elections/Meetings/Budgets

The Board of Directors of the Association consists of seven directors, three from each building and one at large. Directors of the Association are elected to two year terms at the Annual Meeting, usually in February of each year. The Board uses a staggered rotation for the terms of Directors with either three or four being replaced annually depending upon the rotation schedule. Staggered terms help provide continuity of board leadership. Regular meetings of the Board of Directors are held on site or at Bristol Management offices. Meeting notices are posted prior to Board meetings. These are open meetings and residents are encouraged to attend and participate. The Annual Budget (actually three budgets...one for each building and one for common expenses) is prepared and approved by the Board under the direction of the Association Treasurer.

Property Management

One of the primary responsibilities of the Board of Directors is to retain the services of a property management company. The property management company is responsible for managing the day-to-day operation of the Association. The property management company for The Anchorage is Bristol Management. Bristol Management assigns a Property Manager who works directly with the Board and owners in carrying out these responsibilities and duties. Bristol Management maintains a highly informative website with general information of interest to residents as well as information specific to The Anchorage. The address is www.bristolmanagement.com.

Alterations and Additions Form/Permits

Prior to commencing any construction or remodeling work within your unit, you are required to submit an Additions and Alterations Form to the Board of Directors for approval. This form is available for downloading at www.bristolmanagement.com or by calling Bristol Management. Instructions for completing the form are included. In addition, certain alterations require that a permit be issued from Palm Beach County and possibly (e.g. installation of storm shutters) approval by the Design Control Board of the Jonathan's Landing Property Owner's Association. It should be noted that in all units above the second floor sound deadening material is required on the floors. This may be carpeting over 80% of the total floor area or sound deadening underlayment under tile. In addition, there are specific requirements for replacing your front door and/or installing a storm door. You can find these requirements at www.bristolmanagement.com. It is the responsibility of the unit owner to clarify approval and permit issues prior to making any changes to a unit.

Pets

The governing documents for the Association have specific regulations regarding pets. Specifically only one "normal household pet which shall not exceed twenty (20) pounds in weight at mature growth" is permitted per unit. The regulation further states that "any household pets causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the Condominium property subject to these restrictions..." It should go without saying but pet owners are required to pick up their pet's waste from public areas. Not only is failure to do so discourteous, it is a health hazard.

Barbecue Grills

The use of charcoal or gas barbecue grills by residents is not permitted on balconies or anywhere else on Association property except in the area designated by the Board of Directors. At this time a gas fueled barbecue grill is available in the pool area for resident use.

Mail boxes

Mail boxes are installed in both buildings by the United States Postal Service. Mail box keys are the property of the US Postal Service. If you lose your mailbox key you must arrange to have a new lock installed through the USPS. There is a substantial fee for this.

Cable service

JL Cable is the vendor for cable television and broadband internet service. For service problems or to have service started or stopped you can call JL Cable at 656.6317.

Water Service

Water service to The Anchorage is provided through the Association. The cost for water is included in the annual budget for the Association.

Notices/Announcements

Notices and announcements are posted on the bulletin boards next to the elevators on the garage level of both buildings. Community events, board meetings, maintenance interruption notices and other important information will be posted here. You should check it regularly.

Helpful Phone/Email Numbers/Websites

Bristol Management

Property Manager: James Hotchkiss, 427-0694 (Email: james@bristolmanagement.com)

General number: 575-0745

Website: www.bristolmanagement.com

JL Security

Dispatch (emergency): 747-1141

Guest entry: 747-2800

JL Cable

Service: 656-6317

JL Golf Club

Main: 747-7600

JL Marina

Main: 747-8980

AT&T

Billing/Customer Service: 888.757.6500

Repair: 877.737.2478

Website: www.bellsouth.com

FPL

Service: 697-8000