

THE MARINER AT JUPITER YACHT CLUB
340 South US Highway 1, Jupiter, Fl. 33477
Managed by Bristol Management Services
Phone: 561-575-3551 Fax: 561-575-5423
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www.BristolManagement.com

Welcome to The Mariner at Jupiter Yacht Club! We hope that you will find this booklet helpful and informative. The Mariner Condominium Association is professionally managed by Bristol Management Services, Inc. You will find our staff members on site frequently. Please don't hesitate to stop and introduce yourself to:

Property Manager	Cathy Kelly, PCAM
Customer Service Rep	Winnie Woodward
Maintenance	David Winters & Larry Heinlen
Housekeeping	Larry Heinlen & At Your Service

Our goal is to provide prompt, professional, and courteous service so that your experience as a unit owner is as pleasant as possible. We are available by phone, fax or e-mail. You can access information about The Mariner's by going to the Bristol Management's web page at *www.BristolManagement.com*.

The Bristol office hours are from 9:00 AM- 4:30 PM, Monday through Friday. Our after hours answering system provides 24 hour emergency service, and you may leave after hours voice mail messages for your management staff.

Again, welcome to The Mariner. We are looking forward to working you in building premier Jupiter community.

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Introduction

Welcome to The Mariner At Jupiter Yacht Club

This booklet contains information regarding The Mariner Condominium Association. There are 23 residential units in this building and five commercial store fronts. For your enjoyment, there is a pool, Jacuzzi, Bar-B-Q grill, and easy access to slips at the Jupiter Yacht Club and to the city's new "River Walk". While The Mariner is proud to offer these amenities, our real community is found in our residents. To make life more enjoyable for all our homeowners, your association has adopted rules and regulations, which you will find included with this booklet. Please read them carefully and keep handy for future reference.

This booklet does not replace the information in your condo documents (which you should carefully review). Should you require any additional information, please contact your property management office at (561) 575-3551.

When buying a residence at The Mariner you automatically become a member of The Mariner Condominium Association and of the Jupiter Yacht Club Master Property Owners Association. Each association has its own Board of Directors to govern its day-to-day affairs.

Your licensed community association manager is the liaison between the Board of Directors and the homeowners. The manager will advise in matters concerning operating procedures, assists the Board with implementing policies and procedures, helps prepare the annual budget, attends Board meetings, and supervises all maintenance personnel and services.

Any concerns you have regarding maintenance and or management of the association should be reported to the Property Management Office, Monday through Friday, between the hours of 9:00 AM through 4:30 PM, at (561) 575-3551.

Moving In

The hours for moving in are Monday through Friday, between the hours of 8:00 AM to 5:00 PM. Weekend hours are on Saturday from 8:00 AM – 2:00 PM. Make sure you notify the property management office in advance. All moving activity must use the garage level elevators. Elevator #1 is for deliveries to or from units ending 01, 02, 03 and 04. Elevator #2 is for deliveries to or from units ending 05, 06, 07, and 08. Please arrange for either yourself or your representative to be in the unit when the movers arrive. The Bristol employees cannot provide entry to your unit, without prior written approval to the Security Desk.

Remember to advise your movers to be as careful and as tidy as possible and to take all packing material with them. Boxes unpacked from your move may not be disposed of in the trash chute but may be brought down to the trash room, located in the center of the garage level.

We suggest that you choose movers that are fully bonded, licensed, and insured, since you will be held responsible for any damages the movers may cause.

Move in checklist:

1. Telephone management office at (561) 575-3551 to schedule your move with the Security staff.
2. Update your personal information and submit it to the office.
3. Call FP&L and Bell South to set up service.
4. Arrange to have all your utilities turned off at the old address.
5. Give the Post Office the change of address card.
6. Provide Management with a duplicate door key and alarm code in case of emergency, in accordance with Florida statute 718.111, Section #5 "Statutory Right of Access". Immediate access to your unit by the building staff could help prevent serious property damage or personal injury in an emergency situation.

ELEVATORS

All workers and delivery people are required to observe safety precautions for both themselves and our community property. All contractors, movers, etc will be asked to sign a copy of The Mariner's Contractor Rules and Regulations. Please understand that unit owners are responsible for any damage caused by their contractors.

All work, deliveries, must use the garage level elevators. Elevator #1 is for deliveries to or from units ending 01, 02, 03 and 04. Elevator #2 is for deliveries to or from units ending 05, 06, 07, and 08.

Do not jam the elevator doors in the open position as this may cause serious mechanical damage.

Approximate elevator door dimensions:

	Opening	Interior Cab
Height	7'	9'4"
Depth	N/A	4'1"
Width	3'6"	6'7"
Weight Capacity	N/A	2,500 lbs.

Any trades people failing to abide by the procedures established may be denied further access to the building.

Unauthorized people are not allowed on the premises. Be sure to schedule your contractors, movers, etc. with Management.

UNIT IMPROVEMENTS

Remodeling Your Unit

Remember that your association documents require that you submit written specifications for approval to the Board of Directors for written approval prior to making certain improvements, including exterior modifications or interior structural changes (such as installing flooring). The Board will act within thirty days after receipt of your plans and application. Be sure to take this time into account when planning your improvements schedule.

"WORK MAY NOT BEGIN BEFORE YOU HAVE RECEIVED WRITTEN APPROVAL"

The building is constructed with post tension concrete slabs. **Under no circumstances should you attempt to attach anything directly into the ceiling or floor slabs.** If a nail or screw penetrates and snaps one of the tension cables, serious damage or injury could occur.

Important Reminders

Installation of hard or heavy surfaced floor covering (wood, marble, tile) must comply with the Association's specifications for sound and impact control insulation. Please refer to Exhibit "E" Rules and Regulations, Section B (page 5), Rules for Decorators, Contractors & Sub-Contractors of the Declaration of Condominium of The Mariner at Jupiter Yacht Club.

After Receipt of Written Approval from the Board

Provide Management information about your architects, sub-contractors, decorators and others who will be working in your home. Management will provide the form for this information and you will need to attach a copy of the permit, occupational license and proof of insurance. For safety reasons, access to the building will only be provided to those listed on this form.

Contractor Qualifications

All contractors and sub-contractors must provide a Certificate of Insurance of General Liability of no less than \$250,000 per occurrence and no less than \$500,000 aggregate. Proof of Worker's Compensation coverage is also required and must be submitted to Management in advance.

Access to Unit

The staff at The Mariner is not permitted to allow anyone access to your residence. Please make arrangements to provide your workers with access to your unit.

Work Completion

Contractors must take their trash with them, including carpeting, tiles, cabinets, and old appliances. Please note, no construction or renovation debris is to be put into the buildings dumpster or trash chutes. All debris must be removed from the premises on a daily basis. **NO** tile grout, paint, wallboard compound, or other materials should be washed down the drain.

Immediately update your access list by removing the contractor's names. Be sure to supply Management a duplicate key if locks were changed and entry codes to any alarm systems installed in case of emergency, in accordance with Florida statute 718.111. Section #5 "Statutory Right of Access". Immediate access to your unit by the building staff could help prevent serious property damage or personal injury in an emergency situation.

Utilities

Electric:

Florida Power & Light (FPL) provides the electrical service at The Mariner. You can reach them at (561) 697-8000. Your condominium budget includes a line item for paying for the common area electricity bill. You are responsible for setting up and paying for your electrical service to your unit. Please make arrangements with FPL to switch the service to your name on the day of, or the day after your closing.

Telephone:

You must request telephone service. Bell South will only accept orders placed by the homeowner. To initiate telephone service please contact Bell south at (561) 780-2355 or any independent telephone service provider of your choice. Once you have established service and have been given a phone number it is important to give it to the office as soon as possible.

Cable TV:

Basic cable TV service is provided by Adelphia Cable. The cost of the service is included in the association's quarterly maintenance fees. If you would like to upgrade your service with premium channels or if you have a computer and would like the DSL service you should call Adelphia at (561) 848-1600, and you would be billed for the extra charges for those services, by Adelphia.

Water & Sewer:

You will not get a water bill for your residence. The water and sewer charges are included in your association quarterly maintenance fees.

Trash Collection:

Trash collection is another item included in your association quarterly maintenance fees. A trash chute is located on each floor of the building. Please make sure your trash is securely bagged. Please do not place any large items or boxes in the trash chute. They need to be broken down and placed inside the main trash room, which is located in the center of the garage level.

If you are having any work done in your unit contractors must take their trash with them, including carpeting, tiles, cabinets, and old appliances. Please note, no construction or renovation debris is to be put into the buildings dumpster or trash chutes. All debris must be removed from the premises on a daily basis. **NO** tile grout, paint, wallboard compound, or other materials should be washed down the drain.

Important Telephone Numbers

Emergency

Police/Fire	911
Florida Power & Light (electrical service emergencies)	(561) 697-8000
Florida Poison Information Center	(800) 282-3171
Jupiter Medical Center (24-hour emergency room)	(561) 747-2234

Non Emergency

Police (Jupiter)	(561) 746-6201
Fire Department (Jupiter)	(561) 748-4727

Property Management

Bristol Management Services, Inc.	(561) 575-3551
Bristol Management Emergencies only	(561) 262-2714

Other Numbers

Guard Gate	(561) 743-2327
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Community Phone Numbers

Airport (PBI)	(561) 471-7420
Bus (Palm Tran)	(561) 231-1111
City of Jupiter Information	(561) 746-5134
FPL	(561) 697-8000
Bell South	(561) 780-2355
Adelphia	(561) 848-1600
Jupiter Medical courtesy transport to doctor appt.	(561) 747-2234 Ext. 3474
Jupiter Medical Center supportive care	(561) 747-4050
Senior Services	(561) 383-1130
Schools	(561) 434-8000
Vehicle Registration	(561) 355-2622
Drivers Licenses	(561) 681-3333
Hunting and Fishing Registrations	(561) 625-5122
Boating Registration	(561) 355-2622
Florida Marine Patrol	(561) 624-6935

Maintenance Fees (Assessments)

By purchasing your beautiful residence at The Mariner, you have chosen a unique and distinctive style of living. Along with the privacy of your own home, you have a common share of ownership in your condominium association, the master association and their respective common elements.

Assessment fees for both associations are due and payable in advance of each quarter. Payment due dates are January 1st, April 1st, July 1st, and October 1st. Please read your condo documents for information pertaining to late payment fees and or liens for non payment.

You will receive payment statements for your maintenance assessments, which may be mailed directly to the bank. Please write separate checks payable to The Mariner at Jupiter Yacht Club Condominium Association and one to The Jupiter Yacht Club Master Association. Include your unit number on the check. Whether or not the coupons or bills are received, unit owners are responsible for timely payments.

There may be times when the Board of Directors finds it is necessary for a special assessment to be charged for major renovation work to the building or the grounds. You will be notified as to a schedule of payments for any special assessment that may be passed.

General Information

Mail:

You will find the mailroom in the elevator lobby on the garage level. Each owner is provided with a US Mail box identified by your unit number. Please make sure that you check your box for important condo mail. There is also a drop box in the same area for all out going mail. The outgoing mail is picked up everyday.

The building staff cannot be held responsible for any items left in the mailroom either by Fed Ex, Airborne, UPS, etc.

Guests:

Please notify the front desk when you have guest arriving, (561) 748-8803. Remember to make your guests aware of the rules and regulations and also notify the office so that we may provide them with a pass.

Car Washing:

There is an area provided on the garage level for car washing. You will find the Car Wash Center at the bottom of the ramp, just outside the garage door. A hose provided. Please make sure the hose is put back properly and the water is turned off when finished.

Keys:

You should be provided with three medico keys (front door) at your closing. You should also receive 2 garage door openers. If you need extra keys or garage door openers, you can purchase either one of them in the office at a cost of \$50.00 each.

You have been assigned an access code for entry to the front door of the building in the event you do not have your key. Please keep this code secure.

Garage:

Each unit is deeded two assigned parking spaces in the garage, Please make sure you are using the spot that is deeded to you.

Storage Lockers:

You are also provided with a storage locker. These storage lockers are not locked although you may put your own lock on if desired. However, if there were any type of emergency in the garage area (such as pipes breaking), the lock would be cut off to provide emergency access. The unit owner is responsible to replace the lock in such a case. Please see the office for your storage locker number.

Shopping Carts:

There are shopping carts and luggage carts located in the mailroom on the garage level. Please be courteous and return the carts as soon as you are done with them.

Smoking:

The Florida clean Air Act prohibits smoking in all lobbies and in the elevators. Please observe the law in these common areas.

Security:

Unit owners are discouraged from giving out common area keys to any of their contractors, vendors, or housekeepers. Security should be notified immediately of any emergency or security violation. Do not permit workers or guest to leave any common area door propped open.

Parking:

Unit owners are limited to parking in the two garage spaces assigned to them at closing. Please use The Mariner ID tags supplied to you at Closing. No vehicle may be parked so that it blocks the ingress or egress of other vehicles. Contractors may park in the garage for loading and unloading purposes only.

Florida Residency Information

Auto Insurance:

Florida requires that after 90 days of legal residency, residents who drive must be covered by liability insurance. For details, contact your insurance agency.

Auto Registration:

New residents must register their vehicles and obtain Florida license tags upon establishing legal residency or by the day they begin work in Florida or by the time they register their children in school, Proof of ownership and valid Florida insurance, previous out-of-state title or registration as well as the vehicle identification number and the odometer reading are required.

Drivers Licenses:

A driver's license is required of any driver who becomes a resident of Florida, is employed in Florida or registers a child in a Florida public school.

Voters Registration:

You may register to vote upon establishing residency. You must be registered at least 29 days to vote in any election. To register you must be at least 17 1/2 years old.

Boating Registration:

Registration is required on all boats with motors, regardless of size. A valid out-of-state registration of any pleasure craft is recognized for up to 90 days in Florida. Fees vary according to the length of the boat. Owners from out of state should bring their title and/or registration.

Fishing Registration:

Regulations require a nonresident to have a saltwater fishing license when saltwater fishing from either a boat or land. A Florida resident may saltwater fish from land without a saltwater license, but must have a saltwater license when saltwater fishing from a boat, unless the fisherman is under age 16 or over age 65. A freshwater license is required for freshwater fishing for both nonresidents and Florida residents. Licenses are available from the Tax Collectors offices or substations ranging from bait shops to discount stores. License costs vary and licenses are renewable annually.

Homestead Exemption:

If your home in Florida is your primary residence, you may file for the Homestead Exemption. This exempts the first \$25,000.00 of the assessed value of your home. For details please contact the office of the Property Appraiser. You must apply for this exemption between January 2nd and March 1st. If residency has not been established by January 15th, you must wait until the following year to apply. Subsequent years will automatically renew as long as you maintain your legal residency at the same location.

Insurance

Association Insurance:

The association's insurance policies cover all common property of the condominium, buildings, structure, and any equipment the association owns or is considered a part of the "common elements". This includes elevators, lobbies, stairways, and recreation facilities, common element area furnishings, signs, etc. It also provides liability insurance in the event someone is injured on the condominium property. Please be aware that the association policies do not insure the flooring, wall or ceiling coverings, improvements (carpets, paneling, tiles, wallpaper, fixtures, equipment serving the unit, etc.), which are part of an individual unit.

Homeowners Insurance:

Although your association maintains liability, property, flood, and windstorm insurance on the building and the common areas, it is the unit owners responsibility to arrange for his or her own insurance to protect the interior of the residence, personal property, and personal liability. The unit owner's policy may also cover living expenses incurred if the condominium is uninhabitable. Coverage should be in effect on the date of the closing. The unit owner's policy should cover things, such as carpet, flooring, wallpaper, cabinets, fixtures, appliances, and built in additions.

A loss assessment rider will cover some of the expenses if a special assessment is levied in the event of an uninsured or catastrophic loss, is incurred by the association. Please consult with your insurance agent for specific coverage information. Your insurance agent or your attorney should review the condominium documents to help determine exactly what should be covered by your individual policy. Remember that no significant risk should be left uncovered and the unit owner should make sure they are aware of what property they are responsible for insuring.

Emergency Planning Information

Fire:

Every unit, lobby area, and garage is equipped with a sprinkler system that will automatically activate in case of a fire. If you should see or suspect fire anywhere in the building, pull the handle on the fire alarm. You will also find fire extinguishers on all floors. Please make sure you are aware of where they are located.

Each unit owner has been supplied with a fire extinguisher. Be sure to have it serviced at least once each year to assure proper operation.

If you are in residence when the fire alarm is activated please follow these instructions:

- If you are able to leave your unit, proceed to the closest fire exit. Please be aware that
- The elevators will not be working once the alarm is set, so you will need to go down the nearest stairway. Please stay to the right of the stairway so that the firemen can have easy access.
- If you are unable to leave your unit call 911 and make them aware of where you are located so they can get to you quickly.
- Have a meeting place outside the building for your family so that you know everyone got out safely.

Hurricanes:

It is very important to listen to the news and the hurricane warnings. If you are told to evacuate the building please do so as soon as you can. Life is more important than property and you are in a very vulnerable area. Please be aware that if for some reason you decided to stay, there will be no elevators working once a hurricane warning has been posted and there will be no employees on the premises. Again you are advised to leave. If you insist on staying you do so at your own risk and with the full knowledge that emergency assistance will not be available to you during and, most likely, for several days after the hurricane has passed.

If you are not a year round resident you should have a caretaker who will be responsible for making sure that your unit is secured.

Familiarize yourself with evacuation routes, storm shelters, and hotels with emergency generators.

In approach of a hurricane it is the property manager's and the maintenance team's responsibility to protect the building and the common elements. It is your responsibility to protect your own unit and personal belongings.

Year round unit owners or residents should prepare for a hurricane as follows before evacuating:

- Remove all objects from your balcony. This is suggested even if you have hurricane shutters.
- Close and firmly lock all sliding glass doors and windows.
- Place towels at the bottom of all sliding glass doors to limit any water intrusion.
- Make sure you turn off all A/C and electrical items so as to protect them from a power surge.
- Fill your cars with gasoline once a watch has been issued and make arrangements to have vehicles moved to a safe location. Any vehicles remaining on the property may be damaged by flooding or high winds.
- Turn off water to the unit.