



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

NEW TENANT ORIENTATION

Required Documents:

- a. Bring copy of active lease.
 - b. Bring copy of driver's license.
 - c. Bring copy of vehicle registration(s).
1. Transponders cost are \$10.00 each.
 2. Access cards for the clubhouse/fitness center/pool/recreational rooms are \$10.00 each.
 3. 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.

Tenant Name(s): _____

Property Address: _____

Orientation Date: _____

Lease Date: _____

- ☐ *Copy of active lease*
- ☐ *Tenant Information Form*
- ☐ *Rules & Regulations*
- ☐ *Pet Rules & Regulations*
- ☐ *Pet Registration Form*
- ☐ *Resident and Gate Access Information Form*
- ☐ *Fitness Center Waiver*
- ☐ *Gate Access Pin*



2025 BOARD of DIRECTORS

Laurie Briggs - President

Sue Flaum - Vice President

Jim Peters - Treasurer

Kitty Gudisman- Secretary

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Paula Moreno - Director

David Mahon - Director



WELCOME

PLEASE BE ADVISED THAT ALL RENTERS NEED TO HAVE A VALID LEASE ON FILE WITH THE ASSOCIATION AT ALL TIMES! IF A VALID LEASE (STILL IN ITS CURRENT TERM) IS NOT ON FILE, YOUR PRIVILEGES COULD BE REVOKED!

PLEASE MAKE SURE THE OWNER OF THE UNIT YOU ARE RENTING, IS AWARE OF THIS IMPORTANT RULE.

THANK YOU – MANAGEMENT



AMENITIES AND HELPFUL INFORMATION

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

Monday – Friday: 9:00 AM - 3:00 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
- Email: AndrosAdmin@CampbellProperty.com
- Management staff hours are Mon/Wed/Fri 9:00 AM to 3:00 PM and Tues/Thurs 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 4:00 AM to 11:00 PM (Clubhouse Resident ID card will be needed to gain access before 7:00 AM and after 5:00 PM Monday-Friday, and indefinitely Saturday-Sunday)

Cable & Internet:

- Residents to call Comcast at 1-800-934-6489 for any questions / issues with their cable or internet

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.
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.

TENANT 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 _____

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: _____

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.



Andros Isle POA – Rules & Regulations
Page 1 of 2

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 AndrosAdmin@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: _____
Print Name: _____

Date: _____

Sign Name: _____
Print Name: _____

Date: _____

Sign Name: _____
Print Name: _____

Date: _____



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 the 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: _____

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 online to the web portal at 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 AndrosAdmin@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 _____.