REGATTA COVE HOMEOWNERS ASSOCIATION

PHONE: 561-641-1016
FAX: 561-641-9118

55 & OVER COMMUNITY

APPLICATION REQUIRED

COPY OF DRIVERS LICENSE REQUIRED

COPY OF SALE OR LEASE CONTRACT REQUIRED

CERTIFICATE OF APPROVAL REQUIRED

$60.00 PROCESSING FEE
MAKE CHECK OR MONEY ORDER PAYABLE TO CMC MANAGEMENT

NO APPLICATION FEE

IF NEEDED
HOMEOWNERS DOCUMENTS ARE $50.00
CHECK PAYABLE TO CMC MANAGEMENT

MICHELLE HOLMES, LCAM
PROPERTY MANAGER

CMC MANAGEMENT, INC.
2950 JOG ROAD
GREENACRES, FL 33467

REGATTA COVE NEIGHBORHOOD ASSOCIATION, INC.
C/O CMC MANAGEMENT, INC.
2950 JOG ROAD
GREENACRES, FL 33467
561-641-1016 ~ 561-641-9118 FAX

TO: **ALL NEW OWNERS**

FROM: **THE BOARD OF DIRECTORS**

RE: **ASSOCIATION REQUIREMENTS**

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Please be advised that as a new owner at Regatta Cove Neighborhood Association, Inc. you are now a member of the Homeowner Association. This memorandum is to advise you of your responsibilities as a member of the Association.

1. As a member of the Association, you are agreeing to abide by the Association's Documents as recorded in the Palm Beach County Official Records. If you have not received a copy of these documents from the seller of your unit, they are available to you from CMC Management for a $50.00 fee.
2. As a member of the Association, you are agreeing to abide by the rules and regulations as set forth by the Association's Board of Directors. Please cal CMC Management for a copy of the Rules and Regulations.
3. Make sure that your title company has verified that the homeowner fees on your new home have been paid. These fees are a lien against your unit, and you could be responsible if they are outstanding.
4. Make sure your title company forwards a copy of your **warranty deed** to CMC Management. This must be done in order for the home to be transferred to your name in the official records of the Association. ***The management company will not change the name on the official records without receiving this information, which in turn could hold up any correspondence concerning Association matters from reaching you.***
5. It is your obligation to make sure that mailing addresses and telephone numbers are kept up to date with the management company.
6. Homeowner fees are due in advance on the first day of each month. A coupon book will be mailed to you as a courtesy prior to the beginning of each year. You should ask for the coupon book from the person you are purchasing your home from. It is your responsibility to pay these fees even if the coupon book is not received by you. If you do not receive a coupon book, please call CMC Management.

Should you have any further questions concerning the Homeowners Association, please feel free to contact CMC Management @ 561-641-1016, and they will be happy to assist you.

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS AS SET FORTH ABOVE AND AGREE TO COMPLY WITH SAME.

PURCHASER: _____ PURCHASER: _____
(SIGNATURE) (SIGNATURE)

PURCHASER: _____ PURCHASER: _____
(PRINT NAME) (PRINT NAME)

PROPERTY ADDRESS: _____
(PLEASE PRINT)

_____

REGATTA COVE NEIGHBORHOOD ASSOCIATION, INC.
LEASE/RESALE APPLICATION

Date: _____ Date of Occupancy: _____

Lessees' Name: _____ Spouse Name: _____

Unit Address: _____

_____

Phone Number: _____

Current Owners Name: _____

( ) Single ( ) Married ( ) Widow ( ) Separated ( ) Divorced

Number of people who will occupy unit (adults): _____

Vehicles:

(1) Make _____ Model _____ Lic. Tag # _____

(2) Make _____ Model _____ Lic. Tag # _____

(Additional) _____

In case of emergency notify: _____

IF THIS APPLICATION IS NOT LEGIBLE OR IS NOT COMPLETELY AND ACCURATELY FILLED OUT, CMC MANAGEMENT AND THE ASSOCIATION WILL NOT BE LIABLE OR RESPONSIBLE FOR ANY INACCURATE INFORMATION IN THE INVESTIGATION AND RELATED REPORT TO THE ASSOCIATION CAUSED BY SUCH OMISSIONS OR ILLEGIBILITY.

BY SIGNED, THE APPLICANT RECOGNIZES THAT THE ASSOCIATION OR THEIR AGENT, CMC MANAGEMENT, INC., MAY INVESTIGATE THE INFORMATION SUPPLIED BY THE APPLICANT AND A FULL DISCLOSURE OF PERTINENT FACTS MAY BE MADE TO THE ASSOCIATION.

SIGNATURE: _____
APPLICANT

SIGNATURE: _____
SPOUSE

REGATTA COVE NEIGHBORHOOD ASSOCIATION, INC.

AGE VERIFICATION CERTIFICATE

The following information must be furnished by the owner or owners of each residence so that the Association may monitor the percentage of residences occupied by at least one person 55 years of age or older in order to preserve the status of Baywinds as a community of housing for older persons in accordance with Baywinds Documents and the Federal Fair Housing Act.

Lot # _____ Address _____

Owner(s) as appear in the last recorded deed

1. Name _____
   Date of Birth _____

2. Name _____
   Date of Birth _____

Occupant(s) {Include owner(s) above if occupant(s)}

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

Name _____ Date of Birth _____

The undersigned certify that the above information is true and correct and that within fifteen (15) days after any changes thereof the undersigned will notify the Board of Directors of Baywinds Community Association, Inc. of such change in writing.

_____
Owner

_____
Owner

_____
Owner

Date _____

PLEASE RETURN THIS FORM TO:

CMC MANAGEMENT, INC.
2950 JOG ROAD
GREENACRES, FL 33467

REGATTA COVE NEIGHBORHOOD ASSOCIATION, INC.
FINING POLICIES

In the event that the Association chooses to institute fining procedures whether or not the Association also chooses to initiate legal proceedings, the following policy shall apply. The Association reserves the right not to pursue the levy of a fine and instead to institute legal proceedings in connection with a violation.

1. If a violation is noted, the violator will be sent a letter provided the violator with a defined period within which to comply. Each letter is logged on the master list ("access system" and is placed in the unit file.

2. When the time period for the first violation letter has expired, the Association will review the property to determine if the violation has been corrected. If the violation is corrected, the file is marked complete and logged out of the access system. If the violation has not been corrected, then the violator will be sent a second letter which will advise the violator of the date of a hearing to be held before the Enforcement Committee at 7:00 p.m. in the clubhouse.

   A) If the violation has been corrected as of the date of the hearing, then the hearing will not be held, and no fine will be levied; the file will then be marked complete and logged out of the access system.

   B) If the violation is still present as of the date of the hearing, then the hearing will be held as scheduled. The Enforcement Committee will determine whether to levy a fine and in what amount. The fine may be a continuing fine at the rate of $100.00 per day retroactive back to whatever day the committee shall select, but the fine shall not exceed $1,000.00 in the aggregate per violation. A fine may be levied irrespective of whether the violator actually attends the hearing.

   C) If the Enforcement Committee levies a fine, the Association shall notify the violator of the notice of fine and amount and due date for payment, and if the fine is against an owner, then the fine shall be added to the owner's account.

3) If the fine remains unpaid after its due date, then the matter shall be forwarded to the Association attorney for the taking of legal action. The Association may forward the matter to the Association's attorney at any time for the initiation of legal proceedings to enforce compliance.

REGATTA COVE

A QUICK GUIDE TO IMPORTANT INFORMATION YOU SHOULD KNOW:

1. Use ACC Applications for all additions and visual changes, e.g. extending patios, screen enclosures, doors, fences, landscape changes and yard ornaments. (Forms at the Clubhouse)
2. Use Work Orders for reporting sprinkler and landscape problems. (Forms at the Clubhouse).
3. No parking on street (day or night). Do not park on grass or sidewalk.
4. No loud noises, especially fireworks.
5. No signs, no flags other than the American flag, which must be flown on a pole attached to the house.
6. Exterior color of the house may not be changed.
7. No Boats or RV's permitted in driveways.
8. BBQ grills allowed on the patio, not on the lawn.
9. Keep driveway clean and free of weeds.
10. Clean roof tiles approximately once every two to three years.
11. Keep mailbox clean by using a mild bleach/water solution on a sponge or soft cloth.
12. Garbage is picked up two (2) times per week: on Tuesday morning along with miscellaneous trash and plant and tree clippings: on Friday morning along with recyclables. Trash should **not** be placed at the curb over the weekend. Garbage should not be put out in plastic bags only; put them in an appropriate securable metal or plastic container.
13. Dogs and cats must be kept on a leash at all times while outside the house; no tethering of animals; pick up after animals.
14. Lawns are cut weekly in the summer months and bi-weekly in the winter months.
15. Do not use Roundup on lawns. The product will kill the grass.
16. If you change your landscaping, you are therefore responsible for its maintenance.
17. The use of reflectors around your house will stop the landscaper from trimming the shrubs; you are still responsible for maintaining a neat appearance of the shrubs.
18. For all sprinkler repairs, adjustments and additions, call the Property Manager at 561-641-1016.
19. Plants are treated quarterly for sooty mold, scale, caterpillars, leaf minor and rust fungus. Lawns are treated for fire ants, chinch bus, sod webworms, armyworms, inchworms and millipedes.
20. All Association fees are due on the first day of the month. A $25 late penalty fee will be charged if not received by the 15th of the month.
21. Notify CMC at least 14 days prior to leasing or selling your house; closing delays may result if this is not done.
22. Regatta Cove Board of Directors meetings are held the last Monday of the month.
23. Check the bulletin board at the Regatta Cove entrance for important information: Channel 63 also.
24. Read the Policy Manual and Association By-Laws for more detailed information.
25. Master Association problems should be referred to MMI: Phone: 686-7818.
26. Children under 18 years of age may not live in your house for more than 30 consecutive days.

27. The monthly Regatta Review, published by Max Harper, is an official publication of the Regatta Cove Neighborhood Association, Inc.
28. If you plan to make your Regatta Cove residence your permanent residence, be sure to file for your Homestead Exemption ASAP at the Property Appraiser's office, located at 200 Civic Center Way, Royal Palm Beach.
29. "Snow Birds" and those who will be away from their house for long periods of time are still responsible for exterior maintenance, other than lawn and plants. Make arrangements for someone to clean the driveway and install and remove shutters, etc.

Thank you for your cooperation.

Regatta Cove Neighborhood Association, Inc. Board of Directors

CERTIFICATION OF APPROVAL OF PROPOSED CONVEYANCE FOR REGATTA COVE NEIGHBORHOOD ASSOCIATION, INC.

The undersigned representative of Regatta Cove Neighborhood Homeowners Association, Inc. hereby certifies that the Board of Directors of the Association approves the conveyance of the unit located at:

_____, Palm Beach County, Florida of said unit:

From: _____

To: _____

And further certifies that the said Board of Directors authorized him to execute this Certificate of Approval on behalf of the Corporation.

BY: _____
(OFFICER)

BY: _____
(WITNESS)