



PELICAN COVE NEIGHBORHOOD ASSOCIATION, INC.

C/o Century Management Consultants, Inc., 2950 Jog Road,
Greenacres, FL 33467

561-641-1016 ~ 561-641-9118 Fax

www.cmcmanagement.biz

*(Please check one) **Application for PURCHASE** or **LEASE** of Address/Unit # _____

Desired date of occupancy _____ **Closing Date if purchase:** _____

Applicant Name: _____ **Phone:** _____

Co-applicant Name: _____ **Phone:** _____

Email: _____ **Email:** _____

THIS IS A 55 AND OLDER ADULT COMMUNITY

Processing may take up to 30 days

The following must accompany this application or it will not be processed
Applications will not be processed if pages are missing or application is incomplete.
Out of State or foreign background checks will incur additional fee

- Approval required prior to occupancy or closing.
- A **Capital Contribution** is REQUIRED upon closing which is equal to 2 months of assesments. This will be collected at closing. This is NOT maintenance paid in advance.
- A Background Check will be performed. See attached.
- APPLICATION FEE:** \$150.00 *NON-REFUNDABLE* Per Applicant 18 yrs. or older, or Married Couple; Check or Money Order Made **payable to PELICAN COVE**.
- PROCESSING FEE:** \$100.00 *NON-REFUNDABLE* Check or Money Order Made payable to CMC MANAGEMENT.
- Copy of your Driver's License(s)/Photo I.D./Passport
- Copy of signed purchase or lease contract
- Lease Requirement: Owner(s) account must be current and violations corrected**

Please Note: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL BEFORE CLOSING TO DETERMINE MONIES OWED TO THE ASSOCIATION BY THE OWNER OF THE PROPERTY. IF THIS PROCESS IS NEGLECTED, THE NEW OWNER MAY END UP BEING LIABLE FOR DELINQUENCY.

A Certificate of Approval, which is required to close and prior to moving in, will be provided to the purchaser or renter after the interview/orientation.

If purchasing, you must supply the Management Company with a copy of your Warranty Deed and mailing address after closing. Purchaser is also required to inform the management company of any changes in mailing address.

CURRENT OWNER MUST PROVIDE GOVERNING DOCUMENTS TO BUYER OR THEY CAN BE PURCHASED AT www.condocerts.com



PELICAN 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

Please be advised that as a new owner at Pelican 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 www.condocerts.com or CMC Management.
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 call 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) _____

PELICAN 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): _____

MILITARY STATUS: Active? € Yes € No **SPOUSE:** Active? € Yes € No

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

PELICAN 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 _____

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 not if 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

TO BE FILLED OUT BY APPLICANT(S)
(Please type information or print clearly)
FOR CMC OFFICE USE ONLY

☐ This is a Purchase **or** **☐ This is a Rental**

Association: _____

If Purchase, projected closing date: _____

If Rental, Lease Term from _____ **to** _____

Address of Unit: _____

Applicant Name: _____

Co-Applicant Name: _____

Billing Address if different from Unit Address: _____

Phone # _____ **Phone #** _____

Email: _____

Email: _____

This form is to be submitted to the Accounting Department by the Manager after approval of application.

PELICAN 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.

PELICAN 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. Pelican Cove Board of Directors meetings are held the last Monday of the month.
23. Check the bulletin board at the Pelican 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. If you plan to make your Pelican 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.
28. "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.

Pelican Cove Neighborhood Association, Inc. Board of Directors