

OSPREY ISLES HOA, INC.

C/O Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL 33410
(561)626-0917 Fax (561)626-7143
www.seabreezecms.com

Sale/Rental Application

(last updated 12/2016)

Information is required on all applicants. COMPLETE ITEMS 1 TO 10 & SUBMIT AT LEAST 14 DAYS PRIOR TO CLOSING DATE OR LEASE START DATE. **Old application packages will not be accepted our most current application package is available online at the Sea Breeze website.**

MAIL OR DROP OFF APPLICATION PACKAGE AT OUR OFFICE. FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE.

If copies needed a charge of 25 cents per page is required

- ___ 1) Fill in application sheet completely. If the application is not completed, it will be returned to you. (Pg. 2-3)
- ___ 2) Rental Only: Owner and tenant to complete addendum to lease.(pg. 4)
- ___ 3) Complete barcode request form. Renters can be issued barcodes upon approval. Purchasers will be issued barcode upon approval and provide proof of change in ownership via warranty deed or HUD statement. (Pg. 5)
- ___ 4) Certificate of Approval to be completed by each adult (18 and over). Fill in the blanks where the paper request for the property address, owner's name, tenant's/buyer's name, tenant's/buyer's signature and date. This paperwork is required for approval. The approval is not authorized until the bottom section of the page is completed by an authorized Board Member or Property Manager. Note for purchase: the original is needed for closing. (Pg. 6-7)
- ___ 5) Complete pet registration form (Pg. 8)
- ___ 6) All adult occupants (18 and over) review the rules and regulations. Sign and print your name at the bottom. The rules will be reviewed at the welcome meeting. (Pg. 9-11)
- ___ 7) Please include a copy of drivers' license for all names listed on application.
- ___ 8) A fully executed copy of the sales contract or lease agreement must accompany the application.
- ___ 9) Include the non-refundable processing fee in the amount of \$50.00 made payable to Sea Breeze CMS, Inc. **CASH, MONEY ORDER OR CASHIER'S CHECK ONLY**
- ___ 10) Rental Only: One months' rent **CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a security deposit which is refundable if applicant is turned down or tenant has moved out. Monies may be deducted as needed to cover damages to Common Property or fines from the Association. Deposit made payable to Osprey Isles HOA, Inc.

Security Deposit paid by : _____

Insert Printed Name

Application Criteria

An applicant may not be approved based on one or more of the following:

1. Application not completed in full.
2. False information provided in application.
3. Lease term is established for less than six (6) months.
4. If you have anything other than a van for private passenger use with permanent rear seats & side windows, a pick-up truck of 1/2 ton or less or any other vehicle manufactured and used as a private passenger vehicle.
5. There is more than two (2) pets.
6. There is a Pit-Bull terrior
7. There are more than two persons for each bedroom.
8. All vehicles must be in good condition and repair. Vehicles which do not have a current license plate. All vehicles must be painted in a color and manner which is customary for private passenger vehicles, and which is not offensive or distasteful in the reasonable opinion of the board.
9. No motorcycle, motorbike, moped, all-terrain vehicle, or other such vehicle is permitted to be operated within the community unless licensed for street use & equipped with appropriate noise muffling equipment so as not to create an annoyance to the residents of the community.

() **APPLICATION FOR PURCHASE**

I/we acknowledge receipt of the following:

Provided by Seller: Declaration of Covenants and Restrictions, Articles of Incorporation, By-Laws and Amendments

Provided by Association: Rules and Regulations

I/we agree to observe and abide by the terms and conditions in these Documents.

THIS APPLICATION PACKAGE FOR SALE/LEASE IS EXECUTED BY THE PARTIES ON THE DATES SPECIFIED BELOW. IF ANY PARTY DOES NOT UNDERSTAND THIS APPLICATION, THE PARTY SHOULD SEEK LEGAL ASSISTANCE. I/WE DECLARE THE BELOW INFORMATION TO BE TRUE AND CORRECT.

Signature: _____

Date: _____

Signature: _____

Date: _____

() **APPLICATION FOR LEASE**

I/we agree to observe and abide by the terms and conditions stated in these documents as well as the Governing Documents of the Association.

THIS APPLICATION PACKAGE FOR SALE/LEASE IS EXECUTED BY THE PARTIES ON THE DATES SPECIFIED BELOW. IF ANY PARTY DOES NOT UNDERSTAND THIS APPLICATION, THE PARTY SHOULD SEEK LEGAL ASSISTANCE. I/WE DECLARE THE BELOW INFORMATION TO BE TRUE AND CORRECT.

Signature: _____

Date: _____

Signature: _____

Date: _____

**OSPREY ISLES HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR RESIDENCY**

Current Information (All information must be printed and legible throughout the documents).

Osprey Isles Address _____

Name of Current Owner: _____

Owner Phone Number: _____ Email Address: _____

Name of Buyer/Tenant(s): _____

Buyer/Tenant(s) Phone Number: _____ Email Address: _____

Closing Date: _____ or Lease Term: Start _____ End _____

Realtor Name & Phone Number: _____

APPLICATION FOR OCCUPANCY

OCCUPANT(S) INFORMATION:

Information regarding each person to reside in the unit (including children). (Use a separate sheet of paper for information regarding all additional residents, as needed.)

Name [Print-must be legible.]	Age	Relationship to Tenant
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

LICENSED DRIVERS: To be residing in the community

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Name: _____ License # _____ State: _____

Others: _____

EMERGENCY CONTACTS:

1) In case of Emergency notify: _____ Relationship: _____

Address: _____ Phone: _____

ADDENDUM TO LEASE

Fill in the blanks. Both landlord(s) and tenant(s) must print name and sign. A witness to both the landlord(s) and tenant(s) signature is required, witness must print name and sign.

THIS ADDENDUM is made between _____ (“Landlord”) and _____ (“Tenant(s)”) effective this _____ day _____ 20_____ and is intended to and shall supplement, amend and modify that certain Lease dated _____ regarding Unit _____, in the following respects:

1. Tenant(s) are subject to and shall abide by all Covenants, Restrictions, Rules and Regulations set forth in the Declaration of Covenants, Conditions and Restrictions for Osprey Isles HOA Inc. If the tenant(s) fails to comply with the Rules and Regulations the Association has the right to evict the tenant(s).

2. In the event the landlord/owner becomes delinquent in payment of assessments (regular or special) or other charges to the Association, the Association may notify the tenant. Upon such notification the tenant shall be obligated to pay the rent required under the lease to the Association, until all delinquent assessments and other charges have been paid in full. During the period of time the tenant is paying the rent to the Association, the Landlord shall not seek to evict the tenant for non-payment of rent.

Witness:

LANDLORD(S)

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

Witness:

TENANTS(S)

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

OSPREY ISLES HOA, INC.– RESIDENT DECAL REQUEST FORM

Please fill in the information below and include the description of the vehicles you would like to activate and deactivate below.

Owner Name(s): _____ Owner Phone Number: _____

Tenant Name(s): _____ Tenant(s) Phone Number: _____

Lease Term: Start Date: _____ End Date: _____

Print Owner/Tenant Name: _____ Property Address: _____

Owner/Tenant Signature: _____ Date: _____

Decals are issued at the Sea Breeze office between 9:00 am to 4:30 pm Monday thru Friday, if you are unable to obtain a decal from the Sea Breeze office during this timeframe a board member will set up a time with you to apply the decal. No loose decals will be issued.

1. Decals will be applied by the Property Management Company or Board Member. Decals will not be issued without being applied directly to the vehicle. Once applied, the decal is not permitted to be removed or put on another vehicle.
2. Each unit is entitled to four (4) decals at no charge. Each additional would be a charge of \$25.00 per decal.
3. Decals issued through the completion of this form are for Osprey Isles owner's, approved annual and seasonal tenant's. Decals will not to be issued to visitors or vendors. Any other person entering Osprey Isles, who is not an owner, an approved tenant or a permanent resident of the property, may use the resident's access code or select address in the gate system to ring to the designated phone number on the gate system.
4. Tenant decals will expire once the lease has ended and the tenant vehicles will then be subject to tow unless a new lease is provided to the Sea Breeze office prior to expiration of current lease.
5. Decals will not be issued for a rental or loaner vehicles.
6. Only passenger vehicles and pickup trucks may be issued a decal.
7. Commercial vehicles will not be issued a decal.
8. Prior to issuing a decal, each individual must show their drivers' license to the Property Management Company or Board Member issuing the decal.
9. An owner who is 100 days or more delinquent with their account, will have all decals registered to the unit deactivated, until the account is brought current.
10. Vehicles must be parked within your garage or on your driveway but off of the sidewalks at all times. A maximum of two vehicles may be permanently on your driveway.
11. By signing above you acknowledge agreement and compliance with the above rules.

ACTIVATE - LIST ALL INDIVIDUALS/VEHICLES AUTHORIZED TO RECEIVE A DECAL

Last Name		First Name			Status (owner, child, tenant, etc.)		
Make	Model	Year	Color	License Plate #	State	Decal #	
Last Name		First Name			Status (owner, child, tenant, etc.)		
Make	Model	Year	Color	License Plate #	State	Decal #	

DEACTIVATE - LIST ALL INDIVIDUALS/VEHICLES TO HAVE DECALS DEACTIVATED

Last Name		First Name			Status (owner, child, tenant, etc.)		
Make	Model	Year	Color	License Plate #	State	Decal #	

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CERTIFICATE OF APPROVAL FOR SALE

The undersigned authorized representative of **Osprey Isles HOA Inc.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Number: _____ Unit Address: _____

Owner(s): _____

Buyer(s): _____

The above Buyer(s) as evidenced by Buyer(s) signature(s) below hereby acknowledge receipt of the Declaration of Covenants, Articles of Incorporation, By-Laws, Rules and Regulations and any Amendments to the Documents for the Association, and agrees to be bound by said Documents. Upon closing of the unit, Buyer(s) understands that it is the responsibility of the Buyer(s) to furnish the Association with a recorded copy of the deed of conveyance indicating the Buyer(s) mailing address for all future assessments and correspondence from the Association.

Buyer(s) Printed Name

Buyer(s) Printed Name

Buyer(s) Signature

Buyer(s) Signature

Date

Date

STATE OF FLORIDA COUNTY OF PALM BEACH

The foregoing instrument was sworn and subscribed before me this _____ day of _____, 20____, By: _____ who is personally known to me or who has produced a valid Florida driver's license as identification.

Notary Signature & Stamp:

This is to certify that the above named Buyer(s) have complied with the above statements and thereby obtained the approval of **OSPREY ISLES HOA INC.**
By: _____ As: _____ Date: _____
Signed on behalf of the Board of Directors

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www.seabreezecms.com

CERTIFICATE OF APPROVAL FOR LEASE

The undersigned authorized representative **Osprey Isles HOA Inc.** here by certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Number: _____ Unit Address: _____

Owner(s): _____

Tenant(s): _____

The above Tenant(s) as evidenced by Tenant(s) signature(s) below hereby acknowledge receipt of the Rules and Regulations for Association and agree and understand that condition of approval is adherence to all the Community Rules. Failure to abide by the Rules and Regulations for the Association will result in non-renewal of lease approval and possible eviction from the unit.

Tenant(s) Printed Name

Tenant(s) Printed Name

Tenant(s) Signature

Tenant(s) Signature

Date

Date

Below is office use only

This is to certify that the above named Tenant(s) have complied with the above statements and hereby obtain the approval of **Osprey Isles HOA Inc.**

By: _____ As: _____ Date: _____

On behalf of the Board of Directors

Pet Registration Form

Fill in the blanks. Submit a recent picture of each pet. Sign and date acknowledgement.

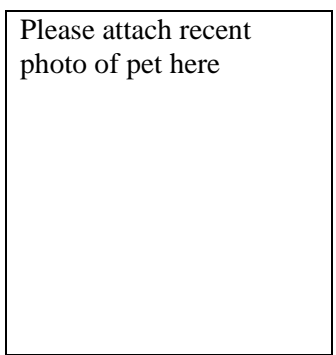
Unit Owner or Resident _____

Unit # _____ Address _____ Phone # _____

Type of pets; (Please circle) Dog Cat Bird Other (specify) _____

Veterinarian's Name _____ Veterinarian's Phone # _____

1) Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____
Breed: _____



Please list pet's rabies shot record below

2)

Pet Name _____ Pet Age _____ Pet Current Weight _____
Pet license/ Tag Number _____ Pets Estimated Maximum Weight at Maturity _____
Breed: _____



Please list pet's rabies shot record below

I am aware of the associations rules, regulations and restrictions regarding pets on property and agree to abide by them.

Unit/ Pet owner's Signature _____ Date _____

Osprey Isles HOA, Inc.

Rules & Regulations (updated 7/2016)

These Rules & Regulations are summary in nature, please read all of the Community documents to help with compliance

Automobile, Vehicles And Boats:

Only automobiles, vans for private passenger use with permanent rear seats & side windows, pick-up trucks of 1/2 ton or less and other vehicles manufactured and used as private passenger vehicles, may be parked within the subject property, unless kept within an enclosed garage. All other vehicles require prior approval. In particular and without limitation, without the prior written consent of the HOA, no truck with more than two axles; no vehicle containing commercial lettering or signs on the outside of the vehicle or commercial equipment outside of the vehicle; and no recreational vehicle, camper, trailer, or vehicle other than a private passenger vehicle as specified with the Declaration, and no boat, may be parked or stored outside of a unit overnight.

Automobiles owned by governmental law enforcement agencies are expressly permitted.

All vehicles must be in good condition and repair. Vehicles which do not have a current license plate or which cannot operate on its own power shall be parked for a maximum of 24 hours. No major repairs of any vehicles shall be made on the property.

All vehicles must be painted in a color and manner which is customary for private passenger vehicles, and which is not offensive or distasteful in the reasonable opinion of the Board.

No motorcycle, motorbike, moped, all-terrain vehicle, or other such vehicle is permitted to be operated within the community unless licensed for street use & equipped with appropriate noise muffling equipment so as not to create an annoyance to the residents of the community.

The occupants of any unit may not keep more than two vehicles in the community on a permanent basis without prior written consent of the Board.

Parking:

No overnight parking on streets, lawns or area other than driveways and garages.

Parking at Osprey Isles is restricted via the Osprey Isles parking policy and is limited to Owners, Tenants, and Guests.

Owners apply for parking decals upon the closing of their homes via their application to the Osprey Isles HOA. Once approved, Sea Breeze Management issues parking decals to the owners.

Landlords apply for parking decals for their tenants upon submission of their tenant application to the Osprey Isles HOA and once approved, Sea Breeze Management issues parking decal to the tenants.

Guests are permitted to park in the areas of Stub Lane and the tennis courts via application and receipt of a physical parking pass from Sea Breeze Management Company. Guests require a parking permit to park in both the areas at Stub Lane and the tennis courts. Permits are good for one (1) week and may be extended one (1) additional week by Sea Breeze Management. Any additional extensions, up to two (2) additional weeks (four (4) weeks total) must be with written Board approval. Owners need to physically obtain the parking passes for their Guests from Sea Breeze Management Company and the guests need to have the parking passes displayed on their vehicles dashboard for the duration of their stay. Guests can be of no more than one (1) month's duration. If "guests" plan to stay for longer than one month living with the owner they are classified as "tenants" and the owner will need to submit a tenant application for them with a lease and all of the other required documentation for tenants to be living on Osprey Isles property.

Owners are not permitted to park in the areas of Stub Lane or the Tennis Courts. Owners may apply for a parking pass to park in these areas by contacting Sea Breeze Management and owners may obtain a parking permit from the Sea Breeze

office directly. Owners can apply to Sea Breeze for one additional week after their initial week, anything over that requires Board approval.

Guests and owners parking in the areas of Stub Lane and the Tennis Courts are subject to ticketing and towing without the proper parking pass when the community parking enforcement patrol comes through the neighborhood.

No parking on or over sidewalks at any time.

Non-compliance with the above rules may result in the offending vehicles being towed at the vehicle owner's expense.

Air Conditioning Units:

Only central air conditioning units permitted: no window or portable units.

Basketball BackBoards:

No permanently installed basketball backboards are permitted. Portable basketball hoops may not be kept outside overnight or when not in use.

Business or Commercial Use:

No trade, business, profession or other commercial activity shall be conducted by a unit owner or resident of a unit outside the unit or if such non-residential use is otherwise apparent from the exterior of the unit.

Clotheslines:

No clothesline or outside clothes-drying.

Common Areas:

Nothing shall be stored, constructed, placed within or removed from any common area by any owner or resident unless approved by the Board.

Driveways:

All driveways & walkways are to be constructed with concrete, stamped concrete or brick pavers.

Exterior Changes, Alterations, and Improvements:

Owners are required to obtain prior written approval by the Board for any exterior changes, alterations, or improvements to the property and grounds. Owners may obtain, complete, and submit an Architectural Review Committee (ARC) Form from Sea Breeze Management (www.seabreezecms.com), to request review and approval of any exterior changes, alterations, or improvements they wish to make.

Fences:

Fences are not permitted in front of any unit (check Declaration for exact location). Only bronze aluminum rail fences are permitted. Prior Board approval is required for installation. Include a copy of your survey showing proposed fence location.

Fishing:

Fishing in lakes is permitted: catch and release only.

Garages:

No garage shall be permanently enclosed and no portion of a garage shall be converted into a living space or storage area. All garage doors shall remain closed when not in use.

Garbage:

Garbage, recyclables, and landscaping debris may not be placed curbside until after 5:00pm of the evening prior to scheduled pick up. Trash containers must be removed same day as pick up and be stored out of view from the road and neighbors. Trash cans and any landscaping debris must not interfere with the landscaping service. We ask that you use containers with a strong lid to help stop wildlife scattering the contents all over the roads.

Trash, Bulk & Vegetation: Tuesday

Lakes and Canals:

No swimming or boating is permitted. Do not deposit or dump any garbage or refuse in any lake or canal.

Landscaping:

Any material modifications, additions or substitutions thereof, must be approved by the Board prior to installation or removal or you may be required to restore the area back at your cost. Osprey Isles performs the landscaping of the grounds, which includes the front, sides & backs of the units. Landscaping includes mowing, edging, fertilization, weed control of the lawns and monthly hedge and flower bed maintenance and pest control of ornamentals. All dead or diseased sod, plants, trees or flowers shall be promptly replaced by the unit owner along with removal of excessive weeds, underbrush or unsightly growth. No artificial grass, plants or other vegetation shall be placed outside of a unit without approval from the association. Simply put - please do NOT make any changes without submitting an ARC Form and obtaining Board approval.

Please see the Osprey Isles Minimum Landscape Standards sheet for further information.

Leases:

All leases of a unit must be in writing and shall be delivered to the association prior to occupancy. No lease shall be for a period of less than 6 months without consent of the association.

Mailboxes:

Owners are responsible for the upkeep and maintenance of their mailbox. All mailboxes are to remain the same as to height, location, color and design as originally installed.

Maintenance:

All homes are to be maintained in first class condition and good working order. The exterior of each home shall be kept clean, neat & in an attractive manner. All roofs, walls, fences, sidewalks, mailboxes and driveways on a lot shall be kept clean & free of debris & cracks, damaged and/or eroding areas on same shall be repaired, replaced, painted &/or resurfaced as necessary.

Please do not touch or change common area property including, but not limited to gates, lighting, irrigation, etc., unless you have approval from the Board to help volunteer with community maintenance. Any and all issues noted should be promptly reported to the management company.

Occupancy:

No unit shall be permanently occupied by more than two persons for each bedroom in the unit. Temporary Guests can be of no more than one (1) month's duration. If "guests" plan to stay for longer than one month living with the owner they are classified as "tenants" and the owner will need to submit a tenant application for them with a lease and all of the other required documentation for tenants to be living on Osprey Isles property. In addition, temporary guests are prohibited from creating an unreasonable source of noise or annoyance to other residents.

Outside Antennas and Flag Poles:

No antennas, dishes or devices are permitted which are visible from the exterior of a unit without consent of the association, except for digital satellite dishes not to exceed 18" in diameter which are located in the rear of the unit & not visible from adjoining streets. Flag poles are permitted with association approval.

Painting:

The Board has revised the Osprey Isles Paint Policy. Please go to www.seabreezecms.com to review the new paint policy. If you wish to paint, please submit an ARC form and follow the directions. Please do not paint without approval; it is expensive to have to re-paint if the color is not approved.

Pets:

No animals, livestock or poultry permitted except for domestic pets. As regards cats and dogs, only 2 such pets are permitted in any unit except upon written consent from the association.

Pit bull terriers are not permitted without the consent of the association, which may grant or withhold that permission at their sole discretion. No dog shall be kept outside of a unit, or in any screened-in porch or patio, unless someone is present in the unit to supervise the dog.

All pets must be carried or leashed when outside of a unit or fenced-in area. Pets must not become a nuisance or annoyance to other residents. Residents must immediately pick up and remove any solid animal waste from their pet. No commercial breeding is permitted. The association may require any pet to be immediately & permanently removed from the property for any violations.

Portable Buildings:

No portable, storage, temporary or accessory building or shed or tents shall be erected, constructed or located upon any lot for storage or otherwise without prior written consent from the association.

Roofs for Porches, Patios or Additions:

Any roof or ceiling on any porch, patio or other addition to any unit must be approved by the association prior to installation.

Signs:

No signs, except for “Beware of Dog” or similar, or security/alarm signs, are to be placed on any portion of the property without prior written consent of the association. If this rule is violated the association shall have the right to remove such sign without notice to owner and the removal shall not be deemed a trespass and the association shall not be liable to the owner for the removal or for any damage or loss to the sign.

Solar Collectors:

Solar collectors are permitted, provided that the association has the right to approve the type and location.

Swimming Pools:

No above ground pools, spas or the like shall be installed or placed on any lot without written consent of the association.

Window Treatment:

Window treatments shall consist of drapery, blinds, shutters, decorative panels or other tasteful window coverings. No newspaper, aluminum foil, sheets or other temporary window treatments are permitted, except for periods not exceeding 90 days after an owner or tenant first moves into a unit or when permanent window treatments are being cleaned or repaired.

Gate System:

When you have visitors they will dial your code from the entry gate, it will ring through to the telephone number that you have provided us with. If you wish to let your visitors in press number nine (9) on your telephone and then hang up. You can use any number, such as home, work or cell number.

The telephone number we will program into the system for you will be:

Email Address:

Please provide your email address and sign and date if you would like to receive emails related to Association business or Association related updates.

Yes, please provide your email address: _____
 No

Signature

Date

Signature of Buyer/Renter acknowledged understanding and agreement to comply with the above rules for Osprey Isles HOA, Inc.

Buyer/Renter/Resident Signature

Buyer/Renter/Resident Signature

Buyer/Renter/Resident Printed Name

Buyer/Renter/Resident Printed Name