

# PARROT COVE 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](http://www.seabreezecms.com)

## Sales Application

(last updated 8/2015)

Information is required on all applicants. COMPLETE ITEMS 1 TO 12 & SUBMIT AT LEAST 2 WEEKS PRIOR TO CLOSING 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 made payable to Sea Breeze CMS, Inc.**

- \_\_\_\_\_ 1 Current information (all information must be completed). (pg. 2)
- \_\_\_\_\_ 2 Sale application form (all information must be completed). (pg. 3)
- \_\_\_\_\_ 3 Pet registration form (pg. 4)
- \_\_\_\_\_ 4 Pool rules acknowledge form (pg. 5 -6)
- \_\_\_\_\_ 5 **All adults (18 and over) review and sign rules and regulations. Rules will also be reviewed at the welcome meeting. (pg 7 - 9)**
- \_\_\_\_\_ 6 Sign and notarized certificate of approval prior to interview. We need the original certificate of approval as it is needed for closing. (pg. 10)
- \_\_\_\_\_ 7 Provide a copy of the sales contract naming buyers
- \_\_\_\_\_ 8 Provide a copy of registration and proof of insurance for each vehicle.
- \_\_\_\_\_ 9 Provide a picture ID for each adult (18 and over) resident (legible copy of driver's license or passport).
- \_\_\_\_\_ 10 **\$50.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable processing fee made payable to Sea Breeze CMS, Inc.
- \_\_\_\_\_ 11 **\$100.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable administrative fee made payable to Parrot Cove HOA, Inc.
- \_\_\_\_\_ 12 Application completely filled out, if not, application will be returned unapproved. Interview is required prior to approval. It is critical for the interview that applicant(s) speak and read English or you must bring an interpreter with you

**PARROT COVE 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](http://www.seabreezecms.com)

**CURRENT INFORMATION**

(All information must be printed and readable)

The Unit Address: \_\_\_\_\_

Name of Current Owner: \_\_\_\_\_

Current Owner Phone Number: \_\_\_\_\_

Name of Buyer(s): \_\_\_\_\_

Buyer(s) Phone Number: \_\_\_\_\_

Buyer(s) Email Address: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Realtor Phone Number & Name: \_\_\_\_\_

# SALES APPLICATION

## BUYER(S) INFORMATION:

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

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

## LICENSED DRIVERS:

**To be residing in the community**

Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Name: _____	License # _____	State: _____
Others: _____		

## VEHICLES:

**Provide a copy of registration and proof of insurance for each vehicle. Put additional on separate sheet of page.**

Make & Model of Vehicle	License Number	Color	State Registered

# 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 \_\_\_\_\_

Please attach recent photo of pet here



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 \_\_\_\_\_

Please attach recent photo of pet here



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 \_\_\_\_\_

PLEASE RETURN COMPLETED FORM WITH PHOTO(S) TO THE OFFICE

**Parrot Cove HOA, Inc.**  
C/O Sea Breeze Community Management Services, Inc.  
4227 Northlake Boulevard  
Palm Beach Gardens, FL 33410  
Tel: (561) 626-0917 Fax (561) 626-7143  
[www.seabreezecms.com](http://www.seabreezecms.com)

**POOL RULES**

1. Each unit is limited to a maximum of SIX (6) non residents for no more than FOUR (4) hours a day. This will be strictly enforced
2. There is only ONE (1) guest parking space by the pool. Any additional vehicles parked there will be towed.
3. Any units that are ninety (90) days or more delinquent in assessments (H.O.A. fees) are denied access to the pool until payments are current.
4. Any resident that allows access to the pool to anyone other than someone residing in their unit will be denied further use of the pool.
5. All guests must be accompanied by a resident AT ALL TIMES while at the pool. Children under the age of sixteen (16) must be supervised by an adult at ALL TIMES.
6. Showering before entering the pool is mandatory. All lotions and sunscreens must be removed prior to entering the pool.
7. All residents must keep noise to a minimum while at the pool and in the common areas. Playing loud music is prohibited.
8. Any noise or activity that is offensive to neighboring residents is prohibited.
9. All furnishings, including, chairs, tables, umbrellas, etc, must be put back in their original location DO NOT TOUCH POOL EQUIPMENT SUCH AS THE LIFE RING UNLESS USED FOR AN EMERGENCY.
10. No animals are allowed in the pool or on the pool deck.
11. No glass containers or bottles are to be brought to the pool area.
12. Skateboards, rollerblades and bicycles are prohibited on the pool deck.
13. Large multi person inflatable's, with the exception of life vests, water wings and noodles are prohibited in the pool. Water balloons are prohibited.
14. Running, diving or jumping is prohibited.
15. ALL foods must be washed off the decking, tables and chairs. The BBQ must be cleaned after use and the area under and around the BBQ must be free of food and grease. DO NOT SWEEP OR WASH GREASE OR FOOD INTO THE POOL. ALL TRASH MUST BE REMOVED FROM THE POOL AREA.
16. Restrooms must be left clean and neat.

**Parrot Cove HOA, Inc.**  
C/O Sea Breeze Community Management Services, Inc.  
4227 Northlake Boulevard  
Palm Beach Gardens, FL 33410  
Tel: (561) 626-0917 Fax (561) 626-7143  
[www.seabreezecms.com](http://www.seabreezecms.com)

## **ACKNOWLEDGEMENT OF POOL RULES**

By signing below, you are indicating that you have read and understand the Parrott Cove Pool Rules as outlined above. Any resident that does not comply with any of the aforementioned rules, as set forth by the Board of Directors, will be fined \$100.00 per occurrence. Repeat offenders to the rules will be denied access to the pool. These rules will be **STRICTY ENFORCED**. If you witness any infractions of the rules, please contact Sea Breeze Community Management Services, Inc. Please provide, in writing, the Homeowners name, exact address, nature of the problem and a picture. (If possible).

Thank you in advance for your cooperation.

Sincerely,  
The Board of Directors for Parrot Cove Homeowner's Association, Inc.

Unit: \_\_\_\_\_

Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_  
(Printed)

Resident Signature: \_\_\_\_\_

**NOTE:** ANY OWNER OR TENANT THAT CURRENTLY HAS ACCESS TO THE POOL, PLEASE SIGN AND RETURN THIS ACKNOWLEDGEMENT, IN THE ENCLOSED STAMPED ADDRESSED ENVELOPE, WITHIN SEVEN (7) DAYS OF RECEIPT, OR YOU WILL BE DENIED ACCESS TO THE POOL.

## **Parrot Cove HOA, Inc.**

### **Rules and Regulations**

**Parking:** Parking is not permitted in the common areas (i.e. behind garages or on the pavers) except for loading and unloading of vehicles. All vehicle maintenance and repairs – excluding washing and waxing - is prohibited in the common areas.

**Guest Parking:** is not to be used by residents at any time. If you have an overnight guest, a parking pass must be displayed from rear view mirror. These passes are available from the Management Company. All vehicles that are not in compliance are subject to tow.

**Garages:** All garage doors must be kept closed except for vehicle or pedestrian ingress and egress.

#### **Trash Pick-up:**

1. Trash (black bin) pick up on Mondays and Thursdays.
2. Recycle bins (green) pick up on Fridays.
3. **Garbage Reminder:** The City will not pick up any bagged or loose trash that is on the ground or along side of bins: if it does not fit in bins it will not be picked up. Put bins out no earlier than 6:00pm evening prior to pick-up and return them to your garage as soon as possible after pick-up but no later than 6:00pm day of pick up.

**Pets:** Domestic birds, dogs and cats are permitted; however pets may not cause a disturbance to others. State of Florida, Palm Beach County, City of Lake Worth and Parrot Cove HOA, Inc. state you must pick up after your pets. Pets must be leashed at all times when outside of your unit. Pets are not allowed in the pool area. A maximum of two dogs or two cats or one of each or two birds is currently permitted. Maximum weight 35 lbs.

**Pool:** All children under the age of sixteen (16) must be accompanied by an adult. It is the responsibility of everyone who uses the pool area or barbecue to clean up after themselves: remove your trash and leave tables and chairs clean and orderly. All residents that are ninety (90) days or more delinquent in payment of Home Owner Fees will be denied access to the pool and pool area.

**Banner & Signs:** The display of any kind of sign or banner is prohibited.

**Satellite Dishes or Antennas:** Are not permitted to be attached to the exterior of any portion of the building or anywhere in common areas.

**Perimeter Walls:** Association shall be responsible for maintaining any perimeter walls of the community even if such walls lay within one or more lots.

## **Leasing:**

An applicant **may be DENIED** based on one or more of the following:

1. Application not completed in full.
2. False information provided in application.
3. Background reports.
4. Credit reports.
5. Subleasing is not permitted.
6. Maximum of two (2) persons per bedroom.
7. Owner must own property for the first twenty four (24) months before property can be leased.
8. Minimum lease term is twelve (12) months.
9. Maximum property can be leased is once (1) in a twelve (12) month period.
10. There is a twenty (20%) cap on leases. If the cap has been reached no additional lease will be permitted.
11. Lease renewals or extensions must be approved by the Board.
12. Residents who are not related to the owner, but residing at the property for sixty (60) days or more are subject to completing a lease application.
13. A maximum of two dogs or two cats or one of each or two birds is currently permitted.  
Maximum weight 35 lbs.

## **Sharing of Repair, Replacement and Maintenance for Party Walls:**

1. Generally: The cost of reasonable repair and maintenance of party walls shall be shared equally by the Owner of the town homes sharing improvements.
2. Failure to Contribute: In the event that an Owner shall fail or refuse to pay their pro rata share of costs of repair, maintenance or replacement of Party Wall (whether or not their own fault or the failure of their insurance company to pay any claim), in that event, the Owner advancing monies shall have the right to file a Claim of Lien for such monies advanced in the Public Records and shall have the right to foreclose said lien.

In addition (a townhome owner) shall be responsible for expenses personal to each townhome such as but not limited to the following:

1. Property taxes on the townhome, telephone, electric, water sewer, etc.
2. Fire and extended coverage in the townhome.

**(Parrot Cove HOA, Inc. does not carry insurance on individual units; it is up to each owner to obtain proper coverage for exterior, interior and contents.)**



Please help us keep Parrot Cove beautiful and a delightful community that we all can enjoy, by complying with the rules and regulations and respecting your neighbors. Please clean up after yourself to help keep costs down.

I/We agree abide by the Declaration of Covenants, Articles of Incorporation, By-laws, rules and regulations and any Amendments there to.

(1) \_\_\_\_\_  
Signature

(2) \_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

**EMAIL ADDRESS:** Please provide your email address and sign and date if you would like to receive emails related to association business.

Yes, please provide your email address: \_\_\_\_\_  
 No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Sea Breeze CMS, Inc.**  
**4227 Northlake Boulevard**  
**Palm Beach Gardens, Florida 33410**  
**561-626-0917 Fax 561-626-7143**  
[www.seabreezecms.com](http://www.seabreezecms.com)

**CERTIFICATE OF APPROVAL FOR SALE**

The undersigned authorized representative of **Parrot Cove 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 **PARROT COVE HOA INC.**

By: \_\_\_\_\_ As: \_\_\_\_\_ Date: \_\_\_\_\_