THE SANCTUARY PBG 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

Sales Application

(last updated 6/2017)

Information is required on all applicants. <u>COMPLETE ITEMS 1 TO 10 & SUBMIT AT LEAST 2</u> <u>WEEKS PRIOR TO CLOSING DATE.</u> 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 required.

1	Fill in the section of the application package (pg. 2-3)
2	Pet registration form (pg. 4)
3	Sign and notarized certificate of approval prior to interview. We need the original certificate of approval as it is needed for closing. (pg. 5)
4	Each applicant must sign acknowledgement of the rules and regulations (pg. 6 - 15)
5	Provide a copy of the sales contract naming buyers
6	Provide a copy of registration and proof of insurance for each vehicle.
7	Provide a picture ID for each adult (18 and over) resident (legible copy of driver's license or passport).
8	\$50.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY for a non-refundable processing fee made payable to Sea Breeze CMS, Inc.
9	\$100.00 CASH, MONEY ORDER OR CASHIERS CHECK ONLY for a non-refundable administrative fee made payable to The Sanctuary HOA, Inc.
10	Application completely filled out, if not, application will be returned unapproved. <u>Interview is required prior to approval</u> . <u>It is critical for the interview that applicant(s) speak and read English or you must bring an interpreter with you.</u>

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. A boat, trailer, motorbike, recreational vehicles or commercial vehicle is parked at the property, unless stored in the enclosed garage.
- 4. Excluding caged birds or those in a terrarium or aquarium, are not to exceed three (3) per unit.

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

 $\frac{BUYER(S)\ INFORMATION:}{Information\ regarding\ each\ person\ to\ live\ in\ the\ unit.\ (including\ children)\ (Use\ a\ separate\ sheet\ of\ paper\ for\ information\ regarding\ all\ additional\ residents,\ as\ needed)}$

Name [Print-must be readable]	Aş	Age R		Relationship to Buyer	
1					
2					
3					
4					
5					
6					
LICENSED DRIVERS: To be residing in the community	y				
Name:	License #			State:	
Name:	License #			State:	
Name:	License #			State:	
Name:	License #			State:	
Others:					
<u>VEHICLES</u> : Provide a copy of registration a page.	nd proof of insurance f	or each vehicle	. Put additional o	n separate sheet o	
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_____ Breed: _____ Please attach recent Please list pet's rabies shot record below photo of pet here 2) Pet Name _____ Pet Age____ Pet Current Weight_____ Pet license/ Tag Number______ Pets Estimated Maximum Weight at Maturity______ Breed:____ Please attach recent photo Please list pet's rabies shot record below of pet here 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

4

PLEASE RETURN COMPLETED FORM WITH PHOTO(s) TO THE OFFICE.

Sea Breeze CMS, Inc. 4227 Northlake Boulevard Palm Beach Gardens, Florida 33410 561-626-0917 Fax 561-626-7143

www.seabreezecms.com

CERTIFICATE OF APPROVAL FOR SALE

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

•	•	• •
Jnit Number:	Unit Address:	
Owner(s):		
3uyer(s):		
the Declaration of amendments to the Upon closing of the the association wit	Covenants, Articles of Incorped documents for the associate unit, Buyer(s) understands harecorded copy of the deep	signature(s) below hereby acknowledge receipt of coration, By-Laws, Rules and Regulations and any tion, and agrees to be bound by said documents. that it is the responsibility of the Buyer(s) to furnish ed of conveyance indicating the Buyer(s) mailing condence from the association.
Buyer(s) Printed Nam	e	Buyer(s) Printed Name
Buyer(s) Signature		Buyer(s) Signature
Date		Date
STATE OF FLORIDA (COUNTY OF PALM BEACH	
The foregoing instrume 20, By: valid Florida driver's lic	ent was sworn and subscribed be ense as identification.	efore me this day of, who is personally known to me or who has produced a
Notary Signature & Sta	amp:	
	the above named Buyer(s) approval THE SANCTUARY F	have complied with the above statements and HOA INC.
		Date:
On behalf of the Boa	ard of Directors	

The Sanctuary PBG HOA Interview Reminders

<u>Owners</u>: are responsible for the behavior of their tenants, guests, contractors, vendors, etc. Owners will be held financially liable for any fees and costs incurred by the Sanctuary through the actions of the above.

<u>Personal Items:</u> Personal items (lawn equipment, garbage cans, etc.) must be stored out of view from road and neighbors. Garden hoses visible from the street must be neatly stored in a dispenser, or otherwise be shielded from view from the road by shrubbery.

Signs: No signage other than that placed or authorized by the Board permitted.

Solicitation: No door-to-door solicitation permitted. Placing of materials on resident doors or mailboxes is prohibited, unless authorized by the Board.

<u>Clotheslines</u>: No clotheslines are permitted that can be seen from the road or neighbors.

<u>Changes/Modifications:</u> No temporary structures permitted. Outdoor play equipment requires prior approval. All exterior modifications must be approved in writing by the association prior to any changes or modifications. Or owner may bear cost of restoration.

Holiday Lights: Exterior holiday decorations must be removed within THREE WEEKS from the end of the official holiday.

<u>Noise</u>: Residents shall take into consideration all noise levels of radios, televisions, musical instruments or any other items to ensure that the sound will not disturb others.

Lake:

- 1. No boat or water craft of any type permitted on lake except equipment used by the association.
- 2. No persons without the prior written approval of the board shall be permitted to use the lake for any purpose whatsoever. The Association shall not be held responsible for any loss, damage or injury to any person, animal or property arising out of authorized or unauthorized use of the lakes, ponds or any other bodies of water within the project by any owner, tenant, guest's invitees or licensees.

Approval of re-sale and rental:

- 1) <u>Sale</u> Seller must notify the Sanctuary of intent to sell and provide copy of the sales contract stating the names of all of the Sellers and Buyers. Upon receipt, a certificate of approval of the sale will be issued after Buyer has completed application form and attended the Welcome Meeting.
- 2) <u>Rental</u> Rental application forms are available to download from the website. Please read instructions as incomplete forms will be returned "unapproved"
 - a) No tenant may move in without receipt of the written Certificate of Approval
 - b) A non-related person who resides in the unit with or without the owner for a period of 30 days or more will be required to complete the rental application forms.
 - c) If owner is delinquent with their assessments the association has the right to collect assessment payment from the tenant.
 - d) ALL leases must be in writing. Minimum lease term six (6) months, maximum lease term one (1) year. No unit may be rented more then two (2) times per year starting with the beginning date of the prior lease.

Conservation Areas and Upland Preserve Areas:

- 1. Activities prohibited within these areas include, but are not limited to: construction or placing of buildings on or above the ground, dumping or placing of soil or other substances, including trash or other debris, removal or destruction of trees, shrubs or other vegetation, with the exception of exotic or nuisance vegetation which may be removed, and any other activities detrimental to the drainage, flood control, water conservation, erosion control, and/or wildlife, habitat conservation or preservation.
- 2. Residents may remove materials growing from preserve areas that are encroaching over their yards by cutting up the vertical property line. The offending plant must not be cut in such a way so as to cause it to deteriorate and/or die. Residents may NOT enter into any preserve area to add or remove any materials, including plants. The association shall employ the services of a professional company to maintain the preserve areas as necessary.

Lawns, Plants, Beds, Planting & Trees:

Lawns and plantings must be neatly maintained at all times.

Sod: Only St. Augustine sod is permitted in lawns.

<u>Trees:</u> Proper pruning of trees is required. Hat-racking of trees is prohibited.

All landscaping, fencing or other items in common areas are subject to cutback or removal by the HOA without notice to the owner should they become an eyesore or maintenance work must be completed. The HOA will make every effort to contact the owner prior.

<u>Hedges:</u> All hedges are required to be maintained at no more then ten feet in height. Hedges between homes may be higher if both neighbors agree.

<u>Lawn Equipment:</u> Use of power lawn equipment is permitted during the hours of 8:00 a.m. to 8:00 p.m. Monday through Saturday and Noon to 8:00 p.m. on Sunday.

<u>Commercial Lawn Services:</u> No commercial lawn service is permitted to place any landscape waste at the street. Street pick up by the city is for homeowners use only. CITY CODE.

<u>Fines:</u> Sanctuary has the authorization to fine unit owners who violate the rules

<u>Overnight Parking</u>: No overnight parking on the road is permitted. Overnight is considered to be between the hours of 1:00 a.m. to 6:00 a.m. seven nights a week. Offending vehicles are subject to tow at vehicle owner expense without further notice to vehicle owner.

<u>Vehicle Repairs Maintenance</u>: Vehicles which cannot operate under their own power, or otherwise are not street legal, and which remain on the property for more then 72 hours, may be towed at the vehicle owner's expense. All vehicles must be street legal. No repairs of vehicles shall be made on the property. Drainage of any fluids into the common elements is prohibited. All vehicles must be kept in proper operating condition so as not to be a hazard or a nuisance by noise, exhaust emission, appearance or otherwise.

<u>Commercial Vehicles</u>: No commercial vehicles, boats, mobile homes, campers, trailers, etc., shall be permitted on the property overnight, unless stored in an enclosed garage.

<u>Vehicle Sale Sign</u>: For sale signs must be attached in the interior sides of the window of their vehicle. <u>Maximum of one 6" by 6" sign. NO</u> other For Sale signs are permitted.

<u>Oversized Vehicles:</u> Oversized vehicles that cannot fit into a standard garage are not permitted overnight within the Sanctuary.

<u>Pets:</u> Permitted pets include dogs, cats, caged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, small turtles, tortoises, domesticated rabbits, rats, mice, and creatures normally maintained in a terrarium or

aquarium. All dogs and cats must be walked on a leash and be in full control by their owners at all times. You must pick up after your pets. Pets shall not be left unattended outside of the unit. Commercial breeding of pets within the Association is prohibited.

<u>Limitation of Pets:</u> Excluding caged birds or those in a terrarium or aquarium, are not to exceed **three (3)** per unit. Board may request removal of excess animals. Written complaints from a unit owner and one other witness, addressed to the Board regarding nuisance pets, may result in the animal being removed from the Association.

<u>Generators/Noise Level:</u> Generators are permitted, provided they comply with governmental restrictions for noise levels, etc. Portable generators must be placed in the front of the house only. Permanent generators must be placed at the side of the house & shielded from view of road with shrubbery.

Gasoline containers may NOT be stored on the exterior of your property at any time.

Storm Shutters: From the first hurricane watch through the active hurricane season (generally August 15th through October 30th) shutters will be permitted to remain on the difficult to install and remove windows on the 2nd floor and above the front door. All others at the front of the house must be removed within seven days after the hurricane. At all times it is the unit owner's responsibility to allow for adequate ingress and egress due to the potential fire hazards if windows and doors are boarded up. All shutters must be approved by the ARC and conform to current codes. Plywood shutters are NOT permitted to remain up for any longer than 7 days after the hurricane. Homes vacant over the hurricane season may leave all their shutters in place (but not plywood) for the duration of the season provided written notice of same is provided to the management company.

Garbage Pick-up:

Type of Waste: Pick-up Days:

Regular Pick-up Tuesday & Friday

DO NOT PLACE TRASH OUT UNTIL AFTER 6:00 PM EVENING PRIOR & REMOVE CANS SAME DAY AS PICK UP

Recycling Material, Vegetation Friday

Vegetation only may be placed at curbside after 12:00 noon time on Thursdays

To schedule bulk pick-up contact Waste Management at 561-547-4000

Important Numbers:

Seacoast Utilities	(561) 627-2920		
Emergency After Business Hours	(561) 627-2929		
Police (Non-Emergency)	(561) 799-4445		
Florida Power & Light	(561) 697-8000		
AT&T	(888) 333-6651		
Comcast	(800) 934-6489		
4 X1 boxes, high speed internet, all pay channels except sports & pay per view.			

ADT Security - Sales & Service (800) 878-7806 - Monitoring Center (800) 226-2351

(Monitoring also included in HOA Dues. Ask for certificate of insurance as you may save money on your insurance).

Teco residents Gas (877) 832-6747
Versatile Gas (Formally Beacon Gas) (561) 845-9421
Waste Management (772) 546-7700

Note:

Should you have any other questions or require help please feel free to contact our office, or you may contact the President of the association:

Name: Howard Rosenkranz Address: 25 Princewood Lane Phone Number: 561-723-1213

Email Address: sales@processsolutions.net

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 programmed into the system for you will be:				
Email Address: Please provide your email address and sign and association business including the quarterly gat Yes, please provide your email address:				
No				
Signature	Date			
I/We agree abide by the Declaration of Covenants, Articles of Incorporation, By-laws, rules and regulations and any Amendments there to.				
Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature			
Buyer/Renter/Resident Printed Name	Buyer/Renter/Resident Printed Name			
Date	Date			

How to Complete RRAM Form

Updated 05/08

THE SANCTUARY PBG HOA INC. RRAM Form REVIEW REQUEST for ARCHITECTURAL MODIFICATIONS

OW	OWNER[SI NAME: John & Jane Doe			
AD	DRESS: 288 Oakwood Lane			
DAY PHO	DAY PHONE: <u>561-555-5555</u> EVENING PHONE: <u>561-777-7777</u>			
Approval additions	is hereby requested to make the following modification[s], alteration[s] or [s] as described and depicted below or on additional pages as necessary. Please include ils as dimensions, materials, color, design, size, location and other pertinent data.			
_	roof with tile color Terracotta. A physical sample of the roof tile has been provided			
with				
<u>this</u>				
<u>form.</u>				
REQUIR	RED ATTACHMENTS:			
X	_ This form completed in full.			
N/A	_ Survey must include any additions, alterations or structural changes. Survey must clearly note any easements that may be encroached upon & Obtain approval from applicable parties.			
X	_ Contract/Proposal from contractor performing work. (As applicable)			
N/A	_ Written approval of neighbors if access is required over their property.			
X	Payment enclosed for deposit, should damages exceed deposit amount, owner agrees to reimburse the difference to the HOA. Failure to pay will result in collection same as unpaid assessments.			
	10% of contract amount, OR: \$500.00 maximum for landscaping, house painting \$1,000.00 maximum for pool repair/installation Work cost under \$1,000.00 no deposit required			

TERMS OF AGREEMENT TO PERFORM WORK:

- -NO WORK may be commenced prior to the approval of the ARC (Architectural Review Committee).
- -If the modification is not approved or completed as approved, said approval can be revoked and the modification will be required to be removed by the owner at owner's expenses. If owner fails to perform this work in a timely fashion the HOA will have the work performed at the owner's expense. By signing below owner acknowledges their agreement with this and understands that failure on their part to promptly remedy the unapproved modification may result in legal action by the HOA and that the owner shall be responsible for all fees and costs incurred.
- Owner is responsible for payment of and repair to any and all damages done to common areas as a result of installation. This includes repairing of the road surface, replacement of damaged sidewalks, landscaping, shrubbery, etc.
- The HOA shall always be "held harmless" for any and all incidents or damages that may arise during or after the project.
- Owner is responsible for complying with all Easements, State, County and City building codes and to obtain all applicable permits.
- To abide by the decision of the ARC or the Board of Directors.
- No materials whosoever may be placed on the roads or sidewalks. This includes sand, dirt, wood, pavers, landscape materials etc. Any common area damages to be repaired and paid by owner. (Please note that often major installations involve heavy equipment, this can damage the road surface, for which the owner shall be responsible for the repair of the damaged area).

SPECIAL CONDITIONS OF APPROVAL FOR POOLS:

- 1. All of the above conditions apply plus:
- 2. No material may be permitted to run into the swales and storm sewers.
- 3. Road surface, sidewalks, landscaping & shrubbery must be promptly repaired or replaced.
- 4. NO preserve areas may be infringed upon in any manner whatsoever. adequate barriers and nets MUST be installed to prevent dirt, etc. from encroaching into these protected areas.

IMPORTANT CONDITIONS OF APPROVAL:

Owner understands and agrees that this approval is only valid for a limited time frame. Owner agrees to commence work within ninety (90) days of approval and if not started within this time frame will re-apply for approval, any prior approval will not be valid if over ninety (90) days: Or, time frame will approval expires as stated below in comments section below.

4/11/2013	John & Jane Doe
Date of Request	Signature of Owner (Owner agrees to all of the above)
Unit Address: 288 Oakwood Lane	
Chit Address. 200 Odkwood Lane	
This section below line to be comple	eted by ARC committee
Date Received	
NOT APPROVED:	:
APPROVED:	
APPROVED:	
APPROVED:	
DATE OF APPROVAL:	
* Approval expires ninety (90) days from written on this line:	the date above if work has not commenced, unless other date is
Comments/Conditions of Approval:	
Return this form to: The Sanctuary PBG HOA Inc	Phone 561 626 0917 Fax 561 626 7143
4227 Northlake Boulevard	bev@seabreezecms.com

13

Palm Beach Gardens FL 33410

RESIDENTIAL ROOFING SERVICE AND REPAIR

(Complies with section 7159 of California Business and Professions Code, as amended)
This form complies with professional standards currently in effect

		AD04= :	TIUC CA	ONTDACTIC	
		ABCAForms, In	ENTED	ONTRACT IS ED INTO	
		License B 0000001 65 Pine Avenue Suite	тше р		
Insert	your logo here	Long Beach, CA 908			
IIISCI V		PHONE (800) 555-5151 CELL			
FOR:	NAME				
FOR.	RESIDENCE ADDRESS		STATE/ZIP	PHONE	
	PLACE OF BUSINESS (IF ANY)		STATE/ZIP	PHONE	
	DF SERVICE CHARGE:	Dol iclu	on fee.		
	ION OF THE PROJECT AND INTO TO BE INSTALLED:)ES(ICANT MATERIALS TO BE U	JSED AND	
		all by	Bold	Font Size &	
			Language	REQUIRED	
				lifornia Law	
				mornia za ::	
	F PRICE: Dollars (\$ can be no more than seven hundre). d ar			
	MATERIALS ESTIMATED CO	ONT	(\$) at the set rate of \$ per <u>quarter</u>		
hour, half hou	<u> </u>				
ESTIMATED COST OF MATERIALS: \$ estimated contract amount without written auth		oriza	time and materials contract may	not exceed the	
OK for contractor to take replaced parts. The service call. If you do not want the parts, initial			er you any parts that were replace actor to take replaced parts".	any parts that were replaced during the backet replaced parts".	
List of Documents to be incorporated into the Commercial general liability insurance is attached this contract.				el; (2) Insurance Notice. A notice concerning orkers' compensation insurance is attached to	
	the Buyer: The law requin	es 1	contracts must meet all of	the following	
	nts: (A) The price must be				
•	st have initiated contact wi	h tl he work. (C) The contractor must n			
	or services beyond those re				
	tact the contractor. (D) No	pay	ractor may not accept any	payment until	
	s completed. he Buyer: You are entitled	to a	signed copy of this agreem	ent hefore any	
	be started.		signed copy of this agreem	ent before any	
The law requires that the contractor		give	your right to cancel.		
Initial the checkbox if the contractor		has	ur Right to Cancel. 🗌		
CONTRACTO	DR/SELLER SIGNATURE:		ER SIGNATURE	DATE	

