

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 8/2017)

Information is required on all applicants. COMPLETE ITEMS 1 TO 10 & 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 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, proof of insurance and a picture 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. 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.

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

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 _____
Breed: _____

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 _____
Breed: _____

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 _____

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:

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 **THE SANCTUARY HOA INC.**
By: _____ As: _____ Date: _____
On behalf of the Board of Directors

The Sanctuary PBG HOA Interview Reminders

Owners: 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.

Personal Items: 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.

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

Changes/Modifications: All exterior modifications require a RRAM be completed. Work may not begin until the owner receives approval. No temporary structures permitted. Outdoor play equipment requires prior approval. See sample RRAM form below.

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

Noise: 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) **Sale** – 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) **Rental** – 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 than 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.

Trees: 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.

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

Lawn Equipment: 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.

Commercial Lawn Services: 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.

Fines: Sanctuary has the authorization to fine unit owners who violate the rules

Overnight Parking: 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.

Vehicle Repairs Maintenance: Vehicles which cannot operate under their own power, or otherwise are not street legal, and which remain on the property for more than 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.

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

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

Pets: 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.

Limitation of Pets: 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.

Generators/Noise Level: 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 date if you would like to receive emails related to association business including the quarterly gate access code or association related updates.

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**

OWNER(S) NAME: John & Jane Doe

ADDRESS: 288 Oakwood Lane

DAY PHONE: 561-555-5555 **EVENING PHONE:** 561-777-7777

Approval is hereby requested to make the following modification[s], alteration[s] or additions[s] as described and depicted below or on additional pages as necessary. Please include such details as dimensions, materials, color, design, size, location and other pertinent data.

Replace roof with tile color Terracotta. A physical sample of the roof tile has been provided with this form.

REQUIRED 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.

X 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 whatsoever 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
Date of Request

John & Jane Doe
Signature of Owner (Owner agrees to all of the above)

Unit Address: 288 Oakwood Lane
.....

This section below line to be completed by ARC committee

Date Received

NOT APPROVED: _____

APPROVED: _____

APPROVED: _____

APPROVED: _____

DATE OF APPROVAL: _____

* Approval expires ninety (90) days from the date above if work has not commenced, unless other date is written on this line: _____

Comments/Conditions of Approval: _____

Return this form to: The Sanctuary PBG HOA Inc.
4227 Northlake Boulevard
Palm Beach Gardens FL 33410

Phone 561 626 0917 Fax 561 626 7143
bev@seabreezecms.com

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

ABCForms, Inc.
 License B 000001
 65 Pine Avenue Suite 310
 Long Beach, CA 90802

THIS CONTRACT IS
 ENTERED INTO
 THIS DATE:

Insert your logo here

PHONE (800) 555-5151 CELL (800) 555-5151

FOR:	NAME		
	RESIDENCE ADDRESS	STATE/ZIP	PHONE
	PLACE OF BUSINESS (IF ANY)	STATE/ZIP	PHONE

AMOUNT OF SERVICE CHARGE: _____ Dollars (\$_____).
 You may be charged only one service charge, including a service call fee.

DESCRIPTION OF THE PROJECT AND DESCRIPTION OF SIGNIFICANT MATERIALS TO BE USED AND EQUIPMENT TO BE INSTALLED: _____

**Bold Font Size &
 Language REQUIRED
 By California Law**

CONTRACT PRICE: _____ Dollars (\$_____).
 This contract can be no more than seven hundred and _____ dollars.

TIME AND MATERIALS ESTIMATED CONTRACT PRICE: _____ Dollars (\$_____).
 This contract can be no more than seven hundred and _____ dollars at the set rate of \$_____ per quarter.

ESTIMATED COST OF MATERIALS: \$_____.
 This contract can be no more than seven hundred and _____ dollars. The time and materials contract may not exceed the estimated contract amount without written authorization.

OK for contractor to take replaced parts. The law requires that the contractor take replaced parts for you any parts that were replaced during the service call. If you do not want the parts, initial the contractor to take replaced parts".

List of Documents to be incorporated into the Contract: (1) Cancel; (2) Insurance Notice. A notice concerning commercial general liability insurance is attached to this contract. A notice concerning workers' compensation insurance is attached to this contract.

Notice to the Buyer: The law requires that the contractor must meet all of the following requirements: (A) The price must be no more than seven hundred and fifty dollars (\$750). (B) You, the buyer, must have initiated contact with the contractor before the work. (C) The contractor must not sell you goods or services beyond those reasonable charges for the particular problem that caused you to contact the contractor. (D) No payment for the work is completed until the contractor has received a signed copy of this agreement before any work is started.

Notice to the Buyer: You are entitled to cancel this contract at any time before any work may be started.

The law requires that the contractor give you a written copy of this agreement before any work is started. Initial the checkbox if the contractor has given you a written copy of this agreement before any work is started. **Your Right to Cancel.**

CONTRACTOR/SELLER SIGNATURE: _____ BUYER SIGNATURE _____ DATE _____

Sample

John Doe
Jane Doe
1234 Any St
Sometown, USA

1000

63-8283/2631

4/11/2013

Date

Pay to the order of **Sanctuary HOA, Inc.**

\$ **\$500.00**

Five Hundred

Dollars



1225 Millennium Parkway
Brandon, FL 33511

For **288 Oakwood Lane**

John & Jane

MP

⑆ 263182833 ⑆

⑆ 23456 ⑆

⑆ 000