

# WINCHESTER COURTS 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- Interview Required** (last updated 3/2018)

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 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. Sign and notarized certificate of approval prior to interview. We need the original certificate of approval as it is needed for closing. (pg. 5)
- \_\_\_\_\_ 5. 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 6 - 8)
- \_\_\_\_\_ 6. Provide a copy of the sales contract naming buyers
- \_\_\_\_\_ 7. Provide a copy of registration and proof of insurance and picture for each vehicle.
- \_\_\_\_\_ 8. Provide a picture ID for each adult (18 and over) resident (legible copy of driver's license or passport).
- \_\_\_\_\_ 9. \$50.00 **CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable processing fee made payable to Sea Breeze CMS, Inc.
- \_\_\_\_\_ 10. \$100.00 **CASH, MONEY ORDER OR CASHIERS CHECK ONLY** for a non-refundable administrative fee made payable to Winchester Courts HOA, Inc.
- \_\_\_\_\_ 11. 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.

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## **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 pickup truck, boat, trailer, motorbike, recreational vehicles or commercial vehicle is parked at the property.
4. There are more than two (2) vehicles.

## **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: Only 2 vehicles per home allowed**

**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

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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

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I am aware of the Association's Rules, Regulations and Restrictions regarding pets on property and agree to abide by them.

Unit/ Pet owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**CERTIFICATE OF APPROVAL FOR SALE**

The undersigned authorized representative of **WINCHESTER COURTS 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 **WINCHESTER COURTS HOA INC**  
By: \_\_\_\_\_ As: \_\_\_\_\_ Date: \_\_\_\_\_  
On behalf of the Board of Directors

# Winchester Courts HOA, Inc (updated 10/2012)

## **ORIENTATION MEETING REMINDERS:**

**Mailbox Keys:** Seller/Owner to provide Buyer/Renter – or Buyer/Renter may contact Post Office. Management office does not have keys.

**Changes/Modifications:** An ARC form must be submitted and approved in writing by the association prior to any exterior modifications. Or owner may bear cost of restoration.

**Vehicle/Parking:** Prohibited vehicles are pick-up trucks, van; boat; motor homes or other habitable motor vehicle/trailers; two or three-wheeled vehicle; commercial vehicles (unless on business)of any type, including limousine are prohibited; except four-wheel passenger automobiles.

Vehicles, regardless of classification, necessary for the during regular business hours, and only for the time period during which the maintenance, care or protection is being provided: maintenance, official emergency, police, deliveries, golf cart, if any, utilized by the Association, vehicles for the handicapped bearing identification and such by the applicable governmental authority.

(A) **Certain vans which are permitted.** Subject to that provided above, a two-axle van as defined below which does not exceed the manufacturers' standard length, weight and width of the particular van in a customized converted condition; used solely for family or personal transportation and which is not a commercial vehicle as defined below; which contains at least two (2) rows of seating and a window on each side of the vehicle adjacent to at least each of the first two (2) rows of seating; and which is or would be registered in the State of Florida as a passenger station wagon or an equivalent; shall be permitted. The Association is permitted to make a presumption that the foregoing criteria are met, without the receipt of specific information or the vehicle registration, unless upon visual inspection of vehicle, it is obvious that any of such criteria are not met. The owner or custodian of the vehicle shall submit to the Association, reasonable information and documentation (including title and/or registration) concerning the vehicle upon request

- All motor vehicles must be maintained as to not create an eyesore in the community.
- No motor vehicle shall be driven or parked at any time on the grass within WINCHESTER COURTS,
- Except in the case of safety concerns, horns shall not be used or blown while a vehicle is parked, standing in or driving through the roads and/or parking areas at WINCHESTER COURTS. Racing engines and loud exhausts shall be prohibited. No vehicle shall be parked with motor running.
- No vehicles which appear to be unable to operate on its own power shall remain within WINCHESTER COURTS for more than twenty-four (24) hours, and no repair of a vehicle (including changing of oil) shall be made within WINCHESTER COURTS except for minor repairs necessary to permit removal of a vehicle.

### **Assigned Parking Spaces**

Each Unit at WINCHESTER COURTS shall be assigned two (2) parking spaces, as per the Association's parking assignment plan. Each unit's assigned parking spaces shall be limited to parking by the owners/residents of the particular Unit and their guests/visitors. No owner/resident of a Unit may use the assigned parking spaces assigned to another Unit unless the residents/Owners of the other unit consent. Parking decals must be applied to the vehicle by completing the parking decal form. Decals to be applied by the management company at their office.

**GUESTS AND VISITORS** Guests may park in the guest spots a maximum of two consecutive weeks (14 days) in each six (6) month period. A guest pass must be displayed showing unit I.D., any vehicle in guest parking without a guest pass is subject to tow without further warning. Only 1 guest pass issued per unit.

**Remedy of Towing** All vehicles failing to comply with these provisions shall not be in compliance and shall be subject to tow, at the vehicle owner's expense.

**Driving of Motorized and Non-motorized Vehicles**: No skateboards, bicycles, mopeds, motorcycles and similar motorized and non-motorized vehicles and items shall be driven or ridden at any time on any walkways or in the parking areas.

**Pets and Animals**: Pets and animals shall be restricted to fish, small caged domestic birds, hamsters, gerbils, small turtles, guinea pigs, cats or dogs. All pets must be registered with and approved by the Board of Directors.

- Dogs and cats shall be on a leash at all times and must pick up after your pet. Pets and animals not leashed may be reported and/or picked by the city or county.
- Any pet owner's right to have a pet/animal reside in or visit WINCHESTER COURTS shall have such right revoked if the pet/animal shall create a nuisance as may be determined by the Board of Directors of the Association.

**Personal Items**: No clothes, toys, clutter or other personal items shall be hung, displayed or placed on the exterior portions of the units including on the fences, exterior portions of the building, in the walkways or parking areas at anytime. This would include nails.

**Trash and Garbage**: All garbage shall be placed in secured plastic bags and then placed in dumpsters located in the common areas. For bulk trash you must contact Waste Management (561-547-4000) to schedule pick-up. Please do NOT put out prior to 6:00 p.m. the evening prior to your call to Waste Management to schedule a pick up. Waste Management's phone number is noted on signs posted at the dumpsters.

Type of Waste:

Regular Pick-up

Recycling Material

Pick-up Days:

Tuesday & Friday

Monday

**Owner Responsibility**: Owners are strictly responsible to ensure that their family members, tenants, agents, visitors and guests or any occupants of their Units comply with the HOMEOWNERS DOCUMENTS. As such, Owners are responsible and liable to the Association for violation of the HOMEOWNERS DOCUMENTS by the above-mentioned persons.

**Quiet Use**: Each owner shall occupy and use his unit in such a manner as will not interfere with the quiet and peaceable use and enjoyment of the other units and occupants. There shall be no playing in parking lots, on sidewalks or any paved areas within the Common Areas

**Leasing of Units.** The Board has the right to approve and disapprove a lease.

Must complete rental application, which is available online at the Sea Breeze website and be approved prior to occupancy. Review rental application for fees and application criteria.

If you are evicted from the community you may not come back onto the property or it will be considered trespassing and police may be called.

**Sale:** Governing Documents – Seller to provide to Buyer – Also, available at Sea Breeze office for \$50.00 or online at [www.seabreezecms.com](http://www.seabreezecms.com) for \$50.00.

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

Interviewer: \_\_\_\_\_ Interview Date: \_\_\_\_\_

Assigned Parking Space Numbers: \_\_\_\_\_

**Signature of Buyer/Renter/Resident acknowledge, understand and agree to comply with the above rules for Winchester Courts Homeowner Association**

_____	_____	_____
Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date

_____	_____	_____
Buyer/Renter/Resident Signature	Buyer/Renter/Resident Signature	Date

**Email Address:**

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

Yes, please provide your email address: \_\_\_\_\_

No

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Emergency Procedures

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### Sewer Policy

If you are having sewer issues please follow procedure below:



#### **You must contact Seacoast FIRST.**

- 1) Contact Seacoast at 627-2920, Emergency # after business hours 627-2929. Seacoast will come out and determine if it is their responsibility or not.
- 2) If it is not Seacoast please contact Sea Breeze office during business hours Monday to Friday 9:00 a.m. to 5:00 p.m. After business hours please contact Roto-Rooter at 863-6934. We have a contract with Roto-Rooter for a special gold rate. NOTE: Winchester Courts documents state Winchester Courts is to maintain the sewer lines as a limited common expense; Winchester Courts will pay the bill and bill the four unit owners in the affected building.

**Any expense incurred to elevate a water or sewer problem without following the Communities established and prescribed procedure will be the total responsibility of the owner or resident.**

### Bee Policy

If you see a swarm of bees around your unit call Sea Breeze straight away. We will contact Alpine Bee Farm to have them removed. If honeycomb nest is inside walls or ceilings it will need to be removed as it may attract rodents, etc. If the section of drywall needs to be removed, Winchester Courts will repair drywall and leave to a smooth finish, unit owner is responsible for finish - paint, wallpaper, etc. Outside of business hours contact Alpine Bee Farm at: 772-286-3850.



### Rodent Policy

- 1) Please contact Sea Breeze office and report the issue.
- 2) Sea Breeze will contact Gardens Pest Control to inspect exterior of unit including the roof and recommendations will be made. Building exterior may require further sealing.
- 3) Traps will be placed in soffit area. Owners must keep an eye on and if they see or hear anything report any activity to Gardens Pest Control.
- 4) If unit appears to be sealed as per Gardens Pest Control inspection all 4 unit owners must get together to have a smoke test performed, at the owner's expense to see if there are any broken pipes that may allow access. Rats can also come in through sewer lines.



### Guest Parking Policy

Guests may park in the guest spots a maximum of two consecutive weeks (14 days) in each six (6) month period. A guest pass must be displayed showing unit I.D., any vehicle in guest parking without a guest pass is subject to tow without further warning. Only 1 guest pass issued per unit. Pick-up trucks parked overnight are subject to tow at vehicle owners expense.

### Roof Leak Policy



If you find your roof is leaking please immediately contact Sea Breeze office during business hours. We will contact a vendor to inspect to determine resolution to leak. –Note: roofers will not come out during the rain.

**NOTE: Please call our emergency number if you have an issue with any of the above outside business hours: 1-888-385-8317.**