

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

Sales Application

(Updated 12/2017)

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 required.**

- _____ 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. **We need the original certificate of approval as it is needed for your 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 6-12)
- _____ 6 Residential screening request & disclosure & authorization agreement to be completed by all adults 18 and over renting or residing in unit. (pg. 13-14)
- _____ 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 CASHIER'S CHECK ONLY** per adult (18 and older), or married couple, representing a non-refundable application fee made payable to Trails End Villas COA, 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.**

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. Oversized vehicles which do not fit within a parking space.
4. There are more than two (2) vehicles.
5. Pet limit per unit of any combination of 2 dogs or 2 cats or 1 dog and 1 cat, as long as all animals meet the weight requirements. The weight of all animals combined may not be in excess of twenty-five (25) pounds when weighed at maturity.

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: _____

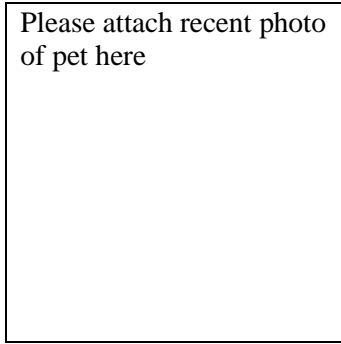
Please attach recent photo of pet here



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 _____

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 **TRAILS END VILLAS COA 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 **Trails End Villas COA Inc.**

By: _____ As: _____ Date: _____

On behalf of the Board of Directors

TRAILS END VILLAS, INC. RULES AND REGULATIONS

Herein you will find the revised rules and regulations of Trails End Villas, Inc. as of July 2014.

Owners are responsible for tenants and guests and it is the owner's responsibility to see that all rules and regulations are carried out.

FINES

The Board of Directors may levy a fine, against an owner, not to exceed \$100.00 per violation, for each violation by the owner, or his or her tenants, guests or visitors, of the Declaration, Articles, By-laws, or rules of regulations, and a separate fine for each repeat or continued violation, provided, however, written notice of the nature of the violation and an opportunity to attend a hearing shall be given prior to the levy of the initial fine. No written notice or hearing shall be necessary for the levy of a separate fine for repeat or continued violations if substantially similar to the initial violation for which notice and a hearing was provided. The Board of Directors shall have the authority to adopt rules, regulations and policies to fully implement its fining authority.

COLLECTIONS

Maintenance fees are due and payable on the 1st of the month. The Association will charge an administrative late fee for assessments not paid on or before ten (10) days after date when due in the amount of \$25.00 or such other amount as may be provided by the Condominium Act, as amended from time to time for each delinquent installment that the payment is late. In addition to such late fee assessments not paid on or before thirty (30) days after date when due shall bear interest at the highest rate per annum allowed by law (presently 18%) from the date when due until paid. In addition to such interest, the administrative late fee shall be secured by the Association's' lien rights. Any payment received by the Association shall be applied first to any interest accrued by the Association, then to the administrative late fee, then to any costs and reasonable attorney's fees incurred in collection, and then to the delinquent assessment. Our bills are paid in the first week of the month; therefore, we need the cooperation of having everyone pay their maintenance fee on time.

GUEST

Unit owners shall register in writing to the Board of Directors in advance of the proposed occupancy of their apartment by any guest(s) permitted to use said apartment in the absence of the owner. The guest(s) name, address, vehicle information and length of stay shall be included in the notice. Owners or tenants must check where and how their guests park their vehicles.

SALES AND RENTALS

NON-REFUNDABLE application fee of: \$100.00 for each adult (18 and over) made payable to Trails End Villas. 50.00 **CASH, MONEY ORDER AND/OR CASHIERS CHECK ONLY** for a Non-refundable Administrative Fee made payable to Sea Breeze CMS.

Once application is approved by the Board a Certificate of Approval will be issued. Under no circumstances shall a new owner or renter move into the unit without Certificate of Approval. Apartments may be rented with Board approval, but not sub-leased. The term of the rental shall be for a minimum of four (4) months. After an apartment is approved for rental or sale, no additional tenants may be moved into said apartment.

SIGNS

No signs, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by an owner or renter on any part of the outside of inside of unit or on vehicles.

SWIMMING POOL & POOL DECK AREA

1. Pool hours are from 9:00 a.m. to dusk, seven days a week.
2. Pool users are to shower before entering the pool. This is a requirement of the Florida Department of Health and Rehabilitative Services.
3. Children under the age of 14 must be accompanied by an adult (18 years of age or older).
4. For sanitary reasons, all children not potty-trained must wear a diaper and rubber pants when in the pool.
5. No toys, including swim fins, balls, rafts or other floating devices are allowed in the pool with the exception of life preservers and water wings that are attached to the body.
6. Running in the pool area is prohibited.
7. Diving in the pool is prohibited.
8. Voices or radios are to be kept at a moderate level so as not to disturb others using the pool as well as those living in nearby apartments.
9. Splashing in the pool to the extent that it is a nuisance factor to others is prohibited.
10. Any form of food is not to be consumed in the pool or pool area. However, beverages in unbreakable containers are permitted.
11. No draping of towels or clothing of any nature shall be allowed on the fencing around the pool area.
12. No one in a wet bathing suit is allowed in the Clubhouse except for use of lavatory facilities.
13. After using pool facilities, clean up all trash, etc., and place lounges and chairs in a neat, orderly arrangement.
14. If using any suntan oils or lotions, cover chairs and lounges with towels or blankets. **DO NOT GO IN THE POOL COVERED WITH LOTION – SHOWER FIRST.**
15. Swimmers are to wear bathing suits. Cut-off jeans, tee shirts, blouses are not permitted.

DUMPSTERS

1. All garbage or trash shall be wrapped securely in a plastic bag as per requirements of the city of Palm Beach Gardens before being placed in the dumpster. Please Use both sides of the garbage dumpster.
2. No garbage cans are permitted on the common walkways; as such items attract rodents and other animals.
3. Large items, such as boxes, cartons, etc., shall be broken up prior to being placed in the dumpsters. Large items, including furniture and discarded appliances should be placed on the side of the dumpster, bulk pick is on Wednesday bulk items may be placed out after 6:00pm day prior to pick up (Waste Management contact number: 772-545-1347).
4. Hazardous waste (batteries, paint cans, tires, motor oil, etc.) must be taken by the resident to the hazardous waste disposal area on the west side of Military Trail just north of Donald Ross Road.
5. Garbage and trash pick up schedule is Monday, Wednesday and Saturday.

LAUNDRY ROOM

1. Use of the laundry room is between the hours of 9 a.m. and 10 p.m. seven days a week.
2. Washing machines and dryers are to be kept in a clean and sanitary condition by the user. Dryer filters are to be cleaned by the user after each use.
3. All trash, etc. shall be placed in the proper receptacles and spills shall be swept and/or mopped up.

OUTSIDE PATIOS & COMMON AREAS

Permission for planting of any type must be received in writing from the Board of Directors.

1. Patios are to be kept in a clean and attractive condition at all times. Any planting, shrubs, trees must be kept trimmed and free of weeds at all times. At no time will trees, shrubs, etc., be allowed to extend beyond the ceiling of the patio. In the event this should take place, the Association reserves the right to have them trimmed to the proper height at the expense of the owner.
2. If, at any time, the area around any patio is left in an unsightly condition, the Association reserves the right to have the area placed in proper condition at the owner's expense. If the condition is habitually unsightly, the Association also reserves the right to request the owner to remove any of the causes of said unsightliness, including the patio itself, from the common area, and that common area be placed back in its original condition at the owner's expense.
3. We have received many complaints from residents because of the mess made by the ducks. According to Florida Wildlife and Game Commission, "If they are not fed, they will not stay around". Since we have sixty-six units in this complex, we feel everyone has the right to be able to walk on the premises without stepping in a mess. The ducks are not to be fed by anyone.
4. No personal items may be stored in hallways, corridors, under stairwells or any other common areas. Any items stored on common areas are subject to removal without further notice.

VEHICLES

Our original documents allow 1.5 vehicles per unit. Since many of our residents have only one vehicle, we find that we can permit a maximum of two (2) vehicles per unit. This is an absolute maximum. The second vehicle must be parked in a guest spot.

In order to maintain the high standards of the properties with respect to residential appearance, the following vehicles **ARE PERMITTED** to be parked in or around the properties of Trails End Villas.

1. Passenger automobiles equipped with original automobile manufacturer's factory design passenger bodies and station wagons.
2. Passenger vans (such as Aerostars, Caravans, Previas, Voyagers, etc.) including mini-vans (such as Mercury Villager).
3. Jeeps, Samurais, Broncos, Wagoneers, Range Rovers, Blazers or other similarly designed passenger vehicles used by the owner as their primary mode of transportation.

In order to maintain the high standards of the properties, the following vehicles **ARE STRICTLY PROHIBITED** from being parked or stored in or around the common properties of Trials End Villas.

1. Trucks, including pickup trucks, panel trucks, or any vehicle with a passenger cab or cargo bed, whether covered or uncovered, whether with a bed top or without and used by the owner as his/her primary transportation vehicle (but not commercial trucks or vehicles).
2. Motorcycle or other two wheeled motorized vehicles.
3. Mopeds and other self powered bicycles.
4. Bicycles and tricycles (other than specified storage areas).
5. Commercial vehicles (including automobiles, vans, trucks, etc., used for commercial purposes) conversion vans, enclosed vans.
6. Agriculture vehicles.
7. Dune buggies.
8. Any trailer or other device transportable by vehicular towing.
9. Semis, tractors or tractor-trailers.
10. Buses.
11. Travel trailers.
12. Boats and boat trailers with or without boats.

13. Any commercial vehicles (i.e., those used in a business or working capacity, whether with or without signs) not otherwise described herein.
14. Vehicles which are not fully mechanically operable or not currently licensed for use.
15. Motorcycle delivery wagons.
16. Campers.
17. Recreational vehicles.
18. Mobile homes or mobile houses.
19. Truck mounted campers attached or detached from the truck chassis.
20. Motor homes or motor houses.
21. Motor vehicles not having any bodies whatever or incomplete buggies.
22. Swamp buggies.
23. Passenger automobiles that have converted to a different type of motor vehicle by replacing the original body or by modifying the exterior and/or interior of the vehicle.
24. Any vehicle with commercial signs or lettering visible from the outside.

The Board of Directors shall have the absolute discretion to determine that any vehicle is not in conformance with the overall appearance of the community or with the provisions contained herein. The Board of Directors may grant exception to the above restrictions for medical reasons upon prior written consent and upon adequate proof of absolute medical necessity.

All vehicles parked on the properties contrary to the provisions contained herein shall be subject to being towed in accordance with Section 715.07, Florida Statutes, as amended from time to time, at the expense of the owner of the vehicle. Towing shall not be the exclusive remedy of the Association. The Association has the right to determine whether a vehicle is permitted or not at any time, including during and transfer or lease approval process.

This prohibition of parking shall not apply to the temporary parking of trucks or other commercial vehicles, such as for pick-up, deliveries and other commercial services rendered to and on behalf of the residents of Trails End Villas.

All vehicles parked on street side must face the hedges. Please make sure your guests are aware of this regulation.

Unlicensed vehicles and vehicles with flat tires will be towed away at the owner's expense. Nothing can be stored on top of vehicles.

PODS are not permitted at the property. Moving vans and moving trucks are permitted a maximum of 72 hours at the property. If moving vehicle is at the property longer than 72 hours or a POD is placed at the property it will be subject to tow and owner will be subject to fines. (11/8/12 Board Approved).

EXTERIOR CONTRUCTION

No improvement may be constructed on the exterior of the building or the land on which it is located without prior written consent of the Association. This shall include but not limited to any additional buildings, terraces, sidewalks, driveways, walls, fences, etc., and shall include but not limited to any structure attached to or constructed upon the outside roof or exterior of the building, including any awning, window, door, screen, jalousie, wall or other improvement. An ARC form must be submitted and approved in writing by the association prior to any exterior modifications.

Laundry, rugs or other articles shall be hung indoors. No articles are to be hung from the railings or any outside area at any time. Sweeping or throwing dust or anything of that nature from balconies, windows or doors, including shaking of: mops and rugs are not permitted.

Outdoor cooking with charcoal burners is prohibited on balconies and screened porches. This is a violation of the Palm Beach Gardens Fire Department Law. However, they are allowed on common areas, 40ft away from the building. Screened patios are not to be used as storage or physical fitness areas; they are to be kept in a neat fashion with appropriate furniture.

CLUBHOUSE

1. Clubhouse hours are 9:00 a.m. to 12:00 a.m. Special consideration for extension of hours will be given to those who have formally reserved the Clubhouse for specific purposes according to the provisions of items 3 and 4 below.
2. Owners or members of their immediate families (over 18 years of age) must be in attendance during use of the Clubhouse.
3. The Clubhouse must be reserved in advance through the Secretary or Treasurer of the Association and said reservation must be posted in the mailbox area of each building and in the Clubhouse on the bulletin board. Reservations are limited to twice a year per unit.
4. A refundable "deposit" of \$100.00 is to be posted with the Secretary or Treasurer of the Association in order to secure private or exclusive use of the Clubhouse. The deposit will be returned to the exclusive user pending an inspection of the Clubhouse by a member of the Board.
5. A non-refundable rental fee of \$35.00 is required in order to rent the clubhouse.
5. Clubhouse reservations do not include exclusive use of the pool or pool deck area.

PETS

1. Animals are restricted to cats, dogs, birds/hamsters/gerbils in cages and fish in tanks. No snakes or exotic animals are allowed. In addition, certain breeds known to be aggressive or to bite are not allowed such as Rottweilers and Pit bulls. The board maintains the right to determine if a dog breed is aggressive or known to bite.
2. In the case of dogs and cats, there shall be limited per unit of any combination of 2 dogs or 2 cats or 1 dog and 1 cat, as long as all animals meet the weight requirements. The weight of all animals combined may not be in excess of twenty-five (25) pounds when measured at maturity.
3. No such animal shall be bred or kept for commercial purposes.
4. All animals are to be kept indoors. Pets are not allowed to be kept outside.
5. When outside of the unit, all dogs and cats must be accompanied by an attendant who shall have such dog/cat firmly held by the collar and leash. No cats or dogs shall be permitted to run at large outside the unit.
6. The owner/custodian of each animal and/or the individual walking same shall be required to clean up after the animal. Failure to do so will result in a fine per incident, in accordance and as imposed as per Florida Statutes as they may be amended from time to time.
7. The owner/custodian of each animal shall remove his/her animal from Condominium when such animal is considered a nuisance or emits excessive noise such that same may be heard outside the unit.
8. The animal's owner and the owner of the unit involved shall be strictly liable for damages caused by the animal to the properties.
9. Exceptions to the provisions of this shall yield where necessary to meet the needs of handicapped persons pursuant to fair housing laws.

CHILDREN

1. The riding of bicycles in the parking lot is prohibited, except when merely entering or exiting the premises.
2. The riding of skateboards, skates, scooters, etc., in the parking lot is strictly forbidden.
3. No games or sports involving running, throwing, kicking, shouting, etc., are allowed in the common areas including the front, side and rear of all four buildings. There is a public park directly across the street which may be used for these purposes.
4. All other items such as Bicycles, toys, baby stroller, etc., must be stored in owner's apartment only.
5. At no time are toys, bicycles, etc., to be left in entrance hallways to individual apartment or on steps or common walkways. Not only may others trip and fall over such items, but even partial obstruction of these entrances, hallways, and stairs could lead to the Association being fined by the fire inspector.
6. Children under 18 years of age must be accompanied by an adult at all time while in the Clubhouse facility.

KEYS

1. Clubhouse keys are available for owner's to purchase from Sea Breeze office for \$50.00. Do NOT give your key to non-residents or minors. We have had some vandalism in the clubhouse.
2. Mailbox keys: Seller/Owner to provide Buyer/Renter – or Buyer/Renter may contact Post Office. Management office does not have keys.

INSURANCE

Our insurance company recommends that all units install smoke detectors .The Condominium Association insures Association property only. Unit owners must carry condominium owners insurance to cover personal property as well as personal property within their units. Renters should carry renter's insurance on their personal property. If you have any questions about your insurance coverage, you should discuss them with your insurance agent.

**TRAILS END VILLAS, INC.
RULES AND REGULATIONS**

I have read and understand the Rules and Regulations of Trails End Villas.

I had the opportunity to ask questions and had them answered.

I agree to follow these Rules and Regulations and know that I may be fined for any infraction of the same.

Address

Assigned parking space #

Name (Printed)

Name (Printed)

Signature

Signature

Date Signed

Date Signed

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

Trails End Villas / Ref# _____

RESIDENTIAL SCREENING REQUEST

First: _____ Middle: _____ Last: _____

Address: _____

City: _____ ST: _____ Zip: _____

SSN: _____ DOB (MM/DD/YYYY): _____

Tel#: _____ Cell#: _____

Current Employer

Company: _____ N/A _____ Tel#: _____ N/A _____

Supervisor: _____ N/A _____ Salary: _____ N/A _____

Employed From: _____ To: _____ Title: _____ N/A _____

Current Landlord

Company: _____ N/A _____ Tel#: _____ N/A _____

Landlord: _____ N/A _____ Rent: _____ N/A _____

Rented From: _____ N/A _____ To: _____ N/A _____

I have read and signed the Disclosure and Authorization Agreement.

SIGNATURE: _____ **DATE:** _____

DISCLOSURE AND AUTHORIZATION AGREEMENT
REGARDING CONSUMER REPORTS

DISCLOSURE

A consumer report and/or investigative consumer report including information concerning your character, employment history, general reputation, personal characteristics, criminal record, education, qualifications, motor vehicle record, mode of living, credit and/or indebtedness may be obtained in connection with your application for residence.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish AmeriCheckUSA with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Print Name

Signature

Date

- For California, Minnesota or Oklahoma applicants only, if you would like to receive a copy of the report, if one is obtained, please check the box.