

Lakeshore Colony No1 Condominium Association, Inc.  
8200 Lakeshore Drive Hypoluxo, FL 33462  
PROCEDURES & APPLICATION FOR SALES AND LEASES

Important: Inform Realtor/Applicant that the Applicant(s) must sign the application and initial each page of both sets of attached.

We must receive the signed application and every page of both sets back at least ten days before the approval is needed. The Applicant(s) must provide the following (Required in Condo documents.)

1. **Photo ID for each buyer/lessee.**
2. **The form, when signed by applicant, includes an authorization for Board to do a credit report.**
3. **Provide a copy of the contract for sale or lease.**
4. **Provide the fee which is \$150.00 (change adopted July 2013)**
5. **Sales; fee should be paid by New Owner. Leases; fee should be paid by Unit Owner**
6. **Provide to Association from applicant each form with fee & each page of application package initialed. Remember: applicant(s) must initial each page of package to show that they acknowledge they have read and accept. Give them one copy back after approval.**
7. **Arrange meeting "interview" between applicant and President, VP, Secretary or Treasurer of the Association. The purpose now is mainly to give people a chance to ask questions about the condo, like about trash, parking, etc. and things they might not get from Realtor/Owner. It is also the time to tell people that Board approval is needed for both internal and external physical changes, that they must use licensed contractors and get town permits, etc. We will conduct a phone or in person interview!**

If a Sale, an Association officer will complete the "Application for Sale" including the part 'estoppel' at the bottom showing what payments are due, for how much and when. It tells the settlement attorney whether any money is owed to the condo; if so, the attorney collects the money at settlement and sends it to Lakeshore Colony Condominium Association, Inc.

8. The Association will give the official "Approval of Sale" to the Realtor if there is one, otherwise to the Owner if a rental & applicant for a property sale.

**[If there is a Realtor involved: Best to give approved application to Realtor. Several times, buyers have lost the approved forms or forgotten to give to the attorney/title company. They cannot close & transfer ownership without the approval in hand.]**

9. The Association will retain one copy of Application package including copy of approval and copies of initialed pages in its files.

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**10. IMPORTANT: For Leases: The unit owner must countersign the application!**

1. Submit this application to the Board of Directors at least thirty [30] days before effective date and MUST INCLUDE:

**[A] A copy of Sales Contract or Lease showing Terms & Conditions;**

**[B] Check for \$150.00 payable to Lakeshore Colony Condominium Association, Inc.**

**[C] Photo ID for each applicant/occupant. [JPG image is best]**

2. This application will be processed as quickly as possible; you will be notified of the result. The law requires that you be advised that a routine inquiry may be made which will provide personal and financial information, permission for which is hereby granted by the undersigned applicant[s]. Upon written request, you will be provided information as to the nature and scope of this inquiry, if made.

3. Occupancy shall not take place until this application is approved by the Board of Directors.

4. I/We have been given a copy of the Rules and Regulations of Lakeshore Colony Condominium Association, Inc. by the Seller or Lessor or Realtor prior to signing this application and agree to abide by the Rules and Regulations of the Association.

By signing below, I/We signify that information provided by me/us is accurate and I/We accept the foregoing terms and conditions.

SIGNATURE OF APPLICANT[S]: \_\_\_\_\_ Date: \_\_\_\_\_

SIGNATURE OF APPLICANT[S]: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR LEASES, OWNER MUST COUNTERSIGN HERE:** \_\_\_\_\_

Initial: \_\_\_\_\_

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Unit # \_\_\_\_\_ [ ] Purchase OR [ ] Lease

**Applicant Name** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

SSN: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Co- Applicant Name** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

SSN: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Employer Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Pet: Breed (For Purchase Only)** \_\_\_\_\_ **Weight (not to exceed 20 lbs.)** \_\_\_\_\_ **Color:** \_\_\_\_\_

Car Year Make & Model: \_\_\_\_\_ Tag/State: \_\_\_\_\_

Car Year Make & Model: \_\_\_\_\_ Tag/State: \_\_\_\_\_

Emergency Contact1: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact1: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Initial: \_\_\_\_\_

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RESIDENCE HISTORY (5 YEARS REQUIRED) ATTACH OTHER SHEETS IF NECESSARY

Address/Dates

\_\_\_\_\_

Address/Dates

\_\_\_\_\_

Address/Dates

\_\_\_\_\_

EFFECTIVE DATE(S) \_\_\_\_\_ [ ] Purchase OR [ ] Lease

If a Sale: Mortgage /Lender: \_\_\_\_\_  
Company Phone # Contact

Closing Agent/Attorney: \_\_\_\_\_  
Company Phone # Contact

CHARACTER REFERENCES

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Have any of the applicants or intended occupants ever been convicted of a FELONY \_\_\_\_\_ if yes, attach details.

Applicant hereby certifies that the information is true, correct, and complete. Applicant authorizes the Landlord, and/or Condominium Association, or other representatives and/or credit reporting agencies of the Landlords' choosing, to investigate the applicant and the information contained in this application, including the applicant's credit history, housing/eviction history, criminal background, character, reputation, personal characteristics, and general mode of living. In addition, applicant hereby authorizes all persons, companies, and/or associations to release information pertinent to this application and hereby releases all involved parties from any liability resulting from applicant screening.

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

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

**Lakeshore Colony No. 1 Condominium Association, Inc.**  
8200 Lakeshore Drive  
Hypoluxo, FL 33462  
BRIEF SUMMARY OF RULES & REGULATIONS

The following is taken from Condominium Documents. It is a 'bare bones' summary. Owners & tenants should refer to 'Condo documents' for complete set of rules and regulations. Owners and tenants are fully responsible for reading and adhering to the documents restrictions and limitations.

1. PETS FOR OWNERS APPROVED IN 2011 FOR PETS UP TO 20 LBS. **No Pets allowed with renters.**
2. NO INTERIOR or EXTERIOR ALTERATIONS except with PRIOR APPROVAL IN WRITING FROM THE BOARD OF DIRECTORS including, for example: moving walls; cutting into floors, ceilings or exterior walls, installing marble or tile flooring; changing or adding to electrical/plumbing; remodeling kitchen or bathrooms; altering paint colors on porch.  
\*Per Town of Hypoluxo noise ordinance, construction causing any noise allowed only from 8:00am to 6:00pm weekdays & 9:00am to 1:00pm Saturdays and Never on Sunday.
3. NO STORM SHUTTERS OR SUNSCREEN WITHOUT BOARD WRITTEN APPROVAL.
4. NO BUSINESS CONDUCTED -- STRICTLY RESIDENTIAL.
5. NO LAUNDRY, ETC. ON PORCHES, WALKWAYS, OR RAILINGS.
6. NO BUSES, TRUCKS, BOATS, TRAILERS OR MOTORCYCLES ANYTIME.
7. NO BACKING INTO PARKING SPACES.
9. PARK ONLY IN NUMBER SPACE ASSIGNED IN CARPORT OR IN GUEST PARKING.
10. RENTALS: MIN. 3 MONTHS & MAXIMUM OF 2 RENTALS PER YEAR. NO RENTING ROOMS.
11. INFORM ASSOCIATION IF VISITORS WILL OCCUPY UNIT WHILE OWNER IS AWAY AND SUBMIT A VISITOR REGISTRATION FORM.
12. NO NOISE THAT CAN DISTURB OTHERS AFTER 11:00 PM.
13. TRASH SERVICE: CURRENTLY MONDAY AND THURSDAY. Separate 'recycle' & take to trash room. Compact other trash whenever possible. DO NOT THROW LOOSE PAPERS DOWN THE TRASH CHUTE. BE CONSIDERATE OR YOUR NEIGHBORS.
14. THE MASTER ASSOCIATION not the Condominium Association is responsible for anything outside the 'footprint' of the building. Examples: landscaping; pool; tennis court; clubhouse; roads; entrance gates. Master Association phone number: 561-582-6333

\*\*\*OWNER & TENANTS ARE FULLY RESPONSIBLE FOR THEIR GUESTS ACTIONS\*\*\*

**Lakeshore Colony No. 1 Condominium Association, Inc.**

8200 Lakeshore Drive

Hypoluxo, FL 33462

FRQUENTLY ASKED QUESTIONS

Q. What restrictions exist on my rights to use my unit at 8200 Lakeshore Drive?

- Sales and Leases must be reviewed by the Board of Directors and are valid only If/when approved in writing by the Board. A \$150.00 fee (adopted July 2013) is payable to the Association at time of application.
- All renovations require prior approval from the Board of Directors. This includes, for example, installing ceramic tile or marble flooring beyond the entry hall, kitchen, or bathrooms; and, altering any walls, ceilings, windows, doors, porches, etc.
- Submit written requests to the board of directors in advance.
- Important: All changes to porches and the exterior of the building including painting also require prior approval of the Master Association and must also be requested in writing in advance by the Master Association.]
- Storm shutter installation is encouraged but also requires prior approval of the Board.  
See: existing printed shutter specifications to assure automatic approval.
- Guests may use a unit in the owner's absence for only of 60 days per calendar year.
- Strictly residential: No business may operate in any unit.
- No laundry, etc. permitted on porch or on railings.
- No disturbances from radio, TV or other sources after 11:00pm.
- Owners are responsible for reading and following the requirements, restrictions and limitations spelled out in the condominium documents.
- This brief summary is strictly for your convenience.

Source: Condo Documents

Q. What restrictions exist on leasing my unit?

- No renting of rooms.
- Leasing permitted for minimum of three months; maximum of two leases per year.
- Leases are subject to prior approval and payment of fee as indicated above.
- Unit owners are fully responsible for their tenant(s) actions.

Source: Condo documents

Q. What are the parking arrangements and restrictions?

- One covered parking space assigned to each unit.
- Park only in assigned space or guest space unless you have prior written permission from another unit owner to use his/her space.
- Park front in only; no backing into space.
- No busses, trucks, boats, trailers, motorcycles or commercial vans permitted.

Source: Condo and Master Association documents

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FRQUENTLY ASKED QUESTIONS

Q. What are owners' voting rights in Lakeshore Colony Condominium Association, Inc.?

- Unit owners are entitled to one (1) vote per unit.

Source: Condo documents

Q. How much are current, regular assessments payable to the Association and when are they due?

- Maintenance for two (2) bedroom units: \$735.00 per quarter for 2017.
- Three (3) bedroom units: \$795.00 per quarter for 2017.
- Reserve fee for two (2) bedroom units: \$784.00 per year beginning 2016 and 2017.
- Reserve fee for three (3) bedroom units: \$848.00 per year beginning 2016 and 2017.
- Maintenance payments are due: January 1; April 1; July 1; and, October 1.
- Reserve fees can be paid incrementally each quarter.
- Your account statement is made available upon request.
- Make checks payable to: Lakeshore Colony Condominium Association, Inc.

Q. Do I/we have to be a member of any other Association? If yes, what is the name of that Association? What are my voting rights? Does that Association have a maintenance fee?

- Yes, unit owners are automatically members of Lakeshore Colony Master Association, Inc. with Class A status. Unit owners pay a Master Association maintenance fees directly to the Master Association; current fee \$700.00 per quarter. Unit owners are entitled to one (1) vote per unit.

Source: Condo document and Master Association documents and annual budgets

Q. Is there a land use fee for recreational or other common use facilities?

- No. Source: Master Association document

Q. Is there a major repair reserve fund?

- Yes. The fund has limited reserves because for many years owners had voted to have special assessments in case of emergencies or significant repair rather than build the reserve fund.

Source: Minutes of Condo annual meeting

Q. Is the Condominium Association or the Master Association involved in any court cases in which it may face a liability in excess of 100,000?

- No. No cases pending. Source: Boards of Directors of Condo and Master Association