

BOCA GREENS HOMEOWNERS ASSOCIATION

PROSPECTIVE SELLERS, BUYERS, LESSORS, LESSEES AND RESIDENTS

Boca Greens is a gated community of 586 homes. All homeowners are members of the Boca Greens Homeowners Association, Inc. (BGHOA) and have elected a nine-member board of Directors to administer the affairs of the association. BGHOA operates under the provisions of its' Governing Documents and Florida Statutes. Every owner should have an up-to-date copy of these Documents and is required to give them to the buyer/lessee.

Please note the following:

- Application submitted must be an original.
- Copy of Purchase or Lease Agreement must be included with the application.
- Approval from the Association must be given prior to occupancy.
- A **non-refundable** processing fee in the amount of **\$125.00** payable to Boca Greens Homeowners Association, Inc. must be included with application.
- A **non-refundable** processing fee in the amount of **\$75.00** made payable to Pointe Management Group, Inc. must be included with the application.

Please submit the completed application to the Associations Management Company, Pointe Management Group, Inc. at the address referenced below.

Boca Greens Homeowners Association, Inc.

c/o

Pointe Management Group, Inc.

75 NE 6 Avenue #206

Delray Beach, Fl. 33483

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR PURCHASE OR LEASE **Date:** _____

Property address _____ Plat# _____ Lot# _____
MUST BE FILLED OUT COMPLETELY IN ORDER TO PROCESS – Please print.

Purchase _____ or Lease _____ from _____ to _____ (Max. 12 months).

Full time resident _____ Seasonal from _____ to _____ Other _____

Realtor: _____ Firm: _____ Tel# _____

Property owner: _____ Tel# _____

Mailing address: _____ city _____ state/zip _____

Applicant(s): (Must be same as on Title or Lease)

_____, _____

Present address: _____ city _____ state/zip _____

_____ years at this address. House _____ Apt. _____ Owner _____ Leased _____

If Condominium or Homeowners Assoc. state name of development _____

Address _____ city/state/zip _____ Tel# _____

If less than 2 years give prior address and above information in space below.

List names of all persons who will reside in this house, including applicants:

	Name	Age	Relationship	Driver's Lic.#	State
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____

Additional information: _____

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

Has applicant(s) been convicted of or pled to a crime? _____. If yes give details:

When _____ Where _____

Charges _____ Result _____

Personal References:

1. Name _____ Tel# _____

Address _____ city _____ state/zip _____

2. Name _____ Tel# _____

Address _____ city _____ state/zip _____

FOLLOWING ITEMS HAVE RESTRICTIONS IN THE GOVERNING DOCUMENTS:

Pets: How many? ____ Type _____ Breed _____

Type _____ Breed _____

Vehicles: How many? ____ Year/Make: _____ Color _____

Year/Make: _____ Color _____

Additional information: _____

Applicant(s) sign _____, _____

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

In submitting this application I (we) certify that:

1. I (we) have received a completed updated copy of the **Governing Documents*** of the BOCA GREENS HOMEOWNERS' ASSOC. INC. (BGHOA) and agree to abide by and comply with all the provisions stated therein now and in the future.
2. ____ Sale. I (we) will provide BGHOA a copy of closing statement and recorded deed within 30 days after closing.
____ Lease. Include with application.
3. All information I (we) have provided in this application is true and correct.
4. I (we) authorize BGHOA and its' management company to use the information I (we) have provided to make any background checks and investigation and to hold harmless the BOCA GREENS HOMEOWNERS ASSOCIATION, INC., its' Board members and officers and its' Management Company from any action or claim from the use of this information.
5. I (we) understand that attendance at an orientation meeting is required before closing and/or occupancy of the home.

- *As of June 1, 2001 **BGHOA Governing Documents** consists of:
- Declaration of Covenants and Restrictions – Pgs 1-41, Exhibits A-1 & A-2.
- Articles of Incorporation – Pgs. B-1 thru B-7.
- By Laws – Pgs C-1 thru C-23.
- Rules & Regulations – pgs.1-2, (Par#7c dated Jan.25, 2001), Exhibits A,B,C.

*Please check the Governing Documents you have received against this list.
Contact broker, seller or Management Co. if not complete or up-to-date.*

Applicant(s) sign. _____ , _____

Date: _____

Return completed application with 2 checks plus sales contract or lease to:

Pointe Management Group, Inc.
75 NE 6 Avenue, Suite #206
Delray Beach, Fl. 33483

BOCA GREENS HOMEOWNERS ASSOCIATION

Dear prospective Homeowner:

1. A copy of the governing documents shall be furnished to the prospective buyer prior to closing, or a fee of \$60.00 will be charged to the buyer to purchase a set of documents at time of orientation.
2. There is a recorded restrictive covenant governing the use and occupancy of properties in the community.
3. As a buyer of property in this community, the homeowner shall be obligated to be a member of the homeowner's association. There is an obligation to pay a quarterly maintenance fee to the HOA, with all assessments subject to periodic change. Failure to pay maintenance or special assessments may result in a lien of the property.
4. The property purchased in the HOA cannot be rented or leased for a period of one year from date of closing.
5. There is a limit of two (2) pets permitted per household. The pet(s) must be kept on a leash whenever outside of the residence. The homeowner or person walking the pet(s) must pick up after the pet(s), even on their own property/lot.
6. There are no pickup trucks, RV's, boats, trailers, campers, etc. permitted unless they are kept in the garage at all times.
7. No trash may be placed outside or kept in sight of any common area until Monday night and Thursday night after 5PM. All trash receptacles must be put away, out of sight of any common area, as soon as possible after the trash has been collected.
8. No cars shall be parked in the street overnight unless a special permit is issued by the gatehouse. No other vehicles shall be permitted to be parked in the street overnight.
9. Any work planned for the exterior of a home, driveway, roof and landscaping or any other change as set forth in the amended and restated declaration of covenants and restrictions for Boca Greens shall have prior approval from the Architectural Control Committee. This includes ANY work done, ie., even repainting a house or driveway the same color. The forms for submission to the Architectural Control Committee can be obtained at the gatehouse or downloaded from the Boca Greens Homeowners Association website at: www.bocagreens.org.
10. Houses on Cherry Hill Terrace carry a deed restriction that states the exterior must remain pink.

The statements contained in this disclosure form are only summary in nature, and as a prospective buyer or lessee, you should refer to the covenants and the association's governing documents before purchasing or leasing property.

DATE

BUYER/LESSEE

BUYER/LESSEE

IMPORTANT: EVERY OWNER, TENANT, OCCUPANT OR VISITOR MUST ABIDE BY THE GOVERNIGN DOCUMENTS.

Declaration of Covenants & Restrictions (DEC); By Laws (BL); Rules & Regulations (RR). For further information or questions, please call Pointe Management Group, Inc. 561-274-3031.

Following are important items condensed from these Documents:

- **PAYMENTS OVER 30 DAYS LATE CHARGED INTEREST AT 18% PER ANNUM PLUS LATE FEE NOT TO EXCEED THE HIGHER OF \$25.00 OR 5% OF LATE PAYMENT. RETURNED CHECK CHARGED ADMINISTRATIVE FEE OF \$25.00 PLUS BANK CHARGES.** (DEC pg 7 par 5.6 & RR #2).
- **IN ADDITION TO LOT & DWELLING, OWNER IS RESPONSIBLE FOR AREAS SURROUNDING OR ADJOINING LOT, INCLUDING SIDEWALKS, SWALES, LAWNS, TREES, DRIVEWAYS, EASEMENTS, RIGHT OF WAYS, ETC. EXTENDING TO PAVED ROADS, LAKES, COMMON AREAS, GOLF COURSE, ETC.**
- **ALL EXTERIOR CHANGES REQUIRE WRITTEN PERMISSION FROM ARCHITECTURAL CONTROL COMMITTEE. (ADD) (Dec pgs 13-20 & RR #4)**

Use & occupancy Restrictions (DEC pg 20 sec.8)

- **PETS & ANIMALS: Maximum 2, type, clean-up, leash. (pg 20 par.8.3**
- **VEHICLES & PARKING: Prohibited vehicles, no Pick up trucks unless garaged, no unregistered, no overnight parking, no blocking sidewalk, no parking on grass. (pg 21 par. 8.4)**
- **ACCESS CONTROL, (NOT SECURITY): Gated entry, remote control, decal. (pg 25 par.8.4G)**
- **SIGNS: None allowed. (pg 26 par 8.6)**
- **NO BUSINESS ACTIVITY: (pg 26 par 8.7)**
- **GARBAGE/TRASH STORAGE: Must be screened from view. (pg 27 par 8.8) Time to place at curb. (RR #5).**
- **LEASING: Entire dwelling only; no room rental; no subletting. (pg 28 par 8.14) Minimum one month, maximum 12 months, once per 12 months. Must abide by Governing Documents, notify Association as prescribed.**
- **LAKES: No pumping water from, no dumping into, no boating. (DEC pg 29 par 8.16)**
- **FINES: Up to \$100.00 per day violation, maximum \$1,000.00, after hearing before Violation Hearing Committee. (BL pg C-17 & 18 par 8.3 & 8.4,RR#8)**

ADDENDUM

The following amendment was added as a new Section 8.4D.8 to the Amended and Restated Declaration: (This amendment was voted by the membership at the annual meeting held March 25, 2004).

No moped, goped, go-cart, motorized scooter, powered bicycle or similar items shall be operated or driven anywhere in the community.

Section 8.14G was added to the Amended and Restated Declaration:

No owner may lease his or her lot during the first twelve (12) months of ownership.

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

c/o

Pointe Management Group, Inc.

75 NE 6 Avenue, Suite #206

Delray Beach, Fl. 33483

Tel# 561-274-3031

Fax# 561-274-3065

CERTIFICATE OF APPROVAL

This is to certify that _____

has been approved by Boca Greens Homeowners Association, Inc., a Florida
Cooperation, not for Profit, as the Purchaser _____ Tenant _____
of the following described property in Palm Beach County, Florida:

Such approval has been given pursuant to the provisions of the Declaration of Documents
and all Exhibits attached to the Declaration of Documents and any Amendment thereto, if
any.

Dated this _____ day of _____, _____.

By: Name: _____ Title: _____

NOTARIZATION:

Signature of Notary

Print Name

Commission expires

(seal)

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

SCREENING PROCEDURE

1. Applications are available at the guardhouse or on the website: www.bocagreens.org or can be requested from the Management Company.
2. Non-refundable Application Fees need to be submitted with the application:
 - a. Check made payable to Pointe Management Group for \$75.00
 - b. Check made payable to Boca Greens HOA for \$125.00
3. Prospective Purchaser/Renter needs to attach copy of Drivers License to application.
4. Sales/Lease Agreement needs to be submitted with Application.
5. Completed Application needs to be returned to Management at 75 NE 6 Avenue, #206, Delray Beach, Fl. 33483 or the guardhouse.
6. Management will attach Account Statement to Application to ensure that present homeowner is not delinquent. Delinquent homeowners will not have the privilege to rent out their home until all assessments past & present are paid in full.
7. Management will also check on any pending violations on the property and inform the Screening Committee of such violations. Violations of the property must be corrected prior to occupancy.
8. Management will make a copy of the check made payable to Boca Greens and forward to Screening Committee along with Application and all other required documents.
9. Screening Committee will review documents received and ensure that same are complete and contact applicant within 2 weeks to schedule an orientation interview.
10. Screening Committee should inform prospective purchaser/lessee about the Association's "Rules & Regulations" and ensure that prospective purchaser/lessee is in receipt of the Association's Documents. Set of documents can be ordered from the Management Company for a \$60.00 charge or downloaded from the Association's web site www.bocagreens.org.
11. **Purchasers** need to be informed about the quarterly dues and can obtain a coupon book from the Management Company 561-274-3031. **Please note:** Coupon books will only be sent after receipt of Warranty Deed.
12. After purchaser/lessee has been approved, the Certificate of Approval has to be signed by the Screening Committee. If necessary original Certificate of Approval may be given to the purchaser/lessee, copy of Certificate and complete Application need to be returned to the Management Company.
13. **For Renters only:** Please note the lease starting and end date on certificate of approval. This information must be entered in the system by management to prevent illegal renters.
14. Screening Committee must request that all **Purchasers** forward after closing, the Warranty Deed to the Association's Management Company. New owners will only be updated in the system upon receipt of said Warranty Deed = Proof of Sale.

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Tel#561-274-3031

Fax#561-274-3065

LETTER TO OWNER ABOUT LANDLORD AND/OR TENANT NOT
MAINTAINING PROPERTY:

DATE: _____

OWNERS ADDRESS

RE: UNIT# _____

Dear Owner,

This is to advise you that you and/or your tenant(s) are in violation of Sections 6.2 and 8.14 of the Amended and restated Declaration of Covenants and Restrictions for Boca Greens. Specifically, neither of you is properly maintaining your lot. The following maintenance must be completed immediately to bring your lot up to community standards:

1. (Specify violation for correction).
2. (Specify violation for correction).
3. (Specify violation for correction).

If you or your tenant do not complete the above maintenance (within 10 days of the date of this letter) _____ (specific date) _____, the Association will exercise its legal right to terminate your lease under Section 8.14E, evict your tenants at your legal expense, and/or to take other corrective action as permitted by the Declaration.

The Association hopes you take this last opportunity to resolve the problem before legal action is taken to gain your compliance.

I have read and understand the above statements.

Owners Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

BOCA GREENS HOMEOWNERS ASSOCIATION, INC.

c/o

Pointe Management Group, Inc.

75 NE 6 Avenue #206

Delray Beach, Fl. 33483

Tel#561-274-3031

Fax#561-274-3065

LETTER TO OWNER IN REGARDS TO NON- PAYMENT OF MAINTENANCE
FEES WHEN OWNER HAS TENANT ON PROPERTY:

DATE: _____

OWNERS ADDRESS:

RE: UNIT # _____

Dear Owner;

This is to advise you that you are in violation of Sections 5 and 8.14 of the Amended and Restated Declaration of covenants and Restrictions for Boca Greens. Specifically, you are not current on your maintenance assessments for the property. You must bring your maintenance account current immediately. (Within 10 days of the date of this letter). If you fail to do so, the Association shall take action permitted under Section 8.14 E.2. to collect rents from your tenant directly to pay on your account. If that is not sufficient the Association will cancel the lease and enforce its rights to collect maintenance as permitted by the Declaration and Florida Statutes, Chapter 720.

I have read and understand the above statement.

Owner Signature: _____ Date: _____

Tenant Signature: _____ Date: _____