



THE GARDENS OWNER'S ASSOCIATION, INC. APPLICATION FOR OCCUPANCY

The Association requires all prospective buyers and tenants to attend an orientation meeting to discuss the rules and regulations of the community. This meeting will take place at the Palm Beach County Public Library – Glades Branch (20701 95th Ave S, Boca Raton, FL 33434). Failure to comply may result in your application being declined. Failure to comply with the rules and regulations of the community will result in legal action by the Association's Attorneys.

All prospective buyers and tenants must complete the Association's Application for Occupancy and submit the following documents:

- Association Application
- Copy of valid identification card and/or driver's license for ALL residents over 18 years of age
- Copy of Purchase Contract or Lease Agreement
- Application Fee

****Please Note: Your application will be returned as "incomplete" if anything is missing.**

BE ADVISED A CRIMINAL BACKGROUND CHECK WILL BE CARRIED OUT ON ALL APPLICANTS

Please provide an email and/or physical address where results may be sent.

There is a **\$150.00 non-refundable** application fee (Cashier's Check or Money Order only) payable to: The Garden Owners Association for each person 18 years and older. A married couple with the same last name is considered one applicant. If you are married with different last names, please provide a copy of your Marriage Certificate.

There is also a **\$125.00 non-refundable** processing fee (per application) (Cashier's Check or Money Order only) payable to: DST Property Management.

Please mail OR hand deliver to:

**The Garden Owners Association
C/O DST Property Management, Inc.
2300 W. Sample Road, Suite 310
Pompano Beach, FL 33073**

THE GARDENS OWNER'S ASSOCIATION, INC.



COVER SHEET FOR PURCHASE/RENTAL APPLICATION

Address: _____ Move in Date: _____

CONTACT NUMBERS:

Owner's Name: _____ Phone: _____

Realtor's Name: _____ Phone: _____

Realtor Email: _____

Applicant's Name: _____ Phone: _____

Applicant's Name: _____ Phone: _____

PRINT EMAIL ADDRESS: _____

_____ Application-Complete

_____ Copy of Purchase Contract or Lease-Fully Executed

_____ Driver's License of all drivers

_____ Ledger (DST Property Management, Inc. Provides)

_____ Background Check (DST Property Management, Inc. Provides)

_____ Application fee of \$150.00 (Cashier's Check or Money Order) per person for anyone 18 yrs of age or older made payable to The Garden Owners Association.

_____ Processing fee \$125.00 (Cashier's Check or Money Order) per application, payable to DST Property Management Association.

Statute 83.683: If you are a service member the Association is required to provide you an approval or denial in writing and is required to provide a reason if your application is denied. This approval or denial must be provided within 7 days, or the application is deemed to be approved if all other requirements have been met.

Servicemember defined as: "Servicemember" means any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces.

QUESTION: Are you an active service member? Yes or No (Circle one) Initial _____

READ FIRST: Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: _____

Purchase Lease Occupant Apt.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ **Date of Birth** _____ **Social Security #** _____

Single Married Separated Divorced How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ **Date of Birth** _____ **Social Security #** _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home Parent/Family Member Rented Home Rented Apt Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Is your Landlord the: Owner of the property Realtor Family Member Roommate Property Manager Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home Parent/Family Member Rented Home Rented Apt Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Is your Landlord the: Owner of the property Realtor Family Member Roommate Property Manager Other _____

C. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Own Home Parent/Family Member Rented Home Rented Apt Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Is your Landlord the: Owner of the property Realtor Family Member Roommate Property Manager Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

- A. Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____
- B. Spouse Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

- A. Bank Name _____ Checking Acct. # _____ Phone _____
 Address _____ Fax _____
- B. Bank Name _____ Savings Acct. # _____ Phone _____
 Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

- 1. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 2. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 3. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____
- 4. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____
 Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant) _____ State Issued _____

Driver's License Number (Secondary Applicant) _____ State Issued _____

Make _____ Type _____ Year _____ License Plate No. _____

Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

*****AUTHORIZATION FORM*****

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY.** If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)



DST PROPERTY MANAGEMENT

DEPENDABLE SERVICE YOU CAN TRUST

2300 W. Sample Road #310, Pompano Beach, FL 33073

* Office: 954-933-2353 * www.dstpm.net

THE GARDEN OWNERS PET APPLICATION

Owners Name: _____

Address: _____ Phone: _____

Email Address: _____

Pet: _____ Dog _____ Cat

Pets Breed: _____

Pets Coloring: _____

Pets Weight: _____ Pets Date of Birth: _____ Male _____ Female _____

Check list for the association:

_____ Picture of your pet

_____ Pet Veterinarian shot record

PETS Rule: Two pets (Cats or dogs) are permitted per unit and must be registered with management. Pet registration fee is \$150 per pet. Pets may weigh no more than **thirty-five (35)** pounds each. **Pit bulls, rottweilers, reptiles, rabbits, any animals of the rodent family, or any rare and unusual pets are prohibited.** Under no circumstance are owners allowed to breed and raise animals for hobby or profit for any reason. No animals shall be allowed to commit nuisance actions upon the common properties (this includes feces and being unleashed) **Palm Beach leash laws are observed with this community.** Animals are not allowed to run free (unrestricted) at any time. **Pet owners must immediately remove any feces deposited by their pets and properly dispose of same.** The owner shall identify the Association and hold it harmless against any loss or liability of any kind with their ownership of pets in this community. Failure to abide by these rules will result in a written notice of violation. **A second notice will levy a \$100.00 fine per violation. Once the maximum fine of \$1000.00 has been reached, a lien may be placed against the owner's property**

I/We understand and agree that the above pet rules.

Signature

Signature

Date _____



THE GARDEN OWNERS VEHICLE REGISTRATION FORM

Please check one: Owner _____ Renter _____

Name _____

Address _____

Make _____ Model _____ Year _____ Color _____ Tag Number _____

Please check one: Owner _____ Renter _____

Name _____

Address _____

Make _____ Model _____ Year _____ Color _____ Tag Number _____

Green House of Boca Homeowners Association, Inc.

Rules and Regulations

Effective October 6, 2022

ALL COMPLAINTS should be reported in writing to the Association Management. An unsatisfactory response within fourteen days should be followed up with a direct contact with the Management Company. Disagreements with a notice of complaint should be brought to the attention of the Board of Directors for consideration at their next meeting. Complaints not settled within specific time periods, should be turned over to the Board attorney for appropriate action.

VIOLATORS shall have 10 days to rectify each violation. Failure to comply will result in a second (certified) notice. The second notice will include a statement by the Association that the violation will be corrected at the owner's expense.

FINES: Homeowners will receive a written warning of any violation of the rules. If a second similar offense is committed, a **\$100.00** fine shall be imposed. Each day that an offense is noted shall constitute a separate offense with an additional \$100.00 fine. Per Florida law, **"violators are subject to fines up to \$100.00 per day up to \$1000.00 for each offense. Once the maximum fine of \$1000.00 has been reached, a lien may be placed against the owner's property."**

DELINQUENCIES: Anyone over **3 months** delinquent in assessments will have a lien placed on their property by the Association attorney. The only payment plan acceptable (besides immediate full payment) will be at 50% immediately due with the outstanding balance due within six months. No payments of less than **10%** will be acceptable until the balance has been paid. Any default of the payment agreement automatically places the owner in default. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**

COMMON AREAS are for the use of residents and their guests only. Any damages from its use shall be repaired at the expense of the owner. Work not completed within the time limit set after the written notice, may be ordered by the Association Board at the expense of the offending owner.

DESTRUCTION OF PROPERTY including both common areas and that of each individual homeowner shall be handled in like manner to Common Areas.

OBSTRUCTIONS to sidewalks, walking paths, entrances, driveways and common areas are prohibited. Automobiles under the carports must be pulled in so that the vehicle does not protrude into the common drive or hinder the traffic flow. **SIGNS** are prohibited, except for Open House signs when the residence is actively being shown by the resident or the realtor. Two 'FOR SALE' signs, no larger than 12 x 12 inches may be displayed on the property (one in front and one in back).

ANTENNAS & AERIALS are specifically prohibited.

SATELLITE DISHES no larger than 18 inches in diameter are allowed with Board approval.

GARGAGE SALES are permitted by each unit no more than once per year. The unit owner must notify the Association Board in writing of the date and time of the garage sale in advance.

INGRESS AND EGRESS: Residents may not leave screened/ enclosed exterior doors open for anything other than entrance and exits to the unit. This includes laundry room doors.

EXTERIOR APPEARANCE OF LIVING UNIT and all other areas of the common properties shall not be painted, decorated, or modified in any manner without the written consent of the Association Board. Consent may be withheld for aesthetic reasons within the sole discretion of the Board. Touch ups are allowed, and the paint is available from the Home Depot. Holiday decoration must be removed within 30 days of the holiday.

WINDOWS: All coverings including newspapers, foil, towels or sheets are forbidden for long term use. The Board will determine whether the coverings are acceptable.

CARPORTS: Shelves, dividers or additions may not be erected in the carport portion of the individual units. Storage and/or placement of items in public view are prohibited. The entry area and around the carport and front door must be kept clean and clear. Garbage cans/bags, mowers, toys, grills, sporting equipment, cleaning supplies, etc. can not be placed in the carport for storage. Plants are allowed and encouraged but should not be excessive as to interfere with the neighboring property. Driveways should be kept clear of debris and excessive oil buildup.

PETS: Two pets (Cats or dogs) are permitted per unit and must be registered with management. Pet registration fee is \$150 per pet. Pets may weigh no more than **thirty-five (35)** pounds each. Pit bulls, rottweilers, reptiles, rabbits, any animals of the rodent family, or any rare and unusual pets are prohibited. Under no circumstance are owners allowed to breed and raise animals for hobby or profit for any reason. No animals shall be allowed to commit nuisance actions upon the common properties (this includes feces and being unleashed) Palm Beach leash laws are observed with this community. Animals are not allowed to run free (unrestricted) at any time. **Pet owners must immediately remove any feces deposited by their pets and properly dispose of same.** The owner shall identify the Association and hold it harmless against any loss or liability of any kind with their ownership of pets in this community. Failure to abide by these rules will result in a written notice of violation. **A second notice will levy a \$100.00 fine per violation. Once the maximum fine of \$1000.00 has been reached, a lien may be placed against the owner's property**

LEASING AND RESALES: The association will require that the prospective lease or buyer must apply (application supplied by the **Management Company**) together with a **copy of the signed sales contract and or lease, a copy of a photo ID, Social Security card and appropriate financial documentation;** and pay the requisite application fee of \$150.00 to the Management Company no less than **thirty (30)** days prior to the closing date of the property. **The Association requires a 650-credit core and a clean background check for acceptance. The Association may also require a personal interview of all**

applicants (purchasers/and /or leasers) prior to final approval. All applicants (purchasers/leases) must present themselves for a personal interview at a time and place selected by the Board of Directors.

All tenants and new owners shall receive a copy of the Rules and Regulations and are expected to fully comply with them. All new owners/Renters must sign that they have read, understand and will comply with the Rules and Regulations of the Association. Owners whose units are rented are also expected to comply with the rules as written. Owners must continue their responsibilities as described in the Declarations, Rules and Regulations.

Occupancy prior to approval is prohibited; this includes moving in any furniture or boxes. Violation will result in an automatic disapproval of the applicant(s). The purchaser must notify the Board of Directors of the closing date and furnish the Board with a copy of the deed.

Units may be leased no more than once per year by the same tenant. Prior to listing the unit for sale, the owner must inform the Realtor and prospective buyer of the Association and provide them with access to the Declarations, By-Laws and Rules and Regulations of the Association. Upon the sale, these documents must be given to the new owner.

EXTERIOR ALTERATIONS/ADDITIONS/DELETIONS: A full description of restrictions is described in the Declarations- Article IX "Architectural Control Committee". No changes/additions/deletions may be done without the prior **written approval of the Board of Directors**. Proper written plans must be provided and approved before changes can be made. All proper building permits required by the County must be obtained. Front patio canopy/sail/tent is allowed. If canopy/sail goes over the fence in height, it must be a neutral color and kept clean at all times.

YARDS: Care and maintenance of the patio/yards is the responsibility of the homeowner. Lawns and all landscaping within the units' boundaries must be maintained by the owner. Tree limbs/branches must be cut back regularly to avoid damage to roofs, especially during storms. Enclosed patios at the front of units shall be kept orderly and not used as storage areas. Owners shall receive written warnings for violations and non-compliance. Noncompliance issues must be resolved within 10 days of the written warning. **A second notice will levy a \$100.00 fine per day. Once the maximum fine of \$1000.00 has been reached, a lien may be placed against the owner's property**

Playsets are allowed but must be properly maintained, kept clean, and in good condition.

CLOTHESLINES are prohibited. Any necessary outdoor drying should be done so that it is not seen over the top of the fences or in an open view. No vehicles, appliances or items not related to normal residential landscaping are permitted inside the fenced areas.

FENCE: Nothing may be draped over fences (rags, towels or clothing). Overgrown vines, shrubs and bushes are the responsibility of the owner, and the Association is not responsible for any repairs needed as the result of the overgrowth of any trees, shrubs or roots. All plants at the base of the fence are not to exceed 18 inches in height and 12 inches in front of the fences. The owner is responsible for maintenance of any personal plantings. If plantings damage the blacktop area, the Association will assess the owner the cost of repairs.

TREES: No Fichus, Banyan, Schefflera, Melaleuca, Florida Holly may be planted. These plants/trees are forbidden by Palm Beach County Law. No plantings are permitted in the common areas without specific Board approval.

CLEANLINESS: All garbage must be secured in closed plastic bags within the allocated refuse bins provided by the county. It should not be in public view, pathways or entry areas on the outside of the unit. **Trash is collected on Mondays and Thursdays.** It must not be placed out until the evening before trash day at 7:00 p.m. and recycle containers should be put away as soon as possible after trash pickup. Removal of large items should be coordinated with the County before placement for pickup.

ATTIRE: Members and their families, guests, tenants and their guests must be in appropriate attire in common areas.

SOLICITATION is prohibited by any person on the grounds of this Association, unless specifically authorized by the Board of Directors.

HURRICANE PREPARATION: Any owner/tenant leaving for extended periods during hurricane season (June – November) shall prepare in case of a storm. This includes removal of plants and furniture from patio areas, designation of responsible adults to care for the unit, installing shutters and removing turbines. When the owners choose an outside vendor to perform the service, the Board must be notified of the Vendors name, and license/insurance status. Only authorized workmen are allowed to access the roofs. Any damages from the hurricane preparation shall be the owner's responsibility. Turbines should be replaced no later than 30 days before or after the storm.

GUESTS: As a security measure, owners who are absent for a significant time during the year should notify the Board and neighbors if guests are given permission to occupy the unit. Owners are responsible for guest compliance to rules.

Green House of Boca Homeowners Association, Inc.

RULES AND REGULATIONS OF THE GREENHOUSE OF BOCA CONCERNING THE PARKING, STORAGE AND USE OF VEHICLES

VEHICLES PARKED IN VIOLATION OF ANY OF THESE RULES MAY BE TOWED FROM THE PREMISES WITHOUT NOTICE AT THE EXPENSE OF THE VEHICLE OWNER

The following are the rules and regulations governing the use and operation of the parking areas in the common and limited areas.

THE ASSOCIATION STRONGLY URGES THE COOPERATION OF RESIDENTS REGARDING PARKING.

Access to and from carports is difficult when neighbors have parked vehicles near the Fences. We must maintain a free and easy access for the fire and emergency vehicles at all times. It is the responsibility of residents to utilize their extra parking spaces rather than parking adjacent to a living unit. Owners with a need for overnight guest parking should arrange use of a neighbor's available space (with permission). In special temporary circumstances, the owner should inform a member of the Board of Directors to avoid towing.

1. Any vehicle parked in the complex shall rest on inflated tires. The vehicle must be drivable and in working order to park in parking spaces. Further vehicles cannot be stored in the complex, except in the carport for more than 30 days. If the disabled vehicle happens more than once within the thirty days, it will be considered over the limit and towed at the owner's expense.
2. All vehicles shall have a current license plate and registration.
3. Minor repairs may be made to the owner's vehicle in the carport only and must be completed within 24 hours. Leaking fluids are not allowed and owners are responsible for any damage to the property. Detailing of owner's vehicles within the carport is permitted.
4. No signs can be displayed in vehicle windows or on the vehicle except for a for sale or rent sign. (See unit sign information under Obstructions)
5. Drivers are responsible for observing and complaining with posted speed limits and traffic signs.
6. Commercial vehicles are not permitted for more than four hours, and only overnight if the signs/advertisements are covered and secured.
7. Commercial trucks, boats, recreational vehicles, swamp buggies, high wheel vehicles or trailers are not permitted. (See #6 for exception)
8. No vehicle shall prohibit ingress or egress to the complex at any time. **NO PARKING IN THE FIRE LANES.**

9. Parking shall be assigned and is allowed for one space per unit. Parking in another unit's space must be accompanied by written permission from that owner. Guest parking is temporary parking only.
10. Parking on the grassy areas is strictly forbidden, the vehicle owner shall be responsible for any repair needed as a result.
11. Parking at the fence of the unit is permitted only if there is no other parking space available and does not interfere with egress/ingress. The vehicle cannot block another owner and emergency vehicles must be able to get through. No vehicles are allowed to park at the fence past 10:00pm.
12. Carports cannot be used for business purposes. Carport is not to be used for storage. Carport must be free of chairs, tables, or any other large items. During hurricane season, all items must be stored inside.

IN THE EVENT THAT THE ASSOCIATION IS REQUIRED TO PURSUE LEGAL PROCEEDINGS TO ENFORCE THE PROVISIONS OF ITS GOVERNING DOCUMENTS OR DULY CONSTITUTED RULES AND REGULATIONS, THE ASSOCIATION AS THE PREVAILING PARTY SHALL BE ENTITLED TO RECOVER ITS REASONABLE COST AND FEES INCLUDING COSTS FOR APPEALS.

THE BOARD OF DIRECTORS OF THE ASSOCIATION RESERVES THE RIGHT TO MAKE ADDITIONAL RULES AND REGULATIONS AS MAY BE REQUIRED FROM TIME TO TIME. THESE ADDITIONAL RULES AND REGULATIONS SHALL SUPERCEDE ALL OTHER RULES AND REGULATIONS PREVIOUSLY ADOPTED. NOTICE OF CHANGES IN RULES AND REGULATIONS SHALL BE AFFIXED TO THE DECLARATIONS DOCUMENTS AND GIVEN IN WRITING TO THE OWNERS OF THE ASSOCIATION.

I HAVE READ AND UNDERSTAND THE GREEN HOUSE OF BOCA HOMEOWNERS ASSOCIATION, INC RULES AND REGULATIONS

Purchaser or Tenant Signature

Date

Purchaser or Tenant Signature

Date

Board Member Signature

Date