

New Owner Information Book-Forms

Please take a moment to complete the forms in Section 2 and return them to the Manager's office as soon as possible.

- Contact Information
- Entry Device Form
- Delivery Acceptance
- Summary of Unit Owner Services
- Entry Authorization
- Vehicle Registration
- Pet Registration
- Voting Certificate

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

Please ✓ one:

Please ✓ one:

Consent To Receive Notices By E-mail

Publish Contact Information

Do Not Consent To Receive Notices By E-mail

Do Not Publish Contact Information

Contact Information

Unit #: _____

Owner's Name(s): _____ Cell Phone: _____

Owner's Name(s): _____ Cell Phone: _____

Florencia Telephone: _____

Mailing Address: _____

Northern Address: _____

Telephone: _____

Email Address: _____

Email Address: _____

Emergency Contact (Office purposes only)

Name	Address	Telephone	Relationship
------	---------	-----------	--------------

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

Entry Device Form

Date _____

Unit # _____ Name _____

Key Fob #'s:

Garage Transmitter #'s:

Resident Signature _____

Florencia™

AT THE COLONY GOLF & BAY CLUB™

23850 Via Italia Circle • Bonita Springs, FL 34134

Acceptance of Delivery Agreement

The undersigned owner(s) of Unit # _____, hereby authorizes the Florencia Condominium Association, Inc. and/or its employees to sign for and receive parcels, letters or other items delivered by UPS, Federal Express, US Postal Service, etc., addressed to me or my residence and delivered in my absence. I understand that the Association's employees do this as an accommodation and a courtesy to owners, and in return for this convenience I agree to hold the Association harmless and waive any and all claims against the Association and its officers, directors, and employees arising from damage to or loss of any item accepted on my behalf.

Signature of Owner

Date

Signature of Co-owner

Date

Rejection of Delivery Agreement

The undersigned owner(s) of Unit # _____, do not authorize the acceptance of any items attempted to be delivered by UPS, Federal Express, US Postal Service, etc. that are delivered when the person to whom the item is addressed is not available to sign for them.

Signature of Owner

Date

Signature of Co-Owner

Date

Owners will be notified by management if a parcel is delivered without the carrier seeking an acceptance signature.

Summary of Unit Owner Services

Under the supervision of the Building Manager, the following services are provided at the request of the owners. To receive these services, we must have a signed Consent to Enter form below on file for your residence.

1. **Residence Opening** – Notify us prior to your arrival, we will do the following:
 - a. Turn on water (Ice maker will not be turned on)
 - b. Turn on hot water tank
 - c. Plug in circulation pump for hot water heater

2. **Residence Closing** - After you close your residence, we will check the following:
 - a. Water is properly shut off
 - b. Hot water tank has been disconnected
 - c. Unplug circulation pump for hot water heater

3. **Residence Check** – Unoccupied units will be checked once a month:
 - a. Check thermostat setting
 - b. Check for water leaks
 - c. Check refrigerator/freezer

4. Owner will be notified only if any issues are discovered. The Association will not assume liability for any condition it fails to discover or damage resulting from such a condition.

4. With your signed Acceptance of Delivery Agreement on file, all packages will be signed for upon delivery and placed and left at the front desk. We will contact the owner in residence and notify them of the delivery.

5. If you are away for an extended period of time, please leave a set of car keys with the manager’s office for cars left in the garage, in case it becomes necessary to move the vehicle. We will move vehicles to pressure clean the garage.

CONSENT TO ENTER FORM – Please sign and return to the office.

You have my permission to perform the services listed above. _____

Please do not enter my unit except for emergencies. _____

UNIT # _____

DATE: _____

Signature of Owner

ENTRY AUTHORIZATION FORM

All housekeepers, decorators, contractors, sub-contractors and service providers entering your residence are subject to the Rules and Regulations and established working hours.

A Certificate of Insurance of General Liability, proof of Workers Compensation Insurance and a copy of their current license will be required for each authorized person.

Unit Owner Name _____

Unit # _____

I authorize management to grant entry into my Residence to the individuals listed below

Company Name (Please Print)	Contact Name	Service	Company Phone Number

The Florencia Condominium Association will not be responsible for any loss or damage resulting from the owner and/or their agent's authorized admission into the condominium unit.

Owner's Signature

Date

FlorenxiaSM
AT THE COLONY GOLF & BAY CLUBSM

Vehicle Registration

Unit #: _____ Name: _____

Parking Space: _____ (*Primary*)

License Plate# _____ **State:** _____

Color: _____ **Make:** _____ **Model:** _____ **Year:** _____

PERMIT: _____

Parking Space : _____ (*Secondary*)

License Plate# _____ **State:** _____

Color: _____ **Make:** _____ **Model:** _____ **Year:** _____

PERMIT: _____

Bicycles:

PERMIT: _____ **Description:** _____

PERMIT: _____ **Description:** _____

Other Notes:

Only registered vehicles will be permitted in the garage. Non registered vehicles may be towed at owner's expense.

Applicant's Affidavit

I am familiar with and agree to abide by the Association's Declaration of Condominium, Bylaws and published Rules and Regulations. I understand and agree that the Association, in the event of a lease, if approved, is authorized as the owner's agent with full authority and power to take whatever action may be necessary, including eviction, to prevent violation by lessees and their guests of the provisions contained in the above documents. I represent that the information stated is factual and correct and I agree that any misrepresentation in this application will justify its disapproval. I consent to any further inquiry concerning this application and the references given. If this application is for a unit purchase, I agree to be available for an interview with the designated representatives of the Association.

Signatures:

Applicant _____

Co-applicant _____

Date _____

Pet Registration

Unit: _____ Owner: _____

Date: _____ Owner signature: _____
(Acknowledges receipt of Association Pet Policy.)

Pet's name: _____ Breed: _____

Additional information: _____

(photo)

Pet's name: _____ Breed: _____

Additional information: _____

(photo)

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

Dear Florencia Unit Owners,

Each Unit is entitled to one vote for each Unit owned. Generally, a voter must be the Unit Owner. If a Unit is owned by one spouse, the other spouse may not vote unless he or she holds a proxy from the owner-spouse. However, if the unit is owned jointly by husband and wife, either one may vote. If Unit ownership is by a corporation, partnership, trust or other entity which is not a natural person, such entity shall be required to designate an individual as its "voting member". These rules are included with this letter.

Attached, you will find a voting certificate. Where the rules apply to your situation as an Owner, please complete the certificate and return it via mail, fax, or in person to the Florencia Manager's Office. This certificate must be signed as described in Section 5 of the ByLaws and will remain valid until revoked or until superseded by a subsequent certificate, or until a change in the ownership occurs. Acceptance of this certificate will be allowed via email only if clear signature(s) are shown. If said certificate is not on record at the time of a meeting requiring a quorum or for any purpose requiring the approval of a person entitled to cast a vote, said vote will not be counted.

Please return your Voting Certificate to the Manager's Office:

Florencia at the Colony or
Attn: Manager's Office
23850 Via Italia Circle
Bonita Springs, FL 34134

Fax #: 239.949.3117
Email: florenciamanager@comcast.net

Thank you for your cooperation.

Sincerely,

Lyn Haars, CAM
Community Association Manager

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

Bylaws, Article II MEMBERSHIP AND VOTING PROVISIONS

Section 1. Membership in the Association. Membership in the Association shall be limited to owners of Units in the Condominium. Transfer of Unit ownership, either voluntary or by operation of law, shall terminate membership in the Association, and said membership shall become vested in the transferee. If Unit ownership is vested in more than one person, then all of the persons so owning said Unit shall be members eligible to hold office, attend meeting, etc., but, as hereinafter indicated, the vote of a Unit shall be cast by the "voting member." If Unit ownership is vested in a corporation, partnership, limited liability company or other non-individual entity, such entity shall be required to designate an individual as it "voting member".

Section 5. Designation of Voting Member. If a Unit is owned by one Person, such Person's right to vote shall be established by the recorded title to the Unit.

If a Unit is owned by more than one Person, the Person entitled to cast the vote for the Unit shall be designated in a certificate, signed by all of the recorded Owners of the Unit and filed with the secretary of the Association.

If a Unit is owned by a corporation, the individual entitled to cast the vote of the Unit for the corporation shall be designated in a certificate for this purpose, signed by the president or vice president, attested to by the secretary or assistant secretary of the corporation, and filed with the secretary of the Association.

The Person designated in such certificate who is entitled to cast the vote for a Unit shall be known as the "voting member". If such a certificate is required and is not filed with the secretary of the Association for a Unit owned by more than one person or by a corporation, the vote of the Unit concerned may not be cast and shall not be considered in determining the requirement for a quorum or for any purpose requiring the approval of a person entitled to cast the vote for the Unit. Unless the certificate shall otherwise provide, such certificates shall be valid until revoked or until superseded by a subsequent certificate, or until a change in ownership of the Unit concerned. Notwithstanding the foregoing, if a Unit is owned jointly by a husband and wife, the following 3 provisions are applicable thereto:

- A. They may, but they shall not be required to, designate a voting member by certificate.
- B. If they do not designate a voting member, and if both are present at a meeting and are unable to concur in their decision upon any subject requiring a vote, they shall lose their right to vote on that subject at that meeting.
- C. Where they do not designate a voting member and only one is present at a meeting, the person present may cast the Unit vote, just as though he or she owned the Unit individually, and without establishing the concurrence of the absent person.

FlorenciaSM

AT THE COLONY GOLF & BAY CLUBSM

How to Complete the Certificate of Appointment of Voting Representative

1) Unit owned by John Doe and his brother, Jim Doe

Voting Certificate is required designating either John or Jim as the Voting Representative (Not a third person).

2) Unit owned by a Corporation, Partnership, Limited Liability Company, Trust or other non-individual entity

Voting Certificate must be filed designating a person entitled to vote signed by the President or Vice-President of the Corporation, Partnership, Limited Liability Company or other non-individual entity and attested by the Secretary or Assistant Secretary of the Corporation, Partnership, Limited Liability Company or other non-individual entity.

Voting Certificate must be filed designating one co-trustee, if more than one is named, entitled to vote and must be signed by all other co-trustees of the trust.

3) Unit owned by a single person

No Voting Certificate is required.

4) Unit owned by a husband and wife

Voting Certificate may, but shall not be required, designating either husband or wife as the Voting Representative. (Not a third person). If there is no certificate filed which designates the voting member in a unit owned by a husband and wife, and if both are present at a meeting and are unable to concur in their decision upon any subject requiring a vote, they shall lose their right to vote on that subject at the meeting. Where they do not designate a voting member, and only one is present at a meeting, the person present may cast the Unit vote, just as though he or she owned the Unit individually, and without establishing the concurrence of the absent person.

FlorescenciaSM

AT THE COLONY GOLF & BAY CLUBSM

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of

UNIT # _____ at 23850 Via Italia Circle Bonita Springs, FL 34134 in the Florescencia
at the Colony Condominium Association,

DESIGNATES: _____
(print name)

(Name of Owner of above Unit who is the Voting Representative) as their representative to cast
all votes and to express all approvals that such owners may be entitled to cast or express at all
meetings of the membership of the Association and for all other purposes provided by the
Declaration of Condominium, Articles and ByLaws of the Association.

This Certificate is made pursuant to the Declaration of Condominium and the ByLaws and shall
revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the _____ day of _____, 2015

Owner (print name)

Owner (signature)

Owner (print name)

Owner (signature)

Owner (print name)

Owner (signature)

Owner (print name)

Owner (signature)

Please attach a second page if additional signatures are required.