

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

11811 Ave. of the P.G.A., Palm Beach Gardens, Florida 33418

Office: 561-622-7331 Fax: 561-360-3137

LW11811@gmail.com

Enclosed please find:

Application for Purchase
Application for Occupancy
Age Verification Registration form
Background Inquiry Release form
Notice of Vote to Forego Fire Sprinkler Retrofitting
Questions and Answer sheet
Email Disclosure

Please return the following to the Longwood Condominium Association:

- Application for Purchase
- Application for Occupancy
 - Age Verification Registration form
 - Background Inquiry Release form
 - Remodeling Rules
 - Electronic Authorization form
 - Copy of the Contract for Sale & Purchase
 - Check in the amount of \$90. The \$90 is for a non-refundable screening fee.

Upon receipt of these documents, an appointment with the screening committee can be set up.

Please note in the formal application paragraph #5 that the Board has thirty (30) days from receipt of application to reply to your request. Over a period of time, it has been found by the Board that certain requests made by prospective purchasers need to have lengthy discussions as to the legal aspect which may involve consideration with the ASSOCIATION's Documents, and Rules and Regulations. Therefore, the Board wishes to emphasize the thirty-day restriction as mentioned. In most cases a reply can be made within a shorter period of time.

You are required to pay a mandatory, non-refundable move-in fee of \$200.00. This fee is to help defray costs of repairing damages that movers, repairmen and others done to our buildings, floors, walls, elevators etc.

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APPLICATION FOR PURCHASE, GIFT, DEVISE, OR INHERITANCE APPROVAL

1. This application, the application for occupancy and the credit information release forms must be completed in detail by the proposed purchaser.
2. A non-refundable \$90.00 processing fee must accompany this application.
3. A certified copy of the recorded deed must be furnished to the Association within 90 days after the Certificate of Approval has been authorized by the Board of Directors.
4. The apartment may not be under the name of a company, corporation or trust.
5. The owner-seller shall provide the buyer with a copy of all the condominium documents, including the Rules & Regulations.
6. A fully executed copy of the sales contract must accompany this application.
7. All applicants and occupants must be interviewed prior to final approval.
8. NO SALE MAY BE MADE TO PERSONS WHO HAVE CHILDREN UNDER 18 YEARS OF AGE.

Please Print or Type Today's Date _____

Purchaser(s) Name(s) and address (as Title will appear)

a. _____ b. _____ (Spouse)

E-Mail _____ Contact Phone _____

Address _____

Children (18 years or older) who will usually occupy the apartment with you

Name _____ Birth Date _____

Name _____ Birth Date _____

Real Estate Agent Name and Address _____

Name of Associate Handling Sale _____ Phone _____

Approx. Closing Date _____ Building# _____ Unit # _____

Seller's Name _____ Phone _____

Seller's Address _____

i

1. In making the foregoing application, I represent to the Board of Directors that the purpose for the Purchase of an apartment at LONGWOOD CONDOMINIUM is as follows:

Permanent Residence

Seasonal Residence

Investment for Rental

Other _____

2. I understand that the acceptance for Purchase of an apartment at LONGWOOD CONDOMINIUM is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited. ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT EXPENSE OF PURCHASER(S)
3. I hereby agree for myself and on behalf of all persons who may use the apartment which I seek to Purchase that we will abide by all of the restrictions contained in the "DECLARATION" and Rules & Regulations and restrictions which are or may in the future be imposed by THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.
4. I have received a copy of the Rules & Regulations and all "Documents" from my Realtor or the Seller: Yes No
5. I understand that I will be advised by the ASSOCIATION OFFICE within a THIRTY (30) day period from date of receipt of application forms of either approval or denial of this application.
6. I understand that dogs and cats are restricted and that guests may not bring any pets on to the premises.
7. I understand that the Board of Directors of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. may cause to be instituted as such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or their agent to make such investigation and agree that the information contained herein and on the Application of Occupancy may be used in such investigation, and that the Board of Directors and Officers of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board or its agent(s).

In making the foregoing application, I am aware that the decision of THE LONGWOOD CONDOMINIUM ASSOCIATION, INC. will be final and that no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors.

Date _____

Applicant _____

Date _____

Applicant _____

APPLICATION FOR OCCUPANCY

PLEASE PRINT CLEARLY Building # _____ Unit # _____ Today's Date _____
Desired Date of Occupancy _____ Purchase Lease How Long? _____
Name _____ Other Legal or Maiden Name _____
Single Married Separated Divorced How Long? _____
Date of Birth _____ Social Security # _____
E-Mail _____ Phone _____
Name of Spouse, former Spouse or Other _____
Date of Birth _____ Social Security # _____
Number of People Who Will Occupy Unit _____ Adults Over Age 18 _____ Children Thru Age 18 _____
Names and Ages of Children Who Will Occupy _____
Description of Pets _____
Name, Address, & Phone of Emergency Contact _____

PART I - RESIDENCE HISTORY

Please print - Include unit/apt number, city, state and zip code

A. Present Address _____ Phone _____
Apt or Condo Name _____ How Long? _____
Landlord or Mortgagee _____ Phone _____
Address _____ Mtg # _____

B. Previous Address _____ How Long? _____
Apt or Condo Name _____ Phone _____
Landlord or Mortgagee _____ Phone _____
Address _____ Mtg # _____

C. Previous Address _____ How Long? _____
Apt or Condo Name _____ Phone _____
Landlord or Mortgagee _____ Phone _____
Address _____ Mtg # _____

PART II - EMPLOYMENT REFERENCES

A. Employed by _____ Phone _____
Address _____ Fax _____
How Long _____ Position _____ Approx. Monthly Income _____

B. Spouse Employed by _____ Phone _____
Address _____ Fax _____
How Long _____ Position _____ Approx. Monthly Income _____

PART III - BANK REFERENCES

A. Bank Reference _____ Phone _____
Address _____ Fax _____
How Long _____ Account # _____ Checking Savings

B. Bank Reference _____ Phone _____
Address _____ Fax _____
How Long _____ Account # _____ Checking Savings

PART IV - CHARACTER REFERENCES

A. Name _____ Phone _____
Address _____ Cell _____
E-mail _____

B. Name _____ Phone _____
Address _____ Cell _____
E-mail _____

C. Name _____ Phone _____
Address _____ Cell _____
E-mail _____

Number of Cars _____ Driver's License # _____ State _____
Make _____ Year _____ License _____
Make _____ Year _____ License _____
Parking Space # _____

By signing, the applicant recognizes that the Association or agent may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association.

Applicant's Signature _____

Date _____

Spouse/Other's Signature _____

Date _____

ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT THE EXPENSE OF THE PURCHASER(S)

AGE VERIFICATION REGISTRATION FORM

To: The Board of Directors
Longwood Condominium Association, Inc.

Re: Building Number: _____ Unit Number: _____

Instructions:

The following information is requested of all Unit Owners and (if different) Permanent Occupants residing in the above referenced Building/Unit. This Registration Form is requested and required as we are an adult community. As soon as possible, please return the completed and signed form along with a photocopy of any one of the following documents as proof of age:

- Photo driver's license
- Passport (page 1)
- Birth Certificate
- Baptismal Certificate showing date of birth or age.

Your cooperation is appreciated. Please call should you have any questions.

Names of all Unit Owners (as per the Deed or other Instrument of Title)

Names of all Unit Owners (as per the Deed or other Instrument of Title)	Age	Document Enclosed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Names of all occupants (including owners, tenants, family members and other permanent occupants)

Names of all occupants (including owners, tenants, family members and other permanent occupants)	Age	Document Enclosed
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated this _____ day of _____, 20_____

(All persons listed above sign here)

Enclosures: Photocopies of the documents referenced for each Unit Owner and Occupant

ANY FRAUDULENT STATEMENT MADE ABOVE WILL BE GROUNDS FOR LEGAL ACTION AT THE EXPENSE OF PURCHASER(S).

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BACKGROUND INQUIRY RELEASE

I understand the following: That Federal Background Services will conduct a criminal background and driver's license inquiry on me on behalf of The Longwood Condominium Association, Inc. This background investigation *may* include inquiries from the FBI, Florida Department of Law Enforcement, and the Department of Motor Vehicles as deemed necessary.

Therefore, I authorize, without hesitation or reservations, to release or furnish any of the aforementioned information.

Please Print

First Name

Middle Initial

Last Name

Social Security Number

Date of Birth

Driver's License Number

State

Signature _____

Date: _____

RETROFITTING REPORT FOR CONDOMINIUMS

Name of condominium? The Longwood No. ____, a Condominium

Name of the association? The Longwood Condominium Association, Inc.

The condominium FCTMH file number?

Condominium# [][][][][][]

(Insert one number per block - to be found in the division's annual billing statement)

Condominium Associations are required to report to the Division of Florida Condominiums, Timeshares, and Mobile Homes (FCTMH) certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. See Chapters 2003-14 and 2004-80, Laws of Florida.

Please select the retrofitting information provided in this report (select only one, provide two reports if waiving requirements for both fire sprinkler systems and handrails and guardrails.

fire sprinkler systems

handrails and guardrails

(Mark an "X" in any applicable block and complete all requested information.)

1. The above-named condominium has voted to waive retrofitting as indicated above (please complete all blanks). The vote to waive retrofitting requirements was conducted:

at a duly-called meeting of the association on 9/12/16 (fill in date); and/or
 by execution of written consents.

The specific results of that voting was...

103 The number of unit owners voting to waive the State of Florida requirements.

1 The number of unit owners voting not to waive the State of Florida requirements.

126 The total number of voting interests in the condominium association.

A certificate attesting to this vote is recorded in the County of Palm Beach, Florida.
Book number 028593 Page number 0667.

2. The above-named condominium did not waive retrofitting requirements. Commencement of the retrofitting project took place on _____ (fill in date).
The per unit cost of the retrofitting project is: \$ _____

3. The above-named condominium already has fire sprinklers or handrails and guardrails installed pursuant to the requirements and guidelines of Chapter 633, Florida Statutes.

4. Please provide the last date the Association filed its Annual Report with the Office of the Florida Secretary of State: February 17, 2016 (fill in date).

Signed and attested to by: James Blom, Corporate Officer

(Signature)

James Blom
(Print Name)

COA Pres.
(Title)

9/14/16
(Date)

Return by mail to:

Department of Business and Professional Regulation
Division of Florida Condominiums, Timeshares, and Mobile Homes
1940 North Monroe Street, Tallahassee, Florida 32399-1033
Attention: RETROFITTING CERTIFICATION

or

FAX this report to 1.850.921.5446

This information is subject to Florida's Public Records Law and will be provided to the Florida Division of State Fire Marshal of the Department of Financial Services.

THE LONGWOOD CONDOMINIUM ASSOCIATION, INC.

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

Q. What are my voting rights in the Condominium Association as an Owner?

A. Pursuant to Article 5.2 of the Declaration of Condominium of the Longwood Condominium Association, Inc., an Owner or Owners of a unit shall collectively be entitled to one (1) vote. If a Unit Owner owns more than one unit, the unit Owner shall be entitled to one vote for each unit owned. Votes may be cast in person or by proxy.

Q. What restrictions exist in the Condominium Documents on my rights to use my unit?

A. The Association has a number of restrictions on your right to use your unit. The Documents of the Longwood Condominium Association, Inc. provide, in pertinent part, for the following:

- The Condominium is restricted to persons 55 years of age and over.
- No unit may be occupied by more than two (2) persons per bedroom.
- No unit may be used for any business purpose which would cause a level of noise, odor, traffic, debris, or other activity inconsistent with residential use.
- Guests shall be limited to thirty (30) days per calendar year. Children may make limited family visits of fourteen (14) consecutive days in any ninety (90) day period.
- Pets are restricted to one (1) dog, or up to two (2) cats, or two (2) caged birds per unit. No dogs over twenty (20) pounds are permitted.
- No nuisance, immoral, improper, offensive, or unlawful use shall be made of the condominium property, nor any use or practice which is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the condominium property by residents.
- Unit Owners may not cause anything to be affixed or attached to, hung, displayed or placed on the exterior walls, doors, or windows of the building without the prior written consent of the Board of Directors of the Association.
- The Association has the right of retaining entrance keys to each unit, and the right of access to units in case of an emergency.
- The Association has assigned one parking space, and one storage space per unit.
- Installation of washer and dryer inside a unit requires pre-approval by the Board.
- Installation of hard surface flooring inside a unit requires pre-approval by the Board.
- Any changes inside a unit that require a permit should be pre-approved by the Board.
- No recreational vehicles, campers, boats, or motorcycles may park in any spaces. No vehicle having commercial signage either permanent or temporary may be parked anywhere on the Association property overnight.

Q. What restrictions exist in the Condominium Documents on the leasing of my unit?

A. Pursuant to the Declaration 16.6; No portion of a unit may be rented; A unit shall not be leased or rented without the prior written approval of the Association; No unit Owner may lease their unit more than twice in a twelve (12) month period; No unit Owner may lease their unit during the first twelve (12) months of ownership; Subleases are prohibited. There is a restriction on under-age 55 occupancy. All Tenants shall comply with the Longwood documents. The Unit Owner is responsible for their tenants' negligence, and conduct.

Q. How much are my Assessments to the Condominium Association for my unit type and when are they due?

A. Assessments are due on the first (1st) day of each quarter and considered delinquent after 30 days. Accounts over 30 days will be charged a late fee, all costs of collection, and a finance charge of 18% per annum. Payments may be accelerated. The billing for 2023 consists of the following components:

	<u>One Bedroom</u>	<u>Two Bedroom</u>
Maintenance	\$ 1,389.78	\$ 1,530.88
Reserve	\$ 279.95	\$ 308.35
SBA	\$ 129.77	\$ 142.95
Total	\$ 1,799.50	\$ 1,982.18

Q. Do I have to be a member in any other association?

A. No.

Q. Am I required to pay rent on land use fees for recreation or other commonly used facilities?

A. No.

Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000?

A. No.

NOTE: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the condominium documents.

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Longwood Condominium Association, Inc. to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communications from the Longwood Condominium Board of Directors, through direct communication from the Board

Your email address will not be shared with any third parties.

Please use the return envelope provided to return this form by U.S. Postal Service to Longwood Condominium Association, Inc. If you would like to fax your signed form, or send a scanned, signed copy via email, please see below for facsimile number and email address.

I hereby authorize Longwood Condominium Association, Inc to use my email address, as described above, for association-related communications. I understand that no email communication will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes.

Official required notices will continue to be sent to the members via USPS mailing. Longwood Condominium Association, Inc shall maintain, in accordance with applicable FL statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Longwood Condominium Association, Inc directly. I agree to promptly notify the Association of any changes in my email address, so as to have a current email address on file with the Association.

Name (PRINT CLEARLY): _____

Longwood property address:

Mailing address, if different from above:

(PRINT CLEARLY)

Email Address to be used for Longwood communications:

Signature: _____ Date: _____

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Website: www.longwoodpbg.com
E-mail: lw11811@gmail.com

FAQ on the Electronic Disclosure Authorization form

1. What is an “electronic disclosure authorization” form?

This authorization form, when completed and submitted by you, will permit the Longwood Condominium Association, Inc Board of Directors, association Property Management and HOA committees, to communicate with you via email.

2. Why am I being asked to complete this authorization form?

It's been a goal of your Board of Directors to improve communication in all aspects for the Longwood Condominium Association, Inc. Recent changes to FL legislation dictate that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the HOA. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

3. What type of information will be communicated to me electronically?

It is not the goal of this Board of Directors to use email communication to replace any of the official notices that are required to be given by our governing documents and/or by applicable FL Statues. While future email communications may discuss or relay similar information, **official required HOA notices will continue to be sent via USPS mailing** until further notice of a policy change. **It is the desire of the Board of Directors to mainly use electronic emails to send information considered to be general in nature.**

Examples of information sent via email would be:

- Notice of upcoming HOA meetings
- HOA Board meeting minutes
- HOA Newsletter / Schedule of Events
- HOA notices of maintenance issues affecting entire community
- HOA notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- Request for input on various subjects
- Any other HOA business that the Board determines appropriate.

Note: no email communication sent will be used to replace any official notices required by our governing documents and/or by applicable FL Statues. For example, while a notice of an upcoming Board of Directors or members meeting may be sent via email to those who grant permission, the required meeting notifications will still be posted conspicuously on the property and notification of members meeting will still be sent per our governing documents or by applicable FL Statues, via USPS mailing to all members.

4. What happens if I don't complete the electronic disclosure authorization form?

You simply will not receive email communications from the HOA. You will continue to receive any

communications, including official notices required to be sent by our governing documents and/or by applicable FL Statutes, via USPS mailing. Notification of quarterly dues will continue to be sent via USPS.

5. Will my email be shared with anyone else other than our property management or Board of Directors?

No. Your signed authorization grants permission for Longwood Condominium Association, Inc to use your email address to convey association-related information via our property management or Board of Directors.

6. How do I sign up?

Complete the form on the previous page. If you have any questions regarding the form, please contact Longwood Condominium Association, Inc 561-622-7331.
