

Garden Lakes HOA Inc.  
11511 Garden Lakes Circle  
Palm Beach Gardens, FL 33418

Tel: (561) 622-9199

Email: [pm@gardenlakespbg.com](mailto:pm@gardenlakespbg.com) | Website: [www.gardenlakespbg.com](http://www.gardenlakespbg.com)

**Sale and Rental Information (last updated 07/12/24)**

Dear Prospective Purchaser/Tenant:

Thank you for your interest in our community. To assist you with your upcoming transaction, please read the following requirements. Reading, agreeing to and providing the requested items will help speed up the process and ensure a smooth transition. Incomplete applications will be returned "Unapproved". *Please note: the HOA's timeframe for approving applications is up to 30 days.*

**SALE OR LEASE:**

1. Are all the forms completed in full and properly executed? This includes Exhibit "A" Consent & Acknowledgement of New Resident(s) and Resident Information Form Parking Decal form, and Rule and Regulations signed and dated by each resident.
2. **LEASE:** Enclose copy of lease executed by all parties, with start and end date of the lease and the names of all adults on the lease, and names of all occupants. **SALE:** Enclose a copy of the sales contract executed by all parties.
3. **SALE or LEASE APPLICATION FEES:**
  - a.) **SALE & LEASE APPLICATION FEE: \$100.00 per individual or \$100.00 per married couple payable to Garden Lakes HOA, Inc.** is required.
  - b.) **SALE & LEASE BACKGROUND CHECK: \$150.00 per individual.** A background check for all occupants over the age of 18. If applicant is not a US Citizen, please contact management for further instructions. The background check fee is paid directly to the service provider, Tenant Evaluation (see application instruction page attached to this package). Background check processing can take up to 14 days. Expedited processing is available for an additional fee on Tenant Evaluation's website. Expediting a background check *DOES NOT* guarantee expedited approval by the HOA.
  - c.) **SALE CAPITAL CONTRIBUTION: \$654.45** Capital Contribution is due at the time of sale.
  - d.) **LEASE HOA SECURITY DEPOSIT: \$250.00 refundable deposit from the Tenant payable to Garden Lakes HOA, Inc.,** Terms for the return of funds once the Tenant has moved out are listed in the rental form provided at the welcome meeting.
4. Once the above items are completed, contact the office to set up the welcome meeting. Upon completion of the welcome meeting and HOA approval, you will be provided with the Certificate of Approval.

**SALE ONLY:**

5. Provide your mortgage and title company with the numbers above in order to contact the management office for completion of any PUD forms and estoppel requests.
6. Florida Statutes requires the Seller to provide a full set of HOA documents to the Buyer prior to closing to permit the Buyer time to review the documents. These can be downloaded from our web site [www.gardenlakespbg.com](http://www.gardenlakespbg.com).
7. See attached document for obtaining Certificate of Insurance information.
8. No Rentals are allowed for six (6) months from the date of purchase for 1<sup>st</sup> time owners in Garden Lakes. Existing owners that purchase another unit in Garden Lakes can rent their unit at any point after purchase. Rentals are limited to two (2) times per year w/ a minimum six (6) month term.

**Garden Lakes Homeowners Association, Inc.  
Residents Information Form**

**Instructions:** Please complete all parts. Type or print in ink.

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

Owners Name(s) & Unit \_\_\_\_\_ Owner's Phone # \_\_\_\_\_

1. Lessee/Buyer Name \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Email \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone #: \_\_\_\_\_

2. Lessee/Buyer Name: \_\_\_\_\_

Home Phone # \_\_\_\_\_ Alt. Phone # \_\_\_\_\_

Email \_\_\_\_\_

Employer's Name \_\_\_\_\_ Phone #: \_\_\_\_\_

List All Other Permanent Occupants (Name/Age) \_\_\_\_\_

List the Vehicles that will be parked in the Community on a permanent basis:

MAKE	MODEL	YEAR	COLOR	LICENSE # & STATE

If a van is listed, I certify that it has two rows of seats and windows next to each row of seats and is used for residential purposes only. \_\_\_\_\_ (please initial)

List any pets that will be kept at the unit:

TYPE	AGE	DESCRIPTION	WEIGHT	PBC TAG #

Check which applies:

Sales: I/We have included a copy of our fully executed Sales Contract. Closing date: \_\_\_\_\_

Tenants: I/We have included copy of the fully executed lease. I/We will occupy this unit for the following period.

Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_

Return completed form to:  
**GARDEN LAKES HOA, INC**  
11511 Garden Lakes Cir.  
Palm Beach Gardens, FL 33418  
Tel: 561-622-9199 | Email: [pm@GardenLakesPBG.com](mailto:pm@GardenLakesPBG.com)

Garden Lakes HOA Inc.  
**Rules & Regulations and Other Important Information:**

**PARKING**

1. The owners/tenants hereby accept formal notification that any vehicle found parked on lawn areas, lanes or sidewalks will be subject to immediate towing of the vehicle at the owner's expense. This includes ALL vehicles and applies to every homeowner, tenant, guest, and service personnel.
2. Any & all damage to the common areas, including but not limited to: lawn, sprinkler system or sidewalk pavement as a result of such improper parking or careless driving will be repaired and charged to the offending unit.
3. Inoperable vehicles may NOT remain on the premises in excess of 24 hours. Repair work (oil changes, etc.) may not be performed on the premises. There shall be no assembling or disassembling of any kind of engine on the premises. Only emergency repairs such as battery replacement or flat tire repair is permitted.
4. The undersigned is aware that it is their responsibility to inform any guest or service personnel and make them aware of these rules as the undersigned will be held accountable for the actions of these people.
5. The undersigned understands they have two (2) assigned parking spaces.
6. Valid parking stickers must be present on all permanent vehicles parked in Garden Lakes. Please contact the Garden Lakes management office for visitor parking passes.

**VEHICLES**

7. All vehicles must be maintained so as not to create an eyesore, eyesore is considered: rust, more than one (1) color of paint on the body - excluding decorative artwork in good taste, flat tires, broken windows, etc.
8. **No** trucks over 26,000 lbs are allowed to be parked within the community between the hours of 12:00am and 7:00am.

**PETS**

9. Maximum of two (2) dogs or two (2) cats or four (4) birds per dwelling.
10. The undersigned understands that their pet(s) must be always on a leash when outside of the home or patio.
11. The undersigned understands that the pet walker **MUST** clean up after the pet and dispose of waste in a proper receptacle.
12. Offensive, nuisance pet(s) may be removed by the Association after notice to the owner. Written complaints from two (2) separate dwellings or one (1) reported dog bite - verified by police report and hospital records shall constitute grounds for potential removal. Cost of removal to be borne by pet owner.

**TRASH**

13. Trash shall be placed in receptacles. For sanitary reasons, all trash, except recyclable items placed in the appropriate containers, shall be placed in plastic bags, be securely tied and then be placed in trash receptacles. Plastic bags may **NOT** be placed at curbside. Large items may be placed on the Circle, away from trees and signs, after 6:00 pm on a Tuesday for Wednesday pick up. **Please see data sheets at the welcome meeting or on the website for trash and bulk trash instructions.**

**EXTERIOR MAINTENANCE**

14. **No** exterior alterations are permitted without completion of a request form (ARC). This includes but is not limited to: Landscaping, fencing, shutters, etc. Contact the management office for the current specifications for fences, hurricane shutters and approved plant list.
15. **No** paint, stain or finishes of any kind may be applied the patio fences and concrete walkways. Should you choose to ignore this rule you may be requested to restore the area back at your expense.
16. **No** items are to be hung from the balconies other than holiday decorations during Late November/December.

## Rules & Regulations and Other Important Information (pg. 2):

### SALES/RENTALS

17. **Prior** to selling or leasing your unit, the prospective purchasers/tenants are required to complete an application form and background check, receive HOA approval, and attend a welcome meeting.
18. All violations on the unit (fence repair/replace, mansard cleaning, etc.) must be resolved or under contract to be resolved before approval of a rental.
19. All adult tenants are required to get a background check. One from an accredited source can be provided by the Landlord or the Association will conduct one and charge the landlord or tenant as needed.
20. Tenants will pay a \$250.00 deposit to the Association with the application as well as a \$100.00 application fee. Owners are responsible to update the Association with changes to their mailing addresses.
21. Maximum of up to four unrelated adults per unit is permitted. The names of each adult who will be residing in the unit are to be provided. This information is to be shown on the sales contract or rental agreement.

### OTHER

22. BBQ grills are to be used and stored inside your courtyard. They are **NOT** permitted outside of your courtyard area.
23. No clothes or similar items may be hung or placed on fences, hedges, railings, etc. unless they are below fence height and not visible from view from outside of the courtyard.
24. Personal items of any kind, including but not limited to the following items: bikes, toys, dog tethers, clutter, construction materials, may not be placed outside of your courtyard at any time. All items placed on the common areas are subject to removal at your expense and will be disposed of.
25. Maintenance fees are due, either in full in January, April, July, and October or divided up monthly in an equivalent amount so that the quarterly fee is paid in full during the quarter that it is billed for. Late fees and interest will be applied to delinquent accounts 1st of the following month. Non-payment will result in legal action being taken at the owner's expense.
26. No signs are permitted in the community. Signs placed in the common areas will be removed and disposed of. The speed limit for Garden Lakes Circle is 25 mph and is enforced by the Palm Beach Gardens Police Department. The speed limit within the Lanes is 5 mph.
27. Skateboards/Motorized and like recreational transport are NOT permitted in the common areas, lanes, parking areas and sidewalks.
28. Please respect your neighbors 'right to' enjoyment of their homes. Noise of any kind, caused by you or whomever is in your home, is a violation of the association's covenants and the City's ordinances and will be remedied by all available resources.
29. The Association maintains hazard insurance on the buildings, which is paid for through the maintenance fee. Hazard insurance does not include "wear and tear" and conditions that might result from lack of maintenance. Each unit owner/tenant must maintain insurance for the inside of their home, contents, additions, and improvements.
30. To obtain a certificate of insurance, please follow the instructions attached for EOI Direct [www.eoidirect.com](http://www.eoidirect.com). Garden Lakes insurance agent is Mack, Mack, and Waltz Insurance Group 954-640-6225.
31. The mailboxes are known as and are owned/maintained by the US Post Office. Any questions or problems with keys, number, etc, must be directed to the Post Office in Palm Beach Gardens # 800-275-8777.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print: \_\_\_\_\_ Print: \_\_\_\_\_

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

**EXHIBIT "A"**  
**ACKNOWLEDGEMENT OF RECEIPT OF RECORDED COVENANTS AND RESTRICTIONS,**  
**RULES AND REGULATION, OF GARDEN LAKES HOA, INC**

FOR UNIT: \_\_\_\_\_

The Declaration of covenants and restrictions require the Seller/Owner provide the Buyer/Tenant a complete set of documents. This is available on our website [www.gardenlakespbg.com](http://www.gardenlakespbg.com) at no charge. If you want a printed copy, the cost for a set of documents is \$50.00.

1. I/We acknowledge receipt of a complete set of the following documents:

- A: Declaration of Covenants and Restriction & Amendments
- B: Declaration of Party Facilities
- C: Articles of Incorporation & Amendments
- D: Bylaws & Amendments
- E: Rules and Regulations

and understand and agree that I/We take possession and/or occupancy subject to all of the above. I/We hereby agree to abide by all the documents.

2. I/We understand that the following rules are in effect and being enforced at all times

- A: Trucks over 26,000 lbs, Recreational Vehicles, and Motorcycles. Commercial Vehicles and Boats cannot be parked in the complex overnight (between 12:00 a.m. and 7:00 a.m.)
- B: Commercial vehicles of any type may only be parked in the complex while servicing a unit.
- C: Only vans that meet the specifications as stated in the HOA documents are permitted to be parked in the complex. Before acquiring a van, I/We will assure that it meets the specifications.
- D: Only 2 parking spaces are assigned to a unit, and I/We understand that I/We must park my/our vehicles in the numbered spaces assigned to the unit and that I/We cannot park in parking spaces or spaces assigned to another unit. The guest cannot use the space for a period of more than seven (7) days unless prior approval from the HOA has been obtained in writing. Only guests of residents may use guest spots.
- E: Parking on grass is never permitted and any vehicle parked on the grass is subject to immediate towing without further notice to vehicle owner and may be billed cost of restoration for any damages.
- F: Vehicles parking in violation of the documents is subject to being towed at the expense.
- G: Only two (2) dogs or two (2) cats or four (4) birds are permitted per unit. I/We understand that all pets(including cats) must be on a leash when outside of the confines of the unit and all excrement must be picked up and disposed of properly. Dogs must not be permitted to bark and disturb neighbors, if two or more written complaints are received, dog owner agrees to remove the dog from Garden Lakes property.
- H: I/We understand that I/We are responsible for exterior maintenance of our unit and that items common to the building (roof, mansards, etc.) must be replaced by all four units at the same time in cooperation with each other. Further, all changes must have prior written approval of the Association. I/We understand that the Association has promulgated specifications which certain items must meet, i.e., fence, A/C, A/C enclosures, patio screening, roof, and mansard.
- I: I/We understand that there is a maximum of three (4) unrelated adults allowed to reside in a unit.

3. I/We understand that the above is not a complete list the document for Garden Lakes HOA, Inc.

4. I/We agree to assure that the Association receives a copy of my/our recorded Deed and Certificate of Approval as soon as possible after closing and agree to keep the Association always informed of my current mailing address.

5. I/We understand that violations of the documents are subject to fines and other penalties, including legal action at my/our expense.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_

Print: \_\_\_\_\_ Print: \_\_\_\_\_

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



## Garden Lakes

11511 Garden Lakes Circle, PBG, FL 33418

561-622-9199 | [pm@gardenlakespbg.com](mailto:pm@gardenlakespbg.com)

### PARKING DECAL REGISTRATION FORM

Instructions:

1. Complete Form
2. Attached copy (ies) of vehicle registration(s) in name of Resident.
3. Include check payable to Garden Lakes Homeowners Assoc - \$6.00 per sticker/ if resident needs to purchase a third sticker its \$24.00

Garden Lakes Address: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

**Check one if applicable:**

Homeowner:  Tenant:  (Tenants attach a copy of your Lease)

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

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

1. Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Car Sticker #: \_\_\_\_\_

2. Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Car Sticker #: \_\_\_\_\_

3. Vehicle Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_ State: \_\_\_\_\_ Car Sticker #: \_\_\_\_\_



1211 South Military Trail, Suite 100  
Deerfield Beach, FL 33442  
(954) 640-6225  
[www.mackinsurance.com](http://www.mackinsurance.com)

## Requestors of Certificates of Insurance

With our continued focus on providing superior service to our customers, Mack, Mack & Waltz now offers alternatives for your insurance certificate requests.

EOI Direct provides around-the-clock online access to insurance information for lenders, mortgage brokers, closing agents, homeowners, and realtors in need of Master Policy data for community associations insured through our agency.

**EOI Direct**  
**412 E. Park Center Blvd. Suite 315**  
**Boise, ID 83706**  
**Phone: (877) 456-3643 Fax: (208) 694-3848**  
**Email: [help@eoidirect.com](mailto:help@eoidirect.com)**

To request a Certificate of Insurance call the number above, or to request it online follow the instructions below:

- Visit [www.eoidirect.com](http://www.eoidirect.com).
- Follow the links to register and write down your User ID and Password so you can login to your account when prompted.
- There is a delivery charge for mortgagee clause additions, but there is no cost to register for this service and Master Policy information is available free of charge online.
- Once you have logged on to your account, click on "Evidence of Insurance" to search and access the association policy information you are seeking.
- For additional assistance, EOI Direct's customer service department is available Monday through Friday from 9:00am to 8:00pm ET.

## Property Application for Garden Lakes HOA

Property Name

### How to Apply ?

1

You can go to  
[Tenantev.com](https://tenantev.com) or scan  
this QR Code.



then

2

Create a new account  
and use the following  
application code to begin.

**11913**

Property Application Code

### Please read before applying

**You must create a Tenant Evaluation account to apply, or you can sign in to your existing account.**

The community you are applying to could request information such as Credit report ( Social Security number necessary ), Criminal background check, Eviction report, Proof on income, Personal and work verifications.

#### **Important!**

**Application Fee:** There is a cost associated with the application. You won't be charged until your digital application form is submitted at the beginning of the process.  
This application is linked to the email address you will use to create your new account. If you have questions regarding the application requirements, please contact the association directly.  
**Tenant Evaluation does not determine your approval. The community association screening committee makes the final decision after reviewing your application.**

Application process  
may take up to 45 *minutes*  
**tenantev.com**

### Do you need help?



Email us at  
[support@tenantevaluation.com](mailto:support@tenantevaluation.com)



Call us at  
305.692.7900