

SIENA LAKES AT VENETIAN ISLES HOMEOWNERS ASSOCIATION, INC.
8850 VENETIAN ISLES BLVD. BOYNTON BEACH, FLORIDA 33472
PHONE (561) 735-9168
FAX (561) 736-3469

RESALE REQUIREMENTS

55 & OVER COMMUNITY

COPY OF DRIVER'S LICENSE FOR ALL OCCUPANTS

COMPLETED APPLICATION REQUIRED

APPLICATION FEE- \$100.00 PAYABLE BY CHECK OR MONEY ORDER MADE PAYABLE TO SIENA LAKES
HOMEOWNERS ASSOCIATION

COPY OF LEASE OR RESALE CONTRACT REQUIRED

CERTIFICATION OF COMPLETION FORM

Property Address: _____ Date: _____

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INSTRUCTIONS FOR RESALE APPLICATION

1. Complete every line/blank on the attached documents. All questions must be answered. All blanks completed. Should the question not apply, answer "N/A". Print complete mailing addresses, including zip codes. THIS APPLICATION WILL NOT BE PROCESSED UNTIL FULLY COMPLETE.
2. Application fee of \$100.00 made payable to Siena Lakes Homeowners Association, is required. Check or money order only.
3. Return the attached forms to Castle Group at the Venetian Isles Clubhouse Office at the address listed at the top of this form, along with a copy of the lease or purchase agreement.
4. Should the unit have funds owed to the Association, an application for lease or sale will not be considered a valid one; until such time as all balances due to the Association have been satisfied or arrangement for payment have been made. Such funds are not deemed paid in full until all checks have cleared the bank. If the application is for a purchase and the unit has funds owed to the Association, an estoppel must be requested/ordered at www.castlegroup.com. Please allow additional time for all out of area checks to clear before requesting an interview. The Association has thirty (30) days from the time of full satisfaction of all balances owed in which to process the application.
5. If the application is for a purchase the designated party then agrees to furnish a copy of the WARRANTY DEED, along with the buyer's LEGAL MAILING ADDRESS and TELEPHONE NUMBER to the Management Company, immediately following the close of the sale. The Management Company will not amend their records, recording a new owner, without said Warranty Deed.
6. It is the Seller's obligation to furnish the following to the buyer:
 - a. A full set of current Documents and Rules & Regulations.
 - b. Keys to the home, mailbox, community gates and access device to community gates.
7. It is the Lessor's obligation to furnish the following to the Lessees:
 - a. A current copy of the Documents and Rules & Regulations.
 - b. Keys to the home, mailbox, community gates and access device to community gates.
 - c. It is the Lessor's obligation to keep the Lessees advised of any changes in rules & regulations or other community information applicable to the Lessee during the term of the lease.
8. It is the unit owner's obligation to ensure that correct mailing addresses and telephone numbers are kept up to date with the Management Company.
9. Homeowner fees are due in advance on the first day of each month. A coupon book will be mailed to you as a courtesy prior to the beginning of each year. It is your responsibility to pay these fees even if the coupon book is not received by you. If you do not receive a coupon book, please call Castle Group at the Venetian Isles Clubhouse Office (561) 735-9168.

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INSTRUCTIONS FOR APPLICATION FOR SALE (CONT'D)

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS, AS SET FORTH ABOVE AND AGREE TO COMPLY WITH THE SAME.

Owner: _____
Signature Date

Owner: _____
Signature Date

Buyer: _____
Signature Date

Buyer: _____
Signature Date

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RESALE APPLICATION

Date: _____ Date of Occupancy: _____

New Owner's: _____

Spouse / Other Occupant: _____

Unit Address: _____

Phone Number: _____ Alt. Phone Number: _____

Current Owner's Name: _____

Select One: ☐ Single ☐ Married ☐ Widow ☐ Separated ☐ Divorced

Number of Individuals who will occupy unit (adults): _____

Vehicles:

(1) Make: _____ Model: _____ Lic. Tag: _____

(2) Make: _____ Model: _____ Lic. Tag: _____

(Additional): _____

In case of emergency please notify: _____

If this application is not legible or is not completely and accurately filled out, Castle Group 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 or their Agent, Castle Group, may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association.

Print Name- Applicant

Signature - Applicant

Print Name- Spouse / Other

Signature - Spouse / Other

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Dear Resident:

IN ORDER TO PROVIDE FOR THE BENEFIT OF THE COMMUNITY AND TO TRY TO AVOID ANY PET BECOMING A NUISANCE, THE PET POLICY OF SIENA LAKES IS AMENDED AS FOLLOWS:

- 1.) All owners are allowed to have two (2) pets (dogs and cats). No other type of pet will be allowed. Small indoor caged birds and tropical fish are not considered pets for the purpose of this policy.
- 2.) No pets that are listed below on "Dangerous Dog List" are allowed. All existing pets are grandfathered, but no new or replacement pets on "Dangerous Dog List" are allowed as of the date of this amendment. The Board reserves the right to amend this list at any time deemed appropriate.
- 3.) All owners of existing pets are required to furnish the name of the pet, type/breed of pets, and proof of inoculations.
- 4.) The "Dangerous Dog List" classification applies to all non-owner dogs including owner's guests and tenants.
- 5.) Service Dogs and Seeing Eye Dogs will be exempt from these provisions provided that proper documentation is furnished to Management.

All other provisions contained in the Corsica Park Homeowners Association Amended and Restated Declaration dated January 18, 2000, unless changed by the above motion, shall remain in effect.

Siena Lakes Homeowners Association
Board of Directors

" Dangerous Dog List"

- 1.) Pit Bulls
- 2.) Rottweilers
- 3.) German Shephards
- 4.) Siberian Huskies
- 5.) Alaskan Malamutes
- 6.) Doberman Pinchers
- 7.) Chow Chow
- 8.) St. Bernard
- 9.) Perro De Presa Canarios
- 10.) Wolf-Hybrids

Note: ANY DOG THAT HAS ANY OF THE ABOVE BREEDS IN THEIR BLOOD LINE.

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PET REGISTRATION FORM
(ONE FORM FOR EACH PET)

Lot#: _____ Telephone#: _____

Owner / Tenant Name: _____

Address: _____

Type and Breed of Pet: _____

Color of Pet: _____ Name of Pet: _____

Distinct Markings: _____

Name and Telephone Number to Call in Case of Emergency or Any Problems with the Pet:

Name: _____ Telephone #: _____

Name: _____ Telephone #: _____

IF YOU DO NOT HAVE ANY PETS, PLEASE CHECK HERE: _____

Signature

Date

•Please note: The HOA requires proof of current year's shots as required by law for your pet. Attach a photograph of your pet and this would be helpful should the pet get lost.

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AGE VERIFICATION CERTIFICATE

The following information must be furnished by the owner or owners of each residence so that the Association may monitor the percentage of residences occupied by at least one person 55 years of age or older in order to preserve the status of Siena Lakes at Venetian Isles as a community of housing for older persons in accordance with the Siena Lakes at Venetian Isles documents and the Federal Fair Housing Act.

Lot#: _____ Address: _____

Owner(s) as they appear on the last recorded deed:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Occupant(s) Include owner(s) above if an occupant:

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

Name: _____ Date of Birth: _____

The undersigned certify that the above information is true and correct and that within fifteen (15) days after any changes thereof the undersigned will notify the Board of Directors of Siena Lakes at Venetian Isles Homeowners Association, Inc., of such changes in writing.

_____ Owner

_____ Owner

_____ Owner

_____ Owner

Date: _____

Please attach hereto the following:

- 1.) A photocopy of the last recorded deed or closing statement for the property.**
- 2.) A photocopy of a driver's license (or other proof of age if occupant is not licensed) for each person listed above.**

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SEASONAL OWNER "SNOWBIRD" INFORMATION

If you are a seasonal resident, please provide your alternate address and contact information on this form.

Name: _____

Alt. Address: _____

Phone Number: _____

E-mail Address: _____

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CERTIFICATE OF COMPLETION FOR SALE

The undersigned representative of Siena Lakes at Venetian Isles Homeowners Association, Inc., hereby certifies that the Board of Directors of the Association approves the conveyance / lease of the unit located at:

Address: _____

From (Seller): _____

To (Buyer): _____

And further certifies that the Association authorizes the undersigned to execute this Certificate of Completion on behalf of the Association.

By: _____
Manager / Officer

By: _____
Witness

Date: _____

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GATE INFORMATION CHANGE SHEET

RESIDENT NAME: _____

RESIDENT ADDRESS: _____

RESIDENT PIN NUMBER: _____

RESIDENT TELEPHONE NUMBER: _____

RESIDENT CELL PHONE NUMBER: _____

ADD TO MY PERMANENT GUEST LIST:

DELETE FROM MY PERMANENT GUEST LIST:

MISCELLANEOUS REQUESTS:

Signature

Date

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Venetian Isles Barcode Authorization Form

Resident Name: _____

Address: _____

Community: _____ Full Time _____ Part Time _____ Lease _____

Vehicle Owner Name: _____

<u>Vehicle Make</u>	<u>Year</u>	<u>Color</u>	<u>License Plate Number</u>	<u>State</u>	<u>Bar Code Number</u>	<u>Effective Date</u>	<u>Expiration Date</u>

The undersigned Resident takes full responsibility for the Barcode affixed to the above vehicle(s). The cost of the ORIGINAL Barcode is \$15.00. If the Barcode is lost, stolen or car replaced, the Resident will receive a replacement Barcode at the cost of a \$15.00 administrative fee. Upon the sale of the property, the undersigned Resident will notify the VI administrative offices. The VI Homeowners Association has the right to suspend the use of the Resident Gate/Barcode for any infraction of the Documents and/or the non-payment of any fees due. The Resident still has the right to enter the community through the Guest Gate.

Print Name- Applicant

Signature - Applicant

Date

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VENETIAN ISLES BARCODE FORM INSTRUCTIONS

The cost of the Barcode will be \$15.00 per car, if you replace the original car with another car, the old Barcode will be deactivated, and the new car's Barcode will be given out at a cost of \$15.00.

Remember your registration must match your VI address (exception for Snowbirds, renters and new residents). Florida Law states that you must notify the state when you move within 10 days for your license and car registration. Snowbirds your out of state plate registration must match the name and address of your up north information that Management has on record as your permanent address. Another exception is a renter who will be issued a Barcode when the current lease is shown. This Barcode will be issued for the time of the lease only.

Barcodes can be obtained at the Property Manager's office in the clubhouse.

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VENETIAN ISLES CLUB
GATE CARD & ID CHECKLIST

Please confirm the following items have been received and processed prior to issuing a Gate Card or ID badge:

NEW OWNERS AND RENTERS

- 1.) Siena Lakes at Venetian Isles Homeowners Association, Inc. has approved new owner / renter.
(Confirm by checking records or call management office) _____

NEW OWNERS ONLY

- 1.) Make sure we have a warranty deed and closing statement from the new owner.
(Verify in Jenark that the new owner's name is listed on that account. If it is the new owner's name, we have received the paperwork. If not new owner's name on account, then you must get it from them.) _____

ONCE THESE ITEMS HAVE BEEN RECEIVED AND APPROVED, THE GATE CARDS AND / OR ID BADGE CAN BE GIVEN TO THE PROSPECTIVE OWNER.

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Resale & Rental Checklist

Please confirm the following items have been received and processed:

- 1.) Resale Instruction Sheet (Signed) _____
 - 2.) Resale Application _____
 - 3.) Age Verification Form _____
- **CONFIRM AT LEAST ONE (1) OWNER OR LESSEE IS OVER THE AGE OF 55**** _____

ONCE THESE ITEMS HAVE BEEN RECEIVED AND APPROVED, THE "CERTIFICATE OF COMPLETION" CAN BE GIVEN TO THE PROSPECTIVE OWNER.