

THE VILLAGE AT WOODLAND LAKE HOA

POINTE MANAGEMENT GROUP, INC.

1100 SW 10TH STREET SUITE B
DELRAY BEACH, FLORIDA 33444
PHONE: 561-274-3031
TOLL FREE 1-800-535-6730
FAX: 954-919-1455

APPLICATION FOR OCCUPANCY/APPROVAL **THIS IS NON-RENTAL COMMUNITY**

In accordance with the HOMEOWNERS DOCUMENTATION, The association has the option of (FIRST REFUSAL), of any unit that is offered for "SALE". Therefore, before any owner may sell his/her unit, the proper documents must be filed. This option must be waived and first refusal must be obtained from the Association.

Please return the enclosed "APPLICATION TO SELL DWELLING UNIT" filled out by the Buyer and the bottom half of the "NOTICE TO ASSOCIATION" filled out by the Owner. These forms must be properly filled out and returned with the following:

A copy of the signed contract indicating:

The buyer shall comply with and abide by all restrictions pertaining to the use of the dwelling unit and common elements contained in the DECLARATION of HOMEOWNERS and the RULES and REGULATIONS established by the ASSOCIATION.

The contract will not be effective without the written approval of the ASSOCIATIONS BOARD OF DIRECTORS or screening committee.

Only one (1) pet per household unless the entire Board of Directors gives written approval for an additional pet.

A cashier's check or money order in the amount of \$100.00 made payable to VILLAGE AT WOODLAND LAKE HOMEOWNERS ASSOCIATION, INC. for the application and is non-refundable.

A cashier's check or money order in the amount of \$250.00 made payable to VILLAGE AT WOODLAND LAKE HOMEOWNERS ASSOCIATION, INC. from the Seller and Buyer to be refunded one (1) week after move out or move in and only after inspection by the Board of Directors.

A cashier's check or money order in the amount of \$2100.00 made payable to VILLAGE AT WOODLAND LAKE HOMEOWNERS ASSOCIATION, INC. if financing eighty (80) percent or more. \$1050.00 is refundable after one (1) year of current maintenance payments with no late charges, remainder refunded after second year of current payments with no late charges. Maintenance payments are considered late if received after the 10th of each month.

Please include the following items:

- Copy of the last three (3) months of bank statements
- Two (2) year tax information
- Copy of last three (3) paychecks
- Copy of driver's license and vehicle registration
- Copy of Social Security card(s)
- Good Faith Estimate from lender showing insurance on unit for fire, flood, wind, HOA dues, taxes, principal and interest, mortgage insurance, flood insurance.

Action taken on any application will be dependent upon the (HOMEOWNERS ASSOCIATION), receiving all the required items.

Very truly yours,

VILLAGE AT WOODLAND LAKE HOMEOWNERS ASSOCIATION, INC.

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1. This application and the attached application for occupancy and authorization forms must be completed in detail by the proposed purchaser.
2. If any questions are not answered or left blank, this application will be returned, not processed and not approved.
3. Please attach a copy of the sales contract to this Application.
4. Please attach a non-refundable processing fee of \$100.00 made payable to Village at Woodland Lake. Acceptance of the processing fee does not mean approved.
5. The completed application must be submitted to the management office at least (30) day prior to expected closing date.
6. All applicants must make themselves available for a personal interview prior to final approval, if necessary.
7. Should you have a pet, all portions of applicable homeowners documents regarding pets must be abide by.
8. No commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, etc. are permitted on the premises.

Seller, (current owner) must provide purchaser with copy of all homeowner documents, mailbox key and pool key.

Purchaser must notify management office with exact date of closing (561-274-3031).

Occupancy regulations: There shall be no more than (4) occupants of a two (2) bedroom and no more than (6) occupants within a (3) bedroom.

You must PRINT or type all information on these forms.

Date: _____ Approx. Closing date: _____

Owner's Name: _____ Tel. # _____

Owner's Name: _____ Tel. # _____

Present Address: _____ ZIP _____

Name of Realtor handling sale: _____ Tel. # _____

a) _____ b) _____

OTHERS PERSONS who will occupy the unit with you:

NAME	RELATIONSHIP/OCCUPATION
------	-------------------------

_____	_____
_____	_____
_____	_____

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DATA MUST BE COMPLETED

Ordered by: _____ Realtor: _____
Mailed: _____ Dropped off: _____ Purpose Purchase: _____
Individual: _____ Joint: _____ Telephone: _____ Fax _____
Unit number: _____ Rush _____ need by _____

THIS IS A NON RENTAL COMMUNITY

This form is for one person or husband and wife only. Additional processing fees will apply for incomplete applications. All applications spaces must be filled in.

APPLICATION:

Name: _____ SSN: _____ DOB: _____
Others names used: _____ Drivers License No. _____

Name: _____ SSN: _____ DOB: _____
Others names used: _____ Drivers License No. _____

Marital Status: S ___ Sep ___ M ___ D ___ No. to occupy: _____ Age(s) _____
Relationship of others that are to occupy: _____ Occupation: _____

No. of Vehicles: _____ Year, make and model: _____

No. of Vehicles: _____ Year, make and model: _____

In case of emergency: _____ Relationship: _____
Name, address and phone number: _____

ADDRESSES:

Present address: _____
Complex name: _____ Present Telephone number: _____
Date moved in: _____ Date moved out: _____ # of occupant's _____
Landlord's name: _____ phone number: _____ Rent paid # _____

Address: _____
Complex name: _____ Present Telephone number: _____
Date moved in: _____ Date moved out: _____ # of occupant's _____
Landlord's name: _____ phone number: _____ Rent paid # _____

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EMPLOYERS:

Employed by: _____ Position: _____ Hours _____

Employed address: _____ Phone number _____

Employed from _____ to _____ Supervisor: _____ Salary: _____

Less than 1 yr previous employment:

Employed by: _____ Position: _____ Hours _____

Employed address: _____ Phone number _____

Employed from _____ to _____ Supervisor: _____ Salary: _____

If you are self employed, name of accountant or attorney: _____

Monthly or annual income: _____

Spouse Employed by: _____ Position _____ Hours _____

Employed address: _____ Phone number _____

Employed from _____ to _____ Supervisor: _____ Salary: _____

If you are self employed, name of accountant or attorney: _____

Monthly or annual income: _____

BANKS:

Bank Name _____ Address _____

Phone No: _____

Bank Name _____ Address _____

Phone No: _____

Bank Name _____ Address _____

Phone No: _____

REFERENCES: PERSONAL & PROFESSIONAL

Name: _____ Address _____

Phone number _____ Relationship _____ Yrs known _____

Name: _____ Address _____

Phone number _____ Relationship _____ Yrs known _____

Name: _____ Address _____

Phone number _____ Relationship _____ Yrs known _____

Applicant signature _____ Date _____

Applicant signature _____ Date _____

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Office use only:

Maintenance owed: _____

Special Assessment owed: _____

Ledger verified by: _____ Date _____

Numbers of vehicles: _____ State: _____

Driver (s) license number (s) _____

Make	Model	Year	License Plate #
_____	_____	_____	_____
_____	_____	_____	_____

In making the foregoing application, I am aware that the decision of the Village at Woodland Lake Homeowners Association will be final and 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.

Applicant: _____ Applicant: _____

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Date: _____

Name: _____

Address: _____

Re: Sale of _____

You have advised us that you have entered into a contract to sell the above captioned Dwelling Unit to: _____

Please be advised that the Homeowners Association does hereby waive its right of first refusal as set forth in the Declaration of Homeowners pertaining to the captioned Dwelling Unit does hereby give approval of the sale of this real property solely to the above named purchaser, in accordance with the agreement between yourselves and your purchaser.

Very truly yours,
The Village at Woodland Lake HOA

By: _____

STATE OF FLORIDA
COUNTY OF BROWARD

Witness my signature and official seal at Tamarac, County of Broward, State of Florida the day and year written above.

Notary Public: State of Florida at Large

Commission expires:

THE VILLAGE AT WOODLAND LAKE HOA

POINTE MANAGEMENT GROUP, INC.

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AS TO THE GRANTEE:

**STATE OF FLORIDA
COUNTY OF BROWARD**

Before me personally appeared _____ and _____ as grantee and they acknowledged before me that they executed the foregoing Consent to Conveyance of Dwelling for this purposes therein expressed and that they were duly authorized to do so.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ he/she is personally known to me or has produced a driver's license (State) _____ (Number) _____ as identification and did not take on oath.

Notary Public: State of Florida at Large

Commission expires:

AS TO THE ASSOCIATION

**STATE OF FLORIDA
COUNTY OF BROWARD**

Before me personally appeared _____ and _____ of _____ as _____ and _____ of Village at Woodland Lake Homeowners Association, a Florida Corporation not for profit and they acknowledged before me that they executed the foregoing Consent to Conveyance of Dwelling for the purposes therein expressed.

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____ he/she is personally known to me or has produced a driver's license (State) _____ (Number) _____ as identification and did not take on oath.

Notary Public: State of Florida at Large

Commission expires:

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CONSENT TO CONVEYANCE OF DWELLING UNIT

KNOW ALL MEN BY THESE PRESENT THAT: The Village at Woodland Lake Homeowners Association, a Florida corporation not for profit) hereinafter referred to as the "Association") pursuant to the Provisions of that certain Declaration of Homeowners for The Village at Woodland Lake Homeowners Association, as recorded in Official Records Book _____, Page _____, of the Public Records of Broward County, Florida does hereby confirm to the transfer and conveyance of the following describe Dwelling Unit by:

Unto

As Grantee(s),

Dwelling Address: _____

Pursuant to the Declaration thereof recorded in Official Records Book _____ Page _____, of the Public Records of Broward County, Florida. The Association does hereby further confirm its approval of the said grantee(s).

In consideration of the foregoing, the said grantee(s), y its joiner herein, does hereby assume, and agree to be bound by and to perform the term and conditions of the above described Declaration of Homeowners and the By-Laws and Regulations of the Association including, without limitation, those terms and conditions relating to the following:

1. Any future sale or other transfer of the subject dwelling.
2. The control of the Association by the Board of Directors.

IN WITNESS THEREOF the parties hereto have set their respective hand and seals this _____ day of _____, _____.

In presence of:

(as to the Association)

By: _____

(attest)

Witness for Grantee

Grantee Signature

Witness for Grantee

Grantee Signature

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NOTICE TO THE ASSOCIATION TO SELL DWELLING UNIT

RE: Dwelling Address: _____, Tamarac, Florida

Please take notice that we have received an offer to purchase the subject Dwelling Unit pursuant to the contract, copy of which is attached.

We understand that this notice shall not be effective unless and until written approval of The Village at Woodland Lake Homeowners Association, Inc. (The "Association") is obtained.

Please be advised that the name, address and business occupation or employment of the person (s) making this offer, are as follows:

BUYER: NAME: _____
ADDRESS: _____
PHONE: _____
BUSINESS: _____
OCCUPATION: _____
EMPLOYMENT: _____
PHONE NUMBER: _____

We shall have form, APPLICATION TO PURCHASE DWELLING UNIT, furnishing you with additional personal and financial information with respect to the offer and completed and delivered to you along with a copy of the deposit receipt contract (as the case may be), together with the required check for transfer fee, at which time you are to take appropriate action in accordance with the Declaration of Condominium and applicable provisions of the other pertinent condominium documentation.

Very truly yours,

SELLER: _____
Name signed

Addresses

Date: _____

NOTE: This form will not be accepted unless accompanied by a contract and the required check for transfer fee.

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RELEASE & INDEMNIFICATION AGREEMENT FOR USE OF GYM

1. The clubhouse hours are 9:00 am. to 8:00 pm. There will be no exceptions.
2. No food or drinks are permitted in the gym at any time.
3. The gym shall be available for access and play only with a master key which only residents may acquire from the Association upon the payment of a \$25.00 refundable deposit and execution of this form with acknowledgment of these Rules, a copy of which form shall be retained by the Board. The deposit will be refunded upon the return of the key.
4. In the event a key is lost, the deposit shall be forfeited. A replacement key may be acquired upon the payment of another \$25.00 deposit. The Association reserves the right to refuse to provide subsequent keys if, in the sole determination of the Board, the Owner has lost too many keys.
5. The Owner shall at all times assume full and complete responsibility for the actions of him or herself, his or her family. All individuals use to the gym at their own risk. By signing this acknowledgment, the Owner agrees to indemnify, release and hold the Association harmless for any claim or injury which might occur to them, their family or relate to their use of the facility. This indemnification and release expressly includes reimbursing the Association for any reasonable attorney's fees and costs it might incur in defending any claim made or the Association pursuing any enforcement of these Rules.
6. The use of these facilities is a privilege, not a right. The Board of Directors of the Association shall have the authority to revoke the privilege of any Owner to use the gym if the Owner, his or her family does not comply with these Rules at any time. Upon receipt of the written notification of the revocation, the Owner shall immediately return the key to the Association, at which time the deposit will be returned.
7. It is expressly agreed that this agreement does not contemplate the use of any facility other than the Clubhouse and that the number of persons admitted to said premise by Owner shall not be in excess of the number permitted by the Association and in no event exceed the Fire Marshall's Guidelines for the building.
8. The Village at Woodland Lake HOA or its representative, reserves the right to enter the premises during the period of use under this agreement to eject any person or persons behaving in a disorderly manner contrary to the Rules and Regulations of the Association, and/or to prevent any damage or destruction of the premises.

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RELEASE & INDEMNIFICATION AGREEMENT FOR USE OF GYM

The undersigned expressly acknowledges and agrees to abide by all of the foregoing Rules for the using the gym.

IN WITNESS WHEREOF, the parties have set their respective hands and seal this

_____ day of _____, _____

Resident

The Village @ Woodland Lake HOA

Signature

Signature

Printed Name

Printed Name

Address- Unit#

Title

Telephone (Day) _____

Telephone (Evening) _____

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THE VILLAGE AT WOODLAND LAKE HOMEOWNERS ASSOCIATION **CLUBHOUSE RULES AND REGULATIONS**

There is a \$300.00 refundable deposit fee for the clubhouse, together with a non-refundable fee of \$55.00 to cover usage costs. This should be in **2 separate checks.** (Cashier check, money order or cash, no personal checks.) A board member, or Association representative, will inspect the premises with you before your rent, and again after you vacate, to make sure the area is clean and in good shape. The full amount of the refundable deposit will be returned after the clubhouse is cleaned by the owner, inspect by a board member, or Association representative and none of the following rules have been violated. If there is any damage of any kind, or any of the rules have been broken, the amount returned will be determined by the board, pending these factors.

2. The clubhouse hours are 9:00am to 8:00pm. The pool hours are 9:00am to dusk. There are no exceptions to these rules hours, so please don't ask. Party is limited to four hours.
3. The clubhouse will be electronically locked and the security system armed at 8:01pm. Therefore, the clubhouse and pool area must be cleaned before then, with all people having vacated the premises by that time. If the alarm is activated after 8:00pm and board member, or the police are called, you will lose your entire deposit. There will be no exceptions to this rule.
4. Absolutely, no alcohol or smoking is permitted in the clubhouse. There is also to be no alcohol or glassware in the pool area any time. Complete total of deposit will be forfeited, together with any appropriate fines will be applied to owners ledger for failure to comply with this rule.

Guests are limited to a total of no more than 25. All guests are limited to no more than 10 vehicles and must park in visitor parking lots around the community. There will absolutely be no parking on the **grass, roadway or entrance way.** Parking in designated parking spaces only. No double parking allowed in guest parking. Any vehicle found parked on the grass, roadway and/or entrance way will be towed and the homeowner fined accordingly without further notice.

6. The clubhouse door is to remain closed at all times. Leaving it open causes the air conditioner to run harder than necessary and raises the electric bill. The homeowner renting the clubhouse is at all times, fully and responsible for their actions and those of their families, guests and invitees when using the facilities. If damages are in the excess of deposit, unit owner understand he/she/they will be held personally liable to the Association for all costs for repair. **All furniture must be moved back to the area's in which originally located.**
8. By signing this acknowledgment, the homeowner agrees to indemnify, release and hold harmless, The Association fro any claim or injury, which might occur to them, their family, guests and invitees, or related to their use of, on and around the clubhouse and pool areas, as well as for any property damage to the facility which occurs during their use of the facilities. Any unit owner renting the clubhouse will be personally responsible for any damages over \$300.00 deposit.

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Inspection date, after event

\$300.00 Deposit Returned Date

The Village at Woodland Lake HOA

Board Approval Signature

Printed Name & Date

THE VILLAGE AT WOODLAND LAKE HOA

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REMINDER CARS WILL BE TOWED FOR THE FOLLOWING REASONS:

- Expired and missing licenses plates
- License plat or temp, tag altered or not assigned to vehicle
- Parked on grass, swale, no parking area or sidewalk
- Commercial Vehicle parked after 6:00 PM
- Inoperable vehicle
- Missing Village at Woodlands Decal
- For sale signs on vehicle
- Residents parked on visitor parking space
- Overnight parking without guest passes
- Parking behind or front of bushes
- Parked in Handicap Area or Pool after pool closed
- Vehicle parked on street after 12AM
- Moving trucks (U-Hall, Pods & etc) without prior authorization

To be issued a decal for your vehicle you must have a copy of your drivers' licenses and a copy of the registration with the property address. Also, you will be given two guest parking passes. New people have 30 days.

To get obtain these keys and decal you must go to Pointe Management 1-800-535-6730.

Any of these violations can cause your vehicle to be towed or booted

Board of Directors

THE VILLAGE AT WOODLAND LAKE HOA

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NOTICE

The Village at
Woodland Lake is a
NON RENTAL
COMMUNITY

The terms of this notice are hereby accepted.

_____ Dated: _____

_____ Dated: _____



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Pet Registration Form

Owner: _____

Address: _____

Phone #: _____

Breed of Pet: _____

Approx. weight (full grown): _____

Color: _____

County Tag ID _____

Pet's name: _____

Veterinarian's name: _____

Phone: _____

I understand that any falsification of information or failure to register my pet may result in the denial of approval by the Board.

I am fully responsible for the actions of my pet and understand the homeowner's Documents and Rules and Regulations regarding the control of my pet.

Owner: _____

Signature

Approved by: _____

Date: _____

Title: _____

PLEASE SUBMIT A PICTURE OF YOUR PET ALONG WITH YOUR PET REGISTRATION FORM.