



WOODBINE MASTER ASSOCIATION, INC.

Board of Directors

3000 Casa Rio Court, Palm Beach Gardens, FL 33418

BUYER'S CHECKLIST FOR WOODBINE OFFICE

ASPRI
Bonnie Adderley

Date: _____ Buyer's Name: _____

BON ISLE
Mickale Linton

Email Address: _____

CASA RIO
Vicki Green

Address of Purchase: _____

DORADO
John Manna

Seller Name(s): _____

Closing Date: _____

The following actions are required for a completed Sales Application:

ELPINE
Matt Bolt

- _____ 1. Verify all Buyer Application documents are complete
- Woodbine Master Association Application
 - Important Notice: Amendment 5/2011
 - Rules Review
 - Information Sheet
 - Signed document that they received Master Association Documents

GALLEON
Rebecca Flowers

_____ 2. Collect \$225.00 Application Fee

HACIENDA
Maria Cabrera

_____ 3. Collect 1st and last page of contract

JARDIN
Marty Bores

_____ 4. Contact General Ledger/HOA President (OFFICE USE ONLY)

_____ 5. Copy of Warranty Deed (OFFICE USE ONLY)

SEMINOLE
Mike Marrochello

_____ 7. Enter into Guest Entry and TOPS (OFFICE USE ONLY)

_____ 8. Copy of Vehicle Registration(s) (AFTER CLOSING)

_____ 9. Collect Bar Code Fee - \$10.00 each -- (AFTER CLOSING)

WOODBINE APTS
Tamika Patton

_____ 10. Issue Bar Codes (OFFICE USE ONLY)

AKAM ON-SITE, INC.
Ruth Maldonado

We do not provide a Certificate of Approval.
Application Process can take up to 2 weeks.

Date _____

Unit _____

WOODBINE MASTER ASSOCIATION

3000 Casa Rio Court - PBG, FL 33418
Tele: (561) 840-9225 Fax (561) 848-2223
APPLICATION FOR RESALE

INSTRUCTIONS:

- A. This application must be completed in detail by both the sellers and prospective buyers.
- B. Units for sale must pass an inspection made by the association. Said inspection shall include all exterior maintenance, architectural changes, landscape, painting and roofs. The inspection is made after this application is submitted to the association's office and prior to the data entry. Please allow sufficient time for this to be done. All noted deficiencies must be corrected immediately.
- C. Homeowner should turn over Recreation and Mail Box keys to the new owner. Replacement recreation area keys can be purchased from the association's office for a cost of \$25.00.
- D. The following must accompany this application:
 - a. A fully executed copy of the sales contract
 - b. A photocopy of all vehicle registrations
 - c. A signed Rules Review and Information Sheet
 - d. A signed "Receipt of Master Association Documents"
 - e. A non-refundable application fee in the amount of \$225.00
- E. The Rules & Regulations of the Association must be read thoroughly and signed by prospective buyers. Upon closing/commencement of the sale, bar codes can be issued to your vehicles. There is a cost of \$10.00 per bar code. Please note: information cannot be updated in the security databases until proof of closing (warranty deed) is presented. Make sure this information is provided to the association's office and an appointment is scheduled for data entry/assignment of pins and barcodes.
- F. This application, copy of sales contract and \$225.00 non-refundable fee must be submitted AT LEAST FIFTEEN (15) DAYS PRIOR TO THE CLOSING/COMMENCEMENT OF LEASE.
- G. Check or Money orders are accepted. The Association DOES NOT keep cash on site!

This section only to be completed by Owner:

Unit Owner: _____ Date: _____

Address: _____ Tele: _____

Alternate Address: _____

- Are your dues current: Yes or No?
- Is your Driveway cleaned? _____ Is your roof cleaned? _____
- Is your home in need of painting? _____ When was your home painted last? _____
- Is your landscape in good condition? _____ Have you made any exterior changes? _____
- Did you apply for ARC approval? _____ What is the date of your approval? _____
- Has the home passed the President's Inspection? Yes or No? ___ President : _____

WOODBINE MASTER ASSOCIATION
3000 Casa Rio Court
Palm Beach Gardens, FL 33418
Office (561) 840-9225; Fax (561)848-2223

RULES REVIEW

APPLICANT: _____ DATE: _____

UNIT ADDRESS: _____ PHONE: _____

We would like to welcome you to Woodbine. The purpose of this document is to explain how to obtain barcodes for your vehicles, recreation keys, and go over the basic rules of the community.

SUMMARY OF COVENANTS AND RESTRICTIONS

Residential Use: The residences are to be used as a single family residence only. They are not to be used in any commercial capacity; the garage is not to be used as a living area.

Pets: Owners may maintain two (2) household pets. No reptiles, no poultry, no wild animals of any kind. No pet(s) shall be bred or maintained for any commercial purpose. Pets must be on a leash, with "clean up" required in every case. No excessive noise/barking is permitted. Cats must be maintained indoors.

Vehicle Parking and Storage: No pickup vehicles, no trucks, no boats, no trailers, no campers, no camper trailers, no vans(except passenger vans having installed side windows and having full permanent seating capacity for at least 5 passengers) and no commercial vehicles, shall be parked or stored on units, lots, or parcels, unless within an enclosed garage. A non-commercial pick-up truck may be parked in the driveway between 7AM-12AM, truck must not exceed 80" in height and does not have more than 4 wheels or tires and does not extend into or upon the swale portion of the driveway. Guest trucks must have a pass displayed on the dashboard and are permitted to be parked in your driveways until midnight. After that, they must be parked in the Casa Rio overflow lot. No vehicles shall be permitted to park on the streets overnight between 12:01 a.m. – 6:59 a.m. Violators will receive stickers on their cars. Excessive violations will result in fines being levied. A warning letter will be sent to your address prior to a fine being imposed. 2nd offense will be \$25, 3rd offense will be \$50, and every violation within 12 months thereafter will be \$100. Owners and Renters are responsible for the actions of their guests. No vehicle repairs or maintenance shall be allowed on any area of the properties. Please follow the even/odd parking schedule.

Boat/RV Storage: Woodbine has a fenced area that is available for storage of your boat or RV. Spaces are rented at a rate of \$35 per month, and can be rented on a month to month basis.

Unit Maintenance: All Units shall be kept in a clean and sanitary manner and no rubbish, refuse or garbage shall be allowed to accumulate, or any fire hazard allowed existing. All Units shall be maintained in first class condition. Quarterly inspections will be conducted by the Property Manager and/or the President of the Pod. Failure to comply with any violations cited will result in the matter being submitted to the Compliance Committee, where fines may be levied.

Garbage and Trash Disposal: Garbage and trash to be removed must be placed at curbside or other designated location no earlier than 6:00 p.m. the evening before collection and such containers must be removed from the designated pickup location no later than midnight on the day of collection. Your trash removal days are: Thursday (Trash, recycles, bulk pickup) & Monday (Trash).

Improvement & Removals: All changes to the residence and yard must be submitted to the ARC (Architectural Review Committee) for approval prior to the work being done. Forms may be obtained with in the management office or on the association website: www.woodbinehoa.com. If you are unsure if an approval is required for work you wish to have done, please do not hesitate to contact the management office.

Bicycle Storage: Bicycles and similar devices shall be stored only within Units, including the enclosed garage.

Hunting, Fishing & Water Activities: Hunting by firearm, bow and arrow or in any other manner is not permitted. There shall be no fishing, swimming nor operations of any boats in any of the lakes, ponds, or retention within the properties. Feeding ducks anywhere within the Woodbine property is prohibited.

Recreation Areas: One key has been issued to each lot for access to the pool, gym, and clubhouse area. (Make sure you ask the seller for this key.) Expect the key to be delivered to you at closing. A replacement key is \$25.00. The pool is open year round from dawn to dusk.

The front door of the clubhouse will be unlocked at 5:00 a.m. for access to the excise room. The remaining doors and pool fence will be unlocked at dawn. The clubhouse doors are locked at 10:00 p.m.

The clubhouse can be rented for private parties, but this does not include the patio & pool area nor the excise room. These must remain available for all residents. Rental rates & applications can be obtained from the management office.

Barcodes: You may obtain a barcode for each vehicle you own. The maximum amount of barcodes is the amount of vehicles that can fit in your garage plus driveway. The cost of a barcode is \$10.00 and must be applied to your car by management. After closing, please present a copy of your Warranty Deed to the management office for barcodes, as they cannot be issued until it is verified that ownership has changed.

Guests: Upon closing, you will be given a pin number. This will be used when you are calling in any guests, including all deliveries. You can put people on a permanent list. These are people that will be visiting often and do not need to be called in. The management office will enter all this information. Guests are required to state the address they are visiting. They will be required to show ID even if they are on the permanent list. Once verified, they will be issued a one day pass. Extended passes may be obtained by filling out the proper paperwork at the guardhouse. Extended passes are good for a maximum of seven (7) days. Any guests/occupant in the residence for more than 30 days will require approval from the Master Association Board of Directors. Woodbine Master Association Board of Directors reserves the right to revoke approval or evict an occupant who habitually violates the rules of the community and commits a criminal act leading to one or more arrests.

Security: The guardhouse is manned 24 hours a day/7 days a week. Roving security patrols the area on a regular basis. The security guards are not a substitute for the police and have no arresting powers. If you feel in danger, please contact Riviera Beach Police, non-emergency 561-845-4123, or 911.

The Master Association holds its regular Board meetings on the fourth Thursday of every month. You are welcome to attend and speak on any agenda item. Agendas for all meetings are posted around the community as well as the association's website: www.woodbinehoa.com along with all board meeting minutes and manager's reports.

The Management Office is open Monday – Friday from 8:00 a.m. – 4:30 p.m.
The Applicant acknowledges and understands the Rules and Regulations.

(Signature)

(Date)

(For the Association)

This page to be completed by Buyer: (Print Only)

Residential Occupants:

1. Name: _____ Cell: _____ Email: _____
2. Name: _____ Cell: _____ Email: _____
3. Name: _____ Cell: _____ Email: _____
4. Name: _____ Cell: _____ Email: _____

* Please completely fill out the information sheet for Children & Permanent Guests. Submit with application.

Employment Information:

1. Employer: _____ Address: _____
How Long? _____ Supervisor: _____ Tele: _____
2. Employer: _____ Address: _____
How Long? _____ Supervisor: _____ Tele: _____
3. Employer: _____ Address: _____
How Long? _____ Supervisor: _____ Tele: _____
4. Employer: _____ Address: _____
How Long? _____ Supervisor: _____ Tele: _____

Property Information:

- Will you occupy this home full time: Yes or No
- Will this home be used as a rental property, see enclosed Addendum? Yes or No
- Do you have a pet(s)* Yes or No
If yes, how many? _____
Breed _____ Color: _____ Size _____
Breed _____ Color: _____ Size _____

**Maximum Allowed pets are two. No Breed or weight restrictions apply.*

Animals must be maintained inside. You MUST pick up after your pet. Animals MUST be on a leash.

Additional Information. PLEASE INITIAL:

_____ You can only have the number of vehicles that can be parked in your garage and on your driveway.

_____ No "T" parking is permitted in Woodbine

_____ You may not be a resident and guest at the same time.

_____ You're responsible for your Children's and Guest's actions.

_____ Submit Rules Review with application for a complete understanding of HOA guidelines.

_____ Read Woodbine's Documents to further familiarize yourself with all rules and regulations.

I, _____ acknowledge that all information that has been submitted to the Association is true and factual. I have filled out the application to the best of my ability. No pertinent information has been withheld. Any questions that I may have regarding the Associations policies will be submitted to the Association's office or emailed to: rmaldonado@akam.com

_____ Date: _____
Potential Buyer Signature

_____ Date: _____
Potential Buyer Signature

Witness for the Association: _____



WOODBINE MASTER ASSOCIATION, INC.

3000 Casa Rio Court, Palm Beach Gardens, FL 33418

Receipt of Master Association Documents & POD Documents

THE UNDERSIGNED ACKNOWLEDGES RECEIPT OF THE FOREGOING DISCLOSURE AND RECEIPT OF THE DECLARATION OF COVENANTS, CONDITIONS AND RESTRICTIONS OF WOODBINE WITH ALL EXHIBITS.

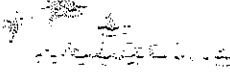
Please note: The covenants of Woodbine Master Association, Inc. may be amended without the approval of Association's membership. The covenants require a 2/3 vote of the Board of Directors.

(Signature of Proposed Buyer)

(Date)

(Signature of Proposed Buyer)

(Date)


WOODBINE MASTER ASSOCIATION PHONE:561-840-9225 FAX:561-848-2223
 Information sheet

DATE: _____

RESIDENT'S NAME: _____ Owner / Tenant

ADDRESS: _____

PHONE: _____ CELL: _____

ALT. CONTACT: _____ PHONE: _____

ADULT'S IN HOME:

CHILDREN IN HOME:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

PERMITTED GUEST:

PERMITTED CONTRACTORS:

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

Name: _____

VEHICLES:

YEAR	MAKE	MODEL	COLOR	PLATE	BARCODE