



WOODBINE MASTER ASSOCIATION, INC.

3000 Casa Rio Court
Palm Beach Gardens, FL 33418

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WOODBINE APTS

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Ruth Maldonado

BUYER'S CHECKLIST FOR WOODBINE OFFICE

Date: _____ Buyer's Name: _____

Email Address: _____

Address of Purchase: _____

Seller Name(s): _____

Closing Date: _____

The following actions are required for a completed Sales Application:

- _____ 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
- _____ 2. Collect \$225.00 Application Fee (NON-REFUNDABLE)
- _____ 3. Collect 1st and last page of contract
 - APPLICATION PROCESS BEGINS ONCE THE ESTOPPEL IS REQUESTED & ANY PENDING VIOLATIONS (IF ANY) ARE TO BE COMPLETED FIRST.

We do not provide a Certificate of Approval.
Application Process can take up to 2 weeks.
We will contact you when your application has been approved.

WOODBNE MASTER ASSOCIATION

INSTRUCTIONS:

1. This application must be completed in detail by both the sellers and prospective buyers.
2. 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.
3. Homeowner should turn over Recreation and Mail Box keys to the new owner. Replacement recreation area keys can be purchased from the association' office for a cost of \$50.00. The association does not provide mailbox keys.
4. The following must accompany this application:
 - a) 1st & last page of the sales contract
 - b) A signed Rules Review and Information Sheet
 - c) A signed "Receipt of Master Association Document"
 - d) A non-refundable application fee in the amount of \$225.00
5. 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 \$15.00 per bar code. Please note: information cannot be updated in the database 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 barcodes and PINS.
6. This application, copy of sales contract and \$225.00 non-refundable fee must be submitted AT LEAST FIFTEEN (15) DAYS PRIOR TO THE CLOSING.
7. Checks or Money orders are only accepted. **(NO CASH OR CREDIT CARDS)**

This section only to be completed by Current Owner:

Unit Owner: _____ Date: _____

Address: _____ Tele: _____

- 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? _____

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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 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 with no items in the bed of the truck, 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. 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 \$75 per month and can be rented on a month to month basis. (TENANTS ARE NOT ELIGIBLE FOR THESE SPOTS)

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.woodbinemaster.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 \$50.00. 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 10:00p.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 \$15.00 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 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.woodbinemaster.com along with all board meeting minutes and manager's reports.

The Management Office is open Monday – Friday from 8:30 a.m. – 5:00 p.m. (Closed from 1pm to 3pm)
The Applicant acknowledges and understands the Rules and Regulations.

(Signature)

(Date)

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: woodbineadmin@akam.com

Date: _____
Potential Buyer Signature

Date: _____
Potential Buyer Signature

Witness for the Association: _____

Woodbine Master Association
Electronic Disclosure Authorization Form

Please complete and return this form to authorize Woodbine Master Association to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communication from Woodbine Master

Association board of Directors, through either direct communication from the Board or through the Association's current accounting company. Your email address will not be shared with any third parties.

Please return this form by email to Woodbine Master Association or send by Postal Services to the address on this form below.

I hereby authorize Woodbine Master Association 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 Statues. Official required HOA notices will continue to be sent to the members via USPS mailing.

Woodbine Master Association shall maintain, in accordance with applicable FL Statues, the electronic mailing addresses of these 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 Woodbine Master Association 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: _____

Property Address: _____

Mailing address, if different from above: _____

Email address to be used: _____

Signature: _____ **Date:** _____

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