

WOODBINE MASTER ASSOCIATION, INC.

3000 Casa Rio Court
Palm Beach Gardens, FL 33418
(561)-840-9225

WOODBINE RENTAL CHECKLIST

Date: _____ Lessee's Name(s): _____

Lessee's Email Address: _____

Leasing Address: _____

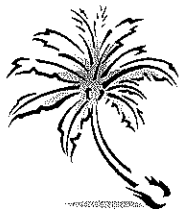
Landlord Name/Address: _____

Lease Dates: _____

Rental Application Requirement Checklist

- Initialed and Signed Rental Application Instructions
- Copy of Driver's license
- Signed Rental and Leasing Amendment
- Completed Rules Review
- Completed Resident Information Sheet
- Initialed and Dated Leasing Rules and Regulations
- Completed Delinquency Amendment
- Verification of Income - Last 2 Pay Stubs
- Completed Background Check Authorization - for each resident 18 and older
- Signed Receipt of Master Association and POD Documents
- Executed Lease Agreement
- Application Fees
\$225.00 Non-Refundable and
\$65 Screening Fee per person 18 years of age or older
(CHECK OR MONEY ORDER ONLY)

Woodbine does not provide a Certificate of Approval
Application Process can take up to 30 days



WOODBINE MASTER ASSOCIATION, INC.

LEASING RULES AND REGULATIONS

1. All Leases must be for a term of 12 months.
2. All prospective tenants must verify a total **gross** monthly income of not less than two (2) times the amount of the monthly rent for lot/unit.

This can be verified by providing one of the following:

- a. Statements from employer
 - b. Statements of an accountant tax return for the most current year
 - c. Such other documentation as approved by the Board of Directors.
3. All prospective tenants must confirm the address(es) of any residence leased in the last two(2) years prior to application for tenancy in Woodbine.
 4. No person evicted in the five (5) years prior to his/her application for tenancy in Woodbine will be approved as a tenant.
 5. No person will be approved as a tenant if they have been convicted, found guilty, or pled guilty or nolo contendere (no contest) to any felony under the laws of the United States or any state, county, municipality, territory or political subdivision thereof.
 6. All leases shall be deemed to include a provision requiring the tenant to pay rent to the respective sub-association, upon written demand, if the unit or lot owner/landlord is delinquent in the payment of any monetary obligation to the respective sub-association. The tenant must continue to make such rental payments to the respective sub-association until notified otherwise by the respective sub-association.
 7. Any person occupying a unit or lot in excess of thirty (30) days cumulatively in any twelve (12) month period must be approved in the same manner as a tenant.
 8. The destruction of Woodbine community property and/or outstanding violations by a current tenant in Woodbine will constitute summary denial to rent in any other sub-association in Woodbine.

RENTAL APPLICATION INSTRUCTIONS PAGE 2

THIS PAGE TO BE COMPLETED BY LESSEE AND SIGNED BY LANDLORD

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 (across the end of the driveway) is permitted in Woodbine
- _____ You may not be a Resident and a Guest at the same time
- _____ You are responsible for your children's and Guest's actions
- _____ Renters MAY NOT maintain a Permanent Guest List at the Guardhouse. ALL Guests must be called in to the Visitor Entry System for admittance
- _____ Read Woodbine Master Association and the individual POD Documents to Familiarize yourself with the Rules and Regulations.

I, _____ acknowledge that all information that 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 Office.

Potential Lease Holder Signature _____ Date: _____

Potential Lease Holder Signature _____ Date: _____

Landlord Signature _____ Date: _____

Landlord Signature _____ Date: _____

FOR OFFICE USE ONLY

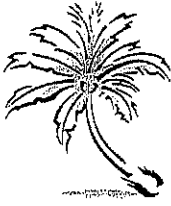
Received By: _____ Date Received: _____

Background Check Ordered: _____ Background Check Received: _____

POD Board Notified: _____ Application to POD: _____ POD Rep: _____

Application Back from POD: _____ Approved: _____ Not Approved: _____

POD President Signature: _____ Date: _____



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IMPORTANT NOTICE

Woodbine Master Association Board passed an Amendment to the Declaration Of Covenants, Conditions and Restrictions of Woodbine at a duly called and noticed meeting on February 9th 2011 and held on February 24, 2011.

THIS AMENDMENT IS EFFECTIVE MAY 29, 2011

Section 12.31 Amended as follows:

Additions to Article 12.31 Rental and Leasing

12.31(i)

i. Owners shall not be permitted to lease or rent units for the first twelve (12) consecutive months of ownership measured from the date of the deed or other instrument conveying any interest in the Unit; provided that Units acquired by the Association through foreclosure or otherwise and Units transferred by Owners to trusts for estate or tax planning purposes shall be exempt from this provision.

12.31 (ii)

ii. Leased or rented Units in each Sub-Association shall not at any time exceed fifteen percent (15%) of the total number of Units in the Sub-Association; provided that Units owned by the Association shall not be included in the total number of Units in the Sub-Association. Additionally, the Association shall be exempt from the fifteen percent (15%) limitation on leases or rentals within any Sub-Association and may lease or rent Units owned by the Association as determined by the Board of Directors.

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 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 \$50 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 10:00 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 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)

INFORMATION SHEET

DATE: _____

RESIDENTS

NAME _____ OWNER/TENANT

ADDRESS: _____

PHONE: _____ CELL: _____ ALT CONTACT: _____

ADULTS IN HOME:

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

CHILDREN IN HOME:

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

NAME: _____ AGE: _____

PERMITTED GUESTS:

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

PERMITTED CONTRACTORS:

NAME: _____

NAME: _____

NAME: _____

NAME: _____

NAME: _____

Sign _____ Date: _____

VEHICLE INFORMATION

MAKE	MODEL	YEAR	COLOR	PLATE #

BROWN'S BACKGROUND CHECKS
CONSENT TO OBTAIN CONSUMER REPORT ON SUBSCRIBER
Woodbine Master Association Inc.

I understand that you may obtain consumer reports that relate to my credit and/or criminal history. This information will, in whole or in part, be obtained from AISS, a Sterling Infosystems Company, 6111 Oak Tree Blvd, 4th floor, Independence, OH 44131, telephone 800.853.3228. I understand that you may be requesting information from various federal, state and other agencies or institutions, which maintain public and non-public records concerning my past activities relating to my credit and/or criminal history. This information will be reviewed by the Association and may be reviewed by a unit owner if it's a rental.

I authorize, without reservation, any party, institution, or agency contacted by AISS to furnish the above mentioned information:

Applicant Name _____ Date of Birth* _____ Social Security Number _____
 *Date of Birth is requested in order to obtain accurate retrieval of records. If International please provide Passport Number

Co-Applicants Name _____ Date of Birth _____ Social Security Number _____
 If International please provide Passport Number

Alias/Previous Name(s) _____

Current Physical Address _____ City & State _____ Zip code _____

California, Minnesota & Oklahoma Applicants Only: Please check here to have a copy of your consumer report sent directly to you.

Notice to CALIFORNIA Applicants

Under Section 1786.22 of the California Civil Code, you have the right to request from AISS, upon proper identification, the nature and substance of all information in its files on you, including the sources of information, and the recipients of any reports on you, which AISS has previously furnished within the two-year period preceding your request. You may view the file maintained on you by AISS during normal business hours. You may also obtain a copy of this file upon submitting proper identification and paying the costs of duplication services. Upon making a written request, you may receive a summary of your report via telephone.

SIGNATURE _____ DATE _____

Co-Applicant SIGNATURE _____ DATE _____



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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.

(Signature of Proposed Tenant)

(Date)

(Signature of Proposed Tenant)

(Date)



WOODBINE MASTER ASSOCIATION, INC.

Board of Directors

ASPRI
Christel Andio

BON ISLE
Dr. Mickale Linton

CASA RIO
Vicki Green

DORADO
John Manna

ELPINE
Juan Calderon

GALLEON
Rebecca Flowers

HACIENDA
Maria Cabrera

JARDIN
Carol Manna

SEMINOLE
Mike Marrochello

WOODBINE APTS
Hellen Rodriguez

AKAM ON-SITE,
INC.
Ruth Maldonado

3000 Casa Rio Court, Palm Beach Gardens, FL 33418

Section 12.31.1

Any lease of a unit shall, as a condition of such lease and by operation of this Section, be Deemed to include an assignment by the Owner to the association of the Owner's right to Demand and collect rent payments from the leased unit directly for the tenant, if the Owner becomes delinquent for more than thirty (30) days in the payment or special Assessments due to the Association. Such assignment shall continue until the Owner Has paid all delinquent assessments, late charges, accrued interest and any attorney's fees That are due and owing to the Association. If a tenant fails to remit rent payments to the Association pursuant to a demand in accordance with this section, then the Association, in Its own name an as the agent of the owner, shall have the right, but not the obligation, to Have the tenants and all other occupants removed from the unit by an injunction action or Any other action permitted under the law or in the declaration. This amendment shall apply To all leases entered into on or after the date of this Amendment.

_____	_____	_____
Owner Print Name	Owner Signature	Date
_____	_____	_____
Lessee Print Name	Lessee Signature	Date