

Ambassador Community Management Inc
7100 West Commercial Blvd. Suite 107 Lauderhill, FL 33319
Office: (954)741-8811 www.ambassadormanagement.com

Willow Gardens Condominium Association,
A 55 years of age and older Community
Sale Package

The attached application forms must be completed in full by each adult applicant (other than Husband/Wife or Parent/Dependent child which is considered one application) and returned to Ambassador Community Management along with a **\$100.00** Check or money order for each application made payable to **Willow Gardens Condominium**. This fee is non-refundable.

The following **items and or terms are also required** to accompany the application forms and fee:

1. Signed copy of the sales contract along with photo ID for each adult occupant.
2. All applicants must demonstrate financial solvency which includes an account containing sufficient funds demonstrating that the household expenses do not exceed 30% of the annual income, or other verifiable sources of income demonstrating an applicant's financial solvency.
3. All applicants must provide a current credit report from qualified credit agency with a minimum credit score of 700.
4. Anyone purchasing a unit must provide a valid mortgage commitment letter by an intuitional lender unless it is a cash sale.
5. For cash sale, the applicant must provide proof of funds.
6. Use of the unit is for single family residence only. **No child under 18 years of age.**
7. No more than 2 occupants per bedroom are allowed to occupy unit.
8. Subletting or renting of rooms is strictly prohibited by anyone.
9. An owner may rent his condo unit only once-between October 1st and September 30th of the following year, but only after 2 years from purchase.
10. Renting is limited to a maximum of 6 months.
11. A rental is only allowed for a maximum of two people that one of which must be at least 55 years old and no family with children less than 18 years of age are allowed to rent a condo unit.
12. **No pets are allowed at any time.**
13. Each unit has **one assigned parking place** and no commercial vehicles, truck, etc, are allowed on the property overnight.
14. The owner must provide the buyer with the Association Documents and Rules and Regulations.

This Sale is considered incomplete and will not be accepted until all information has been received. The association is allowed thirty (30) days to process and approve all applications. Upon receipt and verification of all materials submitted, a personal interview with the Board of Directors will be scheduled. The applicant(s) will be notified of the date, time and place of the personal interview. **Occupancy prior to Board approval is prohibited.**

Adopted March 17th 2020



Ambassador Community Management

PRINT all Information: Association Name _____ Bldg. # _____ Unit# _____
Name of Realtor handling transaction _____ Phone# _____
Name of Mortgage Company _____ Phone# _____
Name(s) of proposed purchaser/Lessee _____ Phone# _____

1. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to lease:
 - a. I will abide by all of the restrictions contained in the By-Laws, Rules & Regulations, and restrictions which are or may in the future be imposed by the association.
 - b. I understand that there is a restriction on pets and that I may not bring a pet on the property, nor may any guest or visitor.
 - c. I understand that I must be present when any guests, relatives, or visitors who are not permanent residents occupy the unit.
 - d. I understand that any violation of the terms, provisions, conditions, and covenants of the Association documents provide cause for immediate action as therein provided for in the Association Documents.
2. I have received a copy of the Rules & Regulations and fully understand them. Yes ___ No ___
3. I understand that the approval is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any false statements are cause for denial.
4. I understand that the Board of Directors may cause to be instituted an investigation of my background. I specifically authorize the Board of Directors, Management, and any credit reporting agency chosen by same to make such investigation. I agree that the information contained in this and the attached application may be used for such investigation, and that the Board of Directors, Management, and committees members shall be held harmless from and action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application, I am aware that the decision of the Association will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

APPLICANT _____ Date _____ APPLICANT _____ Date _____



Active U.S. Service Members Only

Pursuant to (Fla.Stat. §83.683) of the Florida Residential Landlord and Tenant Act.

If you are a member of the U.S. Armed Forces "On active duty or state active duty", member of the Florida National Guard, or member of the U.S. Reserve Forces.

Please provide the following information as well as a copy of your Military ID upon submitting your application for Lease.

1. State what branch you are currently serving in

2. Sign and date _____ 20_____

By signing this form; you acknowledge that you are on Active duty in the U.S Armed Services and are submitting an application to Lease in the Association.

READ FIRST: Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**** THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! ****

APPLICATION FOR OCCUPANCY

Association Name: Willow Gardens

Circle one: Purchase - Lease - Occupant - Unit.# _____ Bldg.# _____ Address applied for: _____

Full Name _____ Date of Birth _____ Social Security # _____

Circle One: Single - Married - Separated - Divorced - How Long? _____ Other legal or maiden name _____

Have you ever been convicted of a crime? _____ Date (s) _____ County/State Convicted in _____

Charge (s) _____

Applicant's Cell Number(s) _____ Applicant's Email Address _____

Spouse _____ Date of Birth _____ Social Security # _____

Other legal or maiden name _____ Have you ever been convicted of a crime? _____ Date (s) _____

County/State Convicted in _____ Charge (s) _____

Spouse's Cell Number(s) _____ Spouse's Email Address _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

A. Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

B. Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

C. Previous address _____
(include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

A. Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____

B. Spouse Employed by _____ Phone _____
 Dates of Employment: From: _____ To: _____ Position _____ Fax _____
 Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

A. Bank Name _____ Checking Acct. # _____ Phone _____
 Address _____ Fax _____

B. Bank Name _____ Savings Acct. # _____ Phone _____
 Address _____ Fax _____

PART IV – CHARACTER REFERENCES (No Family Members)

1. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

2. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

3. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

4. Name _____ Home Phone _____
 Address _____ Business Phone _____
 Email Address _____ Cellular Phone _____

Are you using a realtor? Yes _____ No _____ If yes: Realtor's name _____
 Email Address _____ Cellular Phone _____

Driver's License Number (Primary Applicant) _____ State Issued _____
 Driver's License Number (Secondary Applicant) _____ State Issued _____
 Make _____ Type _____ Year _____ License Plate No. _____
 Make _____ Type _____ Year _____ License Plate No. _____

If this application is not legible or is not completely and accurately filled out, Associated Credit (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 and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature _____ Date _____ Spouse's Signature _____ Date _____

ASSOCIATED CREDIT REPORTING, INC.

Established 1985

4690 NW 103rd Avenue, Sunrise, Florida 33351
www.associatedcreditreporting.com

Phone: 754-216-0025
Toll Free: 800-676-7640
Fax: 954-635-2157
Toll Free Fax: 800-235-7185

*****AUTHORIZATION FORM*****

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY.** If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

(Applicant's Signature)

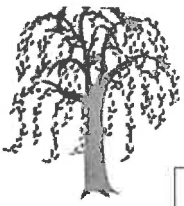
(Spouse's Signature)

(Applicant's Name Printed)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)



Willow Gardens Condominium

RULES AND REGULATIONS

Revised and adopted by the board, March 17th 2020

GENERAL RULES

In order to create an atmosphere of good will and harmony, and to assist each other collectively, the owners of Willow Gardens Condominiums Inc. agree that these rules and regulations must be observed to ensure a peaceful life. Any behaviour that could harm the quality of life and tranquillity of residents cannot be tolerated.

Smoking is prohibited within 30 feet of the building and in all common areas. No animal or pets of any kind shall be kept in apartments or on the property of Willow Gardens Condominium without the Board of director's authorization. No unit owner, except authorized personnel, is to direct Maintenance Companies under Contract with Phase III. Unit owners should not solicit any employee of those companies for any private business in connection with their apartment during working hours.

Walkways, elevator entrances, and stairways are for pedestrian use only. It is not allowed to use chairs, blankets etc. for sitting on grass areas or walkways around the building. Planting of any kind by unit owners is prohibited without the Board authorization. No modification of the building outside, (door, windows, colour, etc.) can be made without the Board's authorization.

Guests

Unit owners are held accountable for the behaviour of their guests in accordance with regulations. Any damage to our equipment or property by a guest is the responsibility of the unit owner. If a guest's stay lasts more than 24 hours, you should notify the board.

In the owner's absence, only family members registered on application form (father, mother, children and grandchildren, at least one of whom is over the age of 18), may occupy the apartment. For security purposes, the owner will have to inform the council one week before their arrival of the names of the family members who will occupy the condo in his absence. Occupying an apartment for more than 30 consecutive days in the owners absence will be deemed as the annual lease, unless specific permission of the Board.

Leasing

Rules for the rental of units see Addendum-1 revision March 2020

COMMON PLACES OF THE WILLOW BUILDING

The Laundry room

Use the laundry room on your floor and keep the room and appliances clean after use. It is mandatory to clean the lint filter of the dryer after each use. Washers and dryers are prohibited in any units.

Clotheslines or any form of dryer are prohibited in unclosed Florida rooms. It is also not permitted to dry carpets, towels, etc. on the hedges on the 1st floor or on the ramps of the upper floors, a matter of safety and aesthetics.

The Card room

The room must be booked in advance. Everything must be stored and left clean after use. Political or religious activity and storage of personal effects are not permitted.

The work shop

The workshop on the 3rd floor is available to the owners for light works. Works not relevant to our building or the Contracting out Phase is not permitted. The room must be cleaned after use. Storage of personal belongings is not allowed (except bicycles).

The Storage lockers

It is prohibited to store flammable, hazardous or strong vapour materials.

The breezeway

The breezeway is a place for social meeting as 5 to 7. Smoking or eating is not allowed. Lowering the voice after 10 PM would be appropriate to respect the peace of mind of nearby residents.

Garbage, recycling and bulky items

Garbage must be tied in waterproof plastic bags, secured and put in the garbage fall or in the container provided for this purpose. Boxes must be broken.

Please be aware: waste must not exceed the height of the container or we will face a fine of \$150 or more. Cameras on the trucks take pictures of container and address of the building, and will come with the date of the offence and the fine.

Recycling: Newspapers must be placed in the green container.

Bulky items (furniture, fridge, etc.) must be taken out only the day before the date of collection (dates for the year displayed on the breezeway table).

Parking lots

A parking lot is assigned to each unit and an up-to-date list is maintained by the board. No one may use another owner's parking lot unless there is a temporary written permission from the owner.

A parking exchange agreement may be entered between owners agreeing to it by written agreement signed and forwarded to the board for approval and updating of the parking list. The board ensures that parking spaces are respected and used. It could occur in an exceptional case, urgent or temporary (for example for work on the building, bigger vehicle, etc.).

All vehicles must be front parked to protect vegetation and condos from exhaust fumes. It is prohibited to park any type of commercial vehicle, recreational vehicle, trailer etc. No mechanical repairs are allowed. No vehicle should be left in such a way as to interfere with free or reserved access. There are many *GUEST* parking lots to be used by visitors. A space is reserved at the last parking lot, west end of the building for washing car. A hose is available for this purpose.

LIMITED ACCESS

Roof access

For roof protection, the door leading to it must be locked at all times. All access to the roof must be supervised. If "urgent" personal access is required, contact the Maintenance Vice President.

During the summer months, for roof access (service to pay) contact either:

- SCL BOUCHARD (Jacques Méthot) : 954-257-8874 or
- WATCHING YOUR FLORIDA HOME (Rick Azelton W108): 954-998-3937

A person will have to accompany the worker and make sure that everything is in order and relock after the work. If the roof has been damaged, the owner would be held responsible for the repairs. The board holds photos of the roof and equipment.

Parabolic antenna: to install or have adjustments made to a satellite dish, contact the maintenance vice president. The same rules access applies.

Access to apartments

In case of emergency or for any reason permitted by the declaration of condominium or by the laws, any administrator accompanied by another person may access to a condo, even in the absence of an owner.

HAWAIIAN GARDENS PHASE III COMMON PLACES

Rules and Regulations adopted and displayed by the center board must always be respected. Smoking is prohibited in all common places.

Walking around the lake

The walkways around the lake are reserved for pedestrians only. You can't use bicycle, board or roller skate, play ball or run. Wearing shoes and T-shirt is mandatory.

The BBQ place

Moderation for the use of BBQ affects everyone. Its number of uses should be limited to three times a week. The reservation of the table must be made after 8 o'clock on the day of the event with a tablecloth and small brick. The tablecloths put before 8 a.m. will be removed. Thursdays and Sundays are the evenings reserved for Phase III owners and their guests who live there. Users are responsible for cleaning and disposing of garbage. Unbreakable dishes and glasses are highly recommended. Use personal garbage bags and throw them in your building's garbage container. Do not throw food or liquids into the lake, grass or hedge. Do not pour marinade over your food while cooking. Clean barbecue grills and close propane tank valves. Put the chairs back in their place and clean the table. Turn off the lights before you leave.

The pool

Use of the pool is at your own risk. The shower is mandatory before entering the pool. It is forbidden to jump or dive in the pool. Smoking is prohibited. Drinks and food are forbidden (exception: common Garden Party activity). Plastic or unbreakable water bottles are permitted. Poolside chairs are primarily for the use of the condo owners. They should never be reserved. When space is limited, owners must provide additional chairs for their visitors.

The CLUB HOUSE

When a special event takes place in the main part, the exercise, card and pool rooms must be closed. No equipment or chair can be borrowed without the permission of Phase III board. If so, everything must be returned in the same day. No political or religious activity is allowed. Guests under 18 years old of age are not allowed to use any clubhouse equipment unless accompanied by a parent or an adult.

The board of directors Willow Gardens Condominium

Email: gardenswillow5100@gmail.com



Willow Gardens Condominium

ADDENDUM No. 1 to Rules and Regulations Adopted March 17th 2020

RULES GOVERNING THE RENTAL OF CONDO UNITS

These rules, adopted by the **Board of Directors** supersede all previously adopted rules and amendments.

Whereas:

Under Article 11.1 of the By-Laws, the Board of Directors may adopt rules regarding the details of operations and use of the premises under the conditions that these rules do not conflict with the Condominium Act (Florida Statutes 718) the Declaration of Condominium, the Articles of Incorporation and the said By-Laws

Hawaiian Gardens Phase III is reserved for people aged 55 and over;

Hawaiian Gardens Phase III owners want to live in a quiet, peaceful environment and enjoy common facilities available to them;

Rental of condo units must be considered an **occasional accommodation** for owners; not an objective in itself.

The term rental is not limited to rent to an outsider for pecuniary compensation, it means any kind of occupation, in the absence of the owner, by third parties who are not the parents, children and grandchildren of the owner, either with or without pay of any kind.

1. An owner cannot rent his condo unit for a period of 2 years (24 months) from the date of the purchase contract of his condo unit. Notwithstanding same, the Board in its sole discretion may allow renting in the following situations:

- an important sickness making it impossible to a new owner to come to Florida
- a decease
- leasing to the person who sold the apartment
- continuity; leasing to the same person who was renting before the sale
- other reason accepted unanimously by the members of the Board

2. Any rental application must be submitted to a member of the Board of Directors for approval on the form provided for that purpose. Proper identification of the lessee must be provided by a copy of the driver's licence or the passport. The application must comply with the requirements of article 12 hereafter.

3. An owner may rent his condo unit only once between October 1st and September 30th of the following year.
4. Rental is limited to a maximum of 6 months.
5. A rental is only allowed for a maximum of two people and must be at least 55 years old.
6. No families with children under 18 years of age are allowed to rent a condo unit.
7. The occupancy is only for the tenant, his family and guests. No more than four adults shall regularly occupy a one-bedroom apartment, and no more than six adults shall regularly occupy a two-bedroom apartment. Tenants can, with the approval of the owner, receive visitors, during their stay, for a maximum of 14 days, consecutive or not.
8. At least one week before the date of their arrival the lessee shall advise a member of the Board of the names and length of stay of his visitors.
9. At any time, the Board may withdraw the right to visitors if it considers the behavior of visitors disrupts the tranquility and harmony that owners wish to retain.
10. No tenant shall have any animal whatsoever, and any kind of smoking is strictly prohibited at less than 30 feet of the building.
11. For each rental, the owner shall designate a contact person (sponsor) who must be an owner of WILLOW Gardens (occasionally an owner of Phase 3) and be present on site during the rental period. This person shall respond for the owner to the Board of Directors during the rental period.
12. Application forms for rental approval must be signed by the owner, the tenant and the sponsor. This application must be submitted to a member of the Board of Directors at least one month before the scheduled date for the start of the rental period and be accompanied by a check in the amount of \$100.00 US made payable to WILLOW Gardens Condominium, covering the cost of opening a file and verification. Applications for approval and fee of \$100.00 are applicable to each rental, thus recurring year after year, even if it is the same lessee.
13. The owner must provide all keys necessary to the tenant before his arrival (think of a double for the sponsor) and a copy of the General Rules and Regulations of Willow Gardens. The keys left to the Board of Directors for emergency situations and those for the common areas will never be left to tenants.