

FAQs FCVCA* BYLAW

(*Forest Creek Villas Condominium Association)

Property Address: _____

Seller: _____

Buyer _____

The undersigned hereby acknowledges they have received and read the FAQs FCVCA Bylaws document. In addition, they agree to abide by the FCVCA Bylaws in its entirety. *Every person listed on the application must sign below.*

A complete copy of the Bylaws can be downloaded from the website: ForestCreekVillas.com

Received by:

Buyer _____ Date _____

Buyer _____ Date _____

Buyer _____ Date _____

Buyer _____ Date _____

Note: After signing above, this form must be returned with the Application forms. Please keep the FAQ document for your reference.

**FAILURE TO SIGN AND RETURN THIS FORM
MAY RESULT IN THE DENIAL OF YOUR APPLICATION**

FAQs FCVCA* BYLAW

This is a summary of the frequently asked questions/situations by our residents and future owners. For a precise reading of these rules, the Bylaws govern and should be directly consulted.

- Forest Creek Villas (FCV) is a 55+ community, with emphasis on community. It is managed by a five-person volunteer Board of Directors assisted by several committees. Participation is the key to the successful running of the community. Members are kept informed of activities through postings at the pool and dumpster area and on the FCV website (www.forestcreekvillas.com) – check it often.
- Prior to acquisition of a unit, an application must be submitted to the Applications Committee and approved by the Board. At least one of the owners of a unit must be aged 55 or older. No applicant will be accepted who has a criminal record, demonstrated financial irresponsibility, or a history of disruptive behavior.
- The issues that follow are in the order that they appear in the Bylaws. The complete Bylaws are available on the home page of the FCV website.
- **AGE:** As a 55+ community, a person must be aged 55 or more to own or rent. Minors under the age of 16, as guests, may stay no longer than 14 days at a time and no more than 28 days per year.
- **BOUNDARIES OF THE UNIT:** Your ownership and responsibility includes everything that is inside of the ceiling and exterior wall drywall and from the unfinished slab up, as well as all utilities that serve your unit alone (electric and water from the meters on). Finishes on the floor, ceilings, and exterior walls and everything else inside the unit is the owner's responsibility.
- **EXPENSES:** As a condominium community all expenses are shared equally by way of a quarterly assessment. Special assessments for unusual, unplanned events are possible but rare. Late or non-payment will result in penalties.
- **MAINTENANCE:** The Association is responsible for all exterior maintenance of the structures except for screens, screen doors, windows, gutters and downspouts. The association maintains the grounds outside of the drip line (roof edge) of each unit, except for owner added landscape modifications (see below).
- **APPEARANCE:** Owners are required to maintain the exterior appearance of their unit. Window coverings are subject to Association regulation.

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- **MODIFICATIONS:** Unusual for a condominium, owners are permitted to make land and hardscape changes around their units. Plans must be submitted to the Landscape and Beautification Committee and the committee will review and make suggestions regarding size, closeness to neighbor's patio/unit, sprinkler placement, plantings, etc. They will forward the plan with recommendations to approve or disapprove to the Board. The proposed changes will be posted as an agenda item for the next board meeting so other unit owners can comment if they so desire. Any changes made by an owner become the sole responsibility of the owner and all future owners of the unit. If a modification must be removed for access to utilities, for example, that cost, and replacement costs are borne by the owner. Modifications done without board approval are subject to forced removal at homeowner's expense and a possible fine.
- **GUESTS WHEN OWNER IS PRESENT:** A reasonable number of guests are permitted. Minor guests (under 16) are limited to stays not to exceed 14 days per stay and 28 days per year. All guests should be registered in the registration binder when using the swimming pool.
- **GUESTS WHEN OWNER IS NOT PRESENT:** When the unit is not rented, the owner may permit guests to occupy the unit. First degree relatives can visit and stay much as an owner i.e. for greater than 30 days, multiple visits in a year, etc. Non relatives and > 1st degree relatives are limited to 30 days or less and only 4 occurrences of such use in a calendar year. For example, we can let a friend use our place for 1-30 days and that can occur as often as 4 times a year. That friend cannot pay us rent! A maximum of four guests are permitted in this case. The same rules as above apply to minor guests.
- **PETS:** Owners may have one domestic pet not larger than 45 pounds. Pets must always be on a leash when outside the unit. Owners must pick up waste after their pet. Guests may have one pet not larger than 35 pounds. There shall never be more than two pets in total.
- **NUISANCE:** No use or practice may be permitted on the condominium property which is deemed to be a nuisance. All units shall be kept clean and free of trash and debris. No business shall be conducted from a unit.

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- **RENTALS:** Rentals are permitted but limited. The minimum rental period is 90 days and there can be no more than five units rented out of the 46 in FCV at any one time. The rental schedule can be found on the website. An application must be submitted to the Applications Committee and the acceptance criteria are essentially the same as for a new owner (beginning with the minimum age 55 requirement). Renters also have the same rights, privileges, and responsibilities as an owner, with the exception of voting.
- **VEHICLES:** The following vehicles may not be kept on the condominium property: commercial vehicles, off-road vehicles, boats, motorcycles, trailers, RVs or camper trailers.
- **TRASH:** There is a centrally located dumpster court. There you will find two dumpsters, one for household trash and one for recyclables. On the fence adjacent to the dumpsters is a notice board that includes tips on the use of the dumpsters. Keep the area around the dumpsters clean and do not over fill. If the lids are not down tight, raccoons are attracted causing many problems. The dumpster for household trash may also be used for small amounts of yard refuse and minor construction debris. If you have a major project, consider renting your own temporary dumpster or a Bagster® (available at Lowes or Home Depot).
- **MEETINGS:** The Annual Meeting is held in February and Board meetings are held monthly during the season (Nov. to Apr.). All meetings are held at the swimming pool gazebo and agendas are posted at least three days before each meeting. Meetings are well attended and owners are encouraged to participate.

**FOREST CREEK VILLAS CONDOMINIUM
APPLICATION FOR PURCHASE**

1) APPLICATION FOR APPROVAL TO PURCHASE CONDOMINIUM UNIT # _____ AT FOREST CREEK VILLAS CONDOMINIUM ASSOCIATION, INC. A COMMUNITY FOR PERSONS 55 AND OLDER.

Applicant's Printed Name(s):

FOR ALL QUESTIONS, PLEASE ANSWER FOR EACH PERSON LISTED ON THE PURCHASE AGREEMENT. ATTACH ADDITIONAL SHEET IF NECESSARY.

2) I/We hereby apply for approval to purchase the above unit and for membership in the Condominium Association. A copy of the proposed sale contract is attached.

3) In order to facilitate consideration of this application, I/We represent that the following information is factual and true and agree that any falsification or misrepresentation of the facts in this application will justify its automatic rejection. I/We consent to your further inquiry concerning this application.

Full name(s) of Applicant(s): _____

Current Address: _____

How long? _____

(if applicable) Current Landlord Name, Address & Phone:

Phone _____

Prior Address: _____

How long? _____

Each applicant's Email _____

Applicant's Telephone #(s) _____

Make of car(s) _____ Year _____ License No. _____ State _____

Make of car(s) _____ Year _____ License No. _____ State _____

4) Current Employer(s): _____

Position(s): _____

Business Address(es) & Telephone # (s): _____

5) The condominium documents for the above referenced Condominium restrict occupancy as follows:

- a. at least one family member must be age 55 or older
- b. length of stay by minors is limited to 2 weeks
- c. one pet under 45 lbs.

Please state name, relationship, age and telephone number of all other persons who will be occupying the unit:

Name	Relationship	Age	Phone #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

It is your responsibility to provide written letters of reference. Please attach the written references to this application. References must include name, address and contact phone number.

6) Three personal references non-family members (local if possible).

7) Bank Reference

8) Person to be notified in case of emergency:

Name _____ Relationship _____

Address _____ Phone _____

9) Mailing address for all notices connected with this application:

Name: _____ Address _____

City, State _____ Zip _____ Phone: _____

10) This unit is being purchased with the intention of:
(Please circle the letter that applies)

- (a) reside here on a full-time basis
- (b) reside here part-time:
- (c) lease the unit.

I (We) will provide the Association a copy of our recorded deed within Ten (10) days after closing.

11) I am aware of and agree to abide by the Declaration of Condominium, the Articles of, Incorporation, Bylaws and any and all properly promulgated rules and regulations in effect within the terms of my (our) ownership. I acknowledge all of these documents are recorded in the public records of Lee County, Florida and are available for inspection during regular business hours at the Lee County Courthouse and on-line at ForestCreekVillas.com

(Circle your answer)

- 1. I am age 55 or older
Yes No
- 2. Has any proposed occupant been convicted of a crime involving violence to persons, a crime demonstrating dishonesty, any felony, or a sexual offense of any nature.
Yes No
- 3. I agree that if the conduct of a proposed occupant is inconsistent with the Condominium Documents, that conduct may constitute grounds for denial.
Yes No
- 4. Does any proposed occupant have a record of financial irresponsibility, including without limitation prior bankruptcies, foreclosures, or bad debts.
Yes No

5. Has any proposed occupant have a history of disruptive behavior or disregard for the right and property of others as evidenced by his conduct in other social organizations or associations, or by his conduct in this Condominium or other residences as a Tenant, Occupant, Guest or Owner.

Yes No

6. I understand that failing to provide the completed application, fees or accompanying documents required to process the application in a timely manner may result in denial

Yes No

7. I understand the if the Unit Owner requesting this transfer has had fines assessed against them which have not been paid; or all assessments and other charges against the Unit have not been paid in full it may result in denial.

Yes No

12) I understand, agree and authorize that the Association or its agents, in the event it approves a lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions to the Declaration of Condominium and the Association's Bylaw, the Florida Condominium Act and the rules and regulations of the Association.

13) I agree to pay a \$100.00 fee in connection with the transfer or sale to cover expenditures and service of the Association for the approval process. **I agree to submit the fee along with this Application made payable to FCVCA.**

14) **I agree to supply picture ID along with this application**

15) **Forest Creek Villas Association has my permission to perform a background check on any applicant named in this document.**

16) **I understand the Board has 2 weeks to approve or deny this application from the date the completed application is received.**

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

Applicant Signature Date

New Residents Contact Information – Addition to Residents Contact List

UNIT# _____

New Owners: _____ Dog's name _____

Northern Address:

Email address(es):

Names & phone #'s

Emergency Contact & Phone#

Does the Board have your permission to add phone number, email addresses(s) and alternate contact info for every applicant, to the contact information available to members?

Yes or No (please circle)

Signature _____ Date _____

Unit # _____

Name _____

MAIL THIS APPLICATION INCLUDING:

- 1. FAQ RECEIPT ACKNOWLEDGMENT**
- 2. YOUR WRITTEN REFERENCES**
- 3. \$100 APPLICATION FEE MADE PAYABLE TO FCVCA**
- 4. SALE CONTRACT**
- 5. COPIES OF YOUR DRIVER'S LICENSE (OR OTHER PICTURE ID)**
- 6. THE LAST PAGE (page 7) TO:**

**FOREST CREEK VILLAS CONDOMINIUM ASSOCIATION
BOARD OF DIRECTORS
10968 Leitner Creek Dr. #148
Bonita Springs, FL 34135**

or

Scan and Email the above information to:

Administration@forestcreekvillas.com

(and mail a check to the above address)

Unit # _____

Name _____

THIS PAGE FOR BOARD MEMBERS USE ONLY

History of application

Initially received on _____ by _____
Returned for missing info

Completed Application received _____ by _____

- _____ Signed and dated verification of Highlights of Bylaws
- _____ 3 written references
- _____ Picture ID
- _____ Copy of proposed lease/Copy of proposed sale contract

Interviewed by _____ on _____
(date) _____

Application Committee recommends _____ approval/_____ denial

APPLICATION MUST BE APPROVED/DENIED BY (DATE) _____

THE BOARD OF DIRECTORS HAS TWO WEEKS TO APPROVE OR DENY THE COMPLETED APPLICATION

APPLICATION APPROVED _____ DENIED _____

DATE _____

BY: _____ Officer _____

BY: _____ Officer _____

Corporate Seal affixed below