



## Boca Lakes Condominium Association, Inc.

8768 Chevy Chase Drive • Boca Raton, Florida 33433

Tel: 561-482-7880 Fax: 561-372-9819

### Boca Lakes Condominium Sales Packet

Please complete all information and return completed paperwork to the Boca Lakes Condominium office.

1. Must be 55 years or older - one occupant must be 55 or older and must reside in the unit when anyone under 55 is residing in the unit. No children under 18 may reside in unit
2. Insurance for any unit purchased is required and must meet condo documents specifications and State of Florida mandates - Copy of insurance binder or insurance certificate must be faxed to Boca Lakes Condominium office before the Consent of Sale will be issued.
3. Include a copy of Drivers License for each person that will be on title.
4. Include a copy of your vehicle registration (s). -maximum of two vehicles (NO Trucks or Motorcycles are allowed) *YIN*
5. The 55 or over affidavit must be notarized.
6. The application fee is \$100.00 and the check made payable to Boca Lakes Condominium Association. Background check fee is \$25.00\_per person for anyone living in the unit over the age of 18. Please make a separate check payable to Boca Lakes Condominium.
7. Estoppel/Questionnaire fee is \$250.00 and is payable to Residential Management Concepts. Please mail the questionnaire and check to Boca Lakes Condo Association c/o Residential Management Concepts, 20540 Country Club Blvd, #101, Boca Raton FL 33434.
8. No early move-in -At no time will The Board of Directors allow occupancy prior to closing date.
10. Allow a minimum of 30 days for the entire application process to be completed.
11. Original documents must be signed in blue ink at appropriate places by both parties and all originals must be submitted to the Boca Lakes Condominium office as a complete packet including a fully executed sales contract. Fax copies cannot be accepted and will delay processing of your application.
12. Closing agent / Title company information must be submitted including name, phone number and fax number.
13. Original consent of sale must be picked up from Boca Lakes Office before closing can take place.
14. Closing agent / Title company is required to fax insurance binder, closing statement and the new warranty deed to Boca Lakes at time of closing.
15. Buyer and seller are responsible for transfer of keys including water lock, door lock, storm shutter and mail box keys.
16. New owner is required to provide office with keys to the unit – door keys and water lock keys.

## **RE: SALE**

An interview between the applicant and The Boca Lakes Director of Sales and Rentals is a mandatory part of the sale process. Please be sure to provide a phone number for the applicant. The Sales and Rental Director will contact the applicant to set up a time for the interview. All required paper work must be completely filled out and the originals must be submitted as a complete packet to the Boca Lakes Condominium office before an interview will be scheduled.

**IN ORDER TO PROCESS YOUR SALE IN A TIMELY MANNER, WE ASK THAT YOUR PAPERS BE COMPLETED QUICKLY. AFTER INSPECTION OF THE UNIT BY THE CONDOMINIUM BOARD, ANY VIOLATIONS MUST BE COMPLETED AND PAID FOR BY THE SELLER.**

**PLEASE BEAR IN MIND THAT AN INTERVIEW, REFERENCE CHECK, AND BOARD OF DIRECTORS' ACTION MUST BE COMPLETED BEFORE CONSENT OF SALE CAN BE GIVEN.**

**NO BUYER MAY MOVE INTO ANY UNIT BEFORE ALL OF THE ABOVE HAS BEEN ACCOMPLISHED.**

**YOUR COOPERATION WILL BE APPRECIATED.**

Boca Lakes Condo Association

### **IMPORTANT INFORMATION TO BUYERS**

PLEASE BE ADVISED THAT THE BOARD PASSED A MOTION THAT A NEW OWNER MUST OWN FOR 2 YEARS OR 24 MONTHS BEFORE HE MAY RENT HIS UNIT. THIS IS TO BECOME PART OF THE SALES PACKAGE.

THIS IS EFFECTIVE JUNE 10<sup>th</sup>, 2004

# Boca Lakes Condominium Association, Inc.

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## **FREQUENTLY ASKED QUESTIONS**

Q. What are my voting rights in the Condominium Association?

A. **ONE** (1) VOTE PER UNIT. Multiple Owners designate **ONE** (1) of their number as a voting member.

Q. What restrictions exist in the Condominium Documents on my right to use my Unit?

A. **Unit to be occupied by Unit Owner, Spouse, Parent, Siblings, Children, Grandchildren over 18 years, and no more than ONE (1) unrelated person who resides with Owner and maintains same Housekeeping Unit. NO CHILDREN UNDER 18 YEARS, OF AGE, EXCEPT for temporary visits of no longer than 30 days per year.**

Q. What restrictions exist in the Condominium Documents on the leasing of my unit?

A. A new owner must own the unit for 2 years or 24 months before the unit is eligible to be rented.

A. Must be 55 years or older. Condominium Board Approval is a requirement in the form of a consent of sale. Must have interview with Director of Sales & Rentals or Committee. Only leases obtained from Boca Lakes Condominium will be accepted, and must be given with a Processing Fee of \$100.00. Leases to be not less than three (3) months, nor more than one (1) year. Unit Owner may not rent more than once in a calendar year.

Q. How much are my maintenance payments to the Condominium Association?

A. Monthly payment is \$270.00 at this time, due the first of every respective month.

Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities?

A. NO

**NOTE:** THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS. THE CONDOMINIUM DOCUMENTS SUPERCEDE ANY ORAL STATEMENTS OR AGREEMENTS.



**PERSONAL INFORMATION SHEET**

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ EMAIL ADDRESS: \_\_\_\_\_

NAME OF SPOUSE: \_\_\_\_\_

WILL CONDO BE OCCUPIED SOLELY BY APPLICANT AND/OR SPOUSE (Y/N): \_\_\_\_\_

**I 'NOT'** Name \_\_\_\_\_ DOB \_\_\_\_\_

Name \_\_\_\_\_ DOB \_ \_ \_ \_ \_

PRESENT ADDRESS: \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

HOW LONG?

PHONE

PREVIOUS ADDRESS \_\_\_\_\_  
STREET ADDRESS \_\_\_\_\_

CITY

STATE

ZIP

HOW LONG?

PHONE

OCCUPATION: \_\_\_\_\_ POSITION OCCUPIED: \_\_\_\_\_

**E** YER \_\_\_\_\_ RETIRED: Yes / No

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**BUSINESS REFERENCES:**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

**PERSONAL REFERENCES (NOT RELATIVES):**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE: \_\_\_\_\_

**EMERGENCY CONTACT:**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

**EXHIBIT "A" AMENDED RULES OF  
BOCA LAKES CONDOMINIUM ASSOCIATION, INC. - SALES**

**CONDITIONS FOR PURCHASE**

Rules and Regulations include, but are not limited to the following.

1. At least one person fifty-five (55) years of age or older must be a permanent occupant for each Condominium Unit within Boca Lakes while any person occupies said Unit.

2. Persons under the age of fifty-five (55) years of age and more than eighteen (18) years of age may reside in a Condominium Unit so long as at least one of the permanent occupants is fifty-five (55) years of age or older.

3. The restrictions herein set forth apply only to Unit occupancy. Title to a Unit is not subject to any restriction on the basis of age, therefore, sales may be made to anyone under the age of fifty-five (55) years without violation of the restrictions set forth above. The new owner would, however, have to cause occupancy of the unit to be in compliance with the Declaration and Rules herein set forth and shall execute an "Owner's Affidavit" annexed hereto and made a part hereof, before the purchase of such Unit shall be approved.

4. Notwithstanding Rules No. 1 and 2 above and subject to the overriding condition that at least eighty percent (80%) of the occupied Condominium Units have in permanent residence at least one person over the age of fifty-five (55) years, the following exceptions to the restrictions expressed in Rule No. 1 above shall be applicable:

A. Should a permanent occupant fifty-five (55) years of age or older die, leaving a surviving spouse less than fifty-five (55) years of age, then, in that event, the surviving spouse may occupy the subject condominium unit as a permanent occupant regardless of the fact that no other resident, if any, of said unit is over the age of fifty-five (55).

B. Should a permanent occupant fifty-five (55) years of age or older have resided in a Unit on a permanent basis with his/her adult child or other relative related by blood to the second degree (Resident Relative) for a period of three (3) months or more and should the resident who is fifty-five (55) years of age or older die, then, in that event, the remaining Resident Relative shall not be precluded on the basis of Rule No. 1 above from continuing residence in the unit although there may be no permanent occupant in said unit over the age of fifty-five (55) years.

5. Notwithstanding Rules No. 1 and 2 above, the following rule shall apply if and to the extent the occupancy allowed hereunder shall not reduce the number of units within the condominium that are in compliance with Rule No. 1 (exclusive of unoccupied units) to less than eighty-five percent (85%).

Should owner(s) entitled to occupy a condominium unit die and leave such unit by devise or otherwise to his/her/their child or grandchild over the age of eighteen years, then such child or grandchild shall be entitled to occupy the unit subject to the provisions of the Condominium Documents but regardless of the fact that no other resident of the unit, if any, is fifty-five (55) years of age or older.

6. In addition, the Board may consider hardship exceptions to the Rule set forth in No. 1 above upon application for approval of occupancy where at least one permanent resident will not be over fifty-five (55) years and where the request is based on a definite, articulated, and substantiated hardship. A mere increase in price to be received upon sale of a unit shall, for the purposes of this rule, not be deemed a hardship.

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Boca Lakes Condominium Association, Inc.

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**PROPOSED OWNER'S AFFIDAVIT**

STATE OF FLORIDA  
COUNTY OF PALM BEACH

BEFORE ME, the undersigned authority, personally appeared

\_\_\_\_\_ print applicant name(s)

who, being duly sworn, on oath deposes and says:

1. I am the proposed owner of Unit \_\_\_\_\_ in Boca Lakes, a Condominium; located in Palm Beach County, Florida which is subject to the Declaration of Condominium thereof recorded in Official Records Book 2114 Page 737, et. seq., of the Public Records of Palm Beach County, Florida, as the same has been amended from time to time including but not limited to that certain amendment recorded May 13, 1989, at Official Records Book 5994, Page 1585, Unit \_\_\_\_\_

2. I hereby certify that the statement checked below is correct:

- A.  I am 55 years of age or older.
- B.  I am under the age of 55 years.

3. I have personal knowledge that the Unit is subject to the "Documents" including the Declaration, Articles, Bylaws, and Rules and Regulations of Boca Lakes Condominium Association, Inc., ["Association"], hereinafter collectively ["Documents"], and that compliance with the Documents is required.

4. I hereby confirm and acknowledge that the condominium is "housing for older persons", and that, therefore, the apartment, when occupied must be occupied by at least one person over the age of 55 years, unless I apply for and receive special consent from the Association, which I understand will only be issued in compliance with the Rules, promulgated by the Association, and included in the Documents.

5. I agree that I shall not rent or lease the Unit without the approval of the Association.

FURTHER, AFFIANT SAYETH NOT

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Applicant Signature

SWORN TO AND SUBSCRIBED before me this \_\_\_ day of, \_\_\_\_\_  
Month Year

(NOTARY SEAL)



**Boca Lakes Condominiums**  
 8768 Chevy Chase Drive • Boca Raton, Florida 33433  
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**BUYER'S RESPONSIBILITY**

\_\_\_\_\_  
 Unit Number

I understand that any damages created by additions made by the prior unit owner are not the liability of the Condominium Association, but are the sole responsibility of the new Unit Owner(s).

The current unit owner s) are responsible for removing any special openings made to the unit building before the Board of Directors will approve this sale.

\_\_\_\_\_  
 Applicant Name (print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Applicant Name (print)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date



**RULES & REGULATIONS - SALES & RENTALS**

Rules and Regulations include, but are not limited to the following.

1. It is understood that the Condominium Documents provide that the Unit Owner or Renter shall occupy and use the unit as a single-family private dwelling for himself and the Adult Members of his family, and for no other purpose. The term, "Single Family" is defined as Owner/Renter, the Owner/Renter' s spouse, his or her parents, siblings, children and grandchildren over the age of eighteen (18) and no more than one unrelated person who resides with the owner and maintains the same housekeeping unit. No children under eighteen (18) years of age shall be permitted to reside in any of the units' rooms thereof in this Condominium, except that children and social guests may be permitted to visit and temporarily reside for reasonable periods in any calendar year. Reasonable periods are defined as no more than thirty (30) days in any calendar year.
2. During the absence of the Unit Owner, immediate members of the family may occupy the apartment. Written notification must be submitted to the Association prior to their arrival, giving names, relationship, and duration of their stay. *Immediate members of the family are parents, children, sisters and brothers, i.e. blood relative.*
3. Any transaction relative to occupancy is subject to the approval of the Board of Directors. The Board of Directors must approve sales & rentals. At NO time will Board of Directors allow occupancy prior to approval.
4. Regarding the lease (rent) of an apartment, under no circumstances, including breach of the lease by the Lessee, or authorization by the Lessee, will the owner, his family, or his designees, occupy the leased premises during the stated term of the Lease. *Owner gives up his right to the use of the condo facilities during the lease period*
5. Security must be called @ 561-482-3030 when expecting guests or deliveries. *Deliveries may not be left in guardhouse. Condo will not be responsible for item(s) delivered.*
6. The speed limit throughout the condominium complex is 15 miles per hour..
7. Nothing can be attached to or detached from the outside of the building without written permission from the Board of Directors.
8. No one may go swimming, wading or boating in the lakes or canals. Children are not allowed to wander alone near the lakes or canals. An adult must supervise them at all times.
9. Violation of any Boca Lakes Condominium Rules, Regulations and By-Laws may subject the violator to fines
10. Signing below acknowledges receipt of the additional package of rules and regulations documents that are included with this lease package and also acknowledges compliance with all of the Boca Lakes Condominium Rules, Regulations and By-Laws

**I (we) agree to abide by all the Condominium Documents including the Declaration Of Condominium, By-Laws, Rules & Regulations, and any amendments or addenda approved by the Board of Directors of Boca Lakes Condominium Association, Inc.**

Applicant Name (print)	Signature	Date
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Applicant Name (print)	Signature	Date
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ASSOCIATION CONSENT FOR SALE

Consent of Sale Documentation will be issued upon approval

**New Owner Security Gate Information Sheet For Boca Lakes Condominium**

The following information is needed for the computer in the Boca Lakes Condominium Gatehouse. This information will be kept confidential and used only for the purpose of security entry.

NEW Owner Name:

Last: \_\_\_\_\_ First: \_\_\_\_\_

Last: \_\_\_\_\_ First: \_\_\_\_\_

Unit# \_\_\_\_\_ Address: \_\_\_\_\_

Unit Phone#: \_\_\_\_\_ Alt Phone# : \_\_\_\_\_ Work Phone: \_\_\_\_\_

NEW OWNER CLOSING DATE: \_\_\_\_\_

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Vehicles: - List All Vehicles

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag: \_\_\_\_\_ Exp Date: \_\_\_\_\_

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**Permanent Guests - The people listed below will be allowed to enter at the Boca Lakes Condominium Gatehouse without a call to you.**

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

Name: \_\_\_\_\_ Relation: \_\_\_\_\_

PLEASE FILL OUT THIS FORM AND RETURN TO THE OFFICE SO WE CAN UPDATE OUR RECORDS.

**New Owner Information Sheet For Boca Lakes Condominium**

New Owner Name (1st) \_\_\_\_\_ Unit#: \_\_\_\_\_ Date: \_\_\_\_\_

New Owner Name (2nd) \_\_\_\_\_ New Owner Name (3rd) \_\_\_\_\_

Email address: \_\_\_\_\_

Address: \_\_\_\_\_ Phone # in unit: \_\_\_\_\_

Cell Phone \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

Cell Phone \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

Work Phone: \_\_\_\_\_ Whose phone is it? \_\_\_\_\_

If you are a seasonal resident or your mailing address is other than Boca Lakes please provide the following information:

Alternate Address: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Circle one: alt address of 1st, 2<sup>nd</sup> or 3<sup>rd</sup> owner?

Home Phone at Alternate Address \_\_\_\_\_ Fax#: \_\_\_\_\_

In an emergency please notify:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

City, State Zip \_\_\_\_\_ Cell Phone # \_\_\_\_\_

If someone other than the owner of record is occupying the property please provide the following information:

Name of Occupant: \_\_\_\_\_

Relationship to Owner (Relative, Renter): \_\_\_\_\_

Please remember to secure your unit if you leave. Do not leave any belongings outside or they will be removed and stored at your expense. If you have an awning, make certain it is lowered and attached securely to the building or it will be lowered and secured at your expense.

**\*Water is required to be turned off and padlocked\***

**\*\* Even if you are only leaving for a short period of time\*\***

The office must have a key to your unit and water padlock in case of emergency.

If you have someone taking care of your unit in your absence please fill in the information below:

Caretaker Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Monthly maintenance checks are due on the 1<sup>st</sup> of each month. The current payment amount is \$270.00. If payment is not received by the 10<sup>th</sup> of the month, a late charge of \$20 is charged to your account. It is your responsibility to have the payment in our office on time.

**Our condominium documents require the office to have a certificate of insurance for every Boca Lakes Condominium unit. Whenever your policy renews your insurance agent should fax a certificate of insurance to 561-372-9819.**

Insurance Company \_\_\_\_\_ Policy#: \_\_\_\_\_ Exp date: \_\_\_\_\_

**INSURANCE INFORMATION**

Boca Lakes Condominium Association, Inc. has an amendment to our documents that requires all owners to purchase hazard and liability insurance for the inside of the unit:

*"Each individual Unit Owner shall be responsible for purchasing, at his own expense, liability insurance to cover accidents occurring within his own Unit, and for purchasing insurance upon his own personal property. In addition, each Unit Owner shall obtain and maintain a policy of homeowner's insurance insuring floor, wall and ceiling coverings, as well as electrical fixtures, appliances, air-conditioning and heating equipment, water heaters, built in cabinets and any other item excluded from the Association insurance coverage pursuant to Section 718.11(11) Florida Statutes, as amended from time to time. A copy of the Certificate of said insurance shall be filed with the Association office."*

The legal address of our Association is:

**BOCA LAKES CONDOMINIUM ASSOCIATION, INC.**

**8768 Chevy Chase Drive**

**Boca Raton, FL 33433**

Certificates of insurance may be faxed to us at 561-372-9819 by your insurance company.

While it is no longer a Florida State Law, we still encourage all unit owners to purchase \$2000 worth of loss assessment coverage. It is not very costly, but if the association levies an assessment for disaster losses, your insurance would cover up to \$2000.

Please note - After January 1<sup>st</sup>, 2009 - Rental Applications will not be started, processed, nor will an interview be scheduled until an insurance certificate is faxed by your insurance company to the Boca Lakes Condominium office @ 561-372-9819. This insurance policy must be currently in effect. No future dated policies will be accepted.

In the case of a sale application the insurance binder will be required to be faxed to the Boca Lakes Condominium Office @ 561-372-9819 one week prior to closing. An insurance binder must be provided before the consent of sale will be issued.

**RULES CONCERNING GARBAGE REMOVAL IN BOCA LAKES**

Solid Waste Authority removes our garbage on Mondays and Thursdays, anytime between the hours of 6 am and 6 pm. Residents should put out their garbage on Sunday and Wednesday evenings after 5 pm. It must be placed in a secure container or heavy-duty garbage bags to avoid attracting animals.

Solid Waste Authority may pick up large loads, but if the truck is full there is a possibility that they may leave it. If you are doing major remodeling we strongly suggest that you ask your contractor to remove the debris as we do not allow it to be put out in front of your unit for any length of time before pick-up. If a dumpster is ordered, you are allowed 7 days to keep it on the blacktop in front of your unit. It must be placed on wooden boards to avoid any damage to the blacktop area. If you have any questions - please contact our office at - 561-482-7880.

