



# OAK TREE ESTATES HOA

c/o JMA Community Management

1375 Gateway Blvd

Boynton Beach, FL 33426

Office: 561-440-7854 \* [info@JMAmanagement.net](mailto:info@JMAmanagement.net)

## Application Check List

Purchase     Lease     Occupant

All items must be submitted; incomplete applications will be delayed.

Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Co-Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Property Owner Name(s) \_\_\_\_\_

Property Address: \_\_\_\_\_

### General submission requirements

The complete application package included the following items. Initial each section upon completion.

- \_\_\_\_\_ Copy of the signed sales contract or lease agreement
- \_\_\_\_\_ Copy of each applicant's driver's license
- \_\_\_\_\_ Vehicle registration documents
- \_\_\_\_\_ Pet registration application, including a colored photo, current veterinary reports, and vaccination records
- \_\_\_\_\_ Initial copy of the Rules and Regulations (please retain a copy for your records)
- \_\_\_\_\_ **\$300.00 Application and Processing Fee per applicant (for married couples, a total of \$300.00)**  
non-refundable - (Please make the check payable to JMA Community Management)

### REALTOR INFORMATION

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

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Please note:** Board approval is required before occupancy. Essentially, every effort will be made to expedite your application; however, processing and approval may take up to 30 days.

Once the applicant completes the application, a CERTIFICATE OF APPROVAL will be provided.

Today's Date: \_\_\_\_\_ Date of anticipated move in: \_\_\_\_\_

Property address: \_\_\_\_\_

**APPLICANT**

Full name of applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

D.O.B.: \_\_\_\_\_ social security #: \_\_\_\_\_ Driver's license: \_\_\_\_\_

**APPLICANT'S EMPLOYMENT**

Name of present employer: \_\_\_\_\_

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

Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_

Name of previous employer: \_\_\_\_\_

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

Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_

Other sources of income: \_\_\_\_\_

**SPOUSE**

Full name of spouse: \_\_\_\_\_

Present Address: \_\_\_\_\_

Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

D.O.B.: \_\_\_\_\_ social security #: \_\_\_\_\_ Driver's license: \_\_\_\_\_

**SPOUSE'S EMPLOYMENT**

Name of present employer: \_\_\_\_\_

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

Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_

Name of previous employer: \_\_\_\_\_

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

Position: \_\_\_\_\_ Date started: \_\_\_\_\_ Monthly income: \_\_\_\_\_

Supervisor's name: \_\_\_\_\_ phone: \_\_\_\_\_

Other sources of income: \_\_\_\_\_

**PRESENT LANDLORD /MORTGAGE COMPANY**

Present Landlord or mortgage company: \_\_\_\_\_

Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Monthly rent or mortgage payment: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Date of move-out: \_\_\_\_\_

**PREVIOUS LANDLORD / MORTGAGE COMPANY**

Previous Landlord or mortgage company: \_\_\_\_\_

Telephone number: (home) \_\_\_\_\_ (work) \_\_\_\_\_

Monthly rent or mortgage payment: \_\_\_\_\_ Date of move-in: \_\_\_\_\_ Date of move-out: \_\_\_\_\_

**EMERGENCY**

In case of emergency contact: \_\_\_\_\_

Relationship: \_\_\_\_\_ phone: \_\_\_\_\_

**OCCUPANTS**

List of all occupants.

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

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

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

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

**PETS**

List all pet's type: \_\_\_\_\_ breed: \_\_\_\_\_ weight: \_\_\_\_\_ age: \_\_\_\_\_

List all pet's type: \_\_\_\_\_ breed: \_\_\_\_\_ weight: \_\_\_\_\_ age: \_\_\_\_\_

**VEHICLES**

List vehicles to be parked on the premises.

Make: \_\_\_\_\_ model: \_\_\_\_\_ year: \_\_\_\_\_

Make: \_\_\_\_\_ model: \_\_\_\_\_ year: \_\_\_\_\_

The above-listed applicant declares that all statements in this application are accurate and complete. Applicant hereby authorizes the National Association of Independent Landlords to verify all the information in this application and obtain credit reports on the above-listed applicants and/or other applicants.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Spouse: \_\_\_\_\_ Date: \_\_\_\_\_

# **Oak Tree Estates Homeowners Association, Inc.**

C/O COMMAND HOA  
5400 S. UNIVERSITY DR. STE 215B  
DAVIE, FLORIDA 33328

## **Rules and Regulations \* Revised July 17, 2023.**

1. The Owners shall comply with all ordinances of Broward County, The City of Oakland Park, Florida and Oak Tree Estates Homeowner Association's Rules and Regulations.
2. The lots shall be used only as a private residence for residential purposes by a single family, servants and guests, and no professional business or commercial use shall be made of the same, or any portion thereof. Each resident's use of a Lot shall not endanger the health or disturb the reasonable enjoyment of any other Owner or resident.
3. No residence shall exceed two (2) stories in height. All garages, storage areas, tool sheds, garden houses, etc., must be attached to the Dwelling and be constructed to constitute one (1) building only. The Dwelling shall occupy a floor area of actually and fully enclosed building, including an attached two (2) car garage, etc., of not less than two thousand two hundred (2,200) square feet including the garage.
4. No building other than dwellings originally constructed by the Declarant shall be constructed on each Lot, unless prior approval is obtained from the Board of Directors.
5. No structure of a temporary character, trailer, basement, tent, shack, garage, barn, or other outbuildings shall be used as a residence at any time, either temporarily or permanently.
6. No sign of any nature whatsoever shall be erected or displayed upon any Lot or Dwelling except where prior written approval of the size, shape, content, and location thereof has been obtained by the Association. Approval may be arbitrarily withheld. All homes or mailboxes must have an address number on them.
7. No animals of any kind shall be raised, bred, or kept in any Lot, except dogs, cats, or other common household pets, not to exceed three (3) pets, if they are not kept, bred, or maintained for any commercial purposes. If the majority of the Board of Directors determines that a pet is dangerous, threatening or a nuisance, the Board of Directors can force the removal of the pet. Dogs must be leashed and not allowed to run loose. Dog owners are responsible for picking up dog refuse occurring while walking their dog.

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8. All rubbish, trash, or garbage shall be kept so as not to be seen from neighboring Dwellings and streets. All garbage cans shall be placed in garages or be hidden behind bushes and shrubs or fencing approved by the Association.
9. No clothing, laundry or wash shall be aired or dried on any portion of any Lot in an area exposed to view from any other Lot or Common Areas. Drying areas will be permitted only in locations approved by the Association and only when protected from view from screening or fencing approved by the Association.
10. Without prior written authorization from the Association, no television or radio antennas of any sort shall be placed, allowed, or maintained on the exterior of any dwellings or any portion of the exterior of the improvements located on the Property.
11. There shall be no fences erected or maintained upon any Lot, without the prior written approval of the Association.
12. The parking and storage of automobiles and other motor vehicles shall be limited to the driveways of the respective Lots. No commercial vehicles of any variety shall be parked or stored overnight on the Property. By way of example, but not limitation, this provision shall apply to boats, campers, trailers, and vans, except those types of vans used as everyday vehicles and other than for commercial purposes. No vehicles with magnetic signs attached to the sides shall be parked in the driveway. The Board is specifically granted by the Declaration the right to enforce the Declaration and the Rules and Regulations pertaining to parking by the towing of the vehicles which are in violation of such Rules and Regulations. Any charges for such towing shall become a lien upon the Lot of the owner of the vehicle in the same manner as provided for nonpayment of assessments.  
Parking, Automobiles and Vehicles: Owners shall, whenever possible, keep their vehicles out of view of all roadways and shall be expected to garage their vehicles when possible. Only additional vehicles, small trucks, vans, and other vehicles commonly used as private passenger vehicles may be parked outside of a Dwelling Unit overnight. Other types of vehicles, motor powered boats, campers, and trailers, may not be parked or stored overnight, or for more than four hours in any day, outside of a Dwelling Unit. No vehicle shall be parked outside of a dwelling unit overnight if commercial equipment is exposed in or upon the vehicle. The foregoing restriction shall not be deemed to prohibit the temporary parking of commercial vehicles making delivery to or from, or used in connection with providing services to, any Dwelling Unit or Lot within the Property. No motor vehicle shall be stored within the Property which is not in operating condition. Motorcycles are permitted if equipped with appropriate

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noise muffling equipment so the operation of the same does not create an unreasonable annoyance to the residents of the Dwelling Units within the Property. No vehicle shall be parked on the roadway overnight. Parking of buses, motor homes, campers, trailers, boat trailers with or without boats, is prohibited on streets or driveways except to load or unload passengers or luggage. No vehicles are to be parked in a cul-de-sac during any time of the day or night.

13. No nuisance, noxious or offensive activity shall occur on the Property, nor shall anything be done therein, either willfully or negligently, which may be or become an annoyance or nuisance to the Owners or Occupants.
14. Each owner is responsible for maintaining their own landscaping. All trees need to be trimmed as needed. Annual tree trimming is required. The owner of each Lot shall maintain his\her property in accordance with the high standards of the community. By way of example and not limitation, this includes watering the lawn, removal of palm fronds, removal of decaying plants.  
Roof cleaning, tree trimming, pruning of all palms is required by all homeowners. The landscaping of each lot is to be maintained by the homeowner. Each lot must be properly maintained. Weeds and overgrown hedges need to be removed/trimmed regularly. Dead grass and plants are to be replaced when needed.
15. No window or wall air conditioning units shall be permitted to be placed on any Dwelling, unless shown to be medically necessary and then, only if they cannot be seen from the streets or neighboring dwellings.
16. No automotive work is to be completed in the driveway. By way of example and not limitation, changing of oil and repairing brakes is prohibited in the driveway. Checking the fluid levels in the driveway is permitted and minor repairs are permitted. Extensive long-term repairs must be accomplished in the garage with the door closed.
17. No short-wave radio antenna is permitted on the roof of any home in Oak Tree Estates. The Association would strongly recommend the placement of all antennae inside the attic of the Dwelling.

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18. No permanent basketball poles with hoop shall be installed\maintained on any Lot. Portable basketball poles\equipment are permitted. Basketball hoops must be placed close to the corner of the homeowner's garage.  
(Basketball hoops must be in good shape, not bent or crocked, rusted, no unsightly nets and or poles. No sandbags or any objects placed on platform to hold basketball hoop in place.)  
Swing sets and slides are permitted so long as shielded from view from the street.
19. No Lot or Dwelling may be rented or leased by any person or entity unless the Owner and his tenant sign a lease agreement which incorporates by reference this Declaration and the Articles of Incorporation, Bylaws and rules and regulations of the Association and provides for attorney's fees to the Association and the Owner for purposes of enforcing the lease and the foregoing documents incorporated into the lease. The Association is hereby deemed the agent of the Owner for purposes of bringing any eviction proceedings deemed necessary by the Association. **No residence shall be leased for a term of less than one year.** A copy of the lease must be provided to the Board of the Association prior to execution of the lease.
20. No structural changes, exterior color changes, or alterations shall be made or added to any Dwelling without approval of the Association and the Architectural Review Committee.
21. If any Dwelling is damaged or destroyed by casualty, any replacement must be with a Dwelling of a similar size and type. The plans and specifications for any new Dwelling must be approved, in writing by the Association.
22. The Association may, after reasonable notice and opportunity to cure a violation given to the Owner, enter upon a Lot for the purposes of curing the violation. The cost thereof shall be charged against the Owner, enforceable in the same manner as an assessment. For example, and not by limitation, the Association may enter a Lot and turn on water sprinklers, remove debris, remove diseased trees or other items considered a nuisance.
23. Lamppost lights are required to be on from dusk to dawn.
24. The lake is private property. No swimming or recreational use of the lake is allowed.

Thank you for your cooperation.



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This is to certify that \_\_\_\_\_ and \_\_\_\_\_  
have received and reviewed the Documents and Rules & Regulations of  
Oak Tree Estates.

I/We are aware of the importance to abide by these documents. Any violations  
may result in fines and/or legal action.

Date: \_\_\_\_\_

Signature \_\_\_\_\_

\_\_\_\_\_

Printed Name \_\_\_\_\_

\_\_\_\_\_