



Colonial Village, Inc.

2000 East Bay Drive, Largo, FL 33771 Phone: (727) 584-7472 Fax: (727) 587-7020
Email: colonialvillageinc@gmail.com



NEW RESIDENT/BUYER MEETING

Explain to Prospective Residents: 55 plus Park, No Pets, No Rentals,* \$170 Fee Inclusions, and \$25 extra person fee.

Prior to Meeting: To receive Board Approval

- 1. Obtain Copy of Driver's License or Photo ID**
- 2. Have new owner(s) complete Emergency Contact Sheet**
- 3. Application Fee of \$100.00**
- 4. Complete Background Check * \$100 Per Person**
- 5. Share & Unit Purchase Agreement (\$100 Share Fee) (Collect Fee @ Time of Issuance)**
- 6. Review Rules & Regulations & By Laws**

Welcome prospective residents and provide package consisting of the following:

- 1. Buyer's Acceptance Form: Acknowledging and Accepting of the Rules & Regulations as well as the Bylaws *All Questions MUST be answered/understood**
- 2. List of Attorney(s) *if purchasing from current resident**
- 3. Information for Attorney *complete if not using Real Estate Agent ** Attorney must include a Certificate of Occupancy of ALL Residents living in the home**
- 4. Pet Disclosure & Acknowledgement**
- 5. Vehicle Disclosure & Acknowledgment**
- 6. Electronic Transmission & Electronic Voting**
- 7. Share & Unit Purchase Agreement (\$100 Share Fee) (Collect @ Time of Issuance)**
- 8. Information for New Homeowners & Board of Directors Listing**
- 9. Monthly Payment of Maintenance Fee Options**
 - a. Auto-Pay Authorization** (Completed by Association Personnel; New Homeowners form is due by the 20th of the month, Changes to Existing information is due by the 27th of each month.)
 - b. Credit Card** (Transaction Fees incurred)
 - c. Cash & Check** (Delivered/Mailed directly to the office @ 2000 East Bay Dr., Largo FL 33771)
- 10. Water Restrictions Notice** (also posted on Clubhouse Bulletin Board)
- 11. Park Approval Notice**

Explain & give the following forms to new resident(s) as needed:

- 1. Before you Leave**
- 2. Guest Registration & Guest Parking Permit**
- 3. Disclaimer Form for work provided by Park Employees after hours**

Explain the following:

1. Types of Water Usage _____
2. Planter Responsibility _____
3. Overall Appearance of Home _____
4. Speed Limit (15 MPH) _____
5. Pedestrian Row _____
6. No Parking on Streets (11PM – 7AM) & Guest Parking _____
7. No O/S Clotheslines _____
8. Use of Colonial Village, Inc. Tools & Equipment _____
9. Clubhouse Use _____
10. Pool Policy & Usage _____
11. Annual Budget Review _____
12. Keys for Emergency _____
13. Park Map _____

Questions/Comments _____

_____.

Resident

Date

Resident

Date

Board Interviewer/Date

Board Interviewer/Date

Colonial Village provides housing for 55 plus as allowed by law and operates under Chapter 719, Florida Statutes, The Cooperative Act (Department of Business & Professional Regulation)



COLONIAL VILLAGE INC
2000 East Bay Drive, Largo, FL 33771

EMERGENCY CONTACT INFORMATION

Date: _____ Move in date: _____ Lot # _____

Local Phone Number: Mobile _____ Other _____

Email address: _____

Seasonal: Yes _____ No _____ Out of State Phone: _____

Out of State Address: _____

Name 1: _____ Birthday: Month _____ Day _____

Hobbies: _____

Vocation or Professions: _____

Name 2: _____ Birthday: Month _____ Day _____

Hobbies: _____

Vocation or Professions: _____

If married - Anniversary Month _____ Day _____

Emergency Contact Info:

Name: _____

Address: _____

Phone Number (s): _____

Name: _____

Address: _____

Phone Number (s): _____

SHARE & UNIT PURCHASE AGREEMENT

I/We agree to purchase mobile home: Model: _____ Year: _____ Titles _____

Located on Lot#: _____ Colonial Village Mobile Home Park
2000 East Bay Drive
Largo, Florida 33771
Phone: 727-584-7472 Fax: 727-587-7020

For the Purchase Price of: _____ to be paid as follows: _____

Deposit/Earnest Money: _____

Balance: To be paid by Certified Check prior to closing

Closing: On or before _____

Agreements between Buyer & Seller: _____

Other conditions: _____

One share of Colonial Village Inc. Stock must be purchased at time of closing. The current share price is _____ to be included in the final settlement payment. Seller to furnish free and clear title(s) to mobile home.

\$100 transfer fee for the share of stock to be paid to Colonial Village.

Offer of Purchase & Sale is conditional on the purchaser(s) being interviewed and approved by Colonial Village Board of Directors.

_____	Buyer	Date
_____	Buyer	Date
_____	Seller	Date
_____	Seller	Date

****Buyers -- Before the interview with 2 Board Members please read the Rules & Regulations and By-Laws.**



Colonial Village, Inc.

Buyer's Acceptance Form

Unit# _____

I/We, _____, have received, and have read, and do understand the Colonial Village Rules & Regulations and the By-Laws and do agree to abide by them as long as I/we own a share of Colonial Village, Inc. stock.

I/We also acknowledge having signed the Colonial Village, Share Purchase Agreement.

Purchaser _____	_____	_____
Signature	Printed Name	Date

Purchaser _____	_____	_____
Signature	Printed Name	Date

Interviewer _____	_____	_____
Signature	Printed Name	Date

Interviewer _____	_____	_____
Signature	Printed Name	Date



PET DISCLOSURE & ACKNOWLEDGMENT

_____ ("Buyers") are purchasing

Unit # _____ in COLONIAL VILLAGE MHP;

The Buyers understand and acknowledge that Colonial Village Inc., prohibits unit owners from possessing pets including dogs, cats, and the like, in Colonial Village Inc.

The Buyers represent that they **DO NOT** currently own or possess a pet including a dog or cat.

The Buyers acknowledge receipt of this disclosure statement.

Buyers:

Interviewer(s):

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Date



VEHICLE DISCLOSURE & ACKNOWLEDGMENT

_____ ("Buyers") are purchasing

Unit # _____ in COLONIAL VILLAGE, INC.;

The Buyers understand and acknowledge that Colonial Village Inc., prohibits unit owners from parking more than 2 vehicles in their driveway and the vehicles must fit into the driveway without interfering with the sidewalk. Residents are not allowed to park overnight on the road or in guest parking areas. Otherwise the vehicle(s) will be towed at the owner's expense.

The Buyers acknowledge receipt of this disclosure statement.

Buyers:

Interviewer(s):

Signature

Signature

Print Name

Print Name

Signature

Signature

Print Name

Print Name

Date



Request to Receive Notices by Electronic Transmission

I/We, (Please Print) _____, unit # _____
hereby request to receive notices pursuant to the Bylaws of Colonial
Village, Inc by electronic transmission.

Email Address: _____

Date: _____

Member Signature

Member Signature



Online Voting

I/We, (please print) _____, unit # _____
of Colonial Village Mobile Home Park give consent to participate in Electronic
Voting per Florida Statute 719.129.

X _____
Signature Date

Please provide the email address you would like registered with the electronic
voting system:

LIST OF AVAILABLE ATTORNEYS

These are only recommendations of attorneys that are familiar with coop closings and documents required for occupancy. The cost for a change of Assignment of Occupancy and closing costs may vary between attorneys. The range is \$350-\$500 for an Assignment of Occupancy to \$625-\$1200 for closing costs.

Jonathan J. DaMonte, Chartered 12110 Seminole Blvd., Seminole, FL 33778	(727)586-2889	Fax (727)581-0922
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Mary Taylor McManus, Attorney 79 Overbrook Blvd., Largo, FL 33770	(727)584-2128	Fax (727)586-2324
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Gary W. Lyons, P.A. 311 S. Missouri Ave., Clearwater, FL 33756	(727)461-1111	Fax (727)461-6430
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Bryan K. McLachlan, P.A. 10823 70th Ave., Seminole, FL 33772	(727)398-0086	Fax (727)398-1896
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Diana Mangsen, RN, BSN, JD 1695 East Bay Dr., Largo FL 33771 Website: www.mangsenlaw.com	(727) 888-6282	Fax (208) 723-9717
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Paul V Herzfeld, Attorney 1715 E Bay Dr Ste C, Largo FL 33771 Email: paul@herzfeld.net	(727) 587-0009	Fax (727) 586-0100
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INFORMATION FOR LAWYER

Date: _____

Purchase/Sales Information

Name of Mobile Home Park: Colonial Village Mobile Home Park

Physical Address of Unit being purchased: 2000 East Bay Drive # _____, Largo FL 33771

Seller Information

Name of Seller(s) (Include ALL persons whose name appear on title, or occupancy agreement): _____

Current Address of Sellers: _____

Forwarding Address of Sellers: _____

Phone Numbers of Sellers: _____

Marital Status of Sellers: _____

Buyer Information

Name of Buyer(s) (Include ALL persons whose names are to appear on title, & occupancy agreement): _____

Primary (Current) Address of Buyers: _____

Local Address of Buyers: _____

Phone numbers for Buyers: _____

Marital Status of Buyers: _____

How is name to appear on all legal documents (if this is to be placed in the name of a Trust, please provide name and date of Trust)? _____

Lender Information

Name of Lender: _____

Address of Lender: _____

Contact Person for Lender: _____

Phone Number for Lender: _____

Fax Number for Lender: _____

Purchase/Sales Information

Total Purchase Price of mobile home (including share): \$ _____

Amount of Earnest Money Deposit: \$ _____

Amount to be financed: \$ _____

Name of person holding earnest money deposit: _____

Is this a cash transaction which will be paid in full? YES NO

Are the buyers assuming a Note or Mortgage for any portion of this transaction? Is so, please provide details as to amount of assumption or note, interest rate, duration of note, date first payment is due, term (length of time) note or mortgage is assumed or financed for:

Is the mobile home being purchased furnished or unfurnished? YES NO

If furnished, is the price of furnishings included in the total purchase price shown above?
YES NO

If furnished, please list items included:

Will all parties be present for closing? YES NO

If No, please state who will be present and address where documents may be mailed for execution:

Comments or additional information:

Was purchaser approved for residency by the Park? YES NO



Information for New Homeowners at Colonial Village

BB&T (Colonial Village Bank)	(727) 585-3111
Largo Post Office	(727) 584-0301
Largo Police (non-emergency)	(727) 587-6730
Duke Energy	(800) 700-8744
Spectrum Cable	(727) 329-5020
WOW Cable	(866) 745-3685
Tampa Bay Times Newspaper	(800) 888-7012
Colonial Village Lawyer	David Luczak Attorney at Law, PA 3233 East Bay Dr. Suite 103 Largo FL 33771 Telephone: (727) 531-8989

Watering Restrictions always posted on
Clubhouse Bulletin Board.

Monthly Maintenance Fee: \$160.00

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Colonial Village, Inc.
GUEST REGISTRATION FORM

GUESTS: Rules & Regulation (Nov 16) Page 3, Section 5

All persons who are not registered with the office as approved Residents and who are transient occupants of a mobile home at the invitation of an approved Resident are defined as "Guests". All guests who intend to stay more than 24 hours must be registered with the office by completing the appropriate form. A Guest is a person whose **stay does not exceed thirty (30) total days per calendar year**, unless the Board of Directors approves, in writing, a longer period. If approved in writing by the Board of Directors for the Guest to stay a longer period, a monthly fee per Guest, as set by the Board will be charged to the Resident. Resident is to furnish the vehicle tag number of such Guest at time of registration. Guests are the entire responsibility of their Resident host and must comply with the Rules and Regulations.

Only members of the immediate family may occupy a unit in the absence of the unit owner. Immediate family is defined as parents, brothers, sisters, children, grandchildren, nieces, nephews and any other persons related by lineal consanguinity. In the event of the owners' absence, such owner must notify the office at least ten (10) days in advance as to their Guests arrival, length of stay and the names of such immediate family members.

The Board of Directors reserves the right to eject any Guest or visitor who violates a federal or state law, or local ordinance, deemed detrimental to the health, safety, welfare and morale of other Residents of Colonial Village, or who violates any of these Rules and Regulations.

It is the Residents' responsibility to ensure that all Guests under the age of sixteen (16) years of age are supervised by an adult when using the recreation facilities for their safety and welfare.

Please Print All Information.

Colonial Village Resident Information:

Name: _____

Unit #: _____

Telephone #: _____

Guest Information:

Date of Arrival: _____

Date of Departure: _____

Name(s) of Adults: _____

Name(s) of Child(ren): _____

Make & License of Vehicle: _____

Signature: _____

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Please don't Forget



Before you Leave!

*Many of you will soon be planning your Spring exodus. Please complete the information below and drop off this form at the Park Office. You are asked to review Page 6, Section 6 “T” & “U”, of the Rules and Regulations (Nov’16). Please trim any plants way back before you leave to prevent unsightly overgrowth. Otherwise, plants become trees! Thanks for your cooperation and we wish you all a **HAPPY, HEALTHY, SUMMER**.*

The Board of Directors

Name(s): _____ *Lot #:* _____

Date Leaving: _____ *Date Returning:* _____

Mailing Address During Absence: _____

Street & Number: _____ *City:* _____

State/Prov: _____ *Zip/Postal Code:* _____ *Phone #:* _____

E-mail Address: _____

Person(s) Looking After Our Lawncare: _____

Address & Phone # Of Lawncare Person(s): _____