



## **HIGHLAND MEADOWS ESTATES EAST**

109, NW 53rd CT, Pompano Beach, FL 33064 · [administration@hmee.org](mailto:administration@hmee.org) · Tel / Fax: 954-421-7373

### **PROSPECTIVE BUYER APPLICATION PACKAGE**

Thank you for your interest in Highland Meadows Estates Association, Inc. – East (HMEE).

**Prospective buyers should understand that HMEE is a 55+, owner-occupied community. This means that as a condition of application and approval, buyers are expected to be the occupants of the property they are purchasing. To that end, occupancy by other than the approved buyers and rentals are both strictly regulated and limited. Applicants must be individuals; corporations/partnerships/LLCs need not apply.**

**To be approved for purchase, all deeded buyers must be 55 years of age or older with the exception of a spouse of a qualifying buyer who may be under 55 years of age (documentation of marriage required).** No persons under the age of 55 years may occupy/reside in any HMEE property at any time unless explicitly approved in writing, by the Board of Directors. Such approval shall only be granted for emergent, non-permanent occupancy. Prospective Owners must refer to the rules set forth in the governing documents for exception for people under the age of 18 years and for a 45-day period exception for people between the ages of 18 and 55.

**Further, as part of this application, prospective buyers are required to obtain a copy of the rules and regulations governing non-resident occupancy / rental which they must agree to in writing, as part of the application process. Such copy can be downloaded from [www.hmee.org](http://www.hmee.org).**

To be considered for ownership, applicants must complete and execute the following application forms and provide all requested documents and information. Upon completion of this package, please forward all documents and the application fee to our offices as indicated above. If you have any questions regarding the application, please leave a message on our answering machine or email us at [administration@hmee.org](mailto:administration@hmee.org), and we will contact you or furnish a response as soon as possible. **Should an applicant fail to provide any of the information / documentation requested in this package, the Board will deny your application without further action and return your application fee to you.**



Please note that **no *Consent To Convey* request will be completed until all required documents have been received and an interview has been conducted with the Board of Directors.** The interview is mandatory and there will be no phone interview. The interview may be conducted via videoconferencing or in-person, as determined by the Board of Directors. All applicants must be present for the interview.

Following our review of your application package and assuming all other requirements are met, a member of the Board or our Office Manager will contact you to schedule a personal interview with two or more of our Board members. This interview is a mandatory part of the review and approval process.

**Prior to the interview, you are required to read, review and understand the Covenants, Restrictions and By Laws that are being provided to you as a part of this application package, as well as the rules related to non-owner occupancy and rental. At the interview, you will be given the opportunity to ask any questions you may have regarding these regulations and restrictions.**

Once again, we thank you for considering HMEE as your new home.

Application Checklist:

- \_\_\_\_\_ Applicant/Owner Information, Secondary Address, Emergency Contact **(page 3)**
- \_\_\_\_\_ Applicant/Owner Age Compliance Certification **(page 4)**
- \_\_\_\_\_ Other Occupiers/Residents Age Compliance Certification **(page 5)**
- \_\_\_\_\_ Criminal Background Disclosure / Certification **(page 6)**
- \_\_\_\_\_ Certification of Compliance with the Declaration of Covenants, Conditions & Restrictions and By Laws (enclosed) **(page 7 – must be notarized before submitting)**
- \_\_\_\_\_ Certification of Compliance with HMEE Rules for Leasing, Renting & Occupancy & Fines for Non-Compliance **(page 8 & 9 – must be notarized before submitting)**
- \_\_\_\_\_ Certification of Truth and Accuracy of Application **(page 10 – must be notarized before submitting)**
- \_\_\_\_\_ Current (within 60 days of application) copy of FICO scores and/or credit reports for all prospective buyers
- \_\_\_\_\_ Agreement of Sale and/or Sales Contract
- \_\_\_\_\_ Application, Notary, Estoppel Processing Fee - **\$305.00** (this includes a \$100 Estoppel fee)



**APPLICANT/ OWNER INFORMATION:**

LOT NO: \_\_\_\_\_ BLOCK NO. \_\_\_\_\_

HMEE ADDRESS: \_\_\_\_\_  
Deerfield Beach, Florida, 33064

HMEE HOME PHONE NO: \_\_\_\_\_ (if any; land line only here)

APPLICANT/ OWNER NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

HOW LONG AT THIS ADDRESS: \_\_\_\_\_ OWN or RENT \_\_\_\_\_

CO-APPLICANT /CO-OWNER NAME: \_\_\_\_\_

HOW LONG AT THIS ADDRESS: \_\_\_\_\_ OWN or RENT \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_ CELL PHONE #: \_\_\_\_\_  
(applicant /owner) (co-applicant/ co-owner)

EMAIL: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
(applicant /owner) (co-applicant/ co-owner)

**SECONDARY ADDRESS:** - list only if you intend on keeping this home after HMEE closing

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

COUNTRY: \_\_\_\_\_ LANDLINE PHONE AT THIS ADDRESS: \_\_\_\_\_

**EMERGENCY CONTACT:**

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_



**APPLICANT/OWNER AGE COMPLIANCE VERIFICATION**

OWNER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

CO-OWNER: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_  
(applicant/ owner – attach copy)

DRIVERS LICENSE #: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_  
(co-applicant/co-owner – attach copy)

OTHER PHOTO ID:  
TYPE OF ID: \_\_\_\_\_  
(applicant/owner attach copy)

OTHER PHOTO ID:  
TYPE OF ID: \_\_\_\_\_  
(co-applicant/co-owner – attach copy)

**All prospective owners/occupants are required to be 55+ years of age. If an under 55 years of age spouse is a co-applicant or intended occupier of the subject property now, or at any time in the future, proof of marriage is required to be submitted with this application. Consents to Convey will only be issued with the names of qualifying applicants.**



**OTHERS OCCUPYING THE PROPERTY:**

If anyone other than applicant(s) / owner(s) will be occupying this HMEE home, please provide the following information. **All individuals residing in the subject property must be at least 55 years of age.** If there are no other intended occupiers, please circle none.

**NONE**

**OTHER OCCUPIERS/ RESIDENTS AGE COMPLIANCE VERIFICATION**

OTHER OCCUPIER #1: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

(other occupier # 1 – attach copy)

OTHER OCCUPIER #2: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

(other occupier #2 – attach copy)

OTHER OCCUPIER #3 \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE #: \_\_\_\_\_ STATE/PROVINCE: \_\_\_\_\_

(other occupier #3 – attach copy)



**CRIMINAL BACKGROUND DISCLOSURE:**

Has applicant/owner ever been convicted of a felony \_\_\_\_\_  
Yes No

If yes, please describe felony conviction, date of conviction, dates of time served (if any) and whether or not applicant/owner has completed probation:

---

---

---

---

---

\_\_\_\_\_ (add printed/typewritten sheet if needed)

Has co-applicant/co-owner ever been convicted of a felony \_\_\_\_\_  
Yes No

If yes, please describe felony conviction, date of conviction, dates of time served (if any) and whether or not applicant/owner has completed probation:

---

---

---

---

---

\_\_\_\_\_ (add printed/typewritten sheet if needed)

**The same information related to the criminal background of any/all "other occupiers" must be provided on a separate sheet(s) and attached to this application.**



**CERTIFICATION OF COMPLIANCE WITH CCRBL, FINES AND LEGAL/COLLECTION FEES**

**INCURRED:**

I /we am/are a prospective buyer(s) of Lot \_\_\_\_ Block\_\_\_\_ also known as \_\_\_\_\_  
Deerfield Beach, FL 33064.

I / we have been provided, and have read and understand the Declarations of Covenants,  
Conditions and Restrictions and By Laws (CCRBL) of Highland Meadows Estates Association, Inc.  
- East (HMEE)

I/we understand that to be considered for approval, I/we will be required to meet with  
Members of the Board of Directors and will have the opportunity to ask questions or seek clarifications  
regarding any/all provisions of the CCRBL.

I/we understand that should we continue to seek approval following that meeting I/we agree  
to comply fully and faithfully with the rules and restrictions as set forth in the CCRBL and with  
any future amendments to said restrictions as may be duly and legally adopted by the governing  
body at some future date. Should I/we be unwilling or unable to fully comply as stipulated herein,  
we understand that we can withdraw our application and the estoppel fee of \$100 will be refunded  
to me/us.

I/we fully understand and agree to bear responsibility for the payment of any fines which may be  
properly levied for violations of any of the CCRBL provisions and for any collection and/or legal  
expenses which may be incurred by HMEE to secure compliance with said regulations and/or  
to pursue the collection of properly levied fines.

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

\_\_\_\_\_  
Co-Applciant Printed Name

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

\_\_\_\_\_  
Co-Applciant Signature

\_\_\_\_\_  
Notary Signature & Stamp



**CERTIFICATION OF COMPLIANCE WITH HMEE RULES FOR LEASING / RENTING/  
OCCUPANCY AND FINES FOR NON-COMPLIANCE:**

Article B.21. Sale, Lease or Transfer of Property C (III) provides that The Association (HMEE) shall have the absolute right to disapprove any proposed lease. The Board of Directors has established and adopted a set of rules consistent with that right for the purposes of both preserving the residential fabric of HMEE as well as providing clear guidelines for its owners/members and prospective owners.

Further, the State of Florida in which the Association is duly incorporated provides the governing bodies of homeowners associations with the authority to impose fines for failure to comply with its lawful and effectively communicated bylaws, covenants, rules or regulations. And, this authority is granted to said governing bodies irrespective of the provisions of current governing documents be those provisions either restrictive or permissive.

Pursuant to its Covenants & By Laws, the Board of Directors of HMEE is empowered to act on behalf of the members of the Association in matters pertaining to its operations, advancement and wellbeing. To that end, the Board of Directors of Highland Meadows Estates Association Inc. – East, has set forth the following rules, compliance guidelines and fines for non-compliance with same. Furthermore, **no property shall be leased, rented, or otherwise occupied (by non-members / member) for a period of 2 years after the official date of purchase of the house by new homeowners.** (Amendment approved unanimously by the BOD on 12-15-2022)

- No property shall be leased, rented or otherwise occupied (by non-owner/members) for any period greater than six (6) months in any calendar year.
- Leases, rentals or other occupancies of durations between one (1) month through four (4) months shall require the completion of a Renter Application/Registration document (the document) available at the business office or on the website, no later than thirty (30) days prior to the proposed start date. All individuals who will occupy the property during the lease / rental / other occupancy period shall be identified in the document. Failure to do so will constitute a violation of the rules and shall subject the owner/applicant to fees detailed therein. Absent follow-up from the BOD, said lease / rental / occupancy shall be considered authorized, consistent with the assertions and caveats contained in the document.
- Leases, rentals or other occupancies for periods of four (4) though six (6) months shall require the submission of materials including both the proposed Lease and a Renter Application/Registration. The BOD decision relative to the approval or denial of said leases/rentals/other occupancies shall be communicated in writing to the owner/applicant. All individuals who will occupy the property during the lease / rental / other occupancy period shall be identified in the document. Failure to do so will constitute a violation of the rules and shall subject the owner/applicant to fees detailed herein.





- Should the BOD at its sole and exclusive discretion deem that a background check of the proposed renter(s) is in the best interest of the community, the costs of said background check shall be borne by the member/owner.
- Unless specifically authorized in writing by the BOD, all individuals who will lease, rent or otherwise occupy an HMEE property shall be fifty-five (55) years of age or older however, authorized leases / renters / occupiers shall be granted the same child visitation privileges as members, as set forth in Article B.18. Visitor Restrictions.
- Member / owners who fail to comply with these rules and guidelines shall incur a fine of \$50.00 per day for the first 30 days of non-compliance and \$ 100.00 per day thereafter. Pursuant to the General Affidavit executed by each owner at the time of their membership application and condition thereof, owner/members found in non-compliance shall be subject to both collection and legal costs incurred by the Association in pursuit of unpaid fines and/or compliance.

I /we am/are a prospective buyer(s) of Lot \_\_\_\_ Block\_\_\_\_ also known as \_\_\_\_\_  
Deerfield Beach, FL 33064.

I / we have read and understand the Rules for Leasing / Renting/ Occupancy and Establishment of Fines for Non-Compliance detailed above.

I/we fully understand and agree to bear responsibility for the payment of any fines which may be properly levied for violations of any of these rules and for any collection and/or legal expenses which may be incurred by HMEE to secure compliance with said rules and/or to pursue the collection of properly levied fines.

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

\_\_\_\_\_  
Co-Applicant Printed Name

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

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Notary Signature & Stamp



**CERTIFICATION OF TRUTH AND ACCURACY OF THIS APPLICATION:**

I/We the applicants and prospective owner/owners d hereby certify that all of the information supplied in this application is true and correct to the best of our knowledge. I/We further understand that the approval of this application for ownership/occupancy is based almost entirely upon the information I/we have provided herein as well as information provided at the personal interview with the Board to be conducted should this written application warrant same.

I/We further understand and agree that should the Association approve this application based upon incorrect, inaccurate, incomplete and/or faulty information and/or verbal disclosures or failures to disclose, that the Board on behalf of the Association will seek to remedy this matter by any and all means available to it under Florida State statutes.

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

\_\_\_\_\_  
Co-Applicant Printed Name

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

\_\_\_\_\_  
Co-Applicant Signature

\_\_\_\_\_  
Notary Signature & Stamp



Highland Meadows Estates East  
New Community Member Coordinates  
For Directory

Purchaser Name 1: \_\_\_\_\_

Purchaser Name 2: \_\_\_\_\_

House Address in HMEE: \_\_\_\_\_

Telephone 1: \_\_\_\_\_

Telephone 2: \_\_\_\_\_

Email 1: \_\_\_\_\_

Email 2: \_\_\_\_\_