

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

Dear Prospective New Owner:

All prospective new owners are required by the Association's Governing Documents to complete an application and interview process prior to closing. You should plan to allow up to two (2) business weeks for completion of the Application Process. A closing date cannot be determined until the property manager contacts you to inform you that the paperwork has been processed and completed. The following items are required to complete the process:

1. _____ Completed Sales Application
2. _____ Copy of Sales Contract
3. _____ Background and credit check
4. _____ Application Fee \$150 Per Person Over 18 Years-Old
5. _____ Signed Confirmation of Interview
6. _____ Completed Emergency Information Sheet

An Instruction Sheet/Checklist Is Included for Your Convenience.

When completed, the entire packet (originals with appropriate signatures) must be delivered or mailed to the following address to complete processing prior to closing:

AMERI-TECH COMMUNITY MANAGEMENT
24701 US HWY 19 N. STE 102
CLEARWATER, FL 33763
ATTENTION: JENNY KIDD, LCAM

In addition, please note that Ameri-Tech Community Management, Inc. requires that two (2) months' maintenance fees are to be collected at the closing. Your title company must make arrangements to receive that exact amount owed prior to closing.

If you have any questions, please contact Ameri-Tech Community Management, Inc. at (727) 726-8000 for assistance.

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

APPLICATION PROCESS FOR TRANSFER OF OWNERSHIP INSTRUCTION SHEET/CHECKLIST

1. Application Package and Confirm Contents:

1. _____ Informational Cover Letter
2. _____ Instruction Sheet Checklist
3. _____ * Official Application
4. _____ * Copy of Sales Contract
5. _____ * Tenant Check Information Sheet (for background/credit check)
6. _____ * Emergency Contact Information Sheet *
7. _____ * Information Sheet for The Woods Directory/Channel 95-732
8. _____ * Interview Confirmation Sheet
9. _____ Rules and Regulations
10. _____ Commonly Asked Questions & Answer Sheet
11. _____ Copy of Association Budget

2. Read and complete each form as indicated.

3. Mail or deliver all the above completed to:

AMERI-TECH COMMUNITY MANAGEMENT
24701 US HWY 19 N. STE 102
CLEARWATER, FL 33763
ATTENTION: JENNY KIDD, LCAM

4. Contact the following person and arrange for your interview as soon as possible:

Joe Peck 727-708-0761 or coawoods@gmail.com

5. The Application and other forms will be processed and presented to the Board of Director for approval. The *Ameri-Tech Community Manager* will contact the Buyer (or Agent) in writing that the process is complete.

DO NOT SET A CLOSING DATE UNTIL THE MANAGEMENT COMPANY HAS CONTACTED YOU IN WRITING STATING THAT THE PAPERWORK HAS BEEN PROCESSED AND COMPLETED.

THE WOODS AT ANDERSON PARK CONDOMINIUM

AMERI-TECH COMMUNITY MANAGEMENT
HWY 19 N. STE 202
CLEARWATER, FL 33763

REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER

Unit #: _____

Anticipated Closing Date: _____

Owner's Name: _____

A background check will be performed at the cost of **\$150.00** per person (over 18 years-old) payable to ***The Woods at Anderson Park Condominiums, Inc.***

Purchaser(s) represent that the following information is true and correct and consent to further inquiry and investigation concerning this information or any information, which comes from the inquiry and is necessary for the processing of this request.

In no event may a Unit Owner lease his or her Unit until he/she has owned the Unit for no less than twenty-four (24) months. There is a three (3) month minimum lease period. An application to lease must be submitted and approved by the Board before the prospective tenants may move into the Unit. See Amended and Re-Stated Declaration of Condominium for further restrictions.

Person(s) who will occupy the above condominium unit are as follows:

Name #1: _____ Current Age: _____

Social Security #: _____

Name #2: _____ Current Age: _____

Social Security #: _____

If other persons will occupy this unit, please attach a separate sheet with the corresponding information.

Purchaser's Present Address: _____

Permanent Address After Closing: _____

Employed By: _____

Employed By: _____ Address: _____

References #1: _____ Address: _____

References #2: _____ Address: _____

Bank References: _____ Address: _____

How many automobiles will be parked on Property? _____

Have you read the rules and regulations regarding parking? _____ Yes _____ No

Automobile(s): Make: _____ Model: _____ Year: _____ State / License #: _____

Make: _____ Model: _____ Year: _____ State / License #: _____

Pet #1: Type: _____ Weight: _____

Pet #2: Type: _____ Weight: _____

Real Estate Agent (If Applicable): _____ Phone #: _____

Approved Application Mailed to: _____

Purchaser(s) states that he/she has received a copy of the Rules and Regulations, and has read, understand, and agrees to abide by all the conditions and terms therein and all reasonable Rules and Regulations enacted hereafter officially by the Association.

This approval is subject to all financial obligations to the Association including, but not limited to, maintenance fees, late charges, special assessments, legal fees and application fees having been paid in full or will be paid by closing agent at the time of the closing of this sale.

Purchaser #1 Printed Name

Purchaser #2 Printed Name

Purchaser #1 Signature

Purchaser #2 Signature

DO NOT SET A CLOSING DATE UNTIL THE MANAGEMENT COMPANY HAS CONTACTED YOU IN WRITING STATING THAT THE PAPERWORK HAS BEEN PROCESSED AND COMPLETED.

Background Information Form

Date: _____

Customer Number: _____

I / We, _____ prospective purchaser(s) for the Property located at _____

I hereby allow TENANT CHECK, LLC and / or the property manager to inquire in to my / our credit file, criminal, and rental history as well as other personal record, to obtain information for use in processing this application. I / we understand that on my / our credit file it will appear that TENANT CHECK, LLC. has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK, LLC. Or the management company now or in the future.

PLEASE PRINT CLEARLY

<u>FIRST PURCHASER'S INFORMATION</u>	<u>SECOND PURCHASER'S INFORMATION</u>
Single: _____ Married: _____	Single: _____ Married: _____
Social Security #: _____	Social Security #: _____
Date of Birth: _____	Date of Birth: _____
Driver's License #: _____	Driver's License #: _____
Current Address: _____ _____	Current Address: _____ _____
How Long? _____	How Long? _____
Landlord Name: _____	Landlord Name: _____
Phone #: _____	Phone #: _____
Previous Address: _____ _____	Previous Address: _____ _____
Have you ever been arrested? ____ YES ____ NO	Have you ever been arrested? ____ YES ____ NO
Have you ever been evicted? ____ YES ____ NO	Have you ever been evicted? ____ YES ____ NO
Signature: _____	Signature: _____
Phone #: _____	Phone #: _____

If the wrong social security number(s) is / are submitted, a second application fee will be charged to "re-pull" the report. A credit report service providing credit reports for relatives / property managers / apartment complexes / mobile home parks / condominium associations / employers.

The Woods at Anderson Park
Emergency Needs Information

The names and telephone number(s), given to Ameri-Tech Community Management in the *Emergency Needs Information* Sheet will not be furnished to anyone other than the Tarpon Springs Fire Department / Emergency Medical Services (EMS) professionals.

Date: _____

Unit #: _____

Name of Occupants:

Occupant #1: _____ Age: _____

Occupant #2: _____ Age: _____

Occupant #3: _____ Age: _____

IN CASE OF EMERGENCY

Does someone in this Unit have ambulatory needs? YES NO

Describe the need: _____

List all the months do you typically reside at The Woods at Anderson Park? _____

EMERGENCY CONTACT

Name: _____

Phone #: _____ Relationship: _____

KEY HOLDER

Does someone locally have a key to your Unit in The Woods at Anderson Park?

Name: _____

Phone #: _____ Relationship: _____

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

(In compliance with §718.111(12)(a)(14), F.S., §718.504, F.S. and Chapter JD-23.002, Florida Administrative Code)

As of: January 1, 2024

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

A: Each unit is allowed only one (1) vote, either in person or by ballot or proxy at the Annual Meeting and in person or by proxy at any special members' meeting.

Q: What restrictions exist on my right to use my unit?

*A: Units may be used as residences only. Pets, i.e. one (1) dog **or** one (1) cat, are permitted with approval in any unit. Refer to the Rules and Regulations of the Association, along with the Restrictions in the Association's Declaration of Condominium.*

Q: What restrictions exist on the leasing of my unit?

A. In no event may a unit owner lease his or her unit until that unit owner has owned the unit for no less than twenty-four (24) months. There is a three (3) month minimum lease period and an application to lease must be submitted and approved by the Board before the prospective tenants may move in. See Amended and Re-stated Declaration of Condominium for further restrictions.

Q: How much are my assessments to the Condominium Association for my unit type and when are they due?

A: Please review budget for monthly assessments.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: Yes. The Woods at Anderson Park Recreation Association, Inc. Each unit is entitled to one vote at the Annual Meeting. Please see the budget for monthly fee paid to the Recreation Association that is included in your regular monthly fee.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A: No.

Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC. RULES & REGULATIONS

I. INTRODUCTION

The Woods is a quiet, residential community. The majority of the residents are owners. The following is a summary of the existing Association Rules and Regulations, which are intended to keep The Woods a pleasant place to live. For additional information, your Association strongly recommends that you consult the condominium documents. Documents are transferred by the Seller prior to closing or can be obtained from the property management company.

II. OBLIGATIONS AND RIGHTS OF OWNERS

- 1. No unit shall be used for any purpose other than as a single-family dwelling. No two-bedroom unit shall be permanently occupied at any time by more than four (4) individuals. No two-bedroom unit with a den shall be permanently occupied at any time by more than five (5) individuals.**

No unit may be rented for less than three (3) months. Each unit can be leased or rented twice in a twelve (12) month period. A unit must be owned for two (2) years before it can be rented. If any guest occupies a unit for more than 30 consecutive days where the unit owner or approved tenant is not present, such guest must be approved by the Association. See Article XIII Restriction recorded 12/01/2005.

No owner shall commit or permit any nuisance, immoral or illegal act in his unit or on the common elements.

Time-share and interval ownership estates in the condominium are expressly forbidden.

- 2. The unit owner is responsible for unit maintenance and all equipment therein, including but not limited to all appliances, the entire air conditioning system, inside and outside platform on the air conditioner unit, the electrical system, water lines, fixtures, windows, all screens (on windows and lanai) and doors. The unit owner is responsible for the repair and/or replacement of the garage door. Any major changes visible from the outside require Board approval.**
- 3. No owner or occupant shall permit anything to be done or kept in the unit, which constitutes a safety hazard to the building or other occupants. The use of propane gas, charcoal or electrical barbecue grills, inside units or porch enclosures, or within five (5) feet of any unit is strictly prohibited.**
- 4. Soliciting on condominium property is forbidden.**
- 5. Only unit owners may be Board of Directors members.**

III. RULES – PET OWNERSHIP

- 1. Unit owner or occupant is allowed two pets only.**
- 2. Unit owner or occupant may not have a pit bull. No pet shall be allowed to create a nuisance.**
- 3. All animals should be kept on a leash when not confined within the owner's unit.**
- 4. All persons walking pets MUST IMMEDIATELY clean up and properly dispose of pet droppings.**
- 5. Exotic pets are NOT allowed.**

IV. MAINTENANCE AND APPEARANCE OF UNITS AND COMMON ELEMENTS

- 1. Unit owners, occupants, their families, guests or leasees shall in no way deface or mar, or make any alterations, repairs or replacements, or changes in or to the common elements, and shall be liable for damages. Alterations and repairs to the outside of buildings are the responsibility of the Board of Directors.**
- 2. Common areas are for the use of unit owners in common and may not be used as storage areas, either on a temporary or permanent basis, by owners or occupants.**
- 3. No unit owner may make any change to the exterior of the unit, including but not limited to painting, installation of electric wires, front doors, storm/screen doors (bronze/black/white), shutters, blinds, solar tubes, skylights, driveway expansion, or any other alteration to the exterior of the unit, unless approved by the Board of Directors of the condominium Association.**
- 4. TV antennas and dishes are not allowed.**
- 5. All modifications and any approved changes made by a unit owner, such as solar tubes, skylights, special plantings, and driveway expansion, are the responsibility of the owner and will not be maintained by the Association. Such responsibility must be disclosed to the purchaser at the time of sale of the unit.**
- 6. Plants must be confined to areas adjacent to units and/or rear boundary lines of the property. Permission to place trees and shrubs on the common elements must be secured in writing from the Board of Directors. Each condo owner is responsible for the proper care and maintenance of plants and shrubbery that he/she planted on condo property. If this is not properly maintained, the Board may remove without notice.**
- 7. No clothing, bedding or similar items shall be dried or aired in any outdoor area.**

8. **Trash and garbage shall be bagged in plastic and tied before placing in the dumpster. All boxes must be flattened. Furniture, mattresses, hot water heaters and any other such large items are forbidden in the dumpsters.**

Flooring, plumbing fixtures, cabinets, etc. from re-modeling must be disposed of at a city facility, not in the dumpster. Violators may be assessed the cost of removing such items to a city facility.

9. **No musical instrument, TV, radio or stereo system may be played in any unit between 11:00 pm and 9:00 am in a manner which will disturb occupants in other units. Nor shall such instrument or equipment be played at unreasonable levels of volume during other hours**

V. VEHICLES

1. **No motor vehicle other than regular passenger automobiles, pickups, light van style trucks and sports utility vehicles shall be permitted to park on condominium property, other than for time needed for pickup and delivery. Large recreational vehicles, boats and/or boat trailers may not be parked on the condominium property. Vans displaying commercial notations and any other vehicle displaying commercial signs are not allowed.**
2. **No major repair of vehicles, other than emergency repairs, shall be permitted on condominium property.**
3. **Vehicles may not be parked on the grass. Violators are liable for towing and may be assessed the cost of sod, irrigation pipes and sprinkler head replacement, as well as all labor cost required to repair any damages.**

VI. PARKING

No street parking as per the amendment to the Declaration of Condominium on Dec. 6, 2012. There are six (6) allotted parking spaces per Court. Three (3) of those six (6) spaces are designated for visitor only parking and are marked as such. The remaining three (3) spaces are for resident overflow parking.

Illegally parked vehicles will be towed at the owner's expense.

1. **Any vehicle parked on the street will be towed after one (1) written twenty-four (24) hour notice.**
2. **Residents parked in visitor parking only designated spaces will be towed.**
3. **Absolutely no storage of vehicles permitted. Stored vehicles will be towed.**

VII. PROVISIONS RE SELLING OR LEASING OF UNITS

- 1. A unit owner intending to sell or lease a unit shall provide written notice to the Board of Directors or the property management company. Written notice must include the intent to sell or lease, together with the listing agent/real estate company's name, address and phone number. No sale, transfer, lease or conveyance of the unit shall be valid without the approval of the Board of Directors.**
- 2. Tenants must comply with all the requirements of the condominium documents and the community, including the requirement of approval by the Board of Directors.**
- 3. No signs, advertisement or notice, such as For Rent or For Sale, may be shown, inside or outside any unit, or affixed to any of the common elements. Index card-sized For Sale or Rent may be posted on the Clubhouse Bulletin Board and Court Bulletin Boards. Open House signs must be removed by sunset of the day shown.**
- 4. New owners and/or leasees of the unit shall be interviewed in person as part of the process of written approval. A background check will be performed. Applicant shall pay a processing fee to be determined by the Board of Directors.**
- 5. Responsibility for transferring Rear Gate card keys (a minimum of two per Unit) is that of the Owner. Lost card keys may be replaced at a cost to be determined by the Board of Directors.**

VIII. CLUBHOUSE RULES

- 1. A complete copy of the Clubhouse Rules can be obtained from the Recreation Board of the Woods.**
- 2. The Clubhouse key is the responsibility of the Owner and should be transferred at the same time. Lost keys may be obtained from the Recreation Board at a cost of \$25.00.**

Revised: 11/6/2018

I have read and understand the Rules and Regulations of the Woods at Anderson Park Condo Association and agree to abide by them.

Accepted: _____

INTERVIEW CONFIRMATION

Unit #: _____

Date: _____ Time: _____
_____ Location: _____

Prospective Unit Owner: _____

Agent (if applicable): _____ Phone #: _____

IF APPROVED

It will be the new owner's responsibility to get the following from the Seller:

1. Location and keys to the mail box
2. Key(s) to Recreation Gate
3. Key(s) to the Back Gate
4. Coupon Booklet for Maintenance Fees and/or Assessments
5. Condominium's Governing Documents

Prior to closing, your Title Company must obtain a current Estoppel Letter from Ameri-Tech Community Management, Inc.

I have been supplied a copy of the Rules and Regulations of the Woods at Anderson Park Condominium Association, Inc. I / we understand that as a member of the Association, I am required to comply with all the Association's documents and I / we understand and acknowledge my / our rights and responsibilities as a resident of the community.

Owner/Resident

Interviewer:

Date:
