



Valencia Isles Homeowners Association

11200 Valencia Isles Blvd.

Boynton Beach, Florida 33437

561-369-4747

Venus.diaz@castlegroup.com

IMPORTANT

Complete these forms on your computer, then print, sign and remit with collateral documents

PURCHASE APPLICATION

Purchase property address:

PURCHASER 1 INFORMATION

Name:

Phone:

Date of birth:

Email:

Current address:

Automobile brand:

Model:

Year:

Driver's license No.:

License expiry date:

Tag:

PURCHASER 2 INFORMATION

Name:

Phone:

Date of birth:

Email:

Current address:

Automobile brand:

Model:

Year:

Driver's license no.:

License expiry date:

Tag:

ALTERNATE ADDRESS (IF PROPERTY WILL BE A SEASONAL RESIDENCE)

Away address:

Away phone number:

Typical away months:

EMERGENCY CONTACTS

Name:

Phone:

Has keys:

Yes

☐

No

☐

Name:

Phone:

Has keys:

Yes

☐

No

☐



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PURCHASE APPLICATION

NAME OF PERSONS OTHER THAN THE PURCHASERS WHO WILL BE RESIDING AT THE PURCHASED PROPERTY

Name:	Date of birth:	Phone
Name:	Date of birth:	Phone

MORTGAGE & TITLE COMPANY

In accordance with the Association document, Article III, Section 9, duties of owners, you are required to record the following:

Mortgage company name:	Phone
Title company name:	Phone

PET REGISTRATION

Do you own a pet? Yes ☒ No ☒	If yes, complete pet registration on pages 3 & 4, if no go to page 5.
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SIGNATURES

PLEASE ATTACH DOCUMENTATION DEMONSTRATING PROOF OF AGE. Documentation may include a certified copy of a registered birth certificate, current driver's license or other photo identification.

It is your responsibility to obtain a copy of the Association's documents from the current owner. If one is not available, a copy may be obtained from the Valencia Isles at the cost of \$35.00. Please contact the Valencia Isles office at 561-369-4747 for further information. In addition to the documents, you must register with the office in order to obtain your vehicles' decals. Estoppel information may be obtained from Castle Management, Inc. at 954-792-6000. Upon closing, a warranty deed or settlement statement must be submitted to the Association's office for proper recording.

Purchaser's signature:	Date:
Co-purchaser's signature:	Date:

ASSOCIATION REVIEW

Board member's signature:	Date:
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Pet Registration Form

In accordance with Section V. of the Valencia Isles Rules and Regulations:

A. Pets that show a dangerous propensity, as defined by 2014 Florida Statute 767.11, either against other pets or persons must be removed from VI on a permanent basis within twenty-four (24) hours after notice by the Board, unless the Board, in its sole discretion, sets a longer period for compliance.

B. Ordinary house pets are permitted, subject to the guidelines contained herein. Ordinary house pets shall include dogs except American Staffordshire Terriers (pit bulls), cats, aged domesticated birds, hamsters, gerbils, guinea pigs, aquarium fish, domesticated rabbits and pets normally maintained in a terrarium or aquarium.

C. Notwithstanding the foregoing, breeding of any animals or pets, including ordinary house pets, or any other keeping of pets for any commercial purpose whatsoever within VI is prohibited. Unusual pets shall not be kept, raised, bred or maintained on any portion of VI including the home, lot and VIHOA property. Unusual pets shall include, by way of example and not limitation, those animals not generally maintained as pets, such as poultry, livestock, horses, reptiles, anthropoids, felines other than cats, canines other than dogs, rodents, birds and other creatures other than those listed in item 1 above, or not maintained in a terrarium or aquarium.

D. Pet owners are responsible for any property damage, personal injury or disturbance which their pet may cause or inflict. Each Resident who determines to keep a pet agrees to indemnify the VIHOA and hold the VIHOA harmless against any loss or liability of any kind or character whatsoever arising from or growing out of their having any animal in VI. Pets shall not be left unattended outside of the home nor be kept tied up outside of a home or in any covered or screened porch, patio or other enclosure.

E. All dogs and cats shall be on a leash (no longer than 12 feet in length,) whether walked or carried, and shall be fully controlled by their owner at all times when outside the home or outside of a screened/fenced-in area, including common open areas. The leash must be held by the person responsible for walking the dog at all times when outside the home or outside of a screened/fenced-in area, including common open areas. Walking pets in recreational areas is not permitted at any time, and no pet may be brought into a common building or pool area. Pets must be curbed (by swales) at all times.

F. Any solid animal waste shall be immediately picked up and removed. Animal waste must not be dropped into storm drains, VIHOA trash baskets, or any place other than stored in a covered container and kept in the Resident's garage until trash pickup days.

G. All pets shall have and display, as appropriate, evidence of all government or regulatory required registrations as well as the name and address of its owners. All Resident pets must be registered (pet's name, breed and owner's name/ address) with the Property Manager using a form provided by the Property Manager. If a Resident is pet sitting for an animal for more than seven (7) consecutive days, the pet must be registered with the Property Manager. Residents must have their pets currently inoculated based on standard veterinary recommendations.

H. Every female animal, while in heat, shall be restrained/restricted by its owner in such a manner that she shall not be in contact with another animal nor create a nuisance by attracting other animals.

I. If it should be determined by the Property Manager that any pet has become a nuisance, the owner of the pet shall correct the problem or remove the pet from VI.

J. No Resident or guest shall inflict or cause cruelty upon or in connection with any pet.

K. Residents may keep no more than a combined total of three (3) dogs and cats. An exception to this rule is made for any Resident having more than the above mentioned three (3) pets prior to this rule dated 8/8/2016. In the case when a Resident has more than three (3) pets prior to this rule, the Resident may not replace pets, if such replacement would exceed the three (3) pet limitation, upon the demise or transfer of a current pet.

L. No animals shall be permitted in the clubhouse, or any other common area building, except Service Dogs which have been registered with the Property Manager.

- All questions must be answered. Return the completed form to the property manager via mail, email or hand deliver.
- Complete a separate form for each dog or cat in your household.
- A new form must be submitted upon the loss or replacement of a pet or upon the issuance of a new rabies license tag.
- If you are using a computer to enter your information, complete the form before clicking the **Print Form** button located at the bottom of this page.

Dog/Cat breed:			Pet's name:		
Pet's weight:		Rabies/License #:			Date:
Markings (if any):			How long have you owned the pet?		

IMPORTANT: Attach a photo of your pet

The undersigned affirms that the above information is true and accurate, and understands that any false statement, non compliance with the rules, omission, failure to register a pet or to curb your animals, shall constitute a violation of the documents of Valencia Isles. Furthermore, the undersigned agrees to comply with all Palm Beach County laws concerning dog/cat ownership, annual vaccinations and licensing.

A total of three (3) permitted pets shall be allowed to be maintained on or within a unit at any one time.

Owner's name:			Signature:		
Address:			Phone:		Date:



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ASSOCIATION DOCUMENTS ACKNOWLEDGEMENT

The UNDERSIGNED APPLICANT, hereinafter referred to as "Undersigned" acknowledges having reviewed a copy of the Homeowner Documents containing the Declaration of Restrictions, the Articles of Incorporation, the By-laws and certain Rules and Regulations of Valencia Isles Homeowners Association, Inc. and the undersigned, having read and understood the contents of the said documents, does hereby agree to be bound thereby and comply with same.

The UNDERSIGNED agrees to abide by and comply with all rules and regulations as shall now be in effect, or as may hereafter be in effect by amendments or changes as approved by Valencia Isles Homeowners Association, Inc. and/or its Board of Directors.

The UNDERSIGNED understands that it is the undersigned's responsibility to inform all family members and/or guests of the contents of the aforesaid Rules and Regulations of Valencia Isles Homeowners Association, Inc. as they are now or as they may subsequently be amended: and to advise these same family members and/or guests that they must abide by and comply with all such Rules and Regulations.

The UNDERSIGNED further understand that he/she is directly responsible for any and all actions of family members, guests, employees and agents at all times while these family members, guest, employees and agents are on the premises of Valencia Isles Homeowners Association, Inc. In the event of any infraction, violation and/or deviation of any of the said Rules and Regulations of Valencia Isles Homeowners Association, Inc., committed by the undersigned, or a family member, guest, employee and/or agent of the undersigned, the undersigned will be responsible for the same and will be subject to such action as the Board of Directors of the Valencia Isles Homeowners Association, Inc. may deem necessary by assessment, removal from the premises or any other relief the Board of Directors may deem necessary in the interest of the Valencia Isles Homeowners Association, Inc.

Purchaser's
signature:

Date:

Co-purchaser's
signature:

Date:

Board Member's
Signature:

Date:



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COMMUNITY SURVEY TO RETAIN QUALIFICATION AS HOUSING FOR OLDER PERSONS

Our Community is qualified under the Housing for Older Persons Act of 1995 (HOPA) [24 C.F.R., Part 100] which permits age restriction of residents to persons 55 years of age or older. The Fair Housing Act (Title VIII of the Civil Rights Act of 1968, as amended, 42 U.S.C. 3601-3619) exempts "housing for older persons" from the Act's prohibitions against discrimination because of familial status so long as the community satisfies certain criteria.

Remaining protected by the Federal and State statutes permitting this ability to live in a community for older persons is important. Copies of supporting information gathered in confirmation of the occupancy verification will be retained in a separate file with limited access, created for the sole purpose of complying with HOPA, and not in general or resident files. These segregated documents are confidential and not available for public inspection. Our association also registers with the Florida Commission on Human Relations and certifies that we are in compliance with the HUD rules.

This survey does not require that all supporting documents be collected again— only that the community confirm that those persons counted as occupying dwellings for purposes of meeting the 80% requirement are, in fact, still in occupancy

AGE VERIFICATION CERTIFICATE

The following information must be furnished by the occupants of each residence so that the Association can monitor the percentage of residences occupied by at least one person 55 years of age or older in order to preserve the status of the community as housing for older persons.

Property Address

Owner(s) as of last
recorded deed

Occupant(s) - include owner(s) listed above if occupant(s)

Name

Date of birth

Name

Date of birth

Name

Date of birth

Name

Date of birth

The undersigned certify under penalty of perjury that the above information is true and correct and agree to notify the Association in writing of any change of occupants that would affect the percentage of units within the community occupied by at least one person 55 years of age or older.

Signature

Date

Print Name

Select One

Owner/Occupant
or, Occupant

The housing is intended and operated for occupancy by persons 55 years of age or older, and;

- (i) At least 80 percent of the occupied units are occupied by at least one person who is 55 years of age or older;
- (ii) The housing facility or community publishes and adheres to policies and procedures that demonstrate the intent required under the Housing for Older Persons Act; and
- (iii) The community complies with rules issued by the Secretary of Department of Housing and Urban Development (HUD) for verification of occupancy, which shall;
 - 1) Provide for verification by reliance surveys every two years and affidavits; and
 - 2) Include policies and procedures relevant to a determination of compliance.



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INFORMATION RELEASE / HOMEOWNER INFORMATION

SECTION 1: Unit Identity Information

Property Address:

Primary Phone Number:

SECTION 2: Residency Contact Information

Please list how your name(s) should appear in the association's directory along with your email addresses and select your contact number(s). Please PRINT NAMES and EMAIL ADDRESSES CLEARLY.

☐

IF YOU DO **NOT** WANT YOUR EMAIL/PHONE NUMBER(S) PUBLISHED IN THE DIRECTORY, CHECK THIS BOX.

Homeowner's Name:

E-mail Address:

Which phone number do you want published in the Directory?

☐

Primary Phone Number

☐

Cell Phone Number

Spouse/Co-Resident Name:

E-mail Address:

Which phone number do you want published in the Directory?

☐

Primary Phone Number

☐

Cell Phone Number

SECTION 3: Unless you checked the box in section 2, you are authorizing Valencia Isles Homeowners Association Inc. to publish the personal information that you provided in section 2. If you are declining permission, all information provided on this form will only be used to update the association's records.

According to Florida state law, only signed forms may be accepted.

Homeowner Signature:

Date:

Print Name:

Cell#:

Spouse/Co-Resident Signature:

Date:

Print Name:

Cell#:



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CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

LOT Number

Date

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of the aforementioned lot number in Valencia Isles Homeowners Association Inc., designate the following person as its Voting Representative.

Voting Representative's Name

The Voting Representative may cast all votes and express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, Articles of Incorporation and By-Laws of the Association.

This Certificate is made pursuant to the Declaration and By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Owner's Signature

Print
Name

Owner's Signature

Print
Name

Owner's Signature

Print
Name

Owner's Signature

Print
Name

The following examples illustrate the proper use of this Certificate:

- (i) Lot owned by John Doe and his brother, Jim Doe. Voting certificate required designating either Jim or John as the Voting Representative (NOT A THIRD PARTY).
- (ii) Lot owned by Overseas, Inc., a corporation. Voting certificate must be filed designating person entitled to vote, signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.
- (iii) Lot owned by John Jones. No Voting Certificate required.
- (iv) Lot owned by Bill and Mary Rose, husband and wife. Voting certificate required designating either Bill or Mary as the Voting Representative (NOT A THIRD PARTY).

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Representative, not a third person.