



CAM Management Services, Corp.

Condominium and Homeowners Management

SPANISH VILLAS CONDOMINIUM ASSOCIATION INC. **REGULATIONS FOR SALE/TRANSFER and LEASE APPLICATIONS**

1. Processing of applications takes approximately 10-15 business days, after all required forms have been completed and submitted to the management office via regular mail or hand delivered to: CAM Management Services at 6065 N.W. 167th St. Unit B19, Miami Lakes, Fl. 33015.
2. There is a non-refundable fee of \$100.00 for application (if married couple fee of \$150.00). Check or money order must be payable to: Cam Management Services Corp.
3. A copy of the proposed sale contract or lease must be attached to the application.
4. A clear copy of Driver's License, or Clear copy of your visa or I-94 card if you are not a legal alien resident or citizens.
5. Occupancy prior to final approval is prohibited. Failure to comply may result in fines and/or legal actions.
6. All adults over age of 18, **except the applicants** must bring their Miami-Dade Criminal Record.
7. An interview may be required by the Board of Directors before approval.
8. Processing of applications will begin after all required information and documents are submitted to our office. Incomplete applications will be returned which will delay approval. Occupancy prior to final approval is prohibited. Failure to comply may result in fines and/or legal action.
9. Any violation of terms, provisions, conditions and covenants of the Condominium's documents provides cause for immediate action as therein provided or termination of the leasehold under appropriate circumstances.

APPLICATION FOR PURCHASE

- ☐ This application and the attached Application for Occupancy must be completed in detail by the proposed Buyer.
- ☐ Please attach a copy of the Sales Contract to this application.
- ☐ The Seller (current owner) shall provide the Buyer with a copy of all Condominium documents.
- ☐ **Occupancy prior to final approval is prohibited.**
- ☐ Processing of this application will begin after all required forms have been completed, signed and in the Management's office.

Date: _____ Unit Number: _____ Approximate Closing Date: _____

Owner's Name: _____ Telephone: _____

Owner's Address (NOT of the unit to be sold): _____

Name and Telephone of Realtor: _____

BUYER INFORMATION

NAME of Proposed Buyer(s) (as will appear on Title)

a) _____ b) _____

NAME, AGE AND RELATIONSHIP of ALL other family members that will occupy the unit:

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

1. In making the foregoing application I represent to the Board of Directors that the purpose for the purchase of this unit is:
AS PERMANENT _____ AS SEASONAL _____ FOR _____ OTHER _____
RESIDENCE _____ RESIDENCE _____ RENTAL _____ (EXPLAIN) _____
2. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to purchase that we will abide by all the restrictions contained in the By-Laws, Rules and Regulations, Condominium Documents and restrictions which are or may in the future be imposed by the Board of Directors of SPANISH VILLAS CONDOMINIUM ASSOCIATION, INC.
3. I understand that I will be present when guests, relatives or children who are not residents occupy the unit.
4. I have _____ have not _____ received from the current owner a copy of all the Condominium Documents and Rules and Regulations.
5. I understand that the acceptance for purchase of a unit is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. **Occupancy prior to final approval is prohibited.**
6. I understand that the Board of Directors of the Community Association may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors or their Agents to make such investigation and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors and Officers of the Community Association itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board.

In making the foregoing application, I am aware that the decision of the Board of Directors will be final and that no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board.

Signature of Applicant

Signature of Co-Applicant

THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY
APPLICATION FOR OCCUPANCY

APPLICANT (NAME) _____ LAST _____ FIRST _____ MIDDLE _____ SOC.SEC.NO _____ BIRTHDATE _____

CO-APPLICANT (NAME) _____ LAST _____ FIRST _____ MIDDLE _____ SOC.SEC.NO _____ BIRTHDATE _____

Single _____ Married _____ Separated _____ Divorced _____ How Long _____ Other legal or maiden name _____

APPLICANT E-MAIL _____ MOBILE (_____) _____

TOTAL NO. OF OCCUPANTS _____

PRESENT ADDRESS _____ PH.NO (_____) _____
STREET.NO _____ STREET _____ APT.NO _____
CITY _____ STATE _____ ZIP CODE _____

PRESENT LANDLORD OR MORTGAGE CO _____ PH.NO (_____) _____
LENGTH OF RESIDENT YRS _____ MONTH _____ MONTHLY RENT OR MORTGAGE PAYMENTS _____ MORTGAGE ACCOUNT NO _____

PREVIOUS ADDRESS _____
STREET.NO _____ STREET _____ APT.NO _____ CITY _____ STATE _____ ZIP CODE _____

PREVIOUS LANDLORD OR MORTGAGE CO _____ PH.NO (_____) _____
LENGTH OF RRESIDENT YRS _____ MONTH _____ MONTHLY RENT OR MORTGAGE PAYMENTS _____ MORTGAGE ACCOUNT NO _____

EMPLOYMENT

APPLICANT EMPLOYER _____ PH.NO (_____) _____

PRESENT EMPLOYER ADDRESS _____
ST.NO _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

POSITION _____ LENGTH OF EMPLOY _____ YRS _____ INCOME _____ PER _____ SUPERVISOR _____

CO-APPLICANT EMPLOYER _____ PH.NO (_____) _____

CO-APPLICANT EMPLOYER ADDRESS _____
STREET.NO _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

POSITION _____ LENGTH OF EMPLOY _____ YRS _____ INCOME _____ PER _____ SUPERVISOR _____

AUTOMOBILE AND OTHER INFORMATION

VEHICLE _____ VEHICLE _____
YEAR _____ MAKE _____ MODEL _____ TAG NO _____ STATE _____ YEAR _____ MAKE _____ MODEL _____ TAG NO _____ STATE _____

DO YOU OWN PETS? _____ IF YES , PET DESCRIPTION _____ PET WEIGHT: _____
(include full description)

IN CASE OF EMERGENCY NOTIFY _____ PH.NO (_____) _____

ADDRESS _____
STREET.NO _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

HAVE YOU EVER BEEN EVICTED FROM A RENTAL RESIDENT FOR NONPAYMENT OF RENT? _____ YES _____ NO

IF YES, LANDLORD NAME _____ PH.NO (_____) _____

ADDRESS _____
STREET.NO _____ STREET _____ CITY _____ STATE _____ ZIP CODE _____

HAVE YOU EVER BEEN CONVICTED OF A FELONY? _____ YES _____ NO

IF YES, PLEASE EXPLAIN (YEAR, LOCATION, TYPE OF FELONY) _____

Applicant represent that all of the above information is true and complete and authorizes the verification of same by reasonable means. Applicant authorizes community association to obtain applicants credit bureau reports and other information deemed necessary in order to process this application. Applicant understands that false or incomplete information given herein may constitute grounds for rejection of this application. Applicant agrees that a full disclosure of all information obtained may be made to the association and owner of the property for which applicant has applied. The undersigned applicant, have read and agree to all provisions of this application.

APPLICANT'S SIGNATURE

CO-APPLICANT SIGNATURE

DATE

AUTHORIZATION TO RELEASE INFORMATION

To Whom It May Concern:

I have made an application to lease/purchase an apartment/home.

I have named you as a reference on my application and request that you release any and all information concerning my banking, credit, residence, and/or employment for use in connection with my application.

Photocopies of this letter may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this letter, it should be treated as an original and the requested information be released.

Thank you for your cooperation.

Print or Type Name

Signature

Date: _____

Print or Type Name

Signature

Date: _____

SPANISH VILLAS CONDOMINIUM ASSOCIATION INC.

I/We _____, the prospective buyer(s) receipt the following documents:

1. Rules and regulations.
2. Most recent annual financial report.
3. Annual budget.

I/We agree to abide by then or any future changes or additions to these regulations.

Further, I/We will also familiarize myself/ourselves with the Association documents and agree to be bound by them as well, including any future amendments.

Unit#

Date

Applicant Name

Applicant Signature

Co-Applicant Name

Co-Applicant Signature

PETS

Note: Dogs over 25 pounds will not be permitted in the association. They have to be walked with a leash and also pick up after them.

1. Bring a letter from a veterinarian and/or the city stating the animal's race, actual weight, how big it grows, and proof of all required shots by the State of Florida and must have a registered tag number.

MASCOTAS

Nota: Perros sobre las 25 libras no se permiten en la asociación. Tienen que sacarlos con una cadena y recoger los excrementos.

1. Traer una carta del veterinario y/o de la ciudad especificando la raza del animal, el peso, cual grande crecerá, prueba de las vacunas requeridas por el Estado de la Florida y tener su collar registrado con su numero.

Please sign here _____

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RULES AND REGULATIONS
FOR
SPANISH VILLAS, A CONDOMINIUM

The Rules and Regulations hereinafter enumerated as to the Condominium Property, the Common Elements, the Limited Common Elements, the Units and the Condominium (the "Condominium") shall apply to and be binding upon all Unit Owners. The Unit Owners shall at all times obey these Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees, persons for whom they are responsible and persons over whom they exercise control and supervision. Any waivers, consents or approvals given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered as a waiver, consent or approval of identical or similar situations unless such waiver, consent or approval is specifically set forth, in writing, by the Board of Directors. THE RULES AND REGULATIONS ARE AS FOLLOWS:

1. RULES AND REGULATIONS.
 - a. Violations should be reported, in writing, to the Board of Directors of the Association.
 - b. Violations will be called to the attention of the violating Unit Owner or lessee by the Board or Directors.
 - c. Disagreements concerning violations will be presented to and be judged by the Board of Directors who will take appropriate action.
 - d. Unit Owners are responsible for compliance by their guests or lessees with these Rules and Regulations.
2. NOISE. Radios, televisions and other instruments which may create noise should be turned down to a minimum volume between the hours of 10:30 P.M. and 8:00 A.M. All other unnecessary noises, such as slamming doors, between these hours should be avoided.
3. OBSTRUCTION. The parking areas, all sidewalks and entrances must be kept open and shall not be obstructed in any manner. No sign, notice or advertisement shall be inscribed or exposed on or at any window or any part of the Condominium, nor shall anything be projected out of any window or door in the Condominium. Subject to Federal Communications Commission ("FCC") rulings as amended from time to time, no radio or television aerial or antenna shall be attached to, or hung from the exterior of the Condominium or the roofs thereon, except for installations constructed thereon by the Developer and/or agents of the Developer, unless approved by the Board of Directors.

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4. CHILDREN. Children are not to play in the parking areas or on the public walkways. Reasonable supervision must be exercised by the respective Unit Owner when children are playing on the grounds.
5. DESTRUCTION OF PROPERTY. Neither Unit Owners, nor their family members, lesses, contractors, invitees nor guests shall mark, damage, destroy, deface or engrave any part of the Condominium. Unit Owners shall be financially responsible for any such damage.
6. EXTERIOR APPEARANCE. The exterior of the Condominium and all areas appurtenant to the Condominium shall not be painted, decorated or modified by any Unit Owner in any manner without the prior consent of the Association, which consent may be withheld on purely aesthetic grounds within the sole discretion of the Association. No awnings, window guards, light reflective materials, ventilators, fans or air conditioning devices shall be used in or about the Condominium, except as shall have been approved by the Association, which approval may be withheld on purely aesthetic grounds within the sole discretion of the Association. Each board of administration shall adopt hurricane shutter specifications for each building within the condominium operated by the Association, which specifications shall include color, style and other factors deemed relevant by the board. All specifications adopted by the board shall comply with the applicable building code and, if approval is required by the documents, the board shall not refuse to approve the installation or replacement of hurricane shutters conforming to the specifications adopted by the board. No windows may be tinted without the prior consent of the Association and installations of drapes or curtains visible from the exterior of the Condominium shall have white or off white, black out type liners used, which liners must be approved by the Association. Subject to FCC rulings as amended from time to time, no television, microwave, or other outdoor antenna system or facility shall be erected or maintained within the boundaries of the Condominium, except for installations constructed by the Developer and/or by agents of the Developer, without the consent of the Board of Directors. Notwithstanding the foregoing, any Unit Owner may display one portable, removable United States flag in a respectful way.
7. SIGNS. There shall be no "For Sale" or "For Rent/Lease" signs exhibited, displayed or visible from the interior or the exterior of the Condominium except for signs displayed by the Developer

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and/or by agents engaged by the Developer.

8. CLEANLINESS. All garbage and refuse from the Condominium shall be deposited with care in garbage containers intended for such purpose at such times and in such manner as the Association shall direct. All disposals shall be used in accordance with instructions given by the Association.
9. WINDOWS AND BALCONIES. Plants, pots, receptacles and other movable objects must not be kept, placed or maintained on ledges of windows, terraces or balconies, unless same are properly secured. No objects shall be hung from balconies, terraces or window sills. No cloth, clothing, rugs or mops shall be hung open or shaken from windows, doors, balconies or terraces. Unit Owners shall remove all loose objects or movable objects from the balconies and terraces during the hurricane season. Unit Owners shall not throw cigars, cigarettes or any other object from balconies, doors, windows or terraces. No cooking shall be permitted on any balcony or terrace. Unit Owners shall not allow anything to be thrown or to fall from balconies, doors, windows or terraces. No sweepings or other substances shall be permitted to escape to the exterior of the Condominium from the balconies, doors, windows or terraces. No balconies or terraces may be enclosed, except by the Developer. Notwithstanding the foregoing, any Unit Owner may display one portable, removable United States flag in a respectful way.
10. INGRESS AND EGRESS. Garbage cans, laundry, dry cleaning, supplies or other articles shall not be placed on walkways. No unit owner or lessee shall allow entrance doors to remain open for any purpose other than for immediate ingress and egress.
11. FACILITIES. The facilities of the Condominium are for the exclusive use of the Unit Owners, their lessees, and their respective family members and guests. No guest of any Unit Owner shall be permitted to use the facilities of the Condominium unless accompanied by a Unit Owner. Any damage to the building or to the Common Elements or equipment caused by any Unit Owner, lessee or their respective guests, contractor or invitees, shall be repaired at the expense of the responsible Unit Owner.
12. ATTIRE. No bare feet are allowed in the parking areas.
13. PLUMBING. Common water closets and other common plumbing

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shall not be used for any purposes other than those for which they are constructed, and no sweepings, rubbish, rags, sanitary napkins or other foreign substances shall be thrown therein. Grease and other foreign substances shall not be poured down drains. The cost of any damage resulting from misuse of same shall be borne by the Unit Owner causing the damage.

14. SOLICITATION. There shall be no solicitation by any person anywhere upon the Condominium Property for any cause, charity, or for any other purpose whatsoever, unless specifically authorized by the Board of Directors.
15. MOTOR VEHICLES. No vehicle belonging to a Unit Owner, lessee or to a member of the family or guest, tenant or employee of a Unit Owner or lessee shall be parked in such a manner as to impede or prevent access to another parking space. Unit Owners, lessees and their employees, servants, agents, visitors, licensees and families shall obey the parking regulations posted at the parking areas and drives, and any other traffic regulations promulgated in the future for the safety, comfort and convenience of the Unit Owners. No motor vehicle which cannot operate on its own power shall remain within the Condominium Property for more than twelve (12) hours, and no repair of vehicles, except for emergency repairs, shall be made within the Condominium Property. Washing and waxing of motor vehicles shall be limited to the parking space which is a Limited Common Element to the unit of such Unit Owner.

Each parking space which is a limited Common Element to a particular unit may be used only by the Unit Owner or the lessee of such unit, except when the Unit Owner has given written permission for use (copy to Association) by another Unit Owner, lessee or guest. No Unit Owner or lessee or their respective family members, employees, servants, agents, visitors and licensees may park his vehicle in any parking space other than the space which is a Limited Common Element to the unit of such Unit Owner. All vehicles shall be parked within the painted lines and pulled up close to the bumper. As a security measure all automobile doors should be locked.

Campers, boats trailers, commercial vans, commercial trucks, recreational vehicles and vehicles with a commercial sign may not be parked on the Condominium Property without the prior approval

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of the Association.

16. HURRICANE PREPARATIONS. Each Unit Owner or lessee who plans to be absent from the Condominium during any portion of the period between May 1 and November 30 of each year must prepare the unit prior to departure by designating a responsible firm or individual to care for the unit during the Unit Owner's or lessee's absence in the event that the unit should suffer hurricane damage. The designated firm or individual shall be registered with the Board of Directors and such designated firm or individual shall install and remove hurricane shutters as required by the Board of Directors and shall only be installed during hurricane "watch" and hurricane "warning" situations.

The Board of Directors may, subject to the provisions of Section 718.3026, Florida Statutes, and the approval of a majority of voting interests of the Condominium, install hurricane shutters and may maintain, repair, or replace such approved hurricane shutters, whether on or within Common Elements, Limited Common Elements, Units or Association property. However, where laminated glass or window film architecturally designed to function as hurricane protection which complies with the applicable building code has been installed, the Board of Directors may not install hurricane shutters. The Board of Directors may operate shutters installed pursuant to this Paragraph 16 without permission of the Unit Owners only where such operation is necessary to preserve and protect the Condominium property and Association property.

The expense of installation, replacement, operation, repair and maintenance of hurricane shutters by the Board of Directors shall constitute a common expense as defined herein and shall be collected as provided in the Declaration. Notwithstanding the foregoing, a Unit Owner who has previously installed hurricane shutters in accordance with this Paragraph 16 of laminated glass; architecturally designed to function as a hurricane protection which complies with the applicable building code shall receive a credit equal to the pro rata portion of the assessed installation cost assigned to each unit. However, such Unit Owner shall remain responsible for the pro rata share of expenses for hurricane shutters installed on common elements and association property by the Board of Directors, and shall, remain responsible for a pro rata share of the expense of the replacement, operation, repair, and maintenance of such shutters.

17. GUESTS. The Association may, in its reasonable discretion, limit the number of guests who may reside in a Unit at any one time.
18. PEST CONTROL. All Unit Owners and lessees shall permit employees of pest control companies employed by the Association, if any, to enter into the units, at regularly scheduled times, to perform pest control services.

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19. PETS. No animals, livestock, or poultry of any kind shall be raised, bred or kept on any portion of the Condominium Property or within the confines of a unit, except that dogs, cats, or the usual and common domesticated household pets not to exceed a total of two (2) may be permitted in a unit. Pets shall at all times whenever they are outside of a unit be carried or confined on a leash held by a responsible person. No animal shall be maintained or harbored within a Unit that would create a nuisance to any other Unit Owner or lessee. A determination by the Board of Directors that a pet or animal maintained or harbored within a Unit creates a nuisance shall be binding and conclusive on all parties.
20. COOPERATION WITH BOARD OF DIRECTORS. All Unit Owners and lessees shall cooperate fully with the Board of Directors in effecting a coordinated move-in and move-out schedule.

The foregoing Rules and Regulations are designed to make living for all unit owners pleasant and comfortable and compliance with the foregoing Rules and Regulations is mandatory. The restrictions imposed are for the mutual benefit of all.

SPANISH VILLAS CONDOMINIUM
ASSOCIATION, INC.

By: _____
Carlos A. Martinez, President

CLERK NOTE:
FOR CONDOMINIUM PLANS SEE OFFICIAL
RECORDS CONDOMINIUM PLANS Bk 368 PAGE 14

HARVEY RUVIN, CLERK,
CIRCUIT & COUNTY COURTS
BY Harvey Ruv D. C.

RECORDED IN OFFICIAL RECORDS BOOK
OF DADE COUNTY, FLORIDA
RECORD VERIFIED
HARVEY RUVIN
CLERK, CIRCUIT COURT