



# APPLICATION FOR PURCHASE

And

# OWNER OCCUPANCY

(Revised December 1, 2023)

*Prepared By:*

THE Villas-Central Association, Inc.

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## General Instructions Buyer's Application for Occupancy

1. The *Buyer Application for Occupancy* must be accompanied with copy of the signed purchase agreement/contract and a color copy of driver's license or passport for each resident 18 or older. All forms must be completed in their entirety or application will be rejected.
2. You must provide Villas Central a copy of the *Closing Statement* and copy of the *Warranty Deed* within five (5) days of closing in order to transfer the unit to your name and avoid late maintenance fees.
3. **At the time of closing, the Seller must transfer into your possession the following items:**
  - a. **Maintenance Fee Coupon Book**
  - b. **Electronic Pool/Recreational Area Access Card(s)**
  - c. **Mailbox key.**
4. **THE TWO BACKGROUND CHECK AUTHORIZATION FORMS** (The *Disclosure and Authorization Agreement* and the *Residential Screening Request*) **MUST BE ACCOMPANIED WITH A CASHIER'S CHECK OR MONEY ORDER IN THE AMOUNT OF \$25<sup>00</sup> FOR EACH PROSPECTIVE OCCUPANT 18-YEARS OF AGE OR OLDER.** The cashier's check or money order should be payable to The Villas-Central Association Inc; you may mail it to The Villas-Central Association, 1603 West Golfview Drive, Pembroke Pines, FL 33026.

You will be contacted once the Association receives the results of your background checks. Note: Background checks take up to 2 weeks, usually less if everything is submitted accordingly.

5. **If you have a pet, submit a colored photo of the pet(s) with pet registration. No aggressive breed pets are allowed. NO MORE THAN TWO (2) PETS PER UNIT ARE ALLOWED.**
6. **All vehicles must be registered with the Association.** Complete the enclosed Vehicle Registration Form and submit it with your application. Upon approval, the Association will issue decals which must be displayed on the outside rear window in the lower left-hand corner (driver's side).
7. **Register for the Villas Central Website** – instructions enclosed.
8. **FORMS REQUIRING SIGNATURE:**
  - (a) *Copy of Executed Purchase Contract/Agreement*
  - (b) *Buyer's Application for Occupancy*
  - (c) *Background Check Authorization*
  - (d) *Receipt of Villas Central Governing Documents.*
  - (e) *Vehicle Parking Affidavit.*
  - (f) *Vehicle Prohibitions Affidavit.*
  - (g) *Maintenance Fee Obligations*

\* This application packet consists of **30** pages including the cover page.

If you have not received all pages, please contact The Villas-Central Association, Inc. at 954 436.9917.

## BUYER APPLICATION FOR OCCUPANCY

**READ FIRST:** Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded.

**\*\* THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! \*\***

**VILLAS-CENTRAL UNIT NUMBER:** \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security #: \_\_\_\_\_

Marital Status *(Check One)*:  Single  Married  Separated  Divorced - *How Long?* \_\_\_\_\_

Other legal or maiden name \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Date (s): \_\_\_\_\_

County/State Convicted in: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Applicant's Cell Number(s): \_\_\_\_\_

Applicant's Email Address: \_\_\_\_\_

**Spouse:** \_\_\_\_\_ Date of Birth \_\_\_\_\_

Social Security #: \_\_\_\_\_ Other legal or maiden name: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Date (s): \_\_\_\_\_

County/State Convicted in: \_\_\_\_\_

Charge(s): \_\_\_\_\_

Spouse's Cell Number(s): \_\_\_\_\_ Spouse's Email Address: \_\_\_\_\_

**Number of people who will occupy unit:** \_\_\_\_\_

- *Name, Age, and Relationship of people to occupy Unit:*

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

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

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

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

**In case of emergency, notify:** \_\_\_\_\_

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

**Pets:**  No  Yes – *How Many?* \_\_\_\_\_ **Description of Pets** \_\_\_\_\_

**RESIDENCE HISTORY**

(Seven Years History Required)

A. Present address: \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_

Dates of Residency: From: \_\_\_\_\_ to \_\_\_\_\_  Own  Rent

B. Previous address: \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_

Dates of Residency: From: \_\_\_\_\_ to \_\_\_\_\_  Own  Rent

C. Previous address: \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Phone \_\_\_\_\_

Apt. or Condo Name \_\_\_\_\_

Dates of Residency: From: \_\_\_\_\_ to \_\_\_\_\_  Own  Rent

Are you using a realtor?  Yes  No Realtor's name: \_\_\_\_\_

Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

**EMPLOYMENT REFERENCES**

A. Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Daters of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_

B. Spouse Employed By: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Daters of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_

Monthly Gross Income: \_\_\_\_\_

**CHARACTER REFERENCES**

- 1. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone: \_\_\_\_\_
  
- 2. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone: \_\_\_\_\_
  
- 3. Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone: \_\_\_\_\_

**OPERATORS & VEHICLES**

**Driver's License Number** (Primary Applicant): \_\_\_\_\_ State Issued \_\_\_\_\_  
**Driver's License Number** (Secondary Applicant): \_\_\_\_\_ State Issued \_\_\_\_\_

**Vehicles:**

- Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No. \_\_\_\_\_
- Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No. \_\_\_\_\_
- Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ License Plate No. \_\_\_\_\_

*If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.*

*By signing, the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Per FS 720.401*

**DISCLOSURE SUMMARY  
FOR  
(Villas-Central Association, Inc.)**

1. AS A PURCHASER OF PROPERTY IN THIS COMMUNITY, YOU WILL BE OBLIGATED TO BE A MEMBER OF A HOMEOWNERS' ASSOCIATION.
2. THERE HAVE BEEN RESTRICTIVE COVENANTS GOVERNING THE USE AND OCCUPANCY OF PROPERTIES IN THIS COMMUNITY.
3. YOU WILL BE OBLIGATED TO PAY ASSESSMENTS TO THE ASSOCIATION. ASSESSMENTS MAY BE SUBJECT TO PERIODIC CHANGE. IF APPLICABLE, THE CURRENT AMOUNT IS \$125<sup>00</sup> PER MONTH. YOU WILL ALSO BE OBLIGATED TO PAY ANY SPECIAL ASSESSMENTS IMPOSED BY THE ASSOCIATION. SUCH SPECIAL ASSESSMENTS MAY BE SUBJECT TO CHANGE.
4. YOU MAY BE OBLIGATED TO PAY SPECIAL ASSESSMENTS TO THE RESPECTIVE MUNICIPALITY, COUNTY, OR SPECIAL DISTRICT. ALL ASSESSMENTS ARE SUBJECT TO PERIODIC CHANGE.
5. YOUR FAILURE TO PAY SPECIAL ASSESSMENTS OR ASSESSMENTS LEVIED BY A MANDATORY HOMEOWNERS' ASSOCIATION COULD RESULT IN A LIEN ON YOUR PROPERTY.
6. THE STATEMENTS CONTAINED IN THIS DISCLOSURE FORM ARE ONLY SUMMARY IN NATURE, AND, AS A PROSPECTIVE PURCHASER, YOU SHOULD REFER TO THE COVENANTS AND THE ASSOCIATION GOVERNING DOCUMENTS BEFORE PURCHASING PROPERTY.
7. THESE DOCUMENTS ARE EITHER MATTERS OF PUBLIC RECORD AND CAN BE OBTAINED FROM THE RECORD OFFICE IN THE COUNTY WHERE THE PROPERTY IS LOCATED, OR ARE NOT RECORDED AND CAN BE OBTAINED FROM THE ASSOCIATION.

DATE: \_\_\_\_\_

PURCHASER: \_\_\_\_\_

PURCHASER: \_\_\_\_\_

**DISCLOSURE AND AUTHORIZATION AGREEMENT**  
**REGARDING CONSUMER REPORTS**

**DISCLOSURE**

THE VILLAS-CENTRAL ASSOCIATION, INC., may request one or more consumer reports or investigative consumer reports about you with regards to your application. These reports may include information on your credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which may be used as a factor in making a residential-related decision about you. Such information may include credit reports, criminal history, civil records, etc. or personal interviews with your current or prior employers, neighbors, friends, or associates, or with others who may have knowledge concerning any such items of information.

**AUTHORIZATION**

By signing below, I agree that I have read and understand the foregoing Disclosure and hereby authorize AmeriCheckUSA to obtain consumer reports or investigative consumer reports about me for residential purposes. I further authorize AmeriCheckUSA to share the information with any person involved in the residential decision about me. This Authorization is no longer valid after 90 days of date signed, and you also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

THE VILLAS-CENTRAL ASSOCIATION, INC., will obtain the consumer reports and investigative consumer reports from AmeriCheckUSA, Inc. If you dispute any information found in your consumer report and would like to request a copy of the report, please send a request letter via certified mail to;

AmeriCheckUSA  
7777 Davie Rd Extension #101B  
Hollywood, FL 33024

**READ, ACKNOWLEDGED AND AUTHORIZED**

\_\_\_\_\_  
Print Name (One Person Per Form)

\_\_\_\_\_  
Signature (One Person Per Form)

\_\_\_\_\_  
Date

***Villas-Central / Ref #:*** \_\_\_\_\_



# **RESIDENTIAL SCREENING REQUEST**

**First:** \_\_\_\_\_ **Middle:** \_\_\_\_\_ **Last:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **ST:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Tel #:** \_\_\_\_\_ **Cell #:** \_\_\_\_\_

**Are You Buying or Renting?** \_\_\_\_\_

*I have read and signed the Disclosure and Authorization Agreement.*

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## Maintenance Fee Obligations

- There is maintenance fee of **\$125<sup>00</sup> per month** which is **due on the first of each month**. Payments may be made by check, money order or electronic funds transfer. **Cash payments are NOT accepted.**
- A \$20<sup>00</sup> late fee will be charged if your payment is not received and deposited into the Villas Central account by the fifteenth (15<sup>th</sup>) of the month.
- There will be a Villas Central service charge of \$10<sup>00</sup> charge plus any bank fee charged to the association, for checks returned for non-sufficient funds or account closure.
- All maintenance payments that are two (2) months late, will be turned over to our attorney for collection.
- Failure to comply will result in a Lien on your property.
- Please make check payable to The Villas-Central Association, Inc and mail payment to:

**The Villas-Central Association Inc.  
C/O FYVE Florida LLC  
P.O. Box 628207  
Orlando, FL 32862-8207**

**By my/our signature(s) below, I certify that I/we have read and understand the above statement of Maintenance Fee Obligations:**

**Purchaser(s) Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
*(Print)*

**Purchaser(s) Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_  
*(Print)*

**Villas Central Unit Address:** \_\_\_\_\_

## Receipt for Villas Central Governing Documents

The undersigned acknowledges that he/she has received copies of the Governing Documents for the Villas Central Association, Inc. or has access to the Governing Documents on the Association Website and agrees to be bound by the provisions set forth therein.

- (1). *Declaration of Restrictions and Protective Covenants*
- (2). *Articles of Incorporation*
- (3). *By-Laws*
- (4). *Rules & Regulations*

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Tenant(s) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print)*

Tenant(s) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print)*

Villas Central Address: \_\_\_\_\_

Phone Numbers: (1) Home: \_\_\_\_\_ (2) Cell/Mobile: \_\_\_\_\_

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

## THE VILLAS CENTRAL ASSOCIATION RULES

*The Board of Directors revises rules from time to time at duly called meetings. Please thoroughly review all rules and covenants. All residents are required to comply. Your cooperation will make living at Villas Central more pleasant and will help maintain property values.*

# VILLAS CENTRAL ASSOCIATION RULES

*(as of 6/1/2023 with amendments)*

## I. Trash and Garbage Disposal

- (A). Garbage is collected on Tuesday and Friday. Garbage is not to be put out prior to 6 P.M. on Monday and Thursday evenings. Plastic bags are to be placed in your garbage can(s) and not put out separately. No trash should be put in paper bags or cartons. When a garbage spill occurs, the owner or tenant should clean up the area so that the items are not picked up by the wind and spread over the community.
- (B). All garbage cans and recycle bins (must be) kept behind the Trellis and out of sight from the street and must be put behind the Trellis on the day of pickup, when returning home. The garbage cans and bins should not be placed on the sidewalk, in the driveway, behind the patio or on the side of any building *[Amendment #4 – effective 1/19/2009]*.

All garbage and recycle cans or bins should be placed for collection adjacent to the nearest “island” *(or adjacent grassy common area in absence of an island)* to be accessible from the street by the private sanitation company appointed by the City of Pembroke Pines. Garbage and recycle cans or bins shall not be otherwise placed for collection in any location between unit parking areas *[Amendment by Board of Directors on 6/8/2015]*.

- (C). Bulk Pick-Up is the second (2<sup>nd</sup>) and fourth (4<sup>th</sup>) Friday of each month. “Rugs, carpet, padding, fencing, and materials of this nature must be rolled and securely tied. Unacceptable items will not be moved in order to collect acceptable items. Bulk items of a disorderly or hazardous nature will not be collected. Do not place bulk items for collection next to mailbox, utility pole or close to a fence. *[Amendment by Board of Directors on 7/13/2015]*.”

Items for bulk pick-up shall not be placed out anywhere within the community any earlier than two-days before the scheduled collection date. Subsequently, should any item not be collected for any reason, it shall be the responsibility of the unit owner/tenant to remove the item(s) from community view or to reimburse the association for the cost of removal. *[Amendment by Board of Directors on 5/8/2023]*.

- (D). Motor oil, solvents, fertilizers, pesticides, etc. must be taken to an official disposal station. They are NOT to be disposed of in any other way. Owners will be responsible for damages caused by unauthorized disposal.**

## **II. Pool/Recreation Area**

- (A). No bicycles, skates, rollerblades, grinding poles, jumps, ramps, skateboards, motorbikes, motorcycles or pets are allowed in the Clubhouse, Recreation or Pool area. This includes Guest Parking, the ramp to the Clubhouse, gate entrance and curbs surrounding the Clubhouse.**
- (B). No glass bottles or containers are permitted in the Pool area.**
- (C). All children under the age of 13 must be accompanied by an adult, eighteen years of age or older. Children that are left unsupervised will have to surrender the Pool key and return home.**
- (D). All infants must wear special swim pants so there will be no accidents in the Pool.**
- (E). Patio furniture must not be removed from Poolside.**
- (F). Keep the volume on radios at reasonable levels.**
- (G). No ball playing in the Pool or on the Pool deck.**
- (H). No plastic toys in the Pool Area.**
- (I). No balloons are allowed in the Pool Area.**
- (J). Pool hours are from 8 A.M. — 9 P.M. seven days a week until Daylight Savings Time changes and then the Pool will be closed at 7 P.M.**
- (K). If you open the gate to anyone from inside the Pool area that you do not know, you will have to surrender your key and you will lose Pool and Recreation privileges. All residents should have a key.**
- (L). Never open the Pool gate to a minor as this is a safety hazard and liability issue.**
- (M). If you should lose your Pool key, the replacement cost is \$50.**

### III. Clubhouse

- (A). The Clubhouse is available for residents' use.
- (B). Reservations for parties may be made through the office for use until 10 P.M. Private parties are defined as family parties, Birthday parties, etc. Specifically excluded are organizational functions (fundraising, political, religious, and commercial, etc.). The unit owner must put up a \$350 cash Security Deposit [Amendment #3 – effective June 2003] and a \$50 nonrefundable usage fee. The deposit will be returned after inspection of the Clubhouse. Any damage to furniture, tiles, paint, pictures etc. will result in forfeiture of the deposit. If the deposit does not cover the full cost of the repair/replacement, the owner will be responsible for the full amount above the \$350 deposit.
- (C). All party items must be removed from the Clubhouse after use and disposed of away from the Clubhouse.
- (D). The keys to the Clubhouse and Middle room must be returned within 24 hours of the rental (or the following business day) or the deposit will be forfeited.
- (E). Rental of the Clubhouse does not include the use of the Pool or Pool area.

### IV. Parking

- (A). All unit owners are asked to advise their guests of the designated Guest Parking and not to allow their guests to park in other unit owners' spaces. Parking on the grass is prohibited.
- (B). Guest Parking is designated by areas with yellow curbs and marked "Guest".
  - (1) "Head In" parking in all Guest parking areas only and if seen backed-in, said vehicle will be towed at the owner's expense. [Amendment #4 – effective 1/19/2009]
- (C). Parallel and or double parking are not permitted anywhere in the community.
  - (1) There is a 15 MPH speed limit throughout the community.
- (D). Major car/truck repairs (anything more complex than changing a tire) may not be performed in your Private Parking area or in any areas throughout the community.
- (E). Unit Owners parking spaces must be properly maintained. Resealing is required where erosion occurs. If you receive a notice for repair, you will have 30 days to comply.

- (F). All unit owners and tenants are asked to comply with Section 15 of the Villas Central Restrictions and Protective Covenants which prohibits parking of trucks, open bed vehicles, commercial vehicles, campers, trailers and boats. Said vehicles may not be parked in the Villas Central community between 10 P.M. and 6 A.M. Our attorney will be contacted if this Rule is not abided by.**

## **V. Animals**

- (A). Pets must be leashed at all times when outside the home according to Pembroke Pines City Code Ordinance 37, Section 41.12. You may be subject to a fine if this Rule is not abided by. If the Association sees pets loose, Animal Control and the City will be contacted.**
- (B). Dogs are permitted to relieve themselves only in their owner's immediate backyard, or otherwise a pooper scooper or plastic bag must be used to pick up after your pet(s). The owner/residents are responsible for disposing of the excrement to prevent odors and unsanitary conditions as stated in Pembroke Pines City Code Ordinance 812, Section 155.013.**
- (C). There are only 2 pets allowed per unit**
- (D). Pets are not permitted in the Recreation and Pool area, Tennis Courts or Golf Course.**
- (E). Cats must be controlled by owners and kept in the owners' home in order to prevent screen damage.**
- (F). The feeding of wild ducks within the Association is prohibited. Any person (*owner, tenant, or other authorized resident*) that feeds or causes to be fed or leaves food for consumption by any wild duck within the association shall be subject to a fine up to the levels authorized in accordance with FS Chapter 720, as may be amended. [Amendment by Board of Directors on 4/13/2015]**

## **VI. Landscaping**

- (A). Our landscapers are not responsible for the maintenance of any of the Parking Islands. Residents are responsible for watering the island to prevent the flowers, trees or shrubbery from dying. Residents are responsible for maintaining their patios by keeping the flooring clean and free of mildew/mold, repairing or replacing torn screening and not using the patio for storage, especially those units on the Golf Course.**
- (B). Homeowners are responsible for all maintenance of shrubbery and or plants inside and outside of their Trellis area and behind their patios. This includes weeding, trimming, removing and replacing of any dead plants.**

- (C). If Home owners (or their renters) do not keep up the maintenance, a notice will be sent and if our request is not completed within the allotted time specified, the Association will have the work done and bill the owner.
- (D). Trees (except for those on the home owners' property) belong to the Association. Cutting or planting of trees in the Common Areas is not permitted. There will be a fine imposed for cutting of any branches on trees in the Common Area. If a branch from a tree in the Common Area has grown on your building or is hanging over on your patio, please contact the Association office for assistance. Home Owners should submit in writing to the Board any landscaping concerns they may have. Be sure to include your name, address and phone number on your request.

## VII. Maintenance Payments

- (A). Monthly maintenance is \$125. Please make your check payable to Villas Central Association, Inc. and send to Ambassador Community Management by the first of each month along with your coupon. There is a fifteen (15) day Grace period. After the 15th of the month, a \$20 late fee will be applied to your account. There will be a \$10 charge plus any bank fees if a check is bounced or is uncollected funds. If you find a discrepancy in your account; contact the accounting firm and not the Villas Central office.
- (B). The amount of time allotted to pay Past Due maintenance is two months at which time the Past Due account(s) will be sent to our attorney for a Demand letter to be sent giving forty five days to make full restitution or a Lien is to be placed on the property to protect the financial interest of the association.  
*[Amendment #6 - effective 4/1/2011]*

## VIII. Rental of Homes

- (A). Article VII, Section 20 of the Villas Central Restrictions and Protective Covenants describes required procedures for Association approval of renters, rental deposits, Lease renewals, etc. Home Owners who intend to rent their home should familiarize themselves with this Article. Failure to comply with the said Article will result in a \$250 fine.
- (B). The Common Area Security Deposit for any tenant is \$100. This deposit is to be in check form from the unit owner prior to the tenant moving in. If a tenant does damage that is more than the \$100 Common Area Security Deposit, the unit owner will be responsible for the entire costs. Once a unit owner decides that they will no longer be renting the unit and there has been no damage to the Common Areas, then the \$100 deposit will be refunded. *[Amendment #4 - effective 1/19/2009]*



- (C). A background check is required for all tenants. The background application will be supplied by the association office and it will be the responsibility of the association office to process the application with the company of the association's choice *[Amendment #5 – effective 3/6/2010]*. Once the background check is completed, the original answer from the company must be submitted to the association office for the process to be completed and an Orientation set up with the tenant(s) prior to them moving in. Prior to the Orientation or at the Orientation, a copy of the Lease must be presented to the office. Rental Background Check fee is One Hundred Fifty (\$150) *[Amendment #3 – effective June 2003]*.
- (D). All Leases must be for a one (1) year period. The Board of Directors has a right to approve or disapprove a new one (1) year Lease based on the tenants) history.

Prior to a Lease being renewed, a new background check must be performed on the tenant(s). This would also be for any tenant(s) that move from one unit to another within the community. The cost for the additional background check would be the responsibility of the unit owner *[Amendment #5 – effective 3/6/2010]*.

#### **IX. Vehicles** *[Amendment 1: this section added to clarify Article VII, Section 15, of the Declaration - effective May 1990]*

- (A). No trucks, commercial vehicles, buses, open-bed vehicles, campers, mobile homes, motor homes, boats or trailers of any kind shall be permitted to be parked or stored at any time on any Lot or any other portion of The Villas-Central complex (the "Properties"). This provision applies to all Owners and guests and other invitees of Owners. Owners shall be responsible for compliance with this provision by their guests and invitees. This provision shall not apply to the temporary parking of trucks, commercial vehicles and open-bed vehicles while furnishing commercial services to the Properties and Unit Owners. The following definitions shall apply for purposes of this Section:

- (1) "Truck" means all vehicles of every kind in excess of one-half (1/2) ton rated weight-carrying capacity which are manufactured, designed, marketed or used for transporting goods of any nature. "Trucks" shall include, but shall not be limited to, step vans of any weight or size and shall exclude passenger, cargo, and like vans not in excess of one-half (1/2) ton weight-carrying capacity.
- (2) "Commercial Vehicles" means all vehicles of every kind whatsoever, which from viewing the exterior of the vehicle or any portion thereof, shows or tends to show any commercial markings, signs or displays, or otherwise indicates a commercial use. This definition shall not include passenger vehicles used by police or other governmental agencies.

- (3) "Bus" means all vehicles of any kind whatsoever, manufactured, designed, marketed or used as a bus, for transport of greater number of passengers or goods than automobiles are customarily manufactured, designed, marketed or used to carry, but excluding vehicles manufactured, designed or marketed as passenger, cargo or like vans.**
- (4) "Open-Bed Vehicles" means all vehicles of any kind whatsoever, including but not limited to pick-up type trucks, flatbeds, El Caminos and Rancheros, which have exterior unenclosed areas, no matter what the size, which unenclosed areas are manufactured, designed, marketed or used for storage or placement of goods or any other types of objects. "Open-Bed Vehicles" shall not include vehicles whose exterior unenclosed areas have been fully and precisely enclosed by a metal topper manufactured and designed for that purpose, which metal toppers shall not exceed the following permitted dimensions:**
- (5) The height of the topper will not exceed the height of the vehicle by more than 12 inches. The sides of the topper will be flush with the sides of the vehicle. The back of the topper will be flush with the back of the vehicle. Vehicles may not have oversized tires or elevated suspension.**
- (6) No other types of toppers, covers or enclosures of any kind shall be deemed to satisfy the requirement of a metal topper without the prior approval of the Board of Directors.**
- (7) "Campers" means all vehicles, vehicle attachments, vehicle toppers, trailers or other enclosures or devices of any kind whatsoever, manufactured, designed, marketed or used for the purpose of camping, recreation or temporary housing of people or their personal property. "Campers" shall not include permitted metal toppers which are within the dimensions as specified above under "Open-Bed Vehicles" and which are fully and precisely attached or affixed to the otherwise unenclosed exterior areas of vehicles.**
- (8) "Mobile Homes" means any structure or device of any kind whatsoever, which is not self-propelled but which is transportable as a whole or in sections, which is manufactured, designed, marketed or used as a permanent dwelling.**

- (9) **"Motor Homes" means any vehicles which are self-propelled, built on a motor vehicle chassis, and which are primarily manufactured, designed, marketed or used to provide temporary living quarters for camping, recreational or travel use. Vehicles satisfying the foregoing criteria and which contain shower facilities, restroom facilities, and full cooking facilities shall be considered motor homes. "Motor homes" shall not include vans, custom vans, or customized vans, unless those vehicles are manufactured, designed, marketed or used as motor homes and contain shower facilities, restroom facilities or both.**
- (10) **"Boats" means anything manufactured, designed, marketed or used as a craft for water floatation, capable of carrying one or more persons, or personal property. "Boats" shall not include any vehicles which are manufactured, designed, marketed or used as amphibious automobiles.**
- (11) **"Trailers" means any vehicles or devices of any kind whatsoever which are manufactured, designed, marketed or used to be coupled to or drawn by a motor vehicle.**

**(B). Toppers Required on "Open-Bed" Vehicles** *[this subsection created in amendment #2 – effective June 2000]*

- (1) **The owner, lease-holder or renter of the vehicle petitions the Board in writing with their request to include in writing the following items:**
  - (a) **Address and phone number(s) of the resident where the pick-up is kept**
  - (b) **License plate and registration number of the vehicle requiring a topper**
  - (c) **Description or color photo of the vehicle requiring a topper**
  - (d) **Approval of the owner of the unit where the vehicle is kept**
  - (e) **Product literature and specifications for the topper requested**
- (2) **The topper is rigid metal or rigid fiberglass and fits flush to the side edges of the vehicle and the back of the cab and covers the bed completely.**
- (3) **The topper matches the color of the vehicle.**
- (4) **There is only one vehicle with a topper per unit (lot).**
- (5) **The vehicle has a back gate that matches color and style of the vehicle.**

**(C). Proof of installation of topper within thirty (30) days after Board approval or approval by Board will be revoked.**

**(D). *[Added by Amendment by Board of Directors on 6/8/2015]* All vehicles within the Association must be maintained in operable condition and must display a valid license plate and current registration tag. A vehicle may be deemed inoperative under conditions to include, but not limited to the following:**

- (1) Wrecked, partially wrecked or missing exterior body parts;**
- (2) Partially dismantled or missing an engine, transmission or other major parts;**
- (3) Incapable of being operated under its own power;**
- (4) Is being used for the storage of items;**
- (5) Has one or more flat tires or displays signs that it cannot be driven;**
- (6) Is left on a jack or other artificial support;**
- (7) Is not street worthy.”**

**(E). Vehicle Registration & Parking Permit**

***[Added by Amendment by Board of Directors on 7/11/2016]***

**(1) Vehicle Registration**

- (a) All resident (owner/renter) vehicles must be registered with the Association. Vehicles not registered with the Association are subject to fine and/or towing as allowed by law.**
- (b) Residents are required to update any changes to vehicle registration.**

**(2) Vehicle Parking Permits**

- (a) All resident vehicles must display an association-issued parking permit in the lower driver’s side corner of the rear windshield.**
- (b) Parking permits may only be issued to a specific resident vehicle that has been registered with the association.**
- (c) Parking permits issued to any vehicle no longer owned/operated by residents shall be removed from the vehicle.**

**X. Holiday Decorations** *[Amendment by Board of Directors on 4/13/2015]*

- (A). Traditional seasonal Holiday decorations are permitted on the exterior front of the units and must be removed within two weeks of the end of the holiday/season.**
- (B). The term “decorations” shall include, but not be limited to:**
  - (1) “Outdoor lighting” such as Christmas tree lights, icicle lights, tube lights and similar light emitting devices.**
  - (2) Lawn figures, including but not limited to inflatables, wire-frame, and blow molds, etc.**
  - (3) Reefs and seasonal vegetation (real and artificial)**
  - (4) Candy canes**
  - (5) Candles and candle holders**

**XI. Official Records** *[Section Added by Amendment by Board of Directors on 4/13/2015]*

- (A). The official records of the Association are defined in Florida Statute FS 720.303(4) and shall be made available to a parcel owner for inspection and/or photocopying in accordance with the provisions of FS 720.303(5) with the exception of those records not accessible to members as described in FS 720.303(5)(c) or as may be excepted under other provisions of law.**
- (B). Inspection and Photocopying of Official Records.**
  - (1) General**
  - (2) Requests for the “inspection and copying” of Associating records shall be made in writing. All requests should include the electronic email address for owners having access to the internet. The Association shall establish a request form which shall be made available to members seeking access to the official records for the association.**
  - (3) The official records of the Association shall be made available to a parcel owner for inspection or photocopying within 10 business days of receipt of a written request.**
  - (4) The Association will comply to a request for official records in the following manner listed in priority order:**
    - (i). Making the records available electronically via the internet, when viable;**

- (ii). Making the records available in hard copy at the Association office or other authorized location.
    - (iii). Allowing the records to be viewed in electronic format on an Association computer screen and printed upon request;
  - (5) When a requested record is deemed by the Association to be a record not accessible to members, the Association shall so advise the member electronically via the internet when viable or in writing and provide the specific exception in support of its finding.
  - (6) Records Not Accessible to Members – Generally, records not accessible to members are described in FS 720.303(5)(c) or as may be excepted under other provisions of law.
- (C). Acknowledgement of Inspection and Receipt of Copies of Official Records.
- Except for records provided electronically via the internet, members will provide written acknowledgement that the requested records were inspected and of the receipt of copies, if any.
- (D). Fees
- The association may impose fees to cover the costs of providing copies of the official records, including the cost of copying and the cost required for personnel to retrieve and copy the records in accordance with FS 720.303(c), as may be amended.
- (E). Administrative Control – The Association shall maintain a log detailing
- (1) The date of receipt of the written request for inspection;
  - (2) The name of the requesting party;
  - (3) The requested Records;
  - (4) The date the member was notified of the availability of the Records;
  - (5) The date records were made available electronically via the internet or the date of actual inspection or copying;
  - (6) The signature of the member acknowledging receipt or access to the records. Every person inspecting or receiving copies of Records shall sign. This provision shall not apply to records made available electronically via the internet.
- (F). Implementation. The President shall establish an administrative standard operating procedure to ensure compliance with this rule.

- (G). Conflict with State Law or the Governing Documents of the Association. In case of conflict between this rule and state law or the governing documents of the Association, to include any future amendments to the same; state law and the governing documents shall prevail in that order.**

**XII. Vacancy on the Board of Directors** *[Added by Board of Directors on 4/13/2015]*

**The Board of Directors shall fill any vacancy on the Board of Directors within 60-days by an affirmative vote of the majority of the remaining directors or by election at a special meeting of the members. Should there be an insufficient number of members to reach a quorum at a special meeting of the members called to fill the vacancy; the Board of Directors shall then fill the vacancy on the board by an affirmative vote of the majority of the remaining directors.**

**XIII. *[Reserved]***

**XIV. *[Reserved]***

**XV. *[Reserved]***

## VILLAS CENTRAL WEBSITE REGISTRATION

If you have access to the internet, register for the villas-Central Association Website where you will have access to and be able to print the governing documents, other official records of the association, forms, and to receive personal notices/information for association operations.

### Website Registration

To sign-up with the Association website:

1. Go to [www.villascentral.org](http://www.villascentral.org).
2. In the upper right-hand corner, click on “*Register?*”
3. Complete the registration page and submit your application.

Once you have completed the above, a notification will be sent to the Association Office where your application will be reviewed and validated (*to ensure only owners/renters gain access to the website*) and an approval will be sent to you via the email address you supplied.





## **NOTICE of MANDATORY VEHICLE REGISTRATION**

The registration of all resident vehicle is required by *Section IX(E)* of the *Association Rules & Regulations* which that reads as follows:

### *Section IX [Vehicles]*

#### **(E). Vehicle Registration & Parking Permit**

*[Added by Amendment by Board of Directors on 7/11/2016]*

##### **(2) Vehicle Registration**

- (c) ***All resident (owner/renter) vehicles must be registered with the Association.***  
*Vehicles not registered with the Association are subject to fine and/or towing as allowed by law.*

##### **(3) Vehicle Parking Permits**

- (d) ***All resident vehicles must display an association-issued parking permit in the lower driver's side corner of the rear windshield.***

By my signature below, I certify that I have read and understand the above.

\_\_\_\_\_  
*(Signature of Prospective Resident)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Signature of Prospective Resident)*

\_\_\_\_\_  
*(Date)*

\_\_\_\_\_  
*(Unit Address)*

# Villas-Central Association Vehicle Registration Form

Please complete the required information below and return it to: Villas-Central Association  
 1603 West Golfview Drive  
 Pembroke Pines, FL 33026  
 (954) 436-9917

**All resident vehicles, including leased and employer-owned, must be listed.**  
*(If you need more space, please use the back of this form)*

**Vehicle registration does not apply to “marked” law enforcement or governmental agency vehicles parked in the spaces in front of individual units.**

	Plate #	Issuing State	Year	Make	Model	Color	Decal # <i>(VCA Use Only)</i>
1							
2							
3							
4							
5							

**Unit Address:** \_\_\_\_\_ **Primary Occupant:** \_\_\_\_\_  Owner /  Tenant

**Contact Phone Number:** \_\_\_\_\_ **Total Number of Occupants:** \_\_\_\_\_

**Total Number of Occupants with Driver’s License:** \_\_\_\_\_ **Total Number of Unit Vehicles:** \_\_\_\_\_

*This form must be completed by all owner/tenant residents in accordance with Section IX [Parking], paragraph (E) of the Association Rules & Regulations adopted by the Board of Directors on July 11, 2016.*

## VEHICLE PARKING AFFIDAVIT

I understand that there are only two dedicated parking spaces in front of each unit which are the only *guaranteed* parking spaces available to the unit.

I further understand that common area parking is available on a first come basis only and that my vehicles may not park in common area spaces marked “*Guest Parking Only*” under the penalty of the vehicle being towed/immobilized at my expense and/or the imposition of fines.



By my signature below, I certify that I have read and understand the above.

\_\_\_\_\_

*(Signature of Prospective Resident)*

\_\_\_\_\_

*(Date)*

\_\_\_\_\_

*(Signature of Prospective Resident)*

\_\_\_\_\_

*(Date)*

\_\_\_\_\_

*(Unit Address)*

## VEHICLE PROHIBITIONS AFFIDAVIT

I understand that the governing documents of the Villas Central Association prohibit the parking of commercial vehicles and open bed trucks within the community.

### Rules & Regulations

#### IX. Vehicles

[Amendment 1: this section added to clarify  
Article VII, Section 15, of the Declaration - effective May 1990]

- (A) ***No trucks, commercial vehicles, buses, open-bed vehicles, campers, mobile homes, motor homes, boats or trailers of any kind shall be permitted to be parked or stored at any time on any Lot or any other portion of The Villas-Central complex (the "Properties"). This provision applies to all Owners and guests and other invitees of Owners. Owners shall be responsible for compliance with this provision by their guests and invitees. This provision shall not apply to the temporary parking of trucks, commercial vehicles and open-bed vehicles while furnishing commercial services to the Properties and Unit Owners.***

I further understand that I/we must fully enclose or cover any open-bed vehicle with an approved metal/fiberglass topper or tonneau cover manufactured and designed for that purpose.

By my signature below, I certify that I have read and understand the above.

\_\_\_\_\_  
(Signature of Prospective Resident)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of Prospective Resident)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Unit Address)

## APPLICATION FOR PICK-UP TRUCK TOPPER / BED COVER

**Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Unit:** \_\_\_\_\_

**Phone:** Home: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Description of Truck:**

Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_ License Plate: \_\_\_\_\_

**Photo of Pick-Up is attached:**  Yes  No

**Pick-Up Owned By:**  Homeowner  Tenant:

**This Application is for a:**  Topper (*Bed Enclosure*)  Bed cover

**Proposed Topper/Bed Cover Description:** Make: \_\_\_\_\_ Model: \_\_\_\_\_ Color: \_\_\_\_\_

**Confirmations:**

- I confirm that there is only one pick-up residing at the above unit
- I confirm the topper/cover will be installed within thirty (30) days from the date of the approval of this application.

**Submitted By:**

Tenant(s) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print)*

Tenant(s) Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
*(Print)*

## UNIT PROPERTY SURVEY

The Villas-Central Association requests that you provide a copy of your unit's **property survey** which is similar to the sample survey depicted at right. *Please annotate the copy with you unit's street number such as "1603 W."*

Your property survey should be contained within your mortgage/title packet.

If you do not have a copier, you may bring your mortgage packet/unit survey to the association office between 9:00 am and 1:00 pm, Monday thru Friday, so we can make a copy of the survey.

This property survey will be maintained on file within the individual unit records of the association.

