

Westree Homeowners Association, Inc.

SCREENING APPLICATION PACKAGE

Thank you for your interest in our community. We look forward to assisting you in the process of your application. The items listed below are required to be submitted along with this application. Make sure to submit a completed application and package. If the package is not complete, the process will be delayed.

Please allow 21-30 business days for the screening process.

If you have any questions or require additional assistance, please do not hesitate to reach Sandy Tai-Hoo at Miami Management Inc., at 954-845-7545 ext. 334 or via email at SandyTaihoo@miamimmanagement.com.

Items that must be submitted (please check off):

☐ **FULLY ORIGINAL COMPLETED APPLICATION**, signed by applicant and owner, as needed. **Every family member 18 years of age or older is required to complete the screening application, provide all required documents, and pay screening application fee. Only originals are accepted.**

☐ Application package must be submitted **21-30 business days before move-in/closing date**. Application process could take 21-14 business days from the moment all required documents are submitted to Miami Management's screening department. Incomplete application will be re turned and will not be processed until all required items have been provided. Please keep in mind that your application will be processed in the same manner in which every application is processed through our office, in order to treat each and every applicant fairly. **THIS PROCESS CANNOT AND WILL NOT BE RUSHED. PLEASE DO NOT CONTACT US REPEATEDLY AS THIS WILL NOT EXPEDITE THE PROCESS.**

☐ A certified/hand delivered letter of intent of sell or intent of lease.

☐ A **clear readable copy of the executed SALE CONTRACT OR LEASE AGREEMENT.**
No lease shall be for less than Six (6) months.

☐ Each applicant 18 years of older **MUST** complete an individual "Application for Occupancy" even if married.

☐ A copy of tag registrations and picture of all permanent vehicles.

☐ A clear copy of each applicant's **Driver's License Card** and **Social Security Card**. If a Social Security Card is not available please provide a copy of a Passport.

☐ **INTERNATIONAL RESIDENTS:** Copy of Cedilla & Passport, US Address required

☐ Copy of valid photo identification for each occupant residing in the unit that is 18 years or older.

☐ please attach the following(s):

a) Screening Application Fee \$100 per family member 18 years of age (non-refundable)

Money Order/Cashier's Check payable to: **Westree Homeowners Association**

b) Processing Fee \$50 (non-refundable) Money Order/Cashier's Check payable to: **Miami Management, Inc.** This must be paid at the time application is submitted to Westree Homeowners Association.

☐ **PLEASE CHECK THIS BOX IF YOU ARE IN ACTIVE MILITARY DUTY (PROOF MUST BE PROVIDED).**

- No Application will be considered for approval if the unit Owner is **DELINQUENT** in any monies due to the Association and/or has **UNRESOLVED** Association **VIOLATIONS**.
- ❖ Occupancy prior to final approval is prohibited. Any owner who moves a tenant into a home/lot without the Association's approval will be subject to an immediate legal action, which can result in eviction.
- ❖ No portion of a Unit (other than an entire Unit) may be rented. No rooms may be rented and no transient tenants may be accommodated.
- ❖ If any additional occupant over the age of 18 shall be residing in the residence during the lease period, a complete package and screening must be submitted. Board Approval must be granted before the occupant is permitted to reside in the residence.
- ❖ If there are any questions not answered, or left blank, this application will be returned to you unprocessed.

I have completed the application, submitted all items requested and understood that I must allow 21-30 business days for the Application to be processed and reviewed by the Board of Directors. Management will notify applicant once ready.

Applicant Name Current Owner Name

Co-Applicant Name Current Owner Name

Applicant Signature Current Owner Signature

Co-Applicant Signature Current Owner Signature

Date Application Received: ____/____/____

Ref # _____

ACCORDING TO WESTREE HOA:

Sale

- Owner(s) must provide a certified/hand delivered letter of intent of sell.
- Owner(s) shall give to the association a transfer fee.
- If the Owner or purchaser of a Home is a corporation, trust or other entity, the approval of ownership by the corporation, trust or other entity shall be conditioned upon the primary occupant or the beneficial owners of the entity being approved by association.

Lease

- No Home may be subject to more than two (2) leases in any twelve (12) month period, regardless of the lease term. No lease term shall be less than six (6) months.
- In no event shall occupancy of a leased Home (except for temporary occupancy by visiting guests) exceed two (2) persons per bedroom."

Estoppel Requirements – FOR PURCHASE ONLY

Effective January 1st, 2012, when requesting an Estoppel, Miami Management only require you to provide:

- A. Payment in full. Your payment must be made payable to Miami Management, Inc. in one of the following forms:
a) Cashier's check b) Money Order c) Corporate Check
- B. Current owner's name
- C. Prospective buyer's name
- D. Property address
- E. Association name
- F. Copy of **Recorded Certificate of Title** if the property has been foreclosed upon.
- G. Your request must be provided to us in writing, on the closing agent's letterhead, and must include the company contact information (phone number, fax number, address, e-mail, etc.).
- H. Please be sure to include the **e-mail address** of where you want the Estoppel(s) sent to.

Please use the following as guidelines when requesting an Estoppel:

- 1 Mail (courier or overnight) to: MMI Estoppel Department C/O Maria Rodriguez or Claudia Polumbo 14275 SW 142nd Avenue Miami, FL 33186
- 2 If you require an original document, you must include a self-addressed stamped envelope; otherwise, you will only receive the document via e-mail.
- 3 If the property has more than one account with MMI, only one request and fee is required.

*****Weekend and holidays are excluded in the turnaround time*****

Turn Around	Fee	Note(s)
5 Days	\$250.00	
48 hours "RUSH"	\$300.00	A. Request must be received before 12:00 PM (noon) B. If a property inspection is required, this service is not applicable.

Updates:

- 1 Please e-mail the Estoppel to CPolumbo@miamimanagement.com or MRodriguez@miamimanagement.com.
- 2 One update within a 30-day period is free of charge, no exceptions.
- 3 Subsequent updates within those 30 days are \$50.00 each.
- 4 Updates 31-60 days after original issue date are \$75.00.
- 5 After 60 days, an original Estoppel must be requested.

Walk-In Requests and PUD Questionnaires

- 1 All walk-ins must complete an Estoppel request form which will be provided by the receptionist.
- 2 PUD questionnaires must be submitted to the Property Manager, not the Estoppel department.

Turn Around	Fee
48 hours	\$150.00
24 hours	\$200.00

Thank you, Maria Rodriguez & Claudia Polumbo

DOCUMENTS REQUIRED CHECKLIST

The Screening Service Company will verify the information that the applicant provides on the application. To facilitate the processing of the application, the following information is required:

- ❖ Correct Name, Address (including zip code) and birth date
- ❖ Copy of social security and driver's license or passport (if applicable)
- ❖ Daytime phone number for both current and previous landlord
- ❖ Daytime phone number for both current and previous employer
- ❖ Proof of employment (Letter from employer, pay stub, copy of recent W-2)
- ❖ if self-employed, retired or disabled, proof of income is required (Copy of recent 1099 or 1040, letter from Social Security Administration and/or bank statement)
- ❖ Personal Reference letters from at least 3 references (Not including family members)
- ❖ Copy of recent bank statement with correct name and address of applicant
- ❖ Daytime phone number where applicant can be reached
- ❖ if married, a copy of the marriage certificate

ALL COPIES PROVIDED MUST BE LEGIBLE

If any of this information is not provided when application is submitted, the application will not be processed.

AUTHORIZATION TO THIRD PARTIES

I hereby authorize all persons, educational institutions, banks and other financial institutions, current and former employers, current and former landlords; credit reporting agencies, governmental agencies and other organizations, agencies and entities to provide Executive Research, Inc., with any information which Executive Research, Inc., may request.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

Social Security Number

Social Security Number

AUTHORIZATION AND ACKNOWLEDGMENT

In connection with my application for Occupancy to I hereby authorize Executive Research, Inc., to perform an investigation of my credit worthiness, credit worthiness, credit standing, character, general reputation, personal characteristics, mode of living and employment/work history, and to provide a report of the investigation to **WESTREE HOA Inc.** I hereby release and discharge Executive Research, Inc. and **Miami Management Inc** from any and all claims, damages, liabilities, costs and expenses arising from retrieving and reporting of such information.

I acknowledge receipt of "A Summary of Your Rights under the Fair Credit Reporting Act" provided to me in accordance with the provisions of the Fair Credit Reporting Act.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

Date

Date

APPLICATION FOR OCCUPANCY

Association Name: **WESTREE HOA**

Circle one: Purchase - Lease - Occupant - Address applied for: _____

Full Name _____ Date of Birth _____ Social Security # _____

Circle 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 _____

No. of people who will occupy unit – Adults (over age 18) _____ Description of Pets _____

Names and ages of others who will occupy unit _____

In case of emergency notify _____ Address _____ Phone _____

PART I – RESIDENCE HISTORY

Present address _____ Phone _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg. Amount _____

Are you on the Lease? _____ If not, who is the leaseholder? _____ Are you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other _____

Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other _____ Rent/Mtg. Amount _____

Were you on the Lease? _____ If not, who is the leaseholder? _____ Were you on the Deed? _____ If yes, under what name? _____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager

Previous address _____
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name _____ Phone _____ Dates of Residency: From _____ to _____

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other ____ Rent/Mtg Amount _____

Were you on the Lease? ____ If not, who is the leaseholder? ____ Were you on the Deed? ____ If yes, under what name? ____

Name of Landlord _____ Phone _____ Email address _____

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager

PART II – EMPLOYMENT REFERENCES

Include a recent copy of an earnings statement to expedite processing

Employed by _____ Phone _____

Dates of Employment: From: _____ To: _____ Position _____ Fax _____

Monthly Gross Income _____ Address _____

Spouse Employed by _____ Phone _____

Dates of Employment: From: _____ To: _____ Position _____ Fax _____

Monthly Gross Income _____ Address _____

PART III – BANK REFERENCES

Include a recent copy of a bank statement to expedite processing

Bank Name _____ Checking Acct. # _____ Phone _____

Address _____ Fax _____

Bank Name _____ Savings Acct. # _____ Phone _____

Address _____ Fax _____

PART IV – CHARACTER REFERENCES – DO NOT INCLUDE FAMILY MEMBERS

1) Name _____ Phone (Home) _____ Known how
long _____ Phone (Cell) _____ Phone (Work) _____ Email

2) Name _____ Phone (Home) _____ Known how
long _____ Phone (Cell) _____ Phone (Work) _____ Email

3) Name _____ Phone (Home) _____ Known how
long _____ Phone (Cell) _____ Phone (Work) _____ Email

VEHICLES

Make _____	Model _____	Year _____	License Plate # _____
Make _____	Model _____	Year _____	License Plate # _____
Make _____	Model _____	Year _____	License Plate # _____
Make _____	Model _____	Year _____	License Plate # _____

The applicant acknowledges that _____ and/or its agent, _____
_____ may verify the information supplied by the Applicant in this Application, may obtain credit reports
and may investigate the Applicant's credit worthiness, credit standing, character, general reputation, personal characteristics and
mode of living. The investigation may include a verification of bank accounts, credit history, residential history and
employment/work history, search of the public records of governmental agencies and interviews with character references and
others. The Applicant hereby authorizes and consents to _____ and/or its agent,
_____ to perform such verification and investigation.

Applicant Signature _____ Co- Applicant Signature _____

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

- You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identity theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

- You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender. **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

- You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-567-8688.
- You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 641082638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

WESTREE HOA

Rental Application Approval Criteria

Westree Homeowners Association abides by all Fair Housing requirements regarding Equal Housing Opportunity. No barriers are set forth regarding Race, Color, Religion, Sex, Handicap, Familial Status, or National Origin.

The following criteria are required of all applicants:

1. All persons 18 years of age or older must apply for residency.
2. All applicants must have a valid social security number or show proof of approval to be in the U.S. with a visa.

I/We acknowledge that we have received, read, and understand this *Rental Criteria for Approval*.

Applicant Signature

Co-Applicant Signature

Printed Name

Printed Name

PET REGISTRATION FORM

MUST INCLUDE PICTURE. (Total combined pets weight must not exceed 50LBS)

Name: _____ Address: _____ Telephone Number: _____

Name, Breed, Age & Weight of Pet(s):

1 Name: _____ Breed: _____ Age: _____

Approximate weight of pet (full-grown): _____ Lbs.

2 Name: _____ Breed: _____ Age: _____

Approximate weight of pet (full-grown): _____ Lbs.

Please include color picture for each pet for identification purposes.

I do not own a pet. Signature: _____ Signature: _____

Please remember all dogs are to be walked on a leash at all times and all excrement must be picked up by the dog owner. All pets must be on a leash at all times while outside your unit and under control and care by a responsible adult. By my signature below, I verify I have read and understood the above and will abide by the Rules and Regulations of **Westree North HOA Inc.** in this regard.

Signature: _____ Date: _____

Signature: _____ Date: _____

Addendum to Lease for WESTREE HOA, Inc.

This addendum must be signed by Landlord and Tenant and made part of the lease.

Effective as of the date of recording of the Third Amendment to this Declaration, each Owner hereby acknowledges and agrees that any and all leases entered into by such Owner in connection with his or her Home shall be deemed to incorporate by this reference a collateral assignment of rents and leases in favor of Association, which collateral assignment of rents and leases shall provide that in the event such Owner leasing his or her Home is past due in the payment of his or her Assessments, Association shall have the power and authority to take actions including, but not limited to: (i) collecting rents now due or that become due directly from such Owner's tenant(s) (or other party in possession of the Home); and/or (ii) pursuing any and all legal remedies available against such Owner and/or such Owner's tenant(s) including, but not limited to, actions for eviction of such Owner's tenant(s).

Landlord's Signature _____ Date _____

Print Name _____

Landlord's Signature _____ Date _____

Print Name _____

Tenant's Signature _____ Date _____

Print Name _____

Tenant's Signature _____ Date _____

Print Na _____

WESTREE HOMEOWNERS ASSOCIATION, INC.

RULES AND REGULATIONS (Community Standards)

I, OR WE, HAVE READ, ACKNOWLEDGED AND UNDERSTAND THE RULES AND REGULATIONS OF THE WESTREE HOA Inc. COMMUNITY ASSOCIATION, WHICH ARE ENCLOSED WITH THIS APPLICATION FOLLOWING THIS PAGE, AND I/WE AGREE TO ABIDE BY THE RULES AND REGULATIONS WITH THE UNDERSTANDING THAT IT IS FOR THE HEALTH, SAFETY AND WELFARE OF ALL RESIDENTS OF WESTREE HOA Inc.

I ALSO UNDERSTAND AND ACKNOWLEDGE THAT THE RULES AND REGULATIONS EXTEND TO ALL MEMBERS OF MY/OUR FAMILY, GUESTS AND INVITEES, OF WHOM I/WE ACCEPT RESPONSIBILITY FOR,

APPLICANTS SIGNATURE _____ DATE _____

CO-APPLICANTS SIGNATURE _____ DATE _____

Westree Homeowners Association, Inc.

Rules & Regulations

On behalf of the Board of Directors, it is our pleasure to welcome you to our Community. The information below is provided to help orient you to our community and provides the rules and regulations which help keep our neighborhood clean and safe for all.

Our property is managed by Miami Management. All service requests including copies of HOA documents, pool keys, parking stickers, payment coupons should be made directly to them. They are located at 1145 Sawgrass Corporate Parkway, Sunrise, FL 33325 and their phone number is 954-846-7545. Their website is www.miamimanagement.com.

APPLICABILITY: The Board of Directors may modify, amend or add to these Rules and Regulations pursuant to the requirements of the Bylaws of the Association. Violations of the Rules and Regulations will incur fines in accordance with the Declaration of the Homeowners Association and the Bylaws and Articles of Incorporation of the Association.

RESIDENTS RESPONSIBILITY TO THE ASSOCIATION: Each owner and tenant has the responsibility to see that the Association has his/her current contact information. In addition, the Association requests that each owner and tenant provide emergency contact information so that the Association or its designee may contact you in the event of a hurricane or other emergency.

New owners may not rent or lease their unit for a period of 18 months from the date of ownership in accordance with an Amendment passed in 2012. Each resident must notify the management company in writing with their intent to sell or lease their unit and follow the applicable application process. The application MUST be approved by the Board of Directors prior to the sale or lease of any unit.

ASSOCIATIONS RESPONSIBILITY TO RESIDENTS: The Association empowers the management company to enforce these rules and regulations on behalf of the Association. The Board of Directors meet the last Monday of each month at 7pm, by the pool area. Residents are welcome to attend. Open forum is held at the beginning of each meeting for residents to voice their concerns. After open forum, residents may remain however the meeting is closed for discussions. Financial statements, budgets, meeting agendas and meeting minutes are available from the management company. Copying charges may apply. Association records are also available for inspection at the management company's office, please call to make an appointment for this.

COURTESY TO NEIGHBORS: We respectfully request that the volume of radios, televisions, musical instruments etc be kept at a non-disturbing level, especially between the hours of 9pm to 9am. The City of Plantation has a noise ordinance. The police non-emergency number should be used for all noise complaints.

COMMON AREA: Unit owners are responsible for any repairs inside their units and damage caused to adjacent units. Repairs to the common area are made by the Association. Each unit owner shall keep such unit in a good state of preservation and cleanliness. No garbage containers or trash are allowed on the front porches. These must be kept inside the rear patio. Rear patios are not to be used for excess storage and must be kept clean and in good appearance. This applies to all rear patios regardless of the

Westree Homeowners Association, Inc.

Rules & Regulations

exposure they face. If a pipe breaks outside the unit, please contact the City of Plantation and then the management company.

GARBAGE: Garbage is picked up by the City of Plantation, on Tuesday and Friday mornings. The City does not allow any trash cans. All trash must be placed in the blue City of Plantation garbage bags. These can be purchased at all local grocery stores. Recycling is picked up on Tuesdays only. Newspapers must be placed in brown bags and other recyclables are placed in the clear Plantation recycle bags which are also available for purchase. Please do not place your trash outside the night before pickup. Doing this leads to an increase in critters that do not belong in the community and they have a tendency to tear through the plastic bags. If this happens you will be responsible to clean up the spilled trash. Bulk trash pick up is the second Tuesday of each month. Please check the City of Plantations website for exact dates and the types of items that can be picked up.

No clothing lines, household fabric lines or laundry of any kind shall be hung out on the property. Each unit is responsible for the repair of their windows screens, patio screens, windows and doors and any damage to common area caused by a unit owner, including their family and guests. No bicycles, mopeds, large water containers and/or large toys may be stored in the front of the unit. No unsightly materials or signs may be placed on landscaping or in windows. Approval of the Board of Directors is required for any and all changes to the common area. An architectural change form must be completed and submitted for approval BEFORE any changes are made. This includes landscaping, patio tile, hurricane shutters etc. The Board has approved a specific patio tile, as well as a specific type of hurricane shutter. Please contact the management company for details and remember that these still must be approved before being installed. **Any alteration not approved will be removed by the Associations at the unit owners expense.** No storage sheds, tiki huts, or temporary tents are allowed on the premises.

PARKING: Each unit is allowed one assigned parking space. Upon presentation of the vehicle registration, a decal will be issued, along with a guest pass. There is a maximum of two decals and one guest pass. Any unit having more than 3 vehicles will need to have them parked offsite. The Association has a parking enforcement company that patrols three days each week. Vehicles must be parked head in. All vehicles must have current tags. Parking of campers, boats, trailers and motorcycles is prohibited. Unit owners must notify the management company of any guest vehicle that will be on property for more than two weeks, so that parking enforcement can be notified. No for sale signs can be displayed on vehicles. Pickup trucks are allowed, however they cannot have any commercial equipment or company lettering. Parking decals cannot be transferred. No double parking or parking on the inside of the wall or on common area grass is allowed. The parking enforcement will leave ticket violations and the vehicle can be towed at the owners expense upon second violation. The speed limit inside the development is 15 miles per hour.

PETS: Each unit owner shall be allowed to have not more than two animals, and not to exceed 50 pounds. New owners with pets must register them with the management company. Pets shall be kept on a leash at ALL times when outside the unit. Pets must be walked outside the development and not allowed to 'do their business' inside the development. Please pick up all solid waste from your pet and dispose of it properly. No pets are allowed at the pool area or in the pool at any time. No animal may

Westree Homeowners Association, Inc.

Rules & Regulations

be kept, bred or maintained for any commercial use. Owners are responsible for their pets at all times. Please keep your pet on a leash and control excessive barking and other behavior that may affect other residents. All pets must be licensed with the County and have all current vaccinations.

POOL: Pool hours are dawn to dusk according to Broward County Rules for community pools. Proper attire is required. Children under 16 must be supervised by an adult. Please be respectful of our residents that live near the pool and contain loud noises and music. Animals are not allowed in the pool or in the pool area. Swim diapers must be worn by infants. If feces get in the pool, the Health Department requires that the pool be closed for a minimum of 48 hours. Glass and alcohol are not permitted in the pool OR in the pool area. Pool parties of over 10 people require a deposit of \$150.00. Checks are payable to Westree HOA and may be given to the management or a board member. The deposit is refundable if the pool area is left clean with no damage to the pool area or furniture. Lost pool keys can be obtained from the management company for \$35.00.

RULE VIOLATION PROCEDURE: Any unit owner, tenant or property management team has the authority to directly and respectfully request that an owner, tenant, visitor or employee cease or correct any act or omission which appears to be in violation of the Governing Documents. Upon notification of a complaint, the property manager may make initial attempts to secure compliance with the Governing Documents through correspondence to the unit owner and/or tenant which may include the time, date, place and nature of the violation and which may set forth the time period in which the violation is to be corrected. The property manager should be notified of all incidents as soon as possible. If the violation is not corrected in the specified time, the unit owner will be fined according to the Governing Documents. An owner wishing to appeal a fine can present their case to the Fining Committee, who will then make a recommendation to the Board of Directors.

SAFETY & PRECAUTIONS: No fireworks are allowed on the property. Please note that aerosol cans should not be left in the laundry rooms. The heat from the dryer can cause the cans to turn into missiles and explode, causing fires. Dryer vents should be cleaned periodically to avoid fires. We recommend that unit owners keep a fire extinguisher on both upper and lower floors. Please do not leave items outside your home that could cause a trip and fall hazard. We also recommend that each unit owner carry their own insurance. The Association is not responsible for damage inside the unit. Unit owners are responsible for all wiring and plumbing within the unit.

Please sign below acknowledging that you have read these rules and regulations and agree to abide by them.

Signature

Printed Name

Unit Number