

Welcome to Citrus Glen



CITRUS GLEN COMMUNITY
195 TEMPLE AVE
BOYNTON BEACH FLORIDA 33436

561 742-9604

Web Site: www.Citrusglen.org

Purchase/Lease Application And New Resident Information

New Resident Basic Information

Welcome to Citrus Glen:

The purpose of the Association Screening/Interview Committee is to inform a prospective resident's what is expected and required to live in a community governed by Covenants, Rules and Regulations. Citrus Glen is such a community and is made up of 195 single-family residences.

Residents of Citrus Glen should be in possession of the following Documents as stated in the application instructions.

The Amended and Restated Declaration of Covenants, Conditions and Restrictions and The Amended and Restated By-Laws of Executive Estates of Boynton Beach Homeowners Association, Inc. (Ratified January 29, 2013, recorded February 14, 2013 in ORB 25790 Page 0929-0971) These Documents pertain to all unit owners/ leasees equally. The Board of Directors is obligated to enforce all rules fairly. Homeowners/Leasees all agree to them when they decide to live in this community.

Once the Purchaser/Leasee interview process is completed, a Certificate of Approval will be provided, which is necessary for your closing/occupancy. As soon as you close on the purchase of the Citrus Glen Community property, please take a copy of the deed to the property manager at the Citrus Glen office. (Not applicable to Leasee) The Property Manager is available on Tuesdays and Thursdays between the hours of 9:00am and 11:00am. If you should miss him, you can call him and leave a message. Alternatively, the property manager may also be reached at his/her office when he/she is not in the Citrus Glen office.

Attached are the following:

1. "Resale/Lease Application" (2 pages)
2. Application for Background and Credit Check ("Application for Occupancy/Approval") (2 pages)
Note: All people that will be on the Deed or Lease must have a Background/Credit Check completed by the Association. Additionally, each non-related person to the Owner if purchasing the residence or Leasee if leasing the residence who will be residing within the residence that is 18 years of age and over must each complete a separate "Application for Occupancy/Approval".
3. Brief summary of the Amended and Restated Declaration of Covenants, Conditions and Restrictions, ratified January 29, 2013
4. Citrus Glen Clubhouse and Recreational Facilities Rules and Regulations
5. Rules for private and business use (Rental of Clubhouse)
6. Manager , Utilities, Citrus Glen, Misc. Phone numbers
7. Monthly Maintenance " How is your money spent"
8. Plat Map
9. Personal Notes

Resale/Lease Application (page 1 of 2)

Application for Purchase: _____ Application for Lease: _____

1. Application must be completed by the proposed Purchaser or Leasee
2. Please attach a copy of the signed Purchase Agreement or Lease with the applications.
3. The completed applications must be submitted to the Association office at least thirty (30) days prior to the closing date or occupancy.
4. Occupancy is subject to written approval of the Board of Directors or the Ad Hoc committee as approved by the Board of Directors of the Executive Estates Home Owners Association.
5. The following copies of the governing documents shall be provided by the current owner to the Buyer/or Leasee; "The Amended and Restated Declaration of Covenants, Conditions and Restrictions for Executive Estates" and "The Amended and Restated By-Laws of Executive Estates of Boynton Beach Homeowners Association, Inc. (Ratified January 29, 2013 recorded February 14, 2013 in ORB 25790 PG 0929-0971)
6. Purchaser/Leasee acknowledges that the provisions of the Executive Estates Home Owners Association documents and the rules and regulations of the Association shall be applicable and enforceable against any person occupying a Lot as a lessee or guest to the same extent as against the Owner. (Refer to article 13-4 as stated in "The Amended and Restated Declaration of Covenants, Conditions and Restrictions for Executive Estates.)
7. If the Association provides a copy of the above documents there will be a \$25.00 fee.
8. Purchaser is aware that the current monthly maintenance fee is \$182.00. This maintenance fee does not include side or back yard maintenance of any kind of the single family home.
9. The Board reserves the right to obtain a credit report and/or a background check as a pre-condition to approval.
10. The Application Fee is \$200.00 which includes one background/credit check of either a Single person or a Husband and Wife. Additional background/credit checks are \$100.00 each.
11. A check for the Application Fee and applicable Background/Credit checks must be included with this application package. A "rush fee" of \$50.00 per application will be accessed for the expediting of the Background and Credit Check.
12. Purchaser/Leasee acknowledges receipt of the above mentioned governing documents and agrees to the terms and conditions therein.

Signature: _____ Date: _____

Signature: _____ Date: _____

Resale/Lease Application (page 2 of 2)

Date of Contract/Lease: _____

Current Owner's Name: _____

Current Owner's Address: _____

Current Owner's Telephone:
Cell: _____ **Home:** _____

Agent's Name: _____ **Agent's Cell:** _____

Name of proposed Purchaser or Lessee as on contract or Lease:

a) _____

b) _____

Purchaser/Lessee Phone #: Cell _____ **Home Phone** _____

Purchaser/Lease E- mail Address: _____

Names of all other occupants:

Name: _____ **Relationship:** _____

Name: _____ **Relationship:** _____

Type and Make and License # of all vehicles to be kept at the home:

Name and kind of pets to be kept at the home:

Name: _____ **Type of Pet:** _____ **Name:** _____ **Type of Pet:** _____

INSTRUCTIONS:

- 1 -All applicants are processed as separate investigations.
- 2 -Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 3 -If any question is not answered or left blank, this application may be returned, not processed or not approved.
- 4 -Missing information will cause delays in processing your application.
- 5 -Any misrepresentation, falsification or omission of information may result in your disqualification.
- 6- Only the applicants are authorized to sign all forms on page 2.

APPLICATION FOR OCCUPANCY/APPROVAL**PRINT OR TYPE (Use Black Ink)**

Purchase _____ or Lease _____ (How long)

Apt. No. _____ Bldg No. _____ Special Address or Unit _____

Date _____ 20____ Desired date of occupancy _____

Name (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)Spouse (Mr./Mrs./Ms.) _____ Date of Birth _____ Soc. Sec No. _____
(mm/dd/yy) (Passport, Alien, Green Card, Social Insurance No.)[] Sngl. [] Married [] Widow(er) [] Sep. _____ [] Div. _____ Maiden Name _____
(How long) (How long)

Number of people who will occupy. Adults (over age 18) _____ Children (over 18) _____ Children (under 18) _____

Names & ages of children who will occupy: _____

Description of Pets (Breed, Size, Color, Weight, Etc.) _____

In case of emergency notify: _____

Name

Address

Telephone

PRINT OR TYPE (Use Black Ink)**RESIDENCE HISTORY**A. Present Address _____ Phone (____) _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

B. Previous Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

C. Prior Address _____ Your Apt No. _____
(Street Address, Apt No., City, State, Zip)

Name of Apt. /Condo _____ Phone (____) _____ Dates of Residency _____

Name of Landlord or Mortgage Co. _____ Phone (____) _____

Address _____ Mtg. No. _____

PRINT OR TYPE (Use Black Ink)**EMPLOYMENT & BANK REFERENCES**A. Employed By (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

B. Spouse's Employment (Business Name) _____ Phone (____) _____
(or retired from)

How long _____ Dept. or Position _____ Mo. Income _____

Address _____ Zip _____

C. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

D. Bank Reference _____ Phone (____) _____

How long _____ Ck. Acct. No. _____ Sav. Acct. No. _____

Address _____ Zip _____

(continued on next page)

PRINT OR TYPE (Use Black Ink)

CHARACTER REFERENCES

1. Name Address Phone (Residential & Office)

2. Name Address Phone (Residential & Office)

3. Name Address Phone (Residential & Office)

Driver's Lic. No. #1 #2 State

Make Model Year Plate No. Color State

Make Model Year Plate No. Color State

If this application is NOT legible or is not completely and accurately filled out, Renters Reference of Florida (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 or their agent, Renter Reference of Florida may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, criminal background and mode of living as applicable. I may request, in writing, within a reasonable time, a complete and accurate disclosure of the nature and scope of any investigation.

Signature Applicant Signature Applicant's Spouse

APPLICANT(S): Most banks, financial institutions, mortgage companies and employers require your signature and name printed. Make sure Authorization Form is completed as indicated.

AUTHORIZATION TO RELEASE BANKING, CREDIT, RESIDENCE, EMPLOYMENT, AND CRIMINAL BACKGROUND

I have named you as a reference on my application for residency.

You are hereby authorized to release and give to the below mentioned party(s) or their Attorney or Representative, any and all information they request concerning my banking, credit, residence, employment, and background in reference with my /our application made for residency.

DESIGNATED PARTY: RENTERS REFERENCE OF FLORIDA

I hereby waive any privileges I may have with respect to the said information in reference to its release to the aforesaid party(s).

Photocopies of this Authorization may be made to facilitate multiple inquiries. In the event you do receive a photocopy of this Authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

DATE

New Resident Information

The following is a Brief Review of the most asked questions. Details can be found in the Amended and Restated Declaration of Covenants, Conditions and Restrictions. (Ratified January 29, 2013, recorded February 14, 2013 in ORB 25790 PG 0929-0971) It is recommended that each owner/leasee read the entire governing documents of the Executive Estates Home Owners Association.

Monthly Maintenance Fees: (*10.4.6)

*All maintenance fees are due the FIRST of each month. A late fee will be charged in the amount of \$25.00 or to the extent of the law whichever is greater if not received by the 10th of the month and will not be waived.

You may set up an automatic electronic payment; the manager will need a signed authorization form with your account number and routing number of your bank. This form can also be found on the Citrus Glen Web Site. You may pay by check via mail or at the clubhouse when the manager is on site, or through your bank's Bill Pay Service. Please keep in mind that Bill Pay Services may simply be a check mailed on your behalf. Checks are to be made payable to Executive Estates of Boynton Beach Home Owners Association, Inc. (EEBBHOA)

The Association's manager can provide you with the mailing address.

No payment by check is deemed received until the payment has cleared your bank.

New homeowners must submit a copy of the Deed to the Management Company prior to the address being changed from the former owner. Monthly maintenance payments will not be credited to the new owner until proof of ownership is provided.

Leasee must submit the approval to the homeowner and or its agent prior to move in date. Homeowner your Leasee cannot move in until they have completed the interview process and received their Certificate of Approval.

The legal responsibility for paying assessments may not be delegated to the leasee. If the owner defaults in payment of Association assessments while the unit is leased, then the association may require the leasee to pay rent to the association to satisfy the obligation. This remedy is in addition to other remedies of the association. (13.1 E)

PETS (12.2)

Pets shall be restricted to no more than two (2) pets per unit. A pet shall mean a cat and/or dog. Pets shall be on a leash at all times while on common property or when outside the fenced in area of the unit.

"Clean up your pet's waste." It's the Law! Fines will be issued.

NUISANCE (12.3)

No Owner or Lessee shall create or permit any disturbance that will interfere with the rights, comfort or convenience of others.

USE OF COMMON AREA AND LOTS (12.4)

Grills and other outside cooking vessels shall be used only within the fenced in area of the single family home and must be stored out of sight. Storage units must be below the homeowners' fenced in area of the unit and not visible from the street; unless otherwise approved by the Board of Directors.

Clothes, or similar articles, may be hung within the fenced in area of the unit, but must be below the fence line and not visible from the street. Bicycles, toys, ice boxes or clutter shall not be left outside in front yards and/or side yard.

TRASH (12.5)*

*Containers may be placed at the curb in front of your home no earlier than 6 P.M the evening before the pick-up day; and must be removed the day of pick-up no later than 10 P.M.

Monday, in addition to garbage, trimmings and bulk trash may be placed at the curb. Vegetation and bulk trash must be kept separate.

Thursday, regular garbage and recycling articles are picked up. Yellow bins are for newspapers and the Blue bins are for recyclable plastic and glass

A three (3) foot clearance is needed for the Boynton Beach Garbage receptacle cart from all obstructions (mailbox, fire hydrant, and bulk trash) with the handle of the cart facing away from the street and the lid securely closed.

If you have any questions concerning material or size of the bulk trash or in need of a smaller/larger garbage cart, and/or recycling bins contact the City of Boynton Beach Sanitation Department 561-742-6200

PARKING AND SPEED LIMITS (12.6a)

Parking on the grass surrounding the Single Family Home is prohibited. Parking is restricted to the sidewalk side of the street. This is to assure a clear pathway for Emergency Vehicles. No parking on the street between 2:00 a.m. and 6:00 a.m.

No vehicle shall be parked in the parking lot area over night without a permit (See EMERGENCY PARKING). Speed Limits are posted throughout the community. Please stop at all stop signs.

EMERGENCY OVERNIGHT PARKING (12.6b)

To accommodate the Homeowner/Leasee who may have unexpected overnight guests who arrived too late to obtain a parking permit, one of the following guidelines should provide a solution (provided you do not have sufficient space in your garage or driveway)

First choice for parking an overnight guest's vehicle would be to ask a friendly/good neighbor if you could use their driveway, if space permits.

The next option is to use the parking lot across from the Clubhouse. Leave a note taped to the inside of the windshield or placed on the dashboard, explaining the emergency. For example: "Came late", will get permit tomorrow. The Lot number/address and name of the person being visited should be on the note. Following these directions should prevent the vehicle from being towed. This note is only good for one night of overnight parking. Secure a permit on the following day if parking will be needed for any subsequent nights. You may obtain a parking permit from the manager, board member or a member of the Screening/Interview Committee. The Security Company checks for illegally parked vehicles that are using the parking lot and reports the make and model of the car and the license plate number to the Property Manager. Please, do not park in the lot without a valid permit or note. The vehicle may be towed away without warning at the owners' expense.

VECHICLES: (12.7)

There shall be no assembling or disassembling of motor vehicles, except for ordinary maintenance or the changing of a tire or battery. Pickup Trucks may be parked in the driveway, subject to meeting all of the requirements listed in article 12.7. Also refer to Prohibited Commercial Trucks and other motorized habitable vehicles conditions and restrictions.

TOWING (12.8)

Violation of the parking rules: the association shall have the authority to have a prohibited or improperly parked vehicle towed at the Owner's Expense.

TRANSFERS (14.2, 14.3)

No owner may dispose of a lot or any ownership interest in a Lot by sale, gift or transfer without prior written approval of the board.

ARCHITECTUAL CONTROL GUIDELINES (11.8)

One "For Sale" or real estate sign is allowed either inside/outside the window or against the homeowner's front hedge. Maximum size is 24" X 24".

There shall be no exterior alterations or modification of the units or lots including but not limited to a change of or added landscaping without written approval of the Board of Directors. Owners are required to complete the alteration within three (3) months of approval. Written requests for extensions must be applied for prior to the three (3) month expiration date. Any changes to the original approval must be submitted to the Board of Directors for a New Approval. Refer to the guidelines for additional information. Forms for Architectural and Landscaping request/changes can be located on the Citrus Glen web site at www.citrusglen.org or at the Citrus Glen office.

ABIDE BY ALL GOVERNING DOCUMENTS (17.1)

All owners, leasee/ tenants and guest of single family homes in Citrus Glen shall abide by the provision of the Amended and Restated Declaration of Covenants, Conditions and

Restrictions for Executive Estates and Amended and Restated By-Laws of Executive Estates of Boynton Beach Home Owners Association, Inc (ratified January 29, 2013 and recorded February 14, 2013 in ORB 25790 Pg 0929-0971)

GATE ENTRY SYSTEM:

Owners must take the deed and completed Envera Registration form to the Property Manager to have online access, ID, password and pin number issued. Additional information will be provided by Envera if necessary.

Leasee should only be issued a Pin Number. This is to be done by the Landlord/Owner of the unit.

The pin is used to call Envera. An Online ID, password will be provided by the Homeowners Association to all unit owners. The owner of the property can opt to allow a renter access to their online account. The option for online access is between the owner and renter. The Homeowners Association is not party to that decision. Guests / vendors/tradesman must enter the community from the Guest lane and proceed to the entry Kiosk. Guest and vendors/tradesman must announce their name and who they are visiting. Entry will be provided only if the homeowner or renter has provided the access information to Envera. If a guest, vendor/ tradesman are not on the list; Envera will attempt to contact you for permission to grant access. Should contact fail, the guest, vendor/tradesman will be denied access. Gate clickers are available from the Citrus Glen Property Manager. The current cost is \$30.00 and payment can be made by check. (Price is subject to change) Clickers allow direct access to enter through the "Residents Lane".

SAFETY TIPS:

Please do not tailgate the car in front of you when approaching the entry or exit arm of the gate. Vehicles have been damaged when the arm comes down on the second car. Also, this affects the mechanical operation of the gate; sometimes resulting in the gate not coming down after an entry or exit. Do not manually lift the gate. Damage to the gates will be billed to the resident/homeowner involved in the situation. Furthermore, guests and vendors/tradesman are the responsibility of the homeowner. Please use caution, make complete stops and obey the posted speed limit.

Citrus Glen Clubhouse and Recreational Facilities Rules and Regulations:

The Clubhouse and recreational facilities are for the benefit of the residents of Citrus Glen. Residents are allowed a maximum of four guests at any recreational facility and must accompany them at all times. The Homeowners Association must approve, in writing, any use of the Clubhouse by residents with more than four guests. See rules for (Rental of the clubhouse.)

- The Clubhouse and Recreational Facilities will be opened from 8:00 a.m. to dusk. The pool will close at dusk. The pool closing time is mandated by State law.
- Proper attire must be worn at all times. Footwear and shirts must be worn in the Clubhouse at all times.

- Shower before entering the pool.
- All persons with long hair must wear a bathing cap or their hair should be tied with a rubber band. No hairpins.
- Any person wearing a diaper is not permitted in the pool at any time. Only toilet trained children are permitted in the pool area. An adult resident must accompany children under the age of 16.
- All persons using the pool and/or the hot tub do so at their own risk. Neither the owners nor the management is responsible for accident or injury. Children under the age of 12 are not permitted in the hot tub.
- Management/Board reserves the right to deny the use of the pool to anyone at anytime.
- Glass bottles and glasses are not permitted around the pool area. Glass objects and food are prohibited in the pool area.
- No snorkel or diving gear, balls, toys or floats are permitted in the pool or the pool area.
- The use of a TV or radio is permitted with headphones only as long as the device runs on batteries.
- Chairs and lounges are provided for the use of residents and their guests. They may not be reserved or removed from the pool area.
- Any horseplay or boisterous conduct is prohibited in and around the pool area.
- Covering the pool furniture (chair and lounges) is required when using suntan oils/lotions.
- Chewing gum is not permitted in the Clubhouse or the pool area.
- Pets are not allowed in the pool area, tennis courts or the Clubhouse.
- Wet bathing suits are not permitted in the clubhouse. Toilet facilities are accessible from outside entrances.
- No roller skating / blading, skate boarding, bicycling, etc., is allowed on the tennis courts. Tennis courts are strictly for tennis. Tennis shoes are required at all times.
- Tennis play is limited to one hour if other residents are waiting to play. Guests on the courts must be playing tennis with a resident.

RULES FOR PRIVATE USE OF THE CLUBHOUSE (RENTAL)

- Any resident in good standing of Citrus Glen may rent the Clubhouse for a private social activity. Rental reservations are for a single day and may not extend past 10:00 P.M.
- Private social activity Applications shall be taken and approved by the Clubhouse Rental Committee, appointed by the Board of Directors. The only reasons for denial will be a conflict of dates or times with other reservations which have already been approved, the proposed renter has not paid for a prior rental or that the proposed renter has misused the Clubhouse on a prior rental. Approval by the Clubhouse Rental Committee for a rental shall be considered to be an approval by the Association to invite more than four (4) guests to the Clubhouse.
- A nominal fee of \$50.00 will be charged for each private use of the Clubhouse. The Board of Directors reserves the right to increase this fee
- A \$250.00 refundable deposit is required. The deposit will be refunded, less any costs necessary to cover cleaning, breakage or destruction to Clubhouse property. In the event that the cost to clean, repair or replace broken or damaged property exceeds the deposit, the renter will be billed for the difference.
- Any resident renting the Clubhouse will be responsible for restoring it to its former condition after use. The Clubhouse Rental Committee will examine the Clubhouse after each rental and will determine whether or not it has been restored to its former condition. The Clubhouse Rental Committee will also determine whether the deposit, or any portion of it, is to be kept for repairs or replacements resulting from misuse or damage to the property.
- "Private Social Activities" will not prevent residents from accessing the Clubhouse for use of the exercise room and the restrooms.

Property Manager, Citrus Glen Office and Utility Information

Office hours at Citrus Glen office: Tuesdays and Thursdays 9:00 A.M. to 11:00 A.M.

Citrus Glen Office Telephone #: 561-742-9604

Our website: www.citrusglen.org

The Board of Directors meetings is typically held the last Tuesday of each month at 7:30 P.M. The annual Home Owners meeting is held on the last Tuesday of January. Notification of changes to this schedule will be posted in the community and via E-mail if provided by you. We encourage all residents to attend these meetings.

Property Manager

Gulfstream Services Management, Inc
1500 Gateway Blvd, suite 220
Boynton Beach, Fl 33436

Mailing Address:

P.O. Box 24-4225
Boynton Beach, Fl 33434-4255

Property Manager: Scott Straleau **Telephone Number:** 561-733-5550

E-mail Scott@citrusglen.org

City of Boynton Beach Utilities- 561-742-6400

Comcast Cable Service- 800-COMCAST (800-266-2278)

Florida Power and Light- 561-697-8000

Monthly Maintenance Fee- Where does my money go!

The following is a sample of the budgeted items, and may not be all inclusive.

Use of All Common Grounds and Facilities

- Clubhouse
- Pool/Tennis Courts/Spa

Maintenance of All Common Grounds

- Landscaping
- Lawn Mowing
- Fertilizing: Lawn, Beds, Mulch, Weeding
- Shrubs: Trimming, Feeding
- Trees: Pruning, Removal and Replacement
- Pest Control (Common area only)

Community Entrance

Common Ground Sprinkler Systems

- Irrigation
- Pumping Stations/Timers

Security

- Armed Security Co. Patrols
- Entrance Gates
- Virtual Gate Guard System

Lake Maintenance

- Aquatic Systems
- Pest Control

Services of a Handyman for 20 hours per week

- Picks up debris in community
- Cleans Clubhouse
- Keeps Pool and Tennis Court areas clean
- Keeps Gatehouse maintained

Basic Cable Television

- Comcast
- Each home entitled up to 3 boxes at no charge (Non-HD, 2- Digital Adapters and 1- Set Top Box)

Community Property Insurance

- Property, Liability, Casualty for Clubhouse, Common Areas, Hurricanes, Fire, Large Equipment, etc.

Electricity for All Common Ground Use

- Street Lighting
- Pump Stations
- Clubhouse & Gatehouse

Telephone Lines

- Clubhouse & Gatehouse

Internet Lines

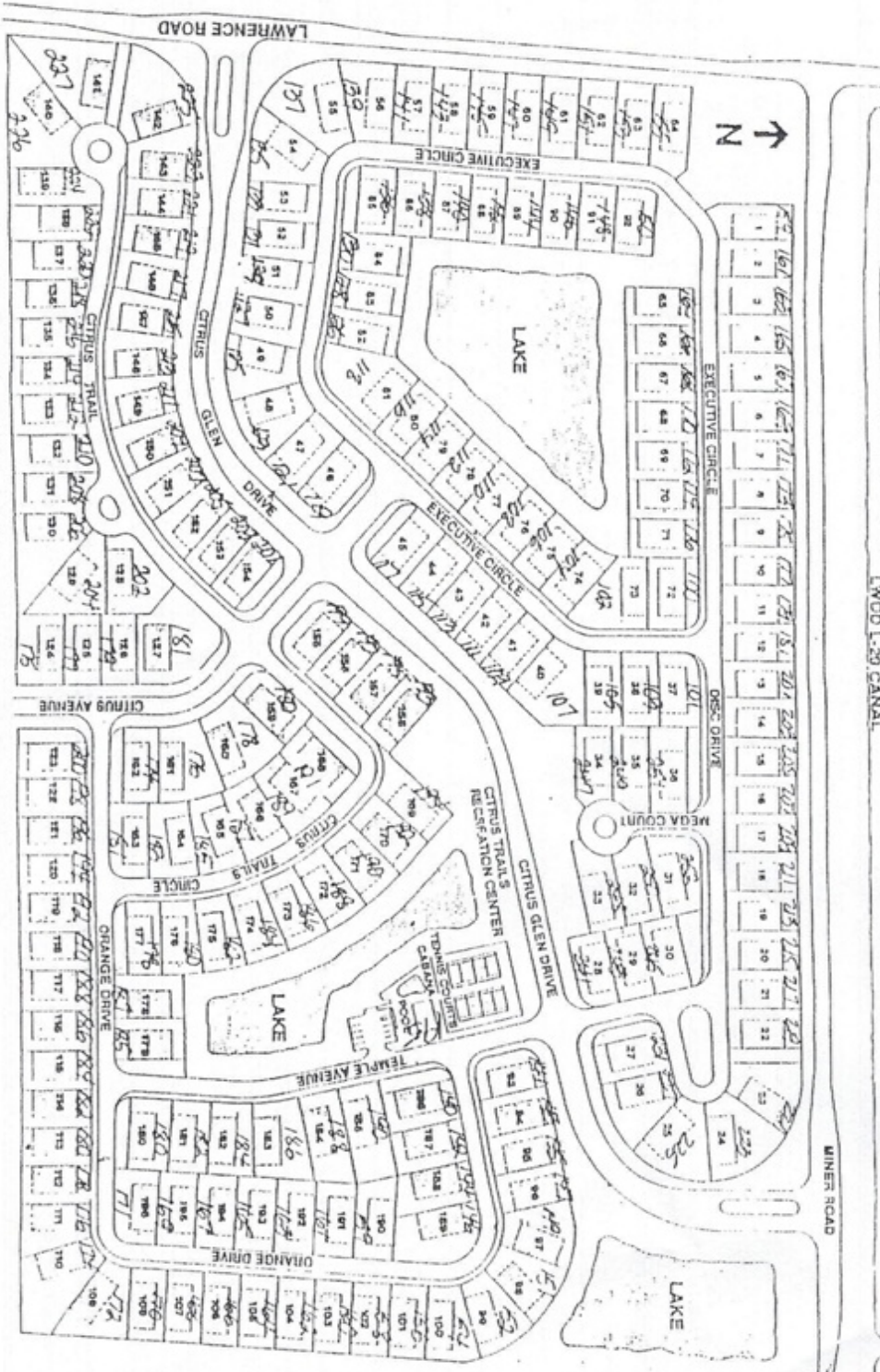
- Clubhouse & Gatehouse

Water Usage for Clubhouse and Guardhouse

Property Manager (Management & Accounting

THE COMMUNITIES OF CITRUS GLEN

The Communities of Citrus Glen



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