

GARDEN LAKES
Village II
INTERVIEW/ORIENTATION
PACKAGE

FOR SELLERS, REALTORS AND NEW RESIDENTS

Send Completed Application and
Payment To:
CAMS by Stacia
1800 2nd. Street - Suite 717
Sarasota, FL 34236

2011

TO: GARDEN LAKES COMPONENT PRESIDENTS

FROM: INTERVIEW UPDATE COMMITTEE

Attached you will find the updated package to be used for the Seller, the Realtor and the Interview Committee. The format has been simplified to provide a sequence of pre-interview events for Buyer/Seller, the interview process and information that will assist each new resident. **Any specialized Component information should be attached to this package.**

The Pre-Interview/Orientation Package for Realtor or Seller is designed to prepare and guide the Seller through the required procedures in preparation for the sale of their unit in accordance with our condominium regulations. Included is a list of items that are to be transferred to the prospective Buyer prior to the Interview/Orientation and also the Realtor's information letter, request for an Interview/Orientation, Insurance affidavit and a helpful list of area contractors.

The Interview/Orientation Package for Prospective Buyers includes a welcome letter and a sequence of documents to provide to the prospective Buyer by the interview committee. These items are provided to make the move easier. Prospective Buyers will also have opportunities to ask questions and get clarification on the bylaws/regulations.

***Be sure to contact _____ to schedule a place in the Clubhouse for the Interview/Orientation. Other items, separate from the Interview/Orientation will also be provided to the Interview Committee upon scheduling the date/time.**

**PRE-INTERVIEW/ORIENTATION PACKAGE
FOR REALTOR OR SELLER**

ITEMS INCLUDED IN THE PACKAGE:

1. **Seller's Letter** – Includes important instructions
2. **Garden Lakes Village/Villa Items To Be Furnished to Buyer By Seller**
3. **Information For Seller or Realtor** –A partial list of restrictions
4. **Application For Residency** – Must be filled out and Submitted at Interview/Orientation
5. **Frequently Asked Questions and Answers** – Florida Statute 718-504
6. **Garden Lakes Request For Interview/Orientation** – Turned in to Interview Chair
7. **Realtor's Information Letter** – Includes important instructions
8. **Garden Lakes Instruction Sheet For Pre-Interview/Orientation** – Seller or Realtor must complete this form and submit for Interview.
9. **Insurance Affidavit** – Necessary Information about possible casualty loss.
10. **Residents Recommended List of Contractors** – For use by the unit owner for repairs on the unit.

SELLER'S LETTER

DATE _____

DEAR _____

We understand that your unit is for sale. We hope you have enjoyed your time with us in Garden Lakes and wish you well as you move on to your new home.

We know you have a great deal on your mind now and we would like to help by reminding you of a few things that will help you prepare for and complete the sale of your unit.

Remember that all the Garden Lakes documents including the Community Association documents with all the amendments, your Component Association documents with any amendments and manuals are a part of your condominium unit and must be available for Buyers to review before the "Sales Agreement" is binding. These documents must be given to the Buyers at closing. A list of all the documents as well as other items that must be given to the Buyer is attached to this letter. The best time to locate all of these items is now. If you do not have these documents and other items, please contact your management company or a board member for instructions. If documents must be re-produced, a charge for this service applies.

Also, remember that the Realtor or Buyer must make an appointment for an Orientation/Interview after a Sales Agreement is signed. This orientation/interview must occur before the closing and since it involves multiple people, should be scheduled as soon as possible.

Attached is a package for your Realtor. If you are not using a Realtor, please review all of the Realtor's documents and make sure you understand your obligations and requirements with your buyer. Also, keep in mind that all outstanding fees, assessments and taxes must be paid before closing and that one of the owners must be 55 of age. All other restrictions covered in your Component documents apply.

Please contact _____ to arrange for the orientation/interview appointment. Be sure the "Request for Interview" form is completed. This and the "Sales Agreement" along with a check for the fee as indicated in the "Request for Interview" is sent to the Component Manager or a member of the Interview Committee before the appointment.

We hope the sale of your unit is timely and trouble free and that we can help make it a successful and stress free process. Thanks for your cooperation.

Sincerely,

2011

Attachments: Documents and Items to be furnished to the Buyer or Seller. Information for Seller or Realtor, Application for Residency, Frequently Asked Questions and Answers, Garden Lakes Request for Interview/Orientation, Realtor's Information Letter, Garden Lakes Instruction Sheet for Pre-Interview/ Orientation Package, Insurance Affidavit , Residents Recommended list of Contractors

GARDEN LAKES VILLAGE / VILLA
ITEMS TO BE FURNISHED TO BUYER BY SELLER

GARDEN LAKES DOCUMENTS:

Note: These documents run with your land/unit (like your deed) and must be passed on To the buyer at the time of sale.

VILLAGE / VILLA DOCUMENTS:

- Declaration of Condominium
- Articles of Incorporation
- By- Laws

- Policy Manual (if component provides)

GARDEN LAKES COMMUNITY ASSOCIATION DOCUMENTS:

- Declaration of Covenants, Conditions and Restrictions for Garden Lakes
- Articles of Incorporation of Garden Lakes Community Association, Inc
- By-laws of Garden Lakes Community Association, Inc

- Garden Lakes Community Association Policy Manual and Operating Procedures (Yellow Booklet, dated January, 2006)

OTHER UNIT ITEMS:

- 4 Guest wrist tags for clubhouse facilities and 1 Pool Gate and Cabana key
- 2 Mail box keys
- 2 Blue Re-cycle bins
- garage door openers (also gate opener if owner has purchased in past)
- Quarterly payment coupons for unit (if applicable)

Revised March, 2011

INFORMATION FOR SELLER OR REALTOR

1. The **roof** of the unit is the **responsibility of the unit owner**. Please ask seller for details.
2. **One pet** is allowed per unit, not to exceed _____ pounds. The pet must be on a leash when outside and must be attended (not tied or penned outside). Excrement **MUST** be picked up by the pet owner immediately.
3. Our **15 miles per hour** speed limits are strictly enforced for the safety of our residents.
4. **One owner/resident of each unit must be 55 years of age or older.**
5. The BUYER Welcome/Interview must be conducted **BEFORE** closing and/or occupancy of any unit. An **Application For Residency** must be submitted and approved.
6. Regarding For Sale signs, Signs: No signs or billboard of any kind shall be displayed to public view from an residential unit or living unit or elsewhere in Garden Lakes except as follows... (d) Real Estate Sale Signs: One real estate sale sign may be displayed for a unit provided; such sign is placed in planting bed area that runs along the external street-side walls of the permitted improvements (home) and further provided that the Community Association reserves the right in its sole discretion to disapprove of such signs for aesthetic or practical reasons. Signs may NOT be larger than 18" by 24".
7. Prospective Buyers should park in the driveway or on the street, not on the grass. The sprinkler heads are close to the street edge.
8. The Seller will provide the Buyer with **ALL** documents for the **GLCA** and **Component** information for **review prior to a sales agreement becoming binding**. These documents and other items will be given to Buyer at closing.
9. **No garage sales, estate sales or auctions are allowed in Garden Lakes.**
10. Units may be rented/leased, however no unit may be leased unless the entire unit is leased to the same tenant and no part of a unit may be subleased. **No unit may be leased for a period of less than four (4) months.** New lease terms may not commence more than **ONCE** in each calendar year. **Leases must be approved in accordance with the Declaration and renters/lessees MUST attend an orientation/interview PRIOR to occupancy.**
11. Guests using the unit in the absence of the unit owner **MUST** be identified by the Guest/Family Registration Form and presented to a member of the Board of the Component involved. This is to prevent the unauthorized use of a unit.

Revised 2011

GARDEN LAKES Village II ASSOCIATIONS, INC.

APPLICATION FOR RESIDENCY

Date Submitted _____

A personal interview with the _____ Interview Committee is required for residency. Application must be submitted within 15 days prior to closing.

The undersigned have negotiated an agreement to buy ___ lease ___ Unit # ___ located at _____ in Garden Lakes _____ Association, Inc. from _____ (current owners).

1. Names of purchasers or lesee _____

2. Present Home Address _____ Phone _____

3. Name(s) of persons to occupy residence _____ Age _____

_____ Age _____

4. If lesee: Period of Lease _____ Lessor _____

Lessor Address _____ Phone _____

(Owner is obligated to maintain unit and comply with documents as well as lesee)

NO LEASES/RENTALS ARE PERMITTED FOR LESS THAN FOUR MONTHS AND ONLY ONCE A YEAR.

5. Personal References 1. _____ Phone _____

2. _____ Phone _____

6. Number of vehicles _____ (All vehicles must be garaged) See Articles 19.7 and 19.8 in the Declaration of Condominium

7. Do you own or contemplate owning a household pet? _____ Describe _____

8. Under the Declaration , Articles and By-Laws, the following must be provided:

Name of Real Estate Agent/Broker _____ Phone _____

Attorney handling closing _____ Phone _____

Title Company _____ Phone _____

It is understood that submission of this Application is only preliminary, and the Board of Directors is under no obligation to approve same. I/We certify that this information on this Application is correct and authorize the BOD'S to conduct a thorough investigation.

By signing this application, the applicant affirms that he/she has _____ received and read a copy of the Garden Lakes Community Association and the Garden Lakes _____ Condominium Documents and Amendments, Rules, Policies and Regulations provided to them by the broker, owner or Board of Directors and that each occupant will abide by them fully and dutifully. The unit may not be sublet and this application is not assignable. Occupancy is not allowed prior to approval.

Applicant Signature _____

Applicant Signature _____

Date _____

NON-Refundable Application and Processing Fees Due

1:) FEE OF \$50.00 ATTACHED, AS REQUIRED. CHECK PAYABLE TO GARDEN LAKES Village II CONDOMINIUM. and a Separate

2:) Check for NON-Refundable Processing Fee of \$50.00 is attached:

Check Payable to: Cams by Stacia

COPY OF SALES CONTRACT OR LEASE AGREEMENT MUST BE ATTACHED

Action by Interview Committee: Approved _____ Disapproved _____ Date _____

Signed _____ (Member of Interview Committee)

Signed _____ (Member of Interview Committee)

Date _____

2011

Mail A copy of the completed Application and Payment To:
CAMS by Stacia
1800 2nd. Street Suite 717
Sarasota, FL 34236

GARDEN LAKES
FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

1. Q What are my voting rights in the Condominium Association?
A If there is more than one owner, one owner must be designated as voter. Form provided for same.
2. Q What restrictions exist in the condominium documents on my rights to use my unit?
A Each unit shall be used and occupied for single-family, private residential purposes only. Permanent occupancy shall not exceed four (4) persons for a two (2) bedroom Permitted Improvement. See also Declarations for additional information.
3. Q What restrictions exist in the condominium documents of the leasing / renting / use of my unit?
A No unit may be leased / rented unless the entire unit is leased to the same tenant and no part of a unit may be subleased. No unit may be leased / rented for a period of less than four (4) months. New lease terms may not commence more than once in each calendar year. Leases must be approved in accordance with the Declarations. Lessees and renters must go thru the interview / orientation process prior to occupancy or within one week of occupancy the same as new owners.
4. Q How much are my assessments to the component condominium association for my unit type and when are they due?
A The current annual maintenance fee for the GLCA is \$_____ payable in quarterly installments of \$_____. The current annual maintenance fee for my component is \$_____ payable in quarterly installments of \$_____. Checks should be payable to Garden Lakes Community Association and Garden Lakes Village/ Villa _____ and mailed to the appropriate management company or dropped in the boxes in the clubhouse.
5. Q Do I have to be a member in other association? If so, what is the name of the association and what are my voting rights in this association?
A Membership is mandatory in the Garden Lakes Community Association, Inc. One vote per unit is permitted. See also the Declarations of Covenants, Conditions and Restrictions for Garden Lakes.
6. Q How much are my annual assessments to the Community Association for use of the recreational and other commonly used Garden Lakes Community Association facilities and when are they due?
A The current annual maintenance fee is \$_____ payable in quarterly installments of \$_____ due on the first day of January, April, July and October. Checks should be made payable to Garden Lakes Community Association and mailed to the Prokop, Inc, Key West Building, 2937 Bee Ridge Rd #5, Sarasota, FL 34239 or deposited in the Prokop drop box in the clubhouse lobby.
7. Q Are there restrictions regarding automobiles, trucks, and / or recreational vehicles?
A No trailer, camper, motor home, boat, boat trailer, canoe, motorcycle, motor scooter, go-cart, or other novelty vehicle or similar equipment, or commercial trucks, vans, tractors, service vehicles, or other commercial vehicles shall be permitted to remain upon any portion of the Condominium property, other than for temporary parking, unless parked in an enclosed garage. Any truck or van with commercial language on the exterior or commercial advertising may be parked within enclosed garages only, upon express prior approval of the Board, which may distinguish between those commercial vehicles permitted and those which are not by length, weight, height, appearance, condition and extent of advertising display. No unit owner may park or store more than two permitted vehicles per unit within the Condominium other than for temporary parking. (See Declaration of Condominium and the Deed Restrictions for Garden Lakes.
8. Q Is the condominium association or other mandatory membership association involved in any court cases in which It may face a liability in excess of \$100,000? If so, identify each such case.
A No.

GARDEN LAKES II
FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET - PG 2

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES AGREEMENT, AND CONDOMINIUM DOCUMENTS FOR THE GARDEN LAKES COMMUNITY ASSOCIATION AND THE COMPONENT INTO WHICH THE PURCHASER WILL BE LIVING.

Florida Statutes 718.504 requires the Association to maintain this question and answer sheet. The foregoing is not intended to be all inclusive. You should carefully review the Declaration of Condominium, Articles of Incorporation, Bylaws , Rules and Regulations and Policy Manuals of the Community Association and the Component Association into which the purchaser will be living for any additional information that you may require. In addition, copies of the budgets for the above for the current year are available upon request.

Revised 3-23-2011

GARDEN LAKES REQUEST FOR INTERVIEW/ORIENTATION

(Seller or Realtor should complete this form and submit it for interview)

TO: GARDEN LAKES COMMUNITY ASSOCIATION INTERVIEW
COMMITTEE/PROPERTY MANAGER

We would like to request a Welcome/Interview for the following person (s) who have offered to purchase a unit in Garden Lakes Village ___/Villa ___/Courtyards ___.

Name (s) of the Purchaser (s) _____ and _____

Current Address _____ Phone _____

_____ Cell _____

Email Address _____

Name (s) of the Seller (s) _____ and _____

Address of the Unit _____ Unit number _____

Proposed/Expected Closing Date _____ Time _____

Realtor _____ Company _____

Office Address _____ Phone _____

Email Address _____

Please return this request to the Interview Committee Chairperson/Component Property Manager.

Interview Chair _____ at _____

Component Manager _____ at _____

Interview request received by _____ on _____

Interview is scheduled on _____ at _____

Cc: Realtor/Seller/Buyer

Revised 2011

REALTOR'S INFORMATION LETTER

Date _____

Dear Realtor _____

We understand that you have listed a unit for sale in Garden Lakes. We wish you a speedy sale and will do our part to make the sale go smoothly and the transition for the new owners a pleasant experience.

We have reminded the present owner that the Garden Lakes documents for both the Garden Lakes Community Association (GLCA) and the Component Association are a part of the condominium unit. These documents **must** be available for the Buyer to review before the "Sales Agreement" is binding. A list of these documents and other items that the Seller must provide the Buyer is attached for your reference. We have suggested to the Seller that the time to locate these items is **NOW**.

Since we fall within Florida Statute 718 and are a **LAND Condominium**, not the more typical "AIRSPACE Condominium (except the Courtyard component) we have attached a page of common questions and answers you may want to review, as well as an **Application for Interview** for your use on behalf of the Buyer for scheduling a Welcome/Interview prior to closing.

Please remember that you will need to make an appointment for this Welcome/interview process as soon as possible after a Sales Agreement is signed. The session needs to take place BEFORE the closing, and, since it can involve several people, should be scheduled as early as possible. We will return the **Request for Interview** as soon as possible after an interview appointment is scheduled. Please note the other forms included in our Realtor's package which you and your Buyer **MUST** review and have prepared for the interview. Also note that there is a fee which is included with the request.

Please contact _____ at _____ for an appointment and the above forms. Be sure the **Request for Interview**, a copy of the Sales Agreement and the check as indicated is sent to the **Chairperson of the Interview Committee and/or the Component's property manager before the appointment.**

We hope the sale of this unit goes smoothly and the experience of becoming a Garden Lakes Seller and Buyer will be pleasant and the information provided will be helpful.
Sincerely,

(name)

(phone)

Email address _____

Enclosures: Realtor's Questions and Answers, List of Documents, Request for Interview
Revised 2011

GARDEN LAKES INSTRUCTION SHEET FOR

PRE-INTERVIEW/ ORIENTATION PACKAGE

Enclosed is an Application for Residency for Garden Lakes. Please have the prospective Buyer(s) complete the Application and return it , along with a copy of the Sales Agreement and a check in the amount of _____ payable to Garden Lakes Village/ Villa _____ Association, Inc. and deliver to:

Interview Chairman _____ Phone _____

Component Manager _____ Phone _____

An Interview will then be scheduled to take place before the closing date.

INSURANCE AFFIDAVIT

AFFIDAVIT OF CERTIFICATION AND CONSENT

I _____ Trustee/ Owner of Unit at Garden Lakes
_____ in Village/ Villa _____ in
the Garden Lakes Condominium, make the following affirmation:

Upon the future occurrence of a casualty loss to my Condominium Unit, which loss is covered and paid by Casualty Insurance privately obtained by me from _____ Insurance Company, I will apply the proceeds of such insurance payment(s) to the rebuilding and restoration of the permitted improvements on my Unit in the manner and to the extent that the Garden Lakes Condominium Association, Inc. would use such proceeds if they had been received under a condominium policy obtained by the Association.

Trustee Owner _____

Date _____

State of _____

County of _____

The foregoing instruction was executed before me this _____ day of _____

By _____ who is personally known to me.

Notary _____

RESIDENTS RECOMMENDED LIST OF CONTRACTORS - 2011

AIR CONDITIONING/HEATING - Mobile Air (366-4667) A/C Today (799-1889)
Custom Air Heating and Cooling (941) 371-0833 A/C Today (941) 799-1889

BATHROOM MOAKEOVERS -

CARPET CLEANING -Terry's Carpet (730-0438 Gary's Carpet Cleaning (795-2422)

CARPENTERS

CARPET REPLACEMENT

DRYER VENT CLEANING Vent Safe (374-7233)

ELECTRICIANS Kiefer Elect (747-8388) T & G Servuces (751-1923) Weniger Electric
(301-7520)

GARAGE DOORS -= D and H Shank (371-7242)

GUTTERS - The Gutter Guy 914-3936) D & D Gutters (371-8805) Alain Gutter Cleaning

HANDYMAN/MINOR REPAIRS Mr. Sandless (941-677-8453)

KITCHEN MAKEOVERS Duncan Cabinets

LAWN MAINTENANCE Paul's Landscaping (720-2045) Cornerstone Landscaping (929-
6998)

PAINT/PRESSURE CLEANING ROOFS, DRIVEWAYS, POOL CAGE/UNIT Proline
Painting /Jake Bush - (cell 941-302-1806) Home (941-955-0409) Randy Hughes Exter.
(748-2260) Doug Adamson (377-9050) Larry St. Esprit (812-6860)

PEST CONTROL Bug Stompers (941-355-5523) David M. Zapata, President 5415 San Juan
Drive Postal Box 340, Sarasota, Fl 34230 Hughes Exterminator (748-2260) Quality Pest
Prevention (364-3444) Steve's Termite and Pest Control 941-954-5474

PLUMBING Plumbing by George (746-0593) A+ Plumbing (483-4483)

POOL SERVICE Kirby's Pool Service (365-0446)

ROOF REPAIRS/NEW Alvin singleton Roofing ((365-3359) Shewswki Roofing (377-
9896)

WELCOME TO GARDEN LAKES



We welcome you to Garden Lakes. The Interview/Orientation process will provide you with information that you need to make your move here simple and viable.

Garden Lakes is composed of 295 residents' units - the **Villages** (free standing units), the **Villas** (side by side units) and the **Courtyards** (multi-units in 6 buildings). These units are divided into 8 geographical areas - **Components**. Each component has its own Board of Directors and Committee Members. The **monthly** assessments pay for component needs including lawn maintenance, trash/recycle collections and cable TV service. All 8 Components are under the Garden Lakes Community Association (GLCA) Board. The GLCA is composed of representatives from each of the components. This Board is responsible for the infrastructure of Garden Lakes. The **quarterly** assessments maintain and repair common areas underground utilities, retention ponds, pool and clubhouse. Both the Components and the GLCA Boards meet regularly throughout the year.

Both the GLCA and the Components have rules and regulations that govern all matters for and by the residents of Garden Lakes.

Garden Lakes has a Clubhouse which is surrounded by a pool and patio areas, two professional tennis courts, shuffle board courts and a Ramada which houses a fitness center. The Clubhouse is available for activities such as cards, parties, dances etc. These areas are available for use by residents and their guests.

We know you will enjoy being a resident in Garden Lakes. Welcome.

INTERVIEW/ORIENTATION PACKAGE FOR GARDEN LAKES COMMUNITY ASSOCIATION

ITEMS INCLUDED IN THE PACKAGE:

1. **Voting Certificate**-to be completed, returned and kept by the Component President/designee.
2. **Resident(s) Privacy Information Release Form**-to be completed for the GLCA Resident's Directory, Channel 95, the NEWTIMES. Copy given to the chairperson of the committee requiring this information. Form kept by the Component President/designee.
3. **Emergency Information**-to be completed, returned and kept by the Component President/designee.
4. **Gate and Directory Information**-to be completed, returned and kept by the Interview Committee designee.
5. **Component Officers and Component Committee Members**-to be provided to the resident by the component.
6. **Component Budget for the Current Year**-to be provided to the resident by the component.

ITEMS 7-13 provided to the Interview Committee by _____.

7. Vial of Life Information-to be completed and kept inside the resident's refrigerator.
 8. Garden Lakes Community Association Resident Directory-current copy provided to the new resident.
 9. Garden Lakes Community Association Budget for the Current Year-to be provided to the resident.
 10. Manatee County Trash/Recycling Information-to be provided to the resident.
 11. Current copy of the NEWTIMES (community newsletter) including the current monthly calendar of events/activities.
 12. Guest Parking Permit- card (s) provided for the resident to give to guests.
 13. GLCA Plot of Survey-provide for the resident to view GLCA area and Component areas.
- *****
14. **Guest/Family Registration Form**-completed, returned and kept by the Interview Committee designee.
 15. **Architectural Review Request Form**-to be kept by the resident until a request to update any exterior area (s) is considered for approval.
 16. **Housing for Older Persons Information Form**-to be completed, returned and kept by the Component President or designee.
 16. **Resident Recommended Contractor(s)**-to be give to the new resident as a guide for services.

GARDEN LAKES COMMUNITY ASSOCIATION, INC
A CORPORATION NOT-FOR-PROFIT

VOTING CERTIFICATE

To: COMPONENT CONDOMINIUM PRESIDENT

KNOW ALL MEN OF THESE PRESENTS, that the undersigned are all of the record owners of that certain condominium unit in Garden Lakes Community Association, Inc. (GLCA), a Condominium, shown below, and hereby constitute, appoint and designate (one of the owners) _____ as the voting representative for the condominium unit owned by said undersigned pursuant to the Bylaws of the Association.

The aforementioned voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modify or revoke the authority set forth in his voting certificate.

DATED this _____ day of _____ 20____

Owner's Signature

Owner's Signature

Unit Number _____

Address

Component Association:

NOTE:

Please fill out the VOTING CERTIFICATE and return it to your Component President/Designee. The owner(s) of record of your unit must sign the VOTING CERTIFICATE and **name the one owner who is authorized to cast the vote for the unit at meetings of the membership at both the GLCA and the Condominium Component Association.**

IN ORDER TO VOTE, THIS CERTIFICATE MUST BE OF RECORD WITH THE ASSOCIATION. THIS FORM IS NOT A PROXY.

Revised 2011

RESIDENT (S) PRIVACY INFORMATION RELEASE FORM
(Complete and return to the President of your Component/Designee)

(1) Name _____ Address _____

(2) Name _____

Component _____ Unit # _____

GIVE CONSENT

I/We, by providing the following information, give consent to be listed in the Garden Lakes Community Association (GLCA) Resident Directory, Component Directory, NEWTIMES and Channel 95.

(1) Name _____ Birthday _____
Month Day

(2) Name _____ Birthday _____
Month Day

(3) Phone Number ____ / ____ Anniversary _____
Month Day

(4) _____ Date _____
Signature

DO NOT GIVE CONSENT

I/We, by omitting the information above and by signing below, **DO NOT** give consent to allow our PHONE NUMBER(S), BIRTHDAY(S) and ANNIVERSARY DATE to be listed in the GLCA Resident Directory, the Component Directory, NEWTIMES and Channel 95. **I/We understand our name (s) and address will still be included in the directory.**

Signature _____ Date _____

The information indicated by your signature REMAINS IN EFFECT until the signer completes another Resident Privacy Information Release Form.

Revised 2011

EMERGENCY INFORMATION

Please return this form to the Component President

Date: _____

Resident Name (Print) _____ 2nd Resident Name (Print) _____

Address: _____ Phone _____

Individuals to be notified in the event of an emergency:

(1) Name _____ Relationship _____

Address _____ City _____ State _____ Phone _____

(2) Name _____ Relationship _____

Address _____ City _____ State _____ Phone _____

(3) Name of neighbor/friend who has a key to your unit:

Address _____

Phone _____

Resident/Owner Signature _____

Resident/Owner Signature _____

Revised 2011

**Gate and Directory Information
For New Residents/Changes in Information**

Instructions for opening the gate and the use of the directory are printed on the inside cover of the current **Garden Lakes, Resident Directory**. Complete this information and provide it to the Chair or Designee for the Gate Directory. (Check the current Resident Directory for the name of the present chairperson (s)/mechanical problems person)

Complete the information below after your **land-based phone** has been connected. The phone jack in the kitchen area of residents' homes are the only jacks that are connected to the gate directory. **Cell phones will not work to open the gate nor will other jacks in other rooms of the homes.**

Gate Directory Information:

Name: _____ Phone #: _____

Address: _____ Unit #: _____

The seller may have purchased a gate remote control and provide it to you. Some cars have programmable gate remote controls to use. You may also purchase a gate remote control from _____ for \$ _____.

Revised: 2011

Guest/Family Registration Form
For Use of Residence During the Owners Absence
(Please return this completed form to your Component President/Designee)

This will advise that I/we grant permission to the following guest/family members to occupy my/our unit # _____ located at _____ for the period from _____ to _____.

Please provide the following information regarding your guest/family member:

Name: _____

Relationship: _____ Age: _____

Name: _____

Relationship: _____ Age: _____

Name: _____

Relationship: _____ Age: _____

I/we, as owners, understand that I/we are ultimately responsible for our guests/family members' actions as set forth in the ***Rules and Regulations of the Component Condominium*** documents and the ***Garden Lakes Community Association***, and assure that the above guests/family members have been informed and are thoroughly familiar with the provisions thereof, ***Garden Lakes is a 55 and over Residence Community.***

Owner(s) Signature(s) Date

Emergency contacts:

Owner's phone number _____ Visitor's phone number _____

Emergency Address _____

Revised 2011

GARDEN LAKES COMMUNITY ASSOCIATION

Architectural Review Committee Request

Request permission to:

(Please use separate request form for each request)

- | | |
|--|--|
| <input type="checkbox"/> plant tree | <input type="checkbox"/> add hurricane protection(outside) |
| <input type="checkbox"/> plant bushes | <input type="checkbox"/> structural change |
| <input type="checkbox"/> add decorative items | <input type="checkbox"/> enclose existing roofed lanai |
| <input type="checkbox"/> add uncovered patio/lanai | <input type="checkbox"/> replace existing screened lanai |
| <input type="checkbox"/> add/replace storm door | with glass |
| <input type="checkbox"/> replace roof | <input type="checkbox"/> other |

Brief description of item checked above, including name of contractor and attach a sketch:

Signed _____ Address _____

Please provide to your components ARC chairman or President of your component for approval. All up to 4 weeks for review and approval.

Received by ARC: _____

- ☐ Approved
☐ Not approved

Reviewed by ARC: _____

Reviewed by _____ Board of Directors _____
Component Date

Returned to Requester _____
Date

Cc: _____, Component President

Revised: 2011

The Housing for Older Persons Act of 1995
(HOPA)

(Please return this completed form to your component President/Designee)

The Housing for Older Persons Act of 1995 (HOPA) requires that a housing facility/community survey lists its residents **every two years** to ensure that the 80% requirement is met to maintain its status as a 55 or older housing community. (attached is the law) To be in compliance with the HOPA survey requirements, each resident **must** submit age verification in one of the following methods:

- | | |
|-------------------------------|---|
| * <i>Birth Certificate</i> or | * <i>Military Identification</i> or |
| * <i>Drivers License</i> or | * <i>Any other state, local, nation/international</i> |
| * <i>Passport</i> or | <i>documentation, that contains current</i> |
| * <i>Immigration Card</i> or | <i>information about the age /birth of the owner</i> |

PHOTOCOPIES CAN BE MADE AT THE CLUBHOUSE: Please complete this survey and attach a copy of your age verification.

VERIFICATION OF OCCUPANCY

As part of Garden Lakes Community Association compliance with the Fair Housing Act, please complete **EITHER** Part A **OR** Part B of this form:

PART A: Household with Age 55 Occupant (Please complete this part if someone in your house is age 55 or older)

(initial)_____ I, (print name)_____ hereby certify that I am 18 years of age or older and that at least one member of this household that resides/will reside at (address)_____ is age 55 or older. That person is (signature)_____ and their age/date of birth is (date)_____.

(Attached is a photocopy of proof of age document)

Other persons residing at the address stated, include the following:

Name	Age	Date of Birth	Relationship to Owner
_____	_____	_____	_____
_____	_____	_____	_____

PART B: Household with NO age 55 Occupant (Please complete this part if NO ONE in your house is age 55 or older)

Initial_____ I, print name_____ hereby certify that no person residing at (address)_____ is age 55 or older. The only authorized person (s) who will reside with me at that address are listed below.

Name	Age	Date of Birth	Relationship to Owner
_____	_____	_____	_____
_____	_____	_____	_____

The Housing for Older Persons Act of 1995
(HOPA)

(Please return this completed form to your component President/Designee)

The Housing for Older Persons Act of 1995 (HOPA) requires that a housing facility/community survey lists its residents **every two years** to ensure that the 80% requirement is met to maintain its status as a 55 or older housing community. (attached is the law) To be in compliance with the HOPA survey requirements, each resident **must** submit age verification in one of the following methods:

- | | |
|-------------------------------|---|
| * <i>Birth Certificate</i> or | * <i>Military Identification</i> or |
| * <i>Drivers License</i> or | * <i>Any other state, local, nation/international</i> |
| * <i>Passport</i> or | <i>documentation, that contains current</i> |
| * <i>Immigration Card</i> or | <i>information about the age /birth of the owner</i> |

PHOTOCOPIES CAN BE MADE AT THE CLUBHOUSE: Please complete this survey and attach a copy of your age verification.

VERIFICATION OF OCCUPANCY

As part of Garden Lakes Community Association compliance with the Fair Housing Act, please complete **EITHER** Part A **OR** Part B of this form:

PART A: Household with Age 55 Occupant (Please complete this part if someone in your house is age 55 or older)

(initial)_____ I, (print name)_____ hereby certify that I am 18 years of age or older and that at least one member of this household that resides/will reside at (address)_____ is age 55 or older. That person is (signature)_____ and their age/date of birth is (date)_____.

(Attached is a photocopy of proof of age document)

Other persons residing at the address stated, include the following:

Name	Age	Date of Birth	Relationship to Owner
_____	_____	_____	_____
_____	_____	_____	_____

PART B: Household with NO age 55 Occupant (Please complete this part if NO ONE in your house is age 55 or older)

Initial_____ I, print name_____ hereby certify that no person residing at (address)_____ is age 55 or older. The only authorized person (s) who will reside with me at that address are listed below.

Name	Age	Date of Birth	Relationship to Owner
_____	_____	_____	_____
_____	_____	_____	_____