



Bay Tree Homeowners Association Checklist

Please use this checklist to help ensure your application is complete and ready to be submitted.

- **For Sales:**

- Resale Application Page
- Vehicle Information Page
- Deed Restricted Community Page
- Pet Page
- Email Authorization
- Disclosure Summary
- Voting Certificate
- Copy of executed Sales Contract
- Non-refundable Processing Fee of \$125.00 payable to Watson Association Management, LLC

- **For Leases:**

- Lease Application Page
- Vehicle Information Page
- Deed Restricted Community Page
- Pet Page
- Addendum to Lease Page
- Copy of executed Lease Contract
- Non-refundable Processing Fee of \$125.00 payable to Watson Association Management, LLC

Please make sure when submitting your application all documents and fees are included.

***** If an application is submitted that is **NOT** complete, it will **NOT** be accepted and/or processed. Please ensure that you have all the required information, forms and signatures to avoid any delay(s) in the approval of your application.

***Please submit and/or send all complete applications and fees to Watson Association Management, LLC office located at 1648 SE Port St Lucie Blvd, Port St. Lucie, FL 34952**

Thank you So Much for your Cooperation!

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952
1410 Palm Coast Parkway NW, Palm Coast, FL 32137

Phone 772.871.0004 Fax 772.871.0005
Phone 386.246.9270 Fax 386.246.9271



Association Management

LEASE/RESALE APPLICATION

Date: _____ Property Address: _____

Applicant Name: _____ Active Military Service Member ____ Yes ____ No

Co-Applicant Name: _____ Active Military Service Member ____ Yes ____ No

Present Address: _____

Applicant Phone: _____ Co-Applicant Phone: _____

Any other occupants: Name _____ Relation _____

Name _____ Relation _____

Do you intend to:

- Live in home as a primary residence
- Maintain the home as a secondary residence
- Offer as a rental
- Rent home from owner

Applicants employers name: _____ No. of years there _____

Address: _____ Phone #: _____

Co-Applicants employers name: _____ No. of years there _____

Address: _____ Phone #: _____

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF BAY TREE HOMEOWNERS ASSOCIATION, INC., A COPY OF WHICH DOCUMENTS I HAVE RECEIVED FROM SELLER.

(IF SELLER FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.)

LESSEE/PURCHASER: _____ Date: _____
Signature

LESSEE/PURCHASER: _____ Date: _____
Printed Name

LESSEE/PURCHASER: _____ Date: _____
Signature

LESSEE/PURCHASER: _____ Date: _____

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Association Management

VEHICLE INFORMATION

Name: _____ Phone: _____
 Name: _____ Phone: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

DESCRIPTION OF VEHICLE:

VEHICLE #1:

Make: _____ Model: _____ Year: _____
 Color: _____ Gross Weight: _____ VIN: _____
 Vehicle Tag: _____ State: _____

VEHICLE #2:

Make: _____ Model: _____ Year: _____
 Color: _____ Gross Weight: _____ VIN: _____
 Vehicle Tag: _____ State: _____

Vehicle 1 registered to: _____
 Vehicle 2 registered to: _____
 Street Address: _____
 City: _____ State: _____ Zip: _____

Signature **Date** **Signature** **Date**

***No Truck or commercial vehicle of any kind shall be permitted to be parked for a period of more than four (4) hours upon any lot unless the same is temporarily present and necessary in the actual construction or repair of building on any lot. No truck or commercial vehicle of any kind shall be parked overnight and no boat trailers, or trailers of any kind, or campers or mobile homes shall be permitted to park on our near the Lot at any time, unless kept fully enclosed inside the building. None of the aforementioned shall be used as a domicile or residence, either permanently or temporarily.

SIGNATURE **SIGNATURE**

FOR ASSOCIATION USE ONLY

The above application is approved _____ not approved _____

Reason for non-approval: _____

Signer: _____ Position: _____ Date: _____

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Deed Restricted Community

I/We understand that we are moving into a deed-restricted community.
I/We hereby agree to abide by all Documents and Rules and Regulations
of BAY TREE HOMEOWNERS ASSOCIATION, INC., a copy of
which I/We have received from the owner.

Lessee/Buyer

Signature _____ Date: _____

Lessee/Buyer

Signature _____ Date: _____



PLEASE ADVISE US OF ANY ANIMALS TO BE RESIDING IN THE HOME

- No pets shall be kept, bred, or maintained for any commercial purpose.
- All pets must be maintained on a leash in the custody of a responsible person.
- No household pets are allowed to wander loose.
- An owner shall immediately pick up and remove any solid animal waste deposited by his pet on the properties, including the common areas and the exclusive neighborhood common area.

Pet? Yes _____ No _____ (if no pets sign and return with application)

Pet Type: _____ Weight: _____ Color: _____ Breed: _____ Name: _____

Pet? Yes _____ No _____

Pet Type: _____ Weight: _____ Color: _____ Breed: _____ Name: _____

Signature: _____ Date: _____

Signature: _____ Date: _____



EMAIL AUTHORIZATION FORM

New Florida statutes state it is against the law to send mass emails to owners without their written consent. By completing, signing, and returning this form, you are authorizing the Board of Directors of the BAY TREE HOMEOWNERS ASSOCIATION, INC. and Watson Association Management to send you information of the Association meetings, reports on actions taken by the Board at those meetings, violations, updates and/or special information. Your email address will **not** be used for any other purpose than those listed in the previous sentence.

We want to keep you better informed about the developments and issues regarding your investment as an owner in BAY TREE HOMEOWNERS ASSOCIATION

Yes

I authorize BAY TREE HOMEOWNERS ASSOCIATION, INC. and Watson Association Management to email me appropriate meeting notices, agendas, reports, violation letters and other information.

Email Address: _____

Phone Number(s): _____

Property Address: _____

Signature(s): _____

Printed Name(s): _____

No

I do not want to receive emails from BAY TREE HOMEOWNERS ASSOCIATION, INC. and Watson Association Management.

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Disclosure Summary For Bay Tree Homeowners Association, Inc.

1. As a purchaser of property in this community, you will be obligated to be a member of a Homeowners Association.
2. There have been recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay maintenance assessments to the association. Assessments may be subject to periodic change. The current amount is **\$1,550.00 per quarter**.
4. You may also be obligated to pay any special assessments that may be imposed by the association. If applicable, the current amount is \$ -0-.
5. You may be obligated to pay a special assessment to the respective municipality, county, or special district. All assessments are subject to periodic change.
6. Your failure to pay any of these assessments could result in a lien on your property.
7. The statements contained in this disclosure form are only summary in nature and, as a prospective purchaser you should refer to the covenants and the association governing documents before purchasing property.
8. These documents are matters of public record and can be obtained from the record office in the county where the property is located or from Watson Association Management, LLC for a fee.

Purchaser: _____ Date: _____

Purchaser: _____ Date: _____

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(SALES ONLY)

VOTING CERTIFICATE
Bay Tree Homeowners Association, Inc.

Know all men by these present, that the undersigned is the record owner (s) IN BAY TREE HOMEOWNERS ASSOCIATION, INC. shown below, and hereby constitutes, appoints and designates:

(Insert one owners name above)

As the voting representative for the HOMEOWNERS ASSOCIATION property owned by said undersigned pursuant to the by-laws 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 modifies or evokes the authority set forth in this voting certificate.

Dated this _____ day of _____, 20_____.

Signature

Signature

(If jointly-owned, both owners' signatures required)

Property Address _____
Jensen Beach, FL 34957

When there is a corporation or partnership as owners of the property, then a voting representative must be appointed by the corporation or partnership and becomes the representative. All owners must sign this form to acknowledge this appointment.

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Addendum to Lease

“The tenant hereby agrees, in accordance with Florida Law, that upon receipt of notice from **Bay Tree Homeowners Association, Inc.** (the Association) that the Landlord is delinquent in paying any monetary obligation due to the Association, the tenant will pay his/her subsequent rental payments and continue to make such payments until all the monetary obligations of the Landlord (parcel owner) have been paid in full to the association and the Association release the tenant or until the tenant discontinues tenancy in the parcel.” Payment due the Association may be in the same form as you paid your Landlord and must be sent by United States mail or hand delivery to the Association, c/o Watson Association Management 1648 SE Port St Lucie Blvd., Port St. Lucie, FL 34952 and payable to **Bay Tree Homeowners Association, Inc.**

Lessee Signature _____ Date: _____

Lessee Signature _____ Date: _____

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

Property Address: _____