



## **Heron Crest 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
- Maintenance Fee Payment Options
- Rules & Regulations Acknowledgement
- 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
- Rules & Regulations Acknowledgement
- Addendum to Lease Page
- National Criminal Background Report\*\*\*Must be submitted by applicant
- 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 430 NW Lake Whitney Place, Port St. Lucie, FL 34986**

430 NW Lake Whitney Place, Port St. Lucie, FL 34986  
435 S. Yonge Street #3, Ormond Beach, FL 32174  
1410 Palm Coast Parkway NW, Palm Coast, FL 32137

Phone 772.871.0004 Fax 772.871.0005  
Phone 386.252.2661 Fax 386.673.4943  
Phone 386.239.1555 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? \_\_\_\_ If so, please list the name(s) and relationship:

\_\_\_\_\_

Do you intend to:

- Live in the home as a primary residence
- Maintain the home as a secondary residence
- Offer the unit as a rental unit
- Rent unit 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 HERON CREST COMMUNITY ASSOCIATION, INC., A COPY OF WHICH DOCUMENT 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(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)

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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**

\*\*\*ALL INFORMATION ON THIS FORM MUST BE COMPLETED

\*\*\*ANY CHANGES IN USE OR APPEARANCE OF THE ABOVE DESCRIBED VEHICLE(S) MUST BE SUBMITTED TO THE BOARD OF DIRECTORS WITH A NEW APPLICATION

\_\_\_\_\_  
**Signature** **Date** **Signature** **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 HERON CREST COMMUNITY ASSOCIATION, INC., a copy of  
which I/We have received from the owner.

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Lessee/Buyer  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Lessee/Buyer  
Signature \_\_\_\_\_ Date: \_\_\_\_\_



# Heron Crest

## Community Rules & Regulations

**Air-conditioning Units:** No window air-conditioning units are allowed. All air conditioning units must be placed on the sides of residences with landscaping or fence screening if visible from any street (including side street in the case of corner lot).

**Architectural Modification:** No construction or modification (including painting of unit exterior) of any kind to any area known as common property is allowed. All exterior modification to any unit must be approved by the Board of Directors prior to construction, by the submission of an Architectural Modification Form.

**Basketball Hoops & Play equipment:** Basketball Hoops, and ALL games and play apparatus remaining outdoors for more than three (3) days, may be located at the rear or side of the Unit so as not to be visible from the street. Basketball hoops are permitted only after approval of the Board of Directors is obtained. Said hoops must be constructed of black enamel pole and white backboard and must be constructed of fiberglass, concrete or concrete materials.

**Business or Commercial Use:** No noxious or offensive trade or activity which may cause an annoyance or nuisance to the neighborhood is allowed to be conducted from any unit.

**Clothesline and outside Clothes Drying:** No clotheslines or clothes poles may be erected in the front or sides of any lot. Such apparatus may only be erected in an area enclosed by lattice, fence, or wall or other screening devise.

**Commercial Use:** No Unit may be used for commercial business.

**Commercial Vehicles:** No commercial vehicles may be parked or stored on property, except temporarily, for the purposes of deliveries, loading or unloading. Boats, motor homes, watercraft, campers, travel trailers and similar recreational vehicles may only be placed, kept or stored in an enclosed garage or fenced area.

**Fences:** No fence may be constructed without prior approval of the Board.

**Garage Doors:** Garage doors must remain closed when not in use.

**Inoperable vehicles:** Inoperable vehicles or vehicles under repair may only be placed and kept in a closed garage.

**Landscaping:** Only landscaping improvements approved by the Board of Directors shall be implemented.



# *Heron Crest*

## **Community Rules & Regulations**

**Leasing:** A Leasing application must be submitted to the Board for approval at least 14 days prior to lease begin date. All lease applications must be approved by the Board prior to tenant occupancy. Unit owner must furnish a copy of a Background check on the prospective tenant, along with the application. ***Approval is contingent on the submission of ALL documentation required in the application form.***

**Nuisances:** No noise, use of property, or practice which may become a source of annoyance, nuisance, or that may interfere with the peaceful possession and use by residents is permitted.

**Open Burning:** No open burning to reduce solid waste is allowed on any Lot.

**Pets:** No pets are allowed to run loose and uncontrolled in the community. Pet owners must accompany pets when out on property. All pets must be maintained in a quiet and orderly fashion so as not to disturb residents.

**Portable Buildings:** No tent, shack, trailer, garage or other space may at any time be used on any lot as a residence, temporarily or permanently. Plastic Sheds/storage containers are allowed for storing garbage cans, lawnmower, and for use as dog houses.

**Signs:** No signs are allowed to be displayed or placed upon any Lot or living unit except "for rent" or "for sale" signs, which may refer only to the particular premises on which displayed. Such sign should not exceed the normal and customary standard size for the local real estate industry, and may not extend more than four (4) feet above the ground, and only **one (1)** sign is allowed per Lot or living unit. No such signs may be attached in any manner to a tree.

**Stains or Unsightly appearance of Driveways or Unit exterior:** Stains or other unsightly appearances are not allowed in unit driveways or on the exterior of units.

**Trash disposal:** No trash, garbage, rubbish, debris, waste or materials of other refuse may be stored, or allowed to accumulate on any Lot. Garbage or refuse for disposal must be placed in an enclosed/covered trash can on the curb, for pick up *only* on the day of pick up by the refuse pick up company.



**HERON CREST COMMUNITY ASSOCIATION, INC.**

**Community Rules & Regulations Acknowledgement**

I have read and understand the attached Rules & Regulations of Heron Crest Community Association, Inc.

I understand that any violation of the above rules and regulations can result in Association action to compel and/or levy fines.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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

- No pets shall be kept, bred, or maintained for any commercial purpose.
- Dogs which are household pets shall always whenever they are outside a unit be confined on a leash held by a responsible person.
- 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 \_\_\_\_\_

Pet Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Name: \_\_\_\_\_ Color: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**EMAIL AUTHORIZATION FORM**

A new Florida statute states it is against the law to send mass emails to owners without their written consents. By completing, signing, and returning this form, you are authorizing the Board of Directors of the HERON CREST COMMUNITY ASSOCIATION, INC. and Watson Association Management to email notifications of Association meetings, minutes or other correspondence in lieu of receiving them by regular mail. Your email address will **not** be used for any other purpose than those listed in the previous sentence.

I also understand that Annual owner meetings and Special Meetings requiring membership voting or establishing a quorum will NOT be sent via E Mail but via regular or certified mail as prescribed by law.

\*\*\*\*\*

**Yes**

I authorize HERON CREST COMMUNITY ASSOCIATION, INC. and Watson Association Management to email me appropriate meeting notices, minutes, reports, and other correspondence.

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

**Phone Number(s):** \_\_\_\_\_

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

**Signature(s):** \_\_\_\_\_

**Printed Name(s):** \_\_\_\_\_

**No**

I do not want to receive emails from HERON CREST COMMUNITY ASSOCIATION, INC. and Watson Association Management.

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## MAINTENANCE FEE PAYMENT OPTIONS

- Option 1:** Mail Payments: 430 NW Lake Whitney Place, Port St. Lucie, FL 34986

*or*

- Option 2:** Direct Payments (ACH Debits): Please complete the following, and return same with this Resale Application:

Association Name: Heron Crest

Account Number \_\_\_\_\_

I (we) hereby authorize CenterState Bank, to initiate debit entries from the bank account indicated below for the benefit of the depository named below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. *I (we) confirm that the source of the funds for payment of these debit entries will NOT originate from a Financial Agency's office located outside the territorial jurisdiction of the United States.*

Bank Name \_\_\_\_\_

Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

This authorization is to remain in full effect until the Originator has received written notification from the bank account owner(s) of any termination. This should be done in a suitable manner to allow all parties involved the opportunity to process any changes within a reasonable amount of time.

Name (please print) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: In case of revoked authorization, written notification must be made to the originator no later than 15 days before the effective date of the next transaction.*

**Please attach a VOIDED check**

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## Disclosure Summary For Heron Crest Community Association, Inc.

1. As a purchaser of property in this community, you will be obligated to be a member of a community 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 **\$125.00** per quarter.
4. You may be obligated to pay any special assessments that may be imposed by the association.
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)**

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***VOTING CERTIFICATE***  
***Heron Crest Community Association, Inc.***

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Know all men by these present, that the undersigned is the record owner (s) in HERON CREST COMMUNITY ASSOCIATION, INC. shown below, and hereby constitutes, appoints and designates:

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**(Insert one owners name above)**

As the voting representative for the COMMUNITY ASSOCIATION unit owned by said undersigned pursuant to the by-laws of the Association.

The voting representative is hereby authorized and empowered to act in the capacity herein set forth until the undersigned otherwise modifies or evokes the authority set forth in this voting certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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**Signature**

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**Signature**

**(Unit owner's signature – If jointly-owned, both owners' signatures required)**

Property Address \_\_\_\_\_  
Vero Beach, FL 32968

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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 **Heron Crest Community 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 430 NW Lake Whitney Place, Port St. Lucie, FL 34986 and payable to **Heron Crest Community Association, Inc.**

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Lessee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Lessee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

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