

# ASSOCIATION APPLICATION FOR LEASE OCCUPANCY (3 Pages)

Please complete all questions and sign below:

Lease & Items Listed on the Application Checklist must be attached

Association Name: La Terraza II Condominium Association, Inc.

Address of Property: \_\_\_\_\_ Unit # \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Lease Dates: Start \_\_\_\_\_ End \_\_\_\_\_

Applicant Name: Last First MI Date of Birth

Applicant Name: Last First MI Date of Birth

Current Address Apt# City State Zip

Drivers License # (provide copy) State Issued Expiration

Drivers License # (provide copy) State Issued Expiration

Email Address Home Phone Cell Phone

## Residential History:

Previous Address Apt# City State Zip

Dates at Previous Address Reason for Moving

Landlords Name Landlords Phone#

Were you evicted? Why?

## Employment Information:

Present Employer Phone Job Title

Address City State Zip

## Occupant Information: (Please list all other people to live in the unit including children)

Name: Last First MI Date of Birth Relationship

Name: Last First MI Date of Birth Relationship

Name: Last First MI Date of Birth Relationship

**Pets: (ARE NOT PERMITTED) Signed Pet Addendum Must Accompany Application**

Number of Vehicles: \_\_\_\_\_ (list below)

|             |              |             |              |     |
|-------------|--------------|-------------|--------------|-----|
| Make: _____ | Model: _____ | Year: _____ | Tag #: _____ | ST_ |
| Make: _____ | Model: _____ | Year: _____ | Tag #: _____ | ST_ |
| Make: _____ | Model: _____ | Year: _____ | Tag #: _____ | ST_ |

In case of an Emergency please notify:

|               |             |                       |
|---------------|-------------|-----------------------|
| Name: _____   | Phone _____ | Relationship _____    |
| Address _____ | City _____  | State _____ Zip _____ |

Leasing Agent:

|             |               |
|-------------|---------------|
| Name: _____ | Company _____ |
|-------------|---------------|

|                     |                       |
|---------------------|-----------------------|
| Email Address _____ | Mailing Address _____ |
|---------------------|-----------------------|

|                    |                  |            |
|--------------------|------------------|------------|
| Office Phone _____ | Cell Phone _____ | Fax# _____ |
|--------------------|------------------|------------|

Application Statement: (You MUST initial beside each statement. If any are left blank approval will not be granted)

I/We the undersigned agree that we have received, read, and understand the Association Declaration of Covenants/Restrictions and the Rules & Regulations of the Association (\_\_\_\_/\_\_\_\_).

We agree to abide by all covenants, restrictions, rules presently enacted, and any new rules which may be promulgated from time to time by the Association (\_\_\_\_/\_\_\_\_).

We are aware that as tenants we are not permitted to have pets in our unit at anytime (\_\_\_\_/\_\_\_\_).

I warrant that I am at least 18 years of age and that all statements herein are true and correct (\_\_\_\_/\_\_\_\_).

Criminal History: Has any occupant listed on this application ever been convicted of a felony? Yes \_\_\_\_\_ No \_\_\_\_\_ (\_\_\_\_/\_\_\_\_).

(If yes please explain) \_\_\_\_\_

**Application Checklist: (the following must be include with your application)**

**Complete Application** \_\_\_\_\_

**Non-refundable move-in/out fee check of \$500.00 payable to La Terraza II Condominium Association, Inc.** \_\_\_\_\_

**Completed Vehicle Registration Application** \_\_\_\_\_

**Copy of Vehicle Registration for each vehicle that will routinely parked on the property** \_\_\_\_\_

**Copy of driver's license for each occupant over the age of 18** \_\_\_\_\_

**Signed El Jardin Condo Lease Addendum regarding pets** \_\_\_\_\_

**Copy of executed Lease Agreement** \_\_\_\_\_

**Copy of Nationwide Criminal Background Check accomplished by an authorized agency for each occupant over the age of 18** \_\_\_\_\_

**Occupant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Occupant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The unit Owner or Owners Agent is responsible for providing a copy of the Association Covenants/Restrictions and Rules & Regulations to the tenant. These documents may be requested for immediate download at [www.watsonassociationmanagement.com](http://www.watsonassociationmanagement.com).**

**We request at least 10 business days for processing/obtaining the required Board member's signatures. Tenants may not move in until approval is granted.**

**Return to: Watson Association Management, 1410 Palm Coast Parkway, NW, Palm Coast, FL 32137, or email [suewilson@watsonrealtycorp.com](mailto:suewilson@watsonrealtycorp.com)**

**A completed application with the move-in/out fee must be submitted before sending it to the Board of Directors for approval.**

**Sue Wilson: 904-466-4568 Susan Russo, admin.: 386-445-0143**

**Revised 3/29/2024 (this application revision supersedes previous versions)**

**BOARD APPROVAL:**

**DATE:**

# Avila at Palencia Master Association, Inc.

## Lease Addendum

This Addendum must be signed by all lease applicants and included with any lease application dated April 13, 2016, or after.

I understand the Avila at Palencia Master Association Declaration prohibits tenants and guests from having pets in the Avila at Palencia Master Association Community at any time. I am aware if I do house a pet in my condo, I could be subject to fines and/or eviction from the community.

Any tenant requesting an accommodation for a service or support animal is required to contact the association management via email correspondence at [Suewilson@watsonassociationmanagement.com](mailto:Suewilson@watsonassociationmanagement.com) for instruction on how to make a request for review by the Board of Directors. Any animal requested to be treated as a service or support animal shall not be kept in the Avila at Palencia Master Association Community until approved by the Board of Directors.

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Print Name

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Signature

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Date

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Print Name

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Signature

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Date

## VEHICLE REGISTRATION APPLICATION

PLEASE DO NOT OMIT ANY INFORMATION. ALL RESIDENT VEHICLES MUST BE REGISTERED AND HAVE AN AVILA AT PALENCIA BARCODE. VEHICLES WITHOUT BARCODE MAY BE TOWED WITHOUT NOTICE.

|                             |       |      |          |
|-----------------------------|-------|------|----------|
| Applicant Name Last         | First | MI   | Phone    |
| Applicant Name Last         | First | MI   | Phone    |
| Address for mailing barcode | Apt.# | City | State    |
|                             |       |      | Zip Code |

### Vehicle Information:

|                 |                             |               |      |                 |
|-----------------|-----------------------------|---------------|------|-----------------|
| Automobile Make | Model                       | Color         | Year | License Plate # |
| Barcode Number  | Registration attached (V/N) | Fee Collected |      |                 |
| Automobile Make | Model                       | Color         | Year | License Plate # |
| Barcode Number  | Registration attached (V/N) | Fee Collected |      |                 |
| Automobile Make | Model                       | Color         | Year | License Plate # |
| Barcode Number  | Registration attached (V/N) | Fee Collected |      |                 |
| Automobile Make | Model                       | Color         | Year | License Plate # |
| Barcode Number  | Registration attached (V/N) | Fee Collected |      |                 |

Motorcycles (other Vehicles)

### Information for Keypad Directory at Gate:

|                                                               |                               |
|---------------------------------------------------------------|-------------------------------|
| Name to appear on keypad directory (Last name, First initial) | Phone number for guest access |
|---------------------------------------------------------------|-------------------------------|

### Vehicle Registration Checklist:

|                                                                                               |  |
|-----------------------------------------------------------------------------------------------|--|
| Complete registration                                                                         |  |
| Copy of vehicle registration (for each vehicle that will be routinely parked on the property) |  |
| Clear copy of driver's license (for each occupant over the age of 18)                         |  |
| Barcode fee of \$10.00 per vehicle (payable to Avila at Palencia Master Assoc.)               |  |

Please mail your \$10.00 barcode fee for each vehicle to  
 Avila at Palencia Master Association, Inc.  
 1410 Palm Coast Parkway NW  
 Palm Coast, Florida 32137  
 OR

You may personally deliver your check and registration to the Avila onsite office:

**115 Calle El Jardin  
 St. Augustine, Florida 32095**

PLEASE CALL AHEAD FOR ONSITE BUSINESS HOURS:  
 (386) 445-0413 OR (386) 246-9270



# Exhibit A

## Amendments to Avila at Palencia Master Association, Inc.

### COMMUNITY RULES AND REGULATIONS

The following amendments to the Avila at Palencia Master Association, Inc. Community Rules and Regulations were approved by a majority vote of the Board of Directors ("Board") of Avila at Palencia Master Association, Inc. at a duly called meeting of the Board held on January 12, 2022, in accordance with the Bylaws. Except as modified herein, the Rules and Regulations remain in full force and effect.

*(Additions are indicated by underline, deletions are indicated by ~~strikethrough~~)*

**The information below is a synopsis of Avila at Palencia Master Association Community Rules and Regulations for easy reference. This document does not supersede the Declaration of Covenants, Conditions, Restrictions and Easement for Avila at Palencia Master Association, Inc.**

1. **ARCHITECTURAL CHANGES AND MODIFICATIONS:** Unit Owners shall not make any changes to the architectural structure of floor plan of any Unit without the proper written consent of the Board of Directors of the Association. All structural changes or alterations are prohibited without a petition submitted to the Board of Directors and the Architectural Review Committee. All materials and fixtures installed by the Unit Owner in connection with any changes described in this Section shall be of first class quality, new and fully paid for by the Unit Owner.
  - 1.1. Costs for Architectural Changes. As a precondition to considering any request submitted by a Unit Owner under Section 1 above, the Board of Directors may require the Unit Owner to provide, at Unit Owner's expense, an expert study prepared by an architect or engineer showing the effect, if any, of the architectural changes upon the structure and building systems of the building within which the Unit is located.
  - 1.2. Minimal Disruption. In implementing any architectural changes approved by the Board of Directors, the Unit Owner shall use all reasonable efforts to minimize disruption to other Unit Owners. All construction work shall be performed during normal business hours.
2. **BUILDING & UNIT APPEARANCE AND MAINTENANCE**
  - 2.1. The hallways and stairs must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from units.
  - 2.2. No bicycles, toys, carriages, wagons, shopping carts, or any other object of a similar type and nature may be left on, under the stairwells of, or around the exterior of any Unit.
  - 2.3. No person shall sweep or throw any dirt, waste or other substances out of the Unit or onto the common elements.

- 2.4. Personal property of unit owners shall not be stored outside their units. This excludes a door hanging and a potted plant subject to Sub-Association Board of Directors approval that does not hinder ingress or egress as per Saint Johns Fire Department. Door hanging and potted plant may have the current holiday theme but must be removed within two weeks after said holiday.
- 2.5. No garbage cans or bags, linens, cloths, clothing, curtains, rugs, mops, or laundry of any kind may be placed in or on the hallways and entryways or railings for any period. Nor shall any other articles be shaken or hung from any windows, doors, walkways, or entry ways or exposed on any part of the limited common elements (porch/lanai).
- 2.6. Window Coverings. All fabric draperies, blinds and other window treatments visible from the exterior of a Unit shall be lined in white or off-white. Only products intended for window treatments may ever be used; no sheets, blankets, towels, etc., may be hung in or over the windows.
  - 2.6.1. All installations of hard window treatments (blinds, shades, etc.) must be white, off-white or natural wood tones as seen from the exterior.
  - 2.6.2. The Association Board of Directors may require that any other such window treatment be removed.
  - 2.6.3. No solar film shall be placed on the windows of a Unit which is visible from the exterior, unless approved in writing by the Association Board of Directors.
  - 2.6.4. No decorative Holiday lighting may be used in windows.
- 2.7. Limited Common Elements (Balcony/Lanai). The limited common elements and the common elements shall be kept free and clear of refuse, debris and other unsightly material.
  - 2.7. 1. Bicycle storage is permitted in lanai areas.
  - 2.7. 2. Only electric grills are permitted for use in lanai areas or anywhere else in the Avila community (see Section 6).
  - 2.7. 3. Any furnishings within the lanai areas must be exterior grade and in suitable condition.
  - 2.7. 4. Household storage is not permitted on the lanai areas.
  - 2.7. 5. Any shades or window treatments on lanai areas must be neutral or white in color and must be installed with appropriate hardware of a dark bronze or black color.
  - 2.7. 6. Toys may not be stored in lanai areas.
  - 2.7. 7. Pets may not be confined for extended periods in lanai areas. Nuisance violations apply (see Section 9.1).
  - 2.7. 8. Tools or "workshop" implements may not be kept in lanai areas.
  - 2.7. 9. Pool toys may be dried on the lanai before storage.
3. **COMMON AREAS.** Common areas are for the enjoyment of all residents and shall not be abused or destroyed in any way.
  - 3.1. Children and Play – For the safety and protection of all residents, playing in streets, on sidewalks and parking lots is not permitted. This

- includes the playing of games, ball tossing, or the use of skateboards, skates, Razors or other types of scooters.
- 3.2. Community wide Speed Limit – The maximum posted speed limit is 15 MPH. Our community has a number of small children who must be protected. Please drive as though a child might dart out at any moment. The SJCSO routinely patrols Avila and speed violations are issued.
  - 3.3. Private motorized vehicles (with the exception of golf cart used by Management) are prohibited from all common area and retention ponds.
  - 3.4. Advertising leaflets, signs, posters or other written matter may not be delivered or posted without Board of Directors' approval.
  - 3.5. All speed limit signs, traffic signs and parking signs must be obeyed.
  - 3.6. Loitering in common areas or parking lots is prohibited.
  - 3.7. All trash must be placed **INSIDE** the dumpster and not next to or around it. Dumpster lids must be kept closed at all times to deter vermin and other animals.
4. **EXTERIOR MODIFICATIONS.** Any/all exterior modification or changes to any lot or structure, including but not limited to any additions, construction, alterations, painting, resurfacing, fencing, elevation changes, landscaping modification planting or removal or any other work must be pre-approved in writing by the Board of Directors.
- 4.1. No changes to community property or right of way areas such as sidewalks, curbs, grass, sod, shrubs or other areas is permitted and if undertaken by any owner, it shall be the responsibility of the unit owner to repair immediately upon demand of the Association.
5. **FIREARMS.** The use of any firearms or other weapon is strictly prohibited; which also includes any BB guns, pellet guns, paint-ball guns, archery equipment, etc.
6. **GRILLS & OPEN FIRES.** No hibachi, gas-fired grill, charcoal grill, or other similar devices used for coking, heating, or any other purpose, shall be used or kindled for cooking, heating or any other purpose. These devices are not permitted on or within any Avila property. No liquid propane tanks are permitted on, or may be stored on any Avila property, including an individual's storage closet, garage, or lanai.
- 6.1. Per St. John's County Ordinance, and therefore Master Association rules, the use of storage of gas fired grills, charcoal grills, hibachis or any other open flame apparatus is prohibited.
  - 6.2. Electric grills and smokers are allowed.
7. **LAKES AND WATER RETENTION AREAS.** The lakes and water retention areas in the Avila community are part of the drainage system within the development. They are scenic features, as well as being

governed by County and Northeast Florida Water Management restrictions, and use of these areas is subject to the following Association rules and regulations:

- 7.1. Swimming, wading, and boating are not permitted in the lakes or water retention areas.
- 7.2. The water is reclaimed and non-potable. Do not drink.
- 7.3. Residents and their guest shall not feed or interfere with wildlife in the lakes or water retention areas.

**8. LEASING RULES, REGULATIONS AND PROCEDURES** – See sub-association condo docs.

**9. NUISANCE VIOLATIONS.** No resident or his/her family, servants, employees, agents, visitors, or licensees shall carry out any noxious or offensive activity upon the Common Property or within any unit. This shall be construed as a violation and an infringement upon the community residents' right to peaceful use and enjoyment.

- 9.1. This may include, but is not limited to: loud noise, barking dogs and domestic disturbances, the playing upon or permit to be operating a sound system, television, radio or musical instrument in such a manner as to unreasonably disturb or annoy other occupants of the Condominium.

**10. PET POLICY.** See Sub-Association Condo Documents.

**11. POOL AREA RULES AND REGULATIONS.**

- 11.1. Pool Facility Hours: Dawn to Dusk
- 11.2. No smoking
- 11.3. No alcohol, glass containers, or animals within the fenced in area of the Pool.
- 11.4. The Avila Pool Facility is a private facility designated for the exclusive use of Avila residents and their guests. Guests must be accompanied at all times by an adult registered resident of Avila.
- 11.5. Children under 16 must be accompanied at all times by an adult registered resident of Avila.
- 11.6. Upon entering the Avila Pool Facility, you agree to submit proof of Avila residency and the observance of the Avila Pool Facility rules. All others will be reported to the SJCSO as trespassers and will be prosecuted.
- 11.7. Proper swimming attire required (including infants)
- 11.8. Shower before entering the pool.
- 11.9. No running on the pool deck.
- 11.10. Do not swallow pool water.
- 11.11. No lifeguard on duty, swim at your own risk.
- 11.12. No diving.

12. **PORTABLE STORAGE/MOVING TRUCKS.** Portable storage units such as "PODS" or moving vans may be used for loading and unloading on a temporary basis not to exceed three (3) calendar days. You are required to notify the management company if you are planning to have a truck or portable storage brought onto the property.
13. **SALE/PURCHASE OF UNIT.** The Unit Owner is responsible for notifying the Association and Board of Directors when a new owner takes title or when record title is transferred in any way. Florida law requires the Seller of a Unit in a Condominium Association to furnish all Association Documents to the Buyer. The Association Documents may be obtained from the St. Johns County website. There are links located at [www.watsonassociationmanagement.com](http://www.watsonassociationmanagement.com).
14. **SIGNS and ADVERTISING.** Any sign or advertising that is visible from any of the common elements is prohibited. This shall include vehicle "For Sale" signs.
15. **VEHICLES.** All vehicles parked on the premises must have a current state registration and must be in good visual and operational repair.
15. 1. Barcodes – All resident owned vehicles must be registered with the Management Company and must display a current Avila Barcode.
15. 2. Parking – There shall be no parking on the streets or common areas.
15. 3. Assigned parking spaces are for the designated unit residents only. Vehicles that are to remain unused for a period of over seven (7) calendar days must be parked in your assigned parking space, garage, or designated long-term parking area.
15. 4. In compliance with its right under the Master Declaration to establish parking regulations and to enforce these parking regulations by all means lawful, the Master Board hereby notifies the Owners of the Avila community that the unmarked parking spaces adjacent to the El Jardin buildings shall be designated as extra or guest parking spaces for the exclusive use of the El Jardin community. Any Owner not living in the El Jardin community who parks in these El Jardin parking spaces shall be towed at the Owner's expense.
15. 5. Unassigned parking spaces, which are common property, are available on a first come first served basis. Vehicles remaining in unassigned parking spaces over seven (7) calendar days are subject to towing at the vehicle owner's expense unless the Management Company has received prior notification and has approved the request.
15. 6. Commercial vehicles including moving vans are not permitted within the community for more than seventy-two (72) consecutive hours.

- 15. 7.     **Prohibited Vehicles**   No boats, non-passenger trucks, trailers, campers, recreational vehicles, or other similar specially registered non-personal motor vehicles may be parked anywhere within Avila.
- 15. 8.     **Repair Work** – Any maintenance or repair of any motorized vehicle is not permitted unless otherwise out of public view inside a garage.
- 15. 9.     **Towing** – Violation of any of the above rules, parking in unassigned spaces for longer than noted above or obstructing garages, dumpsters or other vehicles may result in the towing of the vehicle at the vehicle owner's expense.
- 15. 10.    Washing of vehicles is not permitted within Avila.

16. **AMENDMENTS.** This document may be amended at anytime by the Board of Directors of the Association.

This instrument prepared by return to:  
McCabe | Ronsman  
110 Solana Rd., Ste. 102  
Ponte Vedra Beach, FL 32082

Public Records of St. Johns County, FL  
Clerk number: 2022025727  
BK: 5511 PG: 1283  
3/9/2022 2:47 PM  
Recording \$78.00

**CERTIFICATE OF RECORDING  
FOR AMENDMENT TO THE  
AVILA AT PALENCIA MASTER ASSOCIATION, INC.  
COMMUNITY RULES AND REGULATIONS**

**THIS CERTIFICATE OF RECORDING** is made this 9<sup>th</sup> day of March, 2022, by AVILA AT PALENCIA MASTER ASSOCIATION, INC., a Florida not-for-profit corporation (the "Association").

**WHEREAS**, the Developer established the Master Declaration of Restrictive Covenants, Conditions, Reservations and Easements for Avila at Palencia, recorded in Official Records Book 2344, Page 1971, et seq., of the public records of St. Johns County, Florida ("Declaration"); and

**WHEREAS**, the Bylaws of Avila at Palencia Master Association, Inc. ("Bylaws") are affixed to the Declaration as Exhibit "3"; and

**WHEREAS**, Article X, Section B of the Bylaws provides that the Board of Directors may from time to time, by majority vote at a duly called meeting of the Board, modify, amend, add to, or detract from the Rules and Regulations; and

**WHEREAS**, the amended Avila at Palencia Master Association, Inc. Community Rules and Regulations attached hereto as **Exhibit A**, were approved by not less than a majority vote of the Board of Directors at a duly called meeting of the Board held on January 12, 2022, 2022, in accordance with the Bylaws.

**NOW, THEREFORE**, the President of the Association hereby executes and the Secretary hereby attests to the foregoing recitals, and the Association hereby amends the Avila at Palencia Master Association, Inc. Community Rules and Regulations in accordance with the provisions set forth hereunder.

*/Remainder of page intentionally left blank/*

IN WITNESS WHEREOF the Association has caused this certificate to be executed in its name on this 9 day of March, 2022.

Witnesses

[Signature]  
Signature of Witness 1

James A. McAllister  
Printed

[Signature]  
Signature of Witness 2

Jean Sachs  
Printed

James A. McAllister  
Signature of Witness 1

[Signature]  
Printed

[Signature]  
Signature of Witness 2

Jean Sachs  
Printed

AVILA AT PALENCIA MASTER  
ASSOCIATION, INC., a Florida nonprofit  
corporation

[Signature]  
Signature

Elayne Suskalo  
Printed  
Its President

[Signature]  
Signature

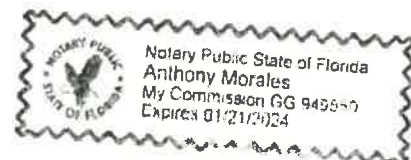
STEPHANIE FISH  
Printed  
Its Secretary

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this 9 day of March, 2022, by Elayne Suskalo as President of Avila at Palencia Master Association, Inc., on behalf of the corporation.

[Signature]  
(Signature of Notary Public – State of Florida)  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known or Produced Identification  
Type of Identification Produced: FLDL



STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☐ physical presence or  
☐ online notarization this 8 day of March, 2022, by Stephanie Fish,  
as Secretary of Avila at Palencia Master Association, Inc., on behalf of the corporation.



(Signature of Notary Public - State of Florida)  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known or Produced Identification

Type of Identification Produced: P.D.C.

