



## **Madeira Villa Association, Inc. Checklist**

- Application Page
- Vehicle Information Page
- Deed Page
- Pet Page
- Email Consent Form
- Disclosure Summary (Sales)
- Voting Certificate (Sales)
- Rules & Regulations Acknowledgement (pg 2)
- Addendum to Lease Page
- Copy of executed Lease/ Sales Contract
- Non-refundable Processing fee of \$100.00 payable to Watson Association Management

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

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: \_\_\_\_\_

Co-Applicant Name: \_\_\_\_\_

Present Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Co-Applicant Phone: \_\_\_\_\_

Any other Occupants? \_\_\_\_\_ If Yes, list names, age and relationship:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Age \_\_\_\_\_

**Do you intend to:**

- Live in the unit as a primary residence
- Maintain the unit as a secondary residence
- Offer the unit as a rental
- Rent from Owner

Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF MADEIRA VILLA ASSOCIATION, INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM SELLER/LESSOR.

(IF SELLER/LESSOR FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER/LESSEE, 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(S):**

#### **VEHICLE #1:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Gross Weight: \_\_\_\_\_ VIN: \_\_\_\_\_

Vehicle Tag: \_\_\_\_\_ State: \_\_\_\_\_

Registered to: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

#### **VEHICLE #2:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_

Color: \_\_\_\_\_ Gross Weight: \_\_\_\_\_ VIN: \_\_\_\_\_

Vehicle Tag: \_\_\_\_\_ State: \_\_\_\_\_

Registered to: \_\_\_\_\_

Street Address: \_\_\_\_\_

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

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 MADEIRA VILLA 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: \_\_\_\_\_

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

- Dogs which are household pets shall at all times whenever they are outside a unit be confined on a leash held by a responsible person.
- No pets shall be kept, bred, or maintained for any commercial purpose.
- All owners 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.
- Renters are prohibited from having pets.

Pet? Yes \_\_\_\_\_ No \_\_\_\_\_

Pet Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_ Sex: \_\_\_\_\_

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

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

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**EMAIL CONSENT 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 MADEIRA VILLA 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.

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**Yes**

I authorize MADEIRA VILLA 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 MADEIRA VILLA ASSOCIATION, INC. and Watson Association Management.

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## Disclosure Summary For MADEIRA VILLA ASSOCIATION, INC.

1. As a purchaser of property in this community, you will be obligated to be a member of an 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. The current amount is **\$400.00 per month**. Assessments may be subject to periodic change.
4. You may be obligated to pay a special assessment to the respective municipality, county, or special district. All assessments are subject to periodic change.
5. Your failure to pay any of these assessments could result in a lien on your property.
6. 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.
7. 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 Madeira Villa Association for a fee.

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

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**(SALES ONLY)**

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***VOTING CERTIFICATE***  
***Madeira Villa Association, Inc.***

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Know all men by these present, that the undersigned is the record owner (s) In MADEIRA VILLA 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 MADEIRA VILLA ASSOCIATION, INC. unit 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**

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

Property Address \_\_\_\_\_  
Ormond Beach, Florida 32176

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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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# **Madeira Villa Central Association Rules**

**REVISED JANUARY 18TH 2020**

## **POOL RULES**

1. Owners, residents and guests should be considerate of others when using the pool. Loud or disruptive gatherings should be excused from the pool area.
2. We encourage large or loud gatherings of guests to use the beach, unless their presence at the pool is not intrusive or disruptive.
3. Local guests of owners or residents may use the pool only when accompanied by the owner or resident.
4. All posted pool regulations must be observed, including but not limited to no running or diving.
5. All pool users should shower off all beach sand prior to entering pool
6. There is no smoking or vaping inside the pool fenced area.
7. No glassware is permitted at the pool. No food or drink is permitted in the pool.
8. Children under the age of 13 must be accompanied by an adult when using the pool.
9. No pets are allowed in the pool or courtyard areas.
10. Swimming is allowed between dawn and 11 PM. Swimming in the pool is at your own risk and no lifeguard will be on duty.
11. Owners, guests and residents shall remove all trash and personal belongings when departing the pool, courtyard, common and beach areas.
12. When leaving the pool area, guest should lower the umbrellas and secure them with bungees and replace the pool furniture in the appropriate places.

## **PET RULES**

1. Owners are limited to 2 pets per unit. If a pet is a nuisance, it may have to be removed from the property. Pets are restricted to residences and are not permitted in courtyard or pool area.
2. RENTERS ARE NOT PERMITTED TO HAVE PETS without approval of the Madeira Villa Central Board (the "Board").
3. Pets must be kept on leashes or in carriers and attended to at all times when on condominium property.
4. When walking their pets, owners and guests should exit and enter their units only through the garage and should not traverse the common walkways.
5. ALL OWNERS AND GUESTS MUST CLEAN UP AFTER THEIR PETS.

## **GENERAL RULES**

1. If an owner rents their unit, it must be for a period of no less than two (2) months. All renters must complete a rental application and sign an agreement to be bound by the association rules. All rentals must be approved by the Board.
2. Cookouts are restricted to the garage side of your unit and at a safe distance from the building.
3. The dumpster is for household trash only. No construction debris is allowed. Recycle canisters are provided for use.
4. Madeira Villa Central units are considered single family dwellings and are normally limited to occupancy by one family who occupy the unit on a regular and continuous basis. While occasional guests are, of course, permitted, no condominium unit shall be occupied by more than eight(8) overnight occupants without written approval of the Board.
5. All owners and guests should be considerate of their neighbors. Any disturbing sounds, loud noises, such as electronic equipment sounds and incessantly barking dogs, are not permitted.

6. The common areas are available for the benefit of all owners and guests, who are expected to cooperate in maintaining the general good appearance of the paved and landscaped areas adjacent to their condominiums.
7. Garage doors must be closed at dusk unless attended to by the occupant.
8. No bike riding or skateboarding is permitted in the common areas.
9. Parked campers, motor homes or trailers are not permitted in the individual unit's parking space. Abbreviated, overnight stays may be acceptable, but only in an approved parking area near the dumpster or as may be designated by the Board.
10. There will be no parking of large trucks or oversized vehicles outside the North building. Only vehicles that can fit in the garage will be allowed outside the North building.
11. All residents have a duty to regularly inspect and maintain all plumbing fixtures and HVAC within their unit. When leaving their unit for more than one week, Owners must turn off their water supply. When gone for one week or more, owners should make arrangements to regularly inspect their units to ensure there are no water leaks. The failure to make reasonable inspections and turn off the water when gone will result in the owner being responsible for any damage that results from failure to comply with this rule.
12. When making a claim to an insurance company for damage within the owner's unit the owner must notify the Management Company and Association before construction work to repair any damage. Nothing in this rule shall limit the ability of an owner to mitigation of damages that may be required, and the owner has a duty to mitigate damage to their unit to prevent further damage.

### **ENFORCEMENT AND FINES**

1. Rules should be posted in appropriate places and hand delivered to all tenants and guests.
2. Owners are responsible to see that the rules are adhered to and to post these rules in their units.
3. In order to force compliance with all lawful rules of conduct and in addition to any other rights of and remedies available to the Association, the Board may impose and assess fines for violations of the rules. The schedule of and enforcement of all warnings, fines and liens will be coordinated between the Board and the Watson/Pinnacle Property Management Company contracted by the Board, as needed.
4. The Board has adopted a schedule of fines to be assessed to the property owners who violate the rules. Enforcement for violations of these rules by owners, guests or renters will be subjected to the following fine schedule and will be borne by and collected against the owner:
  - 1st violation: Warning letter
  - 2nd violation: \$50.00 fine
  - 3rd violation: \$100.00 fine
  - Continuous violations \$100.00 per day
  - Administrative costs and fees associated with the collection of fines will be borne by the unit owner.
5. The condominium owner is ultimately responsible for the actions of tenants and guests. The Board shall have the right to make such additional rules and regulations as may be required from time to time without the consent of the members. Such additional rules and regulations shall be as effective and binding as all other rules and regulations previously adopted.

Adopted by the Board and effective as of January 18, 2020.

THIS SET OF RULES & REGULATIONS IS A QUICK REFERENCE TO THE USE RESTRICTIONS OF MADEIRA VILLA ASSOCIATION, INC. AND IT DOES NOT CONSTITUTE A COMPLETE SET OF DOCUMENTS. PLEASE REFER TO THE ENTIRE BOOK OF COVENANTS AND RESTRICTIONS FOR FURTHER SPECIFICATIONS TO COMPLY WITH FLORIDA STATUTES.

I/We have received and understand the Madeira Villa Association, Inc. Rules and Regulations.

Buyer/Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Addendum to Lease

“The tenant hereby agrees, in accordance with Florida Law, that upon receipt of notice from **Madeira Villa 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, 430 NW Lake Whitney Place, Port St. Lucie, FL 34986 payable to **Madeira Villa Association, Inc..**

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

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

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

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

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

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