



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)

430 NW Lake Whitney Place, Port St. Lucie, FL 34986 Phone 772.871.0004 Fax 772.871.0005
 435 S. Yonge Street #3, Ormond Beach, FL 32174 Phone 386.252.2661 Fax 386.673.4943
 1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.239.1555 Fax 386.246.9271



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: _____

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



~~~~~

**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.

~~~~~

Lessee/Buyer
Signature _____ Date: _____

Lessee/Buyer
Signature _____ Date: _____

430 NW Lake Whitney Place, Port St. Lucie, FL 34986 Phone 772.871.0004 Fax 772.871.0005
435 S. Yonge Street #3, Ormond Beach, FL 32174 Phone 386.252.2661 Fax 386.673.4943
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.239.1555 Fax 386.246.9271



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: _____

430 NW Lake Whitney Place, Port St. Lucie, FL 34986 Phone 772.871.0004 Fax 772.871.0005
435 S. Yonge Street #3, Ormond Beach, FL 32174 Phone 386.252.2661 Fax 386.673.4943
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.239.1555 Fax 386.246.9271



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.

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.

430 NW Lake Whitney Place, Port St. Lucie, FL 34986 Phone 772.871.0004 Fax 772.871.0005
435 S. Yonge Street #3, Ormond Beach, FL 32174 Phone 386.252.2661 Fax 386.673.4943
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.239.1555 Fax 386.246.9271



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: _____

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



(SALES ONLY)

VOTING CERTIFICATE
Madeira Villa Association, Inc.

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:

(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

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.

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

Madeira Villa Central Association Rules

Revised February 2, 2019

POOL RULES

1. Owners, residents and guests should be considerate of others when using the pool.
2. Large groups of guests should not be invited to use the pool on weekends/holidays when owners are present and need to have the use of these facilities.
3. Local guests of owners or residents can use the pool when accompanied by the owner or resident.
4. All posted pool regulations must be observed including no running or diving.
5. Shower off all beach sand prior to entering pool
6. No smoking poolside or in pool
7. No glass at pool. No food or drink in the pool.
8. Children under 12 must be accompanied by an adult when using the pool.
9. No pets allowed at pool.
10. Swimming is allowed between dawn and 9PM. Swim at your own risk- No lifeguard on duty.
11. #2 from general rules

Owners, guests and residents shall remove all trash and personal belongings when departing the pool/courtyard area. Lower the umbrellas and secure with bungees and replace the pool furniture in the appropriate places.

GROUND RULES

1. Pets are restricted to residences and not permitted in common areas.
2. Dogs must be kept on leashes and attended at all times when on condominium property.
3. Dog owners should exit their unit to walk dogs through the garage and clean up after their dogs.
4. No bike riding or skateboarding in common areas.
5. Parking campers, motor homes or trailers is not allowed. Overnight or abbreviated stays can be acceptable.

GENERAL RULES

1. There is a two (2) month minimum rental period. VERY IMPORTANT - VRBO will destroy our tranquil oasis if we let them.
2. Cookouts are to be held at the rear of your building 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. Normal Occupancy-Madeira Villa Central units are considered single family dwellings and are thus limited to occupancy of one family on a regular and continuous basis. Occasional guests are, of course, permitted, but no condominium unit shall be occupied overnight by more than eight(8) people without written approval of the board of directors.
5. Consideration of Neighbors - Potentially disturbing sounds, loud noises, electronic equipment sounds and incessantly barking dogs are not permitted.

6. Common Areas-For the benefit of all, residents are expected to cooperate in maintaining the general good appearance of the paved and landscaped areas adjacent to their condominiums.

7. 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.

Rules should be posted in appropriate places and hand delivered to all tenants and guests. Owners are responsible to see that the rules are adhered to and to post these rules in their units.

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 of Directors may impose and assess fines. The schedule of and enforcement of all warnings, fines and liens will be coordinated between the Board of Directors and the Watson/Pinnacle Property Management Company contracted by the MVC Board of Directors.

The condominium owner is ultimately responsible for the actions of tenants and guests. The Board of Directors of the Association 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 previous adopted.

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 & 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..**

~~~~~

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

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

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

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

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

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