Oak Alley Property Owner's 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
  - Gate Programming form
  - Copy of executed Sales Contract
  - Non-refundable Processing Fee of $125.00 or $150.00 RUSH fee payable to Watson Association Management, LLC
- **For Leases**:
  - Lease Application Page
  - Vehicle Information Page
  - Deed Restricted Community Page
  - Pet Page
  - Addendum to Lease Page
  - Gate Programming form
  - Copy of executed Lease Contract
  - Non-refundable Processing Fee of $125.00 or $150.00 RUSH fee payable to Watson Association Management, LLC

- **An application is considered a RUSH when the Closing/Lease date is 2 weeks or less from the date you submit your application.**

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**

1648 SE Port St Lucie Blvd., Port St. Lucie, FL 34952 Phone 772-871-0004 Fax 772-871-0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

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 Adult Occupants? _____ If Yes, list names, age and relationship:

Name _____ Relation _____ Age_____

Name _____ Relation _____ Age_____

Name _____ Relation _____ Age_____

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
- ☐ 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 OAK ALLEY PROPERTY OWNERS' 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)

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Association Management

VEHICLE INFORMATION

Name: _____ Phone: _____

Name: _____ Phone: _____

Street Address: _____

City: _____ State: _____ Zip: _____

DESCRIPTION OF VEHICLE (IF MORE THAN 3 USE ADDITIONAL PAGE):

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 #3:

Make: _____ Model: _____ Year: _____

Color: _____ Gross Weight: _____ VIN: _____

Vehicle Tag: _____ State: _____

Vehicle 1 registered to: _____

Vehicle 2 registered to: _____

Vehicle 3 registered to: _____

***AUTOMOBILES AND NON-COMMERCIAL TRUCKS AND VANS SHALL BE PARKED ONLY IN THE GARAGES OR IN THE DRIVEWAYS, IF ANY, SERVING THE LOTS UNLESS OTHERWISE APPROVED BY THE ARC; PROVIDED, HOWEVER, THE ASSOCIATION MAY DESIGNATE CERTAIN ON-STREET PARKING AREAS FOR VISITORS OR GUESTS SUBJECT REASONABLE RULES. NO AUTOMOBILE OR NON-COMMERCIAL TRUCK OR VAN MAY BE LEFT UPON ANY PORTION OF THE PORPERTIES, EXCEPT IN THE GARAGE.

***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 **SIGNATURE**

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Watson Association Management

~~~~~~

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 OAK ALLEY PROPERTY OWNERS' ASSOCIATION, INC., a copy of which I/We have received from the owner.

~~~~~~

Lessee/Buyer
Signature _____ Date: _____

Lessee/Buyer
Signature _____ Date: _____

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Watson Association Management

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

- The breed of dog commonly known as "pit bull" is prohibited.
- 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/lessee 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: _____ Breed: _____Weight: _____Name: _____

Pet Type: _____ Breed: _____Weight: _____Name: _____

Signature: _____Date: _____

Signature: _____Date: _____

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Association Management

EMAIL CONSENT FORM

New Florida statutes state 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 Oak Alley Property Owners 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, updated 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 Oak Alley Property Owners Asswociation.

* * * *

Association Management

Disclosure Summary For
Oak Alley Property Owners' Association, Inc.

1. As a purchaser of property in this community, you will be obligated to be a member of a condominium 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 **$425.00** per quarter.

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 Watson Association Management, LLC for a fee.

Purchaser: _____ Date: _____

Purchaser: _____ Date: _____

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

(SALES ONLY)

VOTING CERTIFICATE
Oak Alley Property Owners' Association, Inc.

Know all men by these present, that the undersigned is the record owner (s) IN OAK ALLEY PROPERTY OWNERS' ASSOCIATION, INC. shown below, and hereby constitutes, appoints and designates:

_____

(Insert one owners name above)

As the voting representative for the PROPERTY OWNERS' 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____.

_____ _____

SIGNATURE SIGNATURE

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

Property Address _____

Ft. Pierce, FL 34981

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.

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Watson Association Management

Addendum to Lease

"The tenant hereby agrees, in accordance with Florida Law, that upon receipt of notice from **Oak Alley Property Owners' 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 **Oak Alley Property Owners' Association, Inc.**

Lessee Signature _____ Date: _____

Lessee Signature _____ Date: _____

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

Property Address: _____

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952 Phone 772.871.0004 Fax 772.871.0005
1410 Palm Coast Parkway NW, Palm Coast, FL 32137 Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com

Oak Alley POA

c/o Watson Association Management

1648 SE Port St Lucie Blvd.

Port St. Lucie, FL 34952

772-871-0004-Phone 772-871-0005-Fax

Gate-Programming-Information Sheet
Clickers/Remotes are $25.00
Payable to Oak Alley POA

(Check or Money order)

Lot#: _____ Address:_____

Owner Name(s):_____

Owner lives: ON Property or OFF Property or EMPTY LOT

Is Property Rented: YES or NO

If Yes, Renter Name(s)_____ Lease Date:_____

Do you want your name put into the system? YES or NO

If Yes, What name? (Last-name, followed by initial):_____

If Yes, list Phone Number: (___) _____-_____

Is this a: Cell phone or Land Line:
(For cell phones we program in the area code, for Land Lines we do not)

Select a 4 Digit Gate Entry Code: _____

To purchase additional gate clickers call Watson Association Management at 772-871-0004
Gate Clicker & Codes must be entered into the system before they will work.

**Article 10. 7 (a) All Vehicles, Automobiles and non-commercial trucks and vans shall be parked only in the garages or in the driveways. *Long term Parking in the street is prohibited*.
Article 10.7 (b) pg. 26 Recreational vehicles shall be parked only in the RV Storage Area, garages serving the Lots or, with prior written approval of the Board, other hard-surfaced area which are not visible from the street; provided, however, guests of an Owner or occupant may park a recreational vehicle on the driveway serving such Owner's or occupant's lot for a period not to exceed seven (7) days each calendar year. The term "recreational vehicles," as used herein, shall include, without limitation, motor homes, mobile homes, boats, " jet skis" or other watercraft, trailers, other towed vehicles, motorcycles, mini-bikes, scooters, go-carts, golf carts, campers, buses, commercial trucks and commercial vans. Any recreational vehicle parked or stored in violation of this provision in excess of seven (7) Days shall be considered a nuisance and may be removed from the Properties.