



Checklist and Instruction Page

Please use this checklist to help ensure your application is complete and ready to be submitted.

- **For Sales:**
 - A current application from www.WatsonAssociationManagement.com
 - A copy of the **signed contract**
 - Realtor information
 - **Title Company information**
 - Non-refundable Processing Fee for Watson Association Management, LLC
 - \$100.00 or
 - \$125.00 for a ***RUSH** application (*see below*)
- **For Leases:**
 - A current application from www.WatsonAssociationManagement.com
 - A copy of the **signed Lease Agreement**
 - Realtor information (*if applicable*)
 - Non-refundable Processing Fee for Watson Association Management, LLC
 - \$100.00 or
 - \$125.00 for a ***RUSH** application (*see below*)

* An application is considered a **RUSH** when the Closing/Lease date is within **FIVE (5) days of receipt of** your Lease/Resale application.

* All Lease/Resale Applications **MUST** have **FIVE (5) days** after the application is complete for Board review and/or Association Interview date. The **FIVE (5) day** review **ONLY starts when application is complete and turned over to the Association not** when application is received by Management.

* 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



Sandpiper Lake Check List

- Lease/Resale Application Page
- Vehicle Page
- Current Vehicle Registration(s)
- Photo ID (must be legible)
- Pet Page (Sales) (Renters are prohibited from having pets)
- Deed Page
- Rules Acknowledgement
- Pelican Bay Gate form
- Interview Reminders
- Welcome to Pelican Bay (Keep)
- Email Authorization Form (Sales)
- Maintenance Fee payment Options (Sales)
- Disclosure Summary (Sales)
- Voting Certificate (Sales)
- Lease/Resale Contract
- Watson Association Management Non-Refundable Processing Fee \$100.00 or \$125.00 RUSH application
- Coupon Book fee \$7.50 payable to Sandpiper Lake (if applicable)

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



LEASE/RESALE APPLICATION

Property Address: _____ Date: _____

APPLICANT INFORMATION:

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 Yes, list names, age and relationship:

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 home as a rental
- ☐ Lease home from owner ****(Renters are prohibited from having pets)

Applicant's employers name/Job Title: _____ No. of years there: _____

Address: _____ Phone: _____

Co-Applicant employers name/Job Title: _____ No. of years there: _____

Address: _____ Phone: _____

Please list the name & number of the nearest relative in case of an emergency:

Name: _____ Phone: _____

Address: _____

- ♦ I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.
- ♦ I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF SANDPIPER LAKE AT PELICAN BAY CONDOMINIUM ASSOCIATION INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM LESSOR/SELLER.

PLEASE NOTE:

- ♦ *No unit shall be rented or leased for a period of less than 90 days. ***Renters are prohibited from having pets******
- ♦ *A copy of the sales contract or lease must be attached to this application.*
- ♦ *Renters are not permitted to sub-lease at any time.*

Purchaser/Lessee: _____ Date: _____

Purchaser/Lessee: _____ Date: _____

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APPLICATION FOR VEHICLE PERMIT

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: _____

Signature _____	Date _____	Signature _____	Date _____
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***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

*** A COPY OF THE VEHICLE REGISTRATION(S) MUST BE ATTACHED TO APPLICATION

FOR ASSOCIATION USE ONLY

The above application is approved _____ not approved _____

Reason for non-approval: _____

Signer: _____ Position: _____ Date: _____

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PET PAGE

Amended 11/25/85 & **Amended 07/12/18*****

Section 10.3 **Pets.** A conditional license to maintain two (2) domesticated pets is granted to each owner subject to the following conditions and reservations:

- No owner of any animal shall allow or permit the same to run or be at large within the Common Area of the Condominium.
- Owners shall assume full responsibility for any damage to person or property caused by his pet.
- All persons owning or having custody of dogs or cats shall keep these animals secure at all times by a leash not more than eight (8) feet in length when any dog or cat is not within the Unit of the person owning the same or responsible for its custody.
- Guests, visitors, shall not be permitted to bring any animal on the Condominium property.
- All owners or person in charge or control of any animal shall remove all feces deposited by such animal and dispose of same in a sanitary manner.
- ***Renters are prohibited from having pets (no exceptions).
- ***Owners may have pets, maximum two (2) per unit. The following breeds are strictly prohibited: Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan malamutes, Siberian Huskies, Wolf-hybrids.

The above conditional license is subject to immediate revocation and termination at any time by the BOARD OF DIRECTORS upon their sole determination that a violation of these rules and covenants has occurred or that a pet is vicious or a nuisance. Such conditional license shall automatically expire upon the death or other disposition of the pet.

Pet(s)? Yes _____ No _____

Pet#1:Breed _____ Color: _____ Gender: _____ Age: _____ Name: _____

Pet #2:Breed _____ Color: _____ Gender: _____ Age: _____ Name: _____

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 SANDPIPER LAKE AT PELICAN BAY CONDOMINIUM ASSOCIATION, INC., a copy of which I/We have received from the owner.

If purchasing, I/We understand that I/We will receive the condominium's association coupon payment book for the monthly dues from the seller at closing (if applicable).

~~~~~

Buyer / Lessee

Signature _____ Date: _____

Buyer / Lessee

Signature _____ Date: _____

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DATE: _____

NAME(S): _____

UNIT ADDRESS: _____

RULES & REGULATIONS ACKNOWLEDGEMENT

I (we) have received and reviewed the booklet of Rules & Regulations for Sandpiper Lake at Pelican Bay Condominium Association, Inc. I (we) agree to abide by the Rules & Regulations including but not limited to:

1. Vehicles
 - a. Park twelve inches back from the grass
 - b. Speed limit within Sandpiper Lake is 20 MPH
 - c. No repairs are to be made to vehicles on-site
 - d. No commercial vehicles (except when performing work in Sandpiper Lake), trailers, boats or RV's are to be parked in Sandpiper Lake
 - e. Park only in the space assigned to your unit or in an unassigned space
2. Garbage & Recycling
 - a. Trash collection is on Tuesday and Friday
 - b. Recycling collection is on Tuesday
 - c. Containers may be put out for collection after 5:00 P.M. the day before collection and must be returned to the enclosure the day of collection
 - d. Ensure items in the recycling bin are secured to prevent the wind from blowing them around the common area. **Do not overfill the recycling bin**
3. Pets
 - a. Renters are prohibited from having pets.
 - b. Only two domesticated household pets are allowed
 - c. Pets must be on a leash and not allowed to run loose
 - d. All feces must be removed immediately and disposed of in a sanitary manner
4. Mail Hut
 - a. The trash container at the mail hut is for unwanted ads and paper only. **DO NOT PUT FOOD WRAPPERS, TRASH FROM VEHICLES, OR ANY OTHER TRASH IN THIS CONTAINER.**

Signature: _____ Date: _____

Signature: _____ Date: _____

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SANDPIPER LAKE AT PELICAN BAY CONDOMINIUM ASSOC. INC.
GATE FORM

Date: _____

Pelican Bay Homeowners Association Inc.
101 Sea Hawk Drive
Daytona Beach, FL 32119
Fax: 386-767-6735

Please be advised that the following prospective tenant(s)/purchaser(s) has provided a copy of an executed lease/sales contract and has been interviewed by Sandpiper Lake at Pelican Bay Condominium Association Inc. Please issue a bar code. For renters there is a \$30.00 charge per bar code.

Tenant/Purchaser: _____ Phone #: _____

Tenant/Purchaser: _____ Phone #: _____

Tenant/Purchaser: _____ Phone #: _____

Address: _____

Lease Term: _____ to _____

Closing Date: _____

Interviewed By: _____

Position: _____

Signature: _____

Thank you for your cooperation in this matter

Sincerely

Sandpiper Lake at Pelican Bay Condominium Association, Inc.

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INTERVIEW REMINDERS

Tuesday & Friday garbage collection days

Put out can the night before after 5:00 PM

Pull in next day ASAP (after work, if not sooner)

Recycle bin on Tuesday A.M. only – can call City of Daytona if not one there 671-8140

Parking – no bumper over grass

Barbeque grills – no grills, propane tanks, hibachi, electric grill or other similar cooking device is allowed to be used or stored on any balcony or lanai per the Florida Fire Prevention Code (FFPC) 2014.

No toys or chairs, etc. left in the front yard overnight

Renters are prohibited from having pets.

If you have guests coming or have ordered a pizza, etc. after 6:00 p.m., you must call the security gate with the name of person so they may enter. East Gate number 756-0285

In order to get a bar code, you must give the Master Association a copy of the lease/sales contract, Sandpiper Lake's approval form and if you are renting the owner must have an Occupancy License from the City of Daytona Beach.

Sandpiper Lake Manager's phone number is 386-252-2661 – Watson Association Management

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www.WatsonAssociationManagement.com



SANDPIPER LAKE AT PELICAN BAY CONDOMINIUM ASSOCIATION WELCOME TO PELICAN BAY

To obtain your sticker for your car you will need to bring a copy of your closing statement or rental agreement and car registration to the Pelican Bay Association Office (at the entrance of the East Gate). For Renters there is a \$30.00 charge per bar code.

The following information will help you adjust to your new home:

TUESDAY: TRASH – Put green garbage can out to the street NO earlier than 5 p.m. on Monday night.
 RECYCLE – Newspapers, glass (all colors), plastic, metal or aluminum cans to be put in the green recycle bin and put out NO earlier than 5 p.m. on Monday night.

WEDNESDAY: YARDWASTE – Grass or garden trash pickup day. Put by the street NO earlier than 5:00 p.m. Tuesday night.

FRIDAY: TRASH – Put green garbage can out to the street NO earlier than 5:00 p.m.

The following are phone numbers that you may find useful:

Pelican Bay East Gate	756-0285	Water Department	258-3130
Pelican Bay West Gate	756-0289	Florida Power & Light	252-1541
Pelican Bay Master HOA	322-0110	Cable TV & Internet – Spectrum	833-697-7328 *see next letter*
Pelican Bay Main Clubhouse	756-0034	Pelican Bay Pro Shop	756-0040
News Journal	252-1568	Pelican Bay South Golf Course	788-6496
Halifax Hospital	254-4000	Watson Association Mngmt	252-2661
Emergency	911	(Sandpiper Lake Management)	

**FOR GUESTS ARRIVING AFTER 6 P.M.
YOU MUST CALL THE GATE TO GIVE SECURITY
PERMISSION TO LET YOUR GUESTS IN.**

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IMPORTANT INFORMATION ABOUT YOUR SPECTRUM SERVICE

See below for details

Dear Resident,

We are writing to inform you that Sandpiper Lake at Pelican Bay has signed an agreement with Spectrum to provide the following services:

- Spectrum TV® Select (3 FREE Spectrum Receivers or 2 FREE Spectrum Receivers and 1 Digital Video Recorder (DVR))
- Spectrum Internet® with in home Wi-Fi equipment (1 FREE Modem and Router)

If you want to upgrade, all equipment or services outside the agreement will be an additional charge (for example: additional Spectrum Receivers, Premium Channels, DVR, Spectrum Voice®, etc.).

New Customers - How to Obtain Equipment

If you need equipment, call us at **855-326-5115** to schedule a professional installation. When calling, tell the Spectrum representative your address, unit number, and that there is an agreement in your building. You can also visit a Spectrum Store - go to [Spectrum.com/stores](https://www.spectrum.com/stores) to find the nearest location.

Existing Customers – Upcoming Rate Changes

Your current billing rate will continue until the first bill after the agreement goes into effect. Your new bill will reflect the services your property management has agreed to with Spectrum, as well as any equipment or services you have outside the agreement.

We look forward to serving you and your community.

Sincerely,

Spectrum



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 Sandpiper Lake at Pelican Bay Condominium 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 Sandpiper Lake at Pelican Bay Condominium Association, Inc. and Watson Association Management to email me appropriate meeting notices, minutes, reports, and other correspondence.

Email Address: _____

Property Address: _____

Phone Number(s): _____

Signature(s): _____

Printed Name(s): _____

No

☐

I do not want to receive emails from Sandpiper Lake at Pelican Bay Condominium Association, Inc. and Watson Association Management.

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MAINTENANCE FEE PAYMENT OPTIONS

- ☐ **Option 1:** Coupon Book: Include a check for \$7.50 payable to Sandpiper Lake
- or**
- ☐ **Option 2:** Direct Payments (ACH Debits): Please complete the following, and return same with this Resale Application:

Association Name: Sandpiper Lake

Unit 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 Sandpiper Lake at Pelican Bay

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 \$318.00 per month.**
4. You will also be obligated to pay any special assessments that may be imposed by the association. If applicable, the current amount is \$0.00.
5. You will be obligated to pay maintenance assessments to the Pelican Bay Master Association.
6. You may be obligated to pay a special assessment to the respective municipality, county, or special district. All assessments are subject to periodic change.
7. Your failure to pay any of these assessments could result in a lien on your property.
8. 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.
9. 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)

VOTING CERTIFICATE

Sandpiper Lake at Pelican Bay Condominium Association, Inc.

Know all men by these present, that the undersigned is the record owner (s) In Sandpiper Lake at Pelican Bay Condominium Association, Inc. shown below, and hereby constitutes, appoints and designates:

(Insert one owners name above)

As the voting representative for the CONDOMINIUM 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 _____
Daytona Beach, FL 32119

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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