



## **Towne Park North 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
- Rules & Regulations Acknowledgment
- Copy of executed Sales Contract
- Non-refundable Processing Fee of \$100.00 payable to Watson Association Management, LLC

- **For Leases:**

- Lease Application Page
- Vehicle Information Page
- Deed Restricted Community Page
- Pet Page
- Addendum to Lease Page
- Rules & Regulations Acknowledgment
- Copy of executed Lease Contract
- Non-refundable Processing Fee of \$100.00 payable to Watson Association Management, LLC

**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**

**Thank you for your Cooperation!**

1648 SE Port St. Lucie Blvd., Port St. Lucie, FL 34952  
808 Dunlawton Avenue, Port Orange, FL 32127  
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 386.246.9720 Fax 386.246.9271



**LEASE/RESALE APPLICATION**

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

Applicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

Co-Applclicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

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

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

Any other Occupants? \_\_\_\_ Yes \_\_\_\_ No If Yes, list name, age & 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 unit from owner

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

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

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

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

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF TOWNE PARK NORTH CONDOMINIUM ASSOCIATION, INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM SELLER.

(IF SELLER FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name

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**VEHICLE INFORMATION**

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: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

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

\*\*\*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

\*\*\***TRUCKS, MOTOR HOMES, BOATS, TRAILERS AND MOTORCYCLES ARE NOT PERMITTED IN  
TOWNE PARK NORTH.**

**SIGNATURE**

**SIGNATURE**

**FOR ASSOCIATION USE ONLY**

The above application is approved \_\_\_\_\_ not approved \_\_\_\_\_

Reason for non-approval: \_\_\_\_\_

Signer: \_\_\_\_\_ Position: \_\_\_\_\_ 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 TOWNE PARK NORTH CONDOMINIUM 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 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 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.
- Residents may have **one dog (20 Pounds or less) or one cat (10 pounds or less)**. Birds and fish are also permitted.

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

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

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

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

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## 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 Towne Park North Condominium Association, Inc and Watson Association Management to send you information of Association meetings, reports on actions taken by the Board at those meetings, violations, updates 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 a n owner in the Towne Park North Condominium Association.

\*\*\*\*\*

### Yes

☐

I authorize Towne Park North Condominium Association, Inc and Watson Association Management to email me appropriate meeting notices, agendas, reports, violation letters and other information.

**Email Address:** \_\_\_\_\_

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

**Phone Number(s):** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

**Printed Name(s):** \_\_\_\_\_

### No

☐

I do not want to receive emails from Towne Park North Condominium Association, Inc and Watson Association Management.

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[www.WatsonAssociationManagement.com](http://www.WatsonAssociationManagement.com)



## Disclosure Summary For Towne Park North Condominium 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 quarterly maintenance assessments to the association. Assessments may be subject to periodic change.
4. You will be obligated to pay any special assessments that may be imposed by the association.
5. You may be obligated to pay a special assessment to the respective municipality, county, or special district. All assessments are subject to periodic change.
6. Your failure to pay any of these assessments could result in a lien on your property.
7. 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.
8. 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)**

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***VOTING CERTIFICATE***  
***Towne Park North Condominium Association, Inc.***

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Know all men by these present, that the undersigned is the record owner (s) IN TOWNE PARK NORTH CONDOMINIUM 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 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\_\_\_\_.

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**Signature**

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**Signature**

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

Property Address \_\_\_\_\_  
Stuart, FL 34994

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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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# TOWNE PARK NORTH CONDOMINIUM ASSOCIATION, INC.

## RULES AND REGULATIONS

The rules and regulations apply to all residents of Towne Park North and their guests. The term "resident" includes both owners and renters.

### PETS:

- Residents may have one dog (20 pounds or less) or one cat (10 pounds or less). Birds and fish are also permitted.
- Dogs must be on a leash and their waste must be picked up when outdoors.
- Pets are not allowed in the pool or clubhouse area. Also they must not be left locked out on porches.

### VEHICLES:

- Cars are to be parked in assigned spaces, head in, not backed in. Vehicles are not permitted on the grass at anytime.
- Residents are not permitted to perform vehicle repairs or maintenance on condominium property. Washing of residents' vehicles is permitted.
- Vehicles, which are no longer operable or not currently licensed, must be removed from Condo property. The registration sticker must be visible.
- Only vehicles classified as passenger cars may be parked on condo property. Vans without factory installed rear seats or with solid side panels are not allowed.
- Other vehicles not permitted in Towne Park include trucks, motor homes, boats, trailers and motorcycles. Also vehicles with advertising are prohibited. Any vehicle not allowed may be towed away.
- Vehicles of tradesmen and service personnel are permitted while they are doing their work or making deliveries.
- The speed limit must be observed.

### SALES AND LEASING:

- All sales and rentals must be approved by the Association.
- No "For Sale" or "For Rent" signs are permitted.
- Renters must contact their landlord for internal repairs.
- Owners relinquish their pool, clubhouse and recreational privileges while their Apartments are leased to other parties.
- Units may be leased by the owner with the following restrictions. Renters are required to submit an application to the Association for approval. *As per Florida Condo law*, no Condominium may be leased more than once within 3 consecutive months commencing with the first day of the rental. Annual renters must have a copy of the current lease on file with the association management company.
  1. Leased units may be occupied by only one family.
  2. No rooms may be rented.
  3. No transient tenants are allowed.
  4. Annual leases must be renewed at a minimum, every 2 years.
  5. If you, as an owner, are in arrears on your maintenance fees, the association will not approve a lease for your unit.

#### POOL:

- No lifeguards are on duty. You use the pool at your own risk. Children under 12 must be accompanied by an adult.
- No glass is allowed in pool area.
- No running or horseplay in pool area.
- Shower before entering pool. Cover chairs and lounges with towels.
- Pool is open daily until 10:00 PM.
- Pool may not be reserved for private parties.
- Resident must accompany guests using the pool.

#### CLUBHOUSE:

- No smoking inside the clubhouse or on the pool deck.
- No wet bathing suits in clubhouse.
- Activities sponsored by the Towne Park Association take precedence over private functions.
- The clubhouse may be reserved only for private functions.
- The facilities may not be used for business purposes or by clubs, political or religious organizations.
- Clubhouse must be reserved a week in advance with management, who will post Reservation Notice on clubhouse door.
- Signed agreement to reserve clubhouse must be accompanied by \$100.  
Deposit is refundable if clubhouse is left in good order.

#### EXTERNAL PLANTING:

- Landscape committee is in charge of maintenance of our grounds and planting of shrubs and flowers.
- Residents wishing to contribute to the planting around their building must contact the landscape committee and may plant only with the guidance and approval of the landscape committee.

#### ADDITIONS TO CONDOS:

- Only Board approved screen doors, security screen doors and hurricane shutters may be installed.
- Owners of second-floor apartments when making any changes must contact management.
- White must show at windows, patio doors and porch enclosures - including but not limited to blinds, verticals, curtains and drapes.
- Per the condo docs, external appearance changes, decorations and antennas are not permitted.

GENERAL:

- No soliciting on condominium property.
- No hanging, drying or airing of clothes, towels, bedding, etc. on porches, walkways, railing or shrubs. Only doormats are permitted on walkways.
- No barbecuing is allowed on porches. BBQ grills must be at least 10 feet away from the building.
- Residents may not store personal items in the common areas.
- Residents/owners need to advise management who locally has a key to your condo in case of an emergency.
- Residents are advised to turn off your water at the shutoff when leaving your unit for a long period of time.
- Put all trash and garbage in dumpsters for Monday and Friday collection.
  1. Flatten all boxes.
  2. Put garbage in plastic bags.
  3. Please use the blue containers placed by the dumpsters for combined recycling. Note: Styrofoam should not be placed in the blue bins.
  4. Furniture, appliances and large items that do not fit or will take up too much space should not be left at the dumpster. Individual residents are responsible to dispose of these items at the county's trash site on Hwy 714 in Palm City.
  5. No contractor may dump trash in the dumpster. They must remove it from the property.
- Building bulletin boards are for official Association notices - no advertising allowed. A bulletin board for private use is located in the clubhouse.
- Owners are responsible for any damages to the property by themselves, their guests or renters.

THIS SET OF RULES & REGULATIONS IS A QUICK REFERENCE TO THE USE RESTRICTIONS OF TOWNE PARK NORTH 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 Towne Park North Rules and Regulations.

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

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

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

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



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I/We have received and understand the Towne Park North Rules and Regulations.

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

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

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

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





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## Addendum to Lease

“The tenant hereby agrees, in accordance with Florida Law, that upon receipt of notice from **Towne Park North Condominium 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 **Towne Park North Condominium Association, Inc.**

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

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

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

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

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

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