



Biven's South, Inc. 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 430 NW Lake Whitney Place, Port St. Lucie, FL 34986**

Thank you for your Cooperation!

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

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 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-Applicants 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 BIVEN'S SOUTH, INC. 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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Association Management

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

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 BIVEN'S SOUTH, 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 a pet, dog or cat **not to exceed 35lbs.** Birds and fish are also permitted.

Pet? Yes _____ No _____

Pet Type: _____ Weight: _____ Age: _____ Color: _____ Sex: _____
Name: _____

Pet? Yes _____ No _____

Pet Type: _____ Weight: _____ Age: _____ Color: _____ Sex: _____
Name: _____

Signature: _____ Date: _____

Signature: _____ Date: _____

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Association Management

BIVEN'S SOUTH ASSOCIATION, INC.

AUTHORIZATION AND CONSENT FOR NOTICE BY ELECTRONIC TRANSMISSION

Owner name: _____

Property/Unit Address: _____

Home Phone #: _____ Cell #: _____

The association may provide notice by electronic transmission in a manner authorized by law for meetings of the board of directors, committee meetings requiring notice under this section, and annual and special meetings of the members to any member who has provided a facsimile number or e-mail address to the association to be used for such purposes; however, a member must consent in writing to receiving notice by electronic transmission.

By signing below, I/we hereby provide our written consent to Watson Association Management to provide notice of board, membership and committee meetings, and other such notices as allowed by Florida Statute, to us by electronic transmission in lieu of other forms of notice, consistent with the requirements of §718.112(1)b(d)6 and §720.303(2)(c)(1), Fla. Stat., at the email address(es) listed below.

All Owners of Record must sign below:

Owner #1:

Email Address: _____
(PRINT CLEARLY)

Signature: _____

Print Name: _____

Owner #2

Email Address: _____
(PRINT CLEARLY)

Signature: _____

Print Name: _____

Please return this form to customersupport@watsonrealtycorp.com

- The above written consent is effective until such time revoked in writing by the owner



Disclosure Summary For Biven's South, 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 monthly 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)

VOTING CERTIFICATE
Biven's South, Inc.

Know all men by these present, that the undersigned is the record owner (s) IN BIVEN'S SOUTH, 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 _____
Gainesville, FL 32608

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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## Addendum to Lease

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

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Lessee Signature _____ Date: _____

Lessee Signature _____ Date: _____

Owner Signature _____ Date: _____

Owner Signature _____ Date: _____

Property Address: _____

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Rules of Conduct

BIVENS LAKE ESTATES SOUTH - A CONDOMINIUM

Board Approved: August 21, 2014

1. GENERAL:

These regulations are provided to assure peaceful and orderly enjoyment of the Common Elements of the community. All present or future owners, tenants, their guests or employees, and any others who might use the facilities of Bivens South are subject to the regulations set forth in the Bylaws and these Rules of Conduct.

The acquisition, either by purchase or rental, of any of these family units will require and signify that the Bylaws have been accepted and that said occupant has agreed to comply with these Rules of Conduct.

2. OCCUPANTS:

All units shall be utilized for residential dwelling purposes only. No more than three (3) unrelated persons may occupy any one family unit.

3. INTERIOR:

a. Each unit shall be maintained in a clean and orderly manner and the occupants shall NOT sweep or throw dirt, trash, cigarette butts, etc. from doors, windows, decks, porches, landings or stairwells.

b. Occupants may display only draperies, blinds, or other window coverings, which have cream or off-white color exposed to the exterior. Reflective tinting of replacement windows is prohibited. Board approval is required for anything different.

4. EXTERIOR:

a. A resident shall not place or cause to be placed in the lobbies, vestibules, stairwells, landings, decks or other common areas any plants, planters, furniture, packages, grills of any size, or objects of any kind. The obstruction of stairwells and use of grills in these unauthorized areas are violations of fire codes.

b. No resident shall post advertisements, or posters of any kind, which are visible from the outside, in or on the units, on the bulletin boards or the common grounds except as approved in writing by the Board of Directors.

c. No laundry, clothing, or other material shall be displayed on decks, porches, landings, stairwells or hung within any unit in a manner visible from the outside.

d. It is prohibited to hang blankets, rugs or similar type items in or from the windows, porches, decks, landings, or any facade of the building as to be visible from the outside.

e. It is prohibited to dust rugs, etc. from the windows, decks, or stairwells, or to clean rugs by beating them on the exterior walls of the buildings.

f. Broken windows, damaged screens or doors are the owner's or renter's responsibility. If a window, screen or door is replaced, it should have the same general appearance as the original.

5. GRILLS: A natural gas grill is located by the pavilion. DO NOT USE CHARCOAL IN THE GAS GRILL. Personal grills, turkey fryers, etc. may be used in the **GRILL AREA ONLY**.

6. NOISE AND NUISANCE: Residents shall be considerate of all others living at Bivens South and exercise extreme care to reduce noise which would likely disturb or annoy other occupants. Loud sounds from cars, motorcycles, radios, stereos, TV sets, musical instruments or noisy social gathers shall be deemed a nuisance at any time.

7. GARBAGE:

a. Garbage, trash and recycling must be placed **IN** the appropriate bins. Contact property manager, in advance, for large item removal. Example: Furniture, appliances, etc. (Items outside the receptacles will not be removed during scheduled pick-ups.)

b. Trash cans are provided at the pavilion/pool area for normal day-to-day use. Persons having a party, cook-out or gathering in this area are responsible for removing their trash, garbage, and containers to the appropriate bins in the parking area.

8. HAZADROUS MATERIALS: No flammable, explosive or dangerous chemicals or fluids, with the exception of those for **NORMAL** household use, may be kept in any unit.

9. STRUCTURAL INTEGRITY, DESIGN AND APPEARANCE:

a. A resident may not have anything in his unit which would cause structural stress or danger to his unit or any other unit; i.e. water beds, heavy exercise equipment, hot tubs, etc.

b. NO ALTERATIONS of any kind shall be made to the COMMON ELEMENTS or limited common portion of the exterior or interior of ANY STRUCTURE without prior written APPROVAL of the BOARD. The board will give due regard to the effects upon aesthetics, insurance, building codes and other regulations.

c. No owner, resident or lessee shall install any electrical or telephone wiring, air conditioning/heating unit, television cable, antennae or satellite dish, or any equipment requiring exterior wall penetration without prior written approval of the Board of Directors. When approved, such installations must be in accordance with local permit regulations and building codes. If not, removal may become necessary at owners expense.

10. PETS:

a. Small birds (i.e. canaries, parrots, and parakeets), small cats and dogs (35 pounds or less) are permitted. Pets are allowed outside the units, but must always be attended and on a leash. This is a City Ordinance and punishable by fine.

NO PETS (DOGS or CATS) ARE ALLOWED ON THE LAKE SIDE or IN THE POOL.

b. Owners are allowed to walk pets on city street easements and on the common areas, **except Lake Side**
BUT, ARE RESPONSIBLE FOR THE IMMEDIATE CLEAN-UP OF FECES (NOW not later).

c. Any occupant harboring a pet shall indemnify and hold harmless The Association and the Management against any loss or liability of any kind arising out of having their animal or a guest's animal on the property.

d. If a pet becomes a nuisance, as defined by City Ordinances - barking, biting or otherwise obnoxious activities and is reported by other occupants or the Management, the owner will be notified to correct the problem. Failure to do so may result in a fine and/or removal of the pet.

11. VEHICLES:

a. VEHICLE PARKING on any grassy area or sidewalk is prohibited. All vehicles shall be parked in parking spaces designated by the Board. Passenger cars, vans, station wagons, SUVs, small trucks and motorcycles may be so parked. Commercial vehicles, moving or storage units, boats, boat trailers, utility trailers and campers or motor homes may not be parked in the parking area except for short term loading or unloading. No overnight curbside parking of moving trucks, trailers, pods or construction vehicles is permitted. Please remove to SW 14th Drive or opposite side of parking lot each night.

b. Please be CONSIDERATE of your neighbors in your **Stairwell**. If you, your family or your roommates own more than one (1) vehicle, PLEASE, only park one (1) vehicle at the curb/sidewalk and ALL other vehicles on the side of the parking lot OPPOSITE the buildings leaving vacant curb/sidewalk parking for your later arriving neighbors. They'll appreciate your thoughtfulness.

c. VEHICLES IN NON-OPERATING CONDITION, disrepair or not legally licensed, belonging to a unit owner, lessee, or guest of a unit owner or lessee may not be parked or stored in the community parking area.

d. VEHICLES in violation of the above parking rules may be subject to towing from the property at owners expense.

e. SPEED on the city street is controlled by the City of Gainesville. The speed limit in the entrances and parking area is set by the Board and is 15 MPH. Skidding of wheels, gunning of motors on stops, starts and turns is prohibited.

f. Bicycle and Boat racks are for the use of **CURRENT RESIDENTS ONLY**. ALL Boats and Bicycles must display the unit number of the owner. ALL Boats and Bicycles NOT IN COMPLIANCE will be removed and donated to local charitable organizations.

12. MOTORCYCLES AND SCOOTERS: Motorcycles and scooters are **NOT** to be parked at the curb/sidewalk. Motorcycles and scooters may only be parked in the parking lot area **OPPOSITE** the curb/sidewalk in front of buildings.

13. POOL AND PAVILION

a. Pool hours are 8:00 am to 10:00 pm.

b. The pool and pavilion are meant to be quiet areas - places for undisturbed rest and relaxation. The Board therefore takes seriously any complaints about noise pollution in these areas. (See rule #6)

c. Radios and other such devices are not permitted in the pool area unless used with earphones. Pool furniture must be returned to the pool deck after use. Unbreakable or plastic glasses/cups must be used for beverages consumed in the pool area (GLASS IS NOT PERMITTED). The pool area is to be kept in a clean and orderly manner. All food and related clutter must be removed from the area after use. (See rule #7b) Guests of residents must be accompanied by their hosts when using the pool and/or pavilion. Posted pool rules must be observed. CHILDREN UNDER 12 YEARS OF AGE must be accompanied by an adult at all times.

14. PAVILION RESERVATIONS FOR PARTIES: ALL residents **must make a reservation** at least five (5) business days in advance. All reservations are for the use of the pavilion ONLY! The pool must be shared with the other residents. Please contact Management for your reservation, instructions and a copy of the rules. Please ask all guests to park along SW 14th Drive leaving the parking lot available for our residents.

15. OTHER:

a. NO INDUSTRY, BUSINESS, TRADE OCCUPATION OR PROFESSION of any kind, whether commercial, religious, educational, or otherwise, shall be permitted in the common areas or in any unit, whether designed for profit, altruism, exploration or other.

b. RESIDENTS WISHING TO PLANT ON THE COMMON GROUNDS must petition the Board of Directors for approval. Such plants become property of the condo association and may be altered or removed by them, and them alone. Trimming or removal of any vegetation is not allowed without prior written approval of the Board.

c. RESIDENTS OUT OF TOWN for an extended period of time should inform Management who has a key to their condo as well as their automobile, if left in the parking area. In an emergency, such as a plumbing leak, entering the unit may be necessary. If the Association must call a locksmith, the owner will be billed for that cost.

d. OBSERVED VIOLATIONS of these Rules of Conduct and the Bylaws will result in a written warning being issued to the resident responsible for said violation. If renters or lessees are involved in rule violations, the rental agreement may be terminated by the Board of Directors. Violators may be subject to a fine in accordance with the Bivens South Fine Procedure.

I/We hereby acknowledge the rules and regulations attached to this application are only simplified rules and regulations and that additional restrictions are included in the declarations of covenants. I/We hereby agree to abide by them.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____