



Checklist and Instruction Page

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

- **For Sales:**

- Resale Application page
- Vehicle Page
- Pet Registration Form – Veterinarian Records & Photo of pet (if applicable)
- Governing Documents Acknowledgement form
- Disclosure Summary
- Voting Certificate
- Email Consent form
- Gate programming form
- Resale Contract signed by all parties
- Non-refundable processing fee to Watson Association Management \$125.00 or \$150.00 for "RUSH" fee
- Non-refundable Application fee of \$150.00 payable to The Vineyards

- **For Leases:**

- Lease Application page
- Vehicle Page
- Pet Registration Form – Veterinarian Records & Photo of pet (if applicable)
- Governing Documents Acknowledgement form
- Gate programming form
- Lease Contract signed by all parties
- Non-refundable processing fee to Watson Association Management \$125.00 or \$150.00 for "RUSH" fee
- Non-refundable Application fee of \$150.00 payable to The Vineyards

* An application is considered a **RUSH** when the Closing/Lease date is **TWO (2) weeks** from the date you submit your Lease/Resale application.

* If an application is submitted that is **NOT** complete, it will **NOT** processed. Please ensure that you have all the required information, forms and signatures to avoid any delay(s) in the approval of your application.

* The Board of Directors conducts a final inspection of the property. A Board representative will contact you to schedule an interview prior to the approval of the application. **An application is not approved until a Certificate of Approval has been issued.**

***Please submit and/or send all complete applications and fees to Watson Association Management 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
1410 Palm Coast Parkway NW, Palm Coast, FL 32137

Phone 772.871.0004 Fax 772.871.0005
Phone 386.246.9270 Fax 386.246.9271

www.WatsonAssociationManagement.com



LEASE/RESALE APPLICATION (circle one)

Property Address: _____ **Date:** _____

APPLICANT INFORMATION: PLEASE USE BLACK INK & PRINT CLEARLY

Applicant Name: _____ Active Military Service Member ____ Y ____ N (Provide ID)

Co-Applicant Name: _____ Active Military Service Member ____ Y ____ N (Provide ID)

Present Address: _____

Applicant Phone: _____ Co-Applicant Phone: _____

Applicant Email: _____ Co-Applicant Email: _____

Do you intend to: (Check One)

- ☐ Live in the home as a primary residence
- ☐ Maintain the home as a secondary residence
- ☐ Offer the home as a rental
- ☐ Rent home from owner

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

Name _____ Relation _____ Age _____

Name _____ Relation _____ Age _____

Name _____ Relation _____ Age _____

Name _____ Relation _____ Age _____

Applicants employers name: _____ No. of years there _____

Address: _____ Phone #: _____

Co-applicant employers name: _____ No. of years there _____

Address: _____ Phone #: _____

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

Name: _____

Name: _____

Address: _____

Address: _____

Phone #: _____

Phone #: _____

Relationship: _____

Relationship: _____

APPLICANT SIGNATURE: _____ DATE: _____

CO-APPLICANT SIGNATURE: _____ DATE: _____

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VEHICLE REGISTRATION FORM

Date: _____ Property Address: _____

Applicant: _____ Co-Applicant: _____

Present Address: _____
(Street, City, State, & Zip)

VEHICLE # 1:

Make: _____

Model: _____

Year: _____

Color: _____

Vin #: _____

Tag #: _____

State: _____

VEHICLE # 2:

Make: _____

Model: _____

Year: _____

Color: _____

Vin #: _____

Tag #: _____

State: _____

VEHICLE # 3:

Make: _____

Model: _____

Year: _____

Color: _____

Vin #: _____

Tag #: _____

State: _____

Vehicles are registered to: _____

PLEASE NOTE: 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.

IT IS CLEARLY UNDERSTOOD THAT CARS MUST BE PARKED IN THE DRIVEWAYS AND/OR GARAGES. ALL COMMERCIAL VEHICLES MUST BE PARKED IN THE GARAGE AT ALL TIMES. PARKING IN THE STREET IS NOT PERMITTED OVER NIGHT.

(Applicant Signature)

(Date)

(Co-Applicant Signature)

(Date)

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PET REGISTRATION FORM

(If no pets, please sign and return with application)

- Only domestic dogs, cats or other usual and common household pets, not to exceed a total of two (2), may be permitted in a residence.
- The breed of dog commonly known as “pit bull” is prohibited.
- No pets shall be kept, bred, or maintained for any commercial purpose.
- Pets which are household pets shall at all times whenever they are outside a unit be confined on a leash held by a responsible person. Cats are not allowed to roam throughout the neighborhood.
- An owner/tenant shall immediately pick up and remove any solid animal waste deposited by their pet on the properties, including the common areas, adjoining streets and sidewalks.
- No pets allowed in the pool area.
- Animals that are making excessive noise must be silenced by the owner upon receiving notice of the problem from Management. When such noise problems are repetitive, fines shall be imposed for each subsequent notice. The Association may also exercise its other legal remedies to address the issue.
- All pets that reside in the Vineyards must be licensed according to St. Lucie County Law and owners are required to provide proof of such license upon request.

Pet? Yes _____ No _____ **(If no pets, please sign and return with application)**

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

Pet? Yes _____ No _____

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

Please provide Veterinarian Records and a Photo of Pet

Applicant Signature _____ Date: _____

Co-Applicant Signature _____ Date: _____

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NOTICE OF ACKNOWLEDGEMENT
GOVERNING DOCUMENTS

I/We have received from Property Owner a copy of all Governing Documents for The Vineyards at St. Lucie West Residents' Association, Inc. These documents include Declarations, Amended Documents, Articles of Incorporation, By-Laws, Rules and Regulations.

I/We hereby agree to abide by these Documents and Rules and Regulations. I/We understand that any violation of these Documents or Rules could result in a violation and a fine up to \$100.00 per day.

Applicant Signature_____ Date: _____

Printed Name:_____ Date: _____

Co-Application Signature_____ Date: _____

Printed Name:_____ Date: _____



Disclosure Summary

1. As a purchaser in this community, you will be obligated to be a Member of a Homeowner's 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 Assessments to the Association, which Assessments are subject to change. The current amount is **\$1,028.00 per Quarter**.
4. You will also be obligated to pay a One-Time Capital Contribution to The Vineyards at St. Lucie West equal to **one (1)** Quarter Assessments upon acquiring title. The current amount that will be collected is **\$1,028.00**.
5. Your Failure to pay these Assessments will result in a lien on your property.
6. You may be obligated to pay a special assessment to the respective municipality, County or Special District.
7. The restrictive covenants cannot be amended without the approval of the Association membership.
8. The statements contained in the disclosure form are only summary in nature, and, as a prospective purchaser, you should refer to the covenants and the Association governing documents.
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.

Applicant Signature_____

Date: _____

Co-Applicant Signature_____

Date: _____

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***VOTING CERTIFICATE
(Sales Only)***

The Vineyards at St. Lucie West Residents' Association, Inc.

Know all men by these present, that the undersigned is the record owner (s) In THE VINEYARDS AT ST. LUCIE WEST RESIDENTS' ASSOCIATION, INC. shown below, and hereby constitutes, appoints and designates:

(Insert one owners name above)

As the voting representative for the RESIDENTS' ASSOCIATION property 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 _____

Port Saint Lucie, Florida 34986

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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EMAIL CONSENT FORM

New Florida statutes state it is against the law to send mass emails to owners without their written consent. By completing, signing, and returning this form, you are authorizing the Board of Directors of the Vineyards at St. Lucie West Residents' 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, 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 an owner in the Vineyards at St. Lucie West Residents' Association, Inc.

Yes

☐

I authorize Vineyards at St. Lucie West Residents' Association, Inc. and Watson Association Management to email me appropriate meeting notices, agendas, reports, violation letters and other information.

#1 Email Address: _____

Property Address: _____

Signature(s): _____

Printed Name(s): _____

#2 Email Address: _____

Property Address: _____

Signature(s): _____

Printed Name(s): _____

No

☐

I do not want to receive emails from Vineyards at St. Lucie West Residents' Association, Inc. and Watson Association Management.

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Gate Access Set-Up Form

Please complete this form and include it in the Sales/Lease Application packet.

Fill out the information below to set up your gate entry information. The gate system call box has a directory search where visitors can look you up by last name and call you using the primary phone number you provide requesting access.

Please print clearly.

Call Box Display Last Name <i>Name that will be searchable on call box. Indicate if you do not want your name in the call box directory</i>	
Call Box Display First Name <i>Optional</i>	
Primary Phone Number	
Secondary Phone Number <i>Optional</i>	
<i>If you would like a second last name in the callbox provide that name and phone number</i>	
Postal Address <i>Required</i>	
Email Address <i>Required</i>	

You may create a 6-digit personal gate entry access code which is input into the call box for your frequent guests/family to use at the gate verses them having to call you for entry. The personal entry access code that you choose will be assigned exclusively to your home. This feature is optional and free. **Use the last 3 digits of your phone number and 3 digits of your choice** to help to ensure we don't have duplicate access codes.

Gate Access Code: _____

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IMPORTANT INFORMATION FOR NEW OWNERS

Please keep this page for your records.

Cable & Internet

Xfinity/Comcast provides cable TV and high-speed internet to The Vineyards which is included in your quarterly assessments. (800) 934-6489

Trash, Recycling & Yard Waste

FCC Environmental Services provides trash, recycling, and yard waste. Picked up is on Wednesdays. Bulk pick-up is the 4th Wednesday of the month. Call FCC if you need additional or larger waste or recycling bins. (772) 205-3356.
fccenvironmental.com/psl/

Electric Company

Florida Power and Light (FPL). Contact them to set up service at FPL.com.

Water Company

St. Lucie West Services District. 772-340-0220. SLWSD.org

FAQs:

How do I get a gate entry remote?

Gate entry remotes (clickers) are available for purchase at our clubhouse. Complete the Gate Access Form located on the Owners portal (under Documents/Forms), complete the form and email it to slwvineyards@gmail.com. Remotes are \$45.00 each.

How do I get a pool entry card?

Pool entry cards are required for entrance to the pool area. They can be purchased for \$5.00 each; the first card is free. Send an email to slwvineyards@gmail.com if you wish to purchase one.

How do I get on The Vineyards Social Club email distribution list?

Complete The Vineyards Social Club Distribution List Authorization Form located on the Owners portal and email it to slwvineyards@gmail.com.

How do I get my name added to The Vineyards Resident Directory?

Complete The Vineyards Resident Directory Authorization Form located on the Owners portal and email it to slwvineyards@gmail.com.

****Once Closing Documents are received from the Title Company and the Lease/Resale Department has updated the ownership, you will be sent a Welcome Letter with Association Management Contact information, instructions on how to sign up on the Owners Portal, and how to make your quarterly assessment payments.

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