

# CRESTVIEW HOMEOWNERS ASSOCIATION, INC

C/o GABLES PROFESSIONAL MANAGEMENT CO.  
3934 SW 8<sup>th</sup> Street • Suite # 303 • Coral Gables, FL 33134  
PH (305) 441-0904 • FAX (305) 441-7982

## PURCHASE /OCCUPANCY APPLICATION

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

Applicant name: \_\_\_\_\_

Co- Applicant's name: \_\_\_\_\_

Address: \_\_\_\_\_  
(In Crestview)

To Whom It May Concern:

Enclosed please find the application for occupancy by the **Buyer (new resident)** of the unit.

Please have the applicant attach the following information to the Application:

1. Clear Copy of Driver's License for every person in this Application over the age of 18 years old.  
(Please provide each photo ID's on a different sheet of paper)
2. Certificate of Good Conduct from Dade County's Police Department for every person in the unit over the age of 18 years old.
3. Copy of the Vehicle's Registration for each vehicle, up to the limit allowed in the Community Rules and Regulations.
4. Copy of Purchase Contract.
5. Fee of **\$50.00** Payable to: **Gables Professional Management Co.** (Money Order Only)

Once all of the above is received, the current homeowner will receive an acknowledgement letter.

\*\*\*If Interview is required letter will be submitted after interview. \*\*\*

Note: The Processing of this application will begin after all required forms have been completed, signed and returned to the Management's Office.

Sincerely,

**BY ORDER OF THE BOARD OF DIRECTORS**  
Gables Professional Management Co.

## **PURCHASE / OCCUPANCY APPLICATION**

Current Owner's Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Owner's Mailing Address (if Applicable): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Owner's Office Telephone: \_\_\_\_\_

### **APPLICANT INFORMATION**

Applicant's Name: \_\_\_\_\_  
(First, Middle and Last name)

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

Co -Applicant's name: \_\_\_\_\_  
(First, Middle and Last name)

Date of Birth: \_\_\_\_\_ SS# \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

Number of people who will occupy: Adult (over age 18) \_\_\_\_\_ Children \_\_\_\_\_

### **IN CASE OF EMERGENCY CALL:**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name, Date of Birth and Relationship of **ALL** proposed occupants of the Unit:

<b>NAME</b>	<b>DOB</b>	<b>RELATIONSHIP</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### **EMPLOYMENT INFORMATION**

\_\_\_\_\_  
(Applicant's Employer) (Employer's Address)

\_\_\_\_\_  
(Position) (Employment Date) (Verifiable Salary)

\_\_\_\_\_  
Supervisor's name

\_\_\_\_\_  
(Co-Applicant's Employer) (Employer's Address)

\_\_\_\_\_  
(Position) (Employment Date) (Verifiable Salary)

\_\_\_\_\_  
Supervisor's name

### **PETS:**

Breed: \_\_\_\_\_ Size: \_\_\_\_\_ Weight: \_\_\_\_\_ Color: \_\_\_\_\_

## **CHARACTER REFERENCES (OTHER THAN RELATIVES)**

Please give 3 personal references of non-relatives that know you at least for 1 year.

1) Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Office Ph # \_\_\_\_\_

2) Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Office Ph # \_\_\_\_\_

3) Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Office Ph # \_\_\_\_\_

## **NUMBER OF CARS**

Number of cars parking in the property: \_\_\_\_\_

### **Vehicle 1**

Make/ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate: \_\_\_\_\_

### **Vehicle 2**

Make/ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate: \_\_\_\_\_

### **Vehicle 3**

Make/ Model: \_\_\_\_\_ Year: \_\_\_\_\_ Color: \_\_\_\_\_

Plate: \_\_\_\_\_

- 1) I hereby agree for myself and on behalf of all persons who may use the unit that I seek to purchase and lease:
  - a) I will abide by all the restrictions contained in the By-laws, Rules and Regulations, Homeowners Documents and Restrictions which are or may in the future be imposed by the Board of Directors of the HOMEOWNERS ASSOCIATION.
  - b) I understand that sub-leasing or occupancy of the unit in my absence is not permitted.
  - c) I understand that I will be present when guests, visitors, relatives or children who are not permanent residents occupy the unit.
  - d) I understand that any violation of this term, provisions, conditions and covenants of the Homeowners Association's documents provide cause for immediate action as therein provided.
- 2) I agree the information furnished herein is true and correct.
- 3) The information gathered from background check will be not be provided to third parties.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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## **COMMUNITY STANDARDS**

### **APPROVED BY THE BOARD OF DIRECTORS ON JULY 21, 2005**

Dear Homeowner:

The Board of Directors together with the Architectural Control Committee and the Fines Committee would like to take this opportunity to remind all homeowners of the standards that will be observed and enforced in the Association. This action is being taken in order to maintain the community in an aesthetically pleasing manner so that property values continue to increase.

In the event of the failure of an owner to maintain his unit in accordance with these standards, the Association shall have the right upon written notice (refer to Article VI of the Association documents) to enter the owner's lot and perform such work as is necessary to bring the unit into compliance. The Association may also impose a surcharge of not more than 35% of the cost of the applicable remedial work. No bids need be obtained by the Association for any of the work performed and the person or company performing such work may be selected by the Association in its sole discretion.

Please review the following information which is based on the Declaration of Covenants and Restrictions:

#### **(1) Maintenance of Units and Lots:**

- Each owner shall maintain all structures in a neat, orderly, and attractive manner consistent with the general appearance of the properties as a whole. Each owner shall repaint the exterior portions of the residential unit (with the community approved colors) as often as is necessary to comply with the above mentioned standard so that walls and/or fences are free of mildew or rust stains.
- Each owner shall maintain the trees, shrubbery, grass and other landscaping on his lot in a neat and orderly and attractive manner.

INITIALS \_\_\_\_\_

- (2) **Signs:** Only one sign of not more than 18" X 12" advertising the home for sale or for rents in locations approved by the Architectural Control Committee. No sign shall be permitted to be placed inside a home.
- (3) **Architectural Control:** No structure, wall, fence, exterior paint, basketball hoop, asphaltting or other improvement shall be placed without the approval of the Architectural Control Committee. All necessary governmental permits must be obtained and presented to the Association.

Fountains, satellite dishes, basketball hoops, and driveways are subject to the above standard. Basketball hoops must be maintained within the property line of the homeowner (not on the sidewalk, the easement, or the street) and must not be in disrepair. Satellite dishes or its wires should not be visible from the front of the homes. Driveways must be kept clean (without stains and/or weeds).

- (4) **Commercial Trucks, Trailers, Campers and Boats:** No trucks or commercial vehicles, or campers, mobile homes, motor homes, house trailers or trailers of every other description, recreational vehicles, boats or boat trailers shall be permitted to be parked at any place on the property.
- (5) **Garbage and Trash Disposal:** Trash containers may not be placed out for collection sooner than 16 hours prior to scheduled collection and must be removed within 12 hours of collection. Trash and recycling bins must be stored out of sight of the front of the home.
- (6) **Rentals or Leases:** All leases and/or rentals shall be in writing and to be approved by the Association. The Association has the right to terminate the lease in the name of and as agent for the lesser upon default by the tenant in observing any of the provisions of the community documents. **No lease shall be approved for a term of less than one (1) year. The Board of Directors will require that a sum of money not to exceed 1% of the appraised value of the lot and residential unit be deposited in escrow with the Association to repair any damage to the common areas or other portions of the properties resulting from acts or omissions of tenants (as determined in the sole discretion of the Association).**

When a modification of the exterior of the property is planned please obtain a copy of an Architectural Modification Request (ealvarez@gablesprofessional.com to request a copy). If you have in your home a fountain, a basketball hoop, if you have significantly altered your landscape, placed a satellite dish, or plan to paint the home, etc... please fill it out and submit to the Architectural Control Committee for their review. The Board has authorized a 30 day period for all homeowners to bring their architectural modifications into compliance.

On August 22, 2005, strict enforcement of the above mentioned regulations have begun.

INITIALS \_\_\_\_\_

**APPROVED BY THE BOARD OF DIRECTORS ON  
FEBRUARY 26, 2009**

On February 26, 2009, at the Board of Director's meeting held at 7 pm, the Board of Directors voted to add the following new rules to the Rules and Regulations of the Crestview Homeowners Association, Inc.:

- 7) **Unauthorized Structures – Sheds:** In accordance with, Article VII, Section 7, of the Declaration of Covenants and Restrictions, the Architectural Control Board ("Board") has adopted a zero tolerance with respect to unauthorized structures, including sheds being installed, erected, or kept at Crestview. This section authorizes the Board to deny any application for installation of sheds, or any other structures on, among other things, purely aesthetic reasons.

The Board of Directors, in conjunction with the Architectural Control Board has initiated a period of amnesty by giving all owners at Crestview a period of thirty (30) days to remove any shed, or other unapproved structure from their property. If an owner ignores a notice of violation and fails to immediately rectify the violation the Board will forward the violation to the association's attorney for immediate legal proceedings.

- 8) **Dogs:** Be advised that the Board of Directors have received numerous complaints about barking dogs. This is considered a nuisance in accordance with Article VII, Section 4, of the Declaration of Covenants and Restrictions. Any owner not controlling their dogs may be subject to a notice of violation and legal proceedings if the violation is not corrected.

Again, please review the Declaration of Covenants and Restrictions of Crestview. If you have any questions, contact the Property Manager, **Eliana Alvarez, C.A.M.** at Gables Professional Management by phone (305)441-0904, facsimile 305-441-7982 or e-mail [evalvarez@gablesprofessional.com](mailto:evalvarez@gablesprofessional.com).

Sincerely,

**FOR THE BOARD OF DIRECTORS  
THE MANAGEMENT**

INITIALS \_\_\_\_\_



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February 2007

## **IMPORTANT NOTICE**

The Crestview Homeowners Association is implementing a community Parking Policy for the benefit of the Residents and the good appearance of the Community.

**Tow trucks have been given permission to enter the Community or be called by the Management Company to remove any vehicles not following this policy.**

## **PARKING POLICY**

**THE FOLLOWING VIOLATIONS WILL RESULT IN THE IMMEDIATE TOWING OF VEHICLES AT OWNERS EXPENSE & LIABILITY.**

- 1) Parking on common ground grass (one tire of a vehicle touching the grass will be considered improperly parked and will be towed).
- 2) Commercial vehicles and trailers parked overnight. This applies to the entire community.
- 3) Parking of vehicles that are wrecked, extremely unsightly or considered dangerous.
- 4) Parking on any area not designated for such purpose. (i.e. sidewalks, streets, etc.)
- 5) Registered motorcycles parked on any area other than designated parking space. Motorcycles must adhere to the same rules and regulations as common motor vehicles. Parking on sidewalks, walkways, grass, etc. will result in the immediate removal of the vehicle at owner's expense and liability.
- 6) Performing mechanical work on vehicle anywhere in the community.

***This notice will become effective immediately; your cooperation in adhering to the parking policy is appreciated.***

Sincerely,  
**FOR THE BOARD OF DIRECTORS**

Eliana Alvarez, C.A.M  
Property Manager  
ealvarez@gablesprofessional.com