

**OAKDALE TOWNHOMES II ASSOCIATION, INC.**

**SALES APPLICATION**

DATE: \_\_\_\_\_

UNIT ADDRESS: \_\_\_\_\_

**APPLICANT INFORMATION:**

DATE OF SALE: \_\_\_\_\_

NAME 1: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

DRIVERS LICENSE/STATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Email address: \_\_\_\_\_

NAME 2: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

DRIVERS LICENSE/STATE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Email address: \_\_\_\_\_

**LIST ALL PERSONS TO OCCUPY UNIT NOT LISTED ABOVE:**

NAME	RELATIONSHIP	AGE
1) _____	_____	_____
2) _____	_____	_____
3) _____	_____	_____
4) _____	_____	_____

.....  
EMPLOYER: \_\_\_\_\_

TITLE: \_\_\_\_\_ YEARS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_

SPOUSE'S EMPLOYER: \_\_\_\_\_

TITLE: \_\_\_\_\_ YEARS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK NUMBER: \_\_\_\_\_

**OAKDALE TOWNHOMES II ASSOCIATION, INC.**

**CHARACTER REFERENCES**

NAME: \_\_\_\_\_ PHONE NUMBER#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_ PHONE NUMBER#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**AUTOMOBILE INFORMATION**

**VEHICLE #1**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG: \_\_\_\_\_ STATE: \_\_\_\_\_

**VEHICLE #2**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG: \_\_\_\_\_ STATE: \_\_\_\_\_

**VEHICLE #3**

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG: \_\_\_\_\_ STATE: \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION:**

NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

.....

**OAKDALE TOWNHOMES II ASSOCIATION, INC.**

- Attached is a copy of Executed Purchase Agreement.
- Attached is a copy of valid Drivers License.
- I (We) hereby agree to abide by all Documents and Rules and Regulations of Oakdale Townhomes II Association, Inc. Owner must review the documents.
- I am aware that I am not allowed to Lease my unit for until after 2 years of ownership.
- Owner acknowledges that they are responsible for Association assessments each month.
- Attached is a non-refundable processing fee of \$50.00 made payable to Carolina Management Services, Inc.
- Attached is a non-refundable application fee of \$75.00 made payable to Oakdale Townhomes II Assoc. Inc. Interview will be required by Board.
- If any question is left blank, this application will not be processed and it will be returned to you.
- Willful misrepresentation will void any contract or agreement entered in connection with this application.
- I (We) declare that the above information to be true and correct.
- I (We) release all parties from any loss, expenses, or damages sustained directly or indirectly from information or reports furnished to Carolina Management Services, Inc. and the Association.

*Please mail completed application and checks to:*

**Oakdale Townhomes II Association, Inc.  
c/o Carolina Management Services Inc.  
P.O. Box 740425,  
Boynton Beach, FL 33474.**

**BUYERS(S):**

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**BOARD APPROVAL:**

\_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ DATE: \_\_\_\_\_

**OAKDALE TOWNHOMES II ASSOCIATION,  
INC.**

**RULES & REGULATIONS**

## **OAKDALE II TOWNHOMES**

### **RULES & REGULATIONS**

Rules and Regulations are guidelines that are established in the community for the benefit of all homeowners. Compliance is essential for a harmonious atmosphere in our community.

You should have received a set of documents for Oakdale II when you purchased your home. It is most important that you read and abide by these documents. A set of documents may be purchased at the Association Office for \$25.

#### **VEHICLES**

- a. No parking on lawns by homeowners or guests. Vehicles must be in driveway or on the street.
- b. There is no overnight parking on the streets.
- c. Guest parking is for Guests Only. Guest parking is not to be used for additional vehicle storage.
- d. Covered vehicles are NOT permitted.
- e. Maintenance to vehicles is prohibited anywhere on property.
- f. At no time are there to be any unregistered or inoperable vehicles on property.
- g. Please note the "Towing Sign". Vehicles will be towed away at the owner's expense if the parking regulations are broken.

#### **GARAGE DOORS**

Garage doors should be kept closed when not in use. Homeowners that leave garage doors open past 8:00 P.M. are subject to the rules of the Indian Spring Security Department and may result in fines after a violation notice is issued.

#### **PROPERTY APPEARANCE**

- a. Homes, including grounds, driveways and roofs must be maintained in good repair.
- b. Homes not properly maintained will receive a letter from the Board of Directors telling the owners to make the necessary repairs. After 30 days, if this is not done, the Board may make these repairs and bill the owner. If this bill is not paid, the owner will be penalized \$25. per day, not to exceed \$1,000.00.
- c. Exterior construction will not be permitted until an architectural form is filed and approved by the Board of Directors of Oakdale II and ISMA. The Board has the right to remove any construction or landscaping that is done without prior approval.
- d. Exterior construction is permitted between the hours of 8:00 a.m. and 6:00 p.m. Monday through Saturday. Emergency repairs may be conducted as needed.
- e. Inside construction which does not present a nuisance to neighbors is permitted at any time.



### **TRASH REMOVAL**

- a. House trash and garbage should be placed at the end of your driveway either the night before (after 6:00 p.m.) or in the morning of pick-up days.
- b. Pick-up days are Tuesdays and Fridays.
- c. All trash and garbage should be placed in lidded containers and recycling bins.
- d. Recycling pick-up is on Tuesday.
- e. Construction debris and vegetation cuttings should be in plastic bags and placed at the end of your driveway for pick-up on Friday.
- f. At no time should trash, garbage, tree and plant cuttings be placed on your neighbor's property or on any common areas.

### **SALES AND RENTALS**

- a. You must own your home for two (2) years before it can be leased/rented.
- b. Owner may not lease/rent for less than ninety (90) days. You may lease/rent one time in twelve months.
- c. No property shall be used by owner or renter/lessee for the purpose of a business.
- d. All lessees/renters shall abide by the same rules and regulations as owners.
- e. All lessees/renters are subject to interview and approval by the Board of Directors

### **PETS**

- a. Dogs must be kept under control and on a leash at all times when outdoors. Violators will be reported to Palm Beach Animal Control.
- b. Owners, renters/lessees are responsible for cleaning up after their dogs.
- c. No more than two (2) pets per household are allowed. Two pets can be two dogs, 2 cats, or 1 dog and 1 cat.
- d. Dogs should be no more than 40 pounds at maturity and must be registered with the Association.
- e. No pets are permitted in the common area (pool) even on a leash.
- f. No pets will be allowed for the purpose of breeding. Breeding of pets is considered a business, and is not permitted under the Rules and Regulations.

### **POOL USE**

State and County rules must be followed.

- a. Pool use is restricted to the hours between dawn and dusk.
- b. Please shower before entering pool.
- c. Smoking is prohibited in the pool.
- d. No diving, jumping or running around the pool.
- e. No food or beverage allowed.
- f. No children under 3 years of age allowed in pool if they are in diapers or "pull-ups"

- g. Children under twelve must be accompanied by and supervised by a responsible adult.
- h. Persons using the pool do so at their own risk.
- i. Proper attire is required. Men must wear a shirt and women a cover-up over their bathing suits when entering or leaving the pool area.
- j. Radios, etc. should be used in such a manner so as not to disturb others.
- k. No rafts or inflatable toys are allowed in the pool.
- l. Replace chairs and close umbrellas when leaving pool.

### **HURRICANE PROTECTION**

- a. An architectural form is to be filed and approved before installation of shutters.
- b. Shutters must conform to the requirements of any and all government agencies' housing jurisdiction.
- c. Owners and renters/lessees who plan to be away from their units during hurricane season must prepare their units prior to departure by removing all furniture, plants and other unsecured items that may cause wind damage to any unit.
- d. Hurricane shutters and panels may be installed upon the announcement of a hurricane watch and must be removed within one (1) week after the storm has passed.
- e. Impact glass is required when windows are replaced unless you have hurricane shutters.
- f. Emergency generators may be allowed to operate during the hours of 7:00 a.m. to 11:00 p.m.

### **MISCELLANEOUS**

- a. Maintenance checks not received by the 15<sup>th</sup> of the month will be subject to a penalty.
- b. There is a processing fee for all applications for lease/rental or sale. There are no automatic lease renewals, therefore; all lease and rentals must be renewed annually with both ISMA and Oakdale Townhomes II.
- c. When an assessment is levied, it is due when specified in the notice.
- d. All homeowners are responsible for maintaining homeowners' insurance and be prepared to provide a certificate of insurance.
- e. Board of Directors meeting first Monday of each month, except on holidays.
- f. Annual Members meeting the first Monday in February.

Your Board of Directors  
Revised April 1, 2013

**ATTENTION**  
**ALL BUYERS AND LESSEE'S.**  
**INDIAN SPRING IS A**  
**55 AND OLDER COMMUNITY.**  
**COMPLIANCE WITH**  
**ISMA DOCUMENTS**  
**AND FEDERAL AND STATE LAW**  
**IS REQUIRED!**

PLEASE NOTE THE ISMA DOCUMENTS PROHIBIT  
THE PARKING OF ANY VEHICLES ON THE STREET OVERNIGHT!  
TRUCKS ARE NOT ALLOWED ON THE PROPERTY OVERNIGHT  
UNLESS GARAGED. THIS INCLUDES MOVING TRUCKS / VANS!



**NOTICE TO BOARD OF DIRECTORS OF  
OAKDALE TOWNHOMES II ASSOCIATION, INC.**

**INTENTION TO SELL**

This shall constitute notice of our intent to sell the following  
residence to \_\_\_\_\_

\_\_\_\_\_  
LEGAL DESCRIPTION OF ADDRESS

THE FOLLOWING MUST BE INCLUDED WITH THIS NOTICE BEFORE  
PROCESSING:

1. Copy of Executed Purchase Agreement (contract)
2. Completed Purchaser's Information Sheet
3. \$75.00 Non-Refundable Application Fee
4. Copy of Valid Drivers License

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Approval of Pet.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

We understand that our right to sell the above property is subject to approval by the  
Association and that the Association may provide a substitute purchaser upon the said  
terms and conditions as set forth in the attached contract.

Very truly yours,

\_\_\_\_\_  
OWNER

\_\_\_\_\_  
OWNER

# APPLICATION FOR OCCUPANCY

PLEASE PRINT

PURCHASE \_\_\_\_ (or) LEASE \_\_\_\_  
How Long

LOT # \_\_\_\_\_ BLDG # \_\_\_\_\_ ADDRESS OF UNIT \_\_\_\_\_

DATE \_\_\_\_\_ DESIRED DATE OF OCCUPANCY \_\_\_\_\_

NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SS # \_\_\_\_\_

SPOUSE \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_ SS # \_\_\_\_\_

( ) Single ( ) Married ( ) Separated ( ) Divorced MAIDEN NAME \_\_\_\_\_

NUMBER OF PEOPLE WHO WILL OCCUPY: ADULTS (OVER 55) \_\_\_\_\_

IN CASE OF EMERGENCY  
NOTIFY NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_

## PART I RESIDENCE HISTORY

- A. PRESENT ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_  
APT. OR CONDO NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE OF RESIDENCY \_\_\_\_\_  
LANDLORD (or) MORTGAGE \_\_\_\_\_ PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ MORTGAGE # \_\_\_\_\_
- B. PREVIOUS ADDRESS \_\_\_\_\_ APT. # \_\_\_\_\_  
APT. OR CONDO NAME \_\_\_\_\_ DATE OF RESIDENCY \_\_\_\_\_

## PART II EMPLOYMENT & BANK REFERENCES

- A. EMPLOYED BY \_\_\_\_\_ PHONE \_\_\_\_\_  
HOW LONG \_\_\_\_\_ DEPT/POSITION \_\_\_\_\_ APPROX MONTHLY INCOME \$ \_\_\_\_\_  
ADDRESS \_\_\_\_\_
- B. SPOUSE EMPLOYMENT \_\_\_\_\_ PHONE \_\_\_\_\_  
HOW LONG \_\_\_\_\_ DEPT/POSITION \_\_\_\_\_ APPROX MONTHLY INCOME \$ \_\_\_\_\_
- C. BANK REFERENCE (S)
- (1) \_\_\_\_\_ PHONE \_\_\_\_\_  
HOW LONG \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ CHECKING (OR) SAVINGS \_\_\_\_\_
- (2) \_\_\_\_\_ PHONE \_\_\_\_\_  
HOW LONG \_\_\_\_\_ ACCOUNT # \_\_\_\_\_ CHECKING (OR) SAVINGS \_\_\_\_\_

## PART III CHARACTER REFERENCES

1. NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_
2. NAME \_\_\_\_\_ HOME PHONE \_\_\_\_\_ OFFICE PHONE \_\_\_\_\_  
ADDRESS \_\_\_\_\_

NUMBER OF CARS (TO BE PARKED HERE) \_\_\_\_\_ DLN \_\_\_\_\_ STATE \_\_\_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ PLATE# \_\_\_\_\_ STATE \_\_\_\_\_  
MAKE \_\_\_\_\_ MODEL \_\_\_\_\_ YEAR \_\_\_\_\_ PLATE# \_\_\_\_\_ STATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_ SIGNATURE \_\_\_\_\_

**PURCHASER INFORMATION SHEET FOR SUBMISSION  
TO BOARD OF DIRECTORS OF  
OAKDALE TOWNHOMES II ASSOCIATION, INC.**

1. Name of Purchaser(s) \_\_\_\_\_  
\_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Telephone \_\_\_\_\_  
\_\_\_\_\_
2. Residence Purchased \_\_\_\_\_  
\_\_\_\_\_
3. List All Who May Occupy  
Residence (If Under 25 List Age) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. List All Pets  
Breed & Weight \_\_\_\_\_  
\_\_\_\_\_
5. Employer or Business  
Address \_\_\_\_\_  
Phone \_\_\_\_\_
6. List All Vehicles  
(Make & Model) \_\_\_\_\_  
\_\_\_\_\_

- PLEASE ANSWER ALL THE ABOVE QUESTIONS. IF THERE ARE ANY UNANSWERED QUESTIONS THIS APPLICATION WILL NOT BE CONSIDERED BY THE BOARD OF DIRECTORS FOR APPROVAL.
- THE UNDERSIGNED PURCHASER(S) HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT.

\_\_\_\_\_  
\_\_\_\_\_

- IT IS THE PURCHASER(S) RESPONSIBILITY TO PROVIDE THE "ASSOCIATION MANAGERS OFFICE" WITH A COPY OF THE CLOSING STATEMENT AND TO SEE THAT ALL MONIES OWED ON THE UNIT ARE PAYABLE AT THE TIME OF THE CLOSING.

\_\_\_\_\_  
Purchaser

\_\_\_\_\_  
Purchaser





**CERTIFICATE OF APPROVAL  
OF  
PURCHASER**

THIS IS TO CERTIFY that \_\_\_\_\_  
(Name of Purchaser)

has been approved by OAKDALE TOWNHOMES II ASSOCIATION, INC. as the  
OWNER of the following described property in Palm Beach County:

Townhouse \_\_\_\_\_ of Oakdale Townhomes II Association, Inc. Article IX  
according to the Declaration of Oakdale Townhomes II recorded in Official Records  
Book 35, at Page 135-6 of Palm Beach County, Florida.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

OAKDALE TOWNHOMES II ASSOCIATION, INC.

By: \_\_\_\_\_  
(Director)  
\_\_\_\_\_  
(Director)

STATE OF FLORIDA                    )

: SS.

COUNTY OF PALM BEACH        )

I HEREBY CERTIFY that on this day personally appeared before me, an officer  
duly authorized and acting, \_\_\_\_\_, and \_\_\_\_\_,  
the \_\_\_\_\_ and \_\_\_\_\_, respectively of OAKDALE  
TOWNHOMES II ASSOCIATION, INC. to me known to be the persons who signed the  
foregoing instrument as such officers, and acknowledged the execution thereof to be  
their free act and deed as such officers for the uses and purposes therein mentioned,  
and they affixed thereto the official seal of said corporation and that the said instrument  
is the act and deed of said corporation.

WITNESS my hand and official seal in the County and State last aforesaid  
This \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires:

6/15/11