

CATALINA LAKES HOMEOWNERS ASSOCIATION, INC.

Application Instructions & Acknowledgement (Purchase)

1. The attached application for occupancy must be completed in detail by the proposed purchaser(s). All questions must be completed and the application signed by all applicants. If any question is not answered or left blank, this application will be returned, not processed and not approved.
2. A copy of the signed sales contract must be submitted along with the application.
3. If you are purchasing a unit, the seller (current owner) must provide the purchaser with a copy of the Association Documents and current Rules and Regulations or you may purchase a copy from Capital Realty Advisors, Inc. at a cost of \$25.
4. A \$50 non-refundable application fee is required with the application made payable to Catalina Lakes Homeowners Association.
5. Please allow 10 days for review of application.
6. All applicants must make themselves available to meet with the Welcoming Committee of Catalina Lakes HOA.
7. Occupancy prior to approval is prohibited.
8. Submit completed application, copy of sales contract and application fee made payable to Catalina Lakes HOA to:

Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403
561/624-5888 / fax: 561/624-5827

ACKNOWLEDGEMENT

I/We hereby agree on behalf of all persons who may use the unit, which I seek to purchase and myself, that I/We received, read, understand and will abide by all the Restrictions in the By-Laws, Rules & Regulations and Association Documents.

I understand that the acceptance for purchase of a unit at Catalina Lakes is conditioned upon all maintenance fees and/or charges owed the Association being current, the truth and accuracy of this application and upon the approval of the Board of Directors.

SIGNATURE OF APPLICANT

SIGNATURE OF APPLICANT

DATE: _____

DATE: _____

~ WELCOME TO CATALINA LAKES ~

Dear New Neighbor:

Welcome to Catalina Lakes! You have selected an outstanding community in which to live! Catalina Lakes is a recorded Planned Unit Development (PUD) in Palm Beach County with specific documents spelling out the Articles of Incorporation, Bylaws and Protective Covenants. These documents are designed to maintain Catalina Lakes in an ongoing, organized manner and prevent non-conforming and non-harmonious care, repair and upkeep of lots and houses. Your acknowledged acceptance of Catalina Lakes documents and procedures occurred when you signed your closing papers.

Community involvement can be as much or as little as you like. The Catalina Lakes Homeowners Association Board of Directors is made up of five elected volunteer members. A professional management company, Capital Realty Advisors, Inc. assists the Board in the everyday operations of the community.

Capital Realty is responsible for our financial management and will mail you an assessment bill every quarter. Your money is used to maintain the common areas of our neighborhood as outlined in the budget. The Board and management are always available to provide you with any information concerning how your money is spent!

As a new homeowner, it is important that you know that should you plan any changes to the exterior of your home or its surrounding property, you are required to submit a request for an architectural change to the Architectural Control Committee (ACC) of Catalina Lakes Homeowners Association. This can be handled by contacting Capital Realty Advisors at 561/624-5888 for the appropriate forms.

By following the approved procedure, we will avoid frustration, wasted money and disappointment. Examples of changes might concern; a new fence, a new pool, a patio room addition, landscaping changes – just to list a few. Do not start any construction or renovation until you have written approval from the ACC.

Garbage pickup days are: Wednesday & Saturday - Garbage; Wednesday - Recycling only. Note: Landscape debris that is bundled or containerized will be picked up on Saturday only. You must notify Waste Management (561) 547-4000 if you have any problems or if your trash is not picked up on the designated day.

This “Welcome to Catalina Lakes” is being sent to be informative and helpful to new residents in Catalina Lakes. Should you have any questions or want more information on a specific topic, please don't hesitate to contact Capital Realty Advisors, Inc. 561/624-5888. You may be contacted by the welcoming committee for the community.

Sincerely,

The Catalina Lakes Board of Directors

**CATALINA LAKES
HOMEOWNERS ASSOCIATION, INC.**

APPLICATION FOR PURCHASE
PRINT OR TYPE ALL INFORMATION ON THESE FORMS

DATE: _____ CLOSING DATE: _____

PROPERTY ADDRESS: _____
(BEING PURCHASED)

REALTOR: _____ PHONE #: _____

OWNERS NAME: _____

PHONE # _____ CELL # _____

APPLICATION FOR OCCUPANCY

APPLICANT(S): _____
(NEW OWNER NAME)

PHONE # _____ CELL # _____

EMAIL _____

PERMANENT RESIDENT _____ SEASONAL RESIDENT _____ OTHER _____

IN ADDITION TO APPLICANT(S) NUMBER OF OTHER PERSONS WHO WILL
REGULARLY OR PERMANENTLY OCCUPY UNIT _____

NAME	AGE	RELATIONSHIP
_____	_____	_____
_____	_____	_____
_____	_____	_____

IN CASE OF EMERGENCY NOTIFY: _____

PART 1 – RESIDENCE HISTORY

PRESENT ADDRESS: _____

PREVIOUS ADDRESS: _____

PART 11 – EMPLOYMENT

EMPLOYED BY _____ PHONE _____
(OR RETIRED FROM) (BUSINESS NAME IF SELF EMPLOYED)

HOW LONG _____ POSITION _____ ADDRESS _____

PARTNER’S EMPLOYMENT _____ PHONE _____

HOW LONG _____ POSITION _____ ADDRESS _____

PART 111 – PERSONAL REFERENCES

1. _____ (PHONE) (PHONE)
HOME OFFICE

2. _____ HOME OFFICE

PART IV - VEHICLES

NOTE: Trucks of any kind and motorcycles are not allowed to park anywhere on the property except inside the unit’s garage at all times; see Association’s Documents and Rules & Regulations for complete list of prohibited vehicles.

MAKE MODEL YEAR PLATE# STATE

MAKE MODEL YEAR PLATE# STATE

DRIVERS LICENSE # _____ DRIVERS LICENSE # _____

PART V – PETS

DO YOU HAVE ANY PETS THAT WILL RESIDE IN THE UNIT?
NO _____ YES _____ IF YES, PLEASE LIST BREED AND WEIGHT:

I (WE) HEREBY WAIVE ANY PRIVILEGES I (WE) MAY HAVE WITH RESPECT TO THE SAID INFORMATION IN REFERENCE TO ITS RELEASE TO CATALINA LAKES HOMEOWNERS ASSOCIATION.

Applicant’s Signature

Applicant’s Name Printed

Applicant’s Signature

Applicant’s Name Printed

Board Approval: _____ Date _____