

VICTORIA GROVE HOA, INC.

**Instructions for Lease OR Purchase Application  
Fees required**

<u>Lease</u>	<u>Purchase</u>
\$250 non-refundable application fee to: VICTORIA GROVE HOA, INC.	\$120 non-refundable application fee payable to: VICTORIA GROVE HOA, INC.
Money order or cashier's check is the only form of payment accepted.	

**Documents required, filled out and signed**

<u>Lease</u>	<u>Purchase</u>
<ul style="list-style-type: none"><li>• Application to the Association (*)</li><li>• Lease fully executed copy</li><li>• Rules and Regulations (*)</li><li>• Driver's License(s) photo ID copy</li></ul>	<ul style="list-style-type: none"><li>• Application to the Association (*)</li><li>• Sale Agreement fully executed copy</li><li>• Rules and Regulations (*)</li><li>• Driver's License(s) photo ID copy</li><li>• Copy of vehicle registration</li><li>• Estoppel request form (*) take to GRS Office</li></ul>
(*) Forms provided in package	

Other information

- ◆ Pet restriction: Up to 2 pets, if both weigh under 50lbs. Or one pet over 50lbs. No pit bull terriers.
- ◆ Owners are to ensure that their tenants/buyers have a copy of the governing documents.
- ◆ Owners are responsible for providing tenants/buyers with remote and/or common area keys.
- ◆ Unit owner must have any open violation(s) closed and account paid current by the time of approval.
- ◆ NO Commercial vehicles allowed.
- ◆ Clicker(s) and/or keys can only be purchased at the onsite office.
- ◆ Please allow 10 days to process application.

**\*\*\*\* Application will NOT be accepted without the required fees. \*\*\*\***  
**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.\*\*\*\*\***

Submit the entire package to: VICTORIA GROVE HOA, INC. (CLUBHOUSE)  
10420 Victoria Grove Blvd.  
West Palm Beach, FL 33414

Submit package during: Monday, Tuesday, Friday 9:00am – 1:00pm  
Wednesday 1:00pm – 5:00pm  
Thursday 2:00pm – 6:00pm

Direct all inquiries regarding this application to:  
[mnall@grsmgt.com](mailto:mnall@grsmgt.com)

Sincerely,

Application Processing  
Customer Service Department

Lease Application  
VICTORIA GROVE HOA, INC.

*Note:* Please print legibly and complete all the sections. Mark N/A if not-applicable.

<input type="checkbox"/> <u>Lease</u> <input type="checkbox"/> <u>Purchase</u> Check one
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UNIT INFORMATION

UNIT ADDRESS	MOVE-IN DATE
CURRENT OWNER NAME	CONTACT #

APPLICANT INFORMATION

APPLICANT NAME	CO-APPLICANT NAME
PRIMARY CONTACT #	PRIMARY CONTACT #
EMAIL	EMAIL
CURRENT MAILING ADDRESS	CURRENT MAILING ADDRESS
CITY-ST-ZIP	CITY-ST-ZIP
DRIVERS LICENSE #                      STATE	DRIVERS LICENSE #                      STATE
EMERGENCY CONTACT NAME - TELEPHONE	EMERGENCY CONTACT NAME - TELEPHONE

OTHER OCCUPANTS TO LIVE AT THIS ADDRESS

LAST NAME                      FIRST NAME	LAST NAME                      FIRST NAME
LAST NAME                      FIRST NAME	LAST NAME                      FIRST NAME

Signature Applicant _____ Date _____
Print applicant name: _____
Signature Co-Applicant _____ Date _____
Print co-applicant name: _____

## VICTORIA GROVE HOA, INC. RULES AND REGULATIONS

The following is a brief summary of the Document Rules & Regulations of the Association. These are not to be used in place of Association Documents. You are required to read and observe all Rules & Regulations as stipulated in your Documents.

5.1.2.3 Landscaping (first amendment): Association responsible for all maintenance of all common areas if replacement is required by sole discretion of Association as to size, quantity etc., also applies to lots if owner desires landscaping higher level than determined by Association-owner may so do at owner's expense.

Anything that dies on owner's lot, owner's responsible to replace regardless of cause. Association must approve kind, size, quality and maturity. Association has right to do if owner does not and owner shall pay cost if any owner installed more expensive to maintain landscaping. Association has right to assess. Association could require removal at owner's expense.

5.1.2 Wells & Water Sprinkler (first Amendment): Association shall maintain except if sprinklers systems on lots are separate than each owner is responsible. If owner installs any improvements owner is responsible to reconfigure approval by Association.

3.7 Hazard 100% of replacement costs-General Liability \$1 million, Fidelity Bond for all including Management.

Three (3) months assessments plus any additional E & O, Comprehensive Flood if desired deductible \$2,500.00 or other approved by board shall be common expense.

5.2 Owners responsibility-Exterior of unit, painting and pressure cleaning periodically performed as necessary approval required as to color of paint, driveway and walkway must also be maintained.

6. Architectural control for al exterior changes or improvements.

6.2 Owner to obtain Association approval which must include al information, plans, samples, license and insurance by licensed & insured contractor. Association may charge a fee, within 30 days written notice of approval or denial.

7. USE RESTRICTIONS: A/C unit's only central units. No trucks with more than 2 axles. No recreational vehicles, campers, trailers, and boats may be parked or stored outside overnight. No overnight parking on any street, lawn or areas other than driveways and garages. Vehicles owned by governmental law enforcement are permitted. No vehicle which does not contain a current license plate or which cannot operate shall be parked within subject property for more than 24 hours. No motorcycle, motorbike, moped and all-terrain vehicles are permitted unless licensed.

7.3 Basketball Backboards: Not to be permanently installed. No portable backboards outside overnight and must be out of sight.

7.4 No commercial use of units.

7.5 No clotheslines within view and only of approved.

7.8 Driveways-Concrete, stamped concrete or pavers only.

7.11 Fences-Must have approval, fences to one or more specified type.

7.12 Garage-Shall not be enclosed or converted to living space or storage area, only used for parking an Automobile. Garage doors to remain closed when not in use.

7.13 Garage and Trash-Place after 5:00 pm on the day before collection and removed on collection day. Must be placed in closed containers, no plastic bags shall be placed on common area at any time.

7.14 All equipment-pool, a/c and garbage containers must be walled in or landscaped and concealed from eyelevel view from street or adjacent property.

7.15 Lakes-No swimming or motorized boating.

7.16 Landscaping-Any changes must be approved.

7.19 Nuisances-No nuisances shall be permitted.

7.20 Occupancy-No permanent occupancy by more than 5 persons for a 2-bedroom unit and 2 additional persons for each additional bedroom or den.

7.21 Antennas or Flag Poles-None allowed without approval. Dish not exceeding 18" in diameter and located in rear of unit not visible from the street.

7.22 Personal Property-Approved only playground equip., must be kept in rear, neat and in good condition.

7.23 Pets- Two dogs or cats both weigh under 50 lbs. Must be approved. No pit bulls. No pets outside unless someone is present and must be leashed when outside of unit or fenced on area. Owner must pick up after and remove waste. No commercial breeding.

7.25 Portable Building-None shall be approved.

7.28 Solar Collectors-with approval only.

7.30 Swimming Pools- with approval only.

7.32 Window Treatments-Tasteful covering. No newspaper, foil, sheets or temporary treatments are permitted after 90 days of owner move in.

7.33 Rules & Regulations-May be adopted at any time-Copies to owners on request.

10. Late Fees and Interest-Due 10 days after due date. Return check fee of 10% of assessment or late fee of \$25 whichever is greater plus interest at highest rate from due until paid. If no due date, then 10 days after written demand by Association.

10.1.2 After written demand, if owner is more than 30 days in default, Association may accelerate next 12 months.

10.2 Fines-\$50 per violation must be cured within 30 days in addition, to initial fine of \$10 per day to the extent permitted by law (a 14 day notice must be mailed to owner).

12 Amendments-By 2/3 vote of owners.

I have received a copy of the Rules and Regulations for VICTORIA GROVE HOA, INC..

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date