

**VICTORIA GROVE HOA, INC.**  
**Instructions for Lease OR Purchase Application**

**Fees required**

<u>Lease</u>	<u>Purchase</u>
\$250 non-refundable application fee payable to: <u>VICTORIA GROVE HOA, INC.</u>	\$120 non-refundable application fee payable to: <u>VICTORIA GROVE HOA, INC.</u>
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>• Drivers License(s) photo ID copy</li> </ul>	<ul style="list-style-type: none"> <li>• Application to the Association (*)</li> <li>• Sales agreeemnt fully executed copy</li> <li>• Rules and Regulations (*)</li> <li>• Drivers License(s) photo ID copy</li> <li>• Estoppel request form (*) <u>take to Banyan Office</u></li> </ul>
(*) Forms provided in package	

**Other information**

- ◆ Pet restriction: Up to 2 pets, single or combined weight of 50LBS. No pit bull teriers.
- ◆ 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 on-site 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: Mon, Tue, Fri 9:00 a.m. - 1:00 p.m., Wed 1:00 p.m. - 5:00 p.m., Thur 2:00 p.m. - 6:00 p.m.

Direct all inquiries regarding this application to:  
Brian.Cosola@banyanproperty.com or 561-333-6050

Sincerely,

Application Processing  
Customer Service Department



PERMANENT AUTHORIZED VISITORS

1)	2)	3)
4)	5)	6)
7)	Pool Service	Pest Control

ALL OTHER GUESTS WILL BE ANNOUNCED BY THE GAURD. YOU MAY PRE-ARRANGE ENTRANCE FOR GUESTS BY CALLING THE GATE HOUSE AT (561) 333-3524. WHEN PLANNING A LARGE PARTY, PLEASE SUPPLY THE GATE HOUSE WITH A GUEST LIST.

**DELIVER ONLY TO CLUBHOUSE OFFICE OR FAX TO (561) 791-9240**

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 units only central units. No trucks wth 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 vehickes are permitted unless licensed.

**7.3 Basketball Backboards:** Not to be permanently installed. No portable backboards outside overnight and must be out 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-Should 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 quipment-pool, a/c and garbage containers must be walled in or landscped and concealed from eye level view from street or adjacent property.

**7.15** Lakes-No swimming or 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