

CASTELLINA HOMEOWNER'S ASSOCIATION PURCHASE/LEASE APPLICATION

Welcome to Castellina HOA. To ensure proper and timely processing, the forgoing must be received a minimum of 30 days prior to move in date. The Association shall review the proposed Application and a Certificate will be issued indicating the Association's approval of the transaction. In the event of a sale, it shall then be the responsibility of the purchaser to furnish the Association with a recorded copy of the deed of conveyance indicating the owner's mailing address for all future assessments and other correspondence from the Association.

Please complete and submit the following:

- ☐ Purchase/lease application
- ☐ Copy of each applicant's driver's license
- ☐ Prospective owner/lessee acknowledgement form
- ☐ Executed copy of the sales/lease contract (lease minimum is 90 days)
- ☐ Current tag and veterinarian certificate for each pet. (No animal may be kept in the unit, which in the judgment of the Board, results in a nuisance or is obnoxious to the residents in the vicinity. No owner shall be permitted to maintain in his or her unit a pit bull or any dog or dogs of mean or of violent temperament or otherwise evidencing such temperament.
- ☐ \$35 decal fee for every residing vehicle, please make **check** payable to **Castellina HOA**
- ☐ \$250 processing fee **Per Applicant** (non-refundable), payable to **GRS Community Management (Certified Bank Check or Money Order Only)**

Completed Applications Must Be Sent to:

GRS Community Management
3900 Woodlake Blvd, Suite 309
Lake Worth, FL 33463

Thank you in advance for your cooperation in following this process. If you have any questions, please contact GRS Community Management. 561-641-8554 or email residentservices@grsmgt.com

Lease or Purchase Application

Please complete all the sections

LEASE BEGIN DATE:	LEASE END DATE:
PURCHASE ESTIMATED CLOSING DATE:	PURCHASE SALE PRICE:

UNIT INFORMATION

PROPERTY 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-STATE-ZIP	CITY-STATE-ZIP
MARTIAL STATUS Married (<input type="checkbox"/>) Single (<input type="checkbox"/>)	MARTIAL STATUS Married (<input type="checkbox"/>) Single (<input type="checkbox"/>)

OTHER OCCUPANTS

NAME	RELATIONSHIP	DOB
NAME	RELATIONSHIP	DOB
NAME	RELATIONSHIP	DOB

PERSONAL REFERENCES

NAME	PHONE #	EMAIL
RELATIONSHIP		
NAME	PHONE #	EMAIL
RELATIONSHIP		
NAME	PHONE #	EMAIL
RELATIONSHIP		
	PHONE #	EMAIL

ADDITIONAL INFORMATION

EMPLOYMENT HISTORY

ARE YOU: Self-Employed? Yes () No () Retired? Yes () No ()

APPLICANT/EMPLOYER	CO-APPLICANT/SPOUSE EMPLOYER
CITY-STATE-ZIP	CITY-STATE-ZIP
PHONE #	PHONE #
EMPLOYED FROM: TO:	EMPLOYED FROM: TO:
DEPARTMENT OR POSITION	DEPARTMENT OR POSITION
SUPERVISOR	SUPERVISOR
MONTHLY INCOME	MONTHLY INCOME

VEHICLE INFORMATION

If you have any recreational vehicles, (vans, boats, motorcycles) please specify.

NOTE: Certain vehicles may be prohibited. Please review the Rules & Regulations.

MAKE	MODEL	COLOR	STATE	TAG #
MAKE	MODEL	COLOR	STATE	TAG #
MAKE	MODEL	COLOR	STATE	TAG #

PET INFORMATION

(Write none if no pets)

NOTE: Some communities have specific pet restrictions. Please review the Rules & Regulations.

TYPE	BREED	RABIES LICENSE TAG #	COLOR	WEIGHT
TYPE	BREED	RABIES LICENSE TAG #	COLOR	WEIGHT

EMERGENCY CONTACT INFORMATION

NAME	PHONE #	EMAIL
RELATIONSHIP		
NAME	PHONE #	EMAIL
RELATIONSHIP		

GATE ACCESS REQUEST

TELEPHONE # TO PROGRAM INTO GATE SYSTEM	OFFICE USE ONLY GATE #
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REALTOR INFORMATION

REALTOR'S NAME	PHONE #	EMAIL
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CASTELLINA HOMEOWNER'S ASSOCIATION PROSPECTIVE OWNER/ LESSEE ACKNOWLEDGEMENT

The undersigned being a prospective Owner/Lessee applicant of
address_____.

In Castellina HOA acknowledges that (she, he, or they) have read, understand, and agree to follow
and abide by all the terms and conditions of the following:

- a) Declaration of Covenants, Restrictions and Easements: Castellina HOA
- b) Bylaws: Castellina HOA
- c) Current Rules & Regulations: Castellina HOA
- d) Certificate of Amendment(s) to the Declaration of Covenants and Restrictions for Castellina
HOA

Date: _____

Applicant Signature: _____

Date: _____

Applicants Signature: _____

The documents listed above may be obtained from the GRS Community Managements website:
www.grsmgt.com This form must be completed for all applicants over age 18 If additional applicants,
please use an additional form.

AUTHORIZATION FILE DISCLOSURE
LEASE APPLICATIONS ONLY
APPLICANT/TENANT CONSENT

I hereby consent to allow Verify Screening Solutions, Inc., through its designated agent/employee, to obtain and verify my consumer reports, including but not limited to, my credit report, criminal information, and eviction information for the purpose of determining my eligibility to lease/purchase an apartment. I further understand if I lease/purchase an apartment, I consent to allow Verify Screening Solution, Inc., and its designated agent /employee, for the duration of my lease, to review the following list of information to assess risk, for analytics, for process improvement and other uses: my consumer reports, including but not limited to my credit report, criminal information, eviction information, my rental payment history and occupancy history, and other information. The facts set forth in my application for residency are true and complete. False, fraudulent, or misleading information on an application may be grounds for denial of residency, or subsequent eviction.

Signature

Date

Printed Name

Date of Birth

Social Security Number

Driver ' s License Number

State

2nd Applicant's Signature

Date

Printed Name

Date of Birth

Social Security Number

Driver' s License Number

State

ADDITIONAL OCCUPANTS OVER 18, AUTHORIZATION FORM IS REQUIRED

CASTELLINA HOME OWNERS ASSOCIATION

Property Manager: Brooke McDonald

Property Manager Email: bmcdonald@grsmgt.com

Property Manager Phone: 561-619-6593

Property Manager Hours On-Site: M-F 8am-1pm

Website for gate access: <https://community.dwellinglive.com> or download the app on your mobile device

To set up your Telephone Directory: Please log into your dwelling live account.

On your account info page, you will see a section titled USERS. Please select to edit to the right of the screen.

This will take you to a new page where you will see a section titled PHONE NUMBERS. There are areas for you to list a name and number for up to 3 contacts. Please fill that out by listing a name under PHONE.

NAME and the phone number for that person under PHONE # and then select the save button at the bottom of the screen. This will take you back to your original account screen. To the right you will see a section titled

TELEPHONE ENTRY SYSTEM SETTINGS. Please select the name and number in the drop-down bars that you want to have at the directory. There can only be two names in the directory at a time, but you can transition between the 3 contacts that you previously listed at any point in time that you so choose. Be sure to select save again at the bottom of the screen. Once you save it, it will be automatically uploaded to the call box and you will be all set.

When receiving a guest from the Telephone Directory Call Box, please press the digit **6** on your phone to grant access.

Guest List: Please be sure to set up your guest list for any regular visitors or vendors that you have coming to your residence. You may also send your guests an Epass by entering their email and at the bottom of the screen selecting SAVE AND SEND EPASS. In order to give them access without calling you, please select "no call required". This will email a pass that has a barcode and digital code on it.

When the gate attendant is present, they will scan the barcode, check the guests ID, and give automatic entry without having to call you. When the gate attendant is not present your guest simply dials the code into the call box to gain instant access. These passes do expire based on the length of time you give them, so be sure to renew when necessary.

To obtain vehicle decals please schedule with Property Manager during On-Site hours.

Gate Attendant Hours: Monday through Sunday from 7:00AM to 10:30 PM

Trash Schedule: Bulk Pick up and Regular Trash Pickup on Mondays. Recycle and Regular Trash Pickup on Thursdays.

Pool Hours: From Dawn till Dusk. No one is permitted at the pool deck after dark. May vary due to Covid-19.

Clubhouse & Fitness Center Hours: 4:00AM to 10:30PM. Children under the age of 16 need to be supervised. May vary due to Covid-19.

Clubhouse Rentals: Application with \$250 fee and \$250 security deposit is required to reserve the Clubhouse for any social event. You may have the clubhouse for up to 5 hours, but not to exceed 11:00 pm. Renting the clubhouse does not give you the rights to the pool. Pool parties are not permitted.

Architecture Review Board: Alterations made to the outside of your property must be applied for, reviewed and approved by the ARB Committee. This committee meets monthly. Please contact manager for dates and times.

Work Orders: All work orders for landscape, fitness center maintenance, pool area or any other common area needs to be placed through the GRS Homeowner's Portal at www.grsmgt.com

Tennis and Pickleball Reservations : Reservations are required for all courts. Please visit www.castellinaho.com and complete the login request to access the reservation system.

CASTELLINA HOME OWNERS ASSOCIATION

RULES & REGULATIONS

1. With respect to compliance with the Rules and Regulations, an Owner shall be held responsible for the actions of his family members, guests, invitees, tenants, contractors and other persons for whom he is responsible, as well as for the actions of persons over whom he exercises control and supervision.
2. No improper, hazardous or unlawful use shall be made of the Association Property or any home or lot.
3. No obnoxious activity shall be carried on at any Home or Lot or in or about any portion of the community. Nothing shall be done which may be an unreasonable annoyance or a nuisance to any other Owner or which interferes with the peaceful possession or proper use of the Homes or the surrounding areas. Nothing shall be done within the Association property or any Home or Lot which tends to cause embarrassment, discomfort or unreasonable annoyance or nuisance to any Owner or his family member, guests, invitees, and tenants using any portion of the Community.
4. Each Owner shall keep and maintain his home and lot in good order, condition, and repair, and shall perform promptly all maintenance and repair work within his home and lot which, if omitted, would adversely affect the community, other owners, or the Association. Maintenance obligation are more fully defined in the Declarations.
5. The personal property of an owner shall be stored inside his home or garage and not be visible to surrounding neighbors, or from Association property. This includes, but is not limited to garbage cans, toys, tools, etc.
6. Outdoor furniture shall be permitted only in the rear yard of a lot, provided the owner assumes the responsibility for maintenance, including the control of mildew, rust, wood rot and deterioration of equipment components.
7. No linens, cloths, clothing, curtains, rugs, mops, laundry of any kind or other articles shall be hung, dried or aired from any window, door, fence or balcony in such a way as to be visible to any other Owner. Clotheslines may be approved if reasonable in size, style, location and effectiveness with respect to appearance from adjacent lots and rights of way.
8. Trash that is required to be placed at the front of a Lot in order to be collected may be placed and kept at the curb after 5:00 p.m. on the day before the scheduled day of collection, but not sooner. All trash containers shall be removed after pick-up on the day of collection and stored away.
9. Parking shall be permitted only on driveways and inside garages. No overnight parking on the streets or swales is permitted. If parked on driveways, vehicles shall not obstruct traffic on the streets or crossing of sidewalks.
10. No motor vehicle, motor home, boat or other equipment shall be serviced, painted, dismantled, rebuilt or constructed on the property, unless such activities are conducted within an enclosed garage and screened from view.
11. Tailgating through the gate entrance is not permitted.

12. No speeding in the community. Speeding defined as anything over 20 mph.
13. There is no fishing or boating permitted in the community lakes.
14. Temporary or mobile basketball hoops shall be permitted provided that, they are located such that the base and rim are entirely within the Lot and not in the right-of-way bounding the Lot and stored away when not in use.
15. Pets shall not be left unattended outside the Home. No pet shall be kept tied up outside of a Home or in any covered or screened porch or patio, unless someone is present in the Home.
16. All dogs and cats shall be walked on a leash, and in full control by their owners at all times. Any pet shall be carried or kept on a leash when outside of a Home or outside of a fenced-in area.
17. Any solid animal waste shall be immediately picked up and removed and shall not be deposited on or within the Association Property.
18. Signs. No sign, display, poster, advertisement, notice or other lettering (including, without limitation, "For Sale", "For Rent" or "By Owner" signs) shall be exhibited, displayed, inscribed, painted or affixed to a Lot or Home or any element of the Association Property without the prior written approval of the Board, which approval may be given, conditioned, withheld or denied in the sole and absolute discretion of the board of directors.
19. Solicitation. All door-to-door commercial solicitation is prohibited. Placing of materials in mailboxes or on or within any portion of the Homes or Lots is strictly prohibited unless express written permission is granted by the Board.
20. Any violation of the Association's governing documents, including these Rules & Regulations may result in the imposition of a fine and or suspension of use rights in accordance with the procedures set forth in the Florida Statutes.

I/WE _____ have read these rules and regulations and fully understand them. Any questions or concerns that I have regarding what is permitted in Castellina HOA I have addressed with the property manager. I agree to follow and abide by Castellina HOA Docs and these Rules & Regulations. I understand and agree to give my full cooperation to any fines and restrictions that may be placed against me if I break my agreement with Castellina HOA.

Date: _____

Date: _____

Applicant Signature: _____

Applicants Signature: _____



TO: All Owners of Castellina Homeowners Association, Inc.
FROM: Castellina Board of Directors
RE: E-Blast/ EMAIL Communication System

In a continued effort to improve the community, the Board would like to set up an EBlast Communication System which will require your assistance. Having an EBlast set up will allow us to reach out to all residents via email at the click of a button. We will utilize this to get out Alerts, Notices, and Updates. It will also allow us to communicate much more easily, faster, and less expensively. There are endless uses for it, and we truly believe that keeping that line of communication open is vital for the wellness of our community.

To achieve this all we will need is your email address. Please complete the lower portion of this form and mail back to GRS Community Management at the address on the top of this letter head. Be sure to check whether you opt in or opt out. Please print or type legibly. Your email address and personal information will not be shared with others. All EBlasts will be blind copied to the owners who participate.

Cordially,
Castellina Board of Directors

Name: _____
Phone Number: _____
Physical Address: _____
Email Address: _____

I hereby give my permission for. Castellina Homeowners Association, Inc. and GRS Management Associates to send me emails for the purpose of updating me on community events, receiving meeting notices and other communications. I understand it is my responsibility to notify GRS Community Management in the event that my e-mail address changes. I understand that GRS Community Management will not be held responsible for notices that are sent and not received or are received in a "spam" folder. I understand that I can opt out of the EBlast program by sending my request in writing to GRS Community Management.

Signature of Homeowner _____
Date: _____
I opt in for emails _____
I opt out for emails _____