

BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.

APPLICATION FOR SALE / LEASE APPROVAL

THIS APPLICATION MUST BE COMPLETED IN DETAIL BY THE PROPOSED BUYER OR LESSEE AND RETURNED TO:

TMG Management

3303 W Commerical Blvd, Suite 170

Ft. Lauderdale, FL 33309

AUTHORIZATION FORMS NEED TO BE COMPLETED BY EACH ADULT OCCUPANT, OTHER THAN HUSBAND/WIFE OR PARENT/ DEPENDENT CHILD (WHICH IS CONSIDERED ONE APPLICANT).

1. **PLEASE ATTACH A COPY OF A SIGNED SALES CONTRACT OR LEASE AGREEMENT AS WELL AS A COPY OF THE SOCIAL SECURITY CARD AND DRIVER LICENSE. ARE YOU A SERVICE MEMBER AS DEFINED BY FL. STATUTE 250.01? _____**
2. **PLEASE ATTACH A NON-REFUNDABLE PROCESSING FEE OF \$100.00 IN THE FORM OF A CASHIERS CHECK OR MONEY ORDER PER ADULT OR \$100.00 FOR MARRIED COUPLE PAYABLE TO BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC. ACCEPTANCE OF FEES DOES NOT IN ANY WAY CONSTITUTE APPROVAL OF THIS TRANSACTION.**
3. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE FOR EACH APPLICANT.**
4. **LEASES CANNOT BE FOR LESS THAN TWELVE (12) MONTHS. ONLY ONE (1) LEASE IN ANY TWELVE (12) MONTH PERIOD. RENEWAL OF LEASE HAS TO BE APPROVED BY THE BOARD OF DIRECTORS. NO UNIT MAY BE LEASED PRIOR TO TWO (2) YEARS OF OWNERSHIP. A SECURITY DEPOSIT OF ONE MONTH RENT MONEY ORDER OR CASHIERS CHECK ONLY. PAYABLE TO BOCA CENTER PLAZA CONDOMINIUM, FOR ANY DAMAGE TO THE COMMON AREAS IS NEEDED ON ALL LEASES.**
5. **USE OF THIS APARTMENT IS FOR SINGLE FAMILY RESIDENCE ONLY.**
6. **NO PETS OVER 20 INCHES IS ALLOWED ON THE PROPERTY. ONLY 1 DOG OR CAT ALLOWED PER UNIT.**
7. **NO COMMERCIAL VEHICLES, TRUCKS, BOATS, TRAILERS, RV'S, CAMPERS, MOBILE HOMES, MOTOR HOMES, MOTORCYCLES, MOPEDS, ETC. ARE PERMITTED ON THE PREMISES FOR OVERNIGHT PARKING.**
8. **ONLY ONE ASSIGNED PARKING SPACE PER APARTMENT.**
9. **OWNER MUST PROVIDE NEW BUYERS WITH A COPY OF THE DOCUMENTS AND LANDLORD MUST PROVIDE LESSEES WITH A COPY OF THE RULES AND REGULATIONS FOR BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC... **PROOF OF THIS NEED TO BE SUBMITTED WITH THIS APPLICATION.****
10. **A PERSONAL INTERVIEW BY A REPRESENTATIVE OF THE ASSOCIATION IS REQUIRED PRIOR TO APPROVAL. OCCUPANCY PRIOR TO APPROVAL IS PROHIBITED.**
11. **THIS COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE NO LATER THAN 30 DAYS PRIOR TO THE CLOSING DATE OR LEASE START DATE. IF ANY QUESTION IS LEFT BLANK, THIS APPLICATION WILL BE RETURNED NOT PROCESSED.**
12. **THERE IS AN OCCUPANCY RESTRICTION OF:**

ONE BEDROOM	-NOT MORE THAN 2 OCCUPANTS
TWO BEDROOMS	- NOT MORE THAN 4 OCCUPANTS

CHECKLIST

1. If any question is left blank, this application may not be approved. This application is subject to approval.
2. Please attach a money order or certified check for non-refundable fees of \$100.00 payable to **BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.**
3. Please enclose a copy of the Lease/Sales Contract with this application.
4. Please attach a security deposit in the amount of one month rent for common areas, if this is a lease **CASHIERS CHECK OR MONEY ORDER ONLY.**
5. Please include copy of driver's license for each applicant.
6. **SHOULD THE REAL PROPERTY DESCRIBED IN THIS APPLICATION BE SOLD, THE BUYER WILL BE CHARGED A \$250.00 ADMINISTRATIVE FEE FOR THE CREATION OF AN ELECTRONIC AND HARD COPY FILE. THIS FEE WILL BE SHOWN ON THE HUD1 (CLOSING STATEMENT)**

I declare the above information to be true and correct. I authorize the landlord, or agent(s) to verify and obtain a consumer credit report.

I/We understand an investigation of my background will be conducted to determine my character, general reputation, personal characteristics, mode of living and specifically authorize TMG Management / MAF to make such an investigation.

I/We agree to abide by the Rules and Regulations of the Association.

SIGNED _____ DATE _____
Applicant

SIGNED _____ DATE _____
Co-Applicant

APPLICATION FOR LEASE/SALE, GIFT, DEVISE OR INHERITANCE APPROVAL
PLEASE PRINT OR TYPE

TODAY'S DATE: _____ DATE RECEIVED BY HRT _____

IS THIS A SALE OR LEASE? _____

CLOSING DATE: _____ LEASE TERM: _____

PRESENT OWNER'S NAME: _____

TEL #: _____ Email (print clearly) _____

ADDRESS OF UNIT FOR SALE OR LEASE:

NAME OF REALTOR HANDLING SALE OR LEASE: _____ TEL #: _____

BUYER'S NAME: _____

LESSEE'S NAME: _____

PRESENT ADDRESS: _____

TEL #: _____

Email: (print clearly) _____



**BOCA CENTER PLAZA CONDOMINIUM
ASSOCIATION
C/O TMG MANAGEMENT
3303 W COMMERCIAL BLVD, SUITE 170
FT. LAUDERDALE, FL 33309
PH: 954-782-7820 ♦ FAX: 954-782-7823**

_____(buyer) approve releasing
to TMG Management the hud 1 and warranty deed
once the closing has taken place.

* Signed by purchaser(s), buyer(s)

Date

**SHOULD THE REAL PROPERTY DESCRIBED IN THIS APPLICATION BE SOLD, THE
BUYER WILL BE CHARGED A \$250.00 ADMINISTRATIVE FEE FOR THE CREATION OF
AN ELECTRONIC AND HARD COPY FILE. THIS FEE WILL BE SHOWN ON THE HUD1
(CLOSING STATEMENT)**

**CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE To the Treasurer
of Boca Center Plaza Condominium Association, Inc.
(the "Association")**

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of
Unit No. ____ in **Boca Center Plaza Condominium Association, Inc.**, have designated

(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be
entitled to cast or express at all meetings of the membership of the Association and for all
other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate required
designating either John or Jim as the Voting Representative (NOT A THIRD
PERSON).
- (ii) Unit owned by Overseas, Inc., a corporation. Voting Certificate must be filed
designating an officer or employee entitled to vote, signed by President or Vice-
President of Corporation and attested by Secretary or Assistant Secretary of
Corporation.
- (iii) Unit owned by John Jones. No Voting Certificate required.
- (iv) Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate required
designating either Bill or Mary as the voting representative. NOT A THIRD
PERSON.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke
all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED: _____

UNIT: _____

OWNER-PRINT NAME

OWNER-SIGNATURE

OWNER-PRINT NAME

OWNER-SIGNATURE

**NOTE: This form is not a proxy and should not be used as such. Please be sure to
designate one of the joint owners of the Unit as the Voting Representative,
not a third person.**

PLEASE RETURN TO TMG Management

3303 W Commercial Blvd., Suite 170,

Ft. Lauderdale, Florida 33309

Ph: 954-782-7820 Fax: 954-782-7823



BOCA CENTER PLAZA

c/o TMG Management

3303 W Commercial Blvd, Suite 170, Ft. Lauderdale, ♦ FL 33309

Telephone 954-782-7820 ♦ Fax 954-782-7823

- 1.) **LEASE:** Lessee shall place with the Association a sum equal to the monthly rent as a Security deposit.
- 2.) Leasing restrictions apply. Please refer to the Rules and Regulations of the Association

ACKNOWLEDGMENT That the Owner/or Tenant have tendered to the association a security deposit equal to one month's rent and that the security deposit can be used by the association for future assessments if the Landlord is delinquent.

This is to acknowledge that I/we have paid the security deposit to the association.

Security Deposit paid BY: **TENANT /LANDLORD (circle one)**

DATE: _____ **Amount of Deposit \$** _____

UNIT#: _____

Signature of Landlord: _____

Signature of Tenant: _____

Boca Center Plaza Condominium Association, Inc.

ADDENDUM TO LEASE

Unit Owner(s)/Lessor(s) and Lessee(s) hereby agree and consent, in accordance with the Declaration of Condominium of Boca Center Plaza and the By-Laws (hereinafter collectively "Declaration"), that in the event the Unit Owner(s)/Lessor(s) become delinquent for reason of non-payment of association maintenance assessments, special assessments, or other allowed sums, the Association shall have the right to collect any and all rental sums directly from the Lessee(s) as they come due under this lease to the extent of the sums due the Association and as long as sums remain due the Association. The Association shall also be entitled and is hereby assigned the right to directly sue to evict the Lessee(s) to the extent rent is or remains unpaid after assignment of same hereunder. The Unit Owner(s)/Lessor(s) and Lessee(s) acknowledge and agree to the assignment of rents in accordance with the foregoing, and agree to comply with it upon written demand by Association. Unit Owner(s)/Lessors(s) and Lessee(s) further agree and consent that the Association has the right to terminate the lease upon default by the Lessee(s) in observing any of the provisions of this Addendum to Lease, the Declaration, By-Laws or Rules and Regulations of the Association, and that Association may evict Lessee(s) therefore. Lessee(s) agree that they shall reimburse the Association for all attorneys' fees and costs if he/she/they breach any term of this Addendum.

Witnesses:

Lessor(s)/Unit Owner(s)

Lessee(s)

1. I hereby agree for myself and on behalf of all persons who may use the home which I seek to purchase or lease:

- a. I will abide by all the restrictions contained in the By-Laws, Rules and Regulations, and Restrictions, which are or may in the future be imposed by BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC...
- b. I understand that sub-leasing is prohibited.
- c. I understand that I must be present when any guests, visitors or children who are not permanent residents occupy the unit.
- d. I understand that any violation of the terms, provisions, conditions and covenants of the BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC. Documents provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.

2. I understand that the acceptance for lease or purchase of a unit at BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application. Occupancy prior to approval is prohibited.

3. I understand that the Association, or their agent, may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. An investigation may be made of the applicant's character, general reputation, personal characteristics and mode of living, as applicable. The Association may also require a credit report through a credit reporting agency. Accordingly, I specifically authorize the Board of Directors or its agents to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors and Officers of BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC. itself and its agents shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

4. I understand that I will be advised by the Board of directors of either acceptance or denial of this application. In making the foregoing application, I am aware that the decision of BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC. will be final and no reason will be given for any action taken by the Board. I agree to be governed by the determination of the Board of Directors.

APPLICANT'S Signature

CO-APPLICANT'S Signature

Print Applicant's
Name _____

Print CO-Applicant's
Name _____

APPLICATION FOR OCCUPANCY

PRESENT OWNER'S NAME: _____ TEL: _____

ADDRESS OF UNIT FOR SALE OR LEASE: _____

NAME OF REALTOR HANDLING SALE OR LEASE: _____

TEL: _____

BUYER'S NAME: _____ LESSEE'S NAME: _____

TEL: _____ MARITAL STATUS _____

DATE OF BIRTH _____ SS# _____

SPOUSE/CO-APPLICANT: _____ MAIDEN NAME _____

TEL: _____ MARITAL STATUS _____

DATE OF BIRTH _____ SS# _____

NUMBER OF ADULT OCCUPANTS: _____ NUMBER OF CHILDREN: _____

IN AN EMERGENCY NOTIFY: _____

ADDRESS: _____

TEL: _____

MORTGAGE INFORMATION (If unit will be mortgaged)

Name of Lender _____ Tel: _____

Address _____

RESIDENCY (SECTION 1)

PRESENT ADDRESS: _____

CITY _____ STATE _____ ZIP CODE _____

LANDLORD/MORTGAGE CO. _____

MORTGAGE # _____

CITY _____ STATE _____ ZIP CODE _____

EMPLOYMENT (SECTION 2)

PRESENT EMPLOYER _____ TEL: _____
ADDRESS: _____
POSITION _____ # OF YEARS _____
SALARY _____

PREVIOUS EMPLOYER _____ TEL: _____
ADDRESS: _____
POSITION _____ # OF YEARS _____
SALARY _____

SPOUSE'S /CO-APPLICANT'S EMPLOYER _____
ADDRESS: _____
TEL: _____ SALARY _____
POSITION _____ # OF YEARS _____

BANK INFORMATION (SECTION 3)

BANK NAME _____ TEL: _____
ADDRESS: _____
CHECKING ACCT# _____ DATE OPENED _____
SAVINGS ACCT# _____ DATE OPENED _____

BANK NAME _____ TEL: _____
ADDRESS _____
CHECKING ACCT# _____ DATE OPENED _____
SAVINGS ACCT# _____ DATE OPENED _____

CHARACTER REFERENCES (SECTION 4)

(Do not give relatives' names)

NAME _____ RELATIONSHIP _____
TEL # (HOME) _____ TEL # (WORK) _____

NAME _____ RELATIONSHIP _____
TEL # (HOME): _____ TEL # (WORK) _____

AUTOMOBILE INFORMATION (SECTION 5)

NUMBER OF CARS _____ DRIVER'S LICENSE #: _____
LICENSING STATE: _____ EXPIRES: _____

MAKE _____ MODEL _____ YEAR _____
TAG# _____ STATE _____

MAKE _____ MODEL _____ YEAR _____
TAG# _____ STATE _____

GENERAL INFORMATION (SECTION 6)

Have you ever been evicted before? _____

If yes, where/why? _____

Have you ever refused to pay rent? _____

If yes, where/why? _____

Boca Center Plaza Condominium Association, Inc

c/o TMG Management 3303 W Commercial Blvd., Suite 170, Ft. Lauderdale, FL 33309

-- Pet Registration Form

The Pet Registration procedure includes "Breed of Pet", photo and weight at maturity. A letter from a veterinarian is required to substantiate the breed, height & weight.

Owner/Tenant: _____

Address: _____

Phone #: _____

Breed of Pet Limit 1 _____

Approximate Height & Weight (at full growth): _____

Color: _____

County Tag I.D. _____

Pet Name: _____

I/We understand and agree that the above pet is the only pet approved to be kept at Boca Center Plaza.

I/We are fully responsible for the actions for my/our pet and understand and agree to abide by the Rules and Regulations regarding pet ownership.

I/We understand and agree that if I/We are found in violation of Rules and Regulations that the Association may take any and all necessary actions to enforce the Rules and Regulations including but not limited to levying fines, requiring removal or expulsion of pet and legal actions for damages and injunctive relief.

Attach Photo of Pet Here _____

Signature of Owner _____

Date _____

Boca Center Plaza
c/o TMG Management
3303 W Commercial Blvd., Suite 170
Ft. Lauderdale, Fl. 33309
Phone: 954-782-7820
Fax: 954-782-7823

RESIDENTIAL SCREENING AUTHORIZATION

APPLICANTS: Most banks, financial institutions, mortgage companies and employers require your signature and name printed to verify information. Please complete the form below: Thank you.

*****AUTHORIZATION FORM*****

Your are hereby authorized to release to **MAF Screening** any and all information they request with regards to verification of my bank account(s), credit history, residential history, criminal record history, employment verification and character references. This information is to be used for my/our credit report for my/our Application for Occupancy.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to this release to the aforesaid party. Information obtained for this report is to be released to the Condominium Association for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE and SOCIAL SECURITY CARD TO CONFIRM IDENTITY.** If you are not from the United States, please include a copy of your Passport and current identification card, additional fees may apply.

I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper signature.

I/We certify under penalty of perjury that the foregoing is true and correct.

(Applicant's Signature)

(Applicant's Name Printed)

(Spouse's Signature)

(Spouse's Name Printed)

(Date Signed)

(Date Signed)

NOTE TO APPLICANTS: Banks and some employers require your signature and name printed as authorization to verify information. If it is not your bank or employer's policy to verify by fax or verbally -please enclose a copy of your most recent bank statements and check stub. Thank You!

Welcome to MAF Background Screening

Associations Responsibilities When using a Consumer Report for Residential Screening Purposes

(A) End users of consumer reports have certain duties under the Fair Credit Reporting Act taking adverse action on the basis of information contained in consumer reports. If any person takes any adverse action with respect to any consumer that in whole or in part on any information contained in a consumer report, the person shall:

(1) provide oral, written, or electronic notice of the adverse action to the consumer;

(2) provide to the consumer orally, in writing, or electronically

(A) the name, address, and telephone number of the consumer reporting agency (including a toll-free telephone number established by the agency if the agency compiles and maintains files on consumers on a nationwide basis) that furnished the report to the person; and

(B) a statement that the consumer reporting agency did not make the decision

to take the adverse action and is unable to provide the consumer the

specific reasons why the adverse action was taken; and

(3) provide to the consumer an oral, written, or electronic notice of the consumer's right

(A) to obtain, a free copy of a consumer report on the consumer from the consumer reporting agency referred to in paragraph

(2), which notice shall include an indication of the 60-day period under

that section for obtaining such a copy; and

(B) to dispute with a consumer reporting agency the accuracy or completeness of any information in a consumer report furnished by the agency

A copy of the Summary of Rights can be found by clicking ([Summary of Rights](#))

Our vendors, as well as MAF, periodically request an Audit for the background checks ordered through our system. We have experienced some of our customers inability to locate any records for the request. Please remember that your inquiry into the consumers records may be seen for two (2) years. We recommend you keep a log, by date, where the hard copies are located should you be audited or the consumer disputes the permissible purpose you accessed his/her records. This is for your protection.

PROOF OF RECEIPT OF DOCUMENTS

(for Sales Only)

I, the undersigned, acknowledge that I/We have received the **Declaration of Restrictive Covenants, the By-laws and the Articles of Incorporation for BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.**

Signature: _____ Date: _____

Signature: _____ Date: _____

PROOF OF RECEIPT OF RULES & REGULATIONS

(For Sales & Leases)

I/We, the undersigned, acknowledge that I have received the **Rules & Regulations for BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.** and agree to abide by them.

Signature _____ Date _____

Signature _____ Date _____

BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.
NOTICE OF INTENT TO SELL
(TO BE COMPLETED BY PRESENT OWNER)

Date: _____

To: The Board of Directors

In accordance with the provisions of Article XII of the Declaration of Condominium of BCP CONDOMINIUM ASSOCIATION, INC., as recorded in the Public Records of Palm Beach County, Florida, as amended by any amendments and supplemental declarations thereto, you are hereby notified that I (we) desire to accept a bona fide offer made to me (us) by to purchase my (our) private apartment, unit # _____, located in building _____. An examination of the apartment unit may be made at a time convenient for all parties concerned. I (We) are aware of the fact that the Association has a period of 30 days in which to approve or disapprove this application. I (we) are aware that alterations made to my (our) unit that are not in compliance with the governing documents of the Association, may be cause for disapproval of the sale of this unit until such time as the unit is brought into compliance with the Documents.

Upon receipt from the Board of Directors of the results of their examination, and refusal to purchase, I (We) will then proceed to process the paperwork necessary to sell the unit.

Dated this _____ day of 20____

Signature: _____

Signature: _____

For office use only

Application received on _____

Application given to Chairperson Rules Committee on Examination scheduled for _____

OTHER PERSONS WHO WILL OCCUPY UNIT WITH YOU:

NAME	AGE
RELATIONSHIP	
_____	_____

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(Use separate sheet of paper if necessary)

BOCA CENTER PLAZA HOMEOWNERS ASSOCIATION VEHICLE PARKING REGISTRATION

BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION will be instituting the use of parking decals. In order for you to receive decals, please complete the vehicle registration below and return to HRT Realty Services. Homeowners will be allowed 1 parking space. **YOU MUST INCLUDE A COPY OF THE REGISTRATION OF YOUR CAR.** The cost for each decal is \$25 (cashier's check or Money order) payable to Boca Center Plaza.

HOMEOWNER/TENANT NAME: _____

HOMEOWNER/TENANT ADDRESS: _____

HOMEOWNER/TENANT TELEPHONE: _____

HOMEOWNER/TENANT E-MAIL ADDRESS: _____

VEHICLE REGISTRATION

MAKE OF VEHICLE: _____

MODEL: _____

YEAR OF VEHICLE: _____

COLOR(S) _____

CURRENT TAG# _____

YEAR: _____

STATE: _____

PRIMARY DRIVER: _____

DATE REGISTERED AND VIN #: _____

DATE _____

DECAL NUMBER (Provided by Management) _____

NOTICE

**Please notify Management if the vehicle is sold.
A separate registration must be completed for each vehicle.**

**BOCA CENTER PLAZA CONDO ASSOCIATION
C/O TMG MANAGEMENT
3303 W Commercial Blvd., Suite 170, Ft. Lauderdale, FL 33309
(Telephone) 954-782-7820 ♦ (Fax) 954-782-7823**



BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.

**C/O TMG MANAGEMENT
3303 W COMMERCIAL BLVD., SUITE 170
FT. LAUDERDALE FL 33309**

At a duly scheduled meeting of the Board of Directors held on November 30, 2009, the following Rules and Regulations were modified and unanimously passed.

**These Rules go into effect as of December 3, 2009. (Date mailed)
revised 3.15.2011**

Revised Rules and Regulations

These revisions should be added to other Rules and Regulations for the Association.

Elevator move in rules:

- Moving is allowed between 8am and 5pm, Monday through Saturday for more than one piece of furniture, excluding holidays. Notification must be given to the management company 72 hours before the date of the move
- When moving one piece of furniture, elevator pads must be used and can be secured once 72 hour notice is given to the management company.
- All trash should be deposited in the dumpster. Furniture and bulk items cannot be left in the dumpster or building. Owner/tenant must make arrangements for the removal of large unwanted items prior to moving day.
- The Board of Directors may levy a fine for any violation of the moving rules.

**By the Board of Directors
Boca Center Plaza Condominium**

Boca Center Plaza Condominium Association Rules and Regulations

REPUBLISHED AUGUST 2015

Security and Safety

1. No Barbecuing or cooking is allowed on balconies/patios
2. No smoking in elevators, hallways and any other common areas within the buildings.

Access

1. A set of keys to each unit is to be provided to the Board of Directors so entry can be made in case of emergency only.

Solicitations

1. No solicitation or door to door canvassing.
2. All signs, including those advertising a unit for sale/rent, are permitted in laundry rooms only.

Obstructions

1. No objects can be placed on the sidewalks, driveways, elevators or hallways.
2. No personal doormats on any common area.
3. No shopping carts in any common area.
4. No bicycles can be stored on balconies/patios. All bicycles must be stored in bike rooms.
5. No signs must be displayed on doors of a unit.

Condominium Unit Limitations

1. 2 bedroom unit is limited to 4 individuals.
2. 1 bedroom unit is limited to 2 individuals.
3. No person under the age of 18 is permitted to reside at BCP without the presence of an adult.
4. No manufacturing or selling, or musical lessons permitted.
5. Houseguests if visiting for more than 30 days **MUST** register with the Association's management company.
6. During the absence of a unit owner or lessee no one is allowed to occupy the unit without registering with the Association's management company.

Deliveries and Moving

1. Moving is allowed between 8AM and 5PM Mon-Sat, excluding holidays. Notification must be given to the management 72 hours prior to the move and a \$100.00 (cash or money order) refundable deposit is required. **Elevator must be padded for deliveries of large items.**
2. Moving vans and delivery trucks must park at the side entrance or dumpster room areas.
3. Containers and cartons must be removed from the premises.
4. Building F (#50) moving and deliveries can be made through the dumpster area.
5. Building G (#55) Moving and deliveries can be made through the access door East side of the building.

Procedure For Selling

1. WRITTEN Board approval is required for all resale in recordable form for the proper transfer of title.
2. A \$100.00 non refundable application fee is required per adult, except husband and wife which is considered one applicant.
3. Seller must provide the buyer with a copy of all condominium documents and rules and regulations.
4. If there is an existing lease, the lease cannot be renewed once a contract for sale has been signed.

Procedure for Leasing and Roommates

1. WRITTEN Board approval is required for all leases and roommates before move in.
2. A \$100.00 non refundable application fee is required per adult, except husband and wife which is considered one applicant.
3. A refundable security deposit of one month's rent is required.
4. No unit can be sub-leased.
5. Owner must give a copy of rules and regulations to lessee or roommate.

Use of Recreation Rooms

1. A \$50.00 refundable deposit is required.
2. All individuals must wear shoes.
3. Rooms are available between 8AM and 11 PM.
4. The resident sponsoring the activity is responsible for all damages incurred.

Common Area and Unit Restrictions

1. No unpacked or unwrapped garbage is to be disposed of in the refuse chute.

2. No furniture or non garbage items are to be disposed of in or around the dumpster areas.
3. No volatile liquids, paints, paint thinners can be stored in the locker or unit storage areas'
4. Children are not permitted to play in any common area.
5. Use of landscaping area for sports activities or parking is not permitted.
6. No garments, rugs or other objects can be hung on balconies/patios or any common area.
7. No person may make any disturbing in the building that interferes with the rights of others.
8. No loud or disturbing noise between 11PM and 8AM is allowed (radios, TV, musical instruments, etc) can be made.

Pets

1. ONLY 1 (one) cat or dog allowed per unit NOT TO EXCEED 20 INCHES LONG. Rule applies to visiting pets as well.

Unit Repairs and Alterations

1. Work in a condominium unit can is allowed between 8AM and 5PM, Mon-Sat, excluding holidays.
2. A \$500.00 refundable security deposit is required before any alteration/renovations occur.
3. Alterations and renovations MUST have prior WRITTEN Board approval.
4. Air conditioner compressors cannot exceed the height of 27 inches. Written Board approval is required prior to installation.
5. Installation of storm shutters or sunshades, white or off-white in color, MUST have prior WRITTEN Board approval.
6. All windows and balcony/patio doors MUST be covered with drapes, curtains, shades or blinds. The portion of the window treatment facing outside must be white or off-white in color.
7. All floors above the first floor MUST be covered with appropriate flooring products. Installation of any flooring products in areas other than kitchens and bathrooms must be over approved sound-proofing products available at the time of installation with a minimum STC value of 60 and/or IIC value of 68 to ensure soundproofing so as not to disturb or create noise for the person(s) living below. Prior Written Board approval is required for all flooring products, including carpeting, being installed above first floor.
8. Satellite dishes are not allowed.
9. Hurricane windows and doors can be installed. Windows must be clear with gray trim, hurricane strength which meets the Miami-Dade product approval standards and horizontal roller type. Board approval and a permit from the City of Boca Raton are required prior to any work/installation. Any window installation must comply with the

uniformity of the buildings. The association MUST receive proof of liability insurance and workmen's compensation insurance from the contractor before work is started.

10. No carpet can be installed on balconies/patios.

Car Washing

1. Car washing hours are from 9AM to 7:30PM. Cars can be washed only in the areas so designated at each building.

Parking

1. ONE assigned space for each unit is permitted adjacent to the condominium buildings.
2. Residents must obtain a sticker for each vehicle associated with the unit from the Board's management company. Stickers will be issued ONLY after required owner, driver and licensing and registration information is provided.
3. Stickers are to be displayed on the upper left (driver's) side of the front windshield. Vehicles not displaying stickers and parked in any unit's assigned space will be subject to towing at the vehicle's owner expense.
4. Residents who have more than one vehicle may only park one vehicle in the assigned space. All other vehicles belonging to a resident of the unit MUST park at the auxiliary parking lot located on the South end corner of The Heritage entrance on SW 3rd Ave.
5. No resident may park in spaces marked GUEST. Only guests may park in guest parking spaces.
6. Guest vehicles parked on condominium property or in the auxiliary lot for more than 24 hours, or parked for more than 30 consecutive days even if less than 24 hours each day, MUST register with the Association's management company in advance. Unregistered vehicles will be subjected to towing at owner's expense.
7. Only passenger vehicles such as cars, sport utility vehicles, small trucks (not greater than ¾ ton) and vans may park in the unit's assigned space.
8. Commercial vehicles, motorcycles, motorbikes, boats, trailers and recreational vehicles may not be parked in the lots adjacent to the condominium buildings. They must be parked on the auxiliary parking lot.
9. A commercial vehicle is defined as a vehicle that exhibits a sign or other indication of business enterprise on the body of the vehicle or within the vehicle that can be seen from the outside.
10. No vehicle parked on the condominium property or auxiliary lot may be used for storage.
11. Trucks and vehicles that have tool boxes installed may only park on the auxiliary lot.
12. Storage of items in the open bed of a vehicle so designed is prohibited.
13. Tools, supplies, equipment, ladders and other business related materials may only be stored in such a manner that they may not be seen from the outside of the vehicle.
14. All vehicles MUST pull forward when parking on the condominium or auxiliary lots. Any vehicle backed into a space may be towed at the owner's expense.
15. Parking on landscaped areas is prohibited.

16 Violators of parking regulations will be towed at owner's expense.

**AUXILIARY LOT IS LOCATED ON THE SOUTH CORNER OF THE
ENTRANCE TO THE HERITAGE ON SW 3RD AVE.**

Pool Regulations

1. No animals are allowed inside the pool fenced area.
2. No food or drink in the pool or pool wet deck area (4 ft from pool edge).
3. No glass and no alcohol inside the pool fenced area.
4. A shower is required before entering the pool.
5. Bathing load is 18 persons.
6. Pool hours: Dawn to Dusk only.
7. Children under 12 years of age **MUST** be accompanied by an adult when inside the pool fenced area.
8. Swim at your own risk.
9. Absolutely **NO DIVING**.



BOCA CENTER PLAZA CONDOMINIUM ASSOCIATION, INC.

C/O HRT REALTY SERVICES
1200 CLINT MOORE ROAD, SUITE 8
BOCA RATON, FL 33487

Phone: 561-998-3011 • Fax: 561-998-2844

Interview Checklist for Purchase/Lease

Prospective Resident,

Below is a pre-screening summary of the rules and regulations of the BCP. Please consult the rules provided to you as this is only a SUMMARY to shorten the length of the interview process.

By signing this document, you agree to abide by such rules including the ones found on the Declaration of Condominium and the By-Laws of Boca Center Plaza and any amendment as it may occur as permitted by FL Statutes 718.

Rules apply to all residents and their guests. It is the resident's responsibility to inform their guests.

- 1- **Balconies**: Only patio furniture and plants may be in the patio.
- 2- **Children**: No children may play on corridors, elevator and grounds.
- 3- **Common Areas**: Must be free of personal items, no trash to be left outside in hallways at any time. No smoking in corridors, stairs, laundry or storage rooms.
- 4- **Elevator**: BCP must be notified 72 hrs prior to any delivery, move-ins and outs so the elevator can be properly padded. A deposit is required.
- 5- **Entrance Doors to Building**: Must be locked at all times. Please do not grant access to strangers.
- 6- **Fire Alarms/pull stations/sounders (in apts)**: Must be used for the purpose they are intended for. Do not tamper with fire equipment. Sounders in every apartment must **NOT** be covered, painted over nor removed. Resident will be charged for any monetary costs related with defacing, removing and negligence triggering of alarms.
- 7- **Guests**: All guests must be registered with the Association if staying in the unit for 3 days or more. Guest must follow the same rules as residents.
- 8- **Insurance**: Every resident must carry insurance to cover for items or occurrences not covered by the Association. Renters carry "Renters Insurance".
- 9- **Maintenance**: Every owner is responsible to keep fixtures in proper working condition and maintained. This includes, but not limited to, water heaters, toilets and tanks, AC. Renters must notify their landlords of any malfunction, leaks.
- 10- **Move in and out**: Elevator deposit must be paid and association notified. The hours for such are between 8 AM and 5 PM Mon-Sat. **Not allowed on holidays.**
- 11- **Nuisances**: Residents must refrain from loud noises (conversation/music) that will be nuisance to other resident's rights to peaceful enjoyment of their residence. Especially between 11 PM and 6AM.

- 12- **Parking**: Only 1 space is assigned to each unit. Residents are not allowed to park on GUEST spaces. Additional vehicles must park on the AUXILIARY parking space located on the SE corner of The Heritage (SW 3rd Avenue). All vehicles must be registered with the Association and have a DECAL.
- 13- **Pets**: Only one (1) pet is permitted per unit. **DOGS AND CATS ONLY NOT TO EXCEED 20 INCHES LONG.**
- 14- **Recreation Rooms**: May be reserved for gatherings and a deposit must be paid.
- 15- **Sales and Lease**: Must be approved by the Board.
- 16- **Storage**: No flammables of any kind may be brought to the property (i.e. BBQ grills, propane tanks, gasoline or any other alike fluids).
- 17- **Swimming Pools**: Pool rules are established by the State. Please see posted RULES in pool area. **NO ONE IS ALLOWED ON POOL AREA BETWEEN DUSK AND DAWN.**
- 18- **Trash**: No construction, furniture or any UNNACCEPTABLE ITEM as per City of Boca Raton guidelines may be placed in dumpsters. Please call any debris hauler (i.e. 1-800-Got-Junk)
- 19- **Work/Remodeling in units**: A deposit of \$500.00 must be made prior to any work to commence in unit. Contractor must provide proof of insurance (liability, workers compensation) with Boca Center Plaza named as Certificate Holder. **All debris must be removed from the premises by the owner or contractor.**

I/we the undersigned prospective () buyer(s)/ () lessee(s), agree and will abide by the Governing Documents and Rules and Regulations of Boca Center Plaza.

I/we understand that violations will be subject to fines as permitted by FL Statute 718 (The Condominium Act)

_____ SIGN	_____ PRINT AND DATE
_____ SIGN	_____ PRINT AND DATE
_____ SIGN	_____ PRINT AND DATE
_____ SIGN	_____ PRINT AND DATE
_____ BOARD MEMBER SIGNATURE/TITLE	_____ PRINT AND DATE
_____ BOARD MEMBER SIGNATURE/TITLE	_____ PRINT AND DATE