

NEW OCCUPANT APPLICATION

The Isles Homeowners Association, Inc

The Isles HOA c/o Capital Realty Advisors, Inc.
600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403
Phone: (561) 624-5888 Fax: (561) 624-5827
www.CapitalRealtyAdvisors.com

Please **TYPE** or **PRINT LEGIBLY** when completing this packet to minimize delays.
Use the **Applicant Checklist** below to make sure your application is complete before you submit it to the HOA. Fictitious information stated in this application and/or incomplete applications will be rejected.

APPLICANT CHECKLIST:

Please initial each item below as acknowledgement of completion and inclusion into your application.

1.	This completed Application	
2.	A \$150 non-refundable application processing fee, payable to "The Isles HOA".	
3.	A clear copy of current passport or driver's license & another form of ID for each adult.	
4.	A copy of the Sales Contract or Lease Agreement	

Owner Name(s): _____

Applicant Name(s): _____

Property Address: _____

Lease Term, if applicable: From: _____ To: _____ 4 months minimum required

OFFICE USE ONLY:

Date Completed Application Received: _____

Date of Interview/Orientation: _____ Time: _____

OWNER INFORMATION:

Owner Name(s): _____

Owner's Current Mailing Address: _____

Phone Number: _____ E-mail Address: _____

APPLICANT INFORMATION:

Name: _____

Date of Birth: _____

Phone Number: _____

E-mail Address: _____

LICENSED DRIVERS:

Name 1: _____ Driver License #: _____ State: _____

Name 2: _____ Driver License #: _____ State: _____

Name 3: _____ Driver License #: _____ State: _____

Year/Make of Vehicle	Model	License Plate Number	Color	State
1: _____	_____	_____	_____	_____
2: _____	_____	_____	_____	_____
3: _____	_____	_____	_____	_____

NOTE: Pickup trucks must fit in the garage – they must be parked in the garage overnight or be subject to a fine.

PETS: YES _____ NO _____ If YES,,type of pets and how many?

EMERGENCY CONTACT: (only used for emergency purposes and will not be shared)

Name: _____ Relationship: _____

Home Address: _____ Phone Number: _____

The Isles Homeowners Association

Rules & Regulations (abbreviated)

Please be advised that this is an abbreviated version of The Isles Restrictions and Rules & Regulations. For further clarification, please refer to the governing documents for The Isles HOA. You must check and initial each item to indicate that you have read and understand it and agree to comply with these restrictions.

A completed (checked and initialed) copy of this Rules & Regulations must be included with your application. If you do not fully understand an item, contact the Property Manager at (561) 622-6949 for clarification prior to completion. Please bring a copy with you to the interview/orientation meeting.

1. ____/Single Family Residence: Units shall be used solely as a single family residence and may not be used in any trade, business, professional or commercial capacity.
2. ____/Pets: Pets are not permitted in the Pool, Clubhouse, Tennis Courts or Fitness Center at any time. Pets in all other Common Areas must be on a leash, regardless of size.
3. ____/Garage: For safety and security, garage doors must be kept closed, except when actively being used.
4. ____/Vehicles:
 - a) Motorcycles, Trucks, Trailers, Boats, Recreational or Commercial Vehicles (i.e. vehicles with exterior lettering or logo, or has tools or equipment, non-passenger van (i.e. any van which does not have a rear seat and side windows), or similar vehicles are not permitted except within your garage.
 - b) Vehicles 17 feet in length, 80 inches in height, and those vans or trucks which do not have windows completely circling the vehicles' exterior (similar to windows around a station wagon), and permanent installed seating for four or more passengers must be parked outside the community.
 - c) The Association has the right to authorize towing at the sole cost to the owner of the vehicle.
 - d) Vehicles may not be parked in a manner that blocks sidewalks. No overnight parking is allowed in the club house parking spaces except when a temporary parking pass has been authorized. No vehicles may be parked on the grass or overnight on the street.
5. ____/Use of Common Areas: Any social invitee who is an overnight house guest to an owner or lessee, must be accompanied by the owner or lessee in the use of all common areas to include the Clubhouse, Pool areas and Fitness Center. Family members and guests in residence have full use of the facilities during posted open hours.
6. ____/Refuse: All garbage and refuse must be placed in closed garbage containers and lids must be firmly attached. Place closed garbage containers for pick up, only after 6 pm Tuesday and Friday nights. Blue and Yellow recycling bins can be placed out after 6 pm only on Tuesday nights. All garbage containers and recycle bins must be placed back in your garage no later than 6 pm on the day of pick up.
7. ____/Signs: No sign of any kind, including but not limited to: For Sale, For Rent and/or Open House is permitted on any window inside or outside or any other part of the Unit or Common Area except as allowed under the rules adopted with regard to Open House signs. A resident may also display one security service sign.

8. Garage/Yard Sales: Garage and Yard sales are prohibited.
9. Architectural Review: Any modifications or structural changes to the exterior (including, without limitation, pools, saunas, spas, jacuzzis, screened enclosures, buildings, mailboxes, dog runs, animal pens or fences, decorations, attachments, fixtures, alterations, repairs, or other work, antennas, satellite dishes or hurricane shutters, **and landscape changes and tree trimming**), **must have prior written approval from the Architectural Control Committee (ACC)**. An ACC application form (which can be found at www.CapitalRealtyAdvisors.com) is required to initiate the approval process). Additionally, the following exterior modifications are prohibited, but not limited to: Permanent basketball hoops and above ground swimming pools.
10. Nuisance: Any noise or other condition that will disturb the peace, quiet, safety, comfort or serenity of any other resident is prohibited. Permanently mounted basketball hoops are not allowed. Any moveable basketball hoop is allowed in the driveway only from 10 AM until dusk. The moveable basketball hoop must be stored inside the garage at all other times. ACC approval is required.
11. Holiday Lighting: All exterior holiday lighting must not be installed prior to December 1 and must be removed from public view no later than January 10th, following the December holidays.
12. Alarm Monitoring: Alarm monitoring is included in quarterly assessment. Resident must notify alarm company to get service activated.
13. Traffic Regulations: The speed limit is posted at 20 mph. In addition to The Isles HOA, the Palm Beach Gardens police will enforce traffic laws within The Isles.
14. Landscape Maintenance: Buyer is responsible for landscape maintenance and replacement of any plants or trees installed by a previous owner. All plant material installed on the original Master Plan is maintained by the HOA.
15. Exterior Artificial Vegetation and other items: No artificial vegetation is allowed on the exterior of any portion of the properties. Exterior sculpture, fountains, decorative banners or flags (except as noted below) and similar items must be approved by the ACC.
16. No ACC approval is required in the following situations: (a) a resident may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner and one portable, removable official flag, in a respectful manner which represents the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, or a POW-MIA flag,

A resident may not construct a freestanding flagpole except as allowed by Florida Statutes Chapter 720. 304(2) and consistent with all building codes, zoning setbacks and other applicable governmental regulations and HOA governing document setback and locational criteria as required Chapter 720.
17. Fines and Appeals: Violations of any of the above and all other Rules and Regulations listed in the The Isles Documents are subject to sanctions, including a fine. The owner is solely responsible to the Association for their own violations and fines as well as the violations and fines due to actions of their lessee(s) and guests. The owner also has the right to a hearing in front of the Board. The Owner has a right of appeal of any fine to the Covenants Committee.

APPLICANT & OWNER ACKNOWLEDGMENT: *By my/our signature(s) below, I/we hereby certify:*

1. The Owner/Landlord of the property understands that all HOA Dues and Assessments and/or fines must be paid in full in order to be approved. The Association has the right to deny any application until all matters of delinquencies/violations have been resolved.
2. I/we have read, understand and agree to abide by all governing documents of The Isles HOA, including the HOA Rules & Regulations. If you have not received a copy from the owner, they are available online at www.CapitalRealtyAdvisors.com→ Community Associations→ Association Portfolio→ The Isles.
3. That all of the information contained in this application is true and complete and that I/we understand and agree that false or misleading information given in this application constitutes grounds for rejection of this application.
4. Any common area damage and/or association attorney fees relating to damage caused by lessee and/or guests will be the responsibility of the unit owner.

Signed and Agreed to by:

Owner /Landlord (signature): _____ Date: _____

Owner /Landlord (print name): _____

Lessee (signature): _____ Date: _____

Lessee (print name): _____

Applicant (signature): _____ Date: _____

Applicant (print name): _____

ACKNOWLEDGEMENT OF ARCHITECTURAL CONTROL COMMITTEE (ACC) REQUIREMENTS

Any and all changes to the exterior of any unit within The Isles Homeowners Association, Inc. requires prior written approval from the ACC.

ACC applications are available in the mailroom, on the Isles website or from the property manager when requested via email. (dtagg@cra.email)

Absence of such prior approval does not relieve the homeowner, contractor or other party from the requirement to comply with all requirements of the Declaration. If unapproved work is constructed or implemented, removal of or repair to such work will be at the sole expense of the homeowner, including, without exception, all legal fees and other costs required to defend the homeowner or the Association from any legal matters arising from any unapproved work.

Please review the Architectural Guidelines when purchasing. Guidelines are available on the Isles website or from the property manager when requested via email. (dtagg@cra.email)

Acknowledgement by Buyer(s)

Signature: _____

Print Name: _____

Signature: _____

Print Name: _____

Address of Property Being Purchased: _____