

## DELRAY VILLAS PLATT II

### Pre-Interview Instructions

The attached application packet needs to be filled out and returned either by mail, or drop to the contact below. After review, an interview will be set up with the buyer(s). A copy of the driver's license or any U.S. government issued photo ID showing date of birth (DOB) needs to be included for the buyer(s) and occupant(s). In person interviews are scheduled for all occupants. For out of state buyers contact this office for other interview arrangement.

A fully executed (signed) copy of the Residential Contract For Sale And Purchase With HOPA and HOA Addenda, or others is required with the Application for obtaining Membership Approval in our Community Association. Also, include:

A **non-refundable** check for **\$100.00** (application fee) is payable to:

**[Delray West Townhouses HOA](#)**

Write the **address on the check**. The check can be mailed, or delivered, first text me for a drop time.

To arrange a drop or a mail delivery, Text:

Phone: (267) 221-9667

Email : [rpratt@comcast.net](mailto:rpratt@comcast.net)

Only after a 72-hour of not getting a response should this committee member be contacted.

Sharon M.

Phone: 561-865-3780

Thank you

# DELRAY WEST TOWNHOUSES PLAT II HOMEOWNERS ASSOCIATION

13290 Via Vulcanus  
Delray Beach, FL 33484

## SCREENING COMMITTEE

### APPLICANT INSTRUCTIONS

Thank you for applying for residency in our 55 and over community, the attached application forms should be completed, signed by all parties, dated and returned. All requested documents should be included, such as; a U.S. photo ID, Purchase Contract with Addendum-Q or HOPA rider and Addendum-B or Home Owners Association Disclosure.

The Buyer Application Packet should be fully completed to avoid delays in processing and returned in the following manner:

- If delivered electronically (for quick review of application only), a printed copy should also be mailed or dropped. Only electronic files using PDF format will be accepted. Printed pages should use the specified format of the next paragraph.
- If mailing or if dropping, keep a copy for your record. Printed copies should be on 8.5" x 11" pages; missing headings or signatures will not be accepted. Printed one-sided pages only will be accepted. Use print command setting button; Fit to page. Printed photo IDs must be enlarged as to be readable.
- To drop the application at Delray Villas Text (267) 221-9667 for address, or to mail.

Once the application has been reviewed and accepted, you will receive a **Buyer Interview Packet**. Bring a blank print copy of the packet with you at the in-person interview.

For **Estoppel Letter or Financial Statement**, contact Association accountant Carmen Ojeda-Nunez at (954) 816-9966 or at email: [dwthoa2@gmail.com](mailto:dwthoa2@gmail.com). These documents will be made available only to buyers who have submitted a Florida Residential Purchase Contract and Association Application that have been accepted by the Screening Committee.

For **Master Insurance Policy**, call Plastridge Insurance Co. at the number: 561-276-5221 Ext 1518.

Thank You

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Screening Committee call hours is Monday through Friday from 10 AM to 4 PM.

**DELRAY VILLAS PLAT 2  
BUYER APPLICATION CHECKLIST**

Name of Seller(s): \_\_\_\_\_  
\_\_\_\_\_

Name of Buyer(s): \_\_\_\_\_

Plat 2 Address: \_\_\_\_\_  
**Delray Beach, FL 33484**

**Buyer Application Check List:**

Follow Applicant's Instructions Page To Complete Form Pages

- Buyer Application: Plat II Lot Transfer Information Notice Form must be Completed and Signed by All Parties along with all other application pages filled out.**
- Occupant Age Verification Form (List all occupants)**
- U.S. Government Provided Photo ID (For each listed applicant)**
- Application Fee of \$100.00 made out to: Delray West Townhouses HOA. Write Unit Address Number on Check.**
- Pet Rules & Restriction Form (Include Vet Vaccination Report)  
Service Animal, or ESA – Provide Official Documentation: No  Yes**
- Veterinarian Report showing vaccination date and weight must be included.**
- Emergency Information Sheet**
- Florida Residential Contract For Sale & Purchase – Signed By All Parties  
Including: Addendum B – Homeowner's Community Association Disclosure  
Addendum Q -- Housing For Older Person**

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**For Office Use Only**

**External Inspection of Property (by ARB):** \_\_\_\_\_

**Credit & Background History by Credit Company (If requested):**

\_\_\_\_\_

**Date Verified:** \_\_\_\_\_

**DELRAY WEST TOWNHOUSES HOME OWNERS ASSOCIATIONS, INC.**

13290 Via Vulcanus  
Delray Beach, FL 33484

**PLAT II LOT TRNASFER INFORMATION NOTICE FORM**

Attention Buyer: This application must be completed and submitted to the Delray Villas Plat II Homeowners Board of Directors 30 days prior to occupancy. This application must also include a copy of each adult occupant's U.S government issued photo ID and a (Non-Refundable) check in the amount of \$100.00 for application fee made out to the Delray West Townhouses HOA. Notice of impending transfer of a lot or residence in accordance with the resolution passed by the Board of Directors on July 8, 2004 and Amended on December 17, 2015.

**SELLER INFORMATION:**

<b>Seller Name (s):</b>	1.	2.		
<b>Plat 2 Unit Address:</b>				
<b>Alternate Mail Address</b>				
<b>Telephone Number:</b>		<b>Email:</b>		
<b>Transfer Date of Title:</b>				

**BUYER INFORMATION:**

<b>Buyer Name (s):</b>	1.	2.			
<b>Occupant (1) Name:</b>		<b>Date of Birth:</b>			
<b>Occupant (2) Name:</b>		<b>Date of Birth:</b>			
<b>Present Address:</b>					
<b>Realtor Name:</b>		<b>Email:</b>		<b>Phone:</b>	

- 1) Each unit by covenant shall be for the sole use as a single-family dwelling
- 2) There must be at least one occupant of 55 years of age or older
- 3) Before a homeowner can make architectural or landscaping changes, these changes must be submitted for approval in writing by the Board of Directors and/or the Architectural Review Board
- 4) All garbage and recycling containers shall be kept out of sight, either by shrubs or kept inside garage.
- 5) Window storm shutters are to remain open during occupancy; after a storm has passed, it's a fire hazard to keep closed.
- 6) No pet is allowed in excess of **25 lbs.** at full maturity; no more than **one (1) dog** pet, **or two (2) house cats** per Household. Pets shall be registered, licensed and inoculated as required by Florida law.
- 7) A Capital Contribution of two-quarter maintenance in the amount of **\$1,420.00** shall be paid at the time of closing, check made out to the Delray West Townhouses HOA that will be solely for the Reserve Fund. This does not go towards future maintenance payments.
- 8) No more than two vehicles may be parked overnight on each unit driveway. *Absolutely no commercial vehicles, boats, etc. will be allowed in driveway overnight.*
- 9) The fee for this application shall be \$100.00 (one hundred dollars) *nonrefundable* payable to the Association.
- 10) Potential Buyers should make arrangements to meet with the information committee at least twenty (20) days prior to the closing of said property.

In Accordance with the resolution, as Amended, and instructions approved by the Board of Directors the above information is hereby submitted to the Information Committee.

<b>Seller Signature (1):</b>	<b>Date:</b>
<b>Seller Signature (2):</b>	<b>Date:</b>
<b>Buyer Signature (1):</b>	<b>Date:</b>
<b>Buyer Signature (2):</b>	<b>Date:</b>

**DELRAY VILLAS PLAT II**  
**Buyer-Occupant Screening Information**  
**Occupant Age Verification Form**

**IMPORTANT:** The following information is required by law enforcement agencies and other entities for positive identification purposes when checking records. It is confidential and will not be used for any other purposes. Owners to verify income and background checks.

**All current and/or future occupants must be registered with the Association.**

BUYER /  OCCUPANT:

Name:		Middle:		Last:	
Aliases:					
Home Phone:		Cell:		Work:	
Email:					
Date of Birth:		Driver's License #		State:	
(Enclose a copy of your driver's license) If you do not have a driver's license you must present					
Photo ID Number:		State:		Other:	
Passport Number:		Country:		Expires:	

BUYER /  OCCUPANT:

Name:		Middle:		Last:	
Aliases:					
Home Phone:		Cell:		Work:	
Email:					
Date of Birth:		Driver's License #		State:	
(Enclose a copy of your driver's license) If you do not have a driver's license you must present					
Photo ID Number:		State:		Other:	
Passport Number:		Country:		Expires (yr):	

Buyer (1) Signature:	Date:	
Buyer (2) Signature:	Date:	
Occupant (1) Signature:	Date:	
Occupant (2) Signature:	Date:	

For more than two occupants, up to 4, duplicate this page.

## DELRAY VILLAS PLAT II: Pet Rules and Registration

**Attention Buyer:** This application must be completed and submitted to the Delray Villas Plat II Homeowners Board of Directors 30 days prior to occupancy, **also applies to all Plat 2 residents to register a new pet.** Owners with two (2) house cats, complete this form for each cat.

<b>Pet Owner (s) Name:</b>							
<b>Plat 2 Address:</b>							
<b>Pet Name:</b>							
<b>Dog or Cat</b>		<b>License Tag No.</b>			<b>Breed</b>		
<b>Sex</b>		<b>Weight</b>		<b>DOB</b>		<b>Date of Last Rabies Vaccine</b>	
<b>Veterinarian's Name:</b>					<b>Tel.</b>		

**Neutered:** Yes  No

**Pet Rules:**

- No pet is allowed in excess of 25 lbs. at full maturity. No pet shall be bred or maintained for any commercial purpose.
- No more than one (1) dog pet per household. However, two (2) cats are allowed.
- Pets shall not be allowed to run at large within Common Areas, shall not be tied or secured to any fixed object in Common Areas
- Pets must always be under the control of the owner or custodian of the pet
- Pets must be leashed when outside of their home
- While walking your pet outdoors you must pick-up after your pet
- Residents agree that pets are not to disturb the rights, quiet enjoyment, and convenience of your neighbors
- Residents and their guests with pets **visiting** for more than **7 days** shall be required to notify the Homeowners Association within the three days of occupancy
- A copy from your vet showing your pet has been vaccinated and weighs 25 lbs or less;
- Follow Palm Beach County Ordinance, currently or as amended Chapter 4, Sections 4.10, 4.11, Dog and Cat rabies/license tags

**Acknowledgement:** By signing below, I hereby agree and certify that I have read, understood, and agree to abide by the above Rules and understand that I am fully liable for the actions of my pet and responsible for any damages or costs incurred and will be assessed these amounts.

I certify that all information submitted is true and I understand that any false or misleading information constitutes grounds for revocation of my right to house a pet on subject property.

<b>Pet Owner Signature</b>		<b>Date:</b>
<b>Pet Owner Signature</b>		<b>Date:</b>

**DELRAY VILLAS PLAT II  
HOME OWNER'S ASSOCIATION  
DELRAY BEACH, FLORIDA 33484**

**E-Mail: DELRAYWESTESTESTATES@GMAIL.COM**

**ATTENTION**

**HOMEOWNER'S EMERGENCY INFORMATION SHEET**

**NAME OF AUTHORIZED EMERGENCY CONTACT TO RECEIVE YOUR DOOR KEY**

**EMERGENCY INFORMATION**

**NEW OWNER INFORMATION**

<b>LOT OWNER'S NAME:</b>		
<b>PLAT II ADDRESS:</b>		<b>DELRAY BEACH, FL 33484</b>
<b>OTHER MAILING ADDRESS:</b>		
<b>LOT OWNER'S PHONE NUMBER:</b>		
<b>LOT OWNER'S E-MAIL ADDRESS:</b>		
<b>LOT OWNER'S SIGNATURE:</b>		<b>DATE:</b>

**AUTHORIZED EMERGENCY CONTACT INFORMATION**

<b>PRINT AUTHORIZED CONTACT'S NAME:</b>	
<b>AUTHORIZED CONTACT'S RELATIONSHIP:</b>	
<b>AUTHORIZED CONTACT'S ADDRESS:</b>	
<b>AUTHORIZED CONTACT'S CITY/STATE/ZIP:</b>	
<b>AUTHORIZED CONTACT'S PHONE NUMBER:</b>	

**\*\*\*\* Please complete & return as soon as possible to Board of Directors \*\*\*\***

## **ATTENTION: HOMEOWNERS WHO PLAN TO RENT / SELL THEIR HOMES**

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Homeowners planning to rent/sell their homes must notify Platt II Board's Information/Screening Committee. There are specific rules and regulations that need to be followed before homeowners can rent/sell their homes. (Refer to Section 11 of our approved and revised documents that were sent to all homeowners and a copy of the letter of February 2016 stating the documents were recorded in Public Records.)

### **Specifically:**

1. A home may rent only after the first year of ownership. Further, the minimum Lease Agreement days is capped at 180 days for seasonal and that can occur only once in a year, otherwise it is 365 days.
2. We need to be notified not less than 30 days by a homeowner of the intent to lease. There is also a form that needs to be signed by homeowner.
3. Then, when a prospective renter has been located, a packet needs to be sent to such with a Notice of Intent to Lease Premises, Occupant Age Verification Form (with a copy of driver's license attached or any U.S. government issued photo ID showing D.O.B.), Disclaimer Acknowledgement Form, Emergency Information Sheet, and an Association Lease Addendum.
4. No "For Sale" "Open House", or similar signs or notices of any kind may be displayed or placed upon any part of a Residence or Lot by Owners, except that one sign may be placed in the window of the Residence. Signage may be placed outside of the Community on the east side of El Claire Ranch Road.

All of these forms must be returned to the Interview / Admission Committee with a copy of the lease and a Background Investigation Report. At that time, an interview will be set up (the same as for a buyer). To that meeting, the renter needs to bring:

- A nonrefundable check of \$100 for interview fee and \$500 common areas damage deposit (refundable).

### **In addition, the renter must:**

- Meet the 55 or over rule,
- Have no more than one dog weighing 25 lbs or less, or two cats are allowed.
- And not have a commercial vehicle for parking in the driveway.

In other words, there is a lot the homeowner needs to be aware of before planning to rent the premises. Failure to fulfill these requirements will result in the renter not being allowed to move in.

In summary, Homeowners are expected to follow these rules for leasing. Also, please keep in mind that these prerequisites have been put in place to ensure the continued safety and security of our community.

Thank you for your cooperation.

## **Platt II Board**



# DELRAY VILLAS WEST TOWNHOUSES HOA, PLAT II

Authorization Form

To

**LIST CONTACT INFORMATION IN ONLINE PHONEBOOK**

And

**RECEIVE NEWSLETTER BY EMAIL OR ON PLAT II WEBSITE**

Homeowners or annual renters who wish their contact information to be listed in our online phone book must complete this form.

**Plat II Address:**

\_\_\_\_\_

**List Name(s)**

\_\_\_\_\_

\_\_\_\_\_

**Check contact preferences to include:**

- Full name of owner occupant(s)
- Plat II Address
- Email address
- Mobile phone number
- Home phone number
- Work phone number

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**The Grapevine Newsletter Delivery Choices:**

To note, The Grapevine Association quarterly newsletter will always be available on our website.

- Receive newsletter via email / website
- Receive newsletter by paper delivered to your door

For Approving the preferences and choices shown above:

**Signature:**

\_\_\_\_\_


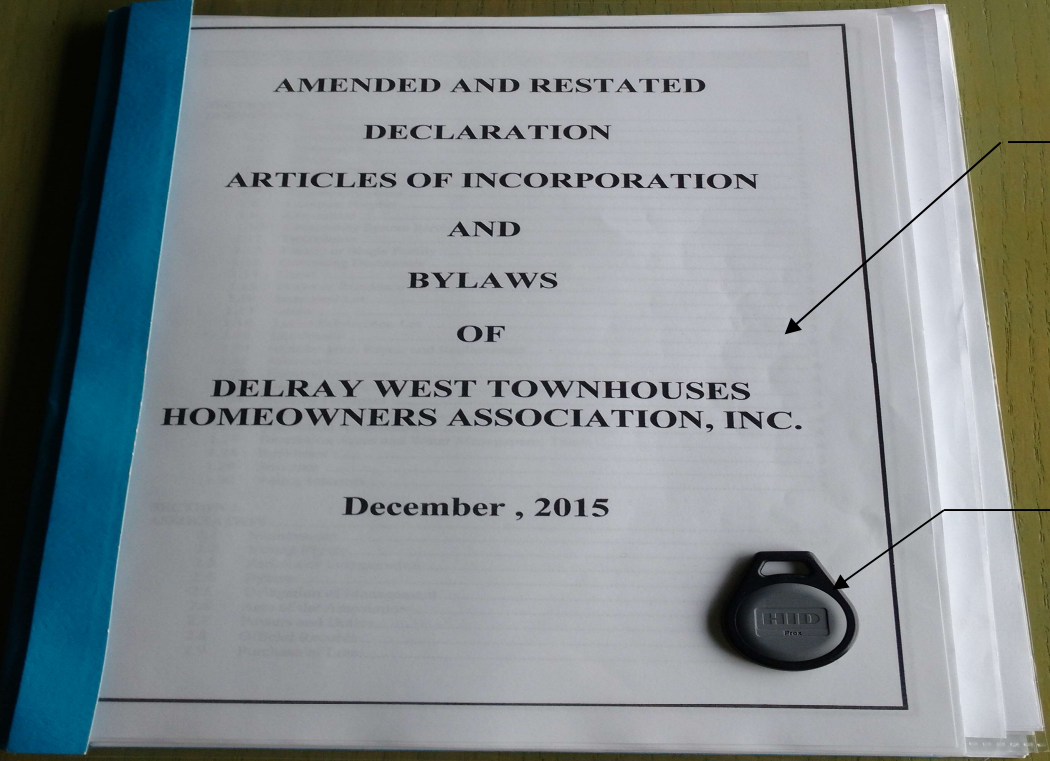
**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**ITEMS FROM SELLER  
BUYER SHOULD RECEIVE WITH PURCHASE OF HOME LOT**

	<p><b>Plat II Phone Book Now On Website (FYI)</b></p>
	<p><b>Plat II Pool House key Purchase Cost: \$5.00 ea.</b></p> <hr/> <p><b>Plat II Bylaws Purchase Cost: \$35.00 ea.</b></p> <p><b>Plats Rec. Center Access Fob Purchase Cost: \$20.00 ea.</b></p> <p><b>Plus Court Shed Access Key +30.00 ea.</b></p>

**Contacts phone numbers are in the quarterly Grapevine Newsletter**

**To obtain or replace lost keys:**

Contact Sharon McCloskey for Plat II pool house key and free phonebook

Contact Patti Lazaroff (845-304-3825) for Play Court Shed Access Key

**Note:** Lost FOB must be reported to Judy Clemon at 561-496-0861

