

# Welcoming Committee Forms & Miscellaneous Information





## **Welcome Committee Packet**

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HOMEOWNERS' ASSOCIATION, INC.  
c/o Seacrest Services, Inc.  
2101 Centrepark West Drive, Suite 110  
West Palm Beach, FL 33409  
Phone (561) 697-4990 / Fax (561) 697-4779

## Instructions for Sale or Lease of Home

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**TO: All Owners, Buyers, Renters and Realtors**

### **RE: Sales and Leasing application**

1. Owner must submit Purchase or Lease agreement in writing to the Association.
2. **City of Delray Beach Landlord/Rental Permit (City Fee)**  
**\*\*Required for all Rental/Leases.**
3. All spaces on the "application for occupancy" form **must be completed**.  
If there are any blanks, this will hold up processing. Use "n/a" if it is not applicable.  
Return **Complete Package to Management Company**.
4. Coral Trace HOA Documents and Resident Handbook are available to all  
Renters and Buyers. (Online – No charge; Hard Copy - \$5) [www.coraltracehoa.com](http://www.coraltracehoa.com)
5. Applicant must sign a form stating that: He/she has read and is in receipt of the HOA  
Documents and Resident Handbook and that he/she will adhere to the Documents and  
Resident Handbook of the Association.
6. Include a certified, ***non-refundable*** check or money order in the amount of \$100.
7. Checks must be made payable to Coral Trace Homeowners' Association.
8. **Attach a copy of driver's license for each applicant for identification purposes.**
9. After the closing, the Purchaser is responsible for providing the HOA with a copy of the  
Warranty Deed, mailing address, and phone numbers for the mailing of notices, etc. **This  
information should be supplied to the Management Company.**

**Return the completed application to Management Company.**

**AN INTERVIEW WILL BE SCHEDULED WITH THE WELCOMING COMMITTEE  
ONCE A COMPLETED APPLICATION IS RECEIVED BY THE ASSOCIATION.**

**To schedule an interview, contact our Property Manager.**



HOMEOWNERS' ASSOCIATION, INC.

APPLICATION FOR OCCUPANCY

Coral Trace requires a NON-REFUNDABLE certified check or money order of \$100 for Processing Fee that must be submitted at the time of application.

DATE TODAY \_\_\_/\_\_\_/\_\_\_ LOT # /GATE CODE\_\_\_/\_\_\_
PURCHASE \_\_\_ OR LEASE\_\_\_ OCCUPANCY DATE\_\_\_

OWNER/SELLER NAME - PRINT

LAST FIRST M/I
ADDRESS
PHONE: HOME ( ) CELL ( ) E-MAIL: @

PURCHASER/LESSEE NAME - PRINT

LAST FIRST M/I
PHONE: HOME ( ) WORK ( ) CELL ( )
E-MAIL ADDRESS @

NUMBER OF ADULTS (OVER 18) OCCUPYING

CHILDREN (THRU 18) NAMES:

WILL YOU HAVE A ROOMMATE? HOW MANY?

ROOMMATE NAME: PHONE ( )

E-MAIL ADDRESS: @

ROOMMATE NAME: PHONE #

E-MAIL ADDRESS: @

DO YOU OWN A PET? YES NO NUMBER?

TYPE AND WEIGHT OF PET (S) (1) (2)

\*TWO (2) PETS MAX--PETS COMBINED WEIGHT CANNOT EXCEED 60 LBS\*

\*\*COMPLETE THE PET REGISTRATION FORM PAGE 53\*\*

CITY OF DELRAY BEACH RENTAL PERMIT # (REQUIRED):

PURCHASER'S PERMANENT ADDRESS IF NOT ADDRESS LISTED ABOVE:

ADDRESS:

CITY: STATE: ZIP:

HOME NUMBER: WORK: CELL:

ALTERNATE CONTACT INFORMATION (EMERGENCY USE)

NAME: RELATIONSHIP:

HOME TEL #: OFFICE TEL #: OTHER #:

ADDRESS: EMAIL:



Vehicle Information and Receipt of Documents

NOTE: Owners and all Residents are required to register all vehicles with the HOA.

NOTE: NO PARKING in Guest Spots by Owner or Residents. You are only allowed to park in your Driveway or Garage. Your vehicles "MUST" fit in your driveway.

Vehicle information

1. Name: \_\_\_\_\_ Owner: \_\_\_\_\_ Lesser: \_\_\_\_\_ Roommate: \_\_\_\_\_
MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_
STATE REGISTERED IN: \_\_\_\_\_ CTHOA DECAL # \_\_\_\_\_ REVD BY: \_\_\_\_\_

2 Name: \_\_\_\_\_ Owner: \_\_\_\_\_ Lesser: \_\_\_\_\_ Roommate: \_\_\_\_\_
MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_
STATE REGISTERED IN: \_\_\_\_\_

3. Name: \_\_\_\_\_ Owner: \_\_\_\_\_ Lesser: \_\_\_\_\_ Roommate: \_\_\_\_\_
MAKE OF CAR: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ LICENSE PLATE #: \_\_\_\_\_
STATE REGISTERED IN: \_\_\_\_\_

MAKE SURE YOU HAVE SUPPLIED THE FOLLOWING:

- 1. This COMPLETED application. Put "N/A" in space of not applicable.
2. Non-Refundable Processing Fee of \$100.
3. Certified check or money order payable to Coral Trace Homeowners Association.
4. A copy of the Purchase or Lease Agreement.
5. A copy of the City of Delray Beach Rental Permit.
6. Received and signed for HOA documents and Rules and Regulations. (See below)
7. A copy of driver licenses for each occupant.

RECEIPT OF ASSOCIATION DOCUMENTS AND/OR RULES AND REGULATIONS

I/WE, HEREBY AGREE that I/We have received, read, understand, and will adhere to all HOA Documents, rules and regulations of the HOA.

By signing below, the applicant understands that the Association or Management Company may verify the information supplied by the applicant, and a full disclosure of pertinent facts may be made to the Association.

LOT NO: \_\_\_\_\_ PROPERTY ADDRESS: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_



**Pet Registration Form**

***One Form for Each Pet***

Lot/Gate Card# \_\_\_\_\_

Address \_\_\_\_\_

Name \_\_\_\_\_

Type and Breed of Pet \_\_\_\_\_

\*Weight \_\_\_\_\_ **\*\* STRICTLY ENFORCED\*\***

Color of Pet \_\_\_\_\_

Name of Pet \_\_\_\_\_

Distinct Marking \_\_\_\_\_

***Person & Number to call in case any problems occur:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*Please note: The HOA requires a letter from your veterinarian on his letterhead to verify the pet's weight and proof of current year's shots, as required by law for your pet. Please enclose a photograph of your pet. This would be helpful should the pet get lost.

**\*\* Pet Rules: A Total of Two (2) pets, with a total combined weight of 60 lbs.**

I am aware of and understand the Coral Trace HOA restriction for pets. All my pets are listed here and do not exceed the combined 60 lb. HOA limit. Not complying with the HOA's pet rules will require me to immediately and permanently remove my pet due to a pet violation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Welcoming Committee Checklist**

LOT #: \_\_\_\_\_ Gate Code # \_\_\_\_\_

ADDRESS: \_\_\_\_\_

OWNER(S): \_\_\_\_\_

Interview is scheduled for: Date: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

Interviewing Committee Member(s): \_\_\_\_\_

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

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

\_\_\_\_ Processing Fee (\$ 100 ) Received; Check # \_\_\_\_\_ **(non-refundable)**

\_\_\_\_ Purchaser(s); \_\_\_\_ Lesser(s), Lease Term: from: \_\_\_\_\_ to: \_\_\_\_\_

\_\_\_\_ Copy of City of Delray Beach Renter Permit Number: \_\_\_\_\_

\_\_\_\_ Buyer given copy of Documents and Rule and Regulation Book. **(Fee included)**

\_\_\_\_ Lessee gets copy of Resident Handbook -Rules and Regulations. **(Fee included)**

\_\_\_\_ Copy of purchase or lease agreement. **(Required)**

\_\_\_\_ Name requested for gate entry system (13 characters max) \_\_\_\_\_

\_\_\_\_ Local phone # for gate programming:\_(\_\_\_\_\_) \_\_\_\_\_

**Completed by Property Manager**

\_\_\_\_ Computer Excel file updated: Date: \_\_\_\_\_

\_\_\_\_ Gate Computer System updated: Date: \_\_\_\_\_

\_\_\_\_ Copy of Completed Interview forms to Management Co. Date: \_\_\_\_\_



**CERTIFICATE OF APPROVAL**

[Management Company info inserted here]

**Certifies that, said unit is being conveyed to:**

**Buyer Name:** \_\_\_\_\_, **or**

**Lessee Name:** \_\_\_\_\_.

Has / have been screened and interviewed by the Coral Trace HOA, Inc. as a BUYER / LESSEE of the following described real property in Palm Beach County, Florida:

**Address:** \_\_\_\_\_ **Lot #** \_\_\_\_\_.

**Conveyed From:**

**Owner/'s:** \_\_\_\_\_ and / or,

**Owner/'s:** \_\_\_\_\_.

Such approval has been given subject to and pursuant to the Rules and Regulations of the Coral Trace HOA, Inc. and as authorized by the Coral Trace HOA Board of Directors for the Welcoming Committee Representative to execute this Certificate of Approval on behalf of the HOA.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

By: \_\_\_\_\_  
Welcoming Committee Representative

By: \_\_\_\_\_  
Welcoming Committee Representative





### **How to operate the guest gate**

- Your gate code is your Coupon Book account number ex. Number 1 = code 001.
- To access Owner Directory of names, press and hold the " # " to scroll up the alphabet from "A" to "Z" (to find Owner name)
- The longer you hold the button the faster it will scroll (it will not go scroll past "Z").
- Press " \* " to scroll back through the alphabet from "Z" to "A" (to find owner name) the longer you hold the button the faster it will scroll (will not go past "A").
- Once you find the name and code, enter the 3 or 4 digit code on keypad, this will dial your home phone.
- Press " \* ." or " # " to reset system after system starts dialing (if you entered something incorrect), or you want to hang up and try again.
- The directory will not roll over from "Z" to "A" with the " \* " button or from "A" to "Z" with the " # " button (scrolling from "A" to "Z" takes 15 sec) and will not go past "Z".
- If you enter the wrong code 3 times the system will reset - this takes 60 seconds.

### **Quick Guest entry when they know the "three or four digit" code**

- Guest drives up to gate entry box.
- They press " \* " wait a few seconds, this wakes up the system.
- Then they enter your home code, ex. 412 (Clubhouse code), system calls your home, when you answer the phone, they say "HI! I'm Joe Smith A/C here to fix the Air Conditioner, then you **press "9"** to let them into the community. Next, the Guest gate opens, and they enter the community.

### **Instructions for Telephone System**

Each resident has been assigned a "three or four digit" code number that appears with the resident name. A visitor simply scrolls to your name and enters your code number into the keypad. Please give your guest the "three or four digit" code number and remind them to press the hang-up button/icon BEFORE entering your code.

The telephone system uses your 7 digit phone #. When it rings and a visitor advises you that they are at the front gate, push " 9 " on your telephone to open gate. You should hear "Please Enter;" if not Press " 9 " again and the gate should open (the connection remains open for 30 seconds). The connection will terminate automatically after 30 seconds or when you hang up the phone.

It is very important that your phone is **only** in the "TONE" setting. It is the "tone" signal that will open the gate. Any other setting **will not work!**

If you are on the telephone when the visitor attempts to call you, a busy signal will sound, unless you have call waiting. It is recommended that you subscribe to call waiting. A call from the front gate will show Coral Trace on the caller ID.

**\*\*To open gate from your home press the " 9 " on your phone\*\***

# Coral Trace HOA – Sales Receipt Form

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**FOB \$50 ~ Transponder \$12 ~ Recreation Key \$50**

**HOA Rules Book \$5 ~ HOA Documents \$5**

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**DATE:** \_\_\_\_\_ **LOT//GATE CODE:** \_\_\_\_\_

**OWNER'S NAME:** \_\_\_\_\_

**CORAL TRACE ADDRESS:** \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ OTHER \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

**OUT OF TOWN ADDRESS:** \_\_\_\_\_

OUT OF TOWN PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ OTHER \_\_\_\_\_

**RENTER'S NAME:** \_\_\_\_\_

PHONE # \_\_\_\_\_ CELL # \_\_\_\_\_ OTHER \_\_\_\_\_

RENTER'S E-MAIL: \_\_\_\_\_ OWNER NOTIFIED OF PURCHASE: \_\_\_\_\_

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**Transponder Issued:**

**FOB Issued**

1. \_\_\_\_\_ 1. \_\_\_\_\_

2. \_\_\_\_\_ 2. \_\_\_\_\_

3. \_\_\_\_\_ 3. \_\_\_\_\_

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**Recreation Key Issued:** \_\_\_\_\_

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**CHECK #** \_\_\_\_\_ **Total Amount \$** \_\_\_\_\_

**\*\*\*Owner/Renter Signature** \_\_\_\_\_

**\*\*\***(Circle one)

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## **City of Delray Beach Alarm Ordinance**

City of Delray Beach  
100 NW 1<sup>st</sup> Avenue  
Delray Beach, Florida 33444

The City of Delray Beach has started using an online registration for alarm permits.

There is a yearly charge for the Alarm permit, all information is at the City web site is <http://mydelraybeach.com/> but below is the direct link.

**<https://crywolf.mydelraybeach.com/>**

**Please Register your alarm.  
It will save you money if you have false alarms**



**Community Improvement  
100 NW 1st Avenue  
Delray Beach, FL 33444**

The City of Delray Beach has started using an online registration for **Landlord Permits**.

There is a yearly charge for this permit, all information is at the City web site at <http://mydelraybeach.com/> but below is the direct link.

[www.mydelraybeach.com/community-improvement/landlord-permits](http://www.mydelraybeach.com/community-improvement/landlord-permits)

### **Landlord Permits**

A landlord permit is required **prior to renting** residential units. A landlord permit is not required for units in federal housing programs, under federal housing and urban development supervision or for hotels.

A separate permit is required for each applicable rental unit. However, if there are multiple units within a single building under common ownership, a single permit may be obtained covering all units.

At the current time, there is a landlord permit fee is per unit (see website for fee). Permits are valid for one year, from November 1 of the current year to October 31 of the subsequent year. However, a landlord permit must be obtained no later than 30 days after acquiring a rental property - and the permit is not prorated.

Please download the [Landlord Permit Application](#) and review the State of Florida [Landlord/Tenant Law](#). The landlord permit application requires information relative to ownership, condition of the unit and the number of occupants in each unit. Landlord permits are renewed annually. The City will mail unit owners permit renewals, which must be paid within 60 days of the annual renewal date.

In the event an applicant is denied a landlord permit, an appeal may be made to the Permit Review Committee. Requests for appeal must be made to the Chief Building Official no later than 30 days after receiving notice denying a landlord permit.

**Failure to obtain or renew landlord permits will result in a triple permit fee.** Any questions relative to landlord permits, please contact [landlordpermits@MyDelrayBeach.com](mailto:landlordpermits@MyDelrayBeach.com) or call (561)243-7243.

**FAMILY DEFINITION:**

“Family” shall mean two (2) or more persons living together and interrelated by bonds of consanguinity, marriage or legal adoption, and/or a group of persons not more than three (3) in number who are not so interrelated, occupying the whole or part of a dwelling as a separate housekeeping unit with a single set of culinary facilities. Any person under the age of 18 years whose legal custody has been awarded to the State Department of Health and Rehabilitative Services or to a child-placing agency licensed by the Department, or who is otherwise considered to be a foster child under the laws of the state, and who is placed in foster care with a family, shall be deemed to be related to and a member of the family for the purposes of this definition. Occupancies in excess of the number allowed herein shall have twelve (12) months from the date of the enactment of this definition or the termination of the current lease agreement to come into compliance, whichever occurs first.