

Welcoming Committee Forms & Miscellaneous Information





Welcome Committee Packet

TABLE OF CONTENTS

	<u>Page</u>
Instructions for Sale or Lease of Home	3
Application for Occupancy	4
Vehicle Registration and Receipt of Documents	5
Pet Registration Form	6
Welcoming Committee Checklist	7
Certificate of Approval	8
Instructions for Operation of Gate System	9
Sales Receipt Form	10
Electronic Communications Disclosure Authorization Form	11
City of Delray Beach Alarm Ordinance	12
Landlord Permit - Residential Property Information	13
Family Definition	14



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

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
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.

Fill out and Return t



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: _____

Fill out and Return to HOA



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: _____

Fill out and Return to HOA



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



HOMEOWNERS' ASSOCIATION, INC.

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

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

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

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: _____

Transponder Issued:

FOB Issued

1. _____ 1. _____

2. _____ 2. _____

3. _____ 3. _____

Recreation Key Issued: _____

CHECK # _____ **Total Amount \$** _____

*****Owner/Renter Signature** _____

*******(Circle one)



ELECTRONIC COMMUNICATION DISCLOSURE AUTHORIZATION FORM

Please complete and return this form to authorize the Coral Trace Homeowners Association to use your email address for general association-related communications. This authorization restricts the use of your email address for only purposes of communications from Coral Trace Homeowners Association, Inc. Board of Directors through either direct communication from the Board or through the association's current property management company. Your email address will not be shared with any third parties. This voluntary email communication may include but not limited to, general notices, Regular and Special Board Meeting Notices, upcoming events, educational training, informational events, and etcetera from our current property manager, its affiliates/partners, and/or Coral Trace Homeowners Association.

We value and respect your privacy. You may acknowledge your consent by:

- 1. emailing this form to csr@seacrestservices.com,
- 2. sending it in the return envelope provided via US Mail to: Seacrest Services, Inc. 2101 Centrepark West Drive #110 West Palm Beach, FL 33409 Attn: Customer Service, or
- 3. faxing it to us (561) 894-4172.

I hereby authorize Coral Trace Homeowners Association (HOA) to use my email address as described above for association-related communications. I understand that no email communication will be used to replace any official notices required by our governing documents and/or by applicable FL Statutes. Official required HOA notices will continue to be sent to the members via USPS mailing. Coral Trace HOA shall maintain, in accordance with applicable FL statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying Coral Trace HOA directly or the HOA's current property management company in writing. I agree to promptly notify the Association of any changes in my email address in order to maintain a current email address on file with the Association. I specifically do not want my email address disclosed as part of any request to review and/or photocopy the Association's records and do not consent to any such disclosure.

UNIT-OWNER'S NAME: _____

CORAL TRACE ADDRESS: _____

MAILING ADDRESS: _____

AUTHORIZED EMAIL ADDRESS(ES)

_____ @ _____

_____ @ _____

AUTHORIZING UNIT-OWNER'S SIGNATURE:

DATE: _____

AUTHORIZING UNIT-OWNER'S SIGNATURE:

DATE: _____

Check here if applicants are renters

Phone # _____



City of Delray Beach Alarm Ordinance

City of Delray Beach
100 NW 1st 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

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 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.