

Dear PARKWOOD A... Owner/Resident

Please consider this a positive request.

Your BOG (Board of Governors) wants to remind each resident it is time for our Annual Condominium Meeting, set for the First Tuesday in December each year. We are requesting each resident to read and be certain we each are in compliance with the spirit of our Associations Rules and Regulations, and the Recorded HOA Condominium Documents recorded at Pinellas County Florida."

All Owners and Residents are required to follow the Associations Rules & Regulations...A copy is included in this packet for your convenience.

Areas that are commonly overlooked are compliance with the age restrictions for residents...as Parkwood Association is a 55 + community. All sales, rentals and new occupants require an application and board approval. Residents with approved pets must keep their pets under control and on a leash at all times. Pets may not create a nuisance to others in the community.

Your combined efforts of being a good neighbor and following the community's rules and regulations will allow all residents the peaceful enjoyment and harmony within the community.

For your convenience, attached are some of the documents from your community website. Your annual meeting a good time to read and review these documents. See the website for additional helpful information about your community. **Your community website address is**

**[www.parkwoodsquare-a.com](http://www.parkwoodsquare-a.com)**

The website includes a great deal of useful information on the history of the building, all related forms, Rules & Regulations and your association documents.

Attached:

- Parkwood Rules and Regulations
- Pet Rules & Agreement
- Pet Application
- Architectural Request Change Form for Unit
- New Owner Form Sale/Lease Application
- Assigned Parking Request
- Emergency Contact Form
- Smoke Detector/Fire Safety Information

Your Board members are an ALL Volunteer Board and are always looking for additional residents to volunteer on projects to help to make our community safe and comfortable for all owners to live.

Thank you, on behalf of your Board of Governors

David Fedash, LCAM

Ameritech Community Management

## **PARKWOOD SQUARE APARTMENTS "A"**

5890 – 38<sup>TH</sup> Avenue North St. Petersburg, FL. 33710

### **RULES AND REGULATIONS**

Each owner, invitee, guest, lessee or otherwise, hereinafter referred to as Occupant of the Condominium Parcel, shall, in addition to the obligations and duties as set forth in the Declaration of Condominium, the By-Laws or any amendments thereto, be bound and governed by the following rules and regulations:

1. Each owner has the right to sell or lease his apartment provided that the proposed purchaser or lessee must first submit a written application to the Board of Governors for approval. The Board of Governors shall not approve the sale of an apartment for purposes of investment.
2. In the case of a lease, the term of the lease shall be for no less than twelve (12) consecutive months unless specific exception is approved in writing by the Board of Governors for a shorter term.
3. In compliance with the Fair Housing Amendments Act of 1988 and the Housing for Older Persons Act of 1995, the Association amended its Declaration of Condominium requiring that all units shall have at least one (1) permanent occupant who is of age fifty-five (55) years or older, and all permanent occupants must be at least fifty (50) years of age. Notwithstanding the foregoing, not more than twenty percent (20%) of the units may be occupied by a person who has obtained title by demise or inheritance who is age forty-five (45) or older with no other permanent resident being less than age forty-five (45) in said units. The term "permanent occupant" shall include all persons occupying the unit except temporary guests. A temporary guest is a person who has a residence elsewhere and resides in the unit for less than ninety (90) days in any twelve (12) month period.
4. Each apartment shall be used for the purpose of single family residence and for no other purpose whatsoever, excepting upon specific approval in writing by the Board of Governors, which approval may be revoked or suspended without notice at the Board's discretion.
5. No absent or non-resident owner may permit the use or occupancy of his or her vacant apartment without first notifying the Board of Governors in writing of such intent and in turn receiving the Board's approval. In the case of the Owner's intent to lease the apartment, then the Association's rules No. 2, above, applies and a written application must first be submitted to the Board of Governors for approval.

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Rules & Regulations*

6. Each apartment may identify its occupant by a nameplate of a type and size approved by the Board of Governors and mounted in a place and manner so approved.
7. Each occupant shall maintain his apartment in good condition and repair, including all internal surfaces within or surrounding his apartment and shall maintain and repair the fixtures therein and shall maintain the apartment in clean and sanitary manner.
8. All common areas of the building and premises shall be used only for the purposes intended. No articles belonging to any occupants, guest or other persons shall be kept in such areas, temporarily or otherwise. The balconies, porches, railings, awnings, shall not be used for the hanging of garments, rugs, brooms, mops or other items of any nature. No flowers, plants, shrubs, nor vegetation of any kind shall be planted or placed on the condominium property by any person without approval of the Board of Governors.
9. Each occupant may provide his apartment with laundry and drying equipment, subject to the written approval of the Board of Governors. Occupant must submit an Architectural Change Request form to the Board of Governors for approval of such installation, and must agree to meet all applicable codes, including but not limited to, electrical and plumbing codes. NO drying of laundry will be permitted outside of the occupant's apartment except in the laundry rooms. Each occupant shall pay promptly for any utilities which are metered separately to his apartment.
10. Occupants may use the following flooring in his/her apartment:
  - a. Carpeting may be used in any room without prior approval of the Board of Governors.
  - b. On the first floor, owner may elect to install tile, wood and laminate flooring without prior approval of the Board of Governors.
  - c. On the second and third floors, owner may elect to install tile, wood and laminate flooring, with an underlayment rated IIC 60 or better, in all living areas. Installation of these materials in any area other than bathrooms, kitchens and porches must be submitted to the Board of Governors for approval on the Architectural Change Request form prior to installation.
11. Occupants are reminded that alteration and repair of the apartment building is a responsibility of the Association, except for the interior of the apartments. No exterior painting, nor additions such as screen doors or lighting fixtures or any other item whatsoever, nor alteration, modification, change or removal of any interior wall is permitted without first obtaining written approval of the Board of Governors, with the exception of interior painting.
12. No occupant may make or permit anything to be done or performed on, in, or about the premises which could result in an increase in insurance premiums.

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Rules & Regulations*

13. No radio or television antenna or antennas, or any wiring for any such purpose may be installed on the exterior of the building or upon the condominium property without the prior written consent of the Board of Governors.
14. No occupant may make or permit any disturbing noises in the building or on the condominium property, whether made by himself, his family, friends, guests or servants, nor do or permit anything to be done by such persons that would interfere with the rights, comforts, or other conveniences of other occupants. No occupant may play or suffer to be played any musical instrument, phonograph, radio or television set in his apartment or on or about the condominium property, between the hours of 11:00 PM and the following 8:00 AM, if the same shall in any manner disturb or annoy the other occupants of the condominium.
15. Disposition of garbage and trash shall be only by the use of garbage disposal units, or else by use of authorized receptacles or dumpster bins. All garbage deposited into receptacles must be securely wrapped and tied to prevent odors. All boxes must be flattened in order to take less room in bins. The Sanitation Department must be notified by individual occupant when disposing of larger items.
16. No signs, advertising, or notices of any kind or type whatsoever, including but not limited to FOR RENT or FOR SALE signs shall be permitted or displayed on the exterior of any apartment; nor shall the same be posted or displayed in such a manner as to be visible from the exterior of the apartment.
17. All automobiles shall be parked only in the parking space so designated for that purpose by the Board of Governors. All commercial vehicles of any kind with or without advertising displayed, all motor homes, travel trailers, campers, boats, boat trailers, are specifically prohibited from any portion of the condominium property. Unlicensed vehicles, vehicles with expired license tags or inoperable vehicles may not be stored on the condominium property. All unauthorized or violating vehicles are subject to being towed at the owner's expense. See Parking Rules & Regulations below
18. No vehicle may be left unattended in the Portico or Portico access driveways at anytime except for momentary, active loading or unloading. Occupants are responsible for their service people complying with this policy and must see that service vehicles are removed to guest parking areas promptly after working materials are unloaded.

*Parkwood Square Apartments A  
Rules & Regulations*

19. The feeding of any birds or animals of any description on the property is specifically prohibited. HOUSE PETS: Pet owners shall comply with all statutes, ordinances and regulations concerning pet licensing, health and leash requirements. Pet owners must read the Pet Rules and Regulations and sign the pet application and submit it to the Board of Governors for approval prior to acquiring a pet.

**Amendment A to Rules and Regulations  
Parkwood Square Association "A"**

**PET RULES & REGULATIONS**

Pet owners shall comply with all statutes, ordinances and regulations concerning pet licensing, health and leash requirements. The following requirements must be followed by pet owners:

1. Dogs are limited to (1) pet of 30 pounds or less grown size, OR (2) pets with a combined total weight of 30 pounds or less grown size. Cats are limited to (2) per unit. Small birds are limited to (2) per unit and must be in a cage. Pets shall not cause or create a nuisance or unreasonable disturbance. Occupants shall abide by specific rules and regulations established for owning pets.
2. All farm animals, large birds, unusual or exotic pets or any other that will create a nuisance are expressly forbidden. No pets shall be kept for breeding or maintained for commercial purposes.
3. Any complaints about pets will be given to a "Pet Committee" for review, and decision will be issued to owner. If (3) complaints are given, owner agrees to get rid of pet for the comfort of all other owners. All owners agree to have a "Pet Committee" to help maintain rules and regulations for pets. All pets will be approved/registered with the Board of Governors at Parkwood Square Building A, and the Pet Agreement will be signed.
4. During such time when pet is housed in a unit, the owner will hold the association harmless against any and all claims, debts, demands, obligations, costs and expenses. The unit pet owner will be responsible for the repair of all damage resulting from the acts of such pets.
5. Pet owners must read the Pet Rules and Regulations and sign the pet application and submit it to the Board of Governors for approval prior to acquiring a pet.

**Parkwood Square Association "A"**

**Pet Agreement**

1. Pet owners shall provide written notice to the Board of Governors that they have a pet and sign a written contract that the pet will not cause or create a nuisance of unreasonable disturbance.
2. Dogs and cats shall be restrained and controlled by a leash at all times they are outside of a unit on condominium property.
3. A maximum of (2) pets are allowed in any condominium unit.
4. Owners should leash walk their pets to an established area outside the condominium proper for the pets to void.
5. Deposit of animal waste on the property must be removed immediately by pet owner, and NOT deposited in the building trash.
6. Pet owners must provide the Board with written notice of the name and phone number of an alternate pet caregiver in case of an emergency.
7. Small pets should be carried by owners when other owners are in the elevator, or pet owners should wait to use the elevator when it is empty. Some owners may prefer not to be with animals when riding the elevator.
8. Pet owners must show evidence to the Board of complying with state and local laws regarding licensing and vaccination requirements.
9. All pets shall be permanently removed from the condominium property within five (5) days of receiving written demand from the Board of Governors and Pet Committee if such pet shall cause or create a nuisance or unreasonable disturbance.
10. By signing, the unit owner acknowledges this agreement is binding.

Type & Weight of Pet: \_\_\_\_\_

Owner Name : \_\_\_\_\_ Unit #: \_\_\_\_\_

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

Board of Governors Signature: \_\_\_\_\_

Name of emergency caregiver: \_\_\_\_\_

Telephone number of emergency caregiver: \_\_\_\_\_

## **RECORDS INSPECTION POLICY**

The purpose of this Policy is to set forth the rights of association members and the duties of the association in the matter of inspection of association records by members of the association.

Reference is made to Florida Statute 718.111(12)(a) which outlines the legal obligations of the parties and defines which records are considered to be "official" records open to inspection.

1. The "official records" of the Association shall be defined by the Statute. Management is not authorized to permit inspection of other records unless authorized to do so by the Board of Directors.
2. Records shall be open to the inspection of association members or their authorized representatives at reasonable times during normal working hours. (Monday through Friday, holidays excepted, from 9:00 AM to 4:30 PM).
3. A member desiring to inspect records shall make a written request to include the following:
  - a. Specific records to be inspected.
  - b. Reason for making the inspection.
  - c. The name of the individual who will inspect the records.
  - d. The requested date and time of the inspection.
4. Prior notice of at least two business days shall be given.
5. A unit owner may inspect records no more frequently than monthly.
6. Records may be inspected at the management company office or other location, as appropriate.
7. The records may be copied at the expense of the member conducting the inspection. The cost of the copying shall not be unreasonable.
8. It is understood that the association or management firm has no obligation to make professional staff available for in depth answers.



## **PARKWOOD SQUARE "A" CONDOMINIUM ASSOCIATION**

### **RULES FOR BOARD AND COMMITTEE MEETINGS**

The purpose of this Policy is to set forth rules and regulations concerning the rights of unit owners to speak at meetings of the Board of Administration and Committee meetings. The subject rules are made pursuant to Florida Chapter 718.112(2) and Rule 7D-23.002, Florida Administrative Code.

#### **RULES**

1. Any unit owner may tape record or videotape meetings of the Board, Committees, or unit owner meetings subject to the following:
  - a. Any distracting light or sound is prohibited.
  - b. Audio/visual equipment shall be assembled in place one-half hour prior to the meeting.
  - c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
  - d. Advance notice of 8 hours shall be given to the Board in writing by any unit owner desiring to utilize any audio or video equipment.
  
2. An open session will be held at the beginning of the meeting during which unit owners will be afforded the opportunity to speak on agenda items subject to the following:
  - a. Unit owners will be allowed to speak one time for a maximum of three (3) minutes on any agenda items.
  - b. Comments shall be restricted to agenda items. A unit owner does not have the right to speak with respect to items not specifically designated on the agenda; however the Board may permit a unit owner to speak on such non agenda items.
  - c. A unit owner desiring to speak shall file a request with the President prior to commencement of the meeting in writing.

**PARKWOOD SQUARE "A" CONDOMINIUM ASSOCIATION  
PARKING RULES & REGULATIONS**

**General**

1. The Board of Governors has the right to assign all parking spaces, both covered and uncovered. Any changes to the existing official assignments maintained by the Board must have prior approval of the Board.
2. Each unit is limited to the use of no more than two parking spaces.
3. All vehicles parked on the property must have current license plates and registration.
4. In the event two unit owners agree to exchange parking spaces on a permanent basis, they are responsible for the repainting of the numbers on the spaces and will pay the association \$20 per space for labor and materials. In no event may an individual owner/tenant repaint parking space numbers without the permission of the Board.
5. If a unit owner wishes to rent his/her parking space, whether covered or uncovered, to another owner/tenant of Parkwood Square A, he/she must notify the Board in writing.
6. No unit owner/renter may exchange places with another owner/tenant without notifying the Board in writing.

**Uncovered Parking**

1. When a unit is purchased, the rights to the assigned, uncovered parking space are transferred to the new owner and he/she will be able to park his/her vehicle, or that of the unit's tenant, in the assigned space.
2. Vendor parking shall be maintained in open areas and can, if necessary, be used for additional parking where an owner/tenant has a need for handicapped accessible parking. The requirement for assigning a handicapped accessible space is that the owner/tenant must have either a handicapped parking tag issued by the State, or a handicapped license plate. In the event the owner/tenant requiring the handicapped parking space no longer requires the space, moves or sells the unit, the space will revert to vendor parking.
3. A. If a unit owner has a need for a second parking space, whether the primary space is covered or uncovered, they must request the second space from the Board of Governors. Assignment and retention of the second parking space is solely at the discretion of the Board of Governors and this right

- may be revoked by the Board if it is felt the second space is being used inappropriately. The monthly fee for the second space will be \$5.00.
- B. In the event a complaint is made by a unit owner that other unit owners with more than one car are continuously parking in guest spaces, the Board has the right to inform the offending unit owner that the second car must be removed immediately or the unit owner must request the assignment of a second parking space and pay the monthly fee of \$5.00.
  - C. A unit owner/tenant may not park in a guest space, leaving their assigned space vacant.

#### Covered Parking

1. When a unit is purchased, the rights to the assigned, covered parking space are transferred to the new owner and he/she will be able to park his/her vehicle, or that of the unit's tenant, in the assigned space IF all maintenance/parking fees are current.
2. Covered parking is limited to one covered parking space per unit, except under certain circumstances described in 5.C. below.
3. To retain covered parking privileges, the unit owner must remain current with monthly maintenance/parking fees. Should a unit owner become delinquent in maintenance/parking fees for a period of six (6) months, the Board has the right to reassign the covered space to another unit owner in accordance with the procedures outlined below.
4. When a unit with a covered parking space is delinquent on monthly maintenance/parking fees, and the unit is in the foreclosure process, the following shall apply:
  - A. Where the Association is foreclosing on the unit and there are no other liens against the property, and the Board can reasonably expect to receive sufficient monies at the foreclosure sale to make the monthly maintenance/parking fees current, the Board may elect to allow the covered parking space to remain with that unit.
  - B. Where a financial institution, or other lien holder, is foreclosing on the unit, and the Board has no expectation of receiving the delinquent monthly maintenance/parking fees, the Board may, once the unit is six months in arrears, reassign that covered space in accordance with the procedures outlined below.
5. When the Association is in a position to reassign a covered parking space, the following procedures are to be followed:
  - A. Unit owners will be maintained on a seniority list based on date of ownership of unit owners without covered parking. When a covered parking space becomes available, the first owner on that list will be

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Rules & Regulations*

- offered the covered parking space at a cost of \$1,500, the fee being in lieu of delinquent monthly maintenance/parking fees.
- B. Should the first owner on the list decline, the Board will offer the space to the second owner, etc.
  - C. In the event no owner without covered parking wishes to purchase the rights to the covered parking space, the Board may make the space available to unit owners already having covered parking. In no case may any one unit owner be assigned more than two (2) covered parking spaces, and assignment of the second space may only take place if no unit owner without covered parking wishes to purchase the rights to the space.
  - D. In the event there are no owners wishing to purchase an available covered parking space, the Board may rent the covered space to a unit owner/renter at a rate of \$25 per month, until such time as a unit owner wishes to purchase the space.
6. Unit owners with covered parking spaces assigned to them, and are up to date with monthly maintenance/parking fees, have the right to transfer their right to use the covered parking space, or to rent the space to another Parkwood Square A owner/renter. Such transfer, or lease of space, must be on file with the Board of Governors.

# Parkwood Square Apartments Building A, a Condominium Architectural Review Committee Submittal

**Instructions:** Please complete this form and return with a copy of your alteration proposal drawing with dimensions.

Please deliver this request to: Parkwood Square Building A  
David Fedash  
Ameri-Tech Community Management  
Office: (727) 726-8000 Ext. 252 Fax: (727) 723-1101 Email: dfedash@ameritechmail.com

## APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING CHANGES

**Date:** \_\_\_\_\_, 20\_\_\_\_

**Unit Owner Name(s):** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Daytime Phone #:** \_\_\_\_\_ **Evening Phone #:** \_\_\_\_\_

DESCRIBE IN DETAIL, THE TYPE OF ALTERATION AND MATERIALS YOU PROPOSE TO USE ON THE ARCHITECTURAL REVIEW FORM. (Page 2)

An application requesting approval of any alteration which affects the, or modifies the existing exterior walls or exterior appearance of the building, and therefore in the common element, **MUST BE ACCOMPANIED BY A DETAILED DRAWING INDICATING LOCATION, SIZE AND TYPE OF CONSTRUCTION, AND OR OTHER PERTINENT INFORMATION.**

Include a site plan drawing and a description of materials to be used including any landscaping changes if they are a part of this proposal.

If approval is granted, it is not to be construed to cover approval of any governing codes or requirements. A building permit will be required on most property alterations or improvements. The owner is responsible for compliance with all code and permitting requirements.

As a condition precedent to granting approval of any request for a change, alteration or addition to an existing basic structure, that the application, the heirs and assigns thereto, hereby assume sole responsibility for the repair, maintenance or replacement of any such change, alteration, or addition. It is understood and agreed that the ASSOCIATION, is not required to take any action to repair, replace or maintain any approved change, alteration or addition, or any damage resulting there from for any reason to the existing original structure, or any other property. **THE OWNER ASSUMES ALL RESPONSIBILITY AND COST FOR ANY ADDTION OR CHANGE, AND ITS FUTURE UPKEEP.** Also, the homeowner acknowledges that the Association and Management Company will be held harmless from any liability arising there from; and indemnify them for all losses, costs, expenses and attorney's fee(s) in connection with any such addition to their home or surrounding area.

Owners' Signature \_\_\_\_\_

Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_

Date \_\_\_\_\_

**Parkwood Square Apartments Building A, a Condominium**  
**APPLICATION FOR ALTERATIONS, INSTALLATIONS & LANDSCAPING CHANGES**

**APPLICATION**

Description of work to be completed: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contractor: \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

**PLANS & DRAWINGS ARE TO BE INCLUDED IF APPLICABLE** (include site, elevation, details and specifications) Please list attachments and anticipated dates for start and completion of the alterations.

Inspected By: \_\_\_\_\_ Date Inspected: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Architectural Review Committee Final Decision:**

- \_\_\_\_\_ Approved
- \_\_\_\_\_ Disapproved
- \_\_\_\_\_ Approved with conditions\*

Conditions for Approval\*: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

A.R.C. Member Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

PARKWOOD SQUARE BUILDING A, A CONDOMINIUM  
SALE/LEASE APPLICATION

Applications MUST allow up to  
Fifteen (15) days for processing and review.

All Applications MUST be submitted to  
AMERITECH COMMUNITY MANAGEMENT  
Along with your NON-Refundable \$100.00 Application Fee.

Please make all Checks or Money Orders payable to  
PARKWOOD SQUARE BUILDING A  
No application will be processed without the Application fee.

If this is a Lease, please attach a copy of the lease to this  
Application. If this is a Sale a copy of the Sales Contract is  
also needed.

\* Please provide a copy of your driver's license or a photo ID card

Upon Receipt of application and application fee, a background check  
will be ordered. Upon Receipt of the findings from the background check  
An appointment will be made by the Welcome Committee.  
This meeting MUST be held BEFORE THE CLOSING.

**PARKWOOD SQUARE BUILDING A, APPLICATION FOR APPROVAL OF SALE OR LEASE**

DATE: \_\_\_\_\_ CLOSING AGENT: \_\_\_\_\_ PHONE: \_\_\_\_\_

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

( ) Application - Sale or Transfer      Date of Closing: \_\_\_\_\_

( ) Application - Lease      Term of Lease: From \_\_\_\_\_ to \_\_\_\_\_

PLEASE PRINT AND FURNISH STREET ADDRESSES, INCLUDING ZIP CODES:

1. Name(s) and address of Seller, Transferor or Lessor:  
\_\_\_\_\_  
\_\_\_\_\_

2. Name(s) of Purchaser, Transferee or Lessee:  
\_\_\_\_\_  
\_\_\_\_\_

3. Please provide Date of Birth of Purchaser, Transferee or Lessee:  
\_\_\_\_\_  
\_\_\_\_\_

4. Name of Spouse with Date of Birth:  
\_\_\_\_\_

5. Occupation: \_\_\_\_\_

6. Home Address: \_\_\_\_\_

7. Number of Children with ages: \_\_\_\_\_  
\_\_\_\_\_

8. Pets (Describe including weight): \_\_\_\_\_

9. Names of all persons who will occupy this unit:  
\_\_\_\_\_  
\_\_\_\_\_

10. Relationship of each to applicant:  
\_\_\_\_\_  
\_\_\_\_\_

11. Home Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

**COMPLETE ON APPLICATION FOR APPROVAL OF LEASE ONLY  
LEASE TO BE FOR A MINIMUM OF 1 YEAR**

12. Last Address: \_\_\_\_\_

Name of Landlord (if rental property) : \_\_\_\_\_

Phone Number: \_\_\_\_\_

Length of Stay: From: \_\_\_\_\_ to: \_\_\_\_\_

Next to last address: \_\_\_\_\_

Name of Landlord (if rental property): \_\_\_\_\_

Phone Number: \_\_\_\_\_

Length of Stay: From: \_\_\_\_\_ to \_\_\_\_\_



**PARKWOOD SQUARE BUILDING A**  
**APPLICATION FOR APPROVAL OF SALE OR LEASE**

13.BANK REFERENCE: \_\_\_\_\_

This Application is submitted by the undersigned applicant who hereby consents to such inquiry concerning himself and family as the Association deems necessary. The undersigned applicant affirms that he or she has read the foregoing and agrees to observe and abide by the PARKWOOD SQUARE BUILDING A. Rules and Regulations, Declaration of Condominium, Bylaws and Land Lease, receipt of copies of which are hereby acknowledged by applicant.

The above information is true and accurate to the best of my knowledge and is provided to PARKWOOD SQUARE BUILDING A. with the full knowledge that the Association may investigate any information so provided. It is also understood that should the application not be completely or accurately filled out and properly signed, it may be returned not processed and not approved. FALSIFICATION CONTAINED HEREIN WILL RESULT IN IMMEDIATE REJECTION. I/WE CERTIFY THAT HAVE BEEN PROVIDED WITH, HAVE READ, UNDERSTAND, AND PLEDGE COMPLIANCE WITH THE DOCUMENTS OF PARKWOOD SQUARE VILLAS CONDOMINIUM, INC. A COUPON BOOK SHOULD BE TRANSFERRED TO THE NEW OWNER UPON CLOSING.A BACKGROUND/CREDIT CHECK WILL BE PERFORMED BEFORE ANY APPROVALS.

SIGNATURE: \_\_\_\_\_  
(Applicant)

SIGNATURE: \_\_\_\_\_  
(Seller, Transferor, or Lessor)

SIGNATURE: \_\_\_\_\_  
(Real Estate Agent)

APPROVED: \_\_\_\_\_ DISAPPROVED: \_\_\_\_\_

PARKWOOD SQUARE BUILDING A \_\_\_\_\_

By: \_\_\_\_\_

Please allow a minimum of fifteen (15) days for processing. If approved, and Approval of Application will be mailed to the Seller, Transferor, Lessor or real estate agent at the above address.

Please send your completed application and copy of sales contract to:

AMERITECH COMMUNITY MANAGEMENT  
24701 US HWY 19 N. SUITE 102  
CLEARWATER, FL 33763

An application fee of \$100.00 must be submitted with this form.

DATE \_\_\_\_\_

CUSTOMER NUMBER \_\_\_\_\_

### TENANT INFORMATION FORM

I / We \_\_\_\_\_, prospective tenant(s) / buyer(s) for the property located at \_\_\_\_\_,

Managed By: \_\_\_\_\_ Owned By: \_\_\_\_\_,

Hereby allow TENANT CHECK LLC and or the property owner / manager to inquire into my / our credit file, criminal, and rental history as well as any other personal record, to obtain information for use in processing of this application. I / we understand that on my / our credit file it will appear the TENANT CHECK LLC has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK LLC now or in the future.

**PLEASE PRINT CLEARLY**

<u>TENANT INFORMATION:</u>		<u>SPOUSE / ROOMMATE:</u>	
SINGLE _____	MARRIED _____	SINGLE _____	MARRIED _____
SOCIAL SECURITY #: _____		SOCIAL SECURITY #: _____	
FULL NAME: _____		FULL NAME: _____	
DATE OF BIRTH: _____		DATE OF BIRTH: _____	
DRIVER LICENSE #: _____		DRIVER LICENSE #: _____	
CURRENT ADDRESS: _____		CURRENT ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
LANDLORD & PHONE: _____		LANDLORD & PHONE: _____	
_____		_____	
PREVIOUS ADDRESS: _____		PREVIOUS ADDRESS: _____	
_____ HOW LONG? _____		_____ HOW LONG? _____	
EMPLOYER: _____		EMPLOYER: _____	
OCCUPATION: _____		OCCUPATION: _____	
GROSS MONTHLY INCOME: _____		GROSS MONTHLY INCOME: _____	
LENGTH OF EMPLOYMENT: _____		LENGTH OF EMPLOYMENT: _____	
WORK PHONE NUMBER: _____		WORK PHONE NUMBER: _____	
HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN ARRESTED? (CIRCLE ONE) YES NO	
HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO		HAVE YOU EVER BEEN EVICTED? (CIRCLE ONE) YES NO	
SIGNATURE: _____		SIGNATURE: _____	
PHONE NUMBER: _____		PHONE NUMBER: _____	

**TENANT CHECK HOURS OF OPERATION:**  
**MONDAY - FRIDAY : 9:00 a.m. - 5:30 p.m.**  
**SATURDAY : 11:00 a.m. - 4:00p.m.**  
 ALL ORDERS RECEIVED AFTER 4:30 p.m. (3:00 p.m. on Sat.) WILL BE PROCESSED THE NEXT BUSINESS DAY

**TENANT CHECK FAX #: (727) 942-6843**

**IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT.**

A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS

# Association Pay (ACH) Authorization

BB&T Association Services (727) 549-1202 or toll free (888) 722-6669



Sign up to automatically pay your association payment from your checking or savings account at any U.S. financial institution. We are unable to accept authorizations for accounts located outside of the United States.

To enroll online - Visit [BBT.com/payments](http://BBT.com/payments). If your association is not set up for online enrollment, complete the authorization form below. Complete a separate authorization form for each payment obligation.

To enroll by U.S. mail - Complete the authorization form below and attach a voided check. Mail form to **BB&T Association Services, P.O. Box 2914 Largo, FL 33779-2914**. Continue to make your payments until you are notified by the bank when your automatic payment will start.

**Association Pay Terms and Conditions:**

- You are enrolling in Association Pay to authorize recurring payments through electronic funds transfers by ACH debit entries.
- When your payment is due, your account is debited automatically on the 3rd of the month. If the 3rd is on a weekend or holiday, your account is debited the next business day.
- Payments will appear as your full or abbreviated Association Name on your bank statement.

Authorizations must be received by the 20th of the month to be effective for the next debit month. If the 20th falls on a weekend or holiday, the deadline is the last business day prior to the 20th. This Authorization will remain in effect until BB&T receives written notice from you or your association or its management company to cancel or change it. You hereby authorize BB&T to accept changes in amounts or account information or cancellation of this Authorization from the association or its management company. Notice from you must be in writing and sent to the address referenced below or faxed to BB&T Toll Free Fax: 866-297-8932. Notice must be received by BB&T on or before the 27th of the month to be effective for the next debit date. When the 27th of the month falls on a weekend or holiday, the deadline is the last business day prior to the 27th. Some exceptions apply; visit [bbt.com/payments](http://bbt.com/payments) to view the Association Pay deadline calendar. You may print a Cancel or Change Request for Association Pay from the BB&T Online Payment System or online at [bbt.com/payments](http://bbt.com/payments). All payments initiated for debit are subject to acceptance by the designated financial institution. All ACH transactions authorized herein must comply with applicable U.S. law. Your completion of this authorization form indicates your agreement to be bound by the NACHA Operating Rules. For questions, contact BB&T Association Services Toll Free at 888-722-6669. Doc. ID#104

**Keep top section for your records**

Mail enrollments, cancels or changes to Association Pay: BB&T Association Services – P.O. Box 2914, Largo, FL 33779-2914

Attach voided check **Association Pay (ACH) Authorization** Return bottom section

Association or Community Name: Parkwood Square Apartment A Unit No. \_\_\_\_\_

Is the account that is being debited for your homeowner payment funded electronically by a financial agency outside of the U.S. territorial jurisdiction?  Yes  No

Bank Account Owner Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Bank Name \_\_\_\_\_ Bank Routing No. \_\_\_\_\_

Checking  Savings  Account No. \_\_\_\_\_ Check box if account to debit is a business account.

By signing this authorization, you agree to the following: 1) I have read and agree to the Terms and Conditions provided and 2) I am authorized to initiate transactions on the account provided. I authorize a) the above named association to debit the account to collect my association payments b) BB&T to initiate electronic funds transfers by ACH debit entries to the account for the purpose of making those payments and c) the financial institution to withdraw these payments from my account. Doc ID#104

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

Email \_\_\_\_\_

BILL PAY ACC#:	SERIAL #:	MGT CO#:	ASSOC#:	FREQ:	DATE REC'D:
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# PARKWOOD SQUARE APARTMENTS BUILDING A

## OWNER / OCCUPANT EMERGENCY INFORMATION

The Board or Management needs to have updated information necessary to contact you or a designated person in the event of an emergency. This can become most essential during a Hurricane evacuation.

Unit owner (s) name: \_\_\_\_\_

Current Mailing Address: \_\_\_\_\_

Property Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Home/Cell Telephone #: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Email address: \_\_\_\_\_

**In case of an emergency print another person(s) to contact:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

Relationship to owner(s): \_\_\_\_\_

### **TENANT(S) INFORMATION:**

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

Home/Cell Telephone No.: \_\_\_\_\_ Work: \_\_\_\_\_

**Please print so that your email is easily readable.**

Email: \_\_\_\_\_

Number of Person(s) occupying Unit  
Adult(s) \_\_\_\_\_ Children \_\_\_\_\_

Number of Pets and Type  
Dogs \_\_\_\_\_ Cats \_\_\_\_\_ Other \_\_\_\_\_

Vehicle(s)    Make/Year    Model    Color    TAG Number

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

**PLEASE RETURN THIS FORM TO AMERI-TECH AT 24701 US HIGHWAY 19 N. CLEARWATER, FL 33763  
OR BY EMAIL [dfedash@ameritechmail.com](mailto:dfedash@ameritechmail.com)**

# PARKWOOD BUILDING A

## IMPORTANT NOTICE



## FIRE SAFETY & SMOKE DETECTOR INFORMATION

**CODE REQUIREMENTS:** all units must have a working hard wired smoke alarm in the vicinity of the sleeping rooms and working smoke alarms (may be battery operated) in each sleeping room, and all residents are aware of the inspection. Place smoke alarm a minimum of 3 feet from ceiling fans, ac vents or bathrooms either on ceiling or on wall between 4 and 12 inches from ceiling.

If you do not have smoke detectors as described above which meet the standards, you must have them installed. You must install a 10-year non-removable, non-replaceable lithium battery smoke alarm in all sleeping room(s) per Code. Place smoke alarm a minimum of 3 feet from ceiling fans, ac vents or bathrooms either on ceiling or on wall between 4 and 12 inches from ceiling. **YOU AS THE OWNER ARE RESPONSIBLE TO INSTALL AND MAINTAIN YOUR SMOKE DETECTORS.**

Thank you in advance for your cooperation.

David Fedash, LCAM

*Licensed Community Association Manager*

[dfedash@ameritechmail.com](mailto:dfedash@ameritechmail.com)

Phone: (727) 726-8000 Ext. 252

