

TOWNHOMES AT ORANGE DRIVE
HOMEOWNERS ASSOCIATION, INC.

The following is a list of information that we feel you need to know when purchasing or leasing a unit at the TOWNHOMES AT ORANGE DRIVE.

- 1.) Maintenance is due the 1st of each month. Interest is charged at 1% a month after 30 days.
- 2.) Checks should be made payable to "TOWNHOMES AT ORANGE DRIVE" and mailed to:

Townhomes At Orange Drive
c/o D&S Property Management & Consulting, Inc.
801 Holly Lane
Plantation, FL 33317
- 3.) Maintenance fees effective January 1, 2010 are \$242.00. The special assessment for new roofs started January 1, 2007 and is \$ 70.00 monthly for 5 years.
- 4.) We do not send monthly billings except when payment is not received by the 15th and then it will include a late charge.
- 5.) Homeowners By-Laws and Declaration of Covenants are to be turned over to you prior to closing from the seller. These documents should be read before an application is signed. **If these documents are not available there is a \$35.00 charge to have new ones made.**
- 6.) **There is a \$130.00 application fee due with the complete application for the first person and an additional \$ 30 fee for each additional adult. Background checks are run on every application submitted.**
- 7.) The Management Company will screen all applicants when the application is dropped off.

TOWNHOMES AT ORANGE DRIVE

BOARD OF DIRECTORS PURCHASE AND RENTAL FORM

DATE: _____

THIS FORM MUST BE FILLED OUT COMPLETELY BY APPLICANT AND FILED WITH THE ASSOCIATION PRIOR TO SCHEDULED MOVE IN DATE.

1. Move in date: _____

2. Move in address: _____

3. I, We _____ hereby certify that I have filed an application to move into The Townhomes At Orange Drive and paid the required \$ 130.00 application fee for the first person and an additional \$ 30.00 for each additional adult:

Townhomes At Orange Drive
C/O D & S Property Management
801 Holly Lane
Plantation, FL 33317
954-792-1892

4. I, We have received a copy of the DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, and the BY-LAWS, of the Townhomes At Orange Drive Homeowners Association Inc.

5. I, We have read and agree to abide by the DECLARATIONS OF COVENANTS, CONDITIONS AND RESTRICTIONS, and the BY-LAWS, of the Townhomes At Orange Drive Homeowners Association Inc.

WE THE UNDERSIGNED DO HERBY GIVE THE ASSOCIATION AND THEIR MANAGEMENT COMPANY OUR APPROVAL TO DO BACKGROUND CHECK – PLEASE SIGN

Applicant's signature _____

Applicant's signature _____

TOWNHOMES AT ORANGE DRIVE HOMEOWNERS ASSOCIATION, INC.

APPLICATION FOR OCCUPANCY

(PLEASE PRINT) Complete all questions and fill in all blanks.

Date _____ Unit # _____ Buying or _____ Renting

Name _____ DOB _____ SS# _____

Name _____ DOB _____ SS# _____

Address _____

City _____ State _____ Zip code _____

Single Married Separated

Desired date of occupancy _____ If leasing length of Lease _____

PART -1 PAST RESIDENCE HISTORY

(PLEASE PRINT)

A. Present Address _____ City _____ State _____
Zip _____ Phone _____

Apt. or Condo Name _____ (If Applicable)
How Long did you live there _____

Landlord or Mortgage _____ Phone _____

Address: _____

B. Previous if under 5 years _____

Apt. or Condo Name _____ (If Applicable) How Long _____

Landlord or Mortgage _____ Phone _____
Address _____

Number of Adults and Children _____

Names:

1. _____

2. _____

3. _____

4. _____

Number of Vehicles: _____, Make, Model, and License Number.

ONLY TWO VEHICLES ALLOWED NO EXCEPTIONS

List Make, Model, and License Number:

Vehicle #1 _____

Vehicle #2 _____

PETS- ONLY TWO ALLOWED-NO VICIOUS BREEDS-

no pets may be kept in patio area.

Number of Pets _____, Type and Breed.

Pet #1 _____

Pet #2 _____

A \$ 130.00 APPLICATION FEE FOR THE FIRST PERSON AND A \$ 30.00 FEE FOR EACH ADDITIONAL PERSON IS DUE WITH ALL APPLICATIONS. MAKE CHECK PAYABLE TO TOWNHOMES AT ORANGE DRIVE HOA, INC.

**TOWNHOMES AT ORANGE DRIVE HOMEOWNERS
ASSOCIATION, INC.**

VEHICLE REGISTRATION

Unit Number: _____ . This is the number on the bumper stop.

ARE YOU AN OWNER OR RENTER (CIRCLE THE ONE THAT APPLIES)

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMERGENCY PHONE NUMBER _____

AUTO #1 Make and Model _____

COLOR _____

LICENSE NUMBER _____

DECAL # _____ (THIS ITEM TO BE FILLED OUT BY MANAGEMENT)

AUTO # 2 Make and Model _____

COLOR _____

LICENSE NUMBER _____

DECAL # _____ (THIS ITEM TO BE FILLED OUT BY MANAGEMENT)

TOWNHOMES AT ORANGE DRIVE HOMEOWNERS ASSOCIATION, INC.

RESIDENT EMERGENCY PROFILE

Unit Number: _____ **This is the number on your bumper stop where you park**

Address _____

Resident Name: _____

Number of Permanent Residents: _____

Ages: _____, _____, _____, _____, _____, _____.

Home Phone Number: _____

Work Phone Number: _____

Cell Phone Number _____

Name and phone number of nonresident person to contact in case of an
Emergency: _____

Please detail any physical limitations or assistance needed in the event of an
Emergency _____

Are there any other conditions or limitations management should be aware of
in case of an emergency. _____

**PLEASE FILL OUT THIS FORM AND RETURN WITH YOUR NEXT MAINTENANCE
CHECK**

TO: ALL TOWNHOMES AT ORANGE DRIVE OWNERS & RESIDENTS

We have compiled this abbreviated version of the By-Laws in order to address the more important issue of the BY-Laws. Unfortunately these issues are the most commonly ignored and have not been adhered to in the past. By issuing this and with your help, we hope to rectify the problems.

In no way does this handbook reflect nor replace the Declaration of Covenants, Conditions and Restrictions given to the owner at the time of purchase.

PLEASE FOLLOW THE RULES! We all want to live in a nice safe community!!

Problems, permissions, approvals, etc. need to be approved by the entire Board of Directors. In order for us to properly answer complaints we need to know who is sending them, and we will also respond to you as to what is being done to resolve the complaint. Please submit to:

D & S Property Management, Inc.
801 Holly Lane
Plantation, FL 33313
(954) 792-1892

DO NOT HAND DELIVER TO ANYONE ON THE BOARD as it might get lost. Please mail all complaints and suggestions to the above address. If it is a situation that requires immediate attention, please call the above number.

Please get to know your neighbors.....they might be real nice people.

New owners please read the full set of Association documents so you know the rules

Thank you

D & S Property Management, Inc.
And the Board of Directors

PARKING

1. Each unit owner has **TWO assigned parking spaces** with the unit numbers on them. They should be almost directly in front of your unit.
2. All vehicles parked on any grass area, parked illegally, doubled parked, parked protruding onto the street, or parked in prohibited spaces will be towed away at the owner's expense.
3. No vehicle shall be parked in such a manner as to impede or prevent ready access to another owner's parking space.
4. Guest parking spaces are for short-term parking only. Any vehicle parked there over an extended period may be towed.
5. All commercial vehicles with lettering must be concealed or covered.
6. No vehicle maintenance is permitted except in emergencies and such maintenance is to be done only on the driveways/asphalt areas. Emergency maintenance only to the extent necessary to move the vehicles to a repair facility.
7. All vehicles must have current plates & tags
8. Speed limit within the Complex is 15 mph. Traffic sign violations and speed limits are enforced.

USE RESTRICTIONS

1. Unit owners and lessees shall be responsible for all damage to Association property by family members, guests or other visitors.
2. Be considerate of your neighbors..... Keep the noise level to a minimum.
3. No clotheslines allowed with in public view.
4. No garage sales or yard sales are permitted unless otherwise approved by the Board of Directors.
5. Windows shall be covered with curtains, drapes, and/or blinds. Sheets, towels, paper and aluminum foil, are not acceptable.
6. All trash must be taken to the dumpsters and placed in the dumpster not thrown over the fence.
7. All trash must be closed prior to being placed in the dumpster. Please break down any boxes.
8. Bulk pick-up will be announced. **No large items are to be put in the dumpster area.**
9. Doors to dumpster must be closed after use.
10. Visible and/or outdoor screens must be properly placed and in good condition.
11. No exterior antenna is allowed without written approval from Board.
12. Townhomes shall not be used for any commercial or professional purpose other than a single-family dwelling.
13. No solicitations shall be permitted or advertisements distributed in or on the property.
14. No FOR SALE/FOR RENT signs larger the 14x18 and they may only be displayed on the lawn and not on the building.
15. Bicycles, toys, etc. should be kept within your property, when not in use they should be within your patio area.

LEASING

Leasing your unit for must be for at least a year term. No more than 2 tenants are allowed within a one-year period. All tenants must be approved by the Association and subject to background checks. The Association shall set application fees of tenants.

PETS

1. When walking your pet (s) **they must be on a leash.**
2. The Association may require removal of pet with 30 days written notice.
3. Owners are limited to no more than two animals per household.
4. Pet owners must carry the proper utensils and take the necessary responsibility to clean up after their pets.

RECREATION

1. Parents are responsible for the safety of their children. They must assure that their children play in safe areas and engage only in activities that do not endanger themselves: damage, or threaten to damage, personal or community property, or constitute a threat or nuisance to others. The Association cannot assume responsibility for personal injuries and property damage caused by inappropriate activities in unsuitable areas.
2. PARENTS SHOULD PAY CONSIDERABLE ATTENTION TO RETENTION PONDS, DUMPSTERS & THE POOL. Children should not be playing in or around these areas without adequate supervision.
3. The swimming pool and area are solely for the use of the residents and their guest. The use of the facilities shall be at their own risk.
4. No one under the age of 12 should be at the pool with out supervision.

ALL UNIT OWNERS, LESSEES AND RESIDENTS SHALL BE RESPONSIBLE FOR AND ADHERECE TO ABOVE RULES, REGULATIONS, COVENANTS, CONDITIONS & RESTRICTIONS AT ALL TIMES OR THE UNIT OWNER WILL BE HELD RESPONSIBLE.

VIOLATIONS ARE TURNED OVER TO THE FINING COMMITTEE.

POOL RULES

“Every owner shall have a right and easement of enjoyment in and to the common areas.....”

(Declarations, Article II, Section 1)

DON'T

1. **Don't allow children under 12 to play or swim in the pool unless they are supervised!**
2. Don't bring bicycles, tricycles or skateboards into the pool area.
3. Don't dive into the pool
4. Don't play with the pool maintenance or life-saving equipment.
5. Don't bring rafts, volleyball nets or other toys that will interfere with the enjoyment of others.
6. Don't bring your pet(s) to the pool.
7. Don't bring food or drinks to the pool.
8. Don't force others to listen to your radio

DO

1. Leave a diaper on infants going into pool
2. Do notice who is at the pool. We don't have a pool person on duty, so it's up to us to make sure that only residents and their guests are using the pool.
3. Do report any vandalism or misuse of the pool area to the Management Co.
4. Do remove any papers, trash, etc. you bring into the area.
5. **DO HAVE A GOOD TIME!!!**