

Consolidated Community Management, Inc.
7124 N. Nob Hill Road
Tamarac, Florida 33321
Office 954-718-9903 Fax 954-718-9946
Email: application@ccmfla.com

VICTORIA SQUARE CONDOMINIUM
DOCUMENTS THAT NEED TO BE IN APPLICATION PACKAGES
(Please initial indicating you have enclosed the required copies)

Applicant <u>Initials</u>	<u>PURCHASE</u>	Applicant <u>Initials</u>	<u>LEASE</u>
_____	\$100 application fee Cash or Money Order (One per applicant if not married)	_____	\$100 application fee Cash or Money Order (One per applicant if not married)
_____	Application for Occupancy Form	_____	Application for Occupancy Form
_____	Release of Information Form	_____	Release of Information Form
_____	Age Verification (if applicable)	_____	Age Verification (if applicable)
_____	Copy of Driver's license and Registration	_____	Copy of Driver's license and Registration
_____	Copies of Pay Stubs and Bank Statements	_____	Copies of Pay Stubs and Bank Statements
_____	Three (3) Reference Letters	_____	Three (3) Reference Letters
_____	Receipt of Rules & Regulations Signed	_____	Receipt of Rules & Regulations Signed
_____	Mortgage Approval letter (Sales Only)	_____	Lease Addendum (signed by owner & renter)
_____	Pet Registration Form	_____	Pet Registration Form
_____	Sales Contract	_____	Rental Contract

***The Association has 30 days from receipt of Complete Application to make a Decision**

****INCOMPLETE APPLICATIONS WILL BE RETURNED TO APPLICANT WITHOUT PROCESSING**

When an application is received by the Association, and all required forms and documentation have been met, the Association WILL consider that application as complete. Only upon completion will the processing of the application commence.

During the processing of the application there will be NO verbal communication between the office staff, buyer, seller, lessees, or their real estate agents, it is the responsibility of the applicant to submit their applications in a timely manner to accommodate occupancy closing dates.

BOARD WILL DISAPPROVE APPLICATION AS INCOMPLETE FOR FAILURE OF APPLICANT TO SUBMIT REQUIRED INFORMATION WITHIN A REASONABLE TIME

APPLICATION FOR OCCUPANCY/APPROVAL

VICTORIA SQUARE CONDOMINIUM

INSTRUCTIONS:

- 1 – If applicants are not legally married, an application on each person must be completed and pay an application fee.
- 2 – Any occupant over the age of (18) must complete an application and pay an application fee. Or provide a current school Schedule.
- 3 – Print legibly or type all information. Account and telephone numbers and complete addresses are required.
- 4 – If any question is not answered or left blank, this application may be returned, not processed and not approved.
- 5 – Missing information will cause delays in processing your application. All application spaces **MUST** be filled in.
- 6 – Only the applicants are authorized to sign all forms.

Purchase ___ or Lease ___ (how long) _____ to _____ 20___
 Address of _____
 Unit _____

Today's Date _____ 20___ Desired date of occupancy _____

PURCHASER / RENTER INFORMATION

YOUR NAME LAST _____		SOCIAL SECURITY: _____		BIRTH DATE: _____	
FIRST _____ MIDDLE _____		DRIVERS LICENSE NUMBER _____ STATE _____			
MAIDEN _____		SOCIAL SECURITY _____		BIRTH DATE _____	
SPOUSE NAME /CO-APPLICANT		SOCIAL SECURITY _____		BIRTH DATE _____	
LAST _____		DRIVERS LICENSE NUMBER _____ STATE _____			
FIRST _____ MIDDLE _____		MAIDEN NAME _____			
MARITAL STATUS <input type="checkbox"/> SINGLE <input type="checkbox"/> SEPARATED <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED	NO. OF OTHERS TO OCCUPY	NAME _____ AGE _____ RELATIONSHIP TO YOU IF ANY _____	NAME _____ AGE _____ RELATIONSHIP TO YOU IF ANY _____	NAME _____ AGE _____ RELATIONSHIP TO YOU <i>USE BACK IF ADDITIONAL OCCUPANTS SPACE IS NEEDED</i>	
	CURRENT ADDRESS	_____		SPOUSE/CO-APPLICANT _____	
	TELEPHONE	_____		_____	
	CELL	() _____		() _____	
	EMAIL	_____		_____	

VEHICLE INFORMATION

COPY OFF VEHICLES REGISTRATION/ DRIVERS LICENSE MUST BE ATTACHED	YEAR _____ MAKE _____ MODEL _____ STATE _____ TAG NO: _____	YEAR _____ MAKE _____ MODEL _____ STATE _____ TAG NO. _____
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EMPLOYMENT HISTORY

EMPLOYED BY:				PHONE NUMBER ()
STARTING DATE OR TIME ON JOB	POSITION	MONTHLY SALARY:	HRS PER WEEK:	ATTACH PAY STUBS
IF YOU ARE RETIRED/ SELF EMPLOYED: PROOF OF INCOME -ATTACHED		MONTHLY INCOME AMOUNT:		ATTACH BANK STATEMENTS

SPOUSE / CO TENANT EMPLOYERS NAME :				PHONE NUMBER ()
STARTING DATE OR TIME ON JOB	POSITION	MONTHLY SALARY:	HRS. PER WEEK:	ATTACH PAY STUBS
IF YOU ARE RETIRED/ SELF-EMPLOYED PROOF OF INCOME- ATTACHED		MONTHLY INCOME AMOUNT:		ATTACH BANK STATEMENTS

BANK INFORMATION

BANK NAME _____	PHONE NUMBER _____
DATE OPENED _____	TYPE OF ACCOUNT: _____

Applicant (s) represent that all information submitted is true and complete and authorizes the verification of same by reasonable means including retail, rental credit, as well as a criminal background check by CCM AND Resident Data. **Applicant(s) understands that false information given herein may constitute grounds for rejection of this application and/or forfeiture of any deposits.**

By signing, the applicant recognizes that the Association, Consolidated Community Management, and/or their agent, may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable.

Applicants: Signature: _____ Date: _____

Signature: _____ Date: _____

INCOMPLETE APPLICATIONS WILL BE RETURNED
WITHOUT PROCESSING

CONSOLIDATED COMMUNITY MANAGEMENT
OFFICE PHONE: 954-718-9903 FAX : 954-718-9946

Release of Information and Authorization for Verification of Application
(Unmarried co-applicants must fill out a separate release)

Name _____ SSN _____ - _____ - _____ DOB ____/____/____
Last First MI Jr. Sr. Prior
Spouse _____ SSN _____ - _____ - _____ DOB ____/____/____
Last First MI Jr. Sr. Prior

Present Address _____
Street Apt # City ST Zipcode

Please provide a previous address if you have lived at your current address less than 24 months

Previous Address _____
Street Apt # City ST Zipcode

Have you ever had an eviction filed against you?
Applicant: YES _____ NO _____ Spouse: YES _____ NO _____

Have you ever left owing money to any owner or landlord?
Applicant: YES _____ NO _____ Spouse: YES _____ NO _____

Have you applied for residency anywhere in the past 2 years, but did not move in?
Applicant: YES _____ NO _____ Spouse: YES _____ NO _____

Have you ever had adjudication withheld or been convicted of a crime?
Applicant: YES _____ NO _____ Spouse: YES _____ NO _____

**IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS PLEASE EXPLAIN IN
DETAIL THE CIRCUMSTANCES REGARDING THE SITUATION ON THE BACK OF THIS SHEET**
Applicant(s) represents that all of the above statements information in the application for rental are true and complete, and hereby authorizes an investigative consumer report and verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, determination of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State (Florida). I/We hereby release RESIDENT DATA and any of the above from any liability and responsibility arising from their doing so. Facsimiles of this authorization may be used to facilitate multiple inquiries. In the event you receive a facsimile of this authorization, it should be treated as an original and the requested information should be released to facilitate my/our application for residency.

Applicant Signature

Date

Applicant Signature

Date

LEASE ADDENDUM

In the event Lessor (Owner) is delinquent in the payment of any monthly assessment due to the condominium association, and if such delinquency continues for a period in excess of ten (10) days, lessee, receiving written notice of such delinquency from the Condominium Association or Consolidated Community Management, Inc. shall pay the full amount of such delinquency as set forth in said notice to the condominium association or Consolidated Community Management Inc. for the benefit of the condominium association. Lessee may deduct from the rental payment due Lessor the amount paid to cure the delinquency. It is understood and agreed that lessee shall continue to pay the monthly maintenance payment to the condominium association or Consolidated Community Management Inc. until such time as lessee is notified in writing by the condominium association or Consolidated Management Inc. that Lessor's delinquency and default has been cured.

The Lessor and the Lessee specifically acknowledge and agree that the condominium association is hereby empowered to act as agent for the lessee with full power and authority to take such action as may be required to compel compliance of Condominium, its supportive Exhibits in the Florida Condominium Act, and the Rules and Regulations of the condominium association. The approval of the proposed lease Agreement by the condominium association is expressly conditioned upon the observance of provisions contained in this addendum. Any breach of the terms hereof shall give the association the authority to take immediate steps to terminate the Lease Agreement. The Lessor acknowledges that he remains responsible for the acts of Lessee and Lessees family and guest. Lessor agreed that he remains responsible for any cost incurred by the condominium association, including attorney's fees and costs pre-litigation, at trial and for any appeals, in remedying violations of this Addendum and/or violations of the condominium documents.

I (We) have been informed of the current condominium rules and regulations and I (we) agree to the bound by the tens thereof, as a condition for the approval of this application.

I (We) hereby make application for occupancy of the described condominium unit and understand that a credit check and verification of the information given will be obtained prior to acceptance of this application.

I (We) further certify that the information submitted with this application is true and correct.

Date: _____

Owner _____ Tenant _____

Owner _____ Tenant _____

PET REGISTRATION FORM
Per Documents- Only 1 pet allowed under 25 pounds at maturity)

OWNER/LANDLORD: _____
ADDRESS: _____

TELEPHONE NUMBER: _____

PURCHASER/LESSEE: _____
ADDRESS: _____

TELEPHONE NUMBER: _____

Breed of Pet: _____

Approximate weight of pet: _____

Pet's Name: _____

Pet's Colorings: _____

PLEASE INCLUDE PICTURE FOR IDENTIFICATION PURPOSE

I DO NOT OWN A PET _____

Please remember all dogs are to be, walked on a leash and the dog's owner is responsible for the removal of their dog's excretion (Per City of Coral Springs and the Association).

By my signature below I verify I have read and understand the above and will abide By the rules and regulations of the **VICTORIA SQUARE CONDOMINIUM ASSOCIATION** in this regard.

PURCHASER/LESSEE

PURCHASER/LESSEE

DATE

**Victoria Square
Condominium Association Inc.
Coral Springs, Fl.**

The undersigned, who is buying or renting Unit #_____ in Victoria Square Condominium Association hereby acknowledges that at my screening with the representatives of the Association.

I was fully informed regarding the Rules and Regulations of the Association, provided with copies thereof and fully acknowledge and agree that in buying/ renting the above described residence, that I must fully abide by these Rules and Regulations and any amendments thereto as may be promulgated by the Association and its Board of Directors from time to time.

The rules and regulations deal with several areas including by way of example and not by way of limitation. A copy of these rules and regulations are, appended to this letter to reflect and I have received a copy thereof.

All cost, administrative and or legal involving enforcement of Rules and Regulations may be the responsibility of the owner.

Signed _____

Dated _____

Signed _____

Dated _____

INITIAL RULES AND REGULATIONS

VICTORIA SQUARE CONDOMINIUM ASSOCIATION, INC.

The Rules and Regulations hereinafter enumerated as to the Condominium property, the common elements, the limited common elements and the Condominium units shall be deemed in effect until amended by the Management Firm and thereafter, by the Board of Directors, and shall apply to and be binding upon all unit owners. The unit owners shall, at all times, obey said Rules and Regulations and shall use their best efforts to see that they are faithfully observed by their families, guests, invitees, servants, lessees and persons over whom they exercise control and supervision. Said initial Rules and Regulations are as follows:

1. The sidewalk, entrances and passages, where applicable, and all of the limited common elements and common elements must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises; nor shall any carriages, toys, bicycles, wagons, shopping carts, chairs, benches, tables, or any other object of a similar type and nature be stored therein. Children shall not play or loiter in public areas.

2. The personal property of all unit owners shall be stored within their Condominium units or, where applicable, in assigned storage space.

3. No garbage cans, supplies, milk bottles, or other articles shall be placed in the patio(s), porch(s) or entryway(s), nor shall any linens, cloths, clothing, curtains, rugs, mops or laundry of any kind, or other articles, be shaken or hung from any of the windows, doors, patio(s), porch(s), entryway(s), or exposed on any part of the limited common elements or common elements. The limited common elements and common elements shall be kept free and clear of rubbish, debris, and other unsightly material. Refuse and garbage shall be deposited only in the area provided therefor.

4. No unit owner shall sweep or throw from the premises any dirt or other substance into any patio(s), porch(s), entryway(s) or elsewhere in the building(s) or upon the grounds.

5. No unit owner shall store or leave boats, vans, recreational vehicles or trailers on the Condominium property and no commercial vehicles shall be left or stored on the Condominium property.

6. Employees of the Association or Management Firm shall not be sent off the Condominium premises by any unit owner at any time for any purpose. No unit owner or resident shall direct, supervise, or in any manner attempt to assert any control over the employees of the Management Firm or the Association.

7. The parking facilities shall be used in accordance with the regulations adopted by the Management Firm as previously provided, and thereafter, by the Board of Directors. No vehicle which cannot operate on its own power shall remain on the Condominium premises for more than twenty-four (24) hours, and no repair of vehicles shall be made on the Condominium premises.

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EXHIBIT NO. 5

8. No unit owner shall make or permit any disturbing noises by himself, his family, servants, employees, agents, visitors, and licensees, nor do or permit anything by such persons that will interfere with the rights, comforts or convenience of the unit owners. No unit owner shall play upon or suffer to be played upon any musical instrument, or operate or suffer to be operated, a phonograph, television, radio or sound amplifier in such manner as to disturb or annoy other occupants of the Condominium. All party(s) shall lower the volume as to the foregoing as of 11:00 P.M. of each day. No unit owner shall conduct or permit to be conducted, vocal or instrumental instruction at any time.

9. Any antenna or aerial erected or installed shall be installed in the attic of a unit and no antenna or aerial shall be installed on the roof or exterior walls of the building(s). If an antenna or aerial is installed in or on a prohibited area it shall be removed without notice and at the cost of the unit owner for whose benefit the installation was made.

10. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed, in, on or upon any part of the Condominium unit, limited common elements or Condominium property by any unit owner or occupant without the prior written permission of the Management Firm and thereafter, the Association. The foregoing includes signs within a unit which are visible from outside the unit and the foregoing includes posters, advertisements or circulars upon the Condominium property, including common elements, limited common elements, units or vehicles parked upon the Condominium property and distributing advertisements or circulars to units within the Condominium.

11. Subject to Articles XIII, XIV and XV of the Declaration of Condominium, no awning, canopy, shutter, or other projection shall be attached to or placed upon the outside walls or doors or roof of the building(s) without the prior written consent of the Management Firm and thereafter, of the Association. Subject to Articles XIII, XIV and XV of the Declaration of Condominium, porches or patios may not be enclosed, which includes the screening of same, nor may anything be affixed to the walls within such porches or patios except with the prior written consent of the Management Firm and thereafter, the Association, and said consent may be given as to certain units and not given as to others. Where certain porches or patios are screened in or enclosed by the Developer, same are intended to be so screened in or enclosed and same shall be deemed permitted; however, certain porches or patios may not be screened in or enclosed by the Developer and, in such case, they are intended to remain open unless enclosure is authorized by the Management Firm, and thereafter, by the Board of Directors, as herein provided. Subject to the paramount provisions of Article XV of the Declaration of Condominium, a unit owner shall not grow outside of his unit or on the common elements and limited common elements any type of plant, shrubbery, flower, vine or grass without the written consent of the Management Firm and thereafter, the Association.

12. No cooking shall be permitted on any common elements of the Condominium except limited common elements.

13. Complaints regarding the service of the Condominium shall be made in writing to the Management Firm and thereafter, to the Board of Directors.

REC 9321 MAR 9 1951

14. No inflammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element assigned thereto or storage areas, except such as are required for normal household use.

15. No clothes line or similar device shall be permitted on any portion of the Condominium property, nor shall clothes be hung anywhere except in such area(s) as are designated by the Management Firm and thereafter, the Board of Directors.

16. Payments of monthly assessments shall be made as designated by the Management Firm, as designated in the Management Agreement. Payments made in the form of checks shall be made to the order of such party as the Management Firm shall designate. Payments of regular assessments are due on the 1st day of the applicable month, and if such payments are ten (10) or more days late, are subject to charges, as provided in the Declaration of Condominium.

17. Each unit owner who plans to be absent from his unit during the hurricane season must prepare his unit prior to his departure by removing all furniture, plants and other objects from his terrace, balcony, porch, patio and entryway.

18. Provisions in the nature of Rules and Regulations are specified in Article XIII and Article XIV of the Condominium's Declaration of Condominium.

19. The Management Firm and thereafter, the Association, reserves the right to make additional Rules and Regulations as may be required from time to time without consent of the Condominium Association and its members. These additional Rules and Regulations shall be as binding as all other Rules and Regulations previously adopted.

20. Where pets are permitted as provided in the Declaration of Condominium, said pets shall be kept on a leash at all times when outside of the Condominium unit and said pet shall be carried, where possible, when said pet is outside of the unit but within the Condominium buildings. The pet shall only relieve itself in the area specified by the Management Firm and thereafter, the Association.

REF 9321 REF 952

**CONDOMINIUM
GOVERNANCE FORM**

**DEPARTMENT OF
BUSINESS AND PROFESSIONAL REGULATION
Division of Florida Condominiums, Timeshares,
and Mobile Homes**

1940 North Monroe Street
Tallahassee, Florida 32399-1030
Telephone: (850) 488-1122
Facsimile: (850) 488-7149
Toll Free: (800) 226-9101 (in Florida only)

Web Address:
www.MyFlorida.com/dbpr/



This publication is intended as an informal educational overview of condominium governance. In the event of a conflict, the provisions of chapter 718, Florida Statutes, rules adopted by the Division of Florida Condominiums, Timeshares, and Mobile Homes of the Department of Business and Professional Regulation, the provisions of the condominium documents, and reasonable rules adopted by the condominium association's board of administration prevail over the contents of this publication.

Role of the Board of Directors

General

1. The board of directors has a fiduciary duty to the unit owners and has the responsibility to act with the highest degree of good faith and to place the interests of the unit owners above the personal interests of the directors.
2. The board must abide by the condominium documents, the condominium laws and regulations and the rules of the association.
3. The board manages the day to day affairs of the association.
4. The board has the authority to levy assessments, and maintain, repair and replace the common elements or association property.
5. The board of directors may hire a property management firm subject to its own primary responsibility for such management.
6. Provide a substantive written response to an inquiry submitted to the board by certified mail. The response must be sent within 30 days, or within 60 days if the board requests a legal opinion, or within 10 days of receiving the division's advice, if the board requests advice from the division.
7. The association must make its records available for unit owner inspection within five working days after receiving a written request.

Meetings and Notices

1. Associations must provide at least 48 hours notice of board and committee meetings, posted conspicuously on the association property.
2. Notice of the annual meeting, the budget meeting, and any meetings at which the board will vote on a special assessment or changes to rules concerning unit use must be mailed or delivered to unit owners and posted on the condominium property at least 14 continuous days in advance of the meeting.
3. Written notification of any special assessment must state the specific purpose of the special assessment.
4. A copy of the proposed annual budget must be mailed or delivered to each unit owner.
5. The association must provide notice of any legal action by which the association may be exposed to liability in excess of insurance coverage so that unit owners may intervene and defend on their own behalf.
6. Board must allow unit owners or their designated representatives to speak at board and committee meetings subject to reasonable restrictions.
7. Associations must provide notification of a hearing before a committee of other unit owners before the board can levy a fine against a unit owner, if the documents provide that the association may impose a fine against a unit owner.

Elections

1. The association must provide by mail or personal delivery, a first notice of an election no less than 60 days prior to the election.
2. The association must provide a second notice of the election, along with a ballot, an inner envelope, an outer envelope, candidate certification form and copies of any timely submitted candidate information sheets, no less than 14 days prior to the election.

Association Finances

1. Unless the governing documents provide otherwise, the board of directors has the authority to levy assessments, including special assessments.

2. The board must prepare an annual budget of the revenues and expenses and send a copy to the unit owners at least 14 days prior to the budget meeting. The budget must include all estimated revenues and expenses and reserves for certain deferred maintenance and capital expenditures projects.
3. Within 90 days after the end of the fiscal year, or annually on a date provided in the bylaws, the association must prepare a financial report for the preceding fiscal year. No later than 120 days after the end of the fiscal year or other date as provided in the bylaws, the association must mail to each unit owner at the address last furnished to the association by the unit owner, or hand deliver to each unit owner, a copy of the financial report or a notice that a copy of the financial report will be mailed or hand delivered to the unit owner, without charge, upon receipt of a written request from the unit owner. The report must be prepared as follows:
 - a. If the association consists of 50 units or fewer, or has revenues of less than \$100,000, it must prepare a financial report of actual receipts and expenditures.
 - b. If the association consists of more than 50 units and has revenues of at least \$100,000, it must prepare a compiled, reviewed or audited financial statements, prepared in accordance with generally accepted accounting principles.

Role of the Unit owners

General

1. Each unit owner who is offering the unit for sale must provide to each person who has entered into a contract for the purchase of the condominium unit a copy of this governance form, a current copy of the declaration of condominium, articles of incorporation, bylaws and rules of the association, a copy of the latest annual financial report, and the document entitled "Frequently Asked Questions and Answers" that may be obtained from the association.
2. Unit owners must abide by the condominium documents, the condominium laws and regulations and the rules of the association.
3. Unit owners must pay their share of the common expenses. Failure to do so may result in liens or possible foreclosure by the association.
4. Unit owners may use the common elements in a manner that will not hinder or infringe on the rights of the other unit owners.
5. Unit owners must provide proof of the hazard and liability policy for their unit upon request by the association. A unit owner's failure to provide proof of insurance may result in the association purchasing a policy, and the cost of the policy, or the cost of any reconstruction undertaken by the association in the absence of such a policy, may become a lien on the unit.
6. Unit owners must provide the association access to their units during reasonable hours for the following purposes:
 - a. To maintain, repair or replace any common elements;
 - b. To prevent damage to the common elements or other units;
 - c. To maintain the unit as required by the declaration of condominium; or
 - d. To prevent damage to the common elements or to a unit or units.
7. Unit owners may not make any alterations to their units that would adversely affect the safety or soundness of the common elements or any portion of the association or condominium property the association maintains.

Unit Owners Rights

1. Unit owners may attend and participate in board and committee meetings except for meetings between the board or a committee and the association's attorney with respect to proposed or

- pending litigation when the meeting is held for the purpose of seeking or rendering legal advice.
2. Petition the association board to address an item of business at the next regular or special meeting of the board, if 20% of the voting interests petition the board.
 3. Unit owners may record board, committee or unit owner meetings subject to reasonable restrictions.
 4. Exclusive ownership and possession of their condominium unit.
 5. Membership in the association and full voting rights as provided in the declaration of condominium.
 6. Use the common elements and association property without paying a use fee unless provided for in the declaration of condominium, approved by a majority vote of the association, or unless the charges relate to expenses incurred by an owner having exclusive use of the common element or association property.
 7. Use the condominium's common elements, common areas and recreation facilities together with their invited guests, in accordance with the condominium documents and properly adopted rules and regulations of the association.
 8. Inspect the association's official records subject to the reasonable rules adopted by the association. Unit owners may make or obtain copies at the reasonable expense, if any, of the unit owner.
 9. Attend and participate in unit owner meetings.
 10. Vote on issues presented for a unit owner vote and elections.
 11. Bring any concerns or problems to the board of directors' attention.
 12. Apply to the circuit court of the county in which the condominium is located for a receiver if the association fails to fill vacancies on the board sufficient to constitute a quorum.
 13. Participate in the voluntary mediation or mandatory, non-binding arbitration processes to resolve certain disputes.
 14. Vote to cancel any grant or reservation made by a declaration, lease, or other document, and any contract made by an association prior to turnover of control to the unit owners other than the developer.
 15. Bring action for damages or injunctive relief or both against the association, another unit owner, a tenant or invitee.

Elections, Voting

1. Unit owners may submit a notice of their intent to be a candidate for election to the board no less than 40 days prior to the election.
2. Submit candidate information sheet no less than 35 days prior to the election.
3. Vote for the board by written, secret ballot or voting machine if there are more candidates than vacancies. Associations with 10 or fewer units may opt out of the statutory election procedures and hold elections as provided in their bylaws.
4. Unit owners may vote in person or by limited proxy for all matters (other than election of directors) in which the law provides that a vote of the unit owners must be taken. Examples of these issues include, but are not limited to: amending the governing documents, waiving reserves and altering the common elements.
5. Unit owners may vote at a meeting or by written agreement with a majority of all unit owners to recall any board member.

Association Budget

1. Unit owners may vote for an alternate budget if the developer controls the board and the ~~adopted budget provides for assessments in excess of 115 percent of assessments for the~~ prior fiscal year.

2. Petition the board for a special meeting of the owners to consider an alternate budget if a unit owner controlled board adopts a budget providing for assessments in excess of 115 percent of the previous year's assessments. Upon written application by 10 percent of the voting interests received within 21 days following the adoption of the budget the board shall call the special meeting of the association.

You should refer to the specific statutory section or rule for each cited provision. You may visit www.MyFlorida.com/dbpr/ or contact the Division at the address on this brochure to obtain a copy of the statute or the administrative rules.

Revised 11/08

Victoria Square

APPROVED OPERATING BUDGET FOR FISCAL YEAR
January 1, 2010 Through December 31, 2010

APPROVED
BUDGET
2010

INCOME ACCOUNT	
Maintenance Assessment	\$121,440.00
Late Fees	\$800.00
Application Fees	\$200.00
Interest Income	\$100.00
TOTAL INCOME	\$122,540.00
ADMINISTRATIVE EXPENSE	
Management Fees	\$5,562.00
Office Expense	\$1,000.00
Application Expense	\$0.00
Insurance	\$30,000.00
Accounting	\$500.00
Legal Fees	\$3,000.00
Taxes/Licenses/Fees	\$400.00
TOTAL ADMINISTRATIVE EXPENSE	\$40,462.00
UTILITIES	
Electricity	\$1,600.00
Water & Sewer	\$28,000.00
Sanitation	\$21,000.00
TOTAL UTILITIES	\$50,600.00
CONTRACT SERVICES	
Exterminating	\$1,000.00
Janitorial	\$3,600.00
Lawn & Grounds/ Tree Trimming	\$12,000.00
TOTAL CONTRACT SERVICES	\$16,600.00
MAINTENANCE & REPAIRS	
Maintenance Repairs / Supplies	\$5,000.00
Fire Equipment Maintenance & Repairs	\$1,600.00
Roof Repairs	\$2,000.00
Plumbing Repairs	\$1,000.00
Paving Repairs	\$1,500.00
Miscellaneous Expense	\$3,778.00
TOTAL MAINTENANCE & REPAIRS	\$14,878.00
TOTAL EXPENSES	\$122,540.00
RESERVES	Waived
TOTAL WITH RESERVES	
Monthly Maintenance	\$230.00
MONTHLY MAINTENANCE WITH RESERVES	

