

FIELDSTONE VILLAGE CONDOMINIUM ASSOCIATION, INC.

PURCHASE APPLICATION

****Must be submitted 20 days prior to occupancy or closing****

Return to: Fieldstone Village Condo Assoc.

C/o Sandcastle Community Management

9150 Galleria Court Suite 201, Naples, Florida 34109

239-596-7200 (office)

Name of Current Owner: _____

I (we) hereby apply for approval to purchase Address _____

Closing Agent/ Title Company _____ **Phone:** _____

Closing Date: _____ **Date of Occupancy:** _____

Real Estate Agent _____ **Phone:** _____

Please submit the following:

1. A completely filled out application form (Partially completed form will not be considered)
2. Separate application & fee must be submitted for co-applicants (excludes married couples).
3. A signed copy of the **executed** Sales Contract (Number of applicants must match the sales contract)
4. A non-refundable check for \$150 made payable to: **Fieldstone Village Condominium Assoc. Inc.**
5. Two Character Reference forms (included with this form)
6. Wilshire Master Association has a separate application and fees. For information call 239-628-1047

I/we represent that the following information is complete and true. I/we agree that any misrepresentation in this application will justify automatic rejection. **I/We consent to your further inquiry concerning this application including a criminal and credit background check.**

TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION

Full Name of Applicant: _____ **D.O.B.** _____ **SS#** _____

Full Name of Spouse: _____ **D.O.B.** _____ **SS#** _____

Buyer's current Address _____

Email Address _____ **Phone:** _____ **Cell** _____

Names of persons other than above applicants who will be occupying the unit (if over 18 list DOB & S/S)

NAMES	RELATIONSHIP	AGE
_____	_____	_____
_____	_____	_____
_____	_____	_____

I am purchasing this unit with the intention to:

☐ Reside Full Time ☐ Reside Part Time ☐ Lease the unit

Citizen of the United States: Yes ☐ No ☐ (If no, submit document copy of residency authorization or passport photo page).

Make/Model of car: _____ Year: _____ License No. _____ State: _____
Make/Model of car: _____ Year: _____ License No. _____ State: _____

_____ Initial _____ Initial Only One (1) Parking Space per unit is assigned. See Rules & Regulations for other Restrictions.

After closing - list your mailing address, phone number & email for all correspondence sent from this association

Mailing Address _____ City _____ ST _____ Zip _____
Phone (H) _____ (C) _____ Email _____

Owners Only – are permitted to keep two (2) small pets (such as a cat or dog) per unit, not to exceed 25 pounds per animal.

Please list any animals which will be in the unit.

Type/Breed: _____ Weight: _____ Name: _____

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_____ Initial _____ Initial I/We acknowledge that we have received, read, understand and agree to abide by the Condominium Association Documents, By-laws, Amendments, Articles of Incorporation and Rules and Regulations. The Seller is to provide the Association Documents or they can be purchased from a Title Company.

_____ Initial _____ Initial I/We understand and agree That the Association is authorized to act with full power and authority to take whatever action may be required, including eviction, to prevent violations of provisions to the Declaration of Condominium, The Association’s By-Laws, the Florida Condominium Act, or the Rules and Regulations of the Association.

_____ Initial _____ Initial I/we understand, in the event that the unit is leased/rented that I will be required to submit a completely filled out lease application, with paperwork and check to FIELDSTONE VILLAGE (20) days prior to the lease taking place. I/We understand that renters may not have pets.

_____ Initial _____ Initial **Occupancy Prior to Board of Directors Approval is Prohibited. Applicants may be required to make themselves available for a personal interview prior to final Board of Directors approval.**

Your signature will acknowledge your agreement to comply with the Rules and Regulations and the Declaration of Covenants, Conditions and Restrictions.

I/we have read, understood and agree to all of the statements above.

Applicant signature: _____ **Printed Name:** _____ **Date:** _____

Applicant signature: _____ **Printed Name:** _____ **Date:** _____

Acceptance on behalf of Fieldstone Village Condominium Association

Approved: _____ Disapproved: _____

Date: _____

Signature of Authorized Representative or Board of Directors

Reference Form

Date: _____

Name: _____

Street Address _____

City / State / Zip _____

Of Applicants reference _____

Your Name was given to us as a Personal reference by _____

He/She/They will be purchasing a unit in Fieldstone Village Condominium Association, in Naples, Florida. The Board of Directors at Fieldstone Village needs your help with the following questions listed below.

Please fill this out as quickly as possible and return to the person buying. This reference letter MUST be sent with the application, in order for the Board to approve their PURCHASE.

We appreciate your assistance in this matter.

Thank you.

Known for how long _____

Make a good neighbor? Yes _____ No _____

Describe the best you can the type of people they are: _____

Reference Form

Date: _____

Name: _____

Street Address _____

City / State / Zip _____

Of Applicants reference _____

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Please fill this out as quickly as possible and return to the person buying. This reference letter MUST be sent with the application, in order for the Board to approve their PURCHASE.

We appreciate your assistance in this matter.

Thank you.

Known for how long _____

Make a good neighbor? Yes _____ No _____

Describe the best you can the type of people they are: _____

FIELDSTONE VILLAGE
NAPLES, FLORIDA 34109

Certificate of Compliance (Purchases ONLY)

The Fieldstone Village reserves the right to refuse any applicant for just cause as per the Declaration of Condominium. Closing shall not take place before a Certificate of Approval has been issued by Fieldstone Village.

We, the undersigned buyer(s) [or agent of buyer(s)] of the property indicated above, do hereby agree to be bound by the Declaration of Condominium, Articles of Incorporation, By-Laws and Rules and Regulations of Fieldstone Village, a Condominium.

As buyer(s) [or agent of buyer(s)] we further agree that prior to any closing on the aforementioned property, all violations thereon shall be rectified.

Buyer's signature _____ Date _____

Buyer's signature _____ Date _____

Name of Lawyer or Closing Agent _____

Telephone _____ Fax _____

NO APPLICATION WILL BE APPROVED UNLESS COMPLETELY FILLED OUT

(Office Use Only)

Date received _____

References checked: YES _____ NO _____

Personal appearance required: YES _____ NO _____

Comments _____

THE UNDERSIGNED HEREBY makes application for approval to purchase the above unit and for membership in Fieldstone Village in accordance with the Declaration of Condominium. I (we) agree that any misrepresentation in this application will justify automatic rejection. I (we) consent to additional investigation concerning this application, including the background and credit check.

[] Application Approved [] Application Disapproved

Signature of Authorized Representative for the Board of Directors

Date

Interview Checklist

Fieldstone Village Condominiums

Prepared by the Board of Directors

The Condominium Association Fieldstone Village consists of (buildings 1 – 9).

Trash, recycle, and mailboxes are in the four corners of the condo association. Mailboxes are numbered.

Trash pickup is Wednesday and Saturday. Recycle pickup is Tuesday. The doors to the dumpster area must be secured. No large items (mattresses, furniture, tires, appliances, carpeting, cabinets, construction waste, etc.) can be placed in the dumpsters or left behind in the dumpster area. A \$75 removal fee will be billed to the unit owner for these types of items. We do not have a handyman or custodian to pick up loose trash, cigarette butts, soda or water cans. Waste Management will not pick up trash that is not in the recycle containers or dumpster. Moving boxes should be collapsed and flattened before being put in the dumpsters. If the dumpster is overflowing, use another dumpster or hold your trash at home for an extra day.

Do not leave bagged trash outside of or in front of the dumpster. Use 2-trash bags instead of one heavy bag that can't be lifted. Don't send children out with the trash if they are unable to put it in the dumpster.

Covered parking spaces are deeded, one per unit. Additional parking is available, first come, for all non-covered spaces. An owner may give permission to another resident to use their covered space when away.

Quarterly Assessments from each unit owner are due to the management company on January, April, July, and October 1st. These monies are needed to pay for services to our homes: insurance, lawn care, tree trimming, insect spraying, water & sewer, cable TV, trash removal, and reserves. The Master Association pays for roads, tennis courts, pools, club houses. If monies are not received, a 10-day late letter is sent, a lien is attached at 30-days, and foreclosure proceedings at 60-days.

Condo living requires cooperation and consideration for our neighbors. If something bothers you, don't be afraid to knock on a neighbor's door and make them aware of the situation. Normally this corrects the situation immediately. Fieldstone's board of directors are unpaid volunteers who conduct the paperwork requirements of running this association a couple of hours each month.

Common Rules:

All rules and policies are contained in the owner's condominium documents and should be read cover to cover. All owners and tenants have signed a document stating that they have read and understand these. This Interview Checklist is meant to be a brief overview, and not entirely inclusive.

To change an existing condo rule requires a mailing to all 42-unit owners in Fieldstone Village. Then 2/3 of the owners must vote supporting the proposed changes in person or by proxy.

Owners and tenants are responsible for their guests.

Quiet hours are from 10:00 P.M. to 8:00 A.M. Call the Sheriffs' Office and make a complaint if noise is out of control, bothersome, or people are non-compliant.

Buyer Initial

Buyer Initial

An owner is allowed 2 small pets (dog or cat—not 2 of each) weighing less than 25 pounds each, and must pick up after their pet with a plastic bag and dispose of their waste in the dumpster. Cat litter will be bagged and disposed of in the dumpster. Note that cat litter will clog up the sewer pipes and the resident will be billed for repairs.

Renters are not permitted to have pets.

No motorcycles, trailers, boats, recreational, or work vehicles are allowed. These vehicles will be towed at owner’s expense. This includes your guests.

No auto repairs may be conducted on site. AAA replacing a battery or changing a tire, checking fluids before a trip, and washing or waxing your car are not considered repairs. Note the mandatory water restrictions and car washing rules are in effect. Owners and tenants violating these rules will be fined.

No structural changes are allowed to any buildings. Replacement front doors must be exactly the same. An owner may purchase and install a screen door similar to those in place. When in doubt, request the architectural review board to approve your request in writing through Sandcastle Community Management (info@sandcastlecm.com). Hurricane shutters can be installed inside your lanai, but not on the outside of the buildings.

Removing carpeting and replacing it with tile in upstairs units requires architectural review approval prior to construction. Sufficient cork under flooring is required to suppress noise. If ample floor rugs are not used in tiled second floor units, the downstairs residents can literally hear “everything” upstairs. You may request permission through Sandcastle Community Management.

Any remodeling or unit improvements resulting in waste (carpets, tile, furniture, cabinets, paint, etc.) must be removed by the contractor and not thrown in our dumpsters. These activities should be conducted during normal work hours and days. When purchasing major appliances or replacement items (washers, dryers, stoves, water heaters, mattresses, etc.) please ensure the vendor will haul off the old appliance.

Owners are allowed to rent their unit. No unit may be leased for a period of less than ninety (90) days or a maximum of one (1) year and no more than three (3) times per year. Renters are not allowed to sublet. All owners and renters must fill out an application through Sandcastle Community Management; have a background security and financial check, and undergo an in person interview with a board member.

Gas and charcoal grills are not allowed, nor are they allowed to be stored on any lanai. This is a fire code regulation.

Living in Florida:

Air conditioning must be running during the warm months or mold damage will occur.
Plumbing: Most insurance policies have a nonpayment clause if the main water switch in your unit is left on while you are away.
Please keep your plumbing in good order. Check the hoses to your washer and replace them with high quality ones. A running sink or toilet may cost us hundreds of dollars in extra water billing and has in the past.
Check when your hot water heater and pressure bubble on top were last replaced. The average life expectancy is 8-years. Several units were damaged severely when the hot water heater failed.

Buyer Initial Buyer Initial

Common Concerns/Reminders:

Fieldstone Village is a neighborhood with a mix of families, retirees, seasonal, and year round residents. It’s home to all of us.

Concerns about who owns, rents, and guests are. Some past problems include:

- Inconsiderate people and loud noises, and working people having to get up in the morning to go to work.
- Speeding vehicles around children and older residents who don’t see or hear as well as they used to.
- Motorcycles, trucks, RV’s, trailers after hours having to be towed—not so much owners and tenants, but their guests and friends
- Renters and guests are not allowed pets.
- Units becoming a “revolving door” for “family, guests, and friends.”
- All owners and renters have to go through a 20-day application process through Sandcastle to include a background and financial check, and interview.
- Minimal rental duration is ninety (90) days. Maximum rental duration is one-year and may be extended with board approval.
- No subleasing by renters.
- Renting without board approval may result in eviction
- Grounds for disapproving an owner, renter, and guests are in the documents.

For after hour maintenance emergencies, call Sandcastle Community Management at 1-877-626-8585.

_____ Buyer(s) Signature	_____ Date
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_____ Buyer(s) Signature	_____ Date
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