

Normandy D Association, Inc.
Managed By: Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax

Instructions for Resale Application – NORMANDY D ASSOCIATION, INC.

- 1) APPLICATION MUST BE SUBMITTED AT LEAST THIRTY (30) DAYS PRIOR TO CLOSING DATE.
- 2) **TWO (2) COMPLETE, SEPARATE SETS OF EVERYTHING LISTED BELOW MUST BE SUBMITTED. (APPLICATION AND PURCHASE CONTRACT CONSTITUTES ONE SET.) ONE SET OF THESE MUST BE THE ORIGINAL PAPERWORK.**
- 3) EACH PAGE MUST BE PROPERLY COMPLETED.
- 4) EACH APPLICATION MUST INCLUDE A PHOTO ID (ON 8 1/2 X 11 PAPER) SHOWING DATE OF BIRTH OF EACH OCCUPANT OR OWNER.
- 5) A **\$150.00 NON-REFUNDABLE APPLICATION FEE PER PERSON OR MARRIED COUPLE** IS REQUIRED ON ALL RESLES. THE \$150.00 APPLICATION FEE MUST BE MADE PAYABLE TO: **THE NORMANDY D ASSOCIATION, INC.**
- 6) THE VESTA PROPERTY SERVICES INFORMATION PAGE MUST BE SIGNED.
- 7) ALL THREE PERSONAL REFERENCE SHEETS **MUST BE COMPLETE, SIGNED** AND PART OF THIS APPLICATION.
- 8) NO NEW OWNER MAY LEASE HIS/HER UNIT DURING THE INTIAL TWENTY-FOUR MONTHS (24) MONTHS OF OWNERSHIP. NO EXCEPTIONS WILL BE MADE.
- 9) PERSONAL INTERVIEW REQUIRED WITH ALL APPLICANTS.
- 10) ALL APPLICANTS MUST SUBMIT:
 - 2 YEARS OF TAX RETURNS
 - CURRENT BANK STATEMENTS
 - 2 MONTHS OF PAY STUBS (IF APPLICABLE)
 - ANY ADDITIONAL INFORMATION YOU WOULD LIKE TO SUBMIT IN ORDER TO VERIFY YOU WILL HAVE SUFFICIENT RESOURCES TO PAY THE MONTHLY ASSESSMENTS PLUS ANY POSSIBLE SPECIAL ASSESSMENTS IN THE FUTURE.

**ALL MATERIALS MUST BE PROPERLY COMPLETED AND SUBMITTED
TOGETHER OR THIS APPLICATION PACKET MAY NOT BE PROCESSED.
OUR OFFICE WILL DO ITS BEST TO EXPEDITE ALL PAPERWORK IN A
TIMELY FASHION. WE WOULD LIKE TO CONVEY TO YOU THAT MOST
DELAYS ARE CAUSED BY INCOMPLETE PAPERWORK. PLEASE LOOK OVER
THESE INSTRUCTIONS CAREFULLY. PLEASE CALL OUR OFFICE
(561) 637-3402 WITH ANY QUESTIONS BEFORE SENDING COMPLETED
PACKETS INTO OUR OFFICE.**

Are you a service member as defined by s.250.01 Florida Statutes: Yes _____ No _____

The term "service member" is defined by s.250.01, Florida Statute to include any person serving as a member of the United States Armed Forces on active duty and all members of the Florida National Guard and the United States Reserve Forces.

Wilson Landscaping & Management Corp.
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Resale Information Sheet

ASSOCIATION: _____ **UNIT #:** _____

Name of current Owner's: _____

Current Owner's Address: _____

City/ State/ Zip: _____

Current Owner's Phone Number: _____ Current Owner's Cell Number: _____

Current Owner's E-Mail Address: _____

Name of Applicant: _____ SS#: _____ Age: _____

Co-Applicant: _____ SS#: _____ Age: _____

Applicant's Address: _____

City/ State / Zip: _____

Applicant's Phone: _____ Applicant's cell phone: _____

Applicant's E-Mail Address: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Plate # _____

Make: _____ Model: _____ Year: _____ Plate # _____

PLEASE LIST ALL OCCUPANT(S) WHO WILL RESIDE AT UNIT IF APPROVED

Name

Relationship to Purchaser

Date of Birth

PLEASE PROVIDE NAME AND ADDRESS OF WHERE TO SEND APPROVED CERTIFICATE OF APPROVAL:

Wilson Landscaping & Management Corp.
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Purchaser(s) Agreement

In making this application to purchase unit noted on page one of this application, I/ we understand that acceptance of the application is conditioned on the approval of the Board of Directors.

- Agree that if the application is approved, to abide by all the Rules and Regulations, By-Laws and any and all restrictions of the association and any changes that may be imposed in future.

No new owner may lease his/her unit during the initial twenty-four (24) months of ownership.

- Agree that the unit may not be occupied in my absence without the prior knowledge of the Board.
- PURCHASER(S), acknowledge receipt of a copy of the Condominium Documents and understand that the unit may not be sold or leased without the approval of the Board. It is the buyer's responsibility to obtain Condominium Documents from the current owner. They may be purchased from Wilson Management for \$100.00 if necessary.
- Have enclosed a check in the amount of **\$150.00 PER PERSON OR MARRIED COUPLE** payable to **Normandy D Association** as provided for by Florida Statutes and by the Condominium Documents.
- Understand that if any check paid by the Owner(s), and/or Purchaser(s), is returned unpaid, any approval granted will be voided.

Applicant's Signature

Date

Applicant's Signature

Date

Wilson Landscaping & Management Corp.
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Age Verification Questionnaire

Association: NORMANDY D ASSOCIATION, INC. **Unit:** _____

Please list every person who will be residing at this address. Please supply independent photographic evidence indicating date of birth (such as Driver's License or Passport) of each occupant.

OWNER(S) NAME	AGE	TYPE OF ID	DOB	RELATIONSHIP

Signature(s) of Owner(s)

Date: _____

Signature

Signature

Printed Name

Printed Name

Signature

Signature

Printed Name

Printed Name

Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Telephone (561)637-3402 Fax (561)637-3407

Request for Personal Reference

Association: NORMANDY D ASSOCIATION, INC. **Unit:** _____

Dear Sir/Madam:

_____ has listed you as a character reference in an application to purchase a unit in the above referenced Condominium Association.

As part of the application process, we respectfully request any information you can give us regarding their character and integrity. Please respond by providing brief comments in the space provided below, as quickly as possible.

Failure to return immediately could result in unnecessary delays to the Applicant's closing and/or move in date. The Association requires a minimum of thirty (30) days to properly review, approve and submit approval prior to the actual move in and/or closing date.

Thank you in advance for your valuable assistance, and we assure you that your reply will be kept confidential.

CHARACTER:

INTEGRITY:

OTHER COMMENTS:

Signature

Date

Printed Name

Phone/Cell Number

Address

City, State, Zip Code

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Printed Name

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Address

City, State, Zip Code

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Applicant(s) Information Sheet

Applicant's Name: _____

Association: NORMANDY D ASSOCIATION, INC. Unit #_____

If you are a seasonal applicant, please provide our office with your seasonal address and phone number:

Seasonal Address: _____

Local Phone: _____ Seasonal Phone: _____

E-Mail Address: _____

PLEASE SPECIFY YOUR MAILING PREFERENCE:

_____ Please send all my mail to my local address at all times.

_____ Please send all my mail to my seasonal address at all times.

Please Note: **It is the Unit Owners responsibility to let Wilson Management know of any changes as they occur in regard to the mailing address.**

EMERGENCY CONTACT INFORMATION:

Name	Relationship	Phone	Keys: Yes or No

Please use the last column to indicate which of your emergency contacts has your key to your home.

VOTING CERTIFICATE

(Designation of Voting Member)

We, the undersigned, being the owners of the property located at:

NORMANDY D ASSOCIATION, INC.

(Association Name)

(Unit #)

Do hereby designate that _____

(Insert name of designated voter)

is entitled to cast one (1) vote at the membership meetings of Condominium Association. Unless

this certificate is terminated or suspended by written notice to the Board of Directors of the

Association.

Dated this _____ day of _____, 20 _____

Applicant's Signature

Please Print Name

Note: This voting certificate is for the purpose of establishing who is authorized to cast the vote for any property owned by more than one person or owned by a corporation. It is not needed if only one (1) person owns a property. Please complete the voting certificate and return it as instructed on the cover page.

Lift Information

Association Name: **NORMANDY D ASSOCIATION, INC.**

1. Is there a Lift in the building? Yes XXX No _____

2. Is the Lift a Common Element or Limited Common Element?

**COMMON ELEMENT – ALL 48 UNITS PAY FOR MAINTENANCE AND
REPLACEMENT OF THE LIFT.**

3. The lift is designed to transport individuals and groceries. It is in no way designed or intended to transport any kind of freight, appliances, plumbing fixtures, etc.
4. The lift shall not be used by any Licensee, Contractor, or Hired Delivery.
5. The lift should not exceed the 750-pound limit,
6. One (1) wheelchair and two (2) people or three people (3) at any one time. No more than three (3) people.
7. Garbage bags must be tightly sealed to deter spillage on the cab floor.
8. If a wheelchair is used inside the lift, the brakes should be applied to prevent movement while in the lift.
9. **If the lift is damaged due to misuse by an owner, their guest, or their lessee, the owner will be responsible for all costs to repair the lift.**

I / We, as the purchaser(s), _____ have read the above
printed name(s)

and understand all information contained within.

Applicant's Signature

Date

Applicant's Signature

Date

Wilson Landscaping & Management Corp.

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If you are purchasing this Unit for investment purposes only or are under 55 years of age, please fill out the information below and have this form notarized.

Date: _____

To Whom It May Concern:

Regarding the purchase of _____

Address: _____

We, the undersigned, do hereby waive all rights to reside in this apartment and will not reside in it, unless it is occupied by at least one (1) person over the age of fifty-five (55)..

We wish to waive our rights to:

Who will reside in the unit and is at least fifty-five (55) years old. Proof of age will accompany this form.

Signature

Signature

Witnessed my hand and official seal at said County and State this _____ day of _____, 20_____.

Certificate #:

My Commission expires:

Printed Name of Notary Public:

Signature of Notary:

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Normandy D Governing Documents state:

14.5 **Pets.** No animals or pets of any kind shall be kept in any unit or on any property of the Condominium. This subsection 14.5 shall not be amended unless approved by the board of directors of a majority of all the condominium associations located at the Kings Point Project.

I/we _____ understand that there are no pets of any kind allowed in the Normandy D Association, Inc.

As purchaser(s) of unit _____, I/we agree that we will not have pets of any kind.

Applicant Signature

Date

Applicant Signature

Date

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ by _____ . They are personally known to me or have produced _____ as identification.

State of _____

Notary Public Signature

County of _____

Printed Name

(seal)

Certificate Number

My commission expires:

Normandy D Association, Inc.
Emergency Contact and Mailing Information Form

It is important that you complete this Emergency Contact and Mailing Information form. Occasionally, there is maintenance, security, or other problems that occur, and it is imperative to contact an out-of-town owner or a local representative. All information contained in this form will remain confidential and for use in Association emergencies only.

Unit Number: _____

Name of Owner(s): _____

Local Telephone Number: _____

Alternate Mailing Address: _____

City, State, and Zip: _____

Alternate Telephone Number: _____

Business Telephone Number: _____

Cell Telephone Number: _____

E-mail Address: _____

Vehicle Information: _____

Color _____

Make/Model _____

Year _____

License
Plate Number _____

Does a Board Member have a key to your unit? Yes _____ No _____

If so, which Board Member: _____

EMERGENCY CONTACT INFORMATION:

Name: _____

Address: _____

City, State, Zip: _____

Telephone Number: _____

Cell Phone Number: _____

E-Mail Address: _____

Date: _____ Submitted By: _____

Please return this form via U.S. Mail, Fax, or E-mail to:

Wilson Landscaping and Management Corp.

1300 NW 17th Ave. Suite 270

Delray Beach, FL 33445

Tel: (561) 637-3402

Fax: (561) 637-3407

info@ wilsonmanagement.net

Normandy D Association, Inc.
Rules and Regulations 10/23/24

Acknowledgment

- A. Residents are responsible for the actions of their guests, invitees, contractors, etc.
- B. Violating any of the Rules could result in violation letters, fines and/or legal action, as well as denial of lease renewals.

1) Sales and Rentals:

- A. All sales/rentals of units must be approved by the Board of Directors and sign an acknowledgment of said rules and regulations. **A refundable security deposit equal to one (1) month's rent, payable to Normandy D Association is required of all tenants in the eventuality of any damage to the common elements. NO EXCEPTIONS.**
- B. All unit owners are required to transfer all condominium documents (including amendments) to the new owner(s).
- C. Owners should turn in their rental renewal application for processing at least thirty (30) days before the lease expires.
- D. If your renter receives three (3) violations within the term of the lease, the lease will not be approved for renewal.

2) Occupancy:

- A. One person living in the unit must be fifty-five (55) years old or older. **THIS IS MANDATORY.**
- B. No one under the age of eighteen (18) years old can reside in any unit at any time for any reason.
- C. Sub-leasing is never permitted under any circumstances. Renting out rooms is not permitted.

3) Children:

- A. Children under the age of eighteen (18) may not live in Normandy D Association, Inc. at any time, for any reason.
- B. Children under the age of eighteen (18) are permitted to visit for periods not to exceed thirty (30) days in total in any calendar year without prior written consent of the Board of Directors.
- C. No sporting games or picnicking are permitted in the common areas. This includes baseball, kickball, football, soccer, Frisbee, tag, jump rope, skateboarding, etc.

4) Pets:

Kings Point is a "no pet" community.

5) Doors, Locks and Floors:

- A. The Board of Directors shall maintain keys to all units. The keys will be used for emergency purposes only or for maintenance inspections. In the event of maintenance inspections, prior notice will be provided to all residents.
- B. Hard and or heavy surface floor coverings, including, without limitation, tile, marble, or wood, may not be installed in any part of a Unit, without the prior written consent of the Association. The Association shall approve the installation of hard and/or heavy floor coverings provided the sound isolation and acoustical treatment material meets the specifications established by the Board.
- C. The installation of indoor/outdoor carpeting in any open patios, balconies, or any other area with exposure to open air is strictly prohibited. The rain causes damage to the concrete underneath.

6) Consent to Alter:

- A. **No unit shall be materially altered, added to or modified without the prior written consent of the Association.** Specifications for desired work must be submitted to Wilson Landscaping &

Initials of Applicant(s): _____

Normandy D Association, Inc.
Rules and Regulations 10/23/24

Management Corp. through an Architectural Request Form ("ARC" Form). These forms can be obtained by calling Wilson Landscaping & Management Corp. at (561)637-3402. **A refundable security deposit of \$1,000.00 payable to Normandy D Association to cover any damage to the common area during the renovation, is due when authorization to remodel is granted.** Should there be any damage to the common elements, the cost of repair will be deducted from the deposit. If there is no damage, it will be refunded, upon inspection.

- B. Unit owners are responsible for any damages to the common elements caused by their own contractors/workers. Catwalks must be protected and/or cleaned at the close of every business day while work is being done.
- C. No contractor waste shall be placed in the dumpsters. Contractor is responsible to remove own waste.

7) Trash and Recycling:

- A. Place all garbage in plastic bags and tie the bags before dumping them into the dumpster. **NO LOOSE TRASH!** Do not drop large bulk items into the dumpster. All cardboard boxes must be broken down before placing in dumpster or recycling bins.
- B. Put recyclables in their proper bins. Do not put tied plastic bags into the recycle bins. If the recyclable bins are full, place recyclables into the dumpster. **DO NOT place anything on the ground. Cartons and pizza boxes should not be placed in the recyclable bins.**
- C. Bulk items such as furniture, appliances and other large items are picked up every Tuesday. Bulk items may be placed NEATLY next to the dumpster on Mondays after 5 pm, **ONLY**. If bulk items are placed at the dumpster any other day, you will be billed for the cost to remove the items.
- D. No contractor waste shall be placed in dumpster.

8) Things not permitted:

- A. Excessive noise from televisions, stereos, visitors, etc. between the hours of 10:00 PM and 7:00 AM. For disturbances, please contact the non-emergency phone number for the Palm Beach County Sheriff's office at (561)995-2800.
- B. For units on the second floor, place felt tips under movable furniture.
- C. No feeding wildlife (squirrels, ducks, birds, feral cats, etc.). This attracts rodents and raccoons which defecate on catwalks, which is unsightly, unsanitary and could cause a slip and fall.
- D. Smoking is not permitted in the lift, on catwalks or walkways attached to the building. Please be considerate of your neighbors when smoking.
- E. No business, licensed or unlicensed, maybe operated out of any unit.
- F. No labels may be placed on front doors, windows, or mailboxes.
- G. No cooking on patios, balconies, or common areas of Normandy D Association per the order of Palm Beach County Fire Department.
- H. No generators permitted at Normandy D Association per the order of the Palm Beach County Fire Department.
- I. Nothing is permitted to be hung on doors, windows, balconies, or over catwalk railings.
- J. No shaking of rugs, mops, rags, etc. on or over the catwalks or on grassy areas.
- K. No throwing buckets of water, cooking oil, or any liquid or dry material, food, etc. onto the catwalks, plants or grass.

Normandy D Association, Inc.
Rules and Regulations 10/23/24

- L. No sweeping or throwing anything out the front door onto the catwalk or over the balcony onto plants or grass.
- M. No walking or driving on the grass or through the plants in front.
- N. No signs, advertisements or stickers may be placed on unit doors, windows, or exterior walls.
- O. No signs, for sale signs or otherwise, advertisements, etc. on vehicles.
- P. No doormats are permitted for safety reasons (trip and fall).
- Q. No chairs, flowerpots, statues, ornaments can be placed on catwalks or in front of units.
- R. Holiday wreaths/decorations are permitted on outside of door or inside of windows from December 1st thru January 15th **ONLY**. Wreaths and decorations must be hung using removable "over the door" hooks, no nails or screws allowed in the door.

9) Leaks:

- A. Check for dripping faucets, running toilets, and leaking shower heads. Call your service contactor immediately when a leak has been noted.
- B. The Association highly recommends installing water leak detection devices under sinks, near toilets and by hot water heaters. This will help prevent major flooding in the event of a water leak or pipe burst. These leak detection items are relatively inexpensive and can be purchased at home improvement stores.

10) Lift:

- A. Report lift issues to the Board of Directors.
- B. The lift is not to be used to transport freight items, appliances, furniture, etc. It is for **PASSENGER USE ONLY**.
- C. The lift is equipped with an emergency call button in the event you are trapped. This button should only be used in the event of an emergency. If there is an issue with the lift itself, it will be reported to the lift company.

11) Cable:

- A. Comcast is the cable provider for all of Kings Point. There is a bulk cable contract for the community which covers **basic cable only**. Please contact Comcast at (561)266-2278 for questions regarding boxes, internet, home phone, etc.

12) Hurricane Season (June 1 – November 30):

- A. Hurricane shutters may be closed during Hurricane Warnings only. They may not be closed while you are away.
- B. Bicycles must be brought inside upon a Hurricane Warning being issued.
- C. Unsecured items from your patio or elsewhere must be brought in upon a Hurricane Warning being issued. This is so they do not become projectiles during the storm.

13) Bulletin Boards:

- A. Glass covered Bulletin Board is for Board of Directors use only.

14) Vehicles and Parking: (Violators will be towed)

- A. You must obey all roadway signs, including speed limits. The Palm Beach County Sheriff patrols the community and will ticket violators and/or speeders.
- B. One (1) parking space is assigned to each unit.
- C. Vehicle tags must be current.

Normandy D Association, Inc.
Rules and Regulations 10/23/24

- D. Parking spaces cannot be changed, exchanged, or rented.
- E. Vehicles must be parked head in, not backed in and must be pulled all the way up to the concrete bumper.
- F. Vehicles in disrepair (i.e., broken windows, flat tires, missing parts, inoperable, etc.) are not permitted.
- G. No maintenance or mechanical repairs are permitted except in an emergency.
- H. Disabled/crashed vehicles may not be parked in either an assigned or guest space for more than seven (7) days.
- I. Car washing is not permitted.
- J. No commercial vehicles, recreational vehicles, boats, or trailers may be parked on the property overnight.
- K. Guest spaces may be used for units with more than one (1) vehicle. The guest spaces are "first come, first served" and are not reserved for any one unit.
- L. No more than one (1) vehicle per licensed driver, with a maximum of two (2) vehicles per unit.
- M. No loud vehicles, or motorcycles will be permitted, nor is loud music blaring from vehicle permitted.
- N. Any car leaking oil on the parking area must be reported to the Board. Pictures and notice of violation will be sent to the owner who must contact a company to remove stain properly at his own cost.**

15) Bicycles:

- A. Bicycles must be parked in front of your parking bumper in a bike rack or kept in your unit. Bicycles that become rusted or have unsightly coverings will be removed.

16) Moving guidelines:

- A. No eighteen (18) wheeler moving trucks will be granted access into Kings Point.
- B. Trucks cannot block entire main entrance. Please leave half of the walkway open for pedestrians and emergency vehicles.
- C. The lift is not to be used to move boxes, appliances, furniture etc. It is for passenger use only.
- D. Do not damage building, doors, handrails, exit signs, light fixtures, etc. Owners/renters will be charged for damages to common elements.

PLEASE ADVISE YOUR FAMILY, GUESTS, VISITORS, CONTRACTORS, TENANTS AND OTHER INVITEES ABOUT THE RULES AND REGULATIONS ABOVE. YOU THE OWNER/RESIDENT WILL BE RESPONSIBLE FOR ANY AND ALL FINES AND LEGAL FEES.

I/We the undersigned understand and agree to abide by the Rules and Regulations of the Normandy D Association, Inc.

Signature

Date

Signature

Date

Initials of Applicant(s): _____

DISCLOSURE AND AUTHORIZATION FOR CONSUMER REPORTS

In connection with my application for occupancy for a dwelling and or Residential with NORMANDY D ASSOCIATION, INC/WILSON LANDSCAPING & MANAGEMENT CORP., I understand consumer reports will be requested by you (“Company”). These reports may include, as allowed by law, the following types of information, as applicable: names and dates of previous employers, reason for termination of employment, work experience, reasons for termination of tenancy, former landlords, education, accidents, licensure, credit, etc. I further understand that such reports may contain public record information such as, but not limited to: my driving record, workers’ compensation claims, judgments, bankruptcy proceedings, evictions, criminal records, etc., from federal, state, and other agencies that maintain such records.

In addition, investigative consumer reports (gathered from personal interviews, as applicable, with former employers or landlords, past or current neighbors and associates of mine, etc.) to gather information regarding my work or tenant performance, character, general reputation and personal characteristics, and mode of living (lifestyle) may be obtained.

This authorization is conditioned upon the following representations of my rights:

I understand that I have the right to make a request to the consumer reporting agency: United Screening Services, Corp.(name) (“Agency”), P.O. Box 55-9046, Miami, FL. 33255-9046 (address), telephone number (305) 774-1711 or (800) 731-2139, upon proper identification, to obtain copies of any reports furnished to Company by the Agency and to request the nature and substance of **all information** in its files on me at the time of my request, including the sources of information, and the Agency, on Company’s behalf, will provide a complete and accurate disclosure of the nature and scope of the investigation covered by any investigative consumer report(s). The Agency will also disclose the recipients of any such reports on me which the Agency has previously furnished within the two year period for employment requests, and one year for other purposes preceding my request (California three years). I hereby consent to Company obtaining the above information from the Agency. I understand that I can dispute, at any time, any information that is inaccurate in any type of report with the Agency. I may view the Agency’s privacy policy at their website: www.unitedscreening.com.

I understand that if the Company is located in California, Minnesota or Oklahoma, that I have the right to request a copy of any report Company receives on me at the time the report is provided to Company. By checking the following box, I request a copy of all such reports be sent to me. Check here:

As a California applicant, I understand that I have the right under Section 1786.22 of the California Civil Code to contact the Agency during reasonable hours (9:00 a.m. to 5:00 p.m. (PTZ) Monday through Friday) to obtain all information in Agency’s file for my review. I may obtain such information as follows: 1) In person at the Agency’s offices, which address is listed above. I can have someone accompany me to the Agency’s offices. Agency may require this third party to present reasonable identification. I may be required at the time of such visit to sign an authorization for the Agency to disclose to or discuss Agency’s information with this third party; 2) By certified mail, if I have previously provided identification in a written request that my file be sent to me or to a third party identified by me; 3) By telephone, if I have previously provided proper identification in writing to Agency; and 4) Agency has trained personnel to explain any information in my file to me and if the file contains any information that is coded, such will be explained to me.

Are you a service member as defined by s. 250.01, Florida Statutes? Yes No

The term “service member” is defined by s.250.01, Florida Statute to include any person serving as a member of the United States Armed Forces on active duty or state active duty and all members of the Florida National Guard and United States Reserve Forces.

I understand that I have rights under the Fair Credit Reporting Act, and I acknowledge receipt of the Summary of Rights _____ (initials).

Printed Name: _____

Signature: _____

Date: _____

For identification purposes:

Social Security No.: _____ Date of Birth: _____

Driver's License No.: _____; State of Issue: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Phone Number: (_____) _____

EACH APPLICANT MUST COMPLETE A SEPARATE DISCLOSURE AND AUTHORIZATION FORM!



RENTAL and RESALE INFORMATION

ID OFFICE

561-499-3335 Ext. 136 & 135

Monday – Friday 9:00 AM – 4:00 PM

Closed Saturday and Sunday

Fees (All fees subject to change)

- Capital Contribution & Processing Fee-includes one (1) Resident ID Card & one (1) Barcode
\$2,000.00 **(Applicable to all resales and transfers of ownership as of January 1, 2025)**
- Resident ID \$60.00
- Single Resident ID \$60.00
- Lessee ID \$60.00
- Guest ID \$10.00 (*See procedural guide for further details*)
- Health Aide ID \$50.00 (*Three months*)
- Barcode \$10.00
- Saxony RFID Tag \$10.00

Requirements: Coincident with submission of an application for purchase of any unit, proof of payment of the Capital Contribution & Processing Fee **must be included**.

Before issuing **Resident ID cards**, we must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal and,
- The previous owner's ID card(s) must be turned in to Kings Point's ID office. If the ID card(s) cannot be located, a \$60 fee for each outstanding ID card must be paid before new ID cards will be issued. **Checks payable to: Kings Point Recreation Corp., Inc.**
- **Note:** Maximum of two (2) resident ID cards per unit. The first ID card purchased for a resident/lessee must be issued to an individual fifty-five (55) years of age or older.

Before we can issue **Lessee ID cards**, the ID office must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal, along with a lease and,
- Any outstanding ID cards issued for that unit must be turned in.
- As of August 6, 2015, any unit that is SOLD, if there is an existing lease on the unit AND the lessee turns in their ID cards, ID Cards can be purchased by the new owner, even if the lease has not expired.
- Any Owner or Tenant that breaks the lease, the existing rule below still follows:

Resident ID card(s) will not be issued or another Lessee ID card(s) will not be issued until the expiration of the current lease. No Exceptions!

Kings Point Recreation Area Amenities

The Recreation facilities consist of three (3) clubhouses, swimming pools, Natatorium, golf courses, tennis, shuffleboard, pickleball, bocce ball, racquetball and basketball courts, canals, entry gates and roads of the community and other common facilities. Kings Point is a "NO PET" community. The Recreation Area does not include condominium property and its parking areas or common grounds. Our residents also have use of the Kings Point buses. The buses serve the community, the immediate surrounding areas and shopping centers. To ensure that residents and their guests have exclusive access to all recreation facilities, a Kings Point ID is necessary. The ID cards are issued in the **ID Office located in the Administration Building**.

PLEASE READ CAREFULLY BEFORE SIGNING!!!!

*Signature: _____ *Signature: _____
Seller/Owner Buyer/Tenant

*****Effective January 1, 2025*****

Note: Capital Contribution & Processing Fee of \$2,000.00 payable to:
Kings Point Recreation Corporation, Inc., the Not For Profit Corporation
organized under Florida Statute 617, authorized to manage the Recreation Facilities,
must be submitted with application for purchase.

KINGS POINT USER ACCOUNT REGISTRATION

SIGN IN or CREATE AN ACCOUNT at the kingspointdelray.com website

The enhanced access control system is ready to launch and will be linked to the Kings Point ID system so that you can start developing your list of friends and family for your Permanent/ Temporary/ Vendor gate access.

1. Every resident that has a Community ID are already in the ID system. Those of you that have purchased theater tickets using the internet have already activated their accounts.
2. For each resident, there will only be ONE account. It will allow you to maintain a Permanent/ Temporary/Vendor Guest list, purchase tickets to our theater and register for "T Times" at the golf course. It will also link purchased theater tickets into the data base so that security will know who is on our property. Remember – persons who do not have ID cards will not be able to activate an account.
3. Activate your account by going to the kingspointdelray.com website.
 - a. On the "Home Page" *click on the "Gate Access/Visitor Management" link* in order to sign in or create an account.
 - b. *Click on "Create Account"* and a new screen will appear. The badge number and name you fill in must match the name as it appears on your ID. When creating your account you select a user name and the password. Note the password restrictions listed at the bottom of the page. Make sure that you keep your user name and password in a safe place, as you will need it every time you access your account. When completed, *click on "Create User"* at the bottom of the page. You have now completed your part of the activation process.
 - c. You will be notified when your account has been activated (within 72 hours).
4. If two persons living in a unit have different last names, it is advisable for each to activate his/her own account. The two accounts will be linked by unit address so that when purchasing tickets during the restricted period, a unit can still only purchase two tickets.
5. Populate your account by going to the kingspointdelray.com website and *click on the "Gate Access/Visitor Management" link*.
 - a. *Click on "Sign In"* and enter your user name and password.
 - b. *Click on "Sign Me In"* and fill in the data requested. Permanent Visitors do not need a visit date. Temporary Visitors will need to fill in the dates for each visitor. Names on the "Temporary" list are automatically deleted at the end of their authorized access time.
 - c. The "Permanent" list will be updated on an annual basis.
 - d. Vendors that issue their employees identification cards, i.e. the Post Office and FedEx do not need to be added to your list.
6. **Do not have a computer?** Call the Staff Office at 561-499-3335/ 561-499-7751 Ext. 225 for an appointment. The Staff will help you activate your account and enter the data.
7. Target date to activate the system at the Normandy Gate is on Monday, May 4th. Once the system is running smoothly at the Normandy Gate, the other manned gates at Kings Point will be implemented.

Like any new major change, this will require your patience as it is a massive programming effort with links to several existing systems. However, you can help in the implementation if you are a resident by obtaining your Kings Point ID. All Residents and Lessees with a vehicle should purchase a barcode for easy access thru the gates.

NORMANDY D ASSOCIATION, INC.
Managed By: Wilson Landscaping & Management Corp.
1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Phone
(561)637-3407 Fax
www.wilsonmanagement.net
info@wilsonmanagement.net

PROPERTY IMPROVEMENT REQUEST

Date: _____

Unit Owners: _____

1. These sheets are the **“Property Improvement Request”** form to be completed by the owner. Please return the completed form to the above address with all pertinent material for your specific project including copies of contractor license and insurance information.
2. Please read the form in detail and refer to your copy of the Association’s governing documents for more information on alterations.
3. The approval process requires the signature of the Association President.
4. A refundable security deposit in the amount of \$1,000.00 is required to be submitted with this Property Improvement Request. Any damages to the common elements will be deducted from this security deposit. Please make the check payable to the Normandy D Association, Inc.
5. The Association has thirty (30) days to respond. **No Work** is to commence **prior** to receiving **approval**. Fines may be levied for failure to comply.
6. You will receive the “Approved” or “Not Approved” form in the mail, at which time you may schedule the work to begin.
7. All contractor waste is to be removed from the property. Kings Point Dumpsters are not for this purpose. Old appliances must also be removed by the vendor who delivers the new appliances.
8. The external property surrounding the area where work is done (walkway, front of building, back of screened or enclosed Florida room) must be kept in pristine condition. All work must be cleaned up by the Unit owner or their Contractor to a minimum of the condition it was prior to starting any work. If this is not done within 5 days after the work is done, the Association will bill the cost of having the cleanup completed to the Unit owner and the Unit owner will pay this expense.
9. Please include a copy of the license for the contractor completing the work.
10. Please include a copy of a Certificate of Insurance for both Liability Insurance and Workman’s Compensation Insurance. The Certificate Holder should match the Association’s name and address at the top of this page.
11. Any questions may be directed to the Association Property Manager at 561-637-3402.

PROPERTY IMPROVEMENT REQUEST

NORMANDY D ASSOCIATION

DATE: _____

APPROVAL DATE (valid for 60 days): _____

OWNER NAME: _____

PHONE: _____

UNIT ADDRESS: _____

E-MAIL ADDRESS: _____

CONTRACTOR INFORMATION: (COPIES OF LICENSE & INSURANCE ARE REQUIRED including listing Normandy D Association as additionally Insured on the Contractors Policy). Please attach each contractor's information to this form.

NAME: _____

PHONE: _____

LICENSE NUMBER: _____

ADDRESS: _____

Describe in detail the type of improvement and materials to be used on a separate sheet of paper and attach it to this form for submission.

Any application for approval which will occur outside the present exterior walls of the building must be accompanied by a sketch indicating size, location, type of construction, etc.

Tile or laminate installation on the 2nd floor must have cork sub-flooring or appropriate approved sub-flooring installed (no exceptions).

Approval covers aesthetics only and is not to be construed as approval of any county code requirements. A **permit** from Palm Beach County is **required** on all property alterations and/or improvements. All work must be performed by a licensed and insured (including Workers' Comp.) contractor.

Prior to granting any request for a change, alteration or addition to an existing approved basic structure, the applicant, heirs, or assigns thereof, hereby assume sole responsibility for the repair, maintenance and or replacement of any such change, alteration, or addition. It is understood and agreed that the Association and/or its management company may not be required to take any action to maintain, repair or replace any such approved change, alteration or addition or damage resulting there from to an original structure.

THE OWNER ASSUMES ALL RESPONSIBILITY FOR ANY CHANGE, ALTERATION OR ADDITION. ALL PATIO ENCLOSURES MUST BE PAINTED TO CONFORM TO BUILDING COLORS WITHIN 30 DAYS OF INSTALLATION. SEE BUILDING DIRECTOR FOR PAINT.

OWNERS SIGNATURE: _____

DATE: _____

PRESIDENT: _____

() Approved () Not Approved

KINGS POINT NORMANDY D
VISITOR PARKING REGISTRATION

DATE: _____

OWNER'S NAME(S): _____

UNIT # _____

VEHICLE'S REGISTERED OWNER _____

VEHICLE YEAR, MAKE & MODEL _____

PER THE GOVERNING DOCUMENTS OF NORMANDY D ASSOCIATION INC, ALL GUESTS OF OWNERS THAT WILL BE PARKING A VEHICLE IN A NORMANDY D GUEST PARKING SPACE OVERNIGHT MUST REGISTER THEIR VEHICLE WITH THE BOARD OF DIRECTORS.

A KINGS POINT GUEST PASS MUST BE DISPLAYED ON THE DASHBOARD OF ALL VISITING GUEST VEHICLES AT ALL TIMES, FOR DAY TIME VISITORS AS WELL AS OVERNIGHT GUESTS. THIS PASS CAN BE RECEIVED FROM THE SECURITY GUARD AT THE ENTRANCE GATE.

FAILURE TO COMPLY CAN RESULT IN THE VEHICLE BEING TOWED AT THE OWNER'S EXPENSE AND A FINE IMPOSED AND ISSUED AS A PERSONAL ASSESSMENT ON THE OWNER'S ACCOUNT.

WE HAVE A LIMITED NUMBER OF GUEST PARKING SPACES AND WANT TO ENSURE THAT ONLY OUR GUESTS ARE USING THEM.

YOUR COOPERATION WILL BE APPRECIATED.

OWNER SIGNATURE _____

BOARD PRESIDENT SIGNATURE _____

cc: WILSON LANDSCAPING & MANAGEMENT