



10851 S Ocean Dr, Lot 169
Jensen Beach, FL 34957
772-229-1145
windmillbod@comcast.net

Welcome!

Enclosed is the application for new ownership in Windmill Village. Please fill out the forms completely to avoid a delay in processing them. Our governing documents state the process for a home to transfer ownership and everything you need is in this package. Although our documents state 30 days for Board review and approval we ask that you allow up to 14 days as we usually get these processed very quickly.

There is a \$100.00 application fee. There is also a \$25 fee for Background Checks for anyone who will reside in the home that is over 18 years of age. Please make sure to list all adults on the application and use a separate sheet of paper if needed.

When purchasing in Windmill make sure to ask the previous owner(sellers) for their mailbox key, gate entry cards and guest parking pass for the clubhouse. We do not have access to mailbox keys (USPS issue) and there is a fee for cards and passes if lost or reissued. Also make note to visit www.wvbythesea.com and download a copy of our rules and regulations. There's quite a bit that will help you familiarize yourself with what you can do with your property.

Please send your completed application to the address listed above. If you need to overnight your package please contact the office for an alternate address.

Thank You,

Your Board of Directors

CHECKLIST

- _____ \$100 application fee made payable to Windmill Village
- _____ \$25 background check fee per person who will reside in the home that is over 18 years old made payable to Windmill Village
- _____ Complete application (7 pages total)
- _____ Copy of contract for sale
- _____ Copy of driver's license for each driver
- _____ Copy of vehicle registration for each vehicle

Information to Note

- All payments must be current before approval will be granted;
- Owner/Seller is responsible for providing the buyer with the mailbox key, gate entry cards and guest parking pass for the clubhouse;
- Prior to closing the Title Company must email: windmillbod@comcast.net an Estoppel Request. A copy of the warranty deed must be forwarded to the office after closing.

WINDMILL VILLAGE by the SEA, CONDOMINIUM NO. 1

10851 South Ocean Drive, #169

Jensen Beach, FL 34957

Phone 772-229-1145

Fax 772-288-0175

NEW OWNER APPLICATION

PLEASE REGISTER AT THE OFFICE AFTER REAL ESTATE CLOSING TO RECEIVE PAPERWORK AND GATE KEY CARDS

LOT NUMBER: _____

ESTIMATED CLOSING DATE: _____

Check one of the following:

☐ STRUCTURE ON LOT

☐ NO STRUCTURE ON LOT (see page 3)

Name of Seller(s): _____ Phone: _____

New Buyer(s) on deed:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Phone: _____

Email address: _____

Email address: _____

Have you ever stayed in Windmill Village before? If so, when? _____ Lot # _____

Please list number of pets that will be occupying your property. Number of Pets: _____

Note: Please see Rules and Regulations for important information regarding pets at Windmill Village

Names of persons, other than above, who will occupy the unit, if any:

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Emergency Contact: _____

Phone: _____

Relationship: _____

Do you plan on renting the unit at all? ☐ yes ☐ no

Note: PLEASE SEE THE WINDMILL VILLAGE RULES AND REGULATIONS FOR STRICT LEASING RULES AND FEES.

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ACKNOWLEDGEMENT OF RECEIPT OF ASSOCIATION DOCUMENTS

PLEASE READ AND SIGN IF YOU AGREE WITH THE FOLLOWING STATEMENTS

I/We received, read and hereby agree to abide by the Condominium Documents and Rules and Regulations of Windmill Village by the Sea Condo 1. Note: If the Seller or his/her representative fails to provide you with a copy of these documents, a copy is available on the Windmill Village website at www.wvbythesea.com.

SIGNATURE: _____

SIGNATURE: _____

I/We understand that the transfer of ownership of this property cannot proceed until approved by Windmill Village by the Sea Condominium No.1 Association, Inc.

SIGNATURE: _____

SIGNATURE: _____

I/We certify under penalty of perjury that all information on this application is true.

SIGNATURE: _____

SIGNATURE: _____

Any person who knowingly and with intent to defraud, files false information or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent act, which is a crime and is reason enough to disapprove this application.

Signature of Purchaser: _____ Date: _____

Signature of Purchaser: _____ Date: _____

Name of Realtor and/or closing agent:

IF THERE ARE ANY QUESTIONS ABOUT THIS FORM, PLEASE CONTACT WINDMILL VILLAGE BY THE SEA CONDOMINIUM NO. 1 ASSOCIATION, INC. OFFICE AT (772) 229-1145.

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VEHICLE REGISTRATION: Vehicles to be parked on property – Parking allowed on concrete driveway only – only vehicles listed are allowed permanently on Condo property. Trailers and vehicles must be maintained, in good condition and display current tags.

VEHICLE #1

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

TAG #: _____

STATE OF REG: _____

VEHICLE #2

MAKE: _____

MODEL: _____

YEAR: _____

COLOR: _____

TAG #: _____

STATE OF REG: _____

ALL VEHICLES PARKING IN THE CLUBHOUSE PARKING LOT LOCATED AT 10850 SOUTH OCEAN DR. (BEACHSIDE), MUST HAVE A PARKING STICKER OR TEMPORARY PARKING PASS DISPLAYED IN THE WINDSHIELD. OWNERS ARE ALLOWED TWO (2) STICKERS PER UNIT. GUESTS AND TENANTS WILL NEED TO REGISTER WITH THE OFFICE FOR TEMPORARY PARKING PASSES. ALL VEHICLES ARE SUBJECT TO TOW OR BOOTING WITHOUT A STICKER OR PARKING PASS. THERE ARE NO EXCEPTIONS.

BY SIGNING BELOW, YOU ACKNOWLEDGE THE CLUBHOUSE PARKING LOT RESTRICTIONS AND THE REQUIREMENT TO HAVE A STICKER OR TEMPORARY PASS ISSUED BY THE OFFICE FOR YOU, YOUR GUESTS AND YOUR TENANTS.

DATE: _____

SIGNATURE

DATE: _____

SIGNATURE

PRINT

NAME

EMAIL OPT OUT FORM

To all Windmill Owners,

It was discussed and voted on at a BOD meeting on March 4, 2017, that all future business pertaining to Windmill budgets, voting, notices of meetings, yearend financial statements and such, will be electronically mailed (email) to owners. If you do not wish to be emailed future correspondence, then you must return this letter "opting out" of such.

Thank you

Windmill Board of Directors

By signing this form, I am "opting out" of electronic mailings from Windmill Village Condo Association. I wish to receive any and all correspondence directly thru regular mailings.

Owners Name _____

Signature_____

Date _____ **Lot #** _____

CERTIFICATE OF APPOINTMENT OF VOTING REPRESENTATIVE

To the Secretary of

Windmill Village by the Sea Condominium No. 1 Association, Inc.

(the "Association")

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit No. _____ in Windmill village by the Sea Condominium No. 1 Association, Inc. have designated:

(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

- I. Unit owned by John Doe and his brother Jim Doe. Voting Certificate required designating either John or Jim as the Voting Representative (not a third person).
- II. Unit owned by a corporation, LLC or partnership. Voting Certificate must be filed designating person entitled to vote signed by President or Vice President of Corporation and attested by Secretary or Assistant Secretary of Corporation.
- III. Unit owned by John Jones. No Voting Certificate required.
- IV. Unit owned by a married couple. Voting Certificate **is not** required.

This Certificate is made pursuant to the Declaration and the Bylaws and shall revoke all prior Certificates and be valid until revoked by a subsequent certificate.

Dated this _____ day of _____, 20____.

OWNER

OWNER

OWNER

NOTE: This form **is not a proxy** and should not be used as such. Please be sure to designate **one of the joint owners** of the unit as the Voting Representative, **not a third person**.

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EMAIL AUTHORIZATION

If you would like to receive Windmill Village by the Sea Board Meeting Minutes, property manager updates, emergency emails, construction schedules, progress reports, etc. by email, please sign and return this form giving us permission to do so. Either way, all assessment mailings, budget meetings and annual meeting notices will continue to be sent via US mail.

Name: _____

Windmill Village Address: _____

Email Address: _____

Email Address: _____

Signature(s): _____

OWNERS' DIRECTORY AUTHORIZATION

The Windmill Village by the Sea Directory will be updated and distributed to Windmill Village owners only. Please fill in the information below and then sign below and return to management to allow permission to print your information.

OWNER'S NAME(S): _____

WINDMILL VILLAGE ADDRESS: _____

PRIMARY PHONE NUMBER: _____

EMAIL ADDRESS: _____

EMAIL ADDRESS: _____

OUT-OF-TOWN ADDRESS: _____

ALTERNATE PHONE NUMBER: _____

SIGNATURE(S): _____

ASSOCIATION: Windmill Village by the Sea

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

_____	_____	_____	_____-_____-____	____/____/____
Last Name	First Name	Middle Name	Social Security Number	Date of Birth
_____ Other Name(s) Maiden/Married		_____ Driver's License Number		_____ State
_____ Email Address				

Date of Birth ____/____/____	Telephone (____) _____
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**DISCLOSURE REGARDING
BACKGROUND INVESTIGATION**

WINDMILL VILLAGE by the SEA ("the Company") may obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

AUTHORIZATION

You hereby authorize and request, without any reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other persons or agencies having knowledge about you to furnish SentryLink with any and all background information in their possession regarding you, in order that your residence qualifications may be evaluated. You also agree that a fax or photocopy of this authorization with your signature be accepted with the same authority as the original.

READ, ACKNOWLEDGED AND AUTHORIZED

Signature: _____ **Date:** _____

Printed Name: _____