

CERTIFICATE OF APPROVAL
SUNPLACE COA, A CONDOMINIUM

(Purchase)

In reference to:

Legal attached hereto

At the request of the present owner, the undersigned officer of SUNPLACE CONDOMINIUM ASSOCIATION, INC., in reference to the above-described condominium, certify as follows:

1. The transfer of _____, as seller, to undersigned condominium association, pursuant to the provisions of the declaration of condominium.
2. Current assessments owing for this unit are \$ _____.
3. All assessments against the above parcel for common expenses are paid in full as of this date and the next payment is due on _____.

Dated this _____ day of _____.

SunPlace Condominium, Inc.

By: _____
_____, Its President

STATE OF FLORIDA

COUNTY OF VOLUSIA

The foregoing instrument was acknowledge before me this _____ day of _____

By _____ as President of _____ Condominium Association, Inc., a Florida corporation not for profit, on behalf of the corporation, who [] is personally known to me or who [] has produced _____ as identification

(Notary Seal)

Notary Public

Printed Name

Sun Place Condominium Association, Inc.

1326 S. Ridgewood Ave
Daytona Beach, FL 32114

Phone: 386-767-5575
Fax: 386-253-5235

PURCHASE APPROVAL APPLICATION
PLEASE FILL OUT COMPLETELY – Incomplete applications will not be processed

PROPERTY APPLYING FOR (Unit #)

Sales Associate Name		Telephone
Email Address	Fax	Anticipated Closing Date
Title Company Name		Telephone
Closing Agent Name		Telephone
Email Address	Fax	Copy of Sales Contact Attached(Y/N)

Seller Information

Owner Name	Last	First	M	Telephone
Address		City	State	Zip
Email Address				

Applicant Information:

Applicant Name	Last	First	MI	Date of Birth	Social Security#
Drivers License #		State Issued		Home Phone	
Current Address	Apt #	City	State	Zip	
Present Employer		Phone		Job Title	
Employer Address		City	State	Zip	
Supervisor Name			Length of Employment		

Applicant Name: Last	First	MI	Date of Birth	Social Security	
Drivers License #		State Issued		Home Phone	
Current Address	Apt#	City	State	Zip	
Present Employer		Phone		Job Title	
Employer Address		City	State	Zip	
Supervisors Name			Length of Employment		

Occupant Information: (Please list all other people to live in dwelling, include all children)

Name	Last	First	MI	Age
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Name	Last	First	MI	Age
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Vehicle Information: (Please list all vehicles that belong to occupants)

Automobile Make	Model	Year	License Plate#	State Issued
Automobile Make	Model	Year	License Plate#	State Issued

Miscellaneous Information:

Emergency Contact Name:	Phone	Relationship
Address	City	State Zip

References:

Contact Name:	Phone:	Relationship:
Contact Name:	Phone:	Relationship:

Application Statement: (each statement MUST be initialed by each applicant)

I understand that a criminal background check, social security verification, credit history, and employment verification will be processed prior to Association approval (____/____)

I have received and reviewed a copy of the Association declaration of covenants and restrictions; I understand the documents and agree to abide by the rules and regulations set forth and will ensure all persons using the premises under my permission will abide by these rules under penalty of approval termination. I understand that any violation of the rules and regulations shall be reviewed by an Association Board Member hearing and fine may be assessed. (_____/_____)

I understand that I must receive Association Approval prior to occupancy of the unit or residence. (_____/_____)

I warrant and represent that I am at least 18 years of age and that all statements herein are true and correct. (/_____)

Signature of Applicant: _____ Date: _____

Signature of Applicant: _____ Date: _____

A COPY OF THE EXECUTED SALES CONTRACT IS REQUIRED FOR ASSOCIATION APPROVAL

We require at least 10 business days for processing/obtaining the required board member signatures. Seller or Sellers' agent is responsible for providing the application with a copy of Association Declaration of Covenants and restrictions. If the owner should need to obtain a copy of the CCR's, please visit Cliftonmanagement.com to order the documents for immediate download.

APPLICATION CHECKLIST:

Complete Application _____
Non-refundable application/estoppels fee for \$250.00 payable to Clifton Management _____
Copy of vehicle registration (for each vehicle that will be routinely parked on property) _____
Copy of Drivers license (for each occupant over the age of 18) _____
Copy of executed contract _____

OFFICE USE ONLY:

Non-refundable Application/Estoppel Processing Fee: _____ Collected by: _____
Date: _____ Check# _____
Assessments owed to the Association: _____ Paid: _____
Accounting Clearance by: _____
Association _____
Association Approval by (Print Name): _____
Signature: _____ Position: _____ Date: _____

Clifton Management, Inc.
Application for Sale- Background/Credit Check

Condo/Homeowners Assoc. Address: _____
Condo/Homeowners Assoc. Unit #: _____

Approval of the Board of Directors must be obtained PRIOR to consummating the sale of the Unit. In order to obtain approval, please complete this form, attach a copy of your Drivers License and forward payment for the background check and credit report in the amount of \$60.00 for first buyer and \$50.00 for each additional buys, made payable to:

Clifton Management, Inc.
1326 S. Ridgewood Ave., Suite 14
Daytona Beach, FL 32114
(386)767-5575; (386)255-5234

- Please remember to include a check or money order (**no cash**) and a copy of a Driver's License for each person requiring a credit report/background check.
- Incomplete applications brought to management **will not** be processed.
- Please allow at least three (3) business days for all applications to be processed.

Proposed Buyer(s):
Name(s): _____

Current Address: _____

Telephone #: _____

Email Address: _____

By my/our signatures below, I/we hereby give permission to Clifton Management, Inc. to obtain a credit report and a background check on each of us for the purpose of buying the above noted unit to be shared with the Sun Place Board of Directors. Our Social Security numbers are listed with each of our names.

#1 _____

Signature _____

Print Name _____

Date of Birth _____

_____ Social Security No.

_____ Drivers License No.

_____ Date

#2 _____

Signature _____

Print Name _____

Date of Birth _____

_____ Social Security No.

_____ Drivers License No.

_____ Date

FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET
SUNPLACE CONDOMINIUM ASSOCIATION, INC.
AS OF OCTOBER 2, 2018

Q: What are my voting rights in the condominium association?

A: One vote per unit. There are forty (40) total votes to be cast by persons voting the interests of each unit.

Articles of Incorporation Article XI Section 2.

Q: What restrictions exist in the condominium documents on my right to use my unit?

A: Numerous restrictions- see the following documents: Declaration all paragraphs under 18.

Articles of Incorporation all paragraphs under 8.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: See budget attached herewith. Due on the first of each month for the same month.

Declaration all paragraphs under 12. By-Laws sections 4, 5, and 6.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in the association? And how much are the assessments?

A: No.

Q: Am I required to pay rent or land use fee for recreational or other commonly used facilities? If so, how much am I obligation to pay annually?

A: No

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PURCHASE SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALE CONTRACT, AND THE CONDOMINIUM DOCUMENT.

Sun Place, A COA, Inc.
ARCHITECTURAL SUBMITTAL FORM

NO EXTERIOR WORK IS TO BE PERFORMED WITHOUT APPROVAL OF BOD:

The Board of Directors (BOD) has thirty (30) days from the date this application is received by the owner submitting same to either approve or disapprove the request. Failure of the BOD to respond within that time period is deemed to be approval. An appeal of disapproval may be filed, in writing, by the owner with Clifton Management, Inc. within ten (10) days of the date of the disapproval.

REQUIREMENTS

- *Architectural Submittal Form must be signed by Owner.
- *South Daytona Permit must be attached to Submittal Form (if required).
- *Drawing of work to be done must be attached to Submittal Form.
- *BOD to inspect job site prior to any and all approvals.
- *Majority of BOD members must sign application.
- *All work must be completed within ninety (90) days of approval by owner.
- *All final Submittal Forms to be provided to Management, along with attachments.

PLEASE COMPLETE ALL BLANKS

Mailing Address: _____

Owner Name: _____ Tel. #: _____

On-site Unit #: _____

Type of Submittal: _____

South Daytona Permit # _____

Specifications: _____

OWNER SIGNATURE

DATE RECEIVED BY BOD

FOR BOD USE ONLY

Approved: _____ Denied: _____

Explanation/Recommendations: _____

BOD SIGNATURE

DATE

Clifton Management, Inc.

Licensed Community Association Managers

1326 S. Ridgewood Ave. #14, Daytona Beach, Fl. 32114 TEL (386) 767-5575 * (386) 255-5234 FAX

www.cliftonmanagement.com

STATUS OF ASSESSMENT (ESTOPPEL)/APPROVAL OF TRANSFER

(Complete Top Portion of Form and Return to Clifton Management)

Date: _____ Association: _____ Unit: _____

(if applicable)

Property Address: _____ City: _____ Zip Code: _____

Seller/Refi Name: _____ Buyer Name: _____

Buyers Cellular #: _____ Alt. Contact # for Buyer: _____

Buyers E-mail Address: _____

This Information Requested For (check one): _____ Sale _____ Refinance _____ Other

Is Buyer in receipt of the Governing Documents? _____ Yes _____ No

Estimated Settlement Date: _____ Requested By: _____

Company: _____ Phone: _____
(Settlement Company Name)

FAX: _____ Mailing Address: _____

Current Assessment: \$ _____ Per: _____ Month _____ Quarter _____ Year

Total Balance Due: \$ _____ Paid Through: _____

(Information correct through this date only if total balance is paid)

Special Assessment Pending: _____ Yes _____ No Amount Due: _____

Insurance Information: _____

(Agent Name & Telephone Number)

Is there an ARC Committee in this community: _____ Yes _____ No

Are there any violations on this property _____ yes _____ no

Who is responsible for water payments: _____

Statement of charges attached: _____ Yes _____ No

Estoppel Fee: \$ 250.00

(Payable to "Clifton Management")

Does the association need to approve of Transfer of Title: _____ Yes _____ No _____ Additional forms required

Master Association: _____

(If applicable; Contact Information)

Disclosures signed by buyer: _____ Yes _____ No / _____ Required _____ Not Required

Other: _____

MAKE ASSOCIATION DUES CHECKS PAYABLE TO THE HOMEOWNER / CONDOMINIUM ASSOCIATION NAMED ABOVE. ALL ESTOPPEL FEES ARE PAYABLE TO "CLIFTON MANAGEMENT, INC." MAIL CHECK(S) AND DISCLOSURES (IF APPLICABLE) ALONG WITH A COPY OF THE DEED To:

CLIFTON MANAGEMENT, INC. 1326 S. RIDGEWOOD AVE. SUITE 14; DAYTONA BEACH, FL. 32114. The

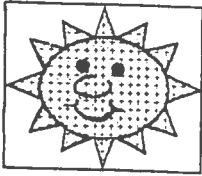
association and or its management company will not perform lender risk analysis assessment in the form of

Condominium/PUD Questionnaires without payment not to exceed \$150.00 as per Florida Statutes. The responses herein are

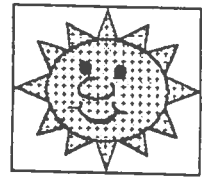
made in good faith and to the best of my ability as to their accuracy. * Please note that the total dues owed to the Association

DO NOT include the Estoppel Fee.

Verified By: _____ Date: _____



SUN PLACE CONDOMINIUM ASSOCIATION, INC.



RULES AND REGULATIONS

1. **Pets In excess of twenty (20) pounds are absolutely prohibited from residing at Sun Place Condominium and are strictly limited to no more than two pets.**



2. Owners are required to take pets outside of courtyards and grounds areas when walking pets. If pets defecate on the property the attendant must clean up after the pet.

3. Automobile Parking only is allowed. Vehicles must display a current registration. Assigned parking only is provided in the carport and any vehicles improperly parked will be subject to being towed away. Street parking on Ridge Blvd. is on city right of way and is strictly controlled by municipal laws.



4. Emergency repairs such as replacing a flat tire or starting a vehicle with jumper cables will be allowed. Any other repairs or projects are strictly prohibited.

5. The parking lot immediately to the south of the carport is shopping center property and vehicles visiting Sun Place will be subject to being towed away.

6. When selling or leasing your property an application must be submitted to the Management Company for processing to obtain approval of the Board of Directors of the buyer or lessee. Note: This is a requirement of the Master Deed to your Property (Declaration of Condominium) and no exceptions will be made.



7. If an owner or his tenant and/or guest causes damage to the outside of the structure, including but not limited to walkways, railings, walls, decks, landscaping, carport, and laundry room, the owner of the unit will be held responsible for the cost of the repairs and will be required to reimburse the association for the costs incurred by it.

8. Units are pest control treated monthly. Owners and residents are responsible to see to it that the exterminator is allowed access.

9. Units are restricted to the use of no more than one (hopefully happy) family. Loud domestic disputes will immediately be met with the police being called to investigate. Repeated incidents of loud disturbing disputes by tenants will be grounds for the association to insist that the owner terminate the lease or rental agreement.



10. The common elements (courtyards and grounds) are for the available use of all residents at reasonable hours, therefore, private parties that would take over these areas to the exclusion of others are prohibited.

11. As may be provided in the Declaration of Condominium, violations of these Rules and Regulations, the Declaration of Condominium Use Restrictions, and restrictions as may be found in the Articles of Incorporation, and Association By-laws, may be subject to a fine not to exceed \$100 per day, which will include the violator's right to be heard for the purpose of having the fine waived or mitigated.



12. Sun Place Condominium is a residential property and as such is not a place where commercial business activities (which involves receiving payment for services or products whether solicited or donated). This includes any commercial enterprise including child care for others (non resident children). An exception will be made for a home office that does not have clients (in and out visitations of customers) as long as the zoning variances have been obtained from Volusia County and the City of South Daytona.



13. The loud playing of equipment that produces audio voice or tones such as, but not limited to, television, stereos, compact disk players, record players, radios, and musical instruments, is prohibited at all times. To determine if your audio equipment is too loud, if it can be heard outside your unit on the walkway with your front door closed, it is too loud. Quiet hours are from 11:00 P.M. until 8:00 A.M. and all audio equipment should be set lower than normal during this time period.



14. Official notices of the condominium association will be posted on the bulletin board located in the laundry room. This includes but is not limited to notices of all association meetings and notices of assessments.

