

Baytree Villas Homeowners Association, Inc.

Specialty Management Company
1000 Pine Hollow Point / Altamonte Springs, FL 32714 / 407.647.2622
Mike Marchell / mmarchell@greatcommunities.com

Sales Procedures

1. Baytree Villas is a 55+ Homeowners Association that is governed by Florida Statute 720. Maintenance requirements are detailed in the Association Governing Documents.
2. When the listing goes pending, please provide the Buyer a set of Association Documents:
 - A. If you are a title company, closing agent or mortgage holder needing documents, forms or certificates to facilitate the sale of a property in an association managed by Specialty, you can email your request to cholloway@greatcommunities.com or call the office directly at the number above.
 - B. Please complete the **Sale / Lease Information Questionnaire & Disclosure Summary**
 - C. Have Buyers complete the **Affidavit of Compliance** completely and include copies of Sales Agreement.
 - D. E-mail the following to Caleb Holloway at cholloway@greatcommunities.com:
The return package should include:
 1. **Sale / Lease Information Questionnaire**
 2. **Disclosure Summary**
 3. **Affidavit of Compliance**
 4. **Copies of Proof of Age**
 - E. **Once the application is submitted, it will be E-mailed to the Board for the approval process.**
3. To order an estoppel, please visit www.homewisedocs.com
4. Have the buyers Email a copy of their deed to closings@greatcommunities.com as soon as possible after closing. If their Welcome Package is not received within 30 days, please contact Specialty Management at 407-647-2622 or email cholloway@greatcommunities.com.

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Sale / Lease Information Questionnaire

Please check one: Sale _____ Lease _____ (Lease Dates) _____

CURRENT OWNER INFORMATION

Baytree Villa Address _____

Current Owners Name _____

Current Mailing Address, if different _____

Phone # _____ Email _____

NEW OWNER / TENANT INFORMATION (Include all persons to occupy residence)

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Name _____ Relationship _____ Age _____

Phone #'s _____ Email _____

AUTO (S) Make _____ Year _____ Tag # _____ State _____

Make _____ Year _____ Tag # _____ State _____

PETS/type _____ Maximum of 2 pets; Not to exceed 35 lbs. each

Applicant(s) represent that all of the above information is true and complete. The execution below acknowledges receipt of a copy of the Rules & Regulations and Deed Restrictions of the Association. The undersigned hereby agrees to abide by said Rules & Regulations and Deed Restrictions, together with any amendments thereto.

DATE: _____ PURCHASER/TENANT(S): _____

LEASE DATE: _____ APPROVED: _____ DISAPPROVED: _____

SALE DATE: _____ FOR THE BOARD: _____

**DISCLOSURE SUMMARY
FOR BAYTREE VILLAS
HOMEOWNERS
ASSOCIATION INC.**

Further, I/We understand and agree:

1. As a purchaser of property in this community, I/We will be obligated to be a member of a Homeowners' Association
2. There are recorded restrictive covenant governing the use and occupancy of properties in this community, which runs with the land.
3. I/We will be obligated to pay assessments to the Association, which assessments are subject to periodic change.
4. Failure to pay these assessments could result in a lien on my/our property.
5. There is not an obligation to pay rent or land use fees for recreational or other commonly used facilities as an obligation of membership in the Homeowners' Association.
6. The restrictive covenants cannot be amended without the approval of the Association membership, as defined in the Documents.
7. The statements contained in this disclosure form are only summary in nature, and, as a prospective purchaser; I/We should refer to the covenants and the Association Governing Documents. These are:
 - a. Original Documents of Incorporation
 - b. Deed Restrictions/Restrictive Covenants
 - c. By-Laws
 - d. Rules & Regulations
 - e. Policies

Signature(s) of the Purchaser(s) _____

Date: _____, 20____

Witness: _____

FOR THE BOARD: _____ Date: _____
(Signature)

(Print)

BAYTREE VILLAS HOMEOWNER'S ASSOCIATION, INC.
1000 Pine Hollow Point
Altamonte, FL
Phone: (407) 647-2622
Email:
mmarchell@greatcommunities.com

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AFFIDAVIT OF COMPLIANCE

I/We the undersigned homeowners(s) of record understand and agree that Baytree Villas was developed and is intended to remain an **ADULT COMMUNITY** with facilities and programs designed for residents age 55 and older. I/We agree that no action will be taken which might nullify or adversely affect the community's adult status. I/We agree to impose these same conditions and agreement on any and all successors, transferees or assignees in title and any current or future tenants (Board approval required.)

Baytree Villas was developed and sold as a community to the Fair Housing Act (H.R. 1158) and subsequent revisions, commonly called "55 Plus" or "Adult Communities."

This Federal law makes it illegal for a community to discriminate against families with children unless some very specific guidelines are followed.

The Federal guidelines established for maintaining Baytree Villas as an **ADULT COMMUNITY** requires certain information be compiled and periodically updated. **To that end, Homeowners are requested to supply copies of reliable documentation, if needed, of all ages of all Residents and to sign this affidavit certifying the supplied information is accurate. Said documentation may be Birth Certificate, Drivers License, Passport, Immigration Card, Military I.D. or any other comparable International, National, State or Local Official Document containing a birth date.**

In order that the guidelines may be followed to establish and maintain the development as an all-adult community in which all permanent residents must be 55 years of age or older the following information and agreement must be completed by each owner.

Property Address _____

Residents Names _____ **Birth Date** _____

I hereby certify I am age 55 or older and the foregoing information is correct.

Homeowners Signature

Homeowners Signature

Homeowners Signature



1000 pine hollow point ▪ altamonte springs, florida 32714
phone (407) 647-2622 ▪ (800) 962-2622
www.greatcommunities.com