

## **TWO GOLF VIEW VILLAS HOMEOWNERS' ASSOCIATION, INC.**

Attached you will find the necessary paperwork which is required to lease/sell your villa at TWO GOLF VIEW VILLAS HOMEOWNERS' ASSOCIATION. Please make sure to have your tenant/buyer *review and sign* the Rules & Regulations, Application, and Fair Housing Act Form.

All forms must be completed and returned to Monarch Association Management with a check in the amount of \$100.00 made payable to: MONARCH ASSOCIATION MANAGEMENT.

After your paperwork is received and your tenant/buyer is approved, your tenant/buyer may move into your villa. The tenant will have all of the rights as an owner. If this is a sale, the information will be forwarded to your attorney or title company. Please give the new tenant/buyer your key to the pool and clubhouse.

Thank you.

*Monarch Association Management*

500 Alternate 19 South  
Palm Harbor, FL 34683  
Email: [Cindy@monarcham.com](mailto:Cindy@monarcham.com)

**TWO GOLF VIEW VILLAS HOMEOWNERS' ASSOCIATION  
PURCHASE APPROVAL APPLICATION**

NOTE: \$100 application fee must accompany this form

ASSOCIATION MANAGEMENT COMPANY:

*Monarch Association Management, Inc.*

500 Alternate 19 South  
Palm Harbor, FL 34683  
(727) 204-4766

cindy@monarcham.com

RESTRICTIONS: Minimum Lease Period: Three (3) Months

NO PETS

No one under 55 years of age

No Commercial trucks, vans, etc.

Cars must be parked in garage

No golf carts parked overnight in driveway

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Date: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Present Owner: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**Purchaser's Personal Information: List Residents Individually**

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Address: \_\_\_\_\_

Length of time at present address: \_\_\_\_\_

Automobile Information: Year: \_\_\_\_\_ Make: \_\_\_\_\_ Model: \_\_\_\_\_ Tag#: \_\_\_\_\_

Purchase Information:

Realtor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Proposed closing date: \_\_\_\_\_

Do you intend to lease the unit? ( ) Yes ( ) No

**DOCUMENTS AND AGREEMENT**

I have received a copy of the Homeowner's Association Articles of Incorporation, By-Laws, and/or Homeowner's Rules & Regulations, and I agree to abide by these documents.

If I intend to lease my unit, the tenant must submit an application for lease and obtain approval **PRIOR** to moving in.

Purchaser's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by Two Golf View Villas: \_\_\_\_\_

Distribution of Approval Form:

1. The purchaser must return the Association Approval Form within fourteen (14) days of closing to Monarch Association Management, 500 Alt 19 South, Palm Harbor, FL 34683.
2. After approval by Two Golf View Villas HOA, the Association Approval Form will be kept in Two Golf View Villas HOA records at Monarch Association Management.
3. Monarch Association Management will keep the original copy of the Association Approval Form, and the closing agent will receive a signed copy of the approval.

FAIR HOUSING ACT - CENSUS  
TWO GOLFVIEW VILLAS HOA

I am/will be a permanent occupant of Unit # \_\_\_\_\_ Palm Harbor, FL 34684  
located at Two Golf View Villas Homeowners' Association, Inc.

I understand that the Association is required by Federal Law to have this census form on file in the  
Official Records in order for the Association to qualify for the Housing for Older Persons Exemption  
to the Federal Fair Housing Amendments Act of 1988 and the Housing for Older Persons Act of  
1995. (This form is restricted from viewing of Official Records except by proper authority).

The following information is true and correct:

A. As of the date shown on this affidavit, there was at least one (1) person occupying this  
unit who was age 55 or older.

YES \_\_\_\_\_ NO \_\_\_\_\_

B. Has the occupancy of this unit changed since September 12, 1988?

YES \_\_\_\_\_ NO \_\_\_\_\_

C. Please identify the occupant who is over 55 years of age:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

D. Please identify all other occupants:

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

E. I have provided one of the following as proof of age for all occupants 55 years or older and a  
copy of this document is attached hereto for the Association's records.

(check one)

\_\_\_\_\_ Birth Certificate \_\_\_\_\_ Driver's License \_\_\_\_\_ Medicare card

\_\_\_\_\_ Voter's Registration card \_\_\_\_\_ other (please specify)

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

TWO GOLF VIEW VILLAS HOMEOWNERS' ASSOCIATION, INC.  
HURRICANE PREPAREDNESS

All residents going north for the summer must remove all plants, grills, chairs, and any other outdoor items that could become airborne during high winds/hurricanes during your absence. If these are not removed before you leave, please fill out this form and return it to Jim Iwanowski, Board President, at 1133 Woodleaf Court – Palm Harbor, FL 34684.

If this form is not turned into Jim Iwanowski, before you leave and it becomes necessary to have someone remove these items for you; you will be charged a fee of \$50.00.

Sincerely,

Your Board of Directors at Two Golf View Villas Homeowners' Association, Inc.

Person responsible for removing items is:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Residence of items to be removed

Any resident living at Two Golf View Villas year round that may need help removing items before a storm, please call Jim Iwanowski at 727-953-8385