

**Cypress Point Homeowners Association, Inc.**  
**543 N. W. Lake Whitney Place**  
**Suite #101**  
**Port St. Lucie, FL 34986**  
**Office 772-323-2004 Fax 772-878-1519**

**RESALE and LEASE INSTRUCTIONS**

For Resales:

- a. A current completed application
- b. A copy of the contract for purchase and sale
- c. Realtor information
- d. Title company information
- e. A non-refundable application fee of \$100.00. Checks are to be made payable to the Cypress Point HOA
- f. If the required 30-day notification is not received by the BOD, an additional \$125.00 rush\* fee may be imposed

For Leases:

- a. A current completed application
- b. A copy of the contract for lease agreement
- c. Realtor information (if applicable)
- e. A non-refundable application fee of \$100.00. Checks are to be made payable to the Cypress Point HOA
- f. If the required 30-day notification is not received by the BOD, an additional \$125.00 rush\* fee may be imposed

If an application is submitted and is NOT complete, it will NOT be processed. Please ensure that you have all required information to avoid any delay in the approval of your application.

- \* An application is considered a RUSH when the closing/lease date is 2 weeks or less from the date you submit your application.

Please see the next page for the Application Fee and instructions pertaining to the Association you are buying/leasing into.

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**Resale/Lease Application**

**The following fees made payable to:  
Cypress Point HOA**

**Resales:**

- \$100.00 application fee
- \$302.00 Capital Contribution

**Leases:**

- \$100.00 application fee

**Please note:**

- Applications must be received no less than 30 days in advance of the beginning of the lease or closing date. Approval or disapproval will be determined within 30 days of application date.
- You may NOT move in until you have approval from the Board of Directors.
- All new and/or resale applicants must also contact the PGA Master Association to determine the amount of capital contributions for the Master Association prior to closing: Call Nancy at Lang Management 772-489-9501

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**Resale / Lease Application**

Please allow fifteen (15) business days for processing

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

**Information concerning applicant (new owner):**

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

Present address: \_\_\_\_\_

Do you intend to occupy the home? Yes \_\_\_\_\_ No \_\_\_\_\_ Phone \_\_\_\_\_

Daytime phone # if cannot be reached at home: \_\_\_\_\_

E-mail: \_\_\_\_\_

Spouse's Name: \_\_\_\_\_

**Occupants other than immediate family:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

**Contact person in case of emergency:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

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

- I (we) fully authorize investigation of all answers and references given.
- I (we) hereby agree to abide by all rules and regulations of Cypress Point HOA, Inc., a copy of which was received from the Seller/Lessor.

If seller fails to provide a set of Documents to the Buyer, a copy may be obtained from the Association Management at a cost of \$50.00.

- I agree that I will not rent or sell to any person who has not been approved by the Association.
- Renters are not permitted to sub-lease their premises.

Purchaser/Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser/Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Lessor: \_\_\_\_\_ Date: \_\_\_\_\_

Seller/Lessor: \_\_\_\_\_ Date: \_\_\_\_\_

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**Application For Vehicle Permit**

Property Address: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Description of Vehicle(s):**

<b>Vehicle #1:</b>	<b>Vehicle #2:</b>
Make: _____	Make: _____
Model: _____	Model: _____
Year: _____	Year: _____
Color: _____	Color: _____
Vehicle Weight: _____	Vehicle Weight: _____
VIN: _____	VIN: _____
Tag: _____	Tag: _____
State: _____	State: _____

Vehicle 1 Registered to: \_\_\_\_\_

Vehicle 2 Registered to: \_\_\_\_\_

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

Please Note:

- All information of this form must be completed.
- Any changes in use or appearance of the above described vehicle(s) must be submitted to the Board of Directors with a new application.
- A copy of the vehicle registration must be attached to this application
- A color photograph of above mentioned vehicle(s) must be attached if vehicle(s) is/are outlined in Article 5, Paragraph E of Declaration of Covenants and Restrictions as paraphrased: "Motorcycles, all terrain vehicles, passenger cars with four wheel drive, Jeeps, Broncos, truck, trailer, boat, van camper, motor home or bus." Including truck, trailer, boat, van camper, motor home or bus".

It is understood that any vehicle described in the paragraph above must be parked in the garage.

Signature: _____	Date: _____
Signature: _____	Date: _____

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- I/We understand that we are moving into a deed restricted community.
- I/We agree to abide by all Documents & Rules and Regulations of Cypress Point Homeowners Association, Inc., and the PGA Village Master Association.
- I/We received a copy from the Lessor/Seller. If seller fails to provide a set of Documents to Buyer then;
  - I/We will obtain a copy of the Cypress Point HOA documents from Bristol Management Services at a cost of \$50.00.
  - And if necessary, obtain a copy of the PGA Village Master Association Documents from Lang Management.
- I/We received the homeowner's association coupon payment envelopes for the quarterly dues from the seller.
- I/We received a copy of the Design Review Package.

\_\_\_\_\_  
Lessee/Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lessee/Buyer's Signature

\_\_\_\_\_  
Date

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**Corporation, Trust or Partnership Designated Form**  
( SALES ONLY)

Article XI, Section 1(B) set forth below specifically allows ownership by a corporation, trust or partnership. However, the corporation is subject to the same requirement as a trust in that they must file a written designation **10 days prior to closing** designating the individual, his or her spouse and children who will be occupying the premises. There is no provision for a later amendment of this designation. The designated individual must also file a written covenant in favor of the Association agreeing to comply with the declaration and the rules and regulations promulgated thereunder and acknowledgement that the right to use the premises continues only so long as the entity shall continue to be a member of the Association.

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Buyer's Signature

\_\_\_\_\_  
Date

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Landlord/Purchaser

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

Landlord/Purchaser:

Name(s): \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Separate Mailing Address (if applicable):

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

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

Contact person in case of emergency:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate phone: \_\_\_\_\_

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Voting Certificate  
(Sales Only)

Know all men by these present, that the undersigned is the record Owner(s) in Cypress Point at the Reserve Association, Inc. shown below, and hereby constitutes, appoints and designates:

(Insert one owners name) \_\_\_\_\_

As the voting representative for the Homeowners Association unit owned by said undersigned pursuant to the by-laws of the Association.

The aforementioned voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or evokes the authority set forth in this voting certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Owner's Signature  
(Unit owner's signature – If jointly-owned, both owners' signatures required)

Property address: \_\_\_\_\_  
Port St. Lucie, FL 34986

When there is a corporation or partnership as owners of the property, then a voting representative must be appointed by the corporation or partnership and becomes the representative. All owners must sign this form to acknowledge this appointment.