



## Membership Application for Unit Sale/Transfer

COA understood to be The Princess Condominium Association of Hutchinson Island, Inc.

Dear Prospective Member:

Congratulations on your decision to purchase a unit here at The Princess Condominium!

Please complete the following forms in their entirety prior to submittal to The Princess office for approval. Incomplete applications will NOT be granted an approval certificate and will delay your closing. All documents should be submitted fifteen (15) days in advance of your scheduled closing date to allow for Association review.

The following items must be submitted for your application to be complete:

Completed application with ALL attached forms signed, and initialed where indicated.

☐ Copy of Sales Contract.

☐ Application fee of \$100 payable to The Princess Condominium Association.

The Board of Directors requires an interview after the initial review of the submitted application. Interviews may be done either in person or via telephone and the buyer(s) will be contacted directly. Once all information is received, if your application is approved, the required closing documents will be processed by the accounting office and forwarded to the closing agent.

Prospective buyers should also be aware that the following items are to be delivered to the new owners at closing. If these are not available at the time of closing, please be aware that the Association does NOT provide these free-of-charge. Note the replacement costs below.

0 2 Lobby Entrance (ASSA) keys Cost to replace EACH key: \$ 100.00

- 2 Gate Remotes Cost to replace EACH remote: \$ 36.00
- 2 Pass Fobs for Door Access Cost to replace EACH fob: \$ 5.00

If there are questions regarding policies, procedures, or Association business, please do not hesitate to contact me via phone or by email at [theprincesscondo@gmail.com](mailto:theprincesscondo@gmail.com).

Sincerely,

David Karpinski  
Manager

Updated 12/22/2022

Application Date: \_\_\_\_\_ Estimated Closing Date: \_\_\_\_\_

Full Name of Purchaser(s) (if purchasing jointly)

Occupation or (previous if retired) of Purchaser(s)

Present Home Address

City

State

Zip

Home Telephone

Cell Phone

Email Address

I/We intend to purchase Unit \_\_\_\_\_ pursuant to the sales contract. For the Association to facilitate consideration of my/ our application for the purchase of the above-designated unit in The Princess Condominium Association of Hutchinson Island, Inc., I/we represent that the following information is factual and true. I/We are aware that any falsification or misrepresentation of the facts in this application <sup>s</sup>will result in automatic rejection of this application. I/We consent that the Association may make further inquiry concerning this application, particularly of the references given below, and authorize the disclosure of such information to the Association. \_\_\_\_\_(Initial)

I will be bound by the declaration of condominium, by-laws, articles of incorporation and the rules and regulations of the condominium association, and as the same may be amended from time to time.

Disclosure Statement: The Princess Condominium, as per Section 17.4 of the Amended Declaration of Condominium as recorded in the Official Records, Book 1959, Page 1869, Official Records of St. Lucie County, does not permit any unit to be titled in a corporation or an LLC. All units must be owned by a natural person or persons but may be owned by a person or persons as Trustee(s) under a Trust Agreement. \_\_\_\_\_(Initial)

The rules and regulations of The Princess Condominium Association clearly state that the units are for single family occupancy only. Please state the name and relationship of all other persons who will be occupying the unit on a regular basis

NAME

RELATIONSHIP

## EMERGENCY CONTACT

Name of Contact

Relationship

Address

City

State

Zip

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Telephone

Email

**TWO PERSONAL REFERENCES (LOCAL IF POSSIBLE)**

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Name of Reference

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Address

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City

State

Zip

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Telephone

Email

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Name of Reference

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Address

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City

State

Zip

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Telephone

Email

Do you intend to rent your unit?    Yes       No

Disclosure Statement: Rentals at The Princess Condominium must be for a minimum of sixty (60) days. Prospective tenants must fill out and submit a rental application along with a \$100 processing fee. This form is separate from and does not include any lease information, which must be submitted by the owner(s). The Princess Condominium Association does NOT perform any background or security checks on any tenant application. The responsibility for properly vetting any prospective tenant lies solely with the unit owner(s). Further, it is the owner's responsibility to properly instruct, supervise, orient and counsel tenants on the rules and regulations of the Association and ensure that they abide by them. Unless it is an emergency, tenants should be counseled to contact the owner(s) directly if there is a maintenance issue with the unit; the Association is not responsible for performing any routine maintenance in the unit, nor can staff assist tenants with basic tasks such as moving in or out of the unit.

I/we understand that the Association does not do background or security checks on tenant applications and that the owners are responsible for any violation of the rules, regulations, terms, provisions, conditions, and covenants of The Princess Condominium Association by any tenant. Violations may result in fines and or sanctions the unit and the unit owner, as proscribed in Florida Statute 718.\_\_\_\_\_ (Initial)

## ELECTRONIC COMMUNICATIONS CONSENT AUTHORIZATION

Florida Statute 718.111 (12) now requires written consent from each owner to release cell numbers and email addresses to other owners. Please indicate what information you wish to be included on the owner roster given to all owners. Owner rosters are not available on the Association website and must be requested by phone or in person. If you have any questions concerning the roster or how your information is secured, please contact the office.

Name(s): \_\_\_\_\_ Unit # \_\_\_\_\_

I wish to receive email communication from the Association. This will include official notice of meetings where allowed by Florida statute.

Yes    No    Preferred email address: \_\_\_\_\_

I wish to publish my email address in the Association Directory. The directory is given ONLY to owners.

☐ Yes    No    Preferred email address: \_\_\_\_\_

I wish to publish my home (out-of-season, if applicable) address in the Association Directory. Yes    No

I wish to publish my home (out-of-season, if applicable) telephone number in the Association Directory.

Yes    No

I wish to publish my mobile telephone number in the Association Directory.

Yes    No

## OWNER VEHICLE INFORMATION

The \_\_\_\_\_  
Princess Condominium has two parking lots, one on each side of South Ocean Drive. During peak season, parking in the east lot is limited and the Association asks that guests and owners with two cars to park one in the west lot. Vehicles which violate the parking restrictions will be towed at the owner's expense. It is vital that correct vehicle information is always on file in the office. If you change vehicles, you must notify the office.

Make:                      Model:                      Tag:                      Color:

Make:                      Model:                      Tag:                      Color:

I understand that it is my responsibility to notify The Princess Condominium office regarding deliveries, changes in address, phone numbers, vehicles and any other personal information required for conducting Association business.

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
Date

**The Princess Condominium Association of Hutchinson Island, Inc.  
Voter Authorization Certificate**

We, the undersigned, being all the owners of Unit # \_\_\_\_\_ in The Princess Condominium Association do hereby certify that the following named ONE of us is the ONLY authorized voter for the foregoing unit and shall remain such designated voter until this certificate is revoked by subsequent certificate.

\_\_\_\_\_  
Name of Authorized Voter (please print)

\_\_\_\_\_  
Date Completed

Select the category below, which describes your form of ownership, and sign in the appropriate place. WE MUST HAVE OWNER SIGNATURES ON FILE IN ORDER TO VALIDATE YOUR BALLOT DURING AN ELECTION. PLEASE MAKE SURE THAT ALL DEEDED OWNERS SIGN THIS FORM. Failure to return this form will mean your ballot will not be counted.

- ☐ We are all individual, natural persons who are owners of the above-designated unit. The Unit is NOT owned by a Corporation, or a General or Limited Partnership. Note: Select this option if the Unit is held in trust.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

This Certificate is made pursuant to the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate. NOTE: This is NOT a proxy.

**The Princess Condominium Association of Hutchinson Island, Inc.  
MANAGEMENT ENTRY ACKNOWLEDGEMENT**

I, \_\_\_\_\_ being the Deeded owner(s) of The Princess Condominium Association, Unit # \_\_\_\_\_ 9650 South Ocean Drive, Jensen Beach, FL, do hereby acknowledge that, as per Florida Statute 718.111 (5) (a), the Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements of or any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit.

This acknowledgement agreement relieves the Association and its employees from claim of property loss and damage to my property.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## NOTICE REGARDING UNIT OWNER INSURANCE

Owners must be aware that the Association's property and liability coverage does not cover ANY personal property of an owner and specifically excludes the following items:

- Floor Covering — carpet, tile, vinyl, or wood in the individual unit
- Ceiling Finishes — paint, sprayed finishing within the individual unit or Wall Finishes — paint, wallpaper, chair rails, paneling, mirrors or ceramic tile attached to any walls within the individual unit
  - ° Electrical Fixtures — lighting appliances, fans, refrigerator, range, dishwasher, water heater, bathroom fixtures, Built in Cabinets
- Alterations or improvements and betterments installed by the unit owner.

Lack of insurance on these items may put individual assets at risk. Liability insurance is also necessary to provide coverage for claims occurring as a result of accidental injuries to others while on your property and unintended property damage for which you may become legally responsible.

Owners should seek the guidance of a licensed Florida insurance agent for complete coverage options and exclusions.

I/We have been made aware and understand the insurance requirements of owning a Florida condominium.

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Signature	Date
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Signature	Date
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## The Princess Condominium Association Documents Agreement Form

This form must be completed and returned with the application. Failure to submit this form will delay the application approval.

☐ I/We have been provided with a copy of the Declaration of Condominium, the Articles of Incorporation, the By-Laws and the Rules & Regulations of The Princess Condominium Association of Hutchinson Island.

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Signature	Date	Print Name
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Signature	Date	Print Name
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☐ I/We have read and understand the rules and the requirements for The Princess Condominium Association of Hutchinson Island, Inc. I/We understand that we are ultimately responsible for the care and maintenance of the unit as outlined in the Declaration of Condominium. I/we agree to be bound by the terms of The Princess

Condominium Association Declaration of Condominium, the Articles of Incorporation, the By-Laws and the Rules. Further, I understand that any violation by the owner of the terms, provisions, conditions, and covenants of The Princess Condominium Association can result in fines and or sanctions against the unit and the unit owner, as proscribed in Florida Statute 718.

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Signature	Date	Print Name
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Signature	Date	Print Name
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☐ I/We understand that if the unit is to remain unoccupied for more than 30-days, a unit caretaker should be employed to monitor the unit as per the Rules & Regulations of The Princess Condominium Association of Hutchinson Island.

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Signature	Date	Print Name
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Signature	Date	Print Name
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FOR OFFICE USE ONLY

Unit #	APPROVED	DISAPPROVED
_____	_____	_____

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Board Member/Manager	Date
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