

## VANGUARD VILLAGE #15

c/o J&L Property Management, Inc.  
10191W. Sample Road, Suite 203  
Coral Springs, FL 33065  
(954)753-7966

**FOR BUYERS ONLY** (Renters only need to submit the Lease before moving in):

### DOCUMENTATION CHECKLIST (items IN APPLICATION PACKAGE)

<input type="checkbox"/> Application for Occupancy and Occupancy Procedures <b>{PER PERSON/ADULT, if not married}</b>
<input type="checkbox"/> Completed Email Authorization Form and Contact Information Form
<input type="checkbox"/> Rules & Regulations "Acceptance Sheet" <b>{PER PERSON/ADULT}</b>
<input type="checkbox"/> Completed Welcome/ Orientation Certificate

### DOCUMENTATION CHECKLIST (provided BY APPLICANT)

<input type="checkbox"/> Copy of Sales Contract
<b><i>Buyers Only (No Application Fee for Renters):</i></b> (Cashier's Check or <b>MONEY ORDER ONLY</b> ) ○ (\$100.00 <b>PER APPLICATION ... <u>NOT PER PERSON</u></b> ) (Payable to: <b>J&amp;L Property Management, Inc.</b> )

**VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE  
ASSOCIATION, INC.**

**APPLICATION FOR OCCUPANCY**

PROPERTY ADDRESS \_\_\_\_\_

SELLERS NAME(S) \_\_\_\_\_

BUYERS NAME(S) \_\_\_\_\_

CURRENT MAILING ADDRESS \_\_\_\_\_

CONTACT INFORMATION (phone numbers, etc. where buyer can be contacted during the business hours of 9am – 5pm. Are required to keep buyer informed regarding any changes etc. that may arise during the process)

Vanguard Village is a residential community of single-family homes and cannot be used as, or modified into, multi-family dwellings, providing the following information will NOT affect the purchase of the property, but the association must have reasonable and accurate information about its owners and residents. The name of all occupants expected to be living in the home must be listed on the Welcome / Orientation Certificate after closing.

**WHAT IS YOUR INTENDED USAGE OF THE PROPERTY CHECK THE FOLLOWING THAT APPLY:**

\_\_\_\_\_ To live in the home.

\_\_\_\_\_ To improve the property for resale – The Association requires owners to complete all improvements legally by obtaining permits from the City when required AND Association approval as outlined under the Architectural Changes section of the Rules and Regulations provided in the Application packet.

\_\_\_\_\_ To have relatives and/or friends reside in the home.

\_\_\_\_\_ To rent or lease the property – The Association requires a copy of the rental / lease agreement for records and updated agreement every time it changes.

I/We submit the information provided in this application with the understanding that the sales process is in progress and we may be asked to provide further information.

BUYER(S) SIGNATURE(S) \_\_\_\_\_

DATE \_\_\_\_\_

**VANGUARD VILLAGE #15 HOMEOWNERS ASSOC., INC.**

c/o J & L Property Management, Inc.  
10191 West Sample Road, Suite 203  
Coral Springs, FL 33065  
Phone: (954) 753-7966 Fax: (954) 753-1210

**OCCUPANCY PROCEDURES**

Enclosed are the following:

- Application for Occupancy Form
- Rules and Regulations Acceptance Form
- Copy of current Association Rules & Regulations (Buyer to read & keep)
- Welcome / Orientation Certificate

Please COMPLETE / SIGN forms #1 & #2 listed above. Return them with a copy of the Sales Contract AND payment for a non-refundable application fee of \$100.00 (per application) (Money Order or Cashier’s Check ONLY, payable to Vanguard Village #15 HOA) to:

J&L Property Management  
10191 West Sample Road, Suite 203  
Coral Springs, FL 33065  
Attention: Sales & Leasing

No pre-sale meeting is required. After closing on the property, please COMPLETE/SIGN the Welcome / Orientation Certificate and return it to J&L Property Management with a copy of the final sales agreement.

**RENTING OR LEASING PROPERTY**

Please notify J&L Property Management whenever there is a change in occupancy along with a copy of the signed Rental or Leasing Agreement, if there is one.

Thank you very much for your cooperation in these matters. If you have any questions, please contact Paola with J&L Property Management at (954) 753-7966, extension 105 or email at [Paola@JLPropertyMgmt.com](mailto:Paola@JLPropertyMgmt.com).

I/we have read, understand and agree to comply with the procedures specified above.  
BUYER(S) NAME(S):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

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

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

**VANGUARD VILLAGE # 15 HOMEOWNERS MAINTENANCE ASSOC, INC.**

J&L Property Management, Inc.  
10191 West Sample Road, Suite 203  
Coral Springs, FL 33065  
Phone: (954) 753-7966 Fax: (954) 753-1210  
Email: Veronica@jlpropertymgmt.com  
www.jlpropertymgmt.com

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WOULD YOU LIKE TO RECEIVE NOTICES VIA EMAIL??

In an effort to streamline our operations to be the most efficient, J&L Property Management, Inc. would like to utilize electronic mail for general correspondence and initial notices. You and your entire community will benefit by this change as it will ultimately save money currently spent on paper, envelopes & postage for mailings (which is funded by your Budget/Maintenance Fees).

**Please complete the information below and return it to our office at your earliest convenience scanned via email (VERONICA@JLPROPERTYMGMT.COM), USPS mail or fax.**

I/We, hereby give permission to J&L Property Management, Inc. and the Board of Directors of the Association to use the email address provided below for general correspondence, initial violation notices and community notices (in lieu of U.S. Mail). J&L Property Management, Inc and the Board of Directors will not use this email address for any other purpose, nor will it be shared with any third party not affiliated with official Association business. This email service will be used and acknowledged as though received by U.S. Mail. I/We promise to keep J&L Property Management, Inc. and the Board of Directors updated on any change in my mailing and/or email address.

Date: \_\_\_\_\_

\_\_\_\_\_  
Association Property Address

\_\_\_\_\_  
Mailing Address (If different from property address)

1) \_\_\_\_\_  
Email Address (PLEASE PRINT CLEARLY)

2) \_\_\_\_\_  
Email Address (PLEASE PRINT CLEARLY)

1) \_\_\_\_\_  
Phone Number (PLEASE PRINT CLEARLY)

2) \_\_\_\_\_  
Phone Number (PLEASE PRINT CLEARLY)

\_\_\_\_\_  
**Official Homeowner's PRINTED NAME**, Authorized to Vote  
on Association Matters

\_\_\_\_\_  
**Official Homeowner's SIGNATURE**, Authorized to Vote  
on Association Matters

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO NOTIFY US IF YOU CHANGE  
YOUR EMAIL, MAILING ADDRESS OR PHONE NUMBER.  
YOU MUST NOTIFY US IMMEDIATELY!

**HOMEOWNER & APPLICANT**  
**CONTACT INFORMATION FORM**

**REQUIRED:**

Homeowner's EMAIL: \_\_\_\_\_  
(SELLER or LANDLORD)

**REQUIRED:**

Applicant's EMAIL: \_\_\_\_\_  
(BUYER or RENTER)

**REQUIRED for BUYERS ONLY:**

Would you like your mail sent to this address (to the home that you are purchasing)?

YES

NO

If NO, then please provide the mailing address that you would like to receive your mail:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note: It is YOUR responsibility to notify this office any time your mailing address changes so that you will continue to receive important letters and notices!!!

# VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

## RULES AND REGULATIONS

Vanguard Village is a residential community, where homes are defined as a "single family dwelling". All residents (owners and others) are required to comply with the Association's governing documents; the Articles of Incorporation, the Declaration of Restrictions, and the By Laws. The following Rules and Regulations are a compilation of issues outlined in those documents and the most current policies approved by the Board of Directors where the documents allow for interpretation:

### I. HOME & LOT MAINTENANCE

- A. No trespassing. Each lot is private property and shall be free from people entering without the owners' permission, unless authorized by the Board of Directors, on behalf of the Association. Because yards are considered common areas for purposes of Association required maintenance, contracted vendors must have access to the property to fulfill those obligations including maintenance of the lawns and the irrigation system, as well as the investigation of complaints and/or rules violations.
- B. The community irrigation system and all its equipment is owned and maintained by the Association and its' contracted service providers are the only people authorized to make changes, repairs and/or alterations in its operation. Residents are not authorized to adjust timers or other equipment. The cost of repairs due to damage caused by residents or their guests will be charged back to the homeowner.
- C. No trade, business, or commercial endeavor may be practiced on any lot in Vanguard Village.
- D. No signs may be erected in Vanguard Village without prior approval of the Board. Exceptions include temporary real estate, political and special occasion signs.
- E. All driveways must be kept clean and well maintained. No graveled or black- topped driveways are allowed in Vanguard Village.
- F. All trash receptacles shall be stored away from public view.
- G. All lawns shall be free of trash, debris, etc.
- H. All exterior surfaces of homes shall be well-maintained; including painting, cleaning and necessary repairs.
- I. All landscaping shall be maintained (trees, shrubs, etc); including proper pruning, the removal of dead trees, stumps, etc., and the disposal of the resulting debris.
- J. No portable buildings, trailers or dumpsters may be placed on a lot, unless it is there temporarily during the course of active construction. No freestanding sheds, storage containers, etc. are allowed on any lot without prior approval of the Board which requires completing and submitting an Architectural Change Application.

# VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

## II. ARCHITECTURAL CHANGES

- A. All changes to the exteriors of homes and/or lots, including expansion of driveways and installation of a fence must be approved by the Board of Directors, through the Architectural Review process; in addition to the City of Tamarac, through the Building Department permit process.
- B. An Architectural Change Application is available upon request from the Management company that must be completed and submitted to the Board prior to starting any changes. All documents included with the application for an architectural change will become part of the permanent records of the Vanguard Village Homeowners Association.
- C. Fences in Vanguard Village must comply with the following standards:
1. Maximum height allowed is 8 feet.
  2. The only type of fence NOT allowed is chain link.
  3. No fences of any kind may be erected in the "front yard area" of any lot. For those homes on a corner lot, that includes the side of the property adjacent to the side street.
  4. In all home locations, fences can extend straight back from the rear edge of the side wall of the home toward the rear property line as far back as the City's permit will allow; in accordance with any easements the City may require.
  5. Homes not on a canal, corner lot, cul-de-sac or pie shaped lot can also extend their fence from the back wall corners of their home straight out to the side property lines.
  6. Regarding fence installation that includes enclosing side yards, the Board will review the applications and determine approval or denial on an individual basis according to the following general guidelines from our documents:
    - On corner lots, no fences are allowed on the side yard adjacent to a street.
    - On cul-de-sac and pie shaped lots on/near a canal, fences should not block the view of their neighbors.
    - In all other cases, the size of the area between the homes will determine if it's realistic to extend the fence from the edge of the home out to the side property line forward toward the front corner of the home.
- D. In the event any architectural application is not approved by the Board of Directors, the applicant may apply for approval at a meeting of the General Membership of the Association. Upon a favorable vote by a majority of the Membership where a quorum is present, the Board of Directors must grant approval of the applicant's request.

## VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

### III. VEHICLES

- A. Vehicles must be parked on a paved surface; your driveway. Parking on the grass is prohibited and therefore a violation.
- B. Do not park your vehicles, nor allow visitors/guests to park vehicles on neighbors' property/driveway without prior permission.
- C. Commercial or recreational vehicles of any size, boats and boat trailers or similar cannot be parked in plain sight anywhere in Vanguard Village. If it fits in your garage, that's fine. The Board of Directors is willing to review individual written requests for an exception due to extraordinary circumstances; i.e. catastrophic events.
- D. All visible vehicles must be operable, with a valid registration tag. Minor mechanical repairs can be made in your driveway but must be completed within a reasonable amount of time; 48 hours.
- E. Temporary parking of vehicles at the clubhouse by residents and their guests is allowed as long as the vehicles are licensed, registered and operable.

### IV. COMMUNITY RULES

- A. All dogs shall be kept on a leash, securely under the owner's control and the owner will be responsible for the removal of their pet's excrement.
- B. Keep the noise levels down between 11:00 p.m. and 7:00 a.m.; including vehicles, machinery, and electronic equipment. An exception would be the use of generators after a catastrophic event.
- C. All private clubhouse events and activities must be scheduled through the property management company and are subject to the rules outlined in the Clubhouse Usage Agreement. Other activities scheduled for the clubhouse must be open to all members of the Association.
- D. If the Board or the Property Manager determines a member is guilty of violating any of the covenants contained in the documents or any of the rules and regulations contained herein, they will be sent a courtesy letter describing the infraction. It will advise the owner to correct the problem within a given period of time, depending on the violation, and encourage them to contact the property manager regarding the issue. Non-compliance or non-response will result in a second letter of notification through registered mail. Further non-response will result in the Association using all options available to try to enforce compliance.
- E. When listing your property for sale or lease, please notify the Association by contacting our property management company to follow the established procedures.
  - If a sale, the new owner must provide a copy of their recorded title to the management company for the Associations records.
  - If a lease or other contract, please provide a copy of the contract to the management company with occupant contact information. The owner remains responsible for tenant compliance with Association Rules and Regulations.



# VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

## V. POOL RULES

- A. Vanguard Village #15 Homeowners Maintenance Association, Inc. swimming pool is a privately owned recreation entity, entirely funded by annual assessment paying members. The Board of Directors administers the Pool Rules and Regulations. Membership and use of the pool is a privilege extended to Vanguard Village #15 Homeowners whose annual dues are current and paid in full. Rules are subject to change, with the approval of the Board, when deemed necessary to maintain a safe environment. Changes will be posted at the pool.
1. Pool keys are required for entry. Replacement keys must be purchased through the management company.
  2. All assessments must be paid in full to use the pool and clubhouse. Nonpayment of the monthly maintenance fee will result in the homeowner's key to use the pool and facilities being electronically disabled if late notices are not resolved.
- B. **NO LIFEGUARD SERVICE** is provided. Swim at your own risk. You are responsible for the safety of your children. Please, call 911 in an emergency!
1. Patrons under the age of fifteen (15) must be supervised by a responsible party at all times. A responsible party is defined as a person sixteen (16) years of age or older.
    - Infants and small children should be accompanied by an adult/parent and MUST wear swim diapers/rubber pants in the pool.
- C. Members are requested to instruct their children and guest's children in personal hygiene (e.g., instruct them to use the restroom facilities in the clubhouse). The pool gate key will open the restroom doors from the pool deck.
- D. **GUESTS** - Residents may bring a maximum of four (4) non-resident guests per household to the pool at any one time.
- E. The Homeowners Association will not be responsible for any money or property loss sustained by members or their guests when using the pool.
- F. Accidents should be reported to the management company as soon as possible after appropriate action is taken and/or emergencies resolved.
- G. Private parties are not permitted at the pool.
- H. Food and beverages may be brought into the pool enclosure in plastic containers only. All trash must be placed in the trash containers provided. Florida State Law prohibits food or beverages in the pool or on the wet deck within four (4) ft. of the pool.
- NO alcoholic beverages are allowed in the pool enclosure. Intoxicated individuals will be asked to leave the pool area.

# VANGUARD VILLAGE #15 HOMEOWNERS MAINTENANCE ASSOCIATION, INC.

## POOL RULES cont.

- I. Foul or abusive language, loud music or obtrusive noisemaking, drug use, fighting or other inconsiderate behaviors will not be tolerated and residents at the pool should contact the police. The BSO is authorized to enter the pool area which may result in immediate expulsion from the area and/or arrest. Management should be notified as soon as possible after any incident and rule violation penalties will be considered.
- J. **Hours of operation** are 7 a.m. to 11 p.m. daily. Anyone entering the pool or pool enclosure outside of these hours of operation is trespassing and subject to arrest.
  1. All patrons must shower before entering the pool. Appropriate swim attire is required. NO regular diapers are permitted in the pool; swim diapers/rubber pants only.
  2. Absolutely NO diving, jumping or any other acrobatics into the pool is allowed.
  3. NO running, pushing, dunking, rough play or any type of conduct that could endanger anyone's safety is allowed.
  4. The following items and activities are prohibited:
    - NO GLASS of any kind is permitted in the pool enclosure including beverage containers and facemasks with glass lenses.
    - NO animals in the pool enclosure, other than service animals.
    - NO smoking of any kind or chewing gum in the pool enclosure.
  5. NO large rafts or similar flotation devices are allowed in the pool. Things such as water wings for child safety, water weights for exercising, styrofoam tubes, commonly referred to as noodles, soft balls, small water toys, etc. may be used as long as it does not bother the other people using the pool.
  6. DO NOT PLAY WITH LIFE SAFING EQUIPMENT. The ring is NOT a toy.
  7. NO skating, rollerblading, skateboards or other similar activities are allowed in the pool enclosure. Bicycles, motorcycles, or other similar equipment must be left outside the pool enclosure and can be locked with a chain to the enclosure fence.
  8. Everyone must leave the pool immediately in the event of an emergency, especially weather conditions involving thunder and lightning storms.
- K. Any violation of these rules should be reported to the Management Company; providing details in writing, preferably through e-mail. Each incident will be investigated and corrective action or penalties will be decided on an individual basis as determined through Board discussion and vote. Residents should understand that a rule violation penalty can include suspension of usage privileges depending on the severity of the violation.

**VANGUARD VILLAGE #15 HOMEOWNERS  
MAINTENANCE ASSOCIATION, INC.**

**RULES AND REGULATIONS ACCEPTANCE**

The Rules and Regulations provided are generally a compilation of information included in the Homeowners Association's governing documents; the Articles of Incorporation, the Declaration of Restrictions (commonly referred to as deed restrictions), and the By Laws. They also include the most current policies the Board of Directors has approved where the documents allow for interpretation by the Board and therefore are subject to change.

Please be aware that the City of Tamarac also has authority in Vanguard Village as a community within the City limits and as a resident, you will be responsible for following existing statutes, which are subject to change by various government agencies. The Association does work with the City's Code Compliance Dept. and other agencies in our efforts to maintain standards in our community.

I/we have received, read and understand the Rules and Regulations provided and agree to abide by same.

BUYER(S) name(s)(print) \_\_\_\_\_

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

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

# VANGUARD VILLAGE #15 HOMEOWNER MAINTENANCE ASSOCIATION

## WELCOME / ORIENTATION CERTIFICATE

After closing, please return this completed form to J&L Property Management with a copy of the firm sales agreement. Welcome to Vanguard Village!

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

Recorded Owner(s) Name(s) \_\_\_\_\_

Mailing Address (If different) \_\_\_\_\_

Owner(s) Contact Information (Phone Number(s), Email, Etc.) \_\_\_\_\_

**NAME OF ALL OCCUPANTS EXPECTED TO BE RESIDING IN THE PROPERTY:**

\_\_\_\_\_  
\_\_\_\_\_

### Meetings, *The Village Voice* and other information...

ALL homeowners and other residents are welcome and encouraged to attend Board and/or Membership meetings held at the clubhouse. *The Village Voice* is our community newsletter published quarterly. It is delivered to every home with general information affecting Vanguard Village residents. This would include official meeting notices, community/local issues, paid advertising and sometimes fun stuff. As an owner/resident, please contact J&L Property Management ANYTIME you have questions or concerns.

### PLEASE CIRCLE "YES" OR "NO" TO ANSWER THE FOLLOWING QUESTIONS

Will the owner(s) reside in the home? YES NO

If "NO", and the property will be rented or leased, has the management company been given a copy of the rental/leasing agreement? YES NO

If occupant information changes, management must be notified.

As owner, you are responsible for occupants' to adhere to the Rules and Regulations of the Association. Have you read them and signed the Rules and Regulations Acceptance Form? YES NO

Have you received the clubhouse/pool entry key from the previous owner? If "NO", a key will be provided at the cost of \$10.00. YES NO

Have you received the booklet containing a copy of all the governing documents of the Homeowners Association from the previous owner? If "NO", a booklet can be provided to you at the cost of \$10.00. YES NO

**I/We affirm all the information provided is accurate.**

Owner(s) Signature(s) \_\_\_\_\_ Date \_\_\_\_\_