

# Criteria for Condominium Purchase

2023

Ver3

- |   |   |
|---|---|
| 1. FICO score                           | 700 minimum   |
| 2. Percentage down payment for mortgage | 20%   |
| 3. Minimum income requirement           | \$80,000/year without mortgage<br>\$120,000/year with mortgage    |
| 4. Criminal background check            | No: DWI, fraud, or felony of any kind                             |
| 5. Debt to income ratio                 | ≤ 28% Total housing/gross income<br>≤ 36% total debt/gross income |

## What is Debt-to-Income Ratio?

When you apply for a mortgage, your lender will analyze your debt ratios, which are also known as your debt-to-income ratios, or DTI. Lenders calculate DTI's to ensure you have enough income to comfortably pay for a new mortgage while still being able to pay your other monthly debts.

There are two debt-to-income ratios that your lender will analyze:

### Housing Ratio or "Front-End Ratio"

Your lender will add up your anticipated monthly mortgage payment plus other monthly costs of homeownership. Other costs of homeownership could include homeowner association (HOA) fees, property taxes, [mortgage insurance](#) and [homeowner's insurance](#). Normally, some of these expenses are included in your monthly mortgage payment. To calculate your housing ratio or front-end ratio, your lender will divide your anticipated mortgage payment and homeownership expenses by the amount of gross monthly income.

### Total Debt Ratio or "Back-End Ratio"

In addition to calculating your housing ratio, a lender will also analyze your total debt ratio. At this time your other installment and revolving debts will be analyzed and added together. Installment and revolving debts will appear on your credit report. These payments are expenses like minimum monthly credit card payments, student loan payments, alimony, child support, car payments, etc. Your [lender](#) will add up all your monthly installment and revolving debts in addition to your estimated monthly mortgage payment and housing expenses and divide that number by your monthly gross income.

## Debt-to-Income Limits

Generally, your front-end and back-end debt ratios should be 28 percent and 36 percent or lower.

- [FHA](#) limits are currently 31/43, though these can be higher with justification from the lender.
- [VA](#) limits are only calculated with one DTI of 41.
- USDA limits are 29/41.

Some lenders may be able to qualify you with a much higher back-end ratio by getting you approved for a non-conforming loan. A non-conforming loan does not conform to purchasing guidelines set by Fannie Mae and Freddie Mac. These purchasing guidelines usually have to do with standards or limitations on credit scores, [loan-to-value](#) (LTV) and debt-to-income (DTI) ratios. Generally non-conforming loans are considered riskier, and a borrower typically has to pay more than they would for a conforming loan.

## Yearly Expenses WTI [estimate]

Taxes	\$7,000 (non-homestead)
Condo Fees	\$10,000
Cable	Basic cable service included for all unit owners.
Electric	\$1,000
Homeowner Ins ( <u>mandatory</u> )	<u>\$700 to 1,500</u>
	Approximately <b><u>\$19,000</u></b> depending upon specifics of Homeowners Insurance

JSS: 2023 - Revised Criteria for Condominium Purchase

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

## **Application Package for Purchase**

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

Unit # \_\_\_\_\_

Number of Applicants (on deed) \_\_\_\_\_

Number of Residents (not on deed) \_\_\_\_\_

### Required Items:

1. Executed purchase contract
  2. Completed Application for Residency<sup>1</sup>/Occupancy
    - a. Buyers- names on deed
    - b. Occupant/Resident- names not on deed
    - c. All persons over the age of 18 must complete an application whether they are on the deed
      - i. Persons who will occupy or reside in the unit under the age of 18 do not need to provide employment, previous residences or submit references.
    - d. List all persons that will be residing/occupying the unit
    - e. Screening Worksheet (applicant)
    - f. Associated Credit Reporting Authorization
  3. Application fee
    - a. \$100 per adult applicant (18 years or older), unless husband & wife or parent/guardian(s) & minor(s).
    - b. Check or Money Order. (Note: If married & last names are different must provide a copy of marriage certificate).
    - c. Made payable to Wellington Towers Inc.
  4. Copy of Driver's license/State issued ID/Passport for all who will reside in the unit
  5. Notarized Affidavit for all who will reside in the unit not on title
  6. Associated Credit & Background check authorization form
  7. Three (3) years of tax returns, three (3) months of bank statements, three (3) most recent pay stubs for all buyers
  8. Completed Estoppel must be issued prior to closing.
- Application processing time starts the next business day after the submitted application is received 100% complete (i.e., all items have been submitted, no signatures or supplemental information is missing, and payment is received). **Submit completed application to: FYVE Property Management, 5100 W. Copans Rd., Suite 100, Margate, FL 33063.**
  - Applications may take up to 30 calendar days to process. The Association will contact applicants for an interview when all documents have been reviewed.

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<sup>1</sup> Permanent home

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1701 S. Ocean Drive, Hollywood, FL 33019

## **SCREENING GUIDELINES**

Pursuant to the Declaration, in order to promote the health, happiness and peace of mind of the majority of the Unit Owners, to provide for congenial occupancy of the Condominium Property and for the protection of the values of the Units, the ownership, occupancy and use of the Condominium Property is restricted. No sale, transfer or conveyance of a Unit shall be valid without the approval of the Condominium Association Board of Directors. Notice of the proposed sale, transfer or conveyance shall be made as provided herein and other rules and regulations established by the Board of Directors from time to time.

In addition to all information and items listed on the purchase application, your screening committee is looking at the following factors to approve your prospective purchaser. These guidelines are meant for directional purposes and are not a guarantee that an application will be approved. All applications are considered on a case-by-case basis by the Association.

## **TRANSFER FEE**

A Transfer fee of \$100.00 per applicant other than husband and wife, which are considered one applicant must be paid along with the application. Each individual who is to reside in the property must be listed on the application. Each person 18 years of age or older who will own and/or occupy the unit must submit a completed application. Persons who will occupy or reside in the unit under the age of 18 do not need to provide employment, previous residences or submit references.

All cashier's checks and money orders must be made payable to Wellington Towers, Inc.

## **APPLICATION PROCEDURE**

Each application will be evaluated in the following manner: a prospective purchaser must submit a written application on the Association's standard form; provide all requested financial documentation; submit to a background and credit screening; answer all questions on the form completely and honestly; and submit any other documentation reasonably requested by the Association to process the application. In addition, a completed estoppel must be obtained and submitted in conjunction with the application packet. Any outstanding monetary amounts owed to the Association must be paid at closing pursuant to the estoppel. Incomplete applications will not be processed.

If the prospective purchaser is declined, the purchaser will be notified in writing. The prospective purchaser may request that their application be reconsidered with additional documentation explaining any negative results of the screening. If the prospective purchaser makes such a request within 30 days of denial and submits the additional documentation necessary, no additional application fee will be due, but additional time may be required to process the application.

Approval of the applicant will not be completed until the applicant has submitted a fully completed application; supporting documentation requested by the Association necessary to process the application and all appropriate transfer/application fees.

The prospective purchasers must submit to an interview with the Association's Board of

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Directors, or a screening committee established by the Board prior to obtaining final approval.

## **PURCHASE CRITERIA**

The Board evaluates a combination of criteria on a point structure thereby negating the possibility that any one aspect of an applicant's information can be solely responsible for a decision.

### **Debt to Income Ratios**

The applicant(s) total housing expenses shall not exceed 28% of the applicant(s) gross monthly income and no more than 38% of the applicant(s) total debt service shall exceed the applicant(s) gross monthly income. Cash purchases and net income will also be taken into consideration as part of the evaluation process.

### **Credit History**

The applicant must provide proof of an active checking account and provide the two most recent months bank statements for any and all bank accounts.

A credit report must be available and will be obtained for each applicant from a major credit reporting agency. Each applicant must have a credit score, as determined by a mortgage model inquiry, of 700 or greater. A credit score of 700 or greater is considered an important criteria benchmark. The prospective purchaser/applicant shall execute all documentation and authorizations necessary to conduct the credit check.

Payment of Transfer fee is required prior to processing.

The prospective purchaser must not have had bankruptcy filings within the last five years.

The prospective purchaser must not have had any foreclosure actions filed against the purchaser within the last five years.

### **Criminal History**

Applicants who have criminal history reflecting violent felonies, felonies which involve fraud or theft, forgery, ID theft and other felonies will be denied if the crimes were committed within the last 7 years.

Any drug conviction, plea, felony, or misdemeanor, or pending charge for possession, manufacture, sale or use within the last 5 years will be denied. The prospective purchaser/applicant shall execute all documentation and authorizations necessary to conduct the credit check.

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## Other Factors

The following is a list of items required before an application is reviewed:

- \$100.00 Transfer fee per applicant (money order or cashier's check only, cash and personal checks will not be accepted)
- Completed application
- A copy of the purchase and sale contract
- Pay stubs for the last three (3) months from a current employer - or alternatively - an offer letter from a prospective employer, with verifiable contact information
- Tax returns for the last three (3) years
- Most recent three (3) months of bank statements for all open accounts owned by the prospective purchaser(s)
- For those persons who earn pay primarily from "tips" or "gratuities" - proof of this income as a pay stub or from the most recent tax filing
- Vehicle registration, insurance, and driver's license, all of which must indicate that the applicant is the registered, insured, owner of the vehicle
- Completed Estoppel

Once all of the above items are turned into the office for review, the application will be reviewed by the Association. The following are the considerations for approval. Keep in mind that not only is the Association reviewing all of the above documents, but also all information derived from the above documents. During the review many factors are considered and may include any the following as qualifying or disqualifying criteria.

- Income to debt ratio
- Cash purchase
- Amount of down payment
- Net worth
- Number of accounts in collections
- Overall credit score
- Financial risk to both the Owner and the Association
- Verifiable employment
- Length of verifiable employment
- Previous employment history
- Verification of all items listed on any part of the previously listed documents required for a complete application
- Misleading or incorrect information on the any of the previously listed documents required for a complete application
- Criminal Background and history
- Interaction with office staff during the application process

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**Applicant #1/Buyer #1****Check One:** Full time resident \_\_\_\_\_ Par time Resident \_\_\_\_\_First: \_\_\_\_\_ Last<sup>2</sup> \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_

Driver's License \_\_\_\_\_ State \_\_\_\_\_

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

Current Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

Previous Address<sup>3</sup>: \_\_\_\_\_ City \_\_\_\_\_

ST \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

**Employment<sup>4</sup>**

Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

ST \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

<sup>2</sup> If other legal names or maiden names apply- please list all.<sup>3</sup> If less than 5 years at current or previous address, please attach supplemental sheet totaling 10yrs worth of residential history.<sup>4</sup> If less than 5 years at current or previous employer, please attach supplemental sheet totaling 10yrs worth of employment history

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

## **References**

1. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

2. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

3. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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



**WELLINGTON TOWERS INC.**

1701 S. Ocean Drive, Hollywood, FL 33019

**Check all that apply: Applicant #2 \_\_\_\_\_ Buyer #2 \_\_\_\_\_ Resident (if under 18) \_\_\_\_\_****Check One:** Full time resident \_\_\_\_\_ Part time Resident \_\_\_\_\_First: \_\_\_\_\_ Last<sup>5</sup> \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_

Driver's License \_\_\_\_\_ State \_\_\_\_\_

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

Current Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

Previous Address<sup>6</sup>: \_\_\_\_\_ City \_\_\_\_\_

ST \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

**Employment**<sup>7</sup>

Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

<sup>5</sup> If other legal names or maiden names apply- please list all.<sup>6</sup> If less than 5 years at current or previous address, please attach supplemental sheet totaling 10yrs worth of residential history.<sup>7</sup> If less than 5 years at current or previous employer, please attach supplemental sheet totaling 10yrs worth of employment history

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

## **References**

1. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

2. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

3. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

**WELLINGTON TOWERS INC.**

1701 S. Ocean Drive, Hollywood, FL 33019

**Check all that apply: Applicant #3** \_\_\_\_\_ **Buyer #3** \_\_\_\_\_ **Resident (if under 18)** \_\_\_\_\_**Check One:** Full time resident \_\_\_\_\_ Par time Resident \_\_\_\_\_First: \_\_\_\_\_ Last<sup>8</sup> \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License # \_\_\_\_\_

State \_\_\_\_\_

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

Current Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

Previous Address<sup>9</sup>: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

**Employment**<sup>10</sup>

Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

<sup>8</sup> If other legal names or maiden names apply- please list all.<sup>9</sup> If less than 5 years at current or previous address, please attach supplemental sheet totaling 10yrs worth of residential history.<sup>10</sup> If less than 5 years at current or previous employer, please attach supplemental sheet totaling 10yrs worth of employment history

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

## **References**

1. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

2. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

3. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

**WELLINGTON TOWERS INC.**

1701 S. Ocean Drive, Hollywood, FL 33019

**Check all that apply: Applicant #4** \_\_\_\_\_ **Buyer #4** \_\_\_\_\_ **Resident (if under 18)** \_\_\_\_\_**Check One:** Full time resident \_\_\_\_\_ Par time Resident \_\_\_\_\_First: \_\_\_\_\_ Last<sup>11</sup> \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License# \_\_\_\_\_

State \_\_\_\_\_

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

Current Address: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

Previous Address<sup>12</sup>: \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Rent \_\_\_\_\_ Own \_\_\_\_\_ Years/Months \_\_\_\_\_ Landlord/PM Company \_\_\_\_\_

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

**Employment**<sup>13</sup>

Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

Previous Employer: \_\_\_\_\_ Position \_\_\_\_\_

Years/Months \_\_\_\_\_ Salary \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

<sup>11</sup> If other legal names or maiden names apply- please list all.<sup>12</sup> If less than 5 years at current or previous address, please attach supplemental sheet totaling 10yrs worth of residential history.<sup>13</sup> If less than 5 years at current or previous employer, please attach supplemental sheet totaling 10yrs worth of employment history

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Supervisor \_\_\_\_\_ Phone# \_\_\_\_\_

Email \_\_\_\_\_

## **References**

1. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

2. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

3. Character Reference: \_\_\_\_\_

Relationship \_\_\_\_\_

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

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

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

List AUTHORIZED **immediate** family that can occupy the unit in your absence- for **MAX of 7 Days**. **Longer stays must be approved by the BOD in advance.**

#1  
First: \_\_\_\_\_ Last \_\_\_\_\_ Relationship: \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

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

#2  
First: \_\_\_\_\_ Last \_\_\_\_\_ Relationship: \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

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

#3  
First: \_\_\_\_\_ Last \_\_\_\_\_ Relationship: \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

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

#4  
First: \_\_\_\_\_ Last \_\_\_\_\_ Relationship: \_\_\_\_\_

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

State \_\_\_\_\_ Zip \_\_\_\_\_

DOB \_\_\_\_\_ Married \_\_\_\_\_ Single \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

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

1. Please include a Copy of Driver's License or State Identification for each.
2. Submit a notarized Non-Tenant Affidavit for each.

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

**Affidavit**

STATE OF Florida

COUNTY OF Broward

**WELLINGTON TOWERS, INC.**

**NON-TENANT ACKNOWLEDGEMENT**

(PLEASE COMPLETE FULLY AND ACCURATELY)

To: Board of Directors, the following are not on title but will occupy my unit as their residence:

I, \_\_\_\_\_ & \_\_\_\_\_

record Title owner of Unit # \_\_\_\_\_ in WELLINGTON TOWERS, INC., hereby acknowledge that

\_\_\_\_\_ is my \_\_\_\_\_ (mother, father, brother, sister, fiancé, son,

daughter), and will be occupying the Unit together with me as a single-family unit for residential purposes.

I further acknowledge that the aforementioned occupancy is not a lease or rental of the Unit.

I/We hereby acknowledge that we have read and fully understand the foregoing statements.

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date \_\_\_\_\_

Co-Applicant

Signed: \_\_\_\_\_ Print: \_\_\_\_\_ Date \_\_\_\_\_

STATE OF \_\_\_\_\_, COUNTY OF \_\_\_\_\_

Notary Public-Name \_\_\_\_\_ Signature \_\_\_\_\_

My commission expires \_\_\_\_\_ Stamp:

Title (and Rank) \_\_\_\_\_

***Complete one per person who is not on Title***

All occupants must be listed on the Application

An Affidavit for each Occupant/Resident not on title is required



# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

## WTI Screening Worksheet (Applicant) rev 8.2022

UNIT#: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: \_\_\_\_\_

		Applicant #1	Applicant #2	Points
FICO Score	> 700 Less than 699			
DEBT/Income Ratio	<= 38% total debt/gross income 38-40% debt >40% debt			
Income	> \$120K with mortgage 80K without mortgage			
Down Payment	Total cash purchase > 20%			
Cash & Equivalents	> equivalent to purchase price up to 1/2 value			
Cash value	cash value of insurance/annuities			
Stocks & Bonds	401, 403, IRAs			
Cash				
History	Clean credit history & Employment References; no bankruptcy			

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

## ***ASSOCIATED CREDIT REPORTING, INC.***

*Established 1985*

*www.associatedcreditreporting.com*

### **\*\*\*AUTHORIZATION FORM\*\*\***

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my credit history and criminal record history.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY. If you do not have a driver's license. please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Spouse's Signature)

\_\_\_\_\_  
(Applicant's Name Printed)

\_\_\_\_\_  
(Spouse's Name Printed)

\_\_\_\_\_  
(Date Signed)

\_\_\_\_\_  
(Date Signed)

# WELLINGTON TOWERS INC.

1701 S. Ocean Drive, Hollywood, FL 33019

Attach:

Rules and Regs 2021

Updated Guest rules 2021

# WELLINGTON TOWERS, INC

## RULES & REGULATIONS

Version 5

In accordance with the Declaration and the Bylaws of the Wellington Towers, Inc. (WTI) the Board of Directors voted and approved the following Rules and Regulations.

These Rules and Regulations supersede any prior Rules and/or Regulations and are effective as of August 25, 2021.

### HOUSE RULES

1. House rules are designed to provide for a secure building and a pleasant, high-quality residential environment. They also help to protect the building from damage and shoddy or illegal workmanship which can lead to fires or water problems that may cause safety or maintenance issues. Such problems, if neglected, can disrupt, or even endanger the residents and be costly to owners.
2. In order to maintain a pleasant atmosphere in our building, all unit owners should be aware of their responsibilities and maintain a copy of the Rules and Regulations, Articles of Incorporation, Declaration and Bylaws of the Wellington Towers Incorporated.
3. If any unit owner becomes aware of problems in the building, and/or serious infractions of the rules, they should notify the Property Manager, President, or an officer of the WTI immediately to help limit any potential damage, and/or mediate the situation. This is your building and home; failure to act can be harmful and disruptive to you and all who live here.
4. If you witness a crime or detect a fire or emergency situation, you should call 9-1-1 immediately and then inform the Property Manager, President, Superintendent or an officer as soon as practical thereafter.

### PARKING RULES

The 58 parking spaces of WTI are part of the common property of the Association and managed by the Board of the WTI. No owner has individual rights to any specific space, but each owner is assigned one parking space by the Board. The Board will review the parking spaces periodically and make changes in assignments based on its decision criteria. Owners who desire a different space than that assigned must send a written request to the Board for its review. The Board will respond to all written requests for changes in their space or in the Parking Rules.

For informational purposes, the Board's decision criteria are as follows: (1)handicapped owners will be assigned spaces closest to entrances, (2)owners/residents with heavy use, owners with a truck (specifically including pick-up trucks exceeding one half (1/2) ton capacity or more than eighteen (18) feet in length), or other long vehicles will be placed in spaces with clear and easy access, and (3) owners with compact or short vehicles will be placed in spaces with more challenging access and egress.

# WELLINGTON TOWERS, INC

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The following are the specific rules and penalties, where applicable, related to parking:

1. All unit owners are assigned one parking space by the Board. They must occupy only that space and must display the WTI parking hang tag, with the space number, on the rear-view mirror visible at all times when parked at WTI.
2. Owners with additional cars can obtain a street parking permit from the City of Hollywood, but cannot park any additional car(s) on the WTI property unless they have prior approval of other owner(s) and have properly notified the property manager in writing, in advance.
3. Available spaces for guests, repair vendors, domestic workers, and/or other visitors will be posted on the first floor Parking Bulletin Board. Each unit owner will be provided with a GUEST Parking Hang Tag for owner's guests, vendors, or other invitees. When using a Guest Parking Hang Tag, a written note must be placed on the dashboard on the driver side indicating the unit that the guest or vendor is visiting and the telephone number where the driver can be contacted if necessary. No guest shall park more than one night in an available guest parking spot unless consent has been obtained from the Parking Coordinator or Property Manager in advance.
4. Owners can provide guests with their hang-tag and space, and the owner may park in public parking, or direct their guests to do so. Ample public meter parking is available a few blocks away at the Civic Center.
5. An owner who plans to be absent from the building for more than 48 hours and whose car remains parked on the premises must leave a set of keys in the event of an emergency. The keys should be provided to the Superintendent, or Property Manager or placed in the center of the owner's kitchen table and an email or text message sent to the Superintendent or Property Manager.
6. Official warnings and/or fine(s) will be imposed for violations of the parking rules in amounts up to \$100 per violation or \$100 per day for continuing violations as provided by Florida Statute §718.303. Violators may have their cars towed without notice at their expense. Owners are responsible to notify their visitors, guests, vendors, contractors, health aids or housekeepers or other invitees of the Association's Rules and Regulations and shall be responsible for any such person who violates the rules.
7. If an owner's assigned space is occupied by an unidentified car the Owner should park in a guest spot and notify the Property Manager via email or text message. Do not call the Property Manager or Board member or Superintendent after 4 PM regarding non-emergency issues - you must work out a solution yourself until the next day.
8. Only head in parking of vehicles is allowed. There shall be no backing into spaces.

# WELLINGTON TOWERS, INC

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9. Owners are not permitted to re-assign use of their parking space to another unit owner without the permission of the Property Manager. Arrangements must be made in advance of the assignation.
10. All owners are asked to make their space available when absent for more than one week by notifying the Property Manager in a timely manner, either via email or text message directly or through the WTI mailbox. Owners who have made their space available, upon returning to the WTI should notify the Property Manager at least three (3) days in advance of arrival in order to free up your space in the event it was used for guest parking.
11. Parking spaces may not be leased, rented, sold nor used for day or night parking for non-guests of the unit owner or for people who live elsewhere.
12. The Board shall be responsible for enforcing these rules and regulations. In fulfilling its obligation to enforce these rules the Board may enlist the assistance of its Property Manager and/or such other agents (such as a towing contractor). Unit owners or residents who observe a violation or wish to lodge a complaint should contact the Property Manager and make such complaint in writing (email or text message). Any vehicle found to be parking in violation of these rules and regulations may be towed from the property at the expense of the owner without prior warning.
13. Towing violations: Without limiting the generality these rules and regulations the following violations will result in immediate towing without warning.
  - a. Vehicles threatening the safety of the Association residents, including but not limited to parking in designated fire lanes.
  - b. Vehicles blocking or improperly impeding access to any portion of the general common elements.
  - c. Prohibited vehicles which shall include commercial vehicles, inoperable or unlicensed vehicles.
  - d. Vehicles parked in the common areas directly in front of another parking space or parked in such a way that either block another's use or ingress and egress from any parking space.
  - e. Vehicles parked in handicap spaces without proper permitting by a state issuing authority

### RESIDENTIAL USE AND GUESTS

1. WTI's common areas and condominium units shall be used for residential purposes only.
2. The uses of each condominium unit shall be consistent with existing Florida law, the Association's Declaration, By-Laws, Articles of Incorporation, and Rules and Regulations. Only individuals who have been approved by the Board can become a full-time resident of WTI. Guests staying more than (30) days must complete an application and receive approval for temporary or duration residency, even if they are immediate family. Live in

# WELLINGTON TOWERS, INC

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caregivers who will stay for more than thirty days in a year must apply for temporary or duration residency; at the conclusion of their care giving, they must reapply to stay or leave the WT I. The Association's Board of Directors shall be permitted to waive any such short-term approval requirements as necessary for special circumstances and to alleviate undue hardship.

3. There shall be no sales or other solicitations for any purpose, except for approved WTI functions.
4. In the absence of a resident owner, occupancy of an apartment is restricted to his or her immediate family (mother, father, brother, sister, children) unless specially approved by a majority of the Board. Unit owners permitting relatives to occupy their apartment (during the owner's absence) shall notify the Property Manager or President, in writing at least one week in advance stating: (1) time of arrival; (2) name(s) of occupants; (3) address; (4) telephone number (preferably cell); (5) relationship; (6) duration of stay; and (7) if a parking space is needed. Email notification is sufficient, and a response with parking space, if needed, will be made promptly. The occupancy of any apartment by guests, in the absence of an owner shall be limited to two per bedroom. Guests may not occupy a unit for a period exceeding 15 days. Owners may request an extension, in writing, to the Board; however, any person staying more than thirty (30) days must file a formal application to receive temporary or duration residency.
5. Unit owners are responsible for educating their guests and other invitees on the WTI Rules and Regulations and other Governing Documents. Unit Owners should provide guests with a copy of these Rules and Regulations to read before or when arriving. Owners are responsible for the payment of any fines or other damages caused by any guest violating the Association's Rules or damaging WTI property. The WTI reserves the right to require a guest to leave WTI property if there is an issue relating to safety, health, damage to property or violation of Association Rules.
6. Unit owners cannot rent or lease their units to anyone at any time.
7. Entrance keys to the building are the responsibility of the unit owners and must be controlled carefully for the safety of all residents. A duplicate set of apartment keys must be provided to the Property Manager, President, or the Superintendent to be used in case of emergencies.
8. Florida law provides that a resident must provide access to their apartment in cases of emergency or when repairs are needed to the common or limited common properties which are the responsibility of the Association. For scheduled work (e.g., balcony repairs or other repairs to the common elements not deemed an emergency) advance notification will be provided to owners, but a key is essential is needed in the event of emergency.
9. Unit Owners who will be absent from the property more than two (2) weeks shall provide to the Board the name and telephone number of a local individual who can respond and address unit issues when required, watch workers, or accept deliveries on behalf of the

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owner. The Association shall seek to hold any owner responsible for any expenses incurred by the Association to open a locked door when no one representing the Unit Owner is available or when no key is available to gain access and for any damages to property caused by delays in opening a door. Owners with new locks or replaced/repairs locks must provide the Property Manager, President or Superintendent with a spare key within seven (7) days from when the locks are changed or replaced. Owners/residences changing locks must follow the design set by the Association in 2018.

10. Common Area halls, stairways, pool areas, catwalk, and Unit balconies may not, under any circumstances, be used for storage of personal items or obstructed at any time by anyone. Resident(s)/Owner(s) or their guests, vendors, or invitees are not permitted access to the roof, electrical and equipment rooms or work closets without the Property Manager, an officer, or the Superintendent present.
11. The Laundry Room is open for use from 7 A. M. until 10:00 P.M., seven days a week. Clothes must not be left in the washer and dryers unattended. Machines and filters should be cleaned by each user, and no industrial type clothes or other items (paint rags, drop cloths, mops etc.) should be cleaned in the machines. Washers and dryers are for the use of the unit owners and their resident guests; not for friends and relatives of owners who live elsewhere. It is encouraged to use liquid soap, as opposed to power, to reduce clogs in the machines.
12. No smoking of any kind or vaping is permitted in the Wellington Towers including, but not limited to: parking lots, pool area, stairwells, catwalk balconies, elevators, unit balconies and inside units. Notwithstanding, certain owners may be grandfathered to smoke within their unit pursuant to the provisions of Article XIII of the Declaration. Finally, smokers should not throw away cigarette ends from balconies, in the parking lots, in the landscaped areas. or around cars.

### PETS AND ASSISTANCE ANIMALS

1. No owner or guest shall bring a pet into the building except approved assistance animals pursuant to the Florida and/or Federal Law. Assistance animals must be approved in writing by the Board prior to bringing the animal into the community. Any Unit Owner seeking an accommodation should obtain the Association's application packet for review. All animals must be leashed or carried when in public areas of the building.
2. The Assistance animal's waste must be picked up, sealed, and disposed of with the Unit's garbage. Assistance animal shall not be permitted to defecate on the Condominium property. In the case of an accident the Resident must immediately clean up after the animal. Owners and Occupants are responsible for immediate clean up any defecation or urination including the removal of any odors.
3. The assistance animal shall not bark excessively or otherwise create noise which unreasonably disturbs other residents and their guests.



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4. Violators may be fined up to \$100 per day until the violation is corrected.

### SUPERINTENDENT AND CLEANING

1. No owner or resident shall direct, supervise or attempt in any manner to assert control over employees of the building. Requests, complaints, and suggestions concerning the repair or maintenance of the building and property shall be made in writing to the Property Manager, President, or the Board.
2. The Superintendent will respond to the best of their ability for any emergencies they are notified of in the building. However, they are not available for assistance to individual units for emergencies for which 911 or other services should be called. The Superintendent does not repair appliances, electrical or plumbing inside the units; however, they will coordinate repairs, as appropriate involving Association responsibilities under the governing documents. The Superintendent is not available to receive packages, assist delivery trucks, or assist with Unit Owner's personal matters. Arrangements must be made by unit owners to control and coordinate individual responsibilities for their units.
3. The Superintendent's work schedule is 7:30:00 a.m. to 4:00 p.m., from Monday through Friday.
4. No one shall use the corridors, elevators, lobby or recreation room unless properly attired. Shirt and shoes are required at all times.
5. Anyone entering the building from the beach or pool area should take care to wash and/or remove sand and oil from their body and belongings, and ensure they are properly dried before entering the building.
6. Anyone walking in the building with food and drink should have it properly enclosed or covered. Should there be spills or accidents, they should be cleaned by the owner or guest immediately, and reported to the Superintendent, Property Manager, or Board Member if assistance is needed. Likewise, anyone seeing a condition where spills, damage, or problematic condition(s) exist should report it to the Superintendent, Property Manager, or an owner as soon as possible. Problems or safety conditions cannot be ignored and will be given prompt attention when reported.
7. Elevator doors should not be propped open with any object or device. Damage to the elevators resulting from such action will be assessed to the responsible owner for their hired worker, guest, or invitee.
8. Deliveries of furniture and other materials, and any work performed by contractors and workers, must occur from Monday through Friday from 8 a.m. to 4 p.m. All construction, repairs or large deliveries must be communicated to the Property Manager in advance. If large items will be transported in the elevator, owners must request the padding of the East

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elevator. The North entrance of the building must be used, Violations of this rule will result in an official warning, fine or both, as well as an assessment to the unit owner responsible for the cost of cleaning and repair of the elevator. Owners or designated representatives should be available to receive or supervise any workers or deliveries.

### BIKE & CART ROOMS

1. WTI carts and clothing rack for transporting groceries and belongings to apartments are for the convenience and use of the unit owners and guests only. They are never to be taken off the property without the prior approval of the Board of Directors. Carts are to be returned to the Cart Room immediately after use and shall not left on floors or in elevators. The East elevator should be used for carts and bikes. For transport of furniture, appliances, and other bulky items owners should request the elevator to be padded in advance. Paddle boards and surf boards do not fit in the elevators; do not attempt to force large items in the elevators.
2. The Bike Room is the only place other than inside a unit owner's apartment where bicycles may be stored on WTI property.
3. The WTC Board of Directors voted to limit the number of bicycles in the Bike Room to 18 bicycles and charge an annual fee of \$75 to maintain the space.

The following is the process to access the bike room.

4. The current bike room will be limited to have accommodations for eighteen (18) bicycles.
5. Unit Owners who wish to store their bicycle must submit an application each year for one of the available places.
6. Applications to store a bike in the room must be received, in writing (text or email), by the Property Manager on or before March 1<sup>st</sup> of each year.
7. If the Property Manager receives more than 18 applications on or before March 1<sup>st</sup> of each year, a lottery for the spots will be held by April 1<sup>st</sup> of each year. One (1) spot can be requested for each Unit in WTI. If there are fewer than eighteen (18) requests, those who want to keep two bikes would be eligible to draw for an additional slot in the lottery.
8. The bike lottery will be held annually; everyone has a chance to "win" a slot. No previous winner is disqualified from applying to win a slot for the subsequent year(s).
9. Since carts are stored in the bike room, and everyone has access to the room, the designated bike slots must be assigned, and bicycles must be labeled with the designated unit (person) only. Any unauthorized bicycles will be removed at the owner's expense.
10. Only an authorized bicycle owned and used by Unit Owners can be stored in the bike room.
11. The Board of Directors of WTI, at its discretion, may allow a single tricycle to be stored in the bicycle room.

### APARTMENT BALCONIES (LIMITED COMMON PROPERTY)

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1. Balconies shall not be used in a manner that permits dirt, water, ashes, or debris to fall off the balcony. Balcony floors should be protected from stains by not spilling harsh materials or liquids and any spills should be immediately cleaned.
2. As part of the limited common elements, owners have the exclusive use of their balcony, but cannot perform any renovations thereto without the written approval of the Board. The painting, floor maintenance, light, electrical socket, railings, and blue glass are the responsibility of the Association. It is expected that owners will clean and care for their balcony and report problems to the Superintendent. Damage to a balcony beyond normal wear and tear will be repaired and assessed to the owners.
3. Screening or enclosing a balcony is not permitted except for the first-floor apartments with the written approval of the Board.
4. No clothing, towels, mops, brooms, coverings, bicycles or any other personal belongings are to be hung or stored on the balconies. Common patio furniture and no more than three small household plants shall be permitted. Drying racks are permitted provided they are no higher than the knee wall and must be stored behind a knee wall. Clothing should not be hung in or from windows of apartments.
5. No nails, screws or intrusions are permitted to be installed or affixed to the concrete walls or flooring. No radio, communication antenna, or wiring shall be installed without the written consent of the Board. The Board may remove any devices or wiring, without notice to owner, and at the owner's expense.
6. There shall be no cooking on balconies. Specifically, no electric, gas, propane or charcoal grills are permitted to be used, stored or kept on any balcony.
7. Balconies are not to be used for storage of any type. Balcony furniture must be secured and should be brought inside during hurricane season no later than forty-eight hours prior to an expected Hurricane Warning or Watch being declared on Broward County area. Seasonal owners who are not present during the hurricane season and any owner leaving their unit for more than two weeks should clear their balcony of all belongings as there is often sudden wind and rainstorms.
8. Owners and guests are requested to moderate their noise or sound level before 8 a.m. and after 9 p.m. when using balconies, the pool area, or any common areas. Loud or disruptive noise is prohibited at all times.

### RENOVATIONS AND DECORATIONS

1. Unit Owners cannot make alterations to their apartments that require construction or alteration of plumbing, or electrical wiring without the approval of the Board. Unit owners shall ensure permits are obtained on any work as required by Florida Building Code.

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Violations will result in fines and May require the removal and restoration of the alterations at the owner's expense.

2. Owners are not permitted to decorate the hallways or furnish any common area without the prior written consent of the Board. Notwithstanding, unit owners shall be permitted to install on the mantel or frame of the door of a religious object not to exceed 3 inches wide, 6 inches high, and 1.5 inches deep. The Board will appoint the Property Manager and/or an Architectural Control Committee to oversee the alteration or renovation of units to ensure harmony with the overall community design, to avoid issues of workmanship, safety, security, impact of noise or odors.
3. Unit owners considering renovations, repairs or alterations must notify the Property Manager, or President in advance, in writing by completing the AMA (Architectural Modification Application) setting forth their plan, and if applicable, identify the contractor/company performing the renovation or repair. Permits shall be obtained as required by Florida Building Code and are the responsibility of the unit owner. Every unit owner must verify that their selected contractor is licensed to perform the work planned and follows local building codes. The Association requires that copies of building permits, contractors' certificate of insurance (with Wellington Towers, Inc added in the Certificate Holders box), and proof of contractor licensure must be sent to the Property Manager before construction begins. A \$500 security deposit will be required by the Association which will be returned at the conclusion of the work if no damage to the building has occurred. Failure to comply can result in a stop order of any work being performed. A copy of the Building Permit(s) must be affixed to the outside of the front door of the unit when approved construction has begun and must remain in place during construction.
4. Unit owners and/or their contractors will be responsible for keeping the hallways, lobby, elevators, and any other common areas clean during the project and at the end of each workday including the removal of all debris offsite. Construction debris shall not be disposed of in the Association's trash room or in owner's household garbage. If satisfactory clean-up is not performed work can be stopped and the unit owner may be fined up to \$100 per violation day and be held responsible for any damage caused by themselves or their contractor. Rules specifically applying to contractors are available with the Property Manager and Superintendent. Owners are responsible for supervising contractors, delivery personnel, and other vendors and ensuring their compliance with all of the Association's governing documents.
5. Owners must make parking arrangements prior to deliveries or service visits, oversee construction, moving and deliveries, and make certain that all exterior doors are closed at completion of work.
6. When replacing windows, or hall doors and locks: unit owners must inform the Board in writing before the work is performed. Replacement windows must comply with current Broward County Hurricane Window Code and the standards adopted by the Association's Board of Directors. The Unit owner must provide WTI with a copy of the permit for the

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window or sliding door installation before the installation begins. No exceptions will be permitted to this rule.

7. When replacing interior unit floors with tile, hardwood or new carpeting, soundproofing must be installed beneath the floor covering as required by the City of Hollywood Building Code. Unit owners must also obtain written Board approval of vendor's work order showing compliance with the aforementioned sound requirements.
8. Unit owners and/or their contractors are responsible for carting building debris out of the building. Any such debris must be taken to an outside waste removal location or firm; WTI's building waste system is not available for this purpose. Also, waste must be removed in a covered plastic container using the padded elevator only. If carried down stairs, the stairs must be cleaned afterwards. Great care should be taken during this removal process as any damage will be assessed to the unit owner responsible. Construction hours for renovations are from 8 a.m. to 4 p.m. from Monday through Friday (no holidays or weekends). Special permission and permits will be needed for construction work on weekends and should only be requested in the event the repair is essential, such as plumbing/floods, electrical/failures, and fire safety systems. The Superintendent can provide padding for an elevator, if needed.

### SECURITY AND ENTERING THE BUILDING

1. Entrance door keys are the responsibility of unit owners. It is essential for all residents' security not to provide those keys to any other person. All visitors and guests must be escorted in the building and not permitted to roam the halls alone. Only buzz in those you know.
2. Do not allow any individual to enter the building behind you or your guest while opening a door unless you know that person. Each visitor should access the building only through the owner who has invited them.
3. Never prop open an entrance door and leave it open unattended. You must be in the direct sight of the entrance at all times or have another person watching the door. It is essential that unidentified individuals do not enter the building freely.
4. Seasonal residents and owners who are absent from their units for more than two weeks must have a local individual check the unit at least semi-monthly (twice a month) for damage or other problems. That person's name and their telephone number should be made available to the Property Manager for security purposes. WTI has developed a check list of the minimum requirements that should be used during inspections. Over the past ten years there has been significant damage to units, adjacent units and the building from water damage and mold which could have been avoided by regular inspections.

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5. Any unit owner or guest that causes a fire safety violation or building code violation will be responsible for paying an assessment for the fine, and any WTI costs, such as insurance premium increases and/or progressive penalties levied by the city, county, or state.

### RECREATION ROOM

The Property Manager or the President must approve any private use of the Recreation Room. Parties in this room shall not extend beyond 11 p.m. and the door must be closed during evening hours. Cleanup is the responsibility of the unit owner, and any damage costs will be paid by the owner.

### WASTE REMOVAL AND PLUMBING ISSUES

1. Only human waste and toilet paper should be flushed down toilet bowls. Under no circumstances should diapers, wipes, clothing, rags, towels, construction material even if in liquid form, or "disposable" wipes and other waste items be discarded in toilets.
2. Diapers, disposable wipes, and the like should be disposed of in a plastic bag, sealed and discarded in the waste chute. Fish and other strong odor waste should also be disposed of in secure and double sealed plastic bags.
3. All trash should be placed in plastic bags. Recyclable materials (bottles, glass, cans, etc.) should be placed in the designated (marked) bins on the first floor. Boxes, Newspapers and magazines should be placed directly in the paper bin in the first-floor trash room.
4. Trash must be thrown down the chute between 7 a.m. to 10 p.m. For fire safety purposes make certain the trash room chute door is closed after use. Do not overstuff the chute. All cardboard should be brought to the first-floor trash room. Problems related to plumbing or waste chute functioning, such as flooding, toilet backup, severe odor should be referred to the Superintendent or Property Manager, immediately.
5. Do not throw hazardous, corrosive, or flammable objects down the trash chute. Contact the Superintendent for disposal information. Paint cans, including water-soluble paint, should not be stored in storage rooms, or thrown down the waste chute. Paint cans held in storage rooms are a fire safety violation in City of Hollywood.
6. Furniture, appliances, and/or large items cannot be put into the dumpster or left in the trash room. Owners must make arrangements for special bulk pick up. Contact the Superintendent when in doubt.
7. The Association contracts an exterminator to treat all units to prevent bugs and pests monthly on the 3<sup>rd</sup> Friday of the month. Owners who refuse entry into their Unit for this service must show evidence that their Unit has been exterminated by a licensed company at least every three (3) months and/or be subject to inspection periodically.

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### POOL AND DECK AREA

1. The pool hours are from dawn to dusk, seven days a week. The pool is closed for approximately one hour during cleanings twice weekly.
2. No lifeguard is on duty at any time. Children (under 14 years of age) must always be supervised by an adult.
3. Any person who is incontinent must wear diapers with rubber pants when in the pool.
4. All persons must shower before entering the pool; all oils, lotions, and sand must be removed beforehand.
5. No food or beverages are allowed in the pool or the area directly adjacent to the pool. Food and beverages may only be kept in the canopy/table area. No glass containers or beverage glasses may be used anywhere in the pool area. Only non-breakable containers may be used (paper, plastic, or metal).
6. No smoking of any kind or vaping is permitted in the pool area or pool deck.
7. Diving, running, horseplay, ball-playing, etc. are forbidden.
8. No loud music or noise is permitted in the pool deck area. Food is only permitted at the tables adjacent to the gas barbecue (BBQ) grill. All food transported in or out of the building should be in covered containers. The BBQ is available to all owners for their use (sign in sheet for reservations is on the 1<sup>st</sup> floor bulletin board) but cooking must be finished by 8 p.m.: and cleaning should be completed by 9 PM. It is the responsibility of the unit owner to thoroughly clean the grill and surrounding area immediately after each use.
9. Gate doors and all WTI entrances must be closed at all times.
10. Pool capacity is limited to 14 people.
11. No oversized rafts, surf boards, or inflatable boats are allowed in the pool. No oversized rafts, surfboard, or two person boats may be kept or stored in the pool area without Board approval.
12. Trash must be deposited in designated containers. Large amounts of trash (many pizza boxes etc.) and food should be brought to the trash room to avoid pest infestation during the evening.
13. Lifesavers are for emergency use only.

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14. Proper attire is required at all times when entering and exiting the building. Towel dry your body before entering the building. Footwear and upper body cover should be worn when entering WTI.
15. Any WTI furniture and/or umbrellas which are moved must be returned to their original location following owner or guest use. The deck area should be cleaned after use and personal articles such as toys or floats should be stored in owner's units. The Pool storage room should not be used to store personal items.
16. Owners and guests finding unidentified belongings in pool deck area should provide them to the Superintendent, Property Manager or a Board Member during normal business hours. They may also be placed in the pool room adjacent to the entrance to the pool area. If the belongings or articles found are valuables, such as jewelry, a wallet, or pocket book, they should be held until the next day, and the President should be notified that you have found someone's belongings. This same approach should be followed if you find something inside the WTI.
17. The pool and pool deck are for the exclusive use of the unit owners and their guests. Guests who are not staying at WTI must be accompanied by the unit owner or the unit owner must be in residence at the WTI at that time. Unit owners must be aware that their guests are at the pool. Friends, relatives, and guests of owners, not in residence at the WTI, cannot be invited to use the pool or deck area on their own when the unit owner is not in residence. Should this condition or similar condition exist an officer may ask them to leave. Failure to comply can result in a trespassing claim with the Hollywood Police. If you have a question on this issue, call the Property Manager.
18. Guests of a unit owner staying at the Wellington Towers cannot invite others to the WTI Pool without the approval of the Property Manager or the President or use the BBQ for entertaining their guests without prior consent of the Property Manager.

### SALE OR TRANSFER OF APARTMENT

1. Owners must notify the Board/Property Manager in writing if their unit is for sale, prior to it being advertised or given to a broker. Owner should refer to the WTI Bylaws for additional details concerning sale or transfer of apartments.
2. "For Sale", "Open House," or similar signs are not permitted outside the building or on unit windows. All visitors to WTI must be accompanied by the owner or a licensed real estate broker. Relators and/or prospective buyers must use guest parking spots. If needed, parking arrangements must be made by the owner with the Property Manager in advance of the visit.
3. Prospective buyers of a unit in the WTI must complete an application before the Board will arrange a meeting with the individual(s) involved. Prospective buyers must meet the screening guidelines for buying and living in the Wellington Towers and be fully versed in the Articles of incorporation, Bylaws, and Rules and Regulations. WTI's application package can be obtained from the Property Manager.



# WELLINGTON TOWERS, INC

## RULES & REGULATIONS

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### LATE FEES ON MAINTENANCE AND ASSESSMENTS

Maintenance fees are based on an annual budget and collected quarterly by the first day of January, April, July, and October. Owners can pay by credit card in the AppFolio, check or automatic payment through their bank; payment booklets are provided at the end of each year for the following year for those paying by check. Automatic payments must be adjusted by owners each year if the amount of the maintenance changes. Payments not received by the 15th of the month due will be subject to a late fee of up to 5% of the current assessment amount:

1. The late fee shall be charged in two (2) parts:
  - A. A late fee shall be charged for any maintenance or Special Assessment not received by the 15<sup>th</sup> of the first month following the date the Maintenance or Special Assessment is due.
  - B. Payments not received by the 15<sup>th</sup> of the following month shall be charged the balance of the 5% late fee (for example \$25 for the first month and \$106.50 on the 16<sup>th</sup> of the second month for the current [2021] \$2130 quarterly Maintenance payment).
2. Thereafter, the Association will send the late account to a collection attorney for which all attorney's fees and costs will be the responsibility of the delinquent owner. The Association shall also charge interest at the highest rate allowed by law (presently 18% annually).
3. Should payment still not be made a foreclosure process or any other legal remedies will be pursued. Any owner who finds themselves unable to pay their maintenance fee should contact the Property Manager or President prior to its due date.

### WHY RULES AND REGULATIONS

It is the sincere hope of the Board that it will never have to levy an official warning, a fine, tow a car or initiate legal action against an owner. Every reasonable effort will be made to discuss, negotiate, and arrange for a suitable solution to problem situations. The Board, however, will act promptly and with all seriousness when, and if, required to do so because of a violation of the rules. Often, when there is a violation of a rule, another owner or guest is being disrupted or harmed. Owners are also asked to be reasonable in their requests and reactions to difficult situations. The Board and its officers are volunteers and should be respected and appreciated. It is essential that owners remind their guests, particularly relatives, of this credo of respect and conduct; and that the

# WELLINGTON TOWERS, INC RULES & REGULATIONS

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WT is not a time share, landlord managed building, or resort. Finally, owners should volunteer for the Board and Committees to help to make the building a better home to live and enjoy. Unit owners' help, participation and practical opinions are appreciated. Discuss or write your ideas and suggestions to the Board, they will be considered and acted upon if practical and possible.

Board of Directors of the Wellington Towers, Inc.  
Revised: August 25, 2021 ver5

# To guests of Wellington Towers (WTI) unit owners

We want your stay to be pleasant while visiting. WTI is a community and **home** for all of its owners. It is NOT a hotel, resort, time-share or B&B. We ask that you respect our property and facilities and treat them as you would your own home and property. This document summarizes but does not replace the complete Rules and Regulations of WTI.

**SECURITY:** For the safety and security of all who live in WTI, do not allow any individual to enter the building behind you while opening a door, unless you know that person; do not allow them to enter the building. Do not prop open outside doors at any time.

**CONDUCT:** Parents are responsible for their children's actions and safety, and must encourage their children to be considerate and safety conscious. Unit owners are ultimately responsible for the actions of all of their guests while at WTI.

**The WTI reserves the right to require a guest to leave WTI property if there is an issue relating to safety, health, damage to property or violation of Community Rules.**

Owners are responsible for the payment of any fines or damages caused by any guest violating the Community Rules or damaging WTI property.

**PARKING:** Available parking spaces for guests will be posted on the first floor Parking Bulletin Board. Owner's guests must place a WTI parking hang tag on the rear-view mirror of their vehicle and a written note on the dash of their vehicle stating the telephone number of the driver and the unit number they are visiting. No guest shall park more than one night in an available guest parking spot unless consent has been obtained, **in advance**, from the Property Manager.

**SMOKING:** WTI is a smoke free community. **No smoking is permitted anywhere** in and on our property. This includes, but is not limited to, the pool area, stairwells, elevators, unit balconies, parking area and inside of units.

**POOL:**

1. Swim at your own risk; there is no lifeguard on duty; read posted rules;
2. All must shower before entering the pool;
3. Children under the age of 14 YEARS OF AGE must be supervised by an adult AT ALL TIMES when using the pool;
4. Eating in the pool area is restricted to designated areas only – no eating or drinking in the pool; no glass containers may be used anywhere in the pool area;
5. All persons should be completely dry before reentering the building; foot-ware and upper body covering must be worn in the building;
6. If you move the lounges or chairs in the pool area, please move them back to their original position before you leave;
7. Music in the pool area must be soft so as not to disturb others;
8. Guests of a unit owner staying at the Wellington Towers cannot invite others to the WTI Pool or use the BBQ without the approval of the Property Manager;
9. **Pool hours: sunrise to sunset.**

**SPILLS:** If you spill a liquid or food the building, elevator or in the pool area YOU (owner or guest) must clean it up immediately.

**PETS:** No owner or guest may bring a pet into the building except for **prior approved assistance animals**. Approval must be in writing by the Property Manager and Board; guest and animal without prior approval will be asked to leave WTI immediately.

**LOSS & PERSONAL PROPERTY:** Found articles, especially keys, should be turned over to Property Manager. Do not leave valuables unattended.

**PROPERTY MANAGER CONTACT NUMBER: 954-782-7820** TMG Property Management