



1300 NW 17th Ave. Suite 270
Delray Beach, FL 33445
(561)637-3402 Office (561)637-3407 Fax

**RENTAL RENEWAL UPDATE FORMS
NORMANDY G ASSOCIATION, INC.**

You are submitting a Rental Renewal Application. This application is made up of the following:

- Rental Renewal Information Sheet
- Updated Lease; signed and dated
- Lease Enforcement Agreement
- **NORMANDY G IS A NO PET ASSOCIATION**
- **ON ALL FORMS, ONLY ORIGINAL SIGNATURES WILL BE ACCEPTED. NO FORMS WILL BE ACCEPTED WITH AN ELECTRONIC SIGNATURE – NO EXCEPTIONS.**
- **AN INCOMPLETE APPLICATION CANNOT BE CONSIDERED FOR APPROVAL AND WILL, THEREFORE BE REJECTED.**

Please note that two (2) sets of the above-mentioned paperwork must be submitted when applying for a Rental/Renewal.

ALL MATERIALS MUST BE PROPERLY COMPLETED AND SUBMITTED TOGETHER OR THIS APPLICATION MAY NOT BE PROCESSED. OUR OFFICE WILL DO ITS BEST TO EXPEDITE ALL PAPERWORK IN A TIMELY FASHION. WE WOULD LIKE TO CONVEY TO YOU THAT MOST DELAYS ARE CAUSED BY INCOMPLETE PAPERWORK. PLEASE LOOK OVER EVERYTHING CAREFULLY BEFORE SENDING IN COMPLETED PACKET. FEEL FREE TO CONTACT OUR OFFICE WITH ANY QUESTIONS AT 561-637-3402

Note: If you would like a copy of the Certificate of Approval, please be sure to provide our office with your current information on the bottom of page 2.

Wilson Landscaping & Management Corp.

1300 NW 17th Ave. Suite 270

Delray Beach, Florida 33445

Phone 561-637-3402 Fax 561-637-3407

RENTAL/RENEWAL INFORMATION SHEET

Association: _____ Unit: _____

Name of Owner (s): _____

Owner (s) Address: _____

City/State/Zip: _____

Owner's Phone Number: _____ Owner's Cell: _____

Owner's E-Mail Address: _____

Name of Lessee: _____ SS#: _____ Age: _____

Co-Lessee: _____ SS#: _____ Age: _____

Lessee's Address: _____

Lessee's Phone: _____ Lessee's Cell: _____

Vehicle Information:

Make: _____ Model: _____ Year: _____ Plate#: _____

PLEASE LIST ALL OCCUPANT(S) WHO WILL RESIDE AT UNIT IF APPROVED:

Name	Relationship to Applicant	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE PROVIDE NAME AND ADDRESS OF WHERE TO SEND APPROVED CERTIFICATE OF APPROVAL:

**NORMANDY G ASSOCIATION, INC.
LEASE ENFORCEMENT AGREEMENT**

THIS AGREEMENT made this ____ day of _____, 20____, by and between _____ ("Landlord"), _____ ("Tenant(s)") and the **NORMANDY G ASSOCIATION, INC.** ("Association").

1. Landlord is the owner of the following Unit within the **NORMANDY G ASSOCIATION**, unit # _____, located in Delray Beach, FL.
2. Tenant(s) is the lessee of the Unit pursuant to that certain residential lease dated _____, 20____, a true copy of such residential lease being attached hereto as Exhibit "A".
3. Association is the condominium association operating the **NORMANDY G ASSOCIATION** in which the unit is located.
4. Landlord and Tenant(s) have requested that the Association approve Landlord's leasing of the Unit to Tenant(s), pursuant to the written lease attached hereto. The Association desires to grant approval for Landlord to lease the Unit if the Association and the other residents of the **NORMANDY G ASSOCIATION** are adequately protected.
5. Tenant(s) agrees to obey and occupy the Unit in accordance with all use restrictions applicable to the **NORMANDY G ASSOCIATION**, including the Declaration of Covenants; Articles of Incorporation and Bylaws of the Association; Rules and Regulations; and any policies of the Association or master association, all as amended (collectively "Use Restrictions").
6. If Landlord defaults in payment of Association's assessments, then Landlord and Tenant(s) agree that Tenant(s) shall, upon written demand by Association, pay the rent to the Association to satisfy the assessment obligation, including any interest, costs, and attorneys fees. In such event, Tenant(s) shall commence paying the rent within ten (10) days of written demand from Association until Association notifies Tenant(s) that the delinquent assessments, including any interest, costs and attorneys fees, are paid in full.
7. If the Tenant(s) should violate any of the Use Restrictions, or violate this Agreement, Tenant(s) and Landlord agree that the Association may itself bring an action against the Tenant(s) to evict the Tenant(s) and/or to enforce the Use Restrictions or this Agreement. The Association may, but is not obligated, to name the Landlord also as Defendant. In any eviction action, the Association may utilize the summary procedure provided in Chapter 51, Fla. Stat. The Association's remedy of bringing an eviction action is in addition to and not in substitution of any other remedy available to the Association pursuant to the governing documents and Florida Statutes.
8. In any action filed by the Association, the Association may recover its attorney's fees and costs against the Tenant(s), and/or against the Landlord, or of both are joined a Defendants, against both jointly and severally.
9. The Association is not responsible as to the condition and usability of the Unit. The Association makes no representations, express or implied, about the condition or habitability of the Unit or about the common areas. The Tenant(s) shall look solely to the Landlord as to the condition and usability of same.

IT WITNESS WHEREOF, the parties hereby execute this Agreement.

First Witness as to Both

Landlord

Second Witness as to Both

Landlord

Date: _____

First Witness as to Both

Tenant

Second Witness as to Both

Tenant

Date: _____

NORMANDY G ASSOCIATION, INC.

First Witness

By: _____

Its: _____

Second Witness

Date: _____

Exhibit 8

Basic Building Rules of Normandy G Condo Assoc

Our building follows the rules appearing in our Declaration of Condominium and our By-Laws, as well as the Florida Condominium Act. Up to date copies of these documents can be found through our website.

VISIT OUR OWNERS WEBSITE: <http://normandygassoc.weebly.com/> Here are some of the more common issues:

1. All requests for unit sales/leases must be presented to our current management company in writing. The request will be presented to the Board of Normandy G for review and approval. The approval will follow the guidelines set out in our Declaration of Condominium. A resident is somebody inhabiting a unit for more than 1 month and, if no owner is present, is considered a tenant (NEEDING BOARD AUTHORIZATION). Inhabited units must have at least one resident 55 years or older.
2. Our policy is strictly "NO PETS". All requests for Service Animals/Emotional Support Animals must be presented to our current management company in writing. The request will be presented to the Board of Normandy G for review and approval. All Condo rules regarding Service Animals/Emotional Support Animals must be followed. Special care should be made as to where the animal is walked, cleaned up after, and the animal must be leashed. We have a specific area designated for animal use, at the end of Piedmont Way by the hedges. All nuisances must be avoided.
3. Any approvals of visitors/family members staying in owners units for more than one week and up to one month are automatic, provided the owner signs this rule page and notifies the board in writing. It's the owner's responsibility to make sure these rules are followed. The notification should include the unit #, the names of the people staying, and the dates. The notification can be emailed to our website. **For visits any longer than one month**, application must be presented in writing to our current management company, and may require a background check. The request will be presented to the Board of Normandy G for review and approval. Family and friends are welcome, but please remember that all article and by-law requirements must be followed during their stay.
4. All garbage must be placed in the large dumpsters that are at each end of the building. We also have recyclable containers in each area for paper and glass or plastic bottles. Please remember to break down your boxes so that other residents have room to place their garbage in the containers.
5. LARGE DEBRIS must be placed out on MONDAY NIGHTS ONLY and placed on the roadside area of the dumpster. This is so the truck that comes on Tuesday ONLY can see the debris and get workable access to pick it up.

PLEASE REMEMBER: Unit owners have the right to modify the inside of their apartments (from paint to paint). All else is probably a material alteration to the common element, and requires approvals. All renovations must conform to State and Local building codes. The board must be notified prior to any renovation. Contractors must remove their debris and not leave it in or at our container area. The owner may be charged for any extra pick up charges given to the building. All contractors and delivery men are strictly forbidden to use the lift/elevator.
6. Owners are required to provide working keys to Normandy G for routine and emergency maintenance (where access is needed to avoid damage to other units). Additionally, the access may be used for emergency unit access by the Police, Fire Dept. or Ambulance. We strongly recommend you leave an extra key with a neighbor or install a lockbox at your door for any other purposes.
7. No items may be placed on the walkways or staircases. This includes door mats, holiday decorations, bikes, walkers, etc. This could cause a trip/fall situation for our neighbors.
- 8." Backed in Parking" and motorcycles/scooters are allowed in our parking lot, along with passenger cars (including mini-vans). No commercial vehicles, RV's or vans should be left overnight on our property
9. The lift/elevator is designed for the use of no more than 2 persons, with a total weight of no more than 650 lbs. Excessive weight can result in costly repairs, which may be passed along to the unit owner along with a fine.
10. No personal property can be left on the common elements overnight without prior approval of the Board of Directors.
11. All inquiries regarding the above rules should be mailed or emailed to our current management company:

WILSON MANAGEMENT

1300 NW 17TH AVE. SUITE 270 DELRAY BEACH, FL 33445

www.wilsonmanagement.net

tammy@wilsonmanagement.net

Signature _____

Unit _____ Date _____



KINGS POINT
GOLF AND COUNTRY CLUB
Where Exceptional Lifestyle Begins

RENTAL AND RESALE INFORMATION

ID OFFICE 561-499-3335 Ext. 136 & 135
Monday – Friday 9:00 AM – 4:00 PM
Sat. & Sun. 10:00 AM – 3:00 PM (*November - May*)
Closed Saturday & Sunday (*June – October*)

Fees: (*All fees subject to change*)

- Capital Contribution & Processing Fee - Includes one (1) Resident ID Card & one (1) Barcode
\$1,500.00 Applicable to all resales and transfers.
- Resident ID \$60.00
- Single Resident ID \$60.00
- Lessee ID \$60.00
- Guest ID \$10.00 (*See procedural guide for further details*)
- Health Aide ID \$50.00 (*Three months*)
- Barcode \$10.00
- Saxony RFID Tag \$10.00

Requirements:

Coincident with submission of an application for purchase of any unit, proof of payment of the Capital Contribution & Processing Fee **must be included**.

Before issuing **Resident ID cards**, we must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal.
- The previous owner's ID card(s) must be turned in to Kings Point's ID office. If the ID card(s) cannot be located, a \$60 fee for each outstanding ID card must be paid before new ID cards will be issued. *Checks payable to: Kings Point Recreation Corp., Inc.*
- **Note:** Maximum of two (2) resident ID cards per unit. The first ID card purchased for a resident/lessee must be issued to an individual fifty-five (55) years of age or older.

Before we can issue **Lessee ID cards**, the ID office must receive the following:

- A copy of the Certificate of Approval from the association's management company approved by an association officer with the association seal, along with a lease.
- Any outstanding ID cards issued for that unit must be turned in.
- As of August 6, 2015, any unit that is SOLD, if there is an existing lease on the unit AND the lessee turns in their ID cards, ID Cards can be purchased by the new owner, even if the lease has not expired.
- Any Owner or Tenant that breaks the lease, the existing rule below still follows:

Resident ID card(s) will not be issued or another Lessee ID card(s) will not be issued until the expiration of the current lease. No Exceptions!

Kings Point Recreation Area Amenities

The recreation amenities consist of three (3) clubhouses, five (5) outdoor swimming pools, Natatorium, two (2) golf courses, tennis, shuffleboard, pickleball, bocce ball, racquetball and basketball courts, canals, entry gates and roads of the community and other common facilities. Kings Point is a "**NO PET**" community. The recreation area does not include condominium property and its parking areas or common grounds. Our residents also have use of the Kings Point buses. The buses serve the community, the immediate surrounding areas and shopping centers. To assure that residents and their guests have exclusive access to all recreation facilities, a Kings Point ID is necessary. The ID cards are issued in the ID Office located in the Administration Building.

PLEASE READ CAREFULLY BEFORE SIGNING!!!!

Signature: _____
Seller/ Owner

Signature: _____
Buyer/ Tenant

Note: **Capital Contribution & Processing Fee** of \$1,500.00 *payable to Kings Point Recreation Corporation, Inc.*, the Not For Profit Corporation organized under Florida Statute 617 authorized to manage the Recreation Facilities, **must be submitted** with application for purchase.

KINGS POINT USER ACCOUNT REGISTRATION
SIGN IN or CREATE AN ACCOUNT at the kingspointdelray.com website

The enhanced access control system is ready to launch and will be linked to the Kings Point ID system so that you can start developing your list of friends and family for your Permanent/ Temporary/ Vendor gate access.

1. Every resident that has a Community ID are already in the ID system. Those of you that have purchased theater tickets using the internet have already activated their accounts.
2. For each resident, there will only be ONE account. It will allow you to maintain a Permanent/ Temporary/Vendor Guest list, purchase tickets to our theater and register for "T Times" at the golf course. It will also link purchased theater tickets into the data base so that security will know who is on our property. Remember – persons who do not have ID cards will not be able to activate an account.
3. Activate your account by going to the kingspointdelray.com website.
 - a. On the "Home Page" click on the "Gate Access/Visitor Management" link in order to sign in or create an account.
 - b. Click on "Create Account" and a new screen will appear. The badge number and name you fill in must match the name as it appears on your ID. When creating your account you select a user name and the password. Note the password restrictions listed at the bottom of the page. Make sure that you keep your user name and password in a safe place, as you will need it every time you access your account. When completed, click on "Create User" at the bottom of the page. You have now completed your part of the activation process.
 - c. You will be notified when your account has been activated (within 72 hours).
4. If two persons living in a unit have different last names, it is advisable for each to activate his/her own account. The two accounts will be linked by unit address so that when purchasing tickets during the restricted period, a unit can still only purchase two tickets.
5. Populate your account by going to the kingspointdelray.com website and click on the "Gate Access/Visitor Management" link.
 - a. Click on "Sign In" and enter your user name and password.
 - b. Click on "Sign Me In" and fill in the data requested. Permanent Visitors do not need a visit date. Temporary Visitors will need to fill in the dates for each visitor. Names on the "Temporary" list are automatically deleted at the end of their authorized access time.
 - c. The "Permanent" list will be updated on an annual basis.
 - d. Vendors that issue their employees identification cards, i.e. the Post Office and FedEx do not need to be added to your list.
6. **Do not have a computer?** Call the Staff Office at 561-499-3335/ 561-499-7751 Ext. 225 for an appointment. The Staff will help you activate your account and enter the data.
7. Target date to activate the system at the Normandy Gate is on Monday, May 4th. Once the system is running smoothly at the Normandy Gate, the other manned gates at Kings Point will be implemented.

Like any new major change, this will require your patience as it is a massive programming effort with links to several existing systems. However, you can help in the implementation if you are a resident by obtaining your Kings Point ID. All Residents and Lessees with a vehicle should purchase a barcode for easy access thru the gates.