



Villas at Meadow Lakes Condominium Association INC.

SALE APPLICATION INSTRUCTIONS CHECKLIST

Once you have completed your application and gathered all your documents, please submit your application to the following e-mail: contact@villasml.com.

If you have questions or need assistance your application, please e-mail: contact@villasml.com.

- Applications must be submitted complete with all required documents.
- Incomplete applications will be rejected and cause delays in processing.
- Completed Application (Do Not leave any blanks, N/A for blank spaces)
- Electronic Disclosure Authorization
- Vehicle Identification Decal Form
- Pet Registration Form (if applicable)
- Copy of Driver's License/State ID
- Vehicle Registrations and Vehicle Insurance (Registration and Insurance must be current and valid)
- Copy Executed Sale Contract
- Any misrepresentation, falsification or omission of information may result in your disqualification.

Please note that the gate access information for the Envera Gate access system, must be received from the Master Association who is responsible for access into the property, please email:

info@floridaskylinemanagement.com

Office: (954) 427-2001



VILLAS AT MEADOW LAKES

1260 S. Military Trail, #VMC, Deerfield Beach/ FL 33442

Email: contact@villasml.com | Phone: (954) 394-5918 | www.villasml.com



Villas At Meadow Lakes Condominium Association Inc.
ELECTRONIC DISCLOSURE AUTHORIZATION FORM

Dear Owner,

In a continued effort to keep our residents informed and up to date on community matters, the Association utilizes electronic communication for all of our notices and communications.

I hereby authorize and agree for Villas at Meadow Lakes Condominium Association to use my email address and cell phone number for all communications, to include Official Notices from the Association and or its management company, as described above, for association-related communications.

I agree to promptly notify the Association of any changes in my email address or phone number, to ensure current contact information is on file with the Association. Furthermore, I agree to not hold the Association or its management company responsible for any notices not received due to not providing the Association with contact information or errors in data entry.

To be used for Villas at Meadow Lakes Condominium Association communications:

Building Number: _____ Unit #: _____

Print Name: _____

Email address: _____ Cell phone: _____

Signature _____ Date _____



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VOTING CERTIFICATE INSTRUCTIONS

PRINT THE NAME OF THE ONE (1) INDIVIDUAL WHO WILL VOTE, AND NO ONE ELSE. THIS FORM IS NOT A PROXY; SO PLEASE BE SURE TO DESIGNATE ONE OF THE JOINT OWNERS OF THE UNIT AS THE VOTING MEMBER, NOT A THIRD PARTY PERSON.

PLEASE NOTE THAT ANY UNIT OWNED BY A CORPORATION OR OTHER LEGAL ENTITY **MUST** FILE A VOTING CERTIFICATE. IF YOU HAVE ALREADY FILED A VOTING CERTIFICATE AND DO NOT WISH TO CHANGE YOUR DESIGNEE, NO NEW CERTIFICATE NEEDS TO BE FILED. IF THERE IS ONLY ONE (1) OWNER OF YOUR UNIT, OR IF A HUSBAND AND WIFE ARE CO-OWNERS, YOU DO NOT HAVE TO FILL OUT THIS FORM.

The following examples illustrate the proper use of this Voting Certificate:

1. If a corporation owns the unit, the corporation shall designate a person, an officer, employee or agent who shall be treated as the Member who can exercise Voting Interest with such Unit.
2. If the Unit is owned by a trust, the Association shall be under no obligation to review the trust agreement with respect to such trust. By way of example, if Robert Smith, as Trustee, owns the Unit, Robert Smith shall be deemed the Owner of the Unit for all Association purposes.
3. If the Unit is owned by a limited partnership, any one of the general partners may exercise Voting Interest associated with such Unit. In the event of a conflict among general partners entitled to exercise Voting Interest, the Voting Interest for such Unit cannot be exercised.
4. If more than one individual owns the Unit, any one of such individuals may exercise Voting Interest with respect to such Unit. In the event that there is a conflict among such individuals, the Voting Interest for such Unit cannot be exercised.



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VOTING CERTIFICATE

To the Secretary of VILLAS AT MEADOW LAKES ASSOCIATION, INC. (the "Association"):

THIS IS TO CERTIFY that the undersigned, constituting all of the record Owners of Villas at Meadow Lakes Unit Number _____ have designated _____ as the representative to cast all votes and to express all approvals that such Owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Articles of Incorporation and By-Laws if the Association (the "By-Laws").

This Certificate is made pursuant to the By- Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

Dated the _____.

SIGNATURES FOR INDIVIDUAL OWNERS

_____	_____
Signed	Signed
_____	_____
Printed Name	Printed Name

SIGNATURES FOR CORPORATE OWNERS

Corporation Name: _____

Signature: _____

Attest by Secretary Print Name & Title _____

SIGNATURES FOR ENTITY OWNERS

(Partnership, Trust or other entity)

Entity Name: _____

Signature: _____

Attest by Secretary Print Name & Title _____



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FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

As of January 1, 2024

1. What are my voting rights in Villa at Meadow Lakes Condominium Association, Inc. (the "Condominium")?
 - a. In any meeting of the members, the owners of individual apartments shall be entitled to cast one vote on the affairs of the Association, unless otherwise described in the governing documents. If an apartment is owned by one person, his right to vote shall be established by the recorded deed. If a unit is owned by more than one person, those persons shall decide amongst themselves as to who shall cast the vote for the unit. If an apartment is owned by a corporation, the person entitled to cast the vote for the apartment shall be designated by a certificate signed by all of the record owners of the apartment and filed with the Secretary of the Association. For further information, please refer to Article 3.6 of the Bylaws of the Condominium Association (the "Condominium")
2. What restrictions exist on the right to use my unit?
 - a. Only two (2) household pets are permitted in the Unit, except fish and birds have no limit. No dangerous dogs are permitted. Pets must be leashed and/or hand carried while on Association property and are not to be left unattended. See Article 17.3 of the Declaration. No structural modifications or alterations may be made to a Unit without consent of the Association. No window air conditioning units are permitted. Sound proofing material is required underneath the installation of any hard-surfaced floor coverings. For additional information on these and other restrictions, please refer to Article 17 of the Declaration of Condominiums and the Rules and Regulations.
3. What restrictions exist on the leasing of my unit?
 - a. Article 18.2 of the Declaration of Condominiums states Leasing of Units is permitted without consent of the Association. However, only entire Units may be rented. Lease terms must be a minimum of 90 days and the lease must provide for the Association's right to terminate the lease should the tenant fail to adhere to all covenants and restrictions of the Association. For additional information, please refer to Article X an All of the Declaration of Condominium.
4. How much are my assessments to the Condominium Association for my unit type and when are they due?
 - a. Assessments due to the Condominium Association are payable monthly. Each Unit pays the same monthly fee. Late fees of \$25.00 and 18% interest may be charged if paid late or delinquent. For further information, please refer to the Budget for the current year and review Articles 12 and 13 of the Declaration Of Condominium. The sum is included in the Budget.
5. Do I have to be a member of any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?
 - a. Yes, all owners are required to be a member of the Master Association. The fee is collected from each owner within the Budget of the Condominium and then paid to the Master Association by the Condominium. The sum is included in the Budget.
6. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?
 - a. The fee for the Lake Association is collected from each owner by the Assessments to the Condominium and is included in the Budget for the Master Association. The fee is paid by the Condominium to the Master Association.
7. Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,00? If so, identify each such case.
 - a. No, the Condominium Association is not, as of the effective date of this sheet, involved in any court cases in which said Condominium Association may face liability in excess of \$100,000.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.



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