

### ADDENDUM TO TRANSFER APPLICATION

**Gloucester (all except Gloucester J &N), Highgate (all except Highgate A, B & IV)  
Idlewood, Lancaster I, Lancaster II, Manchester I, II & III, Nantucket III, Oxford I & II.**

### NO-PET ASSOCIATIONS

Name(s): \_\_\_\_\_ Association: \_\_\_\_\_

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

I/we acknowledge that this condominium association **does not allow pets** to be harbored in the unit or to be on the association's property. Visitors, lessees or guests may not have pets in the unit or on the association's property. Bringing a pet into a pet-free condominium may result in a fine and removal of the pet(s), in accordance with the condominium governing documents.

**I/we acknowledge that all exterior alterations or improvements done by any previous owner are my/our responsibility to maintain, repair and insure at our expense.** This includes, but is not limited to; concrete slabs, enclosed or screened lanais, bushes or trees. If a concrete slab was poured over existing irrigation lines, homeowner will bear the expense of moving such line should it break.

Owners may view their file or request copies of any prior Alteration or Improvement by calling The Continental Group at 642-8990.

**I/we are responsible for reading and becoming familiar with the restrictions, rules and regulations of our condominium association.**

Signature of Unit Owner(s)

**CONTINENTAL**

Trusted Property Management

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_.

personally known to me

produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

**FORM MUST BE SIGNED BY ALL UNIT OWNERS AND PERMANENT OCCUPANTS OF UNIT**

### ADDENDUM TO TRANSFER APPLICATION

Gloucester (all except Gloucester J &N), Highgate (all except Highgate A, B & IV)  
Idlewood, Lancaster I, Lancaster II, Manchester I, II & III, Nantucket III, Oxford I & II.

### NO-PET ASSOCIATIONS

USE ONLY IF PURCHASER WILL NOT BE THE PRIMARY RESIDENT

Signature of Occupant(s)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_

personally known to me

produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public

**FORM MUST BE SIGNED BY ALL UNIT OWNERS AND PERMANENT  
OCCUPANTS OF UNIT**

**SALE AND RENTAL LETTER AND FORM FOR HIGHGATE II**  
**NOW MANDATORY – PLEASE READ CAREFULLY**

**THE BOARD OF DIRECTORS HAS DECIDED TO ELIMINATE SOME SERIOUS PROBLEMS THEY HAVE ENCOUNTERED IN THE PAST DEALING WITH NEW OWNERS AND/OR RENTERS, WHO HAVE NO KNOWLEDGE OF THE RULES AND REGULATIONS AND OTHER RESTRICTIONS CONTAINED IN OUR CONDOMINIUM DOCUMENTS. THESE RESTRICTIONS ARE, IN FACT, OUTLINED IN OUR EXISTING CONDOMINIUM DOCUMENTS.**

**BY ISSUING THE ATTACHED FORM ENTITLED "INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II" TO ALL UNIT OWNERS, WE INTEND TO ELIMINATE THESE PROBLEMS.**

**THIS FORM WAS APPROVED BY THE BOARD OF DIRECTORS AT THE JANUARY 14, 2009 BOARD OF DIRECTORS MEETING. IT WILL NOW BE REQUIRED THAT THIS FORM BE FILLED OUT PRIOR TO EITHER SELLING OR RENTING YOUR UNIT.**

**PLEASE READ BOTH THE EXPLANATORY LETTER AND THE FORM CAREFULLY AS IT OUTLINES THE BASIC INFORMATION THAT THE BUYER OR RENTER NEEDS TO KNOW, AND THE QUESTIONS IT CONTAINS MUST BE ANSWERED BEFORE THE HIGHGATE II BOARD OF DIRECTORS WILL SIGN AND APPROVE ANY LEASE OR TRANSFER PAPERS FOR ANY UNIT IN HIGHGATE II.**

**FOR THE BOARD OF DIRECTORS**

*REGGIE RYAN*

**REGGIE RYAN  
PRESIDENT  
HIGHGATE II**

**JANUARY 16, 2009**

# HIGHGATE II

JANUARY 2009

**Re: HIGHGATE II form titled “INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR RENTAL OF ANY UNIT IN HIGHGATE II”**

Dear H-II Residents,

To reduce some errors and basic misunderstandings about condominium living, we, the HIGHGATE II Board of Directors, have instituted the following policy.

Prior to the sale or rental of any unit in Highgate II, the above listed form must be filled out, signed, and dated by the sales person and the buyer. Note: It might be in your best interest to make sure the form is executed before accepting “good faith money” for your unit. To expedite the sale or rental of your unit, insist that the form be read and completed before the sale is consummated.

## Commentary:

In the past, buyers and/or renters of condominiums in Highgate II, have moved into H-II, and were disappointed to learn that certain rules and regulations do not allow them to make desired changes. Consequently, we have some very unhappy owners and/or renters that are now our neighbors.

We all know that living in a condominium association involves abiding by rules that govern what we can and cannot do. If the buyers do not know what the rules are, it is easy to understand why they become disappointed when they cannot do their thing.

## About the form:

Question # 1. Association notification prior to the sale or rental of a unit is required by our documents in the OFFERING CIRCULAR, “Declaration of Condominium” section XI (1). (This is recorded with the county.) This must be accomplished prior to the sale or rental of any unit in H-II. The above-listed form is not considered the official H-II notification. You must notify the H-II BOD of your intent, preferably in writing for both your records and ours.

Questions # 2, 3, 4, 5, 6 and 7 define some specifics that the buyers/renters need to totally understand before proceeding with the purchase, and if not understood, have explained to them, so that they understand the rules of the association and are willing to accept and live by these rules.

Question # 8 is self explanatory and is a requirement.

Before we, the H-II BOD will sign the transfer papers, the form must be executed, all questions understood, accepted, answered “Yes”, signed by the buyer(s) or renter(s), and dated.

The “sale/rent” form can be obtained from the H-II BOD or Sterling Management.

**INITIAL AND MANDATORY FORM PRIOR TO THE SALE OR  
RENTAL OF ANY UNIT IN HIGHGATE II**

Unit Owner (print): \_\_\_\_\_

Unit Address: \_\_\_\_\_ Sun City Center, Florida 33573

Located in: HIGHGATE II (H-II) Condominium Association Inc. Kings Point.

Agency (print): \_\_\_\_\_ Phone: \_\_\_\_\_

Sales Person (print): \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Renter (print): \_\_\_\_\_ Phone: \_\_\_\_\_

**Circle one of the answers below that best answers the question - to the best of your ability.**

**The agent must verify that Questions # 2 – 8 must be answered by the buyer/renter.**

1. Have the Board of Directors (BOD) of Highgate II been notified that the above identified unit is for sale/rent? **Yes / No (This is an owner's responsibility; must be answered.)**

**Note:** The H-II BOD and/or Sterling Management are willing to explain the rules.

2. Is the prospective buyer/renter familiar with basic Condominium rules, H-II rules? Kings Point rules? **Yes / No**

3. Is the prospective buyer/renter familiar with: the boundaries of the unit, common and limited common areas, and yard maintenance? **Yes / No**

4. Is the prospective buyer/renter familiar with: roofing replacement, painting, interior remodeling, exterior changes, insurance, monthly fees, pets, taxes, utilities, H-II work request, plantings, alteration and/or improvements? **Yes / No**

5. Is the prospective buyer/renter aware that they are entitled to examine the records of the particular unit of interest and become aware of any changes, alterations, or extra plantings that the owner is responsible for? **Yes / No**

6. Is the prospective buyer/renter aware that Highgate II is a pet-free Association; therefore, no pets are allowed? Also, is the buyer/renter aware that no trucks are allowed to be parked in any area of Highgate II? **Yes / No**

7. Is the prospective buyer/renter aware that each unit shall be occupied by at least one (1) person who is fifty-five (55) years of age or older with occupancy limited to no more than four persons? **Yes / No**

8. Does the buyer/renter understand the above items in each of the questions 1 - 7 and is he/she willing to accept, live by, and support these and all the rules of H-II and Kings Point? **Yes / No**

**Eight (8) "Yes" answers by a prospective buyer/renter are required for admittance into H-II.**

Agency rep. signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Renter signature(s): \_\_\_\_\_

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