

# THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

Dear Prospective New Owner:

All prospective new owners are required by the Association's Governing Documents to complete an application and interview process prior to closing. You should plan to allow up to two (2) business weeks for completion of the Application Process. A closing date cannot be determined until the property manager contacts you to inform you that the paperwork has been processed and completed. The following items are required to complete the process:

1. \_\_\_\_\_ Completed Sales Application
2. \_\_\_\_\_ Copy of Sales Contract
3. \_\_\_\_\_ Background and credit check
4. \_\_\_\_\_ Application Fee \$150 Per Person Over 18 Years-Old
5. \_\_\_\_\_ Signed Confirmation of Interview
6. \_\_\_\_\_ Completed Emergency Information Sheet

## **An Instruction Sheet/Checklist Is Included for Your Convenience.**

When completed, the entire packet (originals with appropriate signatures) must be delivered or mailed to the following address to complete processing prior to closing:

AMERI-TECH COMMUNITY MANAGEMENT  
24701 US HWY 19 N. STE 102  
CLEARWATER, FL 33763  
ATTENTION: BRETT NEWBY, LCAM

In addition, please note that Ameri-Tech Community Management, Inc. requires that two (2) months' maintenance fees are to be collected at the closing. Your title company must make arrangements to receive that exact amount owed prior to closing.

If you have any questions, please contact Ameri-Tech Community Management, Inc. at (727) 726-8000 for assistance.

# THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.

## APPLICATION PROCESS FOR TRANSFER OF OWNERSHIP INSTRUCTION SHEET/CHECKLIST

### 1. Application Package and Confirm Contents:

1. \_\_\_\_\_ Informational Cover Letter
2. \_\_\_\_\_ Instruction Sheet Checklist
3. \_\_\_\_\_ \* Official Application
4. \_\_\_\_\_ \* Copy of Sales Contract
5. \_\_\_\_\_ \* Tenant Check Information Sheet (for background/credit check)
6. \_\_\_\_\_ \* Emergency Contact Information Sheet \*
7. \_\_\_\_\_ \* Information Sheet for The Woods Directory/Channel 95-732
8. \_\_\_\_\_ \* Interview Confirmation Sheet
9. \_\_\_\_\_ Rules and Regulations
10. \_\_\_\_\_ Commonly Asked Questions & Answer Sheet
11. \_\_\_\_\_ Copy of Association Budget

### 2. Read and complete each form as indicated.

### 3. Mail or deliver all the above completed to:

AMERI-TECH COMMUNITY MANAGEMENT  
24701 US HWY 19 N. STE 102  
CLEARWATER, FL 33763  
ATTENTION: BRETT NEWBY, LCAM

### 4. Contact the following person and arrange for your interview as soon as possible:

**Christine Marro 727-643-1015 or coawoods@gmail.com**

### 5. The Application and other forms will be processed and presented to the Board of Director for approval. The *Ameri-Tech Community Manager* will contact the Buyer (or Agent) in writing that the process is complete.

**DO NOT SET A CLOSING DATE UNTIL THE MANAGEMENT COMPANY HAS  
CONTACTED YOU IN WRITING STATING THAT THE PAPERWORK HAS  
BEEN PROCESSED AND COMPLETED.**

# THE WOODS AT ANDERSON PARK CONDOMINIUM

AMERI-TECH COMMUNITY MANAGEMENT  
HWY 19 N. STE 202  
CLEARWATER, FL 33763

## REQUEST FOR APPROVAL OF OWNERSHIP TRANSFER

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

Anticipated Closing Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

A background check will be performed at the cost of **\$150.00** per person (over 18 years-old) payable to ***The Woods at Anderson Park Condominiums, Inc.***

Purchaser(s) represent that the following information is true and correct and consent to further inquiry and investigation concerning this information or any information, which comes from the inquiry and is necessary for the processing of this request.

In no event may a Unit Owner lease his or her Unit until he/she has owned the Unit for no less than twenty-four (24) months. There is a three (3) month minimum lease period. An application to lease must be submitted and approved by the Board before the prospective tenants may move into the Unit. See Amended and Re-Stated Declaration of Condominium for further restrictions.

Person(s) who will occupy the above condominium unit are as follows:

Name #1: \_\_\_\_\_ Current Age: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Name #2: \_\_\_\_\_ Current Age: \_\_\_\_\_

Social Security #: \_\_\_\_\_

If other persons will occupy this unit, please attach a separate sheet with the corresponding information.

Purchaser's Present Address: \_\_\_\_\_

Permanent Address After Closing: \_\_\_\_\_

Employed By: \_\_\_\_\_

Employed By: \_\_\_\_\_ Address: \_\_\_\_\_

References #1: \_\_\_\_\_ Address: \_\_\_\_\_

References #2: \_\_\_\_\_ Address: \_\_\_\_\_

Bank References: \_\_\_\_\_ Address: \_\_\_\_\_

How many automobiles will be parked on Property? \_\_\_\_\_

Have you read the rules and regulations regarding parking? \_\_\_\_\_ Yes \_\_\_\_\_ No

Automobile(s): Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State / License #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State / License #: \_\_\_\_\_

Pet #1: Type: \_\_\_\_\_ Weight: \_\_\_\_\_

Pet #2: Type: \_\_\_\_\_ Weight: \_\_\_\_\_

Real Estate Agent (If Applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

Approved Application Mailed to: \_\_\_\_\_

Purchaser(s) states that he/she has received a copy of the Rules and Regulations, and has read, understand, and agrees to abide by all the conditions and terms therein and all reasonable Rules and Regulations enacted hereafter officially by the Association.

This approval is subject to all financial obligations to the Association including, but not limited to, maintenance fees, late charges, special assessments, legal fees and application fees having been paid in full or will be paid by closing agent at the time of the closing of this sale.

\_\_\_\_\_  
Purchaser #1 Printed Name

\_\_\_\_\_  
Purchaser #2 Printed Name

\_\_\_\_\_  
Purchaser #1 Signature

\_\_\_\_\_  
Purchaser #2 Signature

**DO NOT SET A CLOSING DATE UNTIL THE MANAGEMENT COMPANY HAS  
CONTACTED YOU IN WRITING STATING THAT THE PAPERWORK HAS BEEN  
PROCESSED AND COMPLETED.**

## Background Information Form

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

Customer Number: \_\_\_\_\_

I / We, \_\_\_\_\_ prospective purchaser(s) for the Property located at \_\_\_\_\_

I hereby allow TENANT CHECK, LLC and / or the property manager to inquire in to my / our credit file, criminal, and rental history as well as other personal record, to obtain information for use in processing this application. I / we understand that on my / our credit file it will appear that TENANT CHECK, LLC. has made an inquiry. I / we cannot claim any invasion of privacy or any other claim that may arise against TENANT CHECK, LLC. Or the management company now or in the future.

PLEASE PRINT CLEARLY

<u>FIRST PURCHASER'S INFORMATION</u>	<u>SECOND PURCHASER'S INFORMATION</u>
Single: _____ Married: _____	Single: _____ Married: _____
Social Security #: _____	Social Security #: _____
Date of Birth: _____	Date of Birth: _____
Driver's License #: _____	Driver's License #: _____
Current Address: _____ _____	Current Address: _____ _____
How Long? _____	How Long? _____
Landlord Name: _____	Landlord Name: _____
Phone #: _____	Phone #: _____
Previous Address: _____ _____	Previous Address: _____ _____
Have you ever been arrested? ____YES____NO	Have you ever been arrested? ____YES____NO
Have you ever been evicted? ____YES____NO	Have you ever been evicted? ____YES____NO
Signature: _____	Signature: _____
Phone #: _____	Phone #: _____

If the wrong social security number(s) is / are submitted, a second application fee will be charged to "re-pull" the report. A credit report service providing credit reports for relators / property managers / apartment complexes / mobile home parks / condominium associations / employers.

The Woods at Anderson Park  
Emergency Needs Information

The names and telephone number(s), given to Ameri-Tech Community Management in the *Emergency Needs Information* Sheet will not be furnished to anyone other than the Tarpon Springs Fire Department / Emergency Medical Services (EMS) professionals.

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

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

Name of Occupants:

Occupant #1: \_\_\_\_\_ Age: \_\_\_\_\_

Occupant #2: \_\_\_\_\_ Age: \_\_\_\_\_

Occupant #3: \_\_\_\_\_ Age: \_\_\_\_\_

IN CASE OF EMERGENCY

Does someone in this Unit have ambulatory needs?    \_\_\_\_ YES \_\_\_\_ NO

Describe the need: \_\_\_\_\_

\_\_\_\_\_

List all the months do you typically reside at The Woods at Anderson Park? \_\_\_\_\_

EMERGENCY CONTACT

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

KEY HOLDER

Does someone locally have a key to your Unit in The Woods at Anderson Park?

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Relationship: \_\_\_\_\_

# **THE WOOD AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.**

## **FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET**

(In compliance with §718.111(12)(a)(14), F.S., §718.504, F.S. and Chapter JD-23.002, Florida Administrative Code)

**As of January 1, 2024**

### **Q: What are my voting rights in the Condominium Association?**

A: Each unit is allowed to only one (1) vote, either in person or by ballot or proxy at the Annual General Meeting and in person or by proxy at any special members' meeting.

### **Q: What restrictions exist on my right to use my unit?**

A: Unit may be used as residences only. Two pets are permitted with approval in any unit. Refer to the Rules and Regulations of the Association, along with the Restrictions in the Association's Declaration of Condominium.

### **Q: What restrictions exist on the leasing of my unit?**

A: In no event may a unit owner lease his or her unit until that unit owner has owned the unit for no less than twenty-four (24) months. There is a three (3) month minimum lease period and an application to lease must be submitted and approved by the Board before the prospective tenants may move in. A unit can be rented only two (2) times during a twelve (12) month period. See Amended and Re-stated Declaration of Condominium for further restrictions.

### **Q: How much are my assessments to the Condominium Association for my unit type and when are they due?**

A: The current monthly fee is \$579 and is due the first day of each month. Coupons will be sent to each unit by the association management company.

### **Q: Do I have to be a member in 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. The Woods at Anderson Park Recreation Association Inc. Each unit is entitled to one vote at the Annual Meeting. The current monthly assessment is included in your regular monthly fee.

### **Q: 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: No, there are no additional fees. You will need to complete a form, pay a \$500 refundable deposit, and get liability insurance for the day of the event. For contact information see the bulletin board in the clubhouse.

### **Q: Is the Condominium Association or other mandatory membership association involved in any court cases in which it may face liability more than \$100,000? If so, identify each such case.**

A: No, the association is not involved in any court cases.

### **Q: What time is Quiet Time in the community?**

A: The quiet time for residence, guests, and contractors is 11:00pm – 9:00am.

**Q: What restrictions are there on what can be put in the dumpsters?**

A: We ask that you only use the dumpsters in your court. No liquid or chemicals, no appliances, no drums or containers, no furniture, no tires, no construction materials, no batteries are allowed. If it will not fit in the dumpster, it is up to you to have it picked up from your unit. DO NOT LEAVE ANYTHING NEXT TO THE DUMPSTER. If the dumpster is full, please just wait until the dumpster has been emptied to throw your trash in. The dumpster is dumped two times per week. Please break down any boxes to allow more room in the dumpster.

Phone numbers you should  
know. Duke Energy  
Tarpon Springs Police  
Spectrum – cable & internet

[Residential Customer Service -  
Duke Energy \(duke-energy.com\)](#)

[800.700.8744](#) 7am – 7pm M-F

Non-Emergency Number

[\(727\) 938-2849](#)

[Spectrum Home: Internet, Mobile,  
Cable TV and Home Phone](#)

[833-949-0036](#) 8am – 10pm M-F

Spectrum Channel 732

Community Information



**THE WOODS AT ANDERSON PARK CONDOMINIUM ASSOCIATION, INC.**  
**RULES & REGULATIONS**  
**Revised April 2024**

**I. INTRODUCTION**

The Woods is a quiet, residential community. The majority of the residents are owners. The following is a summary of the existing Association Rules and Regulations, which are intended to keep The Woods a pleasant place to live. This list of rules is not exhaustive and there may be additional covenants, conditions, or restrictions set forth in the Declaration of Condominium or other condominium documents that are not set forth in these Rules and Regulations. The failure to list any such covenant, condition, or restriction in these rules shall not prevent the enforcement of same. For additional information, your Association strongly recommends that you consult the condominium documents. Documents are transferred by the SELLER prior to closing or may be obtained from the property management company.

**UNDERSTANDING COMMON AREAS OR COMMON ELEMENTS & LIMITED  
COMMON AREAS OR LIMITED COMMON ELEMENTS**

A common area or common element is defined as: All portions of the property except the interior of each unit (i.e. Clubhouse, lawns, garbage collection areas).

A limited common area or limited common elements is defined as: Anything in the common area, connected to the unit, intended for that units use exclusive use (i.e. driveway, walkway to your front door, screened and unscreened porch).

**II. OBLIGATIONS AND RIGHTS OF OWNERS**

1. No unit shall be used for any purpose other than as a single-family dwelling. No two-bedroom unit shall be permanently occupied at any time by more than four (4) individuals. No two-bedroom unit with a den shall be permanently occupied at any time by more than five (5) individuals.

2. No unit may be rented for less than three months. Each unit may be leased or rented twice in a twelve (12) month period. A unit must be owned for two (2) years before it may be rented. If any guest occupies a unit for more than 30 consecutive days, such guest must be approved by the association. (See Article XIII Restriction recorded 12/01/2005).

3. No owner shall commit or permit any nuisance, immoral or illegal act in the unit or on the common elements.

4. Time-share and interval ownership estates in the condominium are expressly forbidden.
5. The unit owner is responsible for unit maintenance and all equipment therein, including but not limited to all appliances, the entire air conditioning system and inside platform, the electrical system, water lines, fixtures, windows, all screens (on windows and lanai) and doors. The unit owner is responsible for the repair and/or replacement of the garage door. Any changes visible from the outside require written Board approval.
6. No owner or occupant shall permit anything to be done or kept in the unit which constitutes a safety hazard to the building or other occupants. The use of propane gas, charcoal, or electrical barbecue grills, inside units or porch enclosures, or within ten (10) feet of any unit, is strictly prohibited.
7. Soliciting on condominium property is forbidden.
8. Only unit owners may be Board of Directors members.

### **III. RULES - PET OWNERSHIP**

1. Unit owner or occupant is allowed two pets only with prior written approval of the COA Board.
2. Unit owner or occupant may not have a pit bull. No pet shall be allowed to create a nuisance.
3. All animals must be kept on a leash when not confined within the owners' unit.
4. All persons walking pets **MUST IMMEDIATELY** clean up and properly dispose of pet droppings.
5. Birds, such as canaries and parakeets, and fish, such as goldfish and tropical varieties, are allowed without written approval.

### **IV. MAINTENANCE AND APPEARANCE OF UNITS AND COMMON ELEMENTS**

1. Unit owners, occupants, their families, guests or leases shall in no way deface or mar, or make any alterations, repairs or replacements, or changes in or to the common elements, and shall be liable for damages. Alterations and repairs to the outside of the buildings are the responsibility of the Board of Directors.
  - a. Outside decorations affixed to a unit may be no larger than 2'x2' and no more than two (2) in quantity.

**b. Additionally, no more than five (5) reasonably sized yard ornaments. Yard ornaments must not impede our lawn maintenance people from performing their duties. Anything beyond five (5) yard ornaments must have Board approval.**

**c. Holiday decorations may not be put up any earlier than four (4) weeks before a given holiday and must be removed no later than four (4) weeks after said holiday and must not impede our lawn maintenance people from performing their duties.**

**2. Common areas are for the use of all unit owners and may not be used as storage areas, either on a temporary or permanent basis by owners or occupants.**

**a. Two (2) removable outdoor chairs are permitted at each unit in that unit's limited common area.**

**3. No unit owner may make any change to the exterior of the unit, including but not limited to painting, installation of electric wires, front doors, storm/screen doors(bronze/black/white), shutters, blinds, solar tubes, skylights, driveway expansion, or any other alteration to the exterior of the unit, unless given written approval by the Board of Directors of the Condominium Association.**

**4. TV antennas and satellite dishes are not allowed except as required to be permitted by law.**

**5. All modifications and any approved changes made by a unit owner, such as solar tubes, skylights, special plantings, and driveway expansion, are the responsibility of the owner and will not be maintained by the Association. Such responsibility must be disclosed to the purchaser at the time of the sale of the unit, and as such, becomes the responsibility of the buyers.**

**6. Plants must be confined to areas adjacent to units and/or rear boundary lines of the property. Permission to place trees and shrubs,(no fruit trees),on the common elements must be secured in writing from the Board of Directors. Each condo owner is responsible for the proper care and maintenance of any plants and shrubbery that are planted by an owner (former or present) on the condo property. If not properly maintained, the Board may remove plants and shrubbery.**

**7. No clothing, bedding or similar items shall be dried or aired in any outdoor area. 8. Trash and garbage must be bagged in plastic and tied before placing in the dumpster. Garbage may not be stored outside the unit at any time. Dumpsters are for household garbage only. All boxes must be flattened. Furniture, mattresses, appliances, hazardous waste, construction material or and any other large items are forbidden in the dumpsters.**

**9. No musical instrument, TV, radio or stereo system may be played in any unit between 11 PM and 9 AM in a manner which will disturb occupants in other units. Nor shall such instrument or equipment be played at unreasonable levels of volume during other hours. Additionally, contracted work may not begin before 8 AM and must end by 6 PM. Please be courteous to neighbors and alert them to scheduled contract work.**

## **V VEHICLES**

- 1. No motor vehicle other than regular passenger automobiles, pickups, light van style trucks & sports utility vehicles may be permitted to park on condominium property, other than for time needed for pickup & delivery. Large recreational vehicles, boats and/or boat trailers may not be parked on the condominium property. Vehicles displaying commercial notations are not allowed.**
- 2. No major repair of vehicles, other than emergency repairs, shall be permitted on condominium property.**

## **VI PARKING**

- 1. Each unit has two (2) parking spaces, garage & driveway. Garage-less units have two (2) designated parking spots.**
- 2. There are six (6) allotted parking spaces per court for overflow parking. Three (3) of those six (6) spaces are designated for visitor only parking and are marked as such. The remaining three (3) spaces are for resident overflow parking to be used on a temporary basis for times when your own designated spaces are not accessible (i.e. driveway being repaired, a contractor needed to utilize your driveway to unload equipment). At the moment your own designated space becomes available, please move your car from the overflow lot back on to your own parking space.**
- 3 Residents parked in designated visitor parking spaces will be towed.**
- 4. Residents using overflow parking on a continual basis will be towed at owner's expense once three (3) warnings have been issued.**
- 5. No street parking as per the amendment to the Declaration of Condominium of December 6, 2012. Any vehicle parked on the street will be towed at owner's expense.**

6. Vehicles may not be parked on the grass. Violators are liable for towing and may be assessed the cost of sod, irrigation pipes & sprinkler head replacement, as well as all labor cost required to repair any damages.

## **VII PROVISIONS REGARDING SELLING OR LEASING OF UNITS**

1. A unit owner intending to sell or lease a unit shall provide written notice to the Board of Directors or the property management company. Written notice must include the intent to sell or lease, together with the listing agent/real estate company's name, address & phone number. No sale, transfer, lease or conveyance of the unit shall be valid without the approval of the Board of Directors.

2. Tenants must comply with all the requirements of the condominium documents and the community, including the requirement of approval by the Board of Directors. 3. No signs, advertisement or notice, such as For Rent or For Sale may be shown, inside or outside any unit, or affixed to any of the common elements. Index card-sized For Sale or Rent may be posted on the Clubhouse Bulletin Board and Court Bulletin Boards. Open House signs must be removed by sunset of the day shown.

4. New owners and/or leases of the unit will be interviewed as part of the process of written approval. A background check will be performed. Applicant will pay a processing fee to be determined by the Board of Directors from time to time.

5. It is the owner's responsibility to transfer rear gate card keys (a minimum of two per Unit), mail box key and box number, and Clubhouse device at time of closing. Lost card keys may be replaced at a cost to be determined by the Board of Directors from time to time.

## **VIII CLUBHOUSE RULES**

1. A complete copy of the Clubhouse Rules may be obtained from the Recreation Board of the Woods.

2. I have read and understand the Rules and Regulations of the Woods at Anderson Park Condo Association and agree to abide by them.

Signed \_\_\_\_\_ Approved \_\_\_\_\_

Accepted: DATE \_\_\_\_\_

## INTERVIEW CONFIRMATION

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

Date: \_\_\_\_\_ Time: \_\_\_\_\_  
Location: \_\_\_\_\_

Prospective Unit Owner: \_\_\_\_\_

Agent (if applicable): \_\_\_\_\_ Phone #: \_\_\_\_\_

### IF APPROVED

It will be the new owner's responsibility to get the following from the Seller:

1. Location and keys to the mail box
2. Key(s) to Recreation Gate
3. Key(s) to the Back Gate
4. Coupon Booklet for Maintenance Fees and/or Assessments
5. Condominium's Governing Documents

Prior to closing, your Title Company must obtain a current Estoppel Letter from Ameri-Tech Community Management, Inc.

I have been supplied a copy of the Rules and Regulations of the Woods at Anderson Park Condominium Association, Inc. I / we understand that as a member of the Association, I am required to comply with all the Association's documents and I / we understand and acknowledge my / our rights and responsibilities as a resident of the community.

\_\_\_\_\_  
Owner/Resident

\_\_\_\_\_  
Interviewer:

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

## ADDITIONAL INFORMATION

I, \_\_\_\_\_, grant permission to use my name and telephone number in The Woods at Anderson Park directory an on 95-732.  
\_\_\_\_\_ YES \_\_\_\_\_ NO

Birthday of resident(s): (Month / Date)

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

Anniversary (Month / Date): \_\_\_\_\_

Email (only for important notices, like water turn-offs): \_\_\_\_\_

On behalf of the Board of Directors, this applicant has been:

APPROVED

\_\_\_\_\_ DENIED

to reside at The Woods at Anderson Park Condominium, Inc.

\_\_\_\_\_  
Signature/  
Date:

\_\_\_\_\_  
Title :