NEW OWNER APPLICATION/INTERVIEW

LGNCA: Interview Packet:

Procedure for Sales/Rentals of Units rev. 02/20/2025

Rules, Regulations, Policies and Procedures. Rev 02/20/2025

Sales and /or Rental Agreement. Rev 02/20/2025

Certificate of Appointment of Voting Member

Emergency information form

Current List of Officers

Prospective owners/renters to be interviewed must bring their driver's license for ID and the $150.00 application fee.

LGNCA interviewers must sign the PBLCA application form * and LGNCA Sales and/or Rental Agreement.

- **PBLCA form for Buying or Renting: undated 04/01/2025.**

Revised 02/20/2025

LEISUREVILLE GOLFVIEW NORTH CONDOMINUM ASSOCIATION (LGNCA)

Procedures for Sales/Rentals of Units.

Palm Beach Leisureville Community Association (PBLCA) also called the Community Association or the "Big Board located at Clubhouse (R1), 1007 Ocean Drive, Boynton Beach, Fl. 33426, phone :561-732-7474.

Leisureville Golfview North Condominium Association (LGNCA) also called (U3), The Condo Association, or the Condo Board Located at 300 SW Golfview Terrace, Boynton Beach, Fl. 33426, contact information available at PBLCA office.

Owner must notify both PBLCA and LGNCA when they intend to sell/rent the Unit, Both Boards must be notified thirty (30) days in advance of needed. Interviews, Owners, whether selling or renting, must obtain the required. Application forms from PBLCA and clarification of the application fee due to PBLCA,

Units cannot be purchased for Strictly for Rentals purposes. Owners must have a license to rent from the City of Boynton Beach before a unit. can be rented. (See Rules and Regulations).

LGNCA requires an interview with new occupants, whether buying or renting. Completed application forms obtained from PBLCA, whether buying, selling or renting, are to be brought to an interview with the LGNCA Board where. policies and procedures will be explained and appropriate LGNCA forms executed. Copies of the Rules, Regulations, Policies and Procedures will be provided, and a signed acceptance form will be provided to be given to PBLCA.

Also required:

Copy of buyers/renters Photo ID
Copy of the lease contract or lease agreement
Copy of License to rent (if applicable) provided by the City of Boynton Beach.
$150 application fee (check payable to LGNCA)
Name of mortgage holder and contract information.

Applicant to schedule an interview with PBLCA and give them the signed. Approval by U-3 Condo along with Photo ID, application fee and copies as per their requirements.

Rentals: As per LGNCA by-laws, a unit may be rented only once in a 12-month period. Rentals cannot be for less than one month and no more than 10-month period.

Insurance: Master Policy insurance agent for LGNC: Travers Harnett Insurance Agency, 1045 E Atlantic Avenue, Suite 203, Delray Beach, Fl. 33483 561-243-0505

It is the owner's responsibility to notify all agents acting on their behalf of the requirements necessary for the rental/sales of units, and provide pertinent documents, i.e.: Declaration of Condominium with Amendments, By Laws, etc.
Approval of any application is contingent upon all requirements being met and provided in a timely manner.

Date: _____ **Buyer/Renter Signature.** _____

_____

Revised 02/20/2025.

LEISUREVILLE GOLFVIEW NORTH CONDOMINUM ASSOCIATION (LGNCA)

300 SW GOLFVIEW TERRACE, BOYNTON BEACH, FL. 33426-4658

Date _____ Condominium Unit (U3) _____

SALES AND/OR RENTAL AGREEMENT (circle one)

Name_____ Age: _____ DOB: _____
Name_____ Age: _____ DOB: _____
Number of occupants to reside in unit: _____
Home address: Street _____
City/State/Zip _____
Phone # _____ E-mail Address_____
Alternate (Seasonal) address: Street_____
City/State/Zip _____
Phone # _____ E-Mail Address _____
Emergency Contact: Phone _____ Name _____
Address _____
Mortgage Lender _____
Contact: _____ Phone _____

Sales and Transfer Approval

The interview and approval process informs the LGNCA Board of all new residents coming into the community, it gives the Board the opportunity to advise new owners and renters of financial responsibilities and use restrictions which they face as residents of PBLA/LGNCA. The review process is used by the board to ensure that each resident has a full set of condominium documents, a copy of Rules, Regulations, Policies and Procedures for Rental/Sales of Units, and a current list of Officers. The recorded Declaration of Condominium and By-Laws are to be provided by the owner.
The LGNCA Board reserves the right to discuss any rental situation that impacts on insurance coverage.

Applicants Initials: _____ Date: _____

Sales/Rental Fee $150 paid _____Check #_____

An interview with applicants concerning the sale/rental of Unit _____
of Leisureville Golfview North Condominium was conducted by the Board Members:
Name _____ /_____
Date: _____: by virtue of their signature below, applicants(s) indicate an understanding of the policies, procedures
And regulations, express a willingness to comply with the same, and acknowledge receipt of a copy of said documents.

Signature(s) Applicants _____

_____

This proposed transfer is approved by LGNCA Board of Directors.
Signature(s) of Board members.

_____Title _____ Date _____

_____Title _____ Date_____

Rev 2/20/25

Rules, Regulations, Policies and Procedures for Owners, Buyers, and Renters
Leisureville Golfview North Condominium Association (LGNCA)

PBLCA = Palm Beach Leisureville Community Association. Phone: 561-732-7474
LGNCA = Leisureville Golfview North Condominium Association (a/k/a U3) consisting of 52 units.

Owners of a condominium in LGNCA are legally bound by:
a. The Florida Condominium Act
b. By-Laws of PBLCA
c. LGNCA Declaration of Condominium, with Amendments, By-Laws, and Articles of Incorporation (provided by seller)
d. Rules, Regulations, Policies and Procedures

Owners are responsible to fully understand and comply with the above-mentioned laws and documents. • All prospective buyers or renters should carefully read and sign this document before a decision can be made by the U3 interview committee as to the eligibility of a prospective buyer or renter. • PBLCA documents state that all units are restricted to the use of a single family and guests as a residence and for no other purpose. No person under the age of 18 is permitted to reside permanently. • No unit may be used solely for the purpose of rental. This would be considered "BUSINESS" and is. PROHIBITED in Leisureville.
• Any permanent alteration involving the exterior of a building must have the permission of the LGNCA Board of Directors and the Condo Architectural Committee in accordance with the PBLCA rules.

BOARD/MEETINGS

- LGNCA operates with an elected seven-member board of directors, consisting of president, vice president, secretary, treasurer, and three members at large.
  • Notice of all Board meetings are posted near the mailboxes on each building and in each laundry room. • Anyone willing or wishing to be a candidate for the Board must give written notice 40 days before the scheduled election in February.
  • Minutes of the Board meeting are posted in the three laundry rooms and emailed/mailed to residents.

MAINTENANCE

- Maintenance fees include upkeep (i.e., painting, stucco repair) of the exterior of the units, up to but not including the drywall inside the unit. Fees do not include property taxes or cable fees. Maintenance fees are due on the first of each month and may be dropped in laundry #1 or laundry #3 check boxes or the LGNCA mailbox near Electric Room 3, or mailed to: LGNCA, 300 SW Golfview Ter, Boynton Beach, FL 33426. After the 10th of the month a 10% penalty will be charged. Owners are responsible for any bank charges related to a check not cleared.
  • Owners are responsible for all maintenance and repairs within the unit.
- Cooperation is expected by the owners and renters to pick up and/or sweep unsightly objects i.e.: twigs, leaves, bugs, etc. that may accumulate near their unit, and keep the exterior of their unit clean. Prolonged absence does not relieve the owner of this responsibility.
  • Notify a Board member of any problems i.e.: light bulbs needing replacement, washer, or dryer problems.

Buyer/Renter: _____
Date: _____

PARKING

Each unit is assigned one (1) parking space for passenger vehicles only. Motor homes, campers, travel trailers, boats, trucks over ½ ton, motorcycles, or other types of recreational vehicles must be registered with PBLCA and parked at one of the Recreational facilities as determined by PBLCA. Any second vehicle can be parked in a guest spot or in an unused resident's spot, ONLY by mutual agreement.

LAUNDRY

• Washers and dryers may be installed in condominium units.

• There are three laundry rooms available for owners/renters use, for their personal laundry only, and not to be used for business purposes.

• Please observe good housekeeping rules. Do not overload the washer/dryer; do not monopolize the machines; remove lint from the dryers; make sure all lights and fans are turned off when leaving. • LAUNDRY ROOMS ARE TO BE KEPT LOCKED EXCEPT WHEN BEING USED and you are physically in the laundry room.

• Laundry rooms are not to be used for personal storage other than laundry supplies stored in cabinets. • Guidelines below on installing washer and dryers.

1. Permits from the City of Boynton Beach must be obtained.
2. Note: You will have to submit permits for washer & dryer plumbing and electrical, along with drawings.
3. The appliance specs will determine where they can be installed in condominium units. Please consult the contractor for additional information.
4. Installing the units, copies of the washer and dryer that you plan to purchase.
5. The washer should be High Efficiency, Dryers must be ventless, cannot be vented in any common area including the roof.
6. Water shut off valves installed. Ensure lint removal after each load of wash.
7. Copy of permits to be presented to the board prior to the start of work.
8. Copy of City Approval/signed off permit once the job is completed and be provided to the board. 9. Suggested, but not required:

• Unit safeguards: water pan, fire extinguisher, water usage device (to show water usage if questioned).

• Liability: Unit Owners are required to maintain, repair, and replace all portions of his apartment except the portions to be maintained by the Association. Damage caused by flood or fire due to washer/dryer, clogged refrigerator water line, dishwasher, other are the responsibility of the Unit Owner. If this causes damage to adjacent units, they are responsible for that repair as well.

10. Unit Owner Liability:

• If owner's actions result in damage to their units (flood or fire caused by, but not limited to, washer/dryer, i.e., clogged refrigerator water line, dishwasher, other), they are required to "maintain, repair and replace at his expense all portions of his apartment except the portions to be maintained, repaired and replaced by the Association." Section 5.1(b) Declaration of Condominium.

• If the owner's actions result in damage to adjacent units (flood or fire caused by, but not limited to, washer/dryer, i.e., clogged refrigerator water line, dishwasher, other), they are liable for repairs or replacement.

• Not all U3 unit owners have homeowner insurance to cover damage to their own unit or adjacent ones.

Buyer/Renter_____

Date: _____

STORAGE

Each unit is assigned a storage locker, with key provided by the owner/seller. Personal property is NOT to be stored outside of storage lockers. Any personal items left in laundry or storage rooms will be discarded if not removed within 10 days.

SMOKE ALARMS

In accordance with the City of Boynton Beach Ordinance, each unit must be equipped with working smoke alarms in/by each bedroom and in/by the kitchen.

GARBAGE

Garbage refuse must be bagged or otherwise wrapped before discarding in the dumpster. Recyclables must go into the proper bins: YELLOW: Paper, boxes, and cardboard; BLUE: plastic containers, glass bottles, aluminum cans. NO PLASTIC BAGS ARE TO GO IN THE YELLOW AND BLUE RECYCLE BINS!

RENTING

You cannot rent a unit until one (1) year of ownership, or use as a business.
Occupancy is restricted to a single family and guests and must be used as a residence and for no other purpose. No person under the age of 18 is permitted to reside permanently.
A unit may only be rented once in a twelve (12) month period. Rental period to be a minimum of one (1) month to a maximum of ten (10) consecutive months in any twelve-month period.
Owner must have a license to rent, required and issued by the City of Boynton Beach, and a copy of license provided to LGNCA and PBLCA.
A renter must be 55 years or older. No residents be under 18 years of age.
Subletting of a unit or portion thereof is not permitted.

PETS ARE NOT PERMITTED AT ANYTIME IN RENTAL UNITS.

Renters can obtain an access card for pool use and entry to the clubhouses from the PBLCA office. When a condo is rented, the owner is responsible for ensuring that the renter is interviewed by LGNCA, and the $150.00 fee is paid to LGNCA. An interview for new renters must also be scheduled with PBLCA. Proof of age signed lease, and City of Boynton Beach rental permit must be filed with both associations. Returning renters pay a rental fee of $25.00 to LGNCA after (2) years.

GUESTS

Guests occupying a unit, in the absence of the owner, are limited to one month out of any consecutive 12-month period. Guests remaining for more than one month will be considered renters, and the interview process and fee payment will be required.
Golf and Pool use by guests require a "Guest Tag" which can be purchased at the PBLCA office. Guests also pay a fee to PBLCA to play golf.

NEWSPAPER

The “Leisureville News" newspaper is delivered once a month free of charge to all laundry rooms. It will have answers to many of your questions. Extra copies are available at the PBLCA office.

GOLF COURSE / OWNER ID

The Golf Course may be used free of charge by owners who have a paid-up Rec lease. A picture ID is required and may be obtained at the office in Clubhouse #1. Guests must pay a fee to play golf and must have a current guest tag. The Golf Course is private and not to be used as a right-of-way. The cart path is for the use of the maintenance crew and golfers only. Renters have the option of “buying into” unlimited golf. Arrangements can be made through the PBLCA office.

Buyer/Renter _____
Date: _____

CLUBHOUSES

All three clubhouses are available for unit owners' use; access cards are provided by PBLCA. The clubhouses are also available for private parties for a charge and must be applied for. The contact person to arrange the clubhouse rental is listed in the monthly newspaper.

UNATTENDED CONDOS

Any unit left unattended for more than one year must be inspected either by the owner or an agent acting on their behalf. LGNCA must be notified when an agent has the owner's permission to enter their unit.
Owners who fail to do this will be charged a $25 inspection fee for two (2) board members to inspect the unit. An additional fee is charged if emergency treatment or pest extermination is needed.
A key must be on file with a designated year-round resident.
A complete emergency form must be on file with LGNCA.

PETS

OWNERS MUST HAVE THEIR PET ON A LEASH AT ALL TIMES WHEN OUTSIDE.
Owners allowing pets to defecate on property and not removing same is subject to fine by the City of Boynton Beach.
Pets are NOT ALLOWED at any time in a RENTAL unit.
Unit owners have a limit of two pets. Only one of the two pets can be a dog, under 30 pounds Birds can be small to medium sized, 16" maximum in height, of a non-wild species. Reptiles must be nonvenomous and caged. Any question of what constitutes an appropriate pet must be approved by the U3 board.

LAWN FURNITURE/GAS GRILLS

All lawn furniture and other outdoor items must be placed indoors, and hurricane shutters must be down before leaving for the season.
Propane tanks may NOT be used or stored inside any unit.

LANDSCAPING

Changes to the landscaping is not allowed without prior approval from the Condo Board. Forms for this purpose shall be obtained at the PBLCA office. Foundation plants are limited to flowers and small shrubs and can only extend out 48" from the foundation. Vegetable plants are to be in POTS ONLY, at the rear of the building. TREES may NOT be planted without prior approval. See Condo policies for plantings, Section 220 of the PBLCA Condo Architectural & Landscape rules which are posted in laundry.

DOORS

Doors may be painted white or the same color as the shutters, currently the Sherwin Williams color is: Long Horizon HGSW 2371.

WALK-THROUGH

A walk through will be performed by two board members prior to closing to ensure compliance with condo rules and regulations. Walk-throughs will also be performed at the annual termite inspections.

I (We) hereby acknowledge receipt of a copy of this document and agree to abide by the above regulations and all others as provided by Leisureville Golfview North Condominium Association and the Palm Beach Leisureville Community Association.

Buyer/Renter: _____
Date: _____

Certificate of Appointment
Voting Member

******* Note To be Completed for Units Owned by More than One Person **********

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit # _____ in Leisureville Golfview North Condominium, Inc. have Designated _____ name of one the owners of the Unit) as their representative to cast all votes and to express all approvals that they may be entitled to cast or express, by and for the above-referenced property, and for all other purposes provided by the Declaration of Condominium of Leisureville Golfview North, A Condominium, the Articles of Incorporation and By-Laws of the Association.

This Certificate is made pursuant to the By-Laws of the Leisureville Golfview North Condominium Association, Inc. and shall revoke all prior writing and shall be valid until revoked subsequent writing.

Date _____

_____ _____

Unit Owner Printed Names Unit Owners Signature

_____ _____

Unit Owner Printed Names Unit Owners Signature

_____ _____

Unit Owner Printed Names Unit Owners Signature

Directors for 2025 Leisureville Golfview North Condominium Association -U3

Lgnca.board@ gmail. Com

President: JamesFeliciano
300 SW Golfview Terr #132 **Cell 585-705-1510**
Boynton Beach, Fl 33426

Vice President: Linda Moreno
300 SW Golfview Terr **Cell: 845-527-0362**
Boynton Beach, Fl. 33426

Secretary: Regina Reddy
100 SW Golfview Terr. #105 **Cell 772-607-4724**
Boynton Beach, Fl 33426

Treasurer: Linda Quinones
100 SW Golfview Terr. # 110 **Cell 561-279-5885**
Boynton Beach, Fl 33426

Director: Al Grimshaw
498 Shore Road **Cell 774-991-2919**
Northport Me. 04849

Ivette Feliciano
300 SW Golfview Terr #132 **Cell 585-278-5123**
Boynton Beach, Fl 33426