

# *Martins Crossing Homeowners Association, Inc.*

C/O G.R.S. MANAGEMENT ASSOCIATES  
3900 WOODLAKE BLVD., SUITE 309  
LAKE WORTH, FL 33463

Phone (561) 641 8554  
Fax (561) 641 9448

## **Current Residents**

Application is required

\$75.00 Application Fee “For Sale” or “Lease” properties

Checks made payable to: *MARTIN’S CROSSING HOA, Inc.*

Copy of lease or sales contract required.  
Approval required

If needed:

Homeowner documents are an additional \$75.00  
made payable to: GRS Management Associates

# *Martins Crossing Homeowners Association, Inc.*

## **Application to Sell or Lease – Procedures**

Effective Immediately

July 15, 2009

All owners are required to submit an "Application to Sell" at such time that the Seller has obtained a bona fide Purchaser. This requirement is necessary to begin the process of transferring ownership from the current Homeowner to the Purchaser.

### **I. Sale of Home**

- A. No sale or transfer of ownership on a home within Martins Crossing Homeowners Association may be completed without the required "Application to Sell or Lease" being fully completed along with payment of the required \$ 75.00 submitted and received by GRS Management Associates, Inc. Checks or Money Orders for this fee are to be **made payable to: Martins Crossing Homeowners Association.**
- B. NO action related to the sale or closing requirements will be taken by GRS or MCHOA until such time the completed Application and required funds are received by GRS Management. This includes but is not limited to issuance of account statements, estoppels letters, HOA documentation etc.
- C. Failure to submit the "Application to Sell or Lease" along with the Declaration of Homeowner Membership executed by the Purchaser will be deemed not in compliance of the closing documentation process and result in delay of closing.

### **II. Leasing of Home-**

**Leases with Commencement date of July 15, 2009 or later.**

- A. All Owners intending to Lease their home are required to provide the fully completed and executed "Application to Sell or Lease" together with payment of the required \$ 75.00 and a fully executed copy of the Lease Agreement submitted and received by GRS Management Associates, Inc. Checks or Money Orders for this fee are to be **made payable to: Martins Crossing Homeowners Association.**
- B. **Lease term must be not less than six (6) months.**
- C. Owner must provide written proof that the tenant has received a copy of the Martins Crossing Homeowners Association "Use Restrictions and Policies".

- D. Failure to submit the required completed Application and fees prior to tenant move in or lease commencement date will result in an additional penalty fee of \$50.00 for noncompliance.
- E. Owners must be in "Good Standing" in order to receive privileges associated with pool, clubhouse and fitness Center. Access to these areas will not be issued to any Landlord for the benefit of the Tenant if at any time the respective homeowner is NOT in Good Standing.
- F. Landlords in compliance with the "Lease Application" process will have acknowledged release of amenity access to the Tenant. The Landlord must issue written authorization to rescind amenity privileges of the Tenant to the Managing Agent.
- G. Amenity Privileges of the Tenant are automatically suspended by the HOA or its Agent upon:
- a. Lease Expiration.
  - b. Lease Termination.
  - c. Owner not in "Good Standing".
  - d. Written notification of Landlord.
  - e. Violations of the amenity use restrictions and policies.
  - f. Owner failure to provide required application and pay required fee.

# Martins Crossing Homeowners Association, Inc.

C/O GRS MANAGEMENT ASSOCIATES, INC.  
3900 WOODLAKE BLVD, SUITE 309  
LAKE WORTH, FL 33463

TO: ALL NEW OWNERS  
FROM: THE BOARD OF DIRECTORS RE: ASSOCIATION REQUIREMENTS  
\*.\*\*\*\*\*

Please be advised that as a new owner at MARTINS CROSSING Homeowners Association, Inc. you are now a member of the Homeowners Association. This memorandum is to advise you of your responsibilities as a member of the Association.

1. AS a member of the Association you are agreeing to abide by the Associations Documents as recorded in the Palm Beach County Official Records. If you have not received a copy of these documents from the seller of your unit, they are available to you from the GRS Management @ 561-641-8554 for a fee of \$25.00.
2. As a member of the Association you are agreeing to abide by the rules and regulations as set forth by the Associations Board of Directors. Please call GRS Management for a copy of the Rules and Regulations.
3. Make sure that your title company has verified that the homeowner fees on your new home have been paid. These fees are a lien against your unit, and you could be responsible if they are outstanding.
4. Make sure your title company forwards a copy of your warranty deed to GRS Management. This must be done in order for the home to be transferred to your name in the official records of the Association. *The management company will not change the name on the official records without receiving this information, which turns. Could hold up any **correspondence concerning Association matters from reaching you.***
5. It is your obligation to make sure that mailing addresses and telephone numbers are kept up to date with the management company.
6. Homeowner fees are due in advance on the first day of each month. A coupon book will be mailed to you as a courtesy prior to the beginning of each year. You should ask for the coupon book from the person you are purchasing your home from. It is your responsibility to pay these fees even if the coupon book is not received by you. If you do not receive a coupon book, please call GRS Management.

Should you have any further questions concerning the Homeowners Association, please feel free to contact GRS Management @ (561) 641-8554 and they will be happy to assist you.

I UNDERSTAND THE REQUIREMENTS AND OBLIGATIONS AS SET FORTH ABOVE AND AGREE TO COMPLY WITH SAME.

PURCHASER: \_\_\_\_\_ PURCHASER: \_\_\_\_\_  
(Signature) (Signature)

PURCHASER: \_\_\_\_\_ PURCHASER: \_\_\_\_\_  
(Print Name) (Print Name)

PROPERTY ADDRESS: \_\_\_\_\_  
(Please Print)

*Martins Crossing Homeowners Association, Inc.*

C/O GRS MANAGEMENT ASSOCIATES, INC.  
3900 WOODLAKE BLVD., SUITE 309  
LAKE WORTH, FL 33463  
(561) 6418554

APPLICATION TO BUY OR LEASE

PRINT OR TYPE

ADDRESS OF PROPERTY: \_\_\_\_\_

NAME OF CURRENT OWNER: \_\_\_\_\_

TELEPHONE NUMBER FOR CURRENT OWNER: \_\_\_\_\_

NAME OF PROSPECTIVE PURCHASER OR LESSEE: \_\_\_\_\_

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TELEPHONE NUMBER WHERE INDIVIDUAL CAN BE CONTACTED: \_\_\_\_\_

IF A LEASE, THE TIME PERIOD COVERED BY THE LEASE: \_\_\_\_\_

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IF A SALE. THE ANTICIPATED CLOSING DATE: \_\_\_\_\_

IF A LEASE, ATTACH A FULLY EXECUTED COPY OF THE LEASE.

**\*\*Please note:** If a Sale, the undersigned Purchaser agrees to furnish the Association, not more than fourteen (14) days after the conveyance by sale, with a copy of the deed of conveyance with an indication of the mailing address of the new owner, if different from that indicated herein.

It shall be the responsibility of the lessor / current owner to provide a copy of the Articles of Incorporation and Bylaws and any Rules and Regulations to the lessee / purchaser. The lessee or purchaser needs to acknowledge that he/she takes occupancy subject to and agrees to abide by the Rules and Regulations.

OWNERS SIGNATURE \_\_\_\_\_

PROSPECTIVE OWNER / LESSEE SIGNATURE: \_\_\_\_\_

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

*Martins Crossing Homeowners Association, Inc.*

**CERTIFICATION OF APPROVAL OF PROPOSED CONVEYANCE FOR  
MARTIN'S CROSSING HOMEOWNERS ASSOCIATION, INC.**

The undersigned representative of Martin's Crossing Homeowners Association, Inc. hereby certifies that the Board of Directors of the Association approves the conveyance of the unit located at:

\_\_\_\_\_

*Martin County, Florida of the said unit:*

FROM: \_\_\_\_\_

TO: \_\_\_\_\_

And further certifies that the Board of Directors authorized him to execute this Certificate of Approval on behalf of the Corporation.

By: \_\_\_\_\_  
*Manager/Office*

Date \_\_\_\_\_