

Maidstone Checklist

IMPORTANT.....

Purchaser(s) are required to meet with Maidstone Welcome Committee prior to closing. Please allow 20 days from notification to our office with HOA application to process and set up meeting. If this is not set up in advance a minimum of 20 days before the closing, it could delay your scheduled closing.

Sale of Home

Notice of Intent to Sell or Lease form to be filled out by Owner/Seller _____

Checklist for Sale or Lease of Property filled out by Owner/Seller or Sellers Agent _____

New Resident forms filled out -\$100.00 fee from Buyer - payable to Maidstone HOA _____

Administration fee of \$75.00 payable to Lang Management _____

Copy of Executed Sales Contract _____

Maidstone Rules & Regulations initialed on all pages by Buyer _____

Acknowledgement of Meeting _____

Email Authorization _____

T-Sticker Application _____

Ensure Estoppel Is Ordered _____

Open Violations Yes _____ No _____

Comments: _____

Once all documents are received by Lang Management, they will be sent to the Maidstone Board for an interview Meeting with the Board and new resident. These items should be submitted at least 20 business days prior to moving in.

Request for expedited fee of \$100 if approval is needed before the 20 days. There is no guarantee of approval.

\$100 expedited fee payable to Maidstone HOA _____

Name: _____

Address of property for Sale or Rent: _____

Mailing address: _____ Email: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

PROPERTY FOR SALE/LEASE BY OWNER OR REALTOR

Check One: Realtor: _____ For Sale/Lease by Owner: _____

If by Realtor: Company: _____ Agent: _____

Address: _____

Phone: _____ Date of Listing: _____

*****OPEN HOUSE POLICY*****

Owners are requested to remind their Real Estate Agent that PGA Village has a strict Open House Policy, where standard, unadorned signs for Open Houses must be obtained from Lang Management, 2140 Reserve Park Trace, Port St. Lucie, FL 34986 (772.467.1503) before any Open House. GForce has a list of Registered homes for Sale/Lease and will not allow entrance to prospects unless the property is Registered.

*****INTERVIEW AND NEW RESIDENT FORM POLICY*****

ALL PROSPECTIVE BUYERS/TENANTS MUST SUBMIT A NEW RESIDENT FORM AND WILL MEET WITH A REPRESENTATIVE OF THE ASSOCIATION AT LEAST TWENTY BUSINESS (20) DAYS IN ADVANCE OF OCCUPANCY TO REVIEW THE RULES AND REGULATIONS OF THE COMMUNITY AND TO COMPLETE AND SIGN A NEW RESIDENT FORM. LEASES MUST AGREE TO A CREDIT AND BACKGROUND CHECK.

PURCHASE AGREEMENT AND/OR LEASE - \$100.00 FEE

\$100.00 INTENT TO SELL/LEASE FEE SHOULD BE MADE OUT TO MAIDSTONE/RESERVE PROPERTY OWNERS ASSOCIATION, INC. WHEN INTENT TO SELL/LEASE FORM IS FILED. A FULLY EXECUTED SALES AGREEMENT/LEASE SHOULD BE ON FILE ONCE SIGNED.

GOVERNING DOCUMENTS

OWNERS AND TENANTS ARE RESPONSIBLE FOR THE ACTIONS OF THEMSELVES, THEIR FAMILY, FRIENDS, RELATIVES, GUESTS AND VISITORS AT ALL TIMES. THEY MUST ADHERE TO THE GOVERNING DOCUMENTS AND THE RULES AND REGULATIONS OF THE ASSOCIATION. COPIES OF ANY DOCUMENTS SHOULD BE PROVIDED TO THE NEW OWNER/TENANT BY THE PREVIOUS OWNER/LANDLORD OR REAL ESTATE AGENT. OWNERS/NEW RESIDENTS CAN OBTAIN A DUPLICATE SET OF DOCUMENTS FOR \$100.00

SIGNATURES

I WILL SUPPLY A COPY OF THE DOCUMENTS AND RULES AND REGULATIONS TO THE PURCHASER/REALTOR OR TENANT OR I WILL ACQUIRE A SET OF FORMS FOR THE NEW OWNER/TENANT FROM THE MANAGEMENT COMPANY. EACH NAMED PERSON ON THE DEED SHOULD SIGN BELOW.

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

Signature of Owner: _____ Date: _____

APPLICANT INFORMATION

Name: _____
Address to be purchased: _____
Current address (no PO Boxes please): _____
Mailing address (if different) _____
Email: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____

EMPLOYMENT INFORMATION

Current employer: _____ Phone: _____
Employer address: _____ Phone: _____
E-mail: _____ Fax: _____

Are you or any of the household members a "Service Member"? Yes _____ No _____

A Service Member is any person serving as a member of the United States Armed Forces on active duty or State Active duty, member of the Florida National Guard or United States Reserve Forces.

EMERGENCY CONTACTS

Name of close relative/friend not residing with you: _____ Address: _____
Phone: _____ City: _____ State: _____ ZIP _____
Code: _____
Relationship: _____

FAMILY INFORMATION – EACH FAMILY MEMBER/RESIDENT OVER 18 SHOULD COMPLETE ONE FORM AND INCLUDE OTHER FAMILY MEMBERS ON APPLICATION

Spouse/Partner/Roommate(s) Name(s): _____
Name and age if under 18: _____
Name and age if under 18: _____

PETS

Type: _____ Number: _____ Weight: _____

VEHICLES

Total Vehicles in Household: _____ Type of vehicle: _____ Type of vehicle: _____

A separate parking permit is required for each vehicle to be parked in PGA Village and must be registered at Lang. A New Resident form must be on File to be issued a Transponder for any vehicle.

SIGNATURES

Your signature below acknowledges full acceptance of and agreement with the Governing Documents Provided by Seller/Landlord/Realtor and Rules and Regulations of PGA Village and Maidstone Associations. The statements made are true and correct. I/we understand that any discrepancies or false information may result in not receiving approval.

Our household has paid \$100.00 Registration Fee (made out to Maidstone HOA) on _____
Our household has paid \$75.00 registration fee (made out to Lang Management) on _____

Expedited fee of \$100.00, if approved needed before the established 20 days. Not a guarantee of approval. _____

Signature of Lang Representative _____

To the best of my knowledge all statements are true and correct.

Signature of new owner: _____ Date: _____

MAIDSTONE RULES AND REGULATIONS

Amended November 19, 2020

ACCESSORIES

No Accessory Structures such as sheds, are allowed anywhere on your property. No statuary, fountains, bird feeders or ponds of any kind are allowed outside enclosed areas, however, a.) planters are allowed if they contain living plants and b.) statuary that is not religious, political, obscene or otherwise deemed inappropriate by the Board is allowed as long it is either "under roof" or on the side or rear of the home, not visible from the street, and does not interfere with mowers or edging of plant beds.

Hoses and hose reels must be stored completely out of sight when not in use.

ANTENNAS

No satellite dish or antennas of any kind may be erected on any property without an Architectural Review Committee application and approval prior to installation, and if approved should be installed at the rear of the property.

ARTIFICIAL VEGETATION

No artificial vegetation, grass or plants shall be placed on the front or side yards of any property.

ARCHITECTECURAL REVIEW COMMITTEE (ARC) APPLICATIONS

All changes to the exterior of our properties require approval from the Architectural Review Committee. Forms and submission requirements are available at the Management Company office or at "maidstonehoa.org" website (under Documents and Forms, Maidstone Architectural Review Checklist). NO ARC APPLICATION WILL BE PROCESSED IF THE OWNER IS IN ARREARS TO MAIDSTONE/RESERVE POA, INC. FOR ASSESSMENTS, FINES, OR INTEREST PAYMENTS.

ASSOCIATION ASSESSMENT PAYMENTS AND DUES (Reminder from Covenants)

Association payments are established annually and due to the Association on January 1 of each year. The Association allows quarterly payments due on the 1st day of each quarter – January 1st, April 1st, July 1st and October 1st from those in good standing. The Association reserves the right to demand payment of the balance of the yearly dues from Owners who are in arrears.

Late fees will be assessed if periodic payments are not made on time. The Association will request that the Master Association disable transponders, access cards to the Island Club and prohibit permanent guest lists if an Owner is delinquent on any amount for more than 90 days.

AUTOMOBILES/OTHER VEHICLES/TRAILERS

Owners and renters may overnight park an RV or rental truck (U-Haul, Budget, etc.) in their driveway no more than 2 (two) nights, non-consecutive, in a calendar year. The RV or rental

truck must not overhang the sidewalk. The owner or renter must notify the Management Company at least one week prior to the date that the parking will occur. Lang, in turn, will obtain approval from the Board and notify G4S not to issue a citation

Commercial vehicles with Company names or logos are still never allowed to park in driveways between 2 A.M. and 7 A.M. No parking is ever allowed on sidewalks or grassed areas.

No vehicles may be parked on the street between 2:00 A.M. and 7:00 A.M. The Master Board owns the sidewalks and roads. If you are repairing your driveway or having it sealed and need to park on the street in front of your home, you must contact the Master POA Management Company well in advance in order to get Master Board approval and so they can notify G4S not to issue a citation.

Other than for loading or unloading, anything other than an automotive vehicle or a motorcycle, designed exclusively for passenger transportation, shall not be parked or stored on any property, except inside a garage with the door closed.

No weather covers or covers of any kind are permitted to be used on any vehicles parked outside the garage.

Unregistered/unlicensed vehicles or vehicles under repair shall not be permitted to remain on the driveway for more than 24 hours. This includes vehicles with flat tires or severe body damage or vehicles under construction.

Aesthetically unacceptable vehicles are not allowed to park on any driveway at any time. (This includes vehicles missing part, with primer/rust, or with significant accident damage. This list of characteristics is not exhaustive, and the Board of directors reserves the right to make a final decision on whether a vehicle can be parked on a driveway.)

Nothing in these Rules shall prevent a vendor from parking an otherwise prohibited vehicle within the Maidstone community while providing a contracted service to the Association, or an owner or tenant, during working hours, so long as the vendor is not the primary resident of the property.

BURNING

No owner or occupant shall burn anything on any property. The use of barbecue grills on patios on the rear of the property is allowed.

DOG HOUSES/RUNS

No dog houses, shelters or pet runs are permitted on any property.

FENCES

Only fences around a pool as required by law are permitted on any property.

Amended and approved by the Board November 19, 2020

GARAGE DOORS

Garage doors shall remain closed except for ingress and egress. No garage door screens are permitted.

HOLIDAY DECORATIONS

Holiday decorations can be placed in the front of a home. Decorations may be put out up to 30 days prior to a named holiday and must be removed within 15 days after the holiday. No audible decorations are permitted anywhere on a property. Decorations should not interfere with scheduled lawn maintenance.

LAKES AND WATER BODIES

Lakes and waterways are strictly aesthetic amenities only. Any other uses thereof, including, without limitation, boating, swimming, playing, or use of personal flotation devices are not allowed. The Association shall not be responsible for any loss, damage or injury to any person or property arising out of the unauthorized use of lakes, canals, or water bodies.

LANDSCAPING

Only brown mulch can be used in front and side plant beds including around entryways. No rocks, bricks or any other material (except brown mulch or brown or green plastic, rubber or similar material edging) can be used near grassed areas where the lawnmowers might contact them and cause them to become flying objects. The landscape company may not edge any plant beds that have plastic or other edging material as they could damage it. Lawnmowers are set at 4" (inches) so any edging should be low enough to not contact the mower blades. Any damage is the responsibility of the homeowner.

Decorative stone is allowed in areas that will not be contacted by mower blades. Stones must be smooth river pebbles, pond pebbles, Mexican beach pebbles, or similar, and in neutral or mixed neutral colors (white, brown, tan). Stones must be at least 1" in width and no more than 3" in width. Owner must maintain a 2' (foot) barrier between the stones and any grassed areas.

Large decorative rocks, like those at the entryway (or smaller) are permitted in mulched areas only.

ARC application and approval is required for installation of stone and large decorative rock(s) along with a drawing indicating the location, distance from grassed areas, size and a picture of the stone to be used.

Any other significant landscape changes must receive Architectural Review Committee (ARC) approval prior to the start of work. This includes new landscaping, request to add plant beds

outside those presently existing and tree removal, among others. ARC Application should include a diagram, including the type and location of new plantings. Removal and replacement of a few plants is permitted without an ARC Application.

Owner is responsible for removing and replacing dead, dying or diseased plants, trees or other vegetation.

Crepe Myrtles are prohibited in Maidstone anywhere they can be seen from the street.

LIGHTING

All outside lighting bulbs in the front and side of a property must be clear or white in color.

NOXIOUS AND OFFENSIVE ODORS

No activities that will create noxious or offensive odors shall be carried on, in or upon any property nor shall anything be done thereon either willfully or negligently which may be or become an annoyance or nuisance to the other residents of the community.

PETS

Pets must always be on a leash and cannot wander the neighborhood even when accompanied by the owner. Owner is responsible for picking up pet droppings. Failure to do so could spread disease to other's pets. Violations will be reported to the Board of Health.

POLES OR CLOTHELINES

Poles or clotheslines are permitted by law. Owners can erect poles or clotheslines, but they must not be visible from the street view of the house.

RENTALS AND HOMES FOR SALE

Prior to sale or lease, Owner shall complete a "Notice for Sale or Lease" and submit it to the Management Company with the current fee.

New Owners or Lessees must obtain a "New Resident" form from the Management Company and return it completed to the Management Company with the current fee.

All prospective buyers, permanently residing guests (over 14 days) and/or lessees must be registered with the Association prior to occupancy. A meeting, in person or by phone, with a representative of the Board must be completed prior to processing any application. Please allow a minimum of 20 business days for this process. Such meetings can be arranged through the Management Company.

In addition, a Landlord must deposit with the Association, a security deposit in the amount of \$1,500 (subject to change) to cure any damages to common or neighboring properties deemed to be caused by the Lessee. This deposit will be placed in a non-interest-bearing account and may be refundable, in whole or in part, upon request by the Owner/Landlord after the Lessee has vacated the property and after it has been inspected by the Management Company. The

refund will be returned net of outstanding damage reimbursements, and any delinquent assessments, fees, fines, or interest is paid to the Association. Should the delinquent payments and damages exceed the deposited amount, the balance would be due and payable to the Association in full before the Owner/Landlord could rent the house again.

No subleasing is permitted. No Owner may lease less than an entire home. The property shall be used and occupied by a lessee exclusively as a private single-family residence. Lessee shall comply with all sanitary laws, ordinances, rules and orders of appropriate governmental authorities affecting the cleanliness, occupancy, and preservation of the property and sidewalks connected thereto during the term of the lease. Copies of all leases or Contract for Sale and Purchase must be furnished to the Association prior to the commencement of the term thereof and must remain current. If a Lease is to be renewed it must be filed with the Management Company, prior to the renewal date.

Other than the foregoing obligations, Owners shall have the right to lease homes provided that the Lease is in writing and is made subject to all provisions of the Governing Documents therein and provided further that any failure of the Lessee to fully comply with the terms and conditions of the Governing Documents shall constitute a default under the Lease.

No leasing shall, however, relieve an Owner of his obligation hereunder and he/she/they shall remain primarily responsible, therefore. In the event a Lessee of a home fails to comply with the provisions of the Governing Documents then, in addition to all other remedies which it may have, the Association shall notify the Owner of such violation(s) and demand that the same be remedied through the Owner's efforts within 15 days after such notice. If such violation(s) is not remedied within said 15-day period then the Owner shall immediately thereafter, at the Owner's own cost and expense institute and diligently prosecute an eviction against the Lessee on account of such violation(s). The Board may elect to use the Security Deposit to recover violation expenses.

ALL WRITTEN AND VERBAL COMMUNICATIONS WITH THE HOA BOARD OF DIRECTORS, HOA COMMITTEE MEMBERS, OR THE HOA MANAGEMENT COMPANY SHALL BE FROM THE OWNER(S) OF RECORD AND NOT THE RENTER OR LESSEE. THE OWNER OF RECORD IS RESPONSIBLE TO ENSURE THE RENTER/LESSEE IS AWARE OF THIS REQUIREMENT.

REPAINTING

Maidstone Architectural Review Committee (ARC) approval is required for external repainting of a house. A paint sample of the proposed color must accompany the ARC application. A piece of trim from the house or an old paint sample is not acceptable. Colors for repainting must be within the same allowable paint combinations for the property as issued by the developer (Kolter) for the Maidstone community. Definitions of the original color scheme as well as the allowable paint combinations are available at the Management office.

Maidstone ARC approval is also required for repainting of a front door. The front door color palette consists of stucco and trim paint colors as used by the developer (Kolter) and additional

colors which have been approved by the Board in ensuing years, A complete list of approved door colors is available at the Management office. Your ARC application should include the brand and color number and name.

SIGNS AND FLAGS

No signs, except for an alarm company sign, are allowed in Maidstone.

As allowed by Florida Statute, Article 720, homeowner may display one portable, removable United States flag or official flag of the State of Florida in a respectable manner, and one portable, removable official flag, in a respectful manner, not larger than 4 1/2 feet by 6 feet, which represents the United States Army, Navy, Air Force, Marine Corps, Coast Guard, or POW-MIA flag.

An Open House sign can be displayed in **FRONT** of the property on weekends (Sat, & Sun. only) if either the real estate agent or Owner is physically present on the property. Only an allowed "open house" sign (provided by the Management Company) may be displayed (no flags, banners, balloons, etc.). Residents are requested to notify their real estate agents that any real estate signs or directional signs placed anywhere else other than the front of the property for sale are strictly prohibited and will be removed and discarded without prior notice by G4S.

STORM AND HURRICANE PROTECTION

Authorized storm and hurricane protection devices include metal or clear acrylic panels, flexible hurricane screens, accordion shutters, roll-down storm screens or shutters, and hurricane windows/glass. Hurricane windows/glass must not have a reflective coating and have the same number of window grids as the windows being replaced. Accordion shutters shall be white, beige, or ivory in color.

Hurricane protection devices may be installed or closed upon issuance of a National Weather Service tropical storm warning applicable to St. Lucie county predicting sustained winds of 70 miles per hour or a National Weather Service hurricane watch or warning applicable to St. Lucie County. Contractors may install or close storm protection devices from 7:00 AM to 10:00 PM seven days a week and residents may install or close storm protection devices at any time after the installation or closure is authorized as stated above. The removal or opening of storm protection devices shall occur no later than 7 days after the National Weather Service has lifted the watch or warning applicable to the storm providing no other tropical cyclone is predicted to impact St. Lucie County within the next 96 hours. Contractors may remove or open storm protection devices from 7:00 AM to 10:00 PM seven days a week and residents may remove or open storm protection devices at any time.

New installations of authorized storm and any other permanently installed hurricane protection devices require ARC approval prior to installation.

SWING SETS, PLAYGYMS, BASKETBALL HOOPS AND SKATEBOARDING

No equipment installed, or portable, for children's recreational use, such as swing sets and slides, jungle gym, skateboard ramps, trampolines, etc. shall be installed or placed within the Owner's property. In addition, there is no skateboarding allowed in Maldstone.

PORTABLE basketball equipment may be used between the hours of 10 A.M. and sunset. After use, the equipment must be stored in a garage or other area where it cannot be seen from the street. The pole must be black with a clear backboard and must not be located anywhere on common property or impede their use (street or sidewalks).

TRASH, RECYCLING AND YARD WASTE

Trash and recycling containers must be stored in garage and placed curbside no earlier than 6:00 P.M. the night before pickup and removed from the curb by 10:00 P.M. on the collection day.

Trash collection is currently Tuesday and Friday

Recycling is picked up on Tuesday only.

Yard waste is picked up on Wednesday only. Yard waste is picked up very early on Wednesday so make sure it is curbside after 6:00 P.M. Tuesday evening (please do not place any landscape debris at the curb before Tuesday evening). A personally hired landscaper should remove yard waste debris as part of the job. All landscape debris is to be stored out of sight until Tuesday evening. Guidelines for yard waste removal are:

- Small piles of debris that "one person can reach around the pile and pick it up".
- Containerize loose waste such as twigs, leaves, and soft plant trimming.
- Limbs, other than palm fronds, must not exceed 4 feet in length.
- If you have a large pile of tangled waste call 772-595-9390 for a special pick-up.

TREES

Trees on a homeowner's property are the responsibility of each homeowner. The Board provides a pruning of all palms once a year as well as oaks if needed, however, this trimming is limited to what our arborist determines is for the health of the tree.

Removal of ANY tree, native or non-native requires a County Permit or Certification. As with other landscape changes, Owner's must submit an ARC application AND include the mitigation report PRIOR to removing a tree(s).

TREE REMOVAL EXCEPTIONS (Change in Legislation)

"The removal of vegetation which has been determined to be a safety hazard, destroyed or damaged beyond saving by natural causes or causes not covered by other sections of this chapter is infected with disease or is infested with insects or which constitutes immediate peril to life, property or other trees. No application, approval, or fees are required for re-

removal of a hazardous tree on residential property if the property owner obtains documentation from an arborist certified by the International Society of Agriculture or a Florida licensed landscape architect that the tree represents a danger to persons or property”.

Owner must submit an ARC application and include the Exemption form issued by the County.

Questions regarding when and how trees can be removed should be directed to the County Environmental Regulations Division at www.stlucieco.gov website or by phone at 772-432-2526.

YARD OR GARAGE SALES

No yard or garage sales are permitted in Maidstone.

**Acknowledgement of Meeting with Prospective Homeowner at
Maidstone**

On this date, _____ I/We _____
in consideration of the purchase of the property located at Lot # _____ with the
address of _____ in the sub-community of Maidstone
at PGA Village in Port St. Lucie, FL 34986, acknowledge that I/We have met with
_____, who represents and is a member of the
Maidstone Property Owners Association Board or it's designated representative. It
is my/our intention to reside in the Maidstone Neighborhood and abide by all the
Covenants, Rules and restrictions as identified on the community governing
documents. At this meeting, I/We was/were provided with the following
information.

1. A review of the existing Rules and Regulations of the Maidstone Community and how to obtain information on all the Governing Documents applicable
2. An explanation of the Neighborhood Watch Program in the community
3. How to access the community website and other information and authorization to communicate via e-mail
4. A review of the Activities Prohibited in Wetlands Areas and Native Habitat Preservation Areas
5. A description of the voting rights, voting package and the voting certificate
6. Application for T-Sticker
7. Important Phone Numbers
8. ARC Application process
9. First Call Information

All questions regarding my/our responsibilities and obligations to abide by the community governing documents have been answered.

I/We allow my/our name and address to be published in the Maidstone newsletter.

Yes No

Signed _____

Date _____

E-Communication Approval

I/We _____ being the Owners of the
Maldstone property located at _____,

hereby state that I/We will accept any Maldstone HOA communications sent to
me/us at my e-mail address of: _____. I/We will also be
responsible for notifying the Management Company if my/our e-mail
address/addresses change in the future.

Homeowner #1 _____ (sign)

Homeowner #2 _____ (sign)

APPLICATION FOR T-STICKER

**PGA VILLAGE PROPERTY OWNERS' ASSOCIATION, INC.
CERTIFICATION OF COMPLIANCE WITH SUB-ASSOCIATION PURCHASING RULES**

Property Address:

Sub-Association Name: **Maldstone**

Owner Name(s): _____

BUYER(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:

Buyer(s) received copies of the following documents for PGA Village Property Owners' Association, Inc. and the above-named Sub-Association: (1) the Declaration of Covenants, Conditions and Restrictions; (2) the Bylaws; and (3) the Rules & Regulations (collectively referred to as the "Documents"). Buyer(s) agree to be bound by the Documents.

BUYER(S):

Signature

Signature

Printed Name

Printed Name

Date

Date

=====

SUB-ASSOCIATION

PURCHASE APPLICATION APPROVAL & CERTIFICATE OF OCCUPANCY

The undersigned Sub-Association representative certifies that the above-named Buyers have complied with the Sub-Association's purchasing rules and procedures.

Signed: _____ Date: _____

Sub-Association Representative Printed Name:

Title of Sub-Association Representative:

Sub-Association Contact Telephone No. **772-489-9501**