

**WOODCREST VILLAGE HOMEOWNERS  
ASSOCIATION  
RESIDENTIAL PURCHASE POLICY AND RULES**

1) The prospective purchaser 's application and required information shall be submitted to the Woodcrest Village Homeowners Association not less than (30) thirty days in advance of the purchase date.

2) The Owner, or his/her agent, shall submit a completed Resale Application form that is available from Woodcrestvillagehoa@gmail.com, together with the \$100.00 pre-paid non-refundable application fee, a minimum of thirty days in advance of the purchase and prior to moving forward with estoppel requests, showing the following:

- a) The name and previous address of the purchaser;
- b) Contact Information; i.e. phone number(s); emergency contact and/or references;
- c) The name, date of birth, social security number, driver's license of all adults 18 years or older who will reside at the premises;

3) The Board of Directors by majority vote may disapprove the purchase for Good Cause if a person is a convicted felon, is on the Sexual Offender List or on the Police Sexual Predator list. Misdemeanor convictions pertaining to Domestic Battery will be deemed as good cause, and may result in disapproval.

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Woodcrest Village Homeowners Association shall not violate the **Fair Housing Act** that is a federal law that prohibits discrimination in home sales, financing, and rentals based on race, color, religion, sex or national origin. In **Florida**, Fla. Stat. §§ 760.20-760.60 also prohibits discrimination based on race, color, national origin, sex, disability, familial status or religion.

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION  
RESALE APPLICATION CHECKLIST**

PURCHASER NAME(S) \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ UNIT # \_\_\_\_\_

- ( ) Completed and signed WOODCREST VILLAGE HOMEOWNERS ASSOCIATION **RESALE APPLICATION** and the \$100.00 pre-paid (non-refundable) application/ processing fee is required at the time of submission. Make checks or money orders payable to: WOODCREST VILLAGE HOMEOWNERS ASSOCIATION.
- ( ) Completed and signed BACKGROUND CHECK CONSENT form for each individual who will reside in the residence 18 years or older. \*\*Canada or states that do not report to the Nation-wide database *may be* subject to a small increase in cost and a longer than normal turn-around time for background check completion.
- ( ) Funds for the Resale Application Processing fee and background check(s) must be in the form of a money order or cashier's check or check and made payable to WOODCREST VILLAGE HOMEOWNERS ASSOCIATION and be accompanied by a COPY OF THE FULLY EXECUTED PURCHASE CONTRACT.

Please include a CLEAR copy of a driver's license for all applicants to ensure a smooth process. All paperwork must be completed and signed prior to submission for approval; and, submitted to the: WOODCREST VILLAGE HOMEOWNERS ASSOCIATION, c/o DZBC, LLC - P.O. Box 84216, Lexington, SC 29073.

PLEASE NOTE: HOMEOWNERS' VEHICLES MAY NOT BE PARKED ON THE STREET AT NIGHT OR IN THE VISITORS' LOTS.

Who/Where should we notify you when approved? \_\_\_\_\_  
(Owner, Realtor, or Title Company)

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

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**PROPERTY MANAGER/TREASURER CHECKLIST:**

DATE APPLICATION RECEIVED: \_\_\_\_\_ INITIALED: \_\_\_\_\_

APPLICATION FEE RECEIVED : \_\_\_\_\_

BACKGROUND CHECK ORDERED: \_\_\_\_\_ BACKGROUND CHECK RECEIVED: \_\_\_\_\_

BOARD REVIEW DATE: \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ INITIALED: \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION  
RESALE APPLICATION**

PROPERTY ADDRESS \_\_\_\_\_ Unit # \_\_\_\_\_

CURRENT OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

This application must be submitted to the WOODCREST VILLAGE HOMEOWNERS ASSOCIATION, c/o DZBC, LLC - P.O. Box 84216, Lexington, SC 29073 at least 30 days prior to the start of any purchase along with a copy of the fully executed Sales Contract and a \$100 pre-paid (non-refundable) application fee made payable to: Woodcrest Village Homeowners Association.

NAME OF PURCHASER (1): \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ How long: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Email: \_\_\_\_\_

NAME OF PURCHASER (2): \_\_\_\_\_ DOB: \_\_\_\_\_

Driver's License#: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ How long: \_\_\_\_\_ Own: \_\_\_\_\_ Rent: \_\_\_\_\_

Email: \_\_\_\_\_

ADDITIONAL OCCUPANT

\_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_

ADDITIONAL OCCUPANT

\_\_\_\_\_ RELATIONSHIP \_\_\_\_\_ AGE \_\_\_\_\_

PLEASE PROVIDE VEHICLE INFORMATION

MAKE/MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_ TAG#: \_\_\_\_\_

MAKE/MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_ STATE: \_\_\_\_\_ TAG#: \_\_\_\_\_

CREDIT AND PERSONAL HISTORY

HAVE YOU EVER FILED FOR BANKRUPTCY \_\_\_\_\_ HAVE YOU EVER BEEN EVICTED? \_\_\_\_\_

ARE YOU CURRENTLY A PARTY TO A LAWSUIT? \_\_\_\_\_ ARE THERE ANY JUDGMENTS AGAINST YOU? \_\_\_\_\_

*PLEASE EXPLAIN ANY YES ANSWERS:*

\_\_\_\_\_

OWNERS' ACKNOWLEDGMENT AND CONSENT

The prospective purchaser/owners of the unit acknowledge that they are to be responsible and liable for any and all violations by their invitees or guests at any time. Owners further agree that in the event there is a default as a result of a breach of any Woodcrest rules, regulations or covenants that the Owners shall take immediate steps to terminate that condition. Further, the Owners hereby agree to hold the Association and its background check company free, harmless and indemnified from any and all costs, damages, fees, and expenses of any kind whatsoever in connection with this proposed purchase.

Owner signature \_\_\_\_\_ Owner signature \_\_\_\_\_ Date \_\_\_\_\_

APPLICANTS ACKNOWLEDGE, AGREE TO AND CONFIRM:

THAT THEY UNDERSTAND THAT WOODCREST VILLAGE HOMEOWNERS ASSOCIATION IS A DEED/AGE RESTRICTED COMMUNITY AND THAT ALL ARE SUBJECT TO THE TERMS AND CONDITIONS OF THE GOVERNING DOCUMENTS FOR WOODCREST VILLAGE HOMEOWNERS ASSOCIATION AND THAT THEY HAVE RECEIVED A COPY OF THE RULES AND REGULATIONS FOR THE COMMUNITY PERTAINING TO THE PROPERTY. AT NO TIME SHALL ANY PERSON WHO IS REQUIRED TO BE REGISTERED AS A SEXUAL PREDATOR/OFFENDER UNDER THE LAWS OF ANY STATE OR COUNTRY BE ALLOWED TO STAY OVERNIGHT.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE, \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE, \_\_\_\_\_

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION  
BACKGROUND CHECK CONSENT**

**APPLICANT AUTHORIZATION:**

I, the undersigned, authorize the Woodcrest Village Homeowners Association and its background check company to obtain an investigative consumer report including but not limited to a criminal record search and registered sexual offender search. I authorize the release of information from previous or current landlords, employers and bank representatives. This information is for resident screening purposes only and is confidential. This information will be compiled from sources believed to be reliable but the accuracy of which cannot be guaranteed. I hereby hold the Woodcrest Village Homeowners Association and its agents free and harmless of any liability for any damages arising out of any improper use of this information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**APPLICANT INFORMATION:**

Applicant's Name: \_\_\_\_\_ SS # \_\_\_\_\_

Birth Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ Driver's Lic. #: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

\*\*\*\*\* Residential History \*\*\*\*\*

Present address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

Past address: \_\_\_\_\_ City: \_\_\_\_\_ County: \_\_\_\_\_ St: \_\_\_\_\_ Zip: \_\_\_\_\_

Landlord/Owner: \_\_\_\_\_ Telephone: \_\_\_\_\_

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Vehicle Information: Make & Model: \_\_\_\_\_ License: \_\_\_\_\_

Make & Model: \_\_\_\_\_ License: \_\_\_\_\_

Have you ever declared bankruptcy? \_\_\_\_\_ if so, when? \_\_\_\_\_

Have you ever had an eviction filed against you? \_\_\_\_\_ if so, please specify \_\_\_\_\_

Have you ever been charged with a felony? \_\_\_\_\_ if so, please specify \_\_\_\_\_

Have you ever been charged with a misdemeanor? \_\_\_\_\_ if so, please specify \_\_\_\_\_

Have you ever refused to pay rent/ broken a lease? \_\_\_\_\_ if so, when and why \_\_\_\_\_

I, the undersigned applicant, affirm that the information contained on this application is true and correct and authorize Florida Tenant Reporting Services, Inc. to verify all information contained in this application. Misstatements can be deemed reason for denial of occupancy. I also understand that this application is the property of Florida Tenant Reporting Services.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_

A Background Check Consent form must be filled out by each applicant over the age of 18 who will be residing in the unit and submitted with the Resale Application Checklist and Resale Application to WOODCREST VILLAGE HOMEOWNERS ASSOCIATION, c/o DZBC, LLC - P.O. Box 84216, Lexington, SC 29073.

**WOODCREST VILLAGE HOMEOWNERS ASSOCIATION**

c/o DZBC, LLC – Lehigh Acres, FL 33936

P.O. Box Box 84216, Lexington, SC 29073

Email: woodcrestvillagetreasurer@yahoo.com

**TO ALL UNIT OWNERS:**

The board of Directors of this homeowners association is desirous of keeping Woodcrest Village H.O.A. a beautiful and attractive place in which to live. Therefore, we are affirming the following Rules and Regulations for all unit owners and guests as follows:

These rules and regulations apply to all owners and guests at Woodcrest Village and are taken directly from the Declaration of Association Covenants and By-Laws along with Amendments. They must be read, understood, and agreed to by all residents. Agreement to follow the rules and regulations will be shown by the signature below of the responsible household member(s).

**Rules and Regulations**

**Ownership**

1. Every owner shall be a member of the Association. Membership shall be appurtenant to and may not be separated from ownership of any Parcel which is subject to assessment.

(1a.) Any additional permanent occupant of the unit, who is under the age of fifty-five (55) and age eighteen (18) or older may occupy and reside in the unit as long as one of the permanent occupants is age fifty-five (55) or older, subject to other occupancy restrictions contained in this Declaration, the By-Laws, or the Rules and Regulations.

2. Parcels shall be used for single-family residential purposes only. Businesses and all other non-residential uses are specifically prohibited. Occupancy is limited to two (2) persons per bedroom. Renting or leasing of units is prohibited.
3. Guests may not extend vacations beyond thirty (30) days in a given year without knowledge and approval of the Board of Directors.
4. Any assessment not paid by the tenth (10<sup>th</sup>) of the month shall be assessed a late fee in an amount no less than twenty-five dollars (\$25), as shall be set by the Board of Directors from time to time. In addition, any assessment not paid within thirty (30) days after the due dates shall be interest from the due date at the highest rate allowable by law per annum. The Association may bring action at law against the Owner personally obligated to pay the same or foreclose the lien against the parcel.
5. No trailer shall be used as a residence or place of business either temporarily or permanently.
6. No illegal, noxious or offense activity shall be permitted or done thereon which is or may become a nuisance in the neighborhood.
7. The grounds of each parcel and exterior of the home and patio area (whether vacant or occupied) shall be maintained in a neat and attractive condition.

## Ownership Rules and Regulations

1. Acquisition and ownership of two pets, only one of which can be a dog, is subject to the approval of the Board of Directors. The pet shall be identified by breed and adult weight according to the American Kennel Club Classification. The Pet adult weight shall not exceed twenty-five (25) pounds. In addition, the pet is to be on a leash under close control of an adult at all times (Lee County Ordinance); no pet may disturb other residents or create a condition of nuisance; owners must remove pet excrement immediately and dispose of same. The only exception to pet rules is the allowance for all certified service animals owned and needed by a disabled owner or guest. A doctor's certification that an animal is necessary for a disabled individual is also acceptable to the Board of Directors, once such document is received by the Board.
2. Post lamps in front of homes must be on from dusk to dawn. Outdoor light switches shall be in the **ON** position at all times if occupied or not. Woodcrest Village Homeowners Association (WVHA) has responsibility for maintenance of the post lamps. Owners are obligated to supply current to the exterior light pole. Costs incurred due to in-house malfunctions or switches or other causes are the financial responsibility of the owner.
3. Repair or servicing of wheeled vehicles of any kind and including boats is prohibited outside an enclosed garage.
4. No fires for burning trash, leaves, and clippings or other debris or refuse shall be permitted on any part of the properties or roads right-of-way.
5. In as much as the roads are private, they shall be restricted to vehicle and pedestrian traffic. No play activity will be permitted on these roadways.
6. Landscaping. The typical house may have twenty (20) to twenty-five (25) plants depending on the size of plants available. The number may increase by as much as fifteen (15) plants in order to cover utilities. No additional plant beds shall be made. Requests for planting, removal of trees, vines, or plants on the common property must be made in writing to the Horticultural Committee. Homeowners who have requested that they be permitted to maintain their plantings are responsible for appropriate replacements when needed. The homeowner may add annuals to provide color but the Association will not replace these. These policies do not apply to the rear of the units, where landscaping design and maintenance are the responsibility of the homeowner.
7. Repairs or adjustments to the sprinkler heads, pumps and timers, plus repairs or adjustments to the pool pump and filter equipment and pool heating equipment will be done only by authorized persons designated by the Board. Residents should refer any problems in these areas to the Board. In addition, damage done to these items or to any part of the common grounds by visitors (guests) shall be the responsibility of appropriate homeowners.
8. Curbside pickups for recycling, garbage and horticultural collection should be placed at curbside no more than twenty-four (24) hours prior to collection. They should not be placed on the grass. As of January 2, recycling, garbage and horticulture is picked up on Tuesdays. (Subject to change).
9. **Soliciting is NOT permitted** in Woodcrest Village.

10. The Board of Directors shall have access to the back yards of all properties in order to service the public good.
11. Decorating: there shall be no decorative items displayed in the front of or attached to the front of the House or to the lamppost. This includes but is not limited to license plates, emblems, signs, paintings, or wood scrollwork. House names on the mailbox, garage or entranceway are not permitted. The United States flag may be displayed at the resident's discretion, but not contrary to federal law. Hanging floral baskets in moderate numbers are permitted. Extra housing lights are prohibited unless approved by the Architectural Committee. Solar lights are allowed only in the mulched flower beds along the side of the house and there will be no more than six solar lights approved by the Architectural Committee. Christmas decorations are permitted from Thanksgiving to January 6th. Halloween decorations are permitted during the Halloween season. Halloween decorations can be put up a week before and taken down after Halloween night. Decorations shall be allowed for Easter and the Fourth of July, starting two weeks before these holidays and removed by one week after. These restrictions do not apply to rear areas or side areas behind the gate, providing such decorative items are not readily visible from the street.
12. Signs are prohibited to be displayed on the parcels with the exception of one "For Sale" sign which must be placed under the structure's eave, in a mulch or shrub bed, to eliminate interference with lawn care.
13. Garage, tag, rummage, yard, estate, etc. sales are allowed with prior Board of Directors approval.
14. The Board may approve or disapprove any request for the installation of a generator pad at the front or side of a home after considering exhaust and noise hazards as well as appearance. Generators on the pad must be portable, not permanent, and they can be installed and used from the day electric power is lost and then removed the day electricity is restored.

## **Parking**

Parking on landscaped areas is prohibited. Parking on streets is prohibited except for up to three (3) hours during daylight hours. Parking lots are reserved for guests only. Overnight Parking of a lettered truck, van or other automobile, commercial vehicle, governmental vehicle (with the exception police, fire and EMS), boat camper, RV or mobile home, unless parked in a garage is prohibited. Parking of a vehicle that is inoperative, wrecked, dismantled, in disrepair, or that does not have a current affixed and valid license tag is prohibited.

## **Architectural**

1. **Alteration of Frontal Views.** There shall be no addition or alteration to any structure, which is visible from the street, with the exception of the installation of gutters and the screen enclosure of the entranceway. The entrance way is defined as the original poured concrete slab bounded by the front door and the sidewalk. The screening and its structural parts shall have a dark-tone finish, typically bronze or black. Vinyl windows for protection from rain may be installed on the screening. Gutters installed in the front shall be painted to match the surface on which they are mounted.

The prohibited additions include windows, doors, and awnings. Aluminum framed windows on the front of the houses may be replaced with new vinyl-framed windows with white frames for the grey houses and brown vinyl for the brown houses. The new front windows must have the same number of panels, which can be done by using window inserts. Approval for new front windows must be obtained first from the Architectural Committee.

2. The owner shall clean, repair, re-stain or replace, as appropriate, the exterior portion of each structure, with the same colors as initially used on the structure, including exterior surfaces of garage doors, as often as is necessary to comply. Article VI Section 2 (g) Declaration of Covenants. The following are the exterior home color schemes. Color charts are provided on the reverse of the Architectural Request for Plan Approval.

Flex Bon Paints  
Brown Homes           Stucco: 5430  
Dark Brown: 5385  
Light Brown: 5744

Grey Homes Stucco: 5430 Dark Grey: 5434  
Light Grey: 5433

No more than three adjacent homes can have the same color combination, i.e., three brown or three gray combinations.

1. **Garage Windows.**

A garage window may be installed on a garage wall if installed to conform to the following conditions:

- a) The window may be 24"H X 36" W or 24"H X 30" W metal framed, double hung or louvered unit.
- b) The installation is to be high above the ground and as far from the street as feasible.
- c) The window is to be trimmed with 4" wood, painted to conform to the house trim.
- d) The window addition starts with a written request to the Architectural Control Committee.

If required, application for a building permit should be made to the Codes and Building Services of Lee County after approval of the Architectural Control Committee.

2. **Garage Door Repair/Replacement.**

The only metal door authorized at the present is the insulated steel AMARR CORP. insulated "Weather Guard" or the insulated "Heritage 3" door. Contact your Architectural Control Committee for details and approval before proceeding with repair or replacement.

3. **Storm Shutters.**

To maintain Woodcrest Village Standards, approval of shutters must be obtained from the Architectural Control Committee. Roll up shutters (electric, crank or belt operated) and hand-installed emergency panels will be approved. Colors must be compatible with home colors. Bahamas Style shutters and awnings will not be approved. Windows visible from the street should have shutters deployed only in emergency situations. (To close these shutters while on vacation is an invitation to theft and vandalism.)

#### 4. Entrance Exposed Overhead Policy.

- Option 1: Replace deteriorated beams or cut out deteriorated sections and splice with new cedar matching material, caulk and paint (two coats).
- Option 2: Encase beams with non-rusting metallic sheeting after repairing or replacing deteriorated sections, caulk and paint (two coats).
- Option 3: Roof-over once all deteriorated (rotting) of beams has been cutout. Reinforce with two-inch (2") members for positive attachment of plywood for roofing surface and caulking panels. Provide ventilation to space between ceiling and roof deck. All finished trim to match trim of main house. Gutters and down spouts is optional. All wood surfaces shall be caulked and painted (two coats). Roof shingles must match those on main roof. Shingle sample must be approved by Architectural Control Committee before work begins.

A reputable carpenter or General Contractor must accomplish Work request.

**Note: When installing a new roof on a unit not meeting the above policy, the entrance overhead is to be brought up to code by either closing in the overhead as above or by removing the plastic panels, plywood or screening now in place.**

**The prior written approval of the Architectural Control Committee is required for any alterations to the front of the units. This includes but not limited to such items as replacement of roofs, gates, garage doors, screen doors, siding, stucco and repainting.**

#### **Swimming Pool: Rules and Regulations**

**Emergency Phone: 911 Phones are in any house.**

1. No lifeguard on duty: you swim at your own risk.
2. Residents and guests must obey all swimming rules as posted on the bulletin board as well as on the large signs.
3. Please shower each time before entering the pool, as body oils and suntan lotions damage the pool filter.
4. Children & Adolescent seventeen (17) years and younger are not allowed in the pool or on the pool deck area unless accompanied by a resident adult or guest adult from their household.
5. Babies in diapers must wear plastic pants. **DIAPERS ARE NOT ALLOWED TO BE PLACED IN THE POOL TRASH.**
6. Safety and exercise devices, toys and floats are allowed in the pool or on the pool deck only if other users do not object. Requests for such objects must be asked by a responsible adult. Obnoxious, noisy behavior that disturbs other residents and/or compromises safety will not be tolerated. Persistent violations of this rule may result in a denial of pool privileges.

7. No food is allowed in the pool area with the exception of Board approved social events. Beverages must be in non-breakable containers only.
8. Each resident is responsible for leaving the pool deck area free of litter.
9. If you move a chair or lounge, please replace it. Poolside furniture may not be removed from the pool deck area.
10. **Animals are not permitted** in the pool area or on the pool deck.
11. No diving, no jumping permitted in the pool and no running on the pool deck.
12. Pulling or placing any body weight on the safety rope is not permitted. The last person to leave is responsible for replacing the safety rope.
13. Each **homeowner** is responsible for the safety and behavior of members of their households who are using the pool facilities. All unaccompanied guests must bring the homeowner's guest pass and place it in the bulletin board on the front of the pool house.
14. Please observe the pool hours of sunrise to sunset.
15. Pool capacity is seventeen (17) people. Pool depths are measured in feet.
16. Special events for the Association will operate under rules set by the planning committee.
17. Smoking is prohibited in the pool area.

### **Precedence of Rules**

**All rule conflicts will be resolved by the following rule precedence utilized by the Board of Directors.**

1. **Reference to Covenants, Reference to the Bylaws, Rules and Regulations.**

▶ Please sign and return the attached Rules and Regulations signature page.

**Woodcrest Village Homeowners Association**

The undersigned certifies that the above Woodcrest Village Homeowners Association rules and regulations are understood and agreed to, and will be obeyed by all residents and guests at:

\_\_\_\_\_ (Address)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature)