

Stonegate HOA Inc
13860 Wellington Trace
c/o UPS
Suite 38, PMB 250
Wellington, FL. 33414

Rev. No. : 4

Date: February 2024

No. of pages:6

APPLICATION FOR APPROVAL OF PROPERTY PURCHASE

1. This application for purchase must be completed and signed by the proposed buyer(s) and submitted to Stonegate Homeowners Association (SHOA) via mail or email depending on the method of payment. **See page 4, E.**
2. **The completed application must be returned to SHOA at least 14 days prior to the proposed closing date. If any question remains unanswered, the application will be returned to Buyer(s). This will delay the process unnecessarily.**
3. A copy of the sales contract must accompany this application, together with payment of an application fee of \$200.00.

This application fee includes the gate callbox programming fee for name/telephone changes. **The application to change the name/telephone number MUST accompany this application. PLEASE SEE ATTACHED GUIDELINES AND APPLICATION FORM. Refer to Pages 5 and 6.**

4. A Capital Contribution of \$500.00, which **includes** the processing fee of \$50.00, shall be paid by the buyer(s).
5. To facilitate a background check on proposed buyer(s), a background check fee of \$225.00 must be paid.
6. **See Payment instructions on Page 4, E.**
7. The Governing Documents for SHOA are available online at <https://stonegatehoa.org> . Buyer(s) commit to reading and abiding by all of the By-laws, Rules and Regulations contained in the Governing Documents by signing on Page 4.
8. No commercial vehicles, boats, trailers, RV'S, motor homes, etc. shall be parked in driveways or on roadways.
9. The buyer(s) must arrange to get gate cards, pedestrian gate keys, gate openers, etc. from the seller at closing. These facilitate entry to Stonegate other than a gate code. **Refer to Page 6.**
10. If the buyer wishes to obtain additional information and/or additional gate openers, contact SHOA via email at stonegatehoa.wellington@gmail.com

Address of Property to be purchased: _____

Owner of Property: _____

Realty Company: _____

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BUYER(S) INFORMATION (Please print)

NAME

RELATIONSHIP

1. _____
2. _____
3. _____

VEHICLES: MAKE / MODEL / TAG

1. _____
2. _____
3. _____

PETS: How many? DOGS _____ BREED _____ (Some breeds are not allowed)

CATS: _____ OTHER: _____

Do you plan to rent the property after purchase? Yes No

CRIMINAL RECORD:

Do any of the proposed Buyers have a criminal record? Yes No

If yes, please give full details including date and location of record:

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BUYER(S) INSURANCE (if applicable)

Insurance Company: _____ Agent: _____

Telephone: _____ Email: _____

Current Contact Information for proposed buyer(s)

Name:

Address:

Phone:

Mobile:

Email:

Do you plan on being a full-time resident? Yes No

If "No," give details as to where SHOA should send correspondence.

Name: _____

Address: _____

Phone: _____

I, (We) have completed the application and I (we) certify that all the information which I (we) have given is true and correct.

Signature:

Printed name:

Signature:

Printed name:

Signature:

Printed name:

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I, (we) do hereby agree for myself and on behalf of all persons who may use the home which I, (we) seek to purchase, that

- A. I (we) will abide by all of the By-Laws, Rules and Regulations contained in the Governing Documents of Stonegate Homeowners Association (SHOA). [**Available online at <https://stonegatehoa.org>**]. I (we) attest to this by signing below.
- B. I, (we) understand that I, (we) are responsible for any visitors who are present in the home or use the common areas.
- C. I (we) understand that any violation of these terms, provisions, conditions, and covenants of Stonegate Homeowner’s Rules, Bylaws and Covenants provides cause for immediate action as therein provided.
- D. I (we) understand that the acceptance for purchasing of any home in the Stonegate Community is conditioned upon the truth and accuracy of this application. I (we) understand that SHOA will be provided with a copy of the recorded deed.
- E. **PAYMENT INSTRUCTIONS:** Application fee (\$200.00), Capital Contribution fee (\$500.00) and Background check fee (\$225.00) should be paid to SHOA using Zelle. SHOA’s payment address for Zelle is **shoapayments@gmail.com**. For payment by Zelle, note the date here: / / .

If payment is made using Zelle, this application should be sent by email to: stonegatehoa.wellington@gmail.com . If payment is not made using Zelle, mail application with check(s), **payable to Stonegate Homeowners Association**, to SHOA’s address given above.

- F. I (we) understand that I am (we are) responsible for paying my (our) HOA dues and I (we) undertake to pay such dues in a timely manner as required by SHOA. The due dates for payment are January 01, April 01, July 01 and October 01 of each year. **See Fee Schedule at <https://stonegatehoa.org>**.

SHOA recommends that HOA dues should be paid via Zelle using the Zelle address in E above.

If payment cannot be made by Zelle, checks, **made payable to Stonegate HOA**, must be mailed to SHOA’s address, given above:

SIGNATURE _____

SIGNATURE _____

DATE _____

DATE _____

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GUIDELINES FOR CALL BOX OPERATION

SHOA requires a valid telephone number from each homeowner so that it can be programmed into the call box. Its purpose is to allow visitors to scroll and find the name of the homeowner to whom they wish to proceed.

The visitor, having found the correct name on the call box, will then press the call button on the call box and a call will be automatically placed to the phone number associated with the homeowner. The homeowner's number is not displayed at the call box.

The homeowner will see **STONEGATE** in their caller ID. The homeowner **MUST** answer the call to identify the visitor and if the homeowner wishes to allow entry to the identified visitor, the gate will open **ONLY** if the homeowner presses **9 firmly**.

In that way, the homeowner has full control and can allow or deny entry to any visitor.

SHOA's guidelines are that homeowner codes are not to be shared with the wider public since this has the potential to be a security risk to your household as well as to the Stonegate community.

SHOA strongly recommends that you share your code with as few **trusted** persons as possible with everyone else using the call box phone to gain entry to Stonegate.

USPS, FEDEX, UPS, AMAZON, other authorized companies and emergency services have their own specific code and/or method of entry to the community. There is no need for these companies to have access to your code. Do not give it out.

SHOA asks you to assist in protecting your household, as well as all others at Stonegate, by restricting the sharing of your code.

Please note that only one surname and number can be programmed per household.

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Application to Change Name and/or telephone number at the Gate Call Box

1. This application must be used to request changes to names and/or telephone numbers that are programmed at the front gate call box system. This enables visitors to a specific home to dial the homeowner's number to gain entry to Stonegate.
2. This document forms part of the application for property purchase.
3. No additional fee is required. The application fee includes the programming costs associated with this change request.
4. **PLEASE NOTE THAT YOUR LOT NUMBER-SPECIFIC CODE WILL BE: #xxxx, WHERE xxxx REPRESENTS THE LAST FOUR (4) DIGITS OF YOUR TELEPHONE NUMBER.**

Lot Number: _____

Property owner's name(s): _____

Address of property: _____

New number: () -

Surname to appear at the gate call box: _____

Surname only; please print

Name of Applicant: _____ Signature: _____
Print

Date: _____