

EXHIBIT 1. RESOLUTION 2020-3

PROSPECTIVE BUYER APPLICATION PACKAGE

Thank you for your interest in Highland Meadows Estates West Association, Inc. (HMEW).

HMEW is a 55+, primarily owner-occupied community. To that end, occupancy by other than the approved buyers and leases/rentals are both strictly regulated and limited. Applicants must be individuals; corporations/ partnerships/LLCs need not apply.

To preserve the Association's exemption as housing for persons 55 years or older as defined in the Federal Register, Part IV – Department of Housing & Urban Development- 24 CFR Part 100, with limited exception as specified in the rules and regulations governing Leasing/Renting/Occupancy and Fines for Non-Compliance, all (100%) of Lots/Properties must have an Approved Occupant in residency at the property at all periods of occupancy.

Visitors/guests under age 18 may be permitted to visit for reasonable periods not to exceed two (2) consecutive weeks on any one occasion, or thirty (30) calendar days in any one calendar year.

Further, as part of this application, prospective buyers will be provided with a copy of the rules and regulations governing Leasing/Renting/Occupancy and Fines for Non-Compliance, which they must agree to in writing, as part of the application/approval process.

To be considered for ownership, applicants must complete and execute the following application forms and provide all requested documents and information. Upon completion of this package, please forward all documents and the application fee to our offices as indicated above. If you have any questions regarding the application, please leave a message on our answering machine at 954-426-3060 or email us at hmewflorida@hotmail.com, and we will contact you or furnish a response as soon as possible. **Should an applicant fail to provide any of the information / documentation requested in this package, the Board will deny your application without further action and return your application fee to you.**

Estoppel requests will be completed as requested, however, the required in-person interview with members of the Board of Directors will not be scheduled until ALL required documents have been properly completed and received by the Association. There will be no

phone/skype interviews conducted; applicants must present themselves in person for interview by the Board.

Following our review of your application package and assuming all other requirements are met, a member of the Board or our Office Manager will contact you to schedule a personal interview with two or more of our Board members. This interview is a mandatory part of the review and approval process.

Prior to the interview, you are required to read, review and understand the Covenants, Restrictions and By Laws that are being provided to you as a part of this application package, as well as the rules related to non-owner occupancy and rental. At the interview, you will be given ample opportunity to ask any questions you may have regarding these regulations and restrictions. Once again, we thank you for considering HMEW as your new home.

Application Checklist:

- _____ Applicant/Owner Information, Secondary Address, Emergency Contact **(page 3)**
- _____ Applicant/Owner Age Compliance Certification **(page 4)**
- _____ Other Occupiers/Residents Age Compliance Certification **(page 5)**
- _____ Criminal Background Disclosure / Certification **(page 6)**
- _____ Certification of Compliance with the Declaration of Covenants, Conditions & Restrictions and By Laws (enclosed) **(page 7 – must be notarized before submitting)**
- _____ Certification of Compliance with HMEW Rules for Leasing, Renting & Occupancy & Fines for Non-Compliance **(page 8 & 9 – must be notarized before submitting)**
- _____ Certification of Truth and Accuracy of Application **(page 10 – must be notarized before submitting)**
- _____ Current (within 60 days of application) copy of FICO scores and/or credit reports for all prospective buyers
- _____ Agreement of Sale and/or Sales Contract
- _____ Processing, Notary, Background Check, Estoppel Processing Fee & Security Deposit- \$930, due with this application. The Security deposit of \$600 will cover late or unpaid maintenance fees. Maintenance fees are considered late if they are not deposited in the bank by the 10th of each month. The \$600 will be reimbursed 24 months after the warranty deed transfer date of the property if monthly payments were made on time.

APPLICANT/ OWNER INFORMATION:

LOT NO: _____ BLOCK NO. _____

HMEW ADDRESS: _____
Deerfield Beach, Florida 33064

HMEW HOME PHONE NO: _____ (if any; land line only here)

APPLICANT/ OWNER NAME: _____

CURRENT ADDRESS: _____

HOW LONG AT THIS ADDRESS: _____ OWN or RENT _____

CO-APPLICANT /CO-OWNER NAME: _____

HOW LONG AT THIS ADDRESS: _____ OWN or RENT _____

CELL PHONE #: _____ CELL PHONE #: _____
(applicant /owner) (co-applicant/ co-owner)

EMAIL: _____ EMAIL: _____
(applicant /owner) (co-applicant/ co-owner)

SECONDARY ADDRESS: - list only if you intend on keeping this home after HMEW closing

STREET: _____

CITY: _____ STATE: _____ POSTAL CODE: _____

COUNTRY: _____ LAND LINE PHONE AT THIS ADDRESS: _____

EMERGENCY CONTACT:

Name: _____ Relationship: _____

Address: _____

Home Phone: _____ Cell Phone: _____

The applicant(s)/owners and "other occupant(s)" listed/identified/disclosed herein, understand that the Association has the right and may choose to engage a third-party agency to research/investigate the information provided/omitted as to their credit history. Applicant(s) and "other occupant(s)" listed/identified/ disclosed herein agree to hold harmless both the Association and its third- party agent for any information included or omitted from their lawfully obtained findings and any action(s) resulting from those findings.

APPLICANT/ OWNER VERIFICATION/DOCUMENTATION

OWNER: _____ DATE OF BIRTH: _____

PHOTO ID:

TYPE OF ID: _____

(co-applicant/co-owner – attach copy)

WILL YOU BE OCCUPYING THE PROPERTY: yes no (circle your answer)

CO-OWNER#2: _____ DATE OF BIRTH: _____

PHOTO ID:

TYPE OF ID: _____

(co-applicant/co-owner – attach copy)

WILL YOU BE OCCUPYING THE PROPERTY: yes no (circle your answer)

CO-OWNER #3 _____ DATE OF BIRTH: _____

PHOTO ID:

TYPE OF ID: _____

(co-applicant/co-owner – attach copy)

WILL YOU BE OCCUPYING THE PROPERTY: yes no (circle your answer)

CO-OWNER #4 _____ DATE OF BIRTH: _____

PHOTO ID:

TYPE OF ID: _____

(co-applicant/co-owner – attach copy)

WILL YOU BE OCCUPYING THE PROPERTY: yes no (circle your answer)

Consents to Convey will only be issued with the names of qualifying applicants.

OTHERS OCCUPYING THE PROPERTY:

If anyone other than applicant(s) / owner(s) will be occupying this HMEW home, please provide the following information. If there are no other intended occupiers, please circle none.
NONE

OTHER OCCUPIERS/ RESIDENTS AGE COMPLIANCE VERIFICATION

OTHER OCCUPIER #1: _____ DATE OF BIRTH: _____
DRIVERS LICENSE #: _____ STATE/PROVENCE: _____
(other occupier # 1 – attach copy)

OTHER OCCUPIER #2: _____ DATE OF BIRTH: _____
DRIVERS LICENSE #: _____ STATE/PROVENCE: _____
(other occupier #2 – attach copy)

OTHER OCCUPIER #3 _____ DATE OF BIRTH: _____
DRIVERS LICENSE #: _____ STATE/PROVENCE: _____
(other occupier #3 – attach copy)

OTHER OCCUPIER #4 _____ DATE OF BIRTH: _____
DRIVERS LICENSE #: _____ STATE/PROVENCE: _____
(other occupier #4 – attach copy)

CRIMINAL BACKGROUND DISCLOSURE:

Has applicant/owner ever been convicted of a felony _____
Yes No

If yes, please describe felony conviction, date of conviction, dates of time served (if any) and whether or not applicant/owner has completed probation:

(add printed/typewritten sheet if needed).

Has co-applicant/co-owner ever been convicted of a felony _____
Yes No

If yes, please describe felony conviction, date of conviction, dates of time served (if any) and whether or not applicant/owner has completed probation:

(add printed/typewritten sheet if needed)

The same information related to the criminal background of any/all "other occupiers" must be provided on a separate sheet(s) and attached to this application. Applicants/occupants will not be summarily denied based upon a felony conviction and/or incarceration. The date(s), nature of the crime and post- conviction/incarceration applicant history will be considered by the Association in rendering its decision.

The applicant(s) and "other occupant(s)" listed/identified/disclosed herein, understand that the Association has the right and may choose to engage a third-party agency to research/investigate the information provided/omitted as to their criminal background/history if any. Applicant(s) and "other occupant(s)" listed/identified/disclosed herein agree to hold harmless both the Association and its third- party agent for any information included or omitted from their lawfully obtained findings and any action(s) resulting from those findings.

CERTIFICATION OF COMPLIANCE WITH GOVERNING DOCUMENTS - FINES AND LEGAL/COLLECTION

FEES INCURRED:

I /we am/are a prospective buyer(s) of Lot ____ Block__ also known as _____
Deerfield Beach, FL 33064.

I /we have been provided, and have read and understand the Declarations of Covenants,
Conditions and Restrictions and By Laws (CCRBL) of Highland Meadows Estates West Association, Inc.
(HMEW)

I/we understand that to be considered for approval, I/we will be required to meet in person with
Members of the Board of Directors and will have the opportunity to ask questions or seek clarifications
regarding any/all provisions of the CCRBL.

I/we understand that should we continue to seek approval following that meeting I/we agree
to comply fully and faithfully with the rules and restrictions as set forth in the CCRBL and with
any future amendments to said restrictions as may be duly and legally adopted by the governing
body at some future date. Should I/we be unwilling or unable to fully comply as stipulated herein,
we understand that we can withdraw our application and the estoppel fee of \$100 and security deposit of \$600
will be refunded to me/us.

I/we fully understand and agree to bear responsibility for the payment of any fines which may be
properly levied for violations of any of the CCRBL provisions and for any collection and/or legal
expenses which may be incurred by HMEW to secure compliance with said regulations and/or
to pursue the collection of properly levied fines.

Applicant / Owner Printed Name

Co-Applicant/ Owner #2 Printed Name

Applicant / Owner Signature

Co-Applicant / Owner #2 Signature

Co-Applicant / Owner #3 Printed Name

Co-Applicant / Owner #4 Printed Name

Co-Applicant #3 Signature

Co-Applicant / Owner #4 Signature

Notary Signature & Stamp

**CERTIFICATION OF COMPLIANCE WITH HMEW RULES FOR LEASING / RENTING/ OCCUPANCY &
FINES FOR NON-COMPLIANCE:**

The Board of Directors has established and adopted a set of rules consistent with its rule making authority for the purposes of both preserving the residential fabric of HMEW as well as providing clear guidelines for its owners/members and prospective owners.

Further, the State of Florida in which the Association is duly incorporated provides the governing bodies of homeowners' associations with the authority to impose fines for failure to comply with its lawful and effectively communicated bylaws, covenants, rules or regulations.

Pursuant to its Declaration and governing documents the Board of Directors of HMEW is empowered to act on behalf of the members of the Association in matters pertaining to its operations, advancement and wellbeing. To that end, the Board of Directors of Highland Meadows Estates Association Inc., has set forth the following rules, compliance guidelines and fines for non-compliance with same.

- No property shall be leased, rented or otherwise occupied (by non-owner/members) for any period greater than six (6) months in any calendar year.
- Leases, rentals or other occupancies of durations between one (1) month through four (4) months shall require the completion of a Renter Application/Registration document (the document) available at the business office, or via email, no later than thirty (30) days prior to the proposed start date. All individuals who will occupy the property during the lease / rental / other occupancy period shall be identified in the document. Failure to do so will constitute a violation of the rules and shall subject the owner/applicant to fines. Absent follow-up communication/ response from the BOD, said lease / rental /occupancy shall be considered authorized, consistent with the assertions and caveats contained in the application document.
- Leases, rentals or other occupancies for periods of four (4) though six (6) months shall require the submission of materials including both the proposed Lease and a Renter Application/Registration. The BOD decision relative to the approval or denial of said leases/rentals/other occupancies shall be communicated in writing to the owner/applicant. All individuals who will occupy the property during the lease / rental / other occupancy period shall be identified in the document. Failure to do so will constitute a violation of the rules and shall subject the owner/applicant to fines.
- Should the BOD at its sole and exclusive discretion deem that a criminal background check of the proposed renter(s) is in the best interest of the community, the costs of said background check shall be borne by the member/owner.

- Member / owners who fail to comply with these rules and guidelines shall incur a fine of \$100.00 per day, up to the maximum fine set forth in the Declaration, Article VII General Provisions, Section 6. Fines.
- Pursuant to the General Affidavit executed by each owner at the time of their membership application and condition thereof, owner/members found in non-compliance shall be subject to both collection and legal costs incurred by the Association in pursuit of unpaid fines and/or compliance.

I /we am/are a prospective buyer(s) of Lot ____ Block__ also known as _____
 _____ Deerfield Beach, FL 33064.

I / we have read and understand the Rules for Leasing / Renting/ Occupancy and Establishment of Fines for Non-Compliance detailed above.

I/we fully understand and agree to bear responsibility for the payment of any fines which may be properly levied for violations of any of these rules and for any collection and/or legal expenses which may be incurred by HMEW to secure compliance with said rules and/or to pursue the collection of properly levied fines.

 Applicant/ Owner Signature

 Co-Applicant / Owner #2 Signature

 Co-Applicant/ Owner #3 Signature

 Co-Applicant / Owner #4 Signature

 Notary Signature & Stamp

CERTIFICATION OF TRUTH AND ACCURACY OF THIS APPLICATION:

I/We the applicants and prospective owner/owners hereby certify that all of the information supplied in this application is true and correct to the best of our knowledge. I/We further understand that the approval of this application for ownership/occupancy is based almost entirely upon the information I/we have provided herein as well as information provided at the personal interview with the Board to be conducted should this written application warrant same.

I/We further understand and agree that should the Association approve this application based upon incorrect, inaccurate, incomplete and/or faulty information and/or verbal disclosures or failures to disclose, that the Board on behalf of the Association will seek to remedy this matter by any and all means available to it under Florida State statutes.

Applicant/ Owner Signature

Co-Applicant / Owner #2 Signature

Co-Applicant/ Owner #3 Signature

Co-Applicant / Owner #4 Signature

Notary Signature & Stamp

END