



**APPLICATION FOR OCCUPANCY**

**PURCHASE ONLY**

The Master Association requires prospective owners to attend an orientation meeting to learn the rules and regulations of the community. This meeting will take place at \_\_\_\_\_, Failure to comply may result in your application being declined. Failure to comply with the rules and regulations of the community will result in assessed fines.

All prospective owners must complete a Master Association's application and must submit the following documents.

- \_\_\_\_\_ Master Association Application
- \_\_\_\_\_ Copy of valid identification card and/or driver's license for ALL residents
- \_\_\_\_\_ Gate Information form
- \_\_\_\_\_ Resident Parking Bar Code Form (leave out decal number)
- \_\_\_\_\_ Copy of vehicle registration(s) for each vehicle
- \_\_\_\_\_ Copy of Purchase Contract
- \_\_\_\_\_ 100.00 Application Fee (Check or Money Order)
- \_\_\_\_\_ Rules and Regulations – Signed Receipt Form

Your application will be returned as incomplete if any of the above is missing

Please mail the original to:

**THOUSAND OAKS AT CONGRESS MASTER  
ASSOCIATION, INC.**

1034 Center Stone Lane  
Riviera Beach, FL 33404  
Phone: (561) 845-1016  
Fax: (561)429-3134  
E-Mail: [thousandoaks1@yahoo.com](mailto:thousandoaks1@yahoo.com)

**APPLICATION FOR OCCUPANCY**

Please complete all questions and fill in all blanks. If application is incomplete, this may result in your application not being processed and/or not approved. If the question does not apply, answer N/A. Print legibly or type all information.

Thousand Oaks Address: \_\_\_\_\_ Date of Occupancy: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Contact Phone #: \_\_\_\_\_

Applicants: Please list ALL people that will be residing at this residence.

Full Name:	D.O.B	Driver License #:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

VEHICLES: Please list all automobile information. (MUST PROVIDE COPY OF REGISTRATION FOR EACH VEHICLE)

Year: _____	Make: _____	Model: _____	Color: _____	Tag #: _____
Year: _____	Make: _____	Model: _____	Color: _____	Tag #: _____
Year: _____	Make: _____	Model: _____	Color: _____	Tag #: _____
Year: _____	Make: _____	Model: _____	Color: _____	Tag #: _____

Pet Registration Information

Type of Pet (Please circle one): Dog    Cat    Bird    Other Specify: \_\_\_\_\_

Name: \_\_\_\_\_ Breed: \_\_\_\_\_ Age: \_\_\_\_\_

Weight: \_\_\_\_\_ License / Tag Number: \_\_\_\_\_

I am aware of the Thousand Oaks at Congress Master Association, Inc. Rules and Regulations and restrictions regarding pets on the property and agree to abide by them. Pit Bull Dogs or other dogs which in the reasonable determination of the Board of Directors are determined to be a threat to the safety of the occupants of the Project will not be permitted.

If this application is NOT legible or is not completely and accurately filled out, Thousand Oaks at Congress Master Association, Inc. will not be liable or responsible for any inaccurate information in the investigation and related report (should there be one) caused by such omission or illegibility.

By signing the application recognizes that Thousand Oaks at Congress Master Association, Inc. or their agent may investigate the information applied by the applicant, and a full disclosure or pertinent facts may be made to the Association.

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# THOUSAND OAKS at CONGRESS MASTER ASSOCIATION, INC.

## INFORMATION FORM

OWNER: \_\_\_\_\_ RENTER: \_\_\_\_\_

Name of Homeowner(s): \_\_\_\_\_ Pin# \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Owner:** Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Emergency #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(If different from above) Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Names of Residents / Tenants:

_____	Relationship: _____
_____	Relationship: _____
_____	Relationship: _____
_____	Relationship: _____
_____	Relationship: _____
_____	Relationship: _____

Vehicle Registration & Decal:

_____	_____	_____	_____	_____	_____	Decal #: _____
Make	Model	Year	Tag#	Color	Registration #	
_____	_____	_____	_____	_____	_____	Decal #: _____
Make	Model	Year	Tag#	Color	Registration #	
_____	_____	_____	_____	_____	_____	Decal #: _____
Make	Model	Year	Tag#	Color	Registration #	
_____	_____	_____	_____	_____	_____	Decal #: _____
Make	Model	Year	Tag#	Color	Registration #	

Names of Commercial Service Companies:

_____	Type of Service: _____
_____	Type of Service: _____
_____	Type of Service: _____

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**It is the Homeowner's Responsibility to keep Thousand Oaks advised of any and all resident information changes**

Please mail to:

**THOUSAND OAKS AT CONGRESS MASTER ASSOCIATION, INC.**

1034 Center Stone Lane

Riviera Beach, FL 33404

Phone: 561-845-1016

E-mail: [thousandoaks1@yahoo.com](mailto:thousandoaks1@yahoo.com)

# **Community Center Amenities**

## **General Rules**

The Community Center is for the enjoyment of members/owners.

A member is defined to include the owners of record of the home within either, THOUSAND OAKS Homeowners' Association, Inc. Association. Parents of unit owners whose legal and permanent residence is within the members unit are also entitled to be members.

- A member will be required to be with their guest while using the facility (this includes the Pool, the Fitness Center, Tennis Courts, Basketball/Sports Courts and Party Pavilion)
- Must be 18 years or older unless accompanied by parent or guardian. Age requirement will be strictly enforced. It is the duty and responsibility of the member to become familiar with these requirements and to cooperate in the enforcement thereof.
- Dress code – Proper attire is to be worn at all times in accordance with acceptable practice for the particular facility. Shirt, cover-up and shoes must be worn at all times.
- Parents will be responsible for the conduct of their children at all times.
- Members using the facility are responsible for leaving it clean after its use.
- The cost of replacing any property that is broken damaged or removed by a member or guest shall be charged to the member concerned.
- No pets shall be permitted anywhere in the pavilion, fitness center, and the tennis, basketball or sport courts or in or around the pool or on the common areas immediately adjacent to these facilities.

## **Fitness Building**

Fitness Room Members and guest use the workout room at your own risk. It is strongly recommended that you consult your physician prior to beginning any exercise program.

- Children under 18 are not permitted unless escorted and under the direct supervision of their parent.
- Pets are not allowed.
- Everyone using the workout room is required to bring a towel to wipe the equipment dry after use.
- All radios, CD's, tape decks, etc. are required to have a set of headphones when listening to audio programming.
- Tennis or like soft-soled athletic shoes must be worn at all time in the workout room. Bare feet are strictly prohibited.
- Bathing suits are not permitted attire in the workout room. Under no circumstances will bare-chests be permitted in the workout room.

## **Pool**

Thousand Oaks Homeowner's Association, Inc., its members, Board of Directors or Property Management Company and their representative will in no way be liable for loss, damages, or injuries to any resident or guest in connection with the use of this facility.

- No diving in the pool.
- No Alcoholic beverages allowed at the pool.
- Children under the age of 18 are not permitted in the pool unless under the direct supervision of their parents.
- A shower must be taken prior to entering the pool.
- All persons using the pool must have a towel.
- Towels may not be used to reserve chairs.
- No glass is allowed in pool or anywhere around the pool area or deck.
- All radios, CD's, tape decks, etc. are required to have a set of headphones when listening to audio programming.
- Pets are not allowed
- Persons with open sores, cuts or communicable diseases may not enter the pool.
- Diapered aged children must wear swim pants in the pool.
- Food or drinks must be kept a minimum of 10 feet back for the pool edge.
- Floats may only be used if not creating a nuisance for other bathers.

## **Tennis/Basketball Courts**

- No food intoxicants or glass containers will be permitted on the courts. Courts are not to be used for any purpose other than to conduct a game of tennis.
- Tennis/Sport Dress Code: Tennis shoes must be worn at all times. No bare feet allowed. Proper attire should be worn at all times. No bare chests and No bathing suits.
- No roller-skating, skateboarding, rollerblading or bicycling riding or big wheels.
- No pets allowed on the courts.
- Smoking is prohibited.
- Use of profanity or unsportsmanlike-like conduct is prohibited.
- Please be prepared to relinquish the court after one half's play for doubles and hour for singles.
- Lights will be turned off after use. For safety and enjoyment of others please no excessive noise, racquet throwing, ball abuse or profanity. Do not lean or climb on nets.

### **Tot Lot/Playground**

- Tot lots are for the use of toddlers and they must be accompanied by and directly supervised by their parents.

### **Picnic/B.B.Q. Areas**

- Members/owners are responsible to clean out the grill contents after each use.
- Be prepared to relinquish the area when others are waiting after one and one-half hour.

### **Hours of Operation**

Fitness Center	Mon – Sun 5:00 AM – 9:00 PM
Swimming Pool	Mon – Sun Daylight to Dusk
Tennis Courts	Mon – Sun 8:00 AM to 10:00 PM
Basketball & Sports Courts	Mon – Sun 8:00 AM to 9:00 PM
Tot Lot	Day light hours only



# **COMMUNITY RULES AND REGULATIONS**

**Air conditioners:**

1. At no time will a window A/C unit be permitted in the Manor Homes, Townhomes or Single Family homes.

**Antennas (Satellite Dishes):**

1. Exterior TV or radio antennas are not permitted.
2. Satellite dishes with a diameter of 24 inches or less will be approved with the following conditions:
  - A. Dish must be installed at least 8 feet above the finished floor of the home
  - B. Dish may not be installed on the front of the home
  - C. Dishes installed on sidewalls must be installed within 6 feet from the rear of the home (Manor Homes – Satellite must be installed no higher than 3 feet from the ground)
  - D. Dishes may not be installed on the roof or on roof overhangs
  - E. Cables required for installation of any dish may not be exposed for more than 3 feet on the outside wall. All exposed cables on outside walls shall be painted to match the existing building color providing that the paint will not degrade the signal.
  - F. You must submit an Architectural application with a survey showing the location of the dish, to the ARC for approval prior to installation.

**Awnings:**

1. Only retractable rollout awnings encased on rear of home are permitted.
2. You must submit an Architectural application with a survey showing location and sample of fabric, to ARC for approval prior to installation
3. Periodic cleaning and eventual replacement by owner may be directed at the discretion of the Board of Directors

**Basketball Hoops:**

1. Portable basketball backboards MUST be brought inside the garage EACH NIGHT.
2. Shall not cause a nuisance
3. Portables CAN NOT be set up in the streets or sidewalks
4. No roof or roof-mounted backboards are permitted
5. You must submit an Architectural application with a survey, showing location to ARC for approval prior to installation.

**Boats:**

1. Shall be stored in garage and shall not be visible from the street
2. No use of community lakes is allowed

**Business:**

1. There shall be no business conducted such as, Auto mechanic.
2. There shall be no Day care without Board approval

**Clothes Drying:**

1. No garments, rugs, or any other materials may be hung, exposed, or dusted from the windows balconies or from the front façade of any home. Further, no outside clotheslines or other facilities for drying or airing clothes shall be erected in the front yard or backyard of any home
2. No garments, rugs, or any other material is to be seen from the street.



### **Driveways & Walkways:**

1. Surfaces must be consistent with original approved materials and colors
2. Surfaces must be cleaned and free of oil and other surface stains  
(Master Association reserves the right to correct deficiencies at the property owner's expense including any legal fees that may be associated with the cost)
3. You must submit an Architectural application with a survey, showing color picture or sample of resurfacing material to ARC for approval prior to installation
4. No side extensions to the drives or walks are allowed.

### **Exterior House Light:**

1. All additional light fixtures require Architectural approval. Along with your architectural application, submit a picture of the fixture and a copy of your survey, showing the location, to ARC for approval prior to installation.

### **Fences:**

Contact ARC for guidelines in your specific neighborhood. You must submit an Architectural application with a survey showing fence location for approval prior to installation. Municipal permits are the responsibility of homeowner. Rear gates, a minimum of five (5) foot wide are required to allow access of lawn maintenance equipment. These gates MUST be kept unlocked at all times.

#### **A. Dry (interior) Lots**

1. 5' black or white aluminum or black vinyl coated chain link style
2. Must be set back at least 5 feet from front corners of house
3. Fences must be set in a least 5 feet from the sidewalk on the side of the property facing the street.
4. Due consideration should be giving to any easements that may exist.

#### **B. No Fences are allowed on the Manor Homes or Townhomes.**

### **Flagpoles & Flags:**

1. No flags or banners other than American flags subject to approval (as to size and location)
2. Flagpoles are not permitted: only brackets mounted to the front exterior of house.
3. You must submit an architectural application with a survey showing location to ARC for approval prior to installation.

### **Furniture (Outdoors):**

1. Outdoor furniture need not be submitted to the Board for approval prior to being constructed or installed provided that they conform to the following guidelines:
2. Outdoor furniture (patio) shall be complementary to the exterior color scheme of the building
3. Furniture in a state of disrepair (i.e. furniture cushions and umbrellas must be free of fading and discoloration and frames must be free from rust.)
4. Indoor furniture can not be in front or back of the house on the balcony and must not be seen from the street.

### **Garage Conversions:**

1. Garage Conversions are not permitted
2. No garage should remain open at anytime unless being used for a specific purpose
3. No garage shall be used to house people

### **Gate Access:**

1. No permanent visitations list
2. All visitors must register with security upon entry. All others are trespassing
3. No moving vehicles will be allowed in the community without prior approval

**House Colors:**

1. Shall remain as original colors selected for the community
2. You must submit an architectural application to ARC for approval prior to painting

**Lakes & Wetlands Preserves:**

1. No swimming, fishing or boating is allowed

**Landscaping & Plant Materials:**

1. You must submit an Architectural application prior to landscaping replacement
2. Landscape changes for Manor Homes and Townhomes are not allowed.

**Nuisances:**

1. Shall not create an annoyance to the neighborhood (i.e. pets, music, parties, etc)
2. Rodents shall be controlled by the owner or tenant

**Parking:**

1. On street parking, parking across sidewalks, parking on lawns or common areas is NOT PERMITTED.
2. No overnight parking is allowed at the recreation center. All parking at the recreation center (i.e. parties) must be approved.

**Pets:**

1. No livestock or poultry shall be kept, maintained or bred in any residential unit except for fish in an aquarium and birds in a cage and maintained in the interior residential unit and not more than two (2) only per home
2. No pit bulls are permitted
3. All pets must be leashed at all times
4. Pet owners must pick up after their pets
5. Pets cannot be left outside barking or creating an annoyance of any kind to the neighbors
6. Picture of pet and pet registration form is required.

**Play Equipment (Swing sets, trampolines, etc.):**

1. Are not allowed in Manor Homes or Townhomes
2. You must submit an Architectural application with a survey showing locating to ARC for approval prior to installation

**Pools & Pool Equipment:**

1. Not allowed in Manor Home or Townhomes
2. You must submit an Architectural application with a survey showing scaled drawing of pool/spa. It is suggested that you receive ARC approval before going to the city for the necessary permits.

**Screen Enclosures & Screen Doors:**

1. You must submit an Architectural application for approval prior to installation.

### **Seasonal Lights & Holiday Decorations:**

1. May only be displayed for a total of 40 days per calendar year, not before Thanksgiving and must be removed by January 10<sup>th</sup> of January.

### **Signs:**

1. No signs are permitted. No signs of any kind can be placed on community common ground.

### **Soliciting:**

1. There shall be no soliciting of any kind.

### **Storage sheds:**

1. Are not permitted

### **Storm Shutters:**

1. Shall preferably have removable panels
2. Roll-down and sliding models shall match wall color
3. No Bahama Shutters are permitted
4. Panels must be in place no earlier than 48 hours prior to storm or warning, and must be removed within 7-14 days after a storm and 48 hours after a warning.

### **Subleasing:**

1. No subleasing is allowed in Thousand Oaks Community. If a family member, friend or visitor, etc., reside in your residence for more than 2 weeks, they must be approved or they will not have gate access.

### **Trash Containers:**

#### **Trash Days: Monday & Thursday – Recycle on Monday - Big Items on Thursday**

1. Must be made of rigid plastic with 20-32 gallon capacity, well-sealed (bags alone are not permitted)
2. No trash containers can be put out earlier than 24 hours before pick up.
3. Containers must be brought in no later than 12 hours after collection and stored out of view
4. No loose trash is allowed on the lawns. Unit owners/occupants are responsible for picking up debris on their proper.

### **Vehicles:**

1. No recreational vehicles, campers, trailers of any kind or use, or mobile homes permitted
2. Commercial vehicles must be kept in garage at all times. Vans must have at least 50% windows to be left in driveway area.
3. No Go-carts, motor bikes, scooters, mopeds, golf carts, gas operated skateboards, etc. are NOT permitted on our community streets
4. Commercial tractors, bobcats, dump trucks or heavy trucks of any kind are NOT permitted on community streets without prior consent.
5. All vehicles must be street legal (current tag and registration), all vehicles must be street worthy (no flat tires, no broken windows). Any violation - vehicle will be towed without notice.

### **Window Films & Exterior Coverings:**

1. You must submit an Architectural application with a survey, showing location and sample of film to ARC for approval prior to installation.
2. NO aluminum foil, newspaper or bed sheet coverings are permitted.



# Thousand Oaks

## Resident Parking Bar Codes

Unit Owner Names(s) \_\_\_\_\_

Tenant Name (if applicable) \_\_\_\_\_

Lease Term: Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Unit Address: \_\_\_\_\_

Vehicle # 1 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Bar Code #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle # 2 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Bar Code #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle # 3 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Decal #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

Vehicle #4 Make: \_\_\_\_\_ Model: \_\_\_\_\_  
Tag #: \_\_\_\_\_ Color: \_\_\_\_\_  
Bar Code #: \_\_\_\_\_ Date Issued: \_\_\_\_\_

1. Decals will be applied to the vehicle at the guardhouse. NO decals will be issued to individuals. Once applied, decals are not permitted to be removed, to be put on other vehicles. Tenant decals will expire upon lease termination date. All Tenant information to be verified with Property Manager. Each bar code will be available at the cost of \$50.00. Maximum of 4 per household. Please attach a copy of the vehicle's registration document for each vehicle.
2. Decals are for owners and tenants ONLY. They are NOT to be issued to visitors, vendors or any other entity that is not an owner or tenant within Thousand Oaks, unless agreed by the majority vote at an HOA meeting.
3. Please be advised that any owners who are delinquent in their HOA assessments will not be issued with Bar Codes, until their assessments are bought up to date by the owner.
4. Please be advised that all tenants must be approved by the Screening Committee of Thousand Oaks, and any tenants that have not been screened will be refused Bar Codes. Homeowners with tenants must inform the Property Manger's office that they are renting their property, to enable the Property Manager to confirm their legal residency within Thousand Oaks.



# COMMUNITY RULES AND REGULATIONS

By signing this for you are stating that you have received a copy of the Rules and Regulations, you agree to abide by the Rules and Regulations of this Association.

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Buyer \_\_\_\_\_ Date \_\_\_\_\_

Any questions, please call your Property Manager at 561- 845 -1016

## Pet Registration Information

Type of Pet (Please circle one): **Dog\*\*** Cat Bird Other

Specify: \_\_\_\_\_

**\*\*Breed:** \_\_\_\_\_

Pet's Name \_\_\_\_\_

Pet's Age \_\_\_\_\_

Pet's Weight: \_\_\_\_\_

Pet's License / Tag Number: \_\_\_\_\_

I am aware of the Thousand Oaks at Congress Master Association, Inc. Rules and Regulations and restrictions regarding pets on the property and agree to abide by them. **Pit Bull Dogs or other dogs which in the reasonable determination of the Board of Directors are determined to be a threat to the safety of the occupants of the Project will not be permitted.**

PET OWNER'S NAME:

\_\_\_\_\_  
Print

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date