

Seagrove Property Owners Association, Inc.

NEW BUYER SALE NOTIFICATION PACKET

Please complete the New Buyer's Sale Notification Packet and Return to Elliott Merrill Community Management along with the following:

- A copy of the executed Sales Contract.
- A check in the amount of \$75.00 made payable to Seagrove POA
- A clear copy of every applicants government issued photo ID

The New Buyers Packet and a copy of the Sale Contract must be all submitted as one package to the management company. Please do not submit these items in pieces.

You may return this packet by mail or hand delivery to:

Elliott Merrill Community Management
Attn: Haley Breier
835 20th Place
Vero Beach, FL 32960

Should you have any questions you may contact Haley Breier at haleyb@elliottmerrill.com or by phone at 772-569-9853 x 105.

Seagrove Property Owners Association, Inc.

c/o Elliott Merrill Community Management
835 20th Place Vero Beach, FL 32960
Phone (772) 569-9853 – Fax (772) 569-4300
haleyb@elliottmerrill.com

HOMEOWNER SALE NOTIFICATION

Buyer Name(s): _____

Property Address #: _____

Phone Numbers/Name: _____ HOME _____ WORK _____ CELL _____

Phone Numbers/Name: _____ HOME _____ WORK _____ CELL _____

Email Address(es): _____

Alternate Mailing Address (if different from property address): _____

Home Phone Number at Alternate Address: _____

RESIDENT DIRECTORY:

Do we have your permission to list you in the resident directory? Yes _____ No _____

Should your email address be included? Yes _____ No _____

EMERGENCY CONTACT:

Name(s) of person(s) other than homeowner to contact in case of emergency:

Name: _____ Phone Number: _____ Email: _____

INTENDED USE OF HOME:

Are you purchasing this home for: (____) Personal Housing (____) Rental to others (____) For Relatives

Will the home be occupied: (____) Year Round (____) Seasonal

Will buyer(s) of the property be absent for longer than one (1) month with others residing in the household? _____

If yes, please explain: _____

Please list names and relationships of all persons in addition to the buyers who will occupy the home for more than 30 days per year:

Occupant: _____ Relationship: _____ Age: _____

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Occupant: _____ Relationship: _____ Age: _____

PETS:

Do you intend on keeping a pet in your home? ()No () Yes

**All pets must be kept under control by means of a leash or other restraint control at all times when outside of an enclosure and must not become a nuisance by barking or other activity not permitted to intrude upon the property of others. Pets under leash or other restraint control are permitted on common property. Pet excrement must be removed immediately by the pet's owner from common areas and from the property of others. Please refer to POA Rules & Regulations regarding pet ownership.*

Pet #1 – Type: _____ Size: _____

Pet #2 – Type: _____ Size: _____

GOVERNING DOCUMENTS:

I ATTEST THAT I HAVE RECEIVED A COPY OF THE POA'S GOVERNING DOCUMENTS INCLUDING:

- **THE ARTICLES OF INCORPORATION**
- **DECLARATION OF COVENANTS**
- **BY-LAWS AND AMENDMENTS**
- **RULES AND REGULATIONS**
- **POA ARC GUIDELINES**

Buyer signature: _____ Printed Name: _____ Date: _____

Buyer signature: _____ Printed Name: _____ Date: _____

Seagrove East is a deed-restricted community. It is particularly important to read and abide by the POA's Rules and Regulations, Governing Documents, and Architectural Review Guidelines.

PLEASE RETURN THIS FORM TO SAMANTHA JOHNSON AT ELLIOTT MERRILL COMMUNITY MANAGEMENT AT THE ADDRESS OR EMAIL ADDRESS PROVIDED IN THIS FORMS HEADER.

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c/o Elliott Merrill Community Management
835 20th Place Vero Beach, FL 32960
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**Consent to Receive Seagrove POA Notices
via Electronic Transmission**

In order for the Association to send via email, notices that would otherwise require regular postal mailing, the Association must receive and keep in the records this written consent form. Therefore, the board requests that you sign and date this document and send it via regular mail, certified mail, other commercial delivery service, fax message, email attachment, or hand delivery to:

Seagrove Property Owners Association, Inc.
c/o Elliott Merrill Community Management
835 20th Place, Vero Beach, FL 32960

I/we, _____, owner(s)

of _____ consent to receive via electronic transmission all and any documents, notices, or invoices that the board of association may elect to send to me, or is otherwise required to send to me as owner.

The email address(s) to use for those notices is:

I/we agree to notify the Association if at any time there is a change in my/our email address, but such notification of a new address shall not constitute a revocation in the electronic consent.

I/we understand that I/we may revoke this consent at any time by delivering in the same manner as this consent my/our written and signed instruction to revoke consent. I/we also understand that should the board of association experience two consecutive unsuccessful attempts to send any notice, that such experience constitutes an automatic revocation of my/our consent.

Signature Date

Signature Date

SEAGROVE POA BARCODE FORM

Lot # _____

Name: _____

Address: _____

Telephone: _____

Email: _____

	NAME	DECAL NUMBER	YEAR	MAKE	MODEL	COLOR	STATE/PLATE #
VEHICLE #1							
VEHICLE #2							
VEHICLE #3							
VEHICLE #4							

**** If at any time you get a new vehicle, please notify the management company at 772-569-9853 x 105 or by email at haleyb@elliottmerrill.com**

Submitted on: _____ By: _____

Welcome to Seagrove

FAQ's for New Owners and Residents

Welcome to Seagrove! As you have already decided, this community is a special one in Vero Beach. Like many neighborhoods, ours is a Property Owners Association or POA. This is also referred to as a homeowner's association. If you have never lived in an association, there are wonderful benefits not the least of which is a set of agreed upon rules that help us keep Seagrove beautiful and safe. Early on these rules might trip you up unless you prepare yourself properly. We've created this FAQ to try to help as you acclimate to Seagrove.

What should I be aware of early on in my move?

Rules, Truck Size, Timing: While there is an entire set of documents governing Seagrove, you should familiarize yourself with the Rules and Regulations. These outline very practical everyday items like pets and speeding. Take particular note of items like the size of trucks that are allowed in the neighborhood. Moving trucks or furniture deliveries can be complicated by this rule, so you should plan ahead for smaller or shuttle vehicles. Also, deliveries are not allowed in the evenings or on the weekends. So, plan accordingly!

What else should I know about an Association?

Documents, Board, Community Association Manager: The Association has a set of documents that govern the operation of the community. You will be provided a copy. There is a Board of 7 neighbors who serve 3-year terms to support the community. We also have a Community Association Management Company, Elliott Merrill Community Management with a point of contact of an Administrative Assistant named Samantha Johnson and a manager named Laurie Tyler. Their team will be there for you if you have any questions or need guidance. The Board members are also available for questions you may have. And your neighbors are often a good source of information!

Which documents are most important?

Rules and Architectural Review: Most residents would say the Rules and Regulations and the Architectural Review Documents are the documents that affect most day-to-day issues. The Association must approve many decisions you want to make about your home and landscape design. The Architectural Review Documents are extensive and they do restrict design elements both large and small. Changes require approval using forms that are submitted to Elliott Merrill Community Management.

What else should I know?

Speeding, Lighting, Hurricanes: Over time you will become familiar with the priorities for the neighborhood. This year we are looking to influence neighbors to adhere to lighting standards (sunset to sunrise) and to be cautious of speed in the community. We've got lots of sweet little young folks who we want to protect! We don't have sidewalks, so evening dog walkers are not always visible unless everyone keeps their outdoor lighting on! And yes, we do have the occasional storm, so please make sure you understand the rule around boarding up the home.

Are there other resources?

Directory: Your Seagrove Oceanside Directory is an excellent source of information. It includes Board contact information, utilities, neighbor contacts, and a copy of the Seagrove Rules and Regulations. And your neighbors are wonderful! It's a truly special place to live and we know you will enjoy it.