

# VERONA TRACE HOMEOWNERS ASSOCIATION, INC.

C/O Elliott Merrill Community Management  
835 20<sup>th</sup> Place, Vero Beach FL 32960  
[www.ElliottMerrill.com](http://www.ElliottMerrill.com)

## APPLICATION FOR PURCHASE

**THIS APPLICATION AND ALL SUPPORTING DOCUMENTS MUST BE SUBMITTED  
THIRTY (30) DAYS PRIOR TO CLOSING**

All applications for membership are conditional upon and subject to the approval of the Board of Directors of the Verona Trace Homeowner's Association, Inc. In no event shall a unit be occupied prior to the approval of this Application by the Board of Directors.

**Owners may not lease or sublease their home for the first two (2) years of ownership as determined from the recording date of the deed.**

### **Checklist of items to be submitted with this application:**

- **A \$100 application fee payable to Verona Trace.**
- **A \$30 background check fee payable to Verona Trace (per person/adult over 18 years old).**
- A copy of all occupants (18+) Driver's License and/or Picture ID
- A copy of the sales contract form must also be submitted
- Any additional applicant and/or occupant (18+) must also submit a completed Background Authorization form.

**PLEASE COMPLETE ALL BLANKS (put N/A if not applicable)**

APPLICATION DATE: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

VERONA TRACE ADDRESS: \_\_\_\_\_

CURRENT OWNER(s): \_\_\_\_\_

NAME OF PURCHASER: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

NAME OF Co- Purchaser: \_\_\_\_\_

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

NAME OF CHILDREN OR RELATIVES TO RESIDE IN UNIT:

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

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

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

EMERGENCY CONTACT INFORMATION:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
PHONE

**EXPECTED OCCUPANCY:** Please Circle One: Full Time Seasonal Rental

**RENTAL OR SEASONAL ONLY:** Please list your second mailing address for POA notices & assessment invoices.

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**PLEASE READ AND COMPLETE THE FOLLOWING:**

- A. Below are the Parking Restrictions that the HOA would like each owner/occupant to sign that they acknowledge they have reviewed. **Please note that these restrictions will be enforced and can incur violations, fees, and towing dependent upon the nature and history of the non-compliance.**

**Parking of Vehicles**

*14.5.1 Parking. Owners' automobiles shall be parked in the garage or driveway, if provided, and shall not block the sidewalk. No vehicles of any nature shall be parked on any portion of Verona Trace or a Lot except on the surfaced parking area thereof.*

**Parking on the street overnight is prohibited. Parking which impedes the sidewalk and parking on the grass/swale is prohibited.** Please utilize your garage for additional vehicles and advise your guests to park in the guest/overflow parking locations. The HOA has enlisted Charlie's Towing to tow those vehicles not in compliance.

Parking enforcement company services will be scheduled to patrol Verona Trace on a rotating schedule to make sure we enforce our documents and regulations. First time violators will be tagged. Second time violators will be towed at the vehicle owner's expense.

**Prohibited Vehicles**

*14.5.3 Prohibited Vehicles. No commercial vehicle, limousines, recreational vehicle, boat, trailer including, but not limited to, boat trailers, house trailers, and trailers of every other type, kind or description, or camper, may be kept within Verona Trace except in the garage of a Home.*

**VEHICLE INFORMATION:** To be completed by purchasers.

Vehicle # 1: YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ STATE OF REGISTRATION: \_\_\_\_\_

Vehicle # 2: YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ STATE OF REGISTRATION: \_\_\_\_\_

Vehicle # 3: YEAR: \_\_\_\_\_ MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_

LICENSE NO: \_\_\_\_\_ STATE OF REGISTRATION: \_\_\_\_\_

- B. Dogs, cats, and pet birds, may not exceed the allowable amount per County Ordinance. Aggressive dogs, of any size, are prohibited on the Property.

**PET INFORMATION:** To be completed by renters and purchasers.

NUMBER OF PETS: \_\_\_\_\_

PET 1 NAME: \_\_\_\_\_

BREED: \_\_\_\_\_

PET 2 NAME: \_\_\_\_\_

BREED: \_\_\_\_\_

PET 3 NAME: \_\_\_\_\_

BREED: \_\_\_\_\_

- 1) I/We understand that approval of this Application is entirely discretionary with the Board of Directors of the Association, and the Board's decision is final.
- 2) The owner(s) and applicant(s) understand and agree that the only person or persons that may occupy the unit are those persons whose names appear herein as applicant and members of the applicant's family, and that violation of this covenant shall grant to the Association the right to have all persons residing in said unit immediately evicted.
- 3) The owner(s) shall be responsible for all costs and expenses, including court costs and attorney's fees incurred by the Association in enforcing this covenant, this being a condition of approval of this Application.
- 4) I/We have received a copy of the Rules & Regulations of the Association and I/We hereby agree in all respects to abide by said Rules & Regulations.
- 5) I/We, as purchasers have received a copy of the Associations Documents and Amendments thereto and I/We hereby agree in all respects to abide by said Documents.
- 6) I/We the undersigned acknowledge thereto by signing below; and to the best of my/our knowledge, the information given on this application is true and correct.

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Signature & Date

\*\*\*\*\*  
Approximate closing date must be included with specific instructions for sending approval and statement concerning assessments to:

(Circle One):

A. Title Co: \_\_\_\_\_

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

OR

B. Attorney: \_\_\_\_\_  
\_\_\_\_\_

***REQUIREMENT OF CLOSING AGENT: Verona Trace HOA c/o Elliott Merrill Community Management; 835 20<sup>th</sup> Place, Vero Beach FL 32960, must be provided with a copy of the Deed to the unit being sold, this completed application and appropriate fees.***

**BACKGROUND CHECK CONSENT FORM**

PRINT CLEARLY – ALL FIELDS ARE REQUIRED.

ALL TENTATIVE RESIDENTS OVER THE AGED OF 18 MUST COMPLETE THIS FORM

1. Applicant's Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

S.S. # \_\_\_\_\_ DL # \_\_\_\_\_ State \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Co-Applicant's Name (please print): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

S.S. # \_\_\_\_\_ DL # \_\_\_\_\_ State \_\_\_\_\_

Current Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

*Note: Convictions of misdemeanors or felony crimes DO NOT automatically drop off your records after a specified period of time. The court must be petitioned in order to have any conviction of a crime removed.*

1. Have you **EVER** been convicted as a sex related crime? ☐ Yes ☐ No

2. If yes, did the crime involve force or minors? ☐ Yes ☐ No

3. Have you **EVER** been convicted of a crime involving violence or threat of violence? ☐ Yes ☐ No

4. Have you **EVER** been convicted of criminal activity in drugs or alcoholic beverages resulting in a felony? ☐ Yes ☐ No

5. Have you **EVER** been convicted of any other crime except a minor traffic violation? (Includes traffic crimes) ☐ Yes ☐ No

6. Have you been arrested within the last three years for which there has not yet been an acquittal or dismissal? ☐ Yes ☐ No

Applicant(s) represents that all of the above information on the application for purchase are true and complete and hereby authorize Verona Trace HOA to check civil, criminal and driving records, etc. to verify any statement on this form. I hereby release all people, companies or corporations furnishing such information from liability and responsibility. I agree that a photographic copy or a telephonic facsimile of this document shall be valid for all purposes.

I acknowledge reading and receipt of this note and further acknowledge through my signature(s) that a negative criminal check will void this application and the sale.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-Applicant's Signature

\_\_\_\_\_  
Date

## **Consent to Use Electronic Transmission for Verona Trace HOA, Inc. Communications**

**Note:** The completion and return of this form will authorize **Verona Trace HOA, Inc. (the “Association”)** and its community management company, **Elliott Merrill Community Management (the “Manager”)** to use the E-mail address designated below for the delivery of Association-related communications and documents.

Examples of communications and documents sent via email include but not be limited to:

- Notice of upcoming meetings (Board, Members, Budget, and Assessment)
- Association meeting minutes
- Association notices of maintenance issues affecting entire community
- Association notice of outside issues that have an impact on our community (e.g. nearby road closures, local construction impact, relevant governmental issues)
- ACC notifications (e.g. roof cleaning, painting, power washing...)
- Association election reminders
- Request for owner input on various subjects
- Reserve Funding Study
- Committee minutes

I/We, \_\_\_\_\_ permit Verona Trace HOA to use electronic transmission to

Owner Name-Please Print

send required and permitted notices and communications to me using the e-mail address provided below. I agree to promptly inform the Association whenever my e-mail address changes and understand that I cannot receive electronic transmission of notices, unless I provide a valid e-mail address.

**PLEASE PRINT CLEARLY**

Email Address(s): \_\_\_\_\_  
\_\_\_\_\_

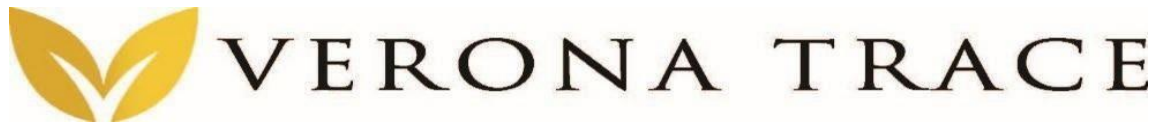
Verona Trace Address: \_\_\_\_\_

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

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

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

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



**RE: Community Parking Compliance**

Dear Future Resident/ Tenant/ Occupant:

We want to Congratulate & Welcome you to Verona Trace HOA, whether it is temporary or permanent.

The purpose of this letter is to communicate with you about Parking Enforcement of the Verona Trace and the penalties that may occur should a home be in non-compliance with the rules of the HOA.

**These rules apply to all residents, tenants, and visitors with the understanding that Verona Trace is a deed restricted community.**

There is a myriad of restrictions in the Declaration which govern the use of property in Verona Trace. For Homeowners, these restrictions can also be found in the Verona Trace governing documents, which includes the Declaration. If you do not have a copy of these documents, we suggest that you log into the Verona Trace Community Portal to review and or/print them.

[https://frontsteps.cloud/caliberweb2\\_elliottmerrill](https://frontsteps.cloud/caliberweb2_elliottmerrill)

If you are a tenant, please reach out to the homeowner to obtain a full set of the governing docs as these apply to you while leasing/renting the property.

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Please review the prohibited vehicles list and make sure you are not parking any of those vehicles in the community except within your garage.

If you receive a letter asking you to address a violation/issue or your car has been tagged, please make every effort to resolve the issue immediately. Dependent upon the consistency, severity, or history of the violation; you may incur fines, suspensions, or have your vehicle towed at your expense. The Association may also pursue other legal remedies as well.

Should you have any questions, please feel free to contact Elliott Merrill at [Paolaa@elliottmerrill.com](mailto:Paolaa@elliottmerrill.com). Thank you for taking the time to read this important information. We appreciate your efforts.

***Below Shows That You Have Read & Reviewed This Letter And Agree That You Will Comply With The Rules & Terms Set Forth On The Parking Restrictions By Verona Trace. That You Will Inform Any Of Your Guests While Visiting Or Staying At Your Property & Monitor That They Comply With The Terms Set Forth On The Parking Restrictions By Verona Trace. And That You Acknowledge You Are Aware Of The Consequences Of Non- Compliance:***

\_\_\_\_\_/\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Verona Trace Address