



c/o Elliott Merrill Community Management  
835 20<sup>th</sup> Place, Vero Beach, FL 32960  
Phone (772) 569-9853 ~ Fax (772) 569-4300

Dear Prospective Buyer,

Welcome to Serenoa! We are thrilled that you are considering becoming part of our wonderful community.

As the management team responsible for overseeing this association, we want to ensure a smooth transition for you. Upon closing, we handle the collection of maintenance assessments, which are due quarterly on the first of January, April, July, and October.

Your management team consists of Summer DeSouza - Manager, and Hannah Morrison - Administrative Assistant to the Manager. Please feel free to reach out to us with any questions or concerns you may have.

Enclosed, you will find a New Buyer Packet. We kindly request that you complete and return it to us, as it helps us ensure we have the correct closing information on file before your purchase. Upon completion of your purchase, our office will provide you with an information sheet outlining various payment options.

Should you find any information missing from the packet or have any additional inquiries, please do not hesitate to contact us. Our goal is to provide comprehensive support for all your association's needs.

Upon receiving the Warranty Deed from the closing agent/title company, we will promptly update our records to reflect the new ownership information.

We eagerly anticipate the opportunity to meet you in person and extend a warm welcome to our community.

Sincerely,

*Summer DeSouza*

Community Association Manager  
Elliott Merrill Management, Inc.



c/o Elliott Merrill Community Management  
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**Serenoa Homeowners Association, Inc.**

**NEW BUYER PACKET**

Please complete the New Buyer's Packet and Return to Elliott Merrill.

Please return a copy of the executed Sales Contract.

**Mail/Drop-Off:**

Elliott Merrill Management,  
835 20<sup>th</sup> Place  
Vero Beach, FL 32960

**Email:**

[hannahm@elliottmerrill.com](mailto:hannahm@elliottmerrill.com)

**Fax:**

(772) 569-4300



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**Serenoa Homeowners Association, Inc.**

**Documents to be provided (please check off each item and return to one of the options below):**

- Sales Application
- Copy of Contract
- Homeowner Questionnaire
- Voters Certificate
- Electronic Consent form

Mail/Drop-Off	Email	Fax
<b>Mail/Drop-Off:</b> Elliott Merrill Management 835 20 <sup>th</sup> Place Vero Beach, FL 32960	<a href="mailto:hannahm@elliottmerrill.com">hannahm@elliottmerrill.com</a>	(772) 569-4300

I (we) understand that we are moving into a deed-restricted community and a copy of all documents have been provided to me. I/we hereby agree to abide by all Documents and Rules and Regulations of Serenoa Homeowners Association, Inc., a copy was received from the Lessor/Seller.

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

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



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**HOMEOWNER QUESTIONNAIRE**

**Prospective Buyer's Names:**

**Buyer #1:** \_\_\_\_\_

**Buyer #2:** \_\_\_\_\_

**Property Address #:** \_\_\_\_\_

Local Phone Numbers:

Home: \_\_\_\_\_

Work: \_\_\_\_\_

Cell: \_\_\_\_\_

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

Alternate mailing address (if different from property address):

\_\_\_\_\_

Work: \_\_\_\_\_ Cell: \_\_\_\_\_

Do you wish to be listed in the resident directory? Yes \_\_\_\_\_ No \_\_\_\_\_

Should your email address be included? Yes \_\_\_\_\_ No \_\_\_\_\_

Pets? How Many: \_\_\_\_\_ Breed: \_\_\_\_\_

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

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

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

**INTENDED USE OF UNIT**

Are you purchasing this unit for;

(\_\_\_\_\_) Personal Housing (\_\_\_\_\_) Rental to others (\_\_\_\_\_) For Relatives

Will the unit be occupied:

(\_\_\_\_\_) Year Round (\_\_\_\_\_) Seasonal (\_\_\_\_\_) Other: \_\_\_\_\_

***PLEASE RETURN THIS FORM TO OUR OFFICE.***



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**Consent to Receive Serenoa HOA  
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:

Serenoa Homeowners Association, Inc.  
c/o Elliott Merrill Management, Inc.  
835 20<sup>th</sup> 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



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## Entrance Gate Registration Form Registered Homeowner

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

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

Local or Cell Phone Number: \_\_\_\_\_

**Reminder: Only local land lines or cell phone numbers can be programmed into the gate**

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**Gate Code:** Please provide two preferred gate codes, each consisting of five digits, that you would like to be assigned. The system will use the code that is accepted, or the system will generate a code if you do not have a preference.

Preferred Gate Code: \_\_\_\_\_

Preferred Gate Code: \_\_\_\_\_

**Gate RFID Stickers:** RFID stickers are priced at \$25 each. Payment can be made in cash or by check payable to Serenoa HOA. Please state below how many RFID stickers you are requesting:

\_\_\_\_\_

**Key Fobs:** Key fobs are priced at \$10.00 each. Payment can be made in cash or by check payable to Serenoa HOA. Please state below how many key fobs you are requesting:

\_\_\_\_\_

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**Please mail forms to:**  
Elliott Merrill Management  
835 20<sup>th</sup> Place  
Vero Beach, FL 32960

**We cannot release code or fobs until you have closed on your home. Once you have closed, please bring a copy of your settlement statement to our office in order to receive your access control items.**



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## **GATE OPERATING INSTRUCTIONS**

1. Once you have moved in, we will be able to give you your personal gate access code. Which should be kept in a secure location, and you should try not to give this code out to anyone. You may stop in at our office at the above address with your telephone number and we will get this programmed for you.
2. The code will be a five-digit code consisting of your house number and your street number with zeros added, if necessary, if you would like to choose your own just let our office know.
3. When you have guests coming, they may pull up to the community access pad and scroll through the listing to find your name and press the button to call you. Once you answer your phone if you wish to give the person access, press the number 1 on your phone and the gates will open.
4. If there is a power outage the gates have a battery backup for them to open. They will always remain open during a power outage.
5. It is imperative that anytime you have a telephone number changed that you provide that information to us so we may properly update the gate system, otherwise guests may not be able to reach you for access.