

Tierra Mar Association, Inc.
c/o: Eagle Property Management of Naples, Inc.
P. O. Box 112260 Naples, Florida 34108-0138
Office: (239) 596-5567 Fax: (239) 598-3254

MEMORANDUM

TO: Whom it may concern
FROM: Tierra Mar Association, Inc.
Board of Directors
DATE: February 15, 2016
RE: Application of Sale or Lease

Per the Board of Directors, effective January 1, 2007 all applications of sales or lease require a background check by an independent firm. Background check is \$50.00 for each adult, made payable to Eagle Property Management.

A **\$200.00** non-refundable application fee made payable to the Tierra Mar Association applies to all sales and/or leases, and must be attached to the application in order to be processed.

Applications must be received by the management office no later than **20 days prior to the sale or lease**. Please contact the management office at the numbers listed below should you have any questions.

Any questions regarding the budget, assessments, estoppels, etc. should be directed to the accounting firm of

KPG Accounting Services
3400 Tamiami Trail N. #302
Naples, FL 34103
Payments: PO Box 25433, Tampa, FL 33622-5433
Tel: 239.434.8866 / Fax: 239.791.1187
Email: admin2@kpgaccounting.net

Applications must be legible in order to be processed in a timely manner. If not, it will delay the process and may need to be returned to you for clarification. In addition, if the application is not complete or signed, processing could be delayed.

Upon completion of the background check, we will notify you in writing as to your approval or denial. Please be sure to attach your agent's business card or a contact name and number.

Upon approval and closing of a sale, new owners should contact the management office in order to complete an information form. New owner and renter names and addresses may be shared with the Association and other Association members to include you in Association news and social events.

In advance, we would like to thank you for your interest in the Tierra Mar Association. We look forward to welcoming you to our community.

**TIERRA MAR ASSOCIATION, INC.
APPLICATION TO SELL OR LEASE UNIT**

DATE _____ **SALE** _____ **LEASE** _____

You are hereby notified that _____, as the owner of

(address) _____ intends to enter into a contract on said unit.

New Owner/Lessee Name/s: _____

Last/Current Address: _____ (include full address with city, state and zip)

Telephone: (Home) _____ **(Cell)** _____

(Office- if applicable) _____ **(Email)** _____

Name of Persons to Reside in Home: (If any are under 21, please list ages)*

*New owner and renter names and addresses may be shared with the Association and other Association members to include you in Association news and social events.

VEHICLE INFORMATION:

YEAR	MAKE	MODEL	COLOR	LICENSE PLATE
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APPLICATION WILL NOT BE PROCESSED WITHOUT SIGNATURE (see below), A COPY OF THE CONTRACT, AND A \$200.00 CHECK, PAYABLE TO THE TIERRA MAR ASSOCIATION, INC.

PLEASE NOTE: Approval is subject to a background check by an independent firm. Therefore, the application must be received a minimum of **20 days prior** to the closing date of the sale or beginning of lease.

I hereby acknowledge that a back ground check will be performed and the \$200.00 application fee is non-refundable.

Signature of buyer/tenant is required.

REALTOR /AGENT -Please attach a copy of your business card in case we have any questions.

*** Do NOT write below this line - for Office use only ***

Board Approved _____ Denied _____

By: _____
(Director/Manager signature required)



Eagle Property Management
P. O. Box 112260
Naples, FL 34108-0139
Phone # (239) 596-5567 Office FAX: (239) 598-3254

RE: Tierra Mar Association, Inc.
First Advantage Express Screening

**AUTHORIZATION FOR RELEASE OF INFORMATION AND FOR THE
PROCUREMENT OF A BACKGROUND REPORT.**

I consent to have a consumer report made as to my credit history, employment history, motor vehicle driving record, social security information, criminal record, and other pertinent information for the sole purpose of Purchase or Rental in the Tierra Mar Association, Inc. I hereby authorize Eagle Property Management to obtain a background report containing the foregoing information from First Advantage. This report will remain in a confidential folder at Eagle Property Management.

I understand that a photocopy or facsimile of this signed document shall be considered as valid as an original.

Date _____ Signature _____

Printed Name _____

Address _____

Social Security No. _____

Birthdate _____

Drivers License # & State _____

Suggestions and Restrictions

Tierra Mar Association, Inc.

By the time of your closing, you should have received a 106-page document from your new home's previous owner.

The document contains the Amended and Restated Declaration of Covenants and Restrictions for Tierra Mar (2014). It also contains the Amended Articles of Incorporation of Tierra Mar Association, Inc and its By-laws. You should also have received the 2nd Amended and Restated Declaration and Protective Covenants for the Pelican Bay Foundation (2009).

We know that 106 pages could be a daunting amount to read, but it is very important that you do it, and we'll tell you why.

Our Association depends on the cooperation of all residents. We're happy to say that cooperation has not been a major problem here. We believe it is because our neighbors are considerate and interested in keeping property values favorable. And we believe it is partly because they have digested the information through their paperwork and refer to it when necessary.

Usually, most problems for owners occur because they may not have realized they have not followed our established guidelines. Then, it costs not only time, but it could cause embarrassment, frustration, and homeowners' money, to rectify the problem.

- The villas in Tierra Mar are to be used for single family residential living units and for no other purpose.
- No owner shall be permitted to rent or lease any residence more than twice in any calendar year. Any rental agreement shall be for a minimum of two months.
- Please remember that it is the responsibility of each owner to ensure guests or renters comply with all of our rules and regulations.
- Each owner shall keep the exterior of his or her residence in the same condition as at the time of its initial construction.
- No improvement, addition, deletion, or exterior construction of any kind shall begin until approved in writing by the Association and the Pelican Bay Design Review Committee. To avoid possible hard feelings, it's a good idea to discuss it with immediate neighbors before starting any home improvements that would be seen outside when completed.

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Call office for E-mail contact

Electronic Disclosure Authorization Form

Please complete and return this form to authorize the Tierra Mar Association to use your email address for Association-related communications. This authorization restricts the use of your email address for only purposes of communications from the Tierra Mar Association Board of Directors, through either direct communication from the Board or through the Association's current property management company. Your email address may be included in the Association member list for Tierra Mar owners only.

Please return this completed and signed form to Eagle Property Management. If you would like to fax your signed form, or send a scanned, signed copy via email, please see below for FAX number and email address.

I hereby authorize the Tierra Mar Association to use my email address, as described above, for association-related communications. I understand that email communication may be used for any official notices required by our governing documents and/or by applicable FL Statutes. The Tierra Mar Association shall maintain, in accordance with applicable FL statutes, the electronic mailing addresses of those members who consent to receive notice by electronic transmission. I understand that my authorization will remain in effect until my consent to receive notice by electronic transmission is revoked. I further understand that my consent to receive notice by electronic transmission can be revoked by me at any time by notifying the Tierra Mar Association directly or the Association's current property management company. I agree to promptly notify the Association of any changes in my email address, so as to have a current email address on file with the Association.

Name (PRINT CLEARLY): _____

Tierra Mar property address: _____

Mailing address, if different from above: _____

(PRINT CLEARLY)

Email Address to be used for Tierra Mar communications: _____

Signature: _____

Date: _____

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FAQ on the Electronic Disclosure Authorization form

1. What is an “electronic disclosure authorization” form?

This authorization form, when completed and submitted by you, will permit the Tierra Mar Association Board of Directors, Property Management, and committees to communicate with you via email.

2. Why am I being asked to complete this authorization form?

It's been a goal of your Board of Directors to improve communication in all aspects for the Tierra Mar community. Recent changes to FL legislation dictate that certain steps be taken to protect the personal information of the members. One of those steps is a requirement to receive written authorization from those members who wish to receive electronic notices from the Association. Since electronic communication is faster, inexpensive, more efficient, and environmentally friendly, the Board of Directors has decided to ask those members wishing to receive electronic notices for their written permission.

3. What type of information will be communicated to me electronically?

Examples of information sent via email would be:

- Notice of upcoming Association meetings
- Association Board meeting minutes
- Association Newsletter / Schedule of Events
- 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)
- Request for input on various subjects
- Any other Association business that the Board determines appropriate.

4. What happens if I don't complete the electronic disclosure authorization form?

You simply will not receive email communications from the Association. You will continue to receive any communications, including official notices required to be sent by our governing documents and/or by applicable FL Statues, via USPS mailing. Notification of quarterly dues will continue to be sent via USPS.

5. Will my email address be shared with anyone else other than our property management or Association members?

No. Your signed authorization grants permission for the Tierra Mar Association to use your email address to convey Association-related information via our property management or Board of Directors.

6. How do I sign up?

Complete the attached form. If you have any questions regarding the form, please contact Eagle Property Management at (239) 596-5567.