



# BOCA CIEGA POINT CONDOMINIUMS

NEW RESIDENT PACKAGE

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## TO THE REALTOR/SELLER

Please give prospective buyers the attached form and have them filled out completely and returned to the BOCA CIEGA OFFICE.

The Manager will notify the respective condo president upon receipt of completed documents, and they will contact the realtor/seller to schedule the orientation.

Following the orientation meeting with the prospective buyers, the condo officers are responsible for returning all sale forms to the office.

The realtor/seller can pick up the APPROVAL OF SALE form PRIOR to closing from the BOCA CIEGA OFFICE.

Please complete: REALTOR NAME: \_\_\_\_\_

PHONE: \_\_\_\_\_

**\*\*IMPORTANT!! No 18-Wheel Moving Vans are permitted on BCP property.**

Only smaller moving trucks up to 45 foot in length are allowed. Please make the necessary arrangements or your truck will be turned away at the gate.

THANK YOU.

1. A check for \$50.00 payable to BCP must accompany these forms when delivered to the office. (This is an application fee, required from the prospective buyer(s).
2. When visiting BCP, please show REALTOR BUSINESS CARD to the security guard.
3. It is the realtor/seller(s) responsibility to deliver all documents to the buyer(s).

AS RECORDED IN OUR DOCUMENTS, WE ARE A 55+ COMMUNITY. ONE PERSON MUST BE 55 YEARS OF AGE TO RESIDE.

PLEASE REFER ALL QUESTIONS ON THE SALES FORM TO THE BOCA OFFICE. Phone

#727-398-1270 or email: BCP5150275gmail.com

## REALTORS STATUS IN UNIT SALES & RENTALS

Boca Ciega Point rules provide that the guards may admit only those non-residents who have entry permits or who have received specific admission approval from a resident. Real Estate agents, per se, are not entitled to automatic entry into Boca Ciega Point.

Real estate agents may be granted entry into Boca Ciega Point by one of the following three methods:

1. By showing their real estate business card,
2. By specific authorization given to the guard by the unit owner in the same manner as for any other visitor. That is, the unit owner can phone the guard to give advanced notice of the realtor's arrival.
3. By specific authorization from the condo officer or from another BCP resident who will be responsible for the visitor and who had agreed to assume this responsibility on behalf of the unit owner involved. That is, an absent or out-of-town unit owner, or the executor of an estate, can decide arrangements with the president or director of the association, or with any other willing resident, to act on the unit owner's behalf in the manner described in (b) above. If such arrangements are made and are intended to persist, the fact must be registered with the BCP Office so that the Federation will know who is responsible for the visitor if problems or complaints arise, and so that the guards can be told where to phone when a realtor requests to visit unit in question.

The traditional realtor's OPEN HOUSE sales events are NOT AUTHORIZED at Boca Ciega Point. (Amendment 5 Operations Manual March 2015-2021)

# ASSOCIATION APPROVAL OF SALE

## TO WHOM IT MAY CONCERN

1. Boca Ciega Point East \_\_\_\_\_ Condominium Corporation, Inc. acting in its Declaration of Condominium as recorded in the public Records of Pinellas County, Florida, hereby authorizes and approves the transfer of title by sale, devise, gift, or inheritance of:

UNIT# \_\_\_\_\_ at \_\_\_\_\_ Boca Ciega Point Boulevard \_\_\_\_\_  
 St. Petersburg, Florida 33708  
 To

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(FULL LEGAL NAME OF THE PROSPECTIVE OWNERS OF RECORDS)

2. Conditions, covenants, restrictions, and rules: This approval is made subject to all conditions, covenants, restrictions, and rules set forth in said Declaration of Condominium. In accordance there-with, this approval authorizes a transfer of title to the person or persons specifically named above.
3. NOTICE TO SALE CLOSING AGENT: This approval of the transfer of title is contingent upon each of the following.
  - a. All assessments, charges, fees, interest, and other financial obligation involving this condominium unit having been satisfied in full at closing.
  - b. The purchaser receiving and acknowledging receipt of the unit's condominium documents, including but not limited to: Declaration of Condominium, Boca Ciega Point Community Facility Leases, this Association's Articles of Incorporation, By-Laws, and the Articles of Incorporation of the Federation of Boca Ciega Point Condominium, Incorporated.
  - c. The Closing Agent furnishing, promptly after its filing in the Public Records of Pinellas County, a recorded copy of this approval and a copy of the transfer of title to this Association and to the Federation of Boca Ciega Point Condominium, at 275 Boca Ciega Point Boulevard, St Petersburg, Florida 33708.
4. IN WITNESS WHEREOF: THE AFORESAID Condominium Association has caused this Instrument to be executed by its duly authorized Officers, and its Official Seal to be affixed hereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BOCA CIEGA POINT EAST \_\_\_\_\_ CONDOMINIUM CORPORATION, INC.

By: \_\_\_\_\_  
 (PRESIDENT) (SECRETARY)

STATE OF FLORIDA ]  
 COUNTY OF PINELLAS ] SS:

On this day personally  
 appeared \_\_\_\_\_ and \_\_\_\_\_  
 OFFICERS OF BOCA CIEGA POINT EAST \_\_\_\_\_ CONDOMINIUM Corporation, inc. Who executed the foregoing  
 Instrument for and on behalf of that Corporation.

Witness my hand and seal given at St. Petersburg in the County of Pinellas and the State of Florida this  
 \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

5. I (we), the undersigned, as prospective Owner(s) of the referenced property, acknowledge that I (we) have read and understand the terms and conditions of all documents of the Association and agree to be bound by all conditions, covenants, restrictions, and rules.

Signature 1 \_\_\_\_\_ Signature 2 \_\_\_\_\_

# NOTICE OF THE INTENT TO TRANSFER UNIT BY SALE

BOCA CIEGA POINT EAST \_\_\_\_\_

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

In accordance with paragraph 11.2 of our Condominium, the undersigned owner(s) of Boca Ciega Point unit # \_\_\_\_\_ at \_\_\_\_\_ Boca Ciega Point Blvd. hereby gives notice of intent to transfer the unit by sale to:

NAME (S): \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

PHONE # \_\_\_\_\_

DATE OF BIRTH \_\_\_\_\_ SPOUSE DATE OF BIRTH \_\_\_\_\_

LIST PREVIOUS ADDRESSES & PHONE NUMBERS FOR THE PAST 5 YEARS (USE BACK OF PAGE IF NECESSARY)

\_\_\_\_\_  
\_\_\_\_\_

REALTORS NAME & PHONE NUMBER: \_\_\_\_\_

DATE OF CONTRACT: \_\_\_\_\_ AGREED SALES PRICE \_\_\_\_\_

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

NUMBER OF VEHICLES AND MAKE: \_\_\_\_\_

The undersigned hereby consents to the Condominium Association the right to obtain any credit reports from and credit agencies, the right to obtain address history, social security verification, employment background, previous resident information.

Prospective Buyer's signature(s):

\_\_\_\_\_

The undersigned owner of this unit request approval of this sale and, while acknowledging that the Association has 30 days in which to act on this transfer, asks for a decision soon so the effective date proposed for this transaction may be kept.

The Seller acknowledges liability for the unit's assessments and charges incurred before the buyer assumes responsibility.

The Seller acknowledges responsibility for providing the purchaser with the unit's condominium documentation, including: 1) the Declaration of Condominium, 2) Community Facility Lease, 3) the Association's Articles of Incorporation and By-Laws, any Associations Supplemental Rules & Regulations. 4) the Federation's Articles of Incorporation and By-Laws, and amendments to the foregoing documents, 6) Services Agreements, 7) BCP Guidelines & Regulations.

Signature (s) of Owner (s) of Record \_\_\_\_\_

Signature of Association Officer \_\_\_\_\_

Date received \_\_\_\_\_

# EMERGENCY INFORMATION

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

NAME: \_\_\_\_\_

OWN: \_\_\_\_\_ RENT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ WORK: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

WOULD YOU LIKE TO HAVE IT PUBLISHED IN THE BCP DIRECTORY?

YES OR NO (circle one)

## NOTIFICATION IN CASE OF EMERGENCY

1. \_\_\_\_\_ PHONE: \_\_\_\_\_

(NAME AND RELATIONSHIP)

Address \_\_\_\_\_

\_\_\_\_\_

HOSPITAL PREFERENCE:

\_\_\_\_\_

## OUT OF TOWN INFORMATION

OUT OF TOWN ADDRESS:

\_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_

\*In case of an emergency your Condo President should retain a key to your unit as per Florida statute 718.1265(g). Does your Condo President have a key Yes or No (circle one)

# PROSPECTIVE BUYER'S CHECK LIST

1. Financial responsibilities to Association and Federation
2. Eligibility requirements, i.e., age, children, single family unit, pets.
3. Receipt of proper Condo Documents from the Seller or Condo Officer
4. Rules & Regulations (highlights)

**Pets**

**Vans, pickups trucks, commercial marking**

**Parking in driveway or garage**

**Seawalls**

**Garage doors**

**Roof**

**Common elements**

**Insurance 4 types**

**Children, grandchildren**

**Keys to unit for emergencies**

**Guardhouse**

**Serve as Officers.**

**Supplemental Services**

**Call President re: questions**

**Introduce new owner to neighbors on each side.**

**Sales**

**Leases**

**Docks**

**Condo mailbox, bulletin board**

**EMERGENCY EVACUATION PROCEDURES**



# PET DISCLOSURE

Will any pets be living with you in Boca? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, please list the type. DOG \_\_\_ CAT \_\_\_ Dog or Cat Name: \_\_\_\_\_

Breed: \_\_\_\_\_ Weight: \_\_\_\_\_ License #: \_\_\_\_\_

In Pinellas County, it is required by law that pet owners obtain a license for their dog or cat. To obtain a pet license, each pet must receive rabies vaccinations from a veterinarian. Pinellas County Animal Services sends out renewal notices to all pet owners for the renewal of their pet's license prior to the rabies vaccination expiration date.

In the event that a prospective unit owner has a need for a disability assistance animal, or an emotional support assistance animal as allowed by the Federal and State laws, the prospective owner must comply with those laws and request a reasonable accommodation. The reasonable accommodation should provide all necessary information required by the Federal and State laws, which include information concerning need for such disability assistance animal or emotional support assistance animal information concerning how that animal reasonably supports a particular situation. All records are confidential. No unit owner may review these documents, only the Board.

In Boca pet's must be always leashed outside one's patio area. Pet owners are required to pick up after their pet and dispose of the dog's waste in their own trash container DO NOT USE FEDERATION TRASH CANS PLACED IN BOCA'S COMMON TO DISPOSE OF DOG WASTE! Pursuant to Chapter 14 Article 11, Division 3 Section 14-63 of the Pinellas County Code of Ordinances both dogs and cats are prohibited from running at large.

Pets are not allowed on Boca's Putting Green, Pool Area, Shuffleboard, Bocci Ball & Tennis Area. Pets are not allowed/permitted to Boca Functions for safety and Sanitary reasons. Please refer to Boca Operations Manual, Chapter 15 pages 48 & 49 on being a responsible pet owner at Boca. Beyond the rules outlined above, each condo association will have their own restrictions.

Pinellas County Animal Control responds to dog barking complaints more than any other public nuisance issue. PLEASE RESPECT YOUR NEIGHBORS RIGHTS NOT TO HEAR YOUR DOG. BE A RESPECTFUL & RESPONSIBLE DOG OWNER!

# BCP PHONE DIRECTORY

We will be updating the format for the \_\_\_\_\_ Telephone Directory. The new format will be:

Name \_\_\_\_\_ Unit \_\_\_\_\_

Home Phone \_\_\_\_\_

City of Origin \_\_\_\_\_

Email \_\_\_\_\_

Move in Date \_\_\_\_\_

His/Her Cell# \_\_\_\_\_

His/Her Cell# \_\_\_\_\_

\_\_\_\_\_ Check here if no changes are necessary.

\_\_\_\_\_ Sign here for Email Publishing Permission which we must legally have to print your Email.

It is important that EVERY unit owner(s) fill out this form for the new \_\_\_\_\_ directory and return it to BCP office. No phone calls will be accepted. We want to make sure every new owner is included, and the correct information is printed. We will have this form available until November in the Pointer so we can get everyone's new information.

Thank You

The BCP Executive Board

# AFFIDAVIT OF DATE OF BIRTH

State of Florida)

County of Pinellas)

BEFORE ME, the undersigned personally appeared.

\_\_\_\_\_  
(Fill in the name of the person signing the Affidavit), who, under oath, testified that her/ his date of birth is \_\_\_\_\_.

This affidavit is given for the purpose of satisfying the Condominium Association of the fact that the said \_\_\_\_\_ (name of person signing Affidavit) is over fifty-five years of age and understands that Boca Ciega Point Condominium Number \_\_\_\_\_ is designed for occupancy of units by least one person over the age of 55 years.

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT \_\_\_\_\_

BEFORE ME, the undersigned personally appeared.

\_\_\_\_\_, and who under oath, testified that he/she executed the above and forgoing document with knowledge of its contents.

SWORN TO AND SUBSCRIBED before me this \_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_

NOTARY PUBLIC \_\_\_\_\_

Commission Expires: \_\_\_\_\_

# APPOINTMENT AS VOTING REPRESENTATIVE

We, the undersigned Owners of Record of unit # \_\_\_\_\_ in Boca Ciega Point East  
\_\_\_\_\_ Condominium, hereby appoint:

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The owner who is the Voting Representative entitled to cast the vote for this unit in  
the affairs of this condominium association.

This appointment as Voting Representative supersedes all previous such  
appointments for this unit, takes effect upon the date given below, and it continues in  
effect until changed by written notice to the Association.

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

---

Signature (owner of record)

# FREQUENTLY ASKED QUESTIONS & ANSWER SHEET

D.B.R. FORM 33-032

Condominium Association # \_\_\_\_\_ as of \_\_\_\_\_

**Q: What are my voting rights in the association?**

**A: One legal owner has the voting right per unit (designated voter).**

**Q: What restrictions exist on my right to use my unit?**

**A: All rules & regulations are in the condominium documents and the Guidelines & Regulations. We are a community for persons 55 years of age or older.**

**Q: What restrictions exist on leasing my unit?**

**A: Leases are for at least six (6) months and one (1) day.**

**Q: How much are my assessments to the Condominium association for my unit type and when are they due?**

**A: \$ \_\_\_\_\_ (Monthly). Maintenance fees are due and payable on the first of each month.**

**Q: Do I have to be a member in any other association?**

**A: No. You are a member of your own condo association. In Federation matters, which are referred to the unit owners for decision, the unit owners are entitled to a single vote for each unit owned.**

**Q: Am I required to pay rent or land use fees for the recreational or other commonly used facilities? If so, how much?**

**A: Yes.. There is a recreational facilities lease which is \$ \_\_\_\_\_ monthly. This fee is included in your monthly HOA fee.**

**Q: Is the condominium association or other mandatory membership association involved in any court cases in which It may face Liability in excess \$100,000?**

**A: No**

**NOTE: The above question and Answer sheet is a replica of the draft sheet from the Department of Business and Regulation. You are reminded that as of January 1, 1992, all prospective buyers must be presented with this sheet as a part of the official records of the association. The Questions and Answer Sheet must be updated annually.**

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**Prospective Buyers signature**

# RECEIPT OF DOCUMENTS

The prospective buyers \_\_\_\_\_  
of \_\_\_\_\_ Boca Ciega Pt. Blvd. \_\_\_\_\_, St Petersburg, Fl. have received the  
following documents:

DECLARATION OF CONDOMINIUM	YES	NO
COMMUNITY FACILITY LEASE	YES	NO
ASSOCIATION'S ARTICLES OF INCORPORATION & BY-LAWS	YES	NO
FEDERATION'S ARTICLES OF INCORPORATION & BY-LAWS	YES	NO
SERVICE AGREEMENTS	YES	NO
BOCA CIEGA POINT RULES & REGULATIONS	YES	NO
ASSOCIATION'S SUPPLEMENT RULES &	YES	NO REGULATIONS

I/WE HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE ABOVE-MENTIONED  
DOCUMENTS

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Association Officer Receiving Notice: \_\_\_\_\_

## AMENITIES

**GARAGE PICK UP – Monday & Thursday before 10:00 A.M.**

**PUTTING GREENS & POOL TABLES**

**HEATED POOL-TENNIS COURT-BOCCI BALL-SHUFFLEBOARD  
& HORSESHOES**

**BOATING CLUB**

**ACTIVITIES COMMITTEE- TRIPS, DINNERS, PARTIES, etc.**

**MAINTENANCE 7 GROUNDS CREW: Call office to put in a  
work order.**

**\$20 minimum charge-\$30 hourly rate.**

**(Minor repair & light Electrical) (Trimming/Weeding)**

**GUARD SERVICE (24 Hour)**

**Cable TV (Does not include pay channels + WIFI)**

**WATER & SEWER**

**PHOTOCOPYING & FAX AVAILABLE IN THE OFFICE**

**NOTARY AVAILABLE IN THE OFFICE**

## FLORIDA ROOM INFORMATION

The association does not cover installed items, such as enclosures, awnings, screened in porches or Florida rooms, that were not originally installed by the developer when your Association was originally built. Those of you who have enclosed your patio by any type of construction whatsoever must insure that addition through your own H06 Policy. The Association is not allowed to insure these items.

Therefore, please contact your insurance agent to obtain your own H06 with specific coverage for any room addition that you or a previous owner have made or are considering. Make sure it is in writing on the policy that the room addition is covered.

The Developer only installed a concrete patio slab and 2 walls for privacy in the original construction of the Villas. No rooms enclosures were done by the developer. You will need to inform your agent that the room addition is unique to your unit, not accessible by any other resident, not everyone has one, it is paid for by the unit owner, and the association is not involved in its construction.

**THE FEDERATION AND ATTORNEY RICHARD ZACUR**



## POSTING NOTICES ABOUT UNIT SALES OR RENTALS

With the advent of full-time guard service, non-residents no longer have ready access the BCP Office to search the bulletin boards for information about units being offered for sale or rent.

The bulletin boards at the BCP Office will continue to be available to unit- owners as before, and a new bulletin board has been installed in the guardhouse where unit-owners can post notices offering their units for sale or rent.

- a. Non-residents who inquire of the guard for information about units for sale or rent will permitted to park their vehicles nearby, examine and take notes about the offers on the Guardhouse bulletin board, and then leave or ask the guard to phone the unit-owner concerned for admission.
- b. The guard will have no responsibility for such real estate matters, and will not participate in them in any way, other than by seeking permission to admit a visitor. Guards are not permitted from engaging or assisting in any way real estate matters at Boca Ciega Point while employed here.
- c. Regarding the sale or rent notices themselves, all such notices must include the date when posted, and they must be removed by the unit-owner concerned when no longer applicable. Periodically, the Federation will remove and discard undated notices and notices that have been posted for more than a month.

The guardhouse bulletin board will be available only for the unit-owner's sale or rent notices regarding units at Boca Ciega Point.

Any other items or materials found on the bulletin board will be removes and discarded.

Policy #7