

VILLAS OF KINGS CROSSING CONDOMINIUM ASSOCIATION, INC.

DATE: APRIL , 2015

TO: ALL UNIT OWNERS

FROM: BOARD of DIRECTORS

REGARDING:

THE RULES AND REGULATIONS AND OTHER GOVERNING DOCUMENTS OF THE VILLAS OF KINGS CROSSING CONDOMINIUM ASSOCIATION ARE DESIGNED TO PROTECT THE RIGHTS AND PRIVILEGES OF ALL UNIT OWNERS , THEIR FAMILIES AND GUESTS , AND TO PROTECT THE ASSOCIATION PROPERTY. BY FOLLOWING THESE RULES WE WILL BE INSURING THE BEST UTILIZATION OF OUR PROPERTY AND ENJOYMENT BY ALL PROPERTY OWNERS.

YOUR BOARD IS ASKING YOU TO COMMUNICATE ANY CHANGES USING THE ATTACHED APPROVED FORMS. THESE FORMS ARE NOT NEW AND HAVE BEEN IN USE SINCE THE VILLAS WERE ESTABLISHED.

1. PETITION FOR MODIFICATION

USED WHENEVER YOU ARE MAKING A MODIFICATION TO THE OUTSIDE OF YOUR VILLA. WE WANT TO HAVE SOME DEGREE OF UNIFORMITY THROUGH OUT THE BUILDINGS, AND PROTECT OWNERS FROM FRAUDULANT CONTRACTORS. IF YOU HAVE A QUESTION ABOUT THE USE OF THIS FORM, PLEASE CONTACT A BOARD MEMBER.

2. APPLICATION FOR LEASE

USED WHENEVER YOU LEASE OR RENT YOUR VILLA. IF THE BOARD HAS NO KNOWLEDGE OR INFORMATION REGARDING THE OCCUPANCY OF YOUR UNIT THIS COULD BE TREATED AS A SQUATERS SITUATION. DO NOT RELY ON A THIRD PARTY TO COMPLETE THIS FORM AS IT IS THE OWNERS RESPONSIBILITY.

3. SALES NOTIFICATION—AND—CERTIFICATE OF APPROVAL

USED WHEN SELLING YOUR VILLA. NEW PURCHASER REQUIRES BOARD APPROVAL

4. UNIT OWNER INFORMATION

USED WHEN WE HAVE A NEW OWNER OR IF YOU HAVE HAD ANY CHANGES. CURRENT OWNER INFORMATION CAN BE VALUABLE IN EMERGENCY SITUATIONS.

IF YOU NEED TO COMPLETE ANY OF THE ABOVE FORMS, PLEASE RETURN TO ACCURATE ACCOUNTING.

THANK YOU, YOUR BOARD OF DIRECTORS