



**Pine Ridge at Delray Beach  
Homeowners Association, Inc.  
A 55+ Community**

**PROCESS FOR NEW OWNER HOME PURCHASE**

1. Complete the **"New Owner's Application"**.
2. Send the completed application, pdf copies of driver's licenses or passports of all owners and adult residents, sales contract, any additional supporting documents, and the application fee of \$300 payable to Pine Ridge at Delray Beach HOA to:  
**Pine Ridge at Delray Beach HOA  
c/o Oxygen Association Service  
361 E. Hillsboro Blvd.  
Deerfield Beach, FL 33441**
3. Exterior property grounds will be inspected for any outstanding Association violations. Quote(s) to correct violations will be included on the estoppel payable by the seller.
4. The Association's Orientation Committee will conduct a successful **"Orientation Meeting"**. This meeting should include meeting ALL with the new owners and residents, reviewing all documents, association rules, etc., registering the new owners and residents on our [Pineridgeatdelraybeach.com](http://Pineridgeatdelraybeach.com) website, and walking the property exterior to review exterior rules and any Association violations the property may have.
5. **"Certificate of Approval"** completed and signed will be sent to the buyer and included in the estoppel.
6. For your title company to request estoppel instruction contact [Support@oxygenmgmt.com](mailto:Support@oxygenmgmt.com)
7. Upon receipt of closing documents and payment, Oxygen sets up new owners in the payment system, sends welcome packet, and if necessary mails payment coupon books to owners.

***For any questions about the application Oxygen Association Services can be reached at:***

***561-999-9701 Ext 102***

## New Owner's Application

PINE RIDGE ADDRESS: \_\_\_\_\_

***\*At least ONE of the owner(s)/resident(s) MUST be at least 55 YEARS of age and residing in the home\****

***\*ALL persons residing in the home MUST be at least 21 years of age\****

Email a copy of each person's driver's license, state ID, passport or other equivalent **proof of age** for each person who will live in the home. **All residents must be identified in person** at the "Orientation Meeting".

List all prospective resident(s) who will live in the home:

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER(S) Cell \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER(S) Cell \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER(S) Cell \_\_\_\_\_ Work \_\_\_\_\_

Name \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

PHONE NUMBER(S) Cell \_\_\_\_\_ Work \_\_\_\_\_

***Residency in a 55+ community is subject to  
The federal Housing for Older Persons Act and  
Florida Fair Housing Laws***

Do you have a pet? \_\_\_\_\_ (Only one dog and/or one cat is permitted)

What breed? \_\_\_\_\_ (The dog cannot exceed 50 lbs. at maturity)

- Include a picture of the dog with the application for our records.
- Include documentation from your vet as to your dog's breed, that the breed will not exceed 50 lbs. at maturity, and current vaccine records, including rabies.
- NO pit bulls or pit bull mix breeds are permitted.

I understand the pet restrictions (Initial) \_\_\_\_\_

Pine Ridge Governing Documents include certain vehicle restrictions.

- Motorhomes, campers, boats, trucks, certain commercial vehicles and/or motorcycles are NOT permitted to park in certain locations in Pine Ridge, with limited exceptions under Florida law.
- Two vehicles per number of garage spaces in the home are permitted.
- No vehicle may block any sidewalk, apron or mail post.
- All vehicles should follow the monthly alternate side of the street parking for the safety of its residents and emergency vehicle access.

I understand the vehicle restrictions. (Initial) \_\_\_\_\_

Pine Ridge Governing Documents include strict rental restrictions.

- AIRBNB, VRBO or any similar Internet rentals (i.e., nightly, weekly, or monthly rentals) are **ABSOLUTELY PROHIBITED.**
- Your Unit can only be rented after the first year of ownership for one 6-month period in every 12-month period and requires Association approval

I understand the rental restrictions. (Initial) \_\_\_\_\_

**Fees payable at or prior to closing include:**

- Application fee is \$300

**Fees to be collected at closing include:**

- Capital contribution of \$960
- Quarterly maintenance Fee \$960
- Balance of any special assessments, unpaid maintenance fees and outstanding fines

All fees are payable to Pine Ridge at Delray Beach HOA

Estoppel instructions can be requested at support@oxygenmgmt.com

Estoppel instructions are not provided before the application has been submitted and processed

Signature \_\_\_\_\_ email \_\_\_\_\_

Signature \_\_\_\_\_ email \_\_\_\_\_

Signature \_\_\_\_\_ email \_\_\_\_\_

Signature \_\_\_\_\_ email \_\_\_\_\_

## NEW OWNER(S) ORIENTATION SUMMARY



Complete and email to: [support@oxygenmgmt.com](mailto:support@oxygenmgmt.com)

Lot# PRD \_\_\_\_\_ Address \_\_\_\_\_

### **PINE RIDGE AT DELRAY BEACH IS A 55+ COMMUNITY**

I understand that living in, renting at or having guests in the Pine Ridge at Delray Beach community, that the following apply:

1. Pine Ridge is a 55+ community. **At least one person 55 years of age or older** must be a permanent occupant and reside in the unit for the majority of the calendar year. **No person under 21 years of age** may be a permanent occupant in the unit. Housing Laws apply to Pine Ridge residency. The Federal Housing for Older Persons Act and Florida Fair Housing Laws govern residency in the Pine Ridge HOA community.
2. Certain commercial vehicles prohibited. Certain commercial vehicles, including those with lettering or signs, motorhomes, campers, boats and recreational vehicles are prohibited from parking overnight in the driveway, on a lot, a swale or the pool parking lot, with limited exceptions under Florida law (see, SB 1203 and Florida Statutes s. 720 et seq., as amended from time to time).
3. Pets. Only one cat and/or one dog not exceeding 50 pounds at maturity, is permitted in any unit. No pit bulls, pit bull terriers or pit bull mix are permitted. Service or emotional support animals must have proper documentation. Any pet must be carried or kept on a leash when outside of a unit. No pet can be kept outside a unit or on a screened porch or patio unless someone is present. No pet shall be permitted to use or stray onto another lot without the permission of the owner of that lot. All dogs must be curbed on the swale and not on another owner's lot. All pet waste must be properly disposed of in the owner's trashcan. Any pet must not be an unreasonable nuisance or annoyance to other residents (example, excessive barking biting, aggressive behavior, etc.). No commercial breeding of pets is permitted. No fences can be erected. If I decide to have or get a pet in the future, I will notify Pine Ridge HOA and supply it with a certificate from a veterinarian stating that the pet is up-to-date on

required shots, identifying the breed (not a prohibited breed) and stating its weight at maturity, which shall not exceed 50 lbs.

4. Parking. The streets in Pine Ridge are very narrow. If cars are parked on both sides of the street, it is almost impossible for EMERGENCY VEHICLES to travel through Pine Ridge. The HOA is asking that you park in your driveway whenever possible. If you need additional parking, you may park on the street; however, the HOA Board has posted a sign in the entry to Pine Ridge indicating which side of the street to park on. This sign indicates **ODD** or **EVEN**, which refers to the months of the year. For example, January is the first month of the year and is an odd number—therefore, please park on the side of the street where the house numbers are ODD. We ask that you park your car in the direction of the traffic flow PLEASE! **DO NOT BLOCK THE SIDEWALKS AT ANY TIME!** We have disabled persons who use scooters and residents who use the sidewalks. We do not want them to have to walk in the street. Thank you for your cooperation. Do not park on the grass swale; there are buried sprinkler lines that could be broken.
  
5. Pool hours and rules: Pine Ridge has two pools and two Jacuzzis. Your key fits both pool locks. The pools are open daily **from 8:30am until dusk**. Palm Beach County Ordinance dictate that pools and pool areas must be vacated from dusk to dawn. **Please abide by county ordinance. Surveillance cameras monitor both pools.**
  - No parties are permitted
  - No grilling is permitted
  - No glass of any kind including cups, bottles or containers are permitted
  - You are responsible for your guests at the pool to understand and follow the rules
  - Any guests 16 years of age and younger must have adult supervision
  
6. SWA trash collection schedule. Trash, vegetation and recycling are collected on a regular basis.
  - Place trash in SWA trash cans
  - Place SWA trash cans at your curb on the swale or apron (Do NOT put them in the street)
  - Do not put them at the curb earlier than 5pm the night before
  - Trash pickup days are MONDAY and THURSDAY
  - MONDAY is also yard waste collection day
  - THURSDAY is also bulk pickup and recycling day (use the blue and yellow SWA bins)
  - After pickup, the trash bins and recycle bins must be stored in your garage or behind your privacy wall screened from view. **Do not store them in front of your garage door!**
  
7. Leases. All leases of a Unit must be in writing and specifically made subject to the Governing Documents, and copies must be submitted to the BOARD FOR APPROVAL. No lease shall be for a period of less than or more than 6 months. **No owner may lease his or her Unit during a period of twelve (12) months following acquisition of title. No Unit may be rented more than one (1) time in any twelve (12) month period. In the event that title to a Unit is conveyed which is the subject of previously approved lease; that lease may continue for the duration of the approved term. At the conclusion of the lease, the Unit may not be leased for a period of twelve (12) months from that point of time.**

**I HAVE READ AND UNDERSTAND THE ENTIRE ORIENTATION SUMMARY OF INFORMATION:**

Lot# PRD \_\_\_\_\_ Address \_\_\_\_\_ Date \_\_\_\_\_

Owner Signature \_\_\_\_\_

Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_

Co-Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_

Co-Owner Print \_\_\_\_\_

Resident Signature \_\_\_\_\_

Resident Print \_\_\_\_\_

Resident Signature \_\_\_\_\_

Resident Print \_\_\_\_\_

Resident Signature \_\_\_\_\_

Resident Print \_\_\_\_\_

**Pine Ridge at Delray Beach  
Homeowners Association, Inc.**

**A 55+ COMMUNITY**

13751 Oneida Drive  
Delray Beach, FL 33446  
Tel. 561-495-6699

**Disclosure Summary Pursuant to Florida Statute s. 720.401**

Complete and email to: support@oxygenmgmt.com

Lot# PRD \_\_\_\_\_ Address \_\_\_\_\_

**PINE RIDGE AT DELRAY BEACH IS A 55+ COMMUNITY. At least one person 55 years of age or older** must be a permanent occupant and reside in the unit for the majority of the calendar year. **No person under 21 years of age** may be a permanent occupant in the unit.

1. AS AN OWNER OF PROPERTY IN THIS COMMUNITY, YOU WILL AUTOMATICALLY BECOME A MEMBER OF THE ASSOCIATION AND WILL BE OBLIGATED TO ADHERE TO ITS GOVERNING DOCUMENTS, WHICH INCLUDE BUT ARE NOT LIMITED TO ITS ARTICLES OF INCORPORATION, DECLARATION OF COVENANTS AND RESTRICTIONS, BY-LAWS, RULES AND REGULATIONS (“**GOVERNING DOCUMENTS**”). THE GOVERNING DOCUMENTS ARE SUBJECT TO CHANGES IN FLORIDA STATUTES AND CASE LAW DEVELOPMENTS.
2. RESTRICTIVE COVENANTS GOVERNING THE USE AND OCCUPANCY OF PROPERTIES IN THIS COMMUNITY HAVE BEEN RECORDED IN THE PALM BEACH COUNTY RECORDER’S OFFICE AND HAVE BEEN AMENDED FROM TIME TO TIME.
3. YOU WILL BE OBLIGATED TO PAY QUARTERLY HOA FEES TO THE ASSOCIATION. THESE FEES ARE SUBJECT TO PERIODIC CHANGE. THE CURRENT QUARTERLY FEE IS **\$960.00**. YOU WILL ALSO BE OBLIGATED TO PAY ANY SPECIAL ASSESSMENTS IMPOSED BY THE HOMEOWNER’S ASSOCIATION OR THE MASTER ASSOCIATION, WHICH OWNS AND CONTROLS THE AMENITIES. SUCH SPECIAL ASSESSMENTS ARE SUBJECT TO CHANGE. THE CURRENT SPECIAL ASSESSMENT IS **\$ 690**.

**HOA QUARTERLY FEES INCLUDE THESE SERVICES:**

- Basic cable TV & WIFI (homeowner pays additional charges for upgrades)
- Basic security monitoring (homeowner pays additional charges for upgrades)
- House painting (once every 8 years)
- House power washing (once every 4 years)
- Sidewalk & driveway power washing (annually)
- Tree trimming of trees planted by the original builder of Pine Ridge (annually)
- Lawn cutting and edging

- Front lawn weed control (3x a year)
- Pest control
- Maintenance, repair and/or replacement of common grounds and all amenities

Questions may be asked and details may be discussed at your in-person orientation.

**NO SERVICES ARE PROVIDED BEYOND THIS PARAGRAPH.**

4. YOU ARE OBLIGATED TO PAY TAXES AND OTHER CHARGES TO THE RESPECTIVE MUNICIPALITY, COUNTY, OR SPECIAL DISTRICT IN WHICH THE PROPERTY IS LOCATED. ALL TAXES AND OTHER CHARGES ARE SUBJECT TO PERIODIC CHANGE.
5. YOUR FAILURE TO PAY ANY AMOUNTS LEVIED BY THE HOMEOWNER'S ASSOCIATION OR MASTER ASSOCIATION COULD RESULT IN A LIEN ON YOUR PROPERTY OR THE SUSPENSION OF PRIVILEGES.
6. THERE IS CURRENTLY NO OBLIGATION TO PAY RENT OR LAND USE FEES FOR RECREATIONAL OR OTHER COMMONLY USED AMENITIES THAT ARE OWNED BY MASTER ASSOCIATION AS AN OBLIGATION OF MEMBERSHIP IN THE HOMEOWNER'S ASSOCIATION.
7. THE STATEMENTS CONTAINED IN THIS DISCLOSURE FORM ARE ONLY SUMMARY IN NATURE AND, AS A PROSPECTIVE PURCHASER, YOU SHOULD REFER TO THE GOVERNING DOCUMENTS OF THE HOMEOWNER'S ASSOCIATION AND THE MASTER ASSOCIATION AND SATISFY YOURSELF BEFORE PURCHASING PROPERTY IN PINE RIDGE.
8. THE GOVERNING DOCUMENTS ARE MATTERS OF PUBLIC RECORD, CAN BE OBTAINED FROM EITHER THE PALM BEACH COUNTY RECORDER'S OFFICE OR THE PROPERTY OWNER, OR CAN BE FOUND ON THE PINE RIDGE WEBSITE AT [pineridgeatdelraybeach.com](http://pineridgeatdelraybeach.com).
9. OTHER IMPORTANT FEATURES OF PINE RIDGE:
  - ANY AND ALL CHANGES TO YOUR HOME AND/OR LOT, INCLUDING PLANTING OF TREES (NO FRUIT TREES OR NON-NATIVE BUSHES ARE PERMITTED), ARE SUBJECT TO OUR GOVERNING DOCUMENTS, APPLICABLE HOA ARCHITECTURAL STANDARDS, PALM BEACH COUNTY LAWS AND CODES, AND REQUIRE WRITTEN SIGNED APPROVAL FROM THE PINE RIDGE ARCHITECTURAL REVIEW COMMITTEE (ARC); ANY AND ALL WORK MAY ONLY BE BEGIN BY THE HOMEOWNER OR BY LICENSED AND INSURED CONTRACTORS AFTER RECEIVING WRITTEN SIGNED APPROVAL FROM ARC.
  - NO DRIVEWAYS, WALKWAYS, SIDEWALKS, AND/OR APRONS MAY BE PAINTED OR STAINED.
  - HOUSE PAINT COLORS ARE SPECIFIED BY THE HOA.

- THE NUMBER AND TYPES OF VEHICLES YOU MAY HAVE AT YOUR PROPERTY ARE GOVERNED BY THE NUMBER OF GARAGE SPACES IN YOUR HOME AND BY FLORIDA LAW.
- YOU MAY ONLY HAVE A CAT AND/OR A DOG; THE DOG CANNOT EXCEED 50 LBS AT MATURITY, AND MUST HAVE ALL SHOTS UP-TO-DATE; CERTAIN DOG BREEDS ARE PROHIBITED; PETS MUST BE LEASHED, MUST BE PROPERLY CURBED ON THE SWALE AND NOT ON ANY OWNER'S LOT, MAY NOT BE KEPT OUTSIDE, MAY NOT CREATE A NUISANCE, AND MAY NOT BE REPLACED WITHOUT HOA APPROVAL
- RENTALS ARE PROHIBITED WITHIN THE FIRST YEAR OF OWNERSHIP; THEREAFTER RENTALS ARE RESTRICTED TO NO MORE AND NO LESS THAN 6 MONTHS IN ANY 12-MONTH PERIOD, AND MUST BE APPROVED IN ADVANCE BY THE HOA.
- OCCUPANCY IN A 55+ COMMUNITY IS SUBJECT TO THE FEDERAL HOUSING FOR OLDER PERSONS ACT AND FLORIDA FAIR HOUSING LAWS

**ACKNOWLEDGED ON DATE** \_\_\_\_\_

**PROSPECTIVE OWNER(S)/RESIDENT(S):**

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**Signature** \_\_\_\_\_

# NEW OWNER(S) FEE PAYMENTS



## Pine Ridge at Delray Beach Homeowners Association, Inc. A 55+ Community

Lot# PRD \_\_\_\_\_ Address \_\_\_\_\_

### HOA QUARTERLY FEE PAYMENTS:

Payments of **\$960** are due quarterly in the following months each year:

- January 1<sup>st</sup>
- April 1<sup>st</sup>
- July 1<sup>st</sup>
- October 1<sup>st</sup>

**NOTE:** There will be a \$25 late fee applied if payment arrives after the 10<sup>th</sup> of the month.

You have **4 OPTIONS** to pay:

#### **OPTION 1: PAYMENT BY COUPON BOOK**

A Welcome Packet will be mailed to you with coupons for the remainder of the year.

COMPLETE INFORMATION BELOW **ONLY** IF YOU WANT THE COUPON BOOK MAILED TO ANOTHER ADDRESS NOT IN PINE RIDGE AT DELRAY BEACH.

Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Payments are made payable to **Pine Ridge at Delray Beach HOA** and mailed to:

Pine Ridge at Delray Beach HOA  
C/O Oxygen Association Services  
361 E Hillsboro Blvd.  
Deerfield Beach, FL 33441

**OPTION 2: ELECTRONIC FUNDS TRANSFER AUTHORIZATION FORM**

For this option, print the following form, complete it, and mail to the address below with a voided check.

**Electronic Funds Transfer Authorization Form**

I/we hereby authorize **South State Bank** to initiate EFT debit entries (withdrawals) from my/our checking account for credit to the below-named account on the **5th day** of each quarter in the amount of \$ \_\_\_\_\_. This authority will remain in effect until I/we notify **South State Bank** otherwise.

I/we further agree that this amount may change as directed by the Board of **Pine Ridge at Delray Beach HOA** and that I authorize **South State Bank** to make whatever changes are necessary to the amount of the EFT debit entry.

Name of Your Bank \_\_\_\_\_

The Account Number to be debited: # \_\_\_\_\_

Your Bank’s Routing/Transit Number: # \_\_\_\_\_  
(9-digit number found on lower left side of check)

**LOT# PRD** \_\_\_\_\_ (This is the number appearing on your payment coupon.)

The name of the account to be credited is **PINE RIDGE AT DELRAY BEACH HOA**

Account Owner Signature \_\_\_\_\_

Account Owner Name \_\_\_\_\_

Phone Number \_\_\_\_\_

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

\_\_\_\_\_ (Date When First Payment is to be debited from account.)

*\*\*\*Please note that paper authorizations must be received by the **20<sup>th</sup>** of the month to be effective for the next debit month. If the **20<sup>th</sup>** falls on a weekend or holiday, the deadline is the last business day prior to the **20<sup>th</sup>***

Date this Form was signed: \_\_\_\_\_

**PLEASE INCLUDE A VOIDED CHECK!!!**

Send to:

Pine Ridge at Delray Beach HOA  
c/o Oxygen Association Services  
361 E Hillsboro Blvd.  
Deerfield Beach, FL 33441

- OR -

Email to: [kboike@oxygenmgmt.com](mailto:kboike@oxygenmgmt.com)

**OPTION 3: BILL PAY THROUGH YOUR FINANCIAL INSTITUTION**

If you'd like to make your payments by using your financial institution's online bill payment service, please make sure to enter your payee account **exactly as follows:**

Checks **MUST** be made payable to: **PINE RIDGE AT DELRAY BEACH HOA**

The mailing address for payment is:  
Pine Ridge at Delray Beach HOA  
c/o Oxygen Association Services  
PO Box 668587  
Miami, FL 33166-9419

The (account number) **LOT# PRD** \_\_\_\_\_ must be included. This option will require you to contact your financial institution annually if there are any changes to the assessment at the Annual Budget. Keep in mind your bank will mail a check for you; therefore, make sure you are scheduling your payment to arrive by the 1<sup>st</sup> of the month to ensure your payment is received before the grace period ends.

**OPTION4: PAY ONLINE; SIGN UP TO PAY VIA ECHECK: <https://oxygen.cincwebaxis.com>**

*There is a fee of \$2.99 for checks and 3.5% for credit card.*

**I have read and understand my four payment options.**

Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Co-Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Co-Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Co-Owner Print \_\_\_\_\_

Co-Owner Signature \_\_\_\_\_ Date Signed \_\_\_\_\_

Co-Owner Print \_\_\_\_\_