

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
PROSPECTIVE BUYER ORIENTATION

DATE _____ BUYERS _____

- _____ 1. Unit Manual – buyers should review the manual in detail. Also available on the Association website: mybrandywine.org
- _____ 2. Pets – no owner pets allowed, no guest pets allowed.
- _____ 3. Maintenance Fees – At the time the unit is sold, both the grantee and the grantor are jointly liable for all unpaid assessments attributable to the unit up until the time of transfer. Florida Statute 718.116(1)(a).
- _____ 4. Association Office should be advised of address and phone number at all times, and have a key to your unit for emergencies.
- _____ 5. Leasing – 1 year minimum. Applicant must complete lease application and other requirements. The lease must be approved by the Board of Directors.
- _____ 6. **Exterior Alterations** – All exterior alterations such as lanai enclosure, storm shutters, Skeet'R Beat'R garage screen, front entry tile, new plants, etc. must be approved by the Association prior to having work done. DO NOT SIGN A CONTRACT OR MAKE A DEPOSIT WITH THE CONTRACTOR UNTIL ASSOCIATION APPROVAL IS RECEIVED. After an approved alteration is made, the unit owner and his successors shall be financially responsible for the insurance, maintenance, care and preservation of the alteration.
- _____ 7. **Interior Alterations** - Wall removal cannot be done without Association approval.
- _____ 8. Maintenance Responsibilities – Each unit owner is responsible at his own expense for all maintenance, repairs and replacements of his unit including, screens, windows, window glass, doors (including garage door), air conditioning units, outside water hose bib and shutoff, etc. Also, all other facilities and fixtures located or contained entirely within his own unit which serve only his unit.
Over the years, the majority of units had the original screen porches enclosed. The Association is only responsible for roof leaks. All other water intrusion problems are to be corrected by the owners.
- _____ 9. Plants – The Ground Maintenance Policy permits unit owners to plant and maintain the areas immediately around the mailbox posts and the front yard light posts at their expense (annual, seasonal or low to the ground plants). Vines and clinging plants are prohibited. Unit owners must obtain written approval from the Board prior to planting anywhere else around the unit.

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- ___ 10. Board of Director's Meeting –third Tuesday each month at 11:30 AM in the Brandywine Room and are subject to change. All owners are encouraged to attend. The schedule for Committee Meetings can be found on the monthly calendar which is either delivered to each unit (during season) or can be obtained from the gate keeper (off season).
- ___ 11. After closing, a decal for your **vehicle(s)**, no charge, can be obtained from the Office. An order form for the names on the **mailbox** must be accompanied with a check for \$35.
- ___ 12. After closing, a copy of the current budget and the last audit report is available at the Association Office upon request.
- ___ 13. Insurance – The Association maintains insurance on all the buildings. The owner should obtain on their personal items and portions of the unit interior. Check the Declaration of Condominium. An Elevation Certificate is available at the Office for those owners wanting to obtain flood insurance on their personal items. Mitigation Report for your unit is available in the Office.
- ___ 14. Sale of Unit – All unit sales must be approved by the Board of Directors. Please contact the Office for more information.
- ___ 15. Garage – No garage sales are allowed in Brandywine except for the Garden Club Trash & Treasure Sale.
- ___ 16. All vehicles must be able to be parked in the carport or inside the garage. **No parking on sidewalks.**
- ___ 17. No Satellite Dishes allowed on your building or in the ground outside your unit.
- ___ 18. Resident Directory – How do you want to be listed in the directory? Permission form attached must be signed.
- ___ 19. **Call the GATE (481-2938) when expecting guests or workmen.**
- ___ 20. Questions????

Prospective Buyers

Committee Member

Revised 6/29/18

EXHIBIT 'E'
RULES AND REGULATIONS
OF
BRANDYWINE CONDOMINIUM ASSOCIATION

The BRANDYWINE CONDOMINIUM shall be subject to the following rules and regulations in addition to such other use restrictions as may be set forth throughout the Declaration of Condominium and Bylaws for this condominium.

- A.** Each unit of the condominium property shall be used only for residential purposes, and as a single-family private dwelling for the unit owner or tenant and the members of his family and social guests and for no other purpose.
- B.** Unit owners shall not permit or suffer anything to be done or kept in their units which will increase the rate of insurance premiums on the condominium property, or which will obstruct or interfere with the rights of other unit owners or annoy them by unreasonable noises or otherwise; nor shall the unit owners permit any nuisance or commotion immoral or illegal act in or about the condominium property.
- C.** The use of the unit shall be consistent, and in compliance with existing laws, the provisions of the Declaration of Condominium and these rules and regulations.
- D.** Units may not be used for business use or for any commercial use whatsoever except they may be leased for residential purposes.
- E.** Common elements shall not be obstructed, littered or defaced or misused in any manner.
- F.** No structural changes or alterations shall be made in any unit without prior approval of the Board of Directors, in writing.
- G.** Pets are not allowed except for fish and canary size birds. Tenants or guests are not permitted to have pets on the property at any time.
- H.** No sign, but not limited to any "For Sale" sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any unit owner on any part of the outside wall, or any common area of the premises, or on the window of a unit, except as authorized, in writing by a majority of the Board of Directors.
- I.** The sidewalks, entrances, passages, vestibules, and stairways must not be obstructed or encumbered or used for any purpose other than ingress and egress to and from the premises.

- J.** No exterior curtain, blind, awning, glass, etc., shall be installed on any porch without the prior approval of the Board of Directors. An owner shall not individually paint or otherwise decorate or change the appearance of any portion of the exterior of his unit. Repairs, screening and screening supports shall be at the owner's expense, unless covered by the Association's insurance policy.
- K.** No baby carriages, bicycles or similar items shall be allowed to stand in the passageways or common areas of the Condominium property.
- L.** No trashcans, supplies, or other articles shall be placed on the sidewalks, staircase landings, stairs or other common area except where specifically designated. Nothing shall hang from the windows or be placed upon the exterior windowsills. Neither shall any linen, cloths, clothing, curtains, rugs, or mops be shaken or hung from any of the windows or doors.
- M.** No unit owner shall make or permit any disturbing noises in the building made by himself, his family, servants, employees, agents, visitors, etc., or permit anything by such persons that will interfere with the rights, comforts or convenience of other unit owners.
- N.** Each unit owner and the occupants of a unit shall maintain in good condition and repair his unit and all interior surface within or surrounding said unit such as the surfaces of the walls, ceilings, floors, etc., whether or not part of the unit or common elements, and to maintain and repair the fixture therein and pay for any such utilities as are separately metered to his unit.
- O.** Only entire units may be rented provided that all of the provisions of the Declaration of Condominium, Bylaws of the Association and the Rules and Regulations of the Association pertaining to the use and occupancy of the leased unit shall be applicable against any person occupying a unit as a tenant to the extent as are applicable to the owner of an agreement by such tenant occupying a unit to abide by the Declarations of Condominium, the Rules and Regulations of the Association and the terms of the Bylaws of the Association as they may exist from time to time. The Association is a will be designed as the agent of the owner of the unit for the purpose of and with the authority to terminate any lease covering the unit upon the violation by the tenant of the provisions herein contained.
- P.** Use of the recreational facilities will be in such manner as to respect the rights of other unit owners, and the Board of Directors may regulate duration of play, hours of opening and closing and schedule their use. In no event shall children under the age of twelve (12) years, who are guests of an owner, or any child who cannot swim, be permitted in the pool area unaccompanied by an adult.
- Q.** Amendments. Copies of all amended Rules and Regulations shall be furnished by the Board of Directors to each unit owner prior to their effective date. The foregoing sections shall be the initial Rules and Regulations, which shall be effective until amended by the Board of Directors with approval of not less

than two-thirds (2/3rds) of the unit owners present in person or by proxy, and voting at a duty called meeting of the Association.

R. Any activity which requires the exclusive use of a common element, is to be scheduled with the Board of Directors through the management office.

S. The assignment of the use of the storage closets and carports of the Hazeltine units is determined by the Board of Directors and each storage closet and carport is identified by numbers that correspond to the Unit number at each building address.

T. Solicitation. No soliciting of any kind by any person, including any Brandywine resident, non-resident person or group will be permitted, including, but not limited to, attaching anything to unit doors, without permission of the Association.

U. Smoking. The following are smoking free areas: the Brandywine Hall building and complex, the pool area and complex, tennis building and complex as well as the tennis/pickle ball courts.

V. Mailboxes. The maintenance of the mailbox posts, mailbox and the mailbox flag, is the Associations responsibility. The Association, at the Unit Owner's request and expense, will install the Unit Owner's name and Unit number on the mailbox. No numeral or reflectors are to be installed on the mailbox post or adjacent to the mailbox. The Board of Directors may establish and change the fees associated installing the Unit's Name and Unit number by Board action and without further Unit Owner approval.

BRANDYWINE POOL/SPA RULES

CONSUMPTION OF FOOD AND SNACKS AT
TABLES ONLY

APPROPRIATE SWIM ATTIRE REQUIRED

CHILDREN: NO SCREAMING, NO RUNNING AND
NO JUMPING

NO LARGE FLOATS THAT OBSTRUCT OTHER
SWIMMERS

Emergency Phone: Left side of main entry door
into Brandywine Hall under breezeway.

DIAL 911

POOL HOURS: 7:00am-10:00pm

In addition to the current posted Rules
Established October 2018

BRANDYWINE COMMUNITY INFORMATION 2019

GATE

Please call the Entry Gate (481-2938) when you expect guests, deliveries, repair men or emergency personnel (fire, medical or police). Your guest or vendors will not be allowed on property without your permission.

BRANDYWINE OFFICE

Office Address: **1398 S. Brandywine Circle**
Fort Myers, FL 33919

Telephone: **(239) 481-2326**
Fax: **(239) 481-0744**

Association Management Company: **Precedent**
Association Manager: **Christine Stamp (239) 481-2326**
Manager Email: christinec@precedentmgt.com

Office Hours: **Monday through Friday**
8 AM – 12 Noon 1 PM – 4 PM

Office E-mail: ccastellano@precedentmgt.com
Office Assistant: **Chrissy Castellano**

BRANDYWINE WEBSITE

Precedentmgt.com & mybrandywine.org

BRANDYWINE BOARD OF DIRECTORS

President	William Doolin
VP	Spencer Sweatt
Treasurer	Kris Morley
Secretary	Patty Haller
Director	Bonnie Baril
Director	Karen Miller
Director	Karen Wright

COMMITTEE CHAIRPERSONS

Activities Committee – MJ Peters
Buildings & Grounds Committee – Bonnie Baril
Communications Committee – Karen Miller
Documents & Policy Committee – Karen Wright
Finance Committee – Kris Morley

MAINTENANCE FEE CHECKS

- Due and payable on or before the **first** of each month.

Payment via:

- 1) **Direct Debit** – Forms available in the office
- 2) **Bank Check On Line** – Have your account # on check - New Mailing address:
Brandywine Condominium Association, P.O. Box 22437, Tampa, FL 33622-2437
- 3) **Personal Check**- Must enclose coupon – Mail to address on coupon

2019 Fee: Brandywine Model **\$612.57**
Hazeltine Model **\$386.81**
All Other Models **\$525.00**

WELCOME TO BRANDYWINE

A pet free community

UTILITIES

Lee County Utilities: 239-936-0247
Florida Power & Light: 239-334-7754
Comcast Cable (Bulk): 800-934-6489
Comcast Service: 855-510-1609
Century Link: 877-436-2277
Advanced Disposal: 239-334-1224
Lee County Tax Collector: 239-533-6000

This bulletin has been developed to assist new residents in becoming informed and active members of Brandywine. Also, valuable information is included to assist you in becoming a good neighbor in our condominium community.

KEEP INFORMED

BULLETIN BOARD

- Located in the Puzzle Room and Brandywine Hall.
- Watch for important announcements and sign up sheets for activities.
- All Board and Committee Meeting Notices and Agendas are posted on the Official Bulletin Board and in the Association Office.

“BRANDYWINE BUGLE”

- Contains information regarding the actions of the Board of Directors which are important to all residents.
- Includes all social events in detail.
- Includes the calendar of all activities and social events for the month.
- It will be delivered to your door, at the end of each month during season. Pick up at gate from June – September.

ASSOCIATION MEETINGS

- Regularly scheduled Board Meetings are at 11:30 AM on the third Tuesday of each month (except July and August) as posted on the Official Bulletin Board.
- Notices of all Board Meetings are posted on the Official Bulletin Board and in the Office 48 hours prior to the meeting.
- Owners are welcome to attend all Board and Committee Meetings. However, comments or questions are reserved for the appropriate portion of the agenda.

BRANDYWINE WEBSITES

- www.mybrandywine.org – Resident Maintained
- www.precedentmgt.com – Management Maintained

AGENCIES FOR SENIORS

Elder Affairs:	
Center for Independent Living of SW FL	277-1447
Dept. of Health (Aging & Adult Services)	338-1138
Senior Solutions	332-4233
United Way Helpline	433-5000
Aging & Adult Services	936-5000
Deaf Service Center (Boy Scout Dr.)	461-0334
Legal Services:	
AARP Legal Counsel for the Elderly	800-441-2277
Florida Bar Lawyer Referral Service	800-332-8011
Hemlock Society of Lee County	482-6077
Senior Centers/ Recreation Programs:	
Share Club	772-6765
Talking Books for the Visually Impaired or Physically Handicapped	800-226-6075
Transportation:	
American Cancer Society (cancer patients)	936-1113
Good Wheels (doctors, shopping, groceries)	762-2900
Passport – Lee Trans	533-8726
ACT – Abuse Counseling & Treatment	939-3112
Hope Hospice, Health Park Cir.	482-4673
Veterans Services:	
Lee County Veterans Service Center	938-1100

BRANDYWINE ACTIVITIES

MONTHLY PARTIES

- Watch for announcements on the bulletin board and in "The Bugle".
- Volunteer to serve on a committee one month each year. Sign-up sheet is on the bulletin board.

WOMEN'S ASSOCIATION

- Meets on the first Saturday of each month at 9am in the Brandywine Room.
- Sweets, coffee, conversation, a brief business meeting and programs.
- Come to participate and enjoy the fellowship.
- Donation of \$10.00 per person per year to cover miscellaneous expenses. *First year free.
- Contact Karen Miller at 481-3790 for more information.

GARDEN CLUB

- Meets on the third Monday at 1:00pm in the Brandywine Room or Tennis Building.
- Dues are \$10.00 per year. *First year free.
- Contact Mary Meyerhans at 482-0001 for more information.

CERAMICS & GLASS JEWELRY

- Meets on Wednesdays at 1pm in the Kiln Room.

WATER EXERCISE

- Lap Swimming: Daily 7-8am
- Low Impact: Daily 8:00am
- Aerobics: Tues & Fri. 9:00am

INDOOR EXERCISE

- Low Impact: Mon. & Thurs. 9:00am
- Yoga: Monday 3:00pm

SEWING & CRAFTS

- Tuesdays at 1:30pm in the Tennis Clubhouse.
- Bring your own work to do or just come to chat.

TENNIS

- Monday, Wednesday, Friday at 8:00am
- Contact Jack Sheils at 985-7083 for more information.

BINGO

- October through May on the first and third Wednesday of the month at 7:00pm in the Brandywine Room.

MAH JONGG

- Wednesdays at 12:30pm in the Brandywine Room.

MIXED SOCIAL BRIDGE

- Tuesdays at 6:30pm and on Friday at 12:30pm in the Brandywine Room East (B-5).
- Sign up by Monday noon in the white notebook in the Brandywine room East if you plan to play.
- For more information call Berneda Taylor 561-1514.

MEN'S POKER

- Thursdays at 1:00pm in the Tennis Clubhouse.
- Contact Bob O'Keeffe at 437-2084 for more information.

LIBRARY

- Located in the Tennis Building.
- Donations of books, magazines, video and audio tapes are welcome. Leave them on the table for the committee to file.
- Books & magazines taken from the library should be returned within a reasonable period of time, so they are available to other residents.
- Audio and DVD's are stored in the closet in the library.

BEREAVEMENT COMMITTEE

- In the event of a death in our Community, this committee can help families set up a memorial/ coffee or receptions at the Brandywine Hall or in the resident's home.
- Call Grace Greenberg 219-741-9132 for more information.

PICKLE BALL

- The Pickle Ball courts are set up in the Tennis Court area.
- There are 4 racquets and six balls in a sports bag on the Tennis Porch- please return.
- Instructions available. Contact Paul Hensen 703-7644 for more information.

PUZZLE ROOM

- Located in the West Wing – Turnberry entrance. All are welcome anytime.
- Community puzzles are always in progress.

MEN'S CLUB

- Meets monthly, programs and discussions (see calendar). NO Dues.
- Contact Ed Zender 267-0951 for more information.

BOOK CLUB

- Meets the second Tuesday of each month at 10:00am in the Tennis Clubhouse.
- Contact Jean Zender at 267-0951 for more information.

OTHER ACTIVITES

- Other activities are planned by the Activities Committee, see the calendar of activities attached to "The Bugle".
- Several times a year, coffees and cocktail parties are held in the Brandywine Hall.
- Watch the bulletin board for announcements.

OTHER IMPORTANT INFORMATION

CONDOMINIUM DOCUMENTS

- If you have lived in a condominium before, you know how important it is to know and understand what is included in the condominium documents – Declaration of Condominium, By-Laws and Rules and Regulations. If you are new to condo living, it is imperative that you know and understand what is included in these documents to adjust comfortably to this lifestyle which is new to you and so very different from single family living. In any case, please study the documents carefully and contact your Association Manager with any questions you may have.

SPEED LIMIT

- Please drive carefully – **25 MPH** – and **OBSERVE STOP SIGNS**.

PARKING

- No parking on any portion of the sidewalks and no overnight parking on the streets. If you have guests or vendors entering the community, please remind them of this.

SWIMMING POOLS

- Please read and follow all rules posted in pool area.
- No diving or jumping allowed.
- **All children under 12** must be accompanied by an adult.
- Place a towel on the chairs to protect them from staining.
- **Divider must be across small pool always.**

SPA

- No children under 12
- No submerging
- No bathing or washing hair

BICYCLES, SKATES & ROLLERBLADES

- Use on streets only – do not ride on sidewalks.
- Do not ride or park on the tennis courts, pool decks or the breezeway on the north side of the Brandywine Clubhouse.
- Must have a light when riding at night or early morning.
- Please remind children to not ride or play near the Gate House.

WALKERS

- Please walk on the sidewalks for your own safety.
- Wear light colors or reflective tape.

GUESTS

- Make sure your guests are aware of and understand the rules for driving, parking and using all the facilities.
- Guest Gate Pass will require owner signature, guest name and license plate number.

PEST CONTROL

- If you have any pest problems, please contact the Office at 481-2326 to schedule an appointment for Tuesday from 9am-11am.

TRASH COLLECTION

- Place trash at curb (not in front of mailbox) by 9am on Monday, Wednesday and Fridays.
- Do Not put trash out the night before.
- Please use plastic bags heavy enough to hold the weight of the trash.
- No cardboard or moving boxes.

LARGE ITEMS

- Arrange to have your contractor remove carpet, padding, appliances, etc.
- If they will not take the items, please call Advanced Disposal at 334-1224 regarding information for disposal.

RECYCLE COLLECTION

- Please use the blue bins for recycles. Pick up is Tuesday only.
- Blue bin must be at the curb by 9:00am Tuesday morning. Do NOT put out the Bin the night before.
- Newspapers, magazines and catalogs must be placed in brown grocery bags – soft boxes, junk mail.
- Cans and bottles should be washed, and lids removed.
- Do NOT place bin near the mailbox.
- Corrugated cardboard boxes should be flattened and tied. Place beside bin.

ITEMS TO BE RECYCLED

GLASS: Green, clear and brown bottles/ jars

PLASTIC: Plastic bottles & containers with #1-7 on the bottom

METAL: Aluminum cans, pie pans, clean foil, tin, steel and empty aerosol cans

PAPER: Phone & paperback books, junk mail, magazines, catalogs, newspapers and inserts,
office paper, file folders & paper bags

PLEASE NO HOUSEHOLD CHEMICAL WASTE: All chemical waste (i.e. florescent lightbulbs, paint, batteries, cleaning compounds, gasoline) must be taken to a Lee County Drop Off Facility.

**6441 TOPAZ COURT
FT. MYERS, FL 33912
533-8000**

Please dispose of all your chemical waste at the Drop Off Facility and do not leave it by the dumpster for the office to dispose of.

There is NO CHARGE to residents for dropping off household chemical waste.

HOWEVER, if our maintenance must drop off waste there IS a charge, and this will add to yearly budget cost.

FREQUENTLY ASKED AND QUESTIONS AND ANSWERS
BRANDYWINE CONDOMINIUM ASSOCIATION INC.

As of January 2019

Q. What are my voting rights in the condominium association?

A. Each unit has one vote which may be cast by the individual owner of record, or in the case of husband and wife, either owner of record. Declaration of Condominium Section 5D.

Q. What restrictions exist in the condominium documents on my right to use my unit? Declaration of Condominium Section 8, and Rules & Regulations paragraph A.

A.

- At least one occupant must be 55 years of age or older.
- Children under the age of 18 years are not permitted as permanent residents or as guests for periods in excess of 60 days in any one calendar year.
- Units can only be used for residential purposes.
- The use of units shall be in compliance with existing laws and the governing documents.

Q. What restrictions exist in the condominium documents on the leasing of my unit? Declaration of condominium Section 8F, and Rules & Regulations paragraph A and O.

A:

- There is a minimum rental period of one (1) year. All leases must be approved by the Board of Directors.
 - At least one occupant must be 55 years or older.
 - Children under 18 years are not permitted as permanent residents or guests for periods in excess of 60 days in any one calendar year.
 - Only entire units may be leased or rented.
 - Submission to the Association of the appropriate application fee, occupant information, and a copy of the lease.
 - Pets are not allowed under any circumstances.

Q: How much are my assessments to the condominium association for my unit type and when are they due? Declaration of Condominium Section 4, By –Laws Section 6

A: Maintenance fees are due and payable without notice on the 1st day of each month.. The 2019 maintenance fees are as follows: **Brandywine models - \$612.57; Hazeltine models- \$386.81; all other models - \$525.00.**

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A: No

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

A: No

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A: No.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.

www.mybrandywine.org

Brandywine Condominium Association, Inc.

1398 S. Brandywine Circle, Fort Myers, Florida 33919

239-481-2326 FAX: 239-481-0744

E-mail: brandywinecondo@embarqmail.com

Name: _____

Property Address: _____

Telephone Number: _____

Email Address: _____

Effective July 1, 2010, the optional information above is no longer considered an official record of the Association, and may not be published or disseminated without your consent. Pursuant to a recent amendment to Section 720.303(5) Florida Statutes, only your name, parcel designation, mailing and property address are official records of the Association and the Association is now prohibited from disclosing any other information provided. That notwithstanding, you may consent for the information provided above to be included in the Association's directory, which will be published and provided to members and residents of the Association. By doing so, you further agree to release and hold the Association harmless for any use or misuse of this information .

- I hereby agree and consent to have my personal information provided above included in the Association's directory.
- I do not consent to have my personal information published in the Association's directory.

Owner Signature: _____

Printed Name: _____

Date: _____

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.
2015-2017 VEHICLE REGISTRATION

Please complete this form and bring it with your state issued vehicle registration and valid driver's license into the Association Office to obtain your new decal.

Office Hours: Monday thru Friday
8 AM – 12 Noon
1 PM – 4 PM

UNIT NO. _____

OWNER'S NAME(S) _____

ADDRESS _____

VEHICLE 1

STICKER # _____

YEAR OF VEHICLE _____

MAKE OF VEHICLE _____

MODEL _____

COLOR _____

LICENSE PLATE NO. _____

DRIVERS LICENSE NO. _____

VEHICLE 2

STICKER # _____

YEAR OF VEHICLE _____

MAKE OF VEHICLE _____

MODEL _____

COLOR _____

LICENSE PLATE NO. _____

DRIVERS LICENSE NO. _____

PLACE THE DECAL ON THE WINDSHEILD---OUTSIDE -DRIVER'S SIDE -TOP CORNER

BRANDYWINE CONDOMINIUM ASSOCIATION, INC.

Precedent Hospitality & Property Management
3001 Executive Drive, Suite 260, Clearwater, FL 33762
727.573.9300 • Fax: 727.573.8549
info@condominiumassociates.com

EMERGENCY CONTACT INFORMATION

PROPERTY ADDRESS _____

Please complete the form below by **PRINTING** the requested information, sign & date and mail, fax or email to the address above.

Homeowner Name _____

Resident Address _____

Mailing Address if Different _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Additional Homeowner Name _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Nearest Contact (relative, friend, neighbor) with a Key (in case of emergency)

Name _____ Phone _____

Mailing Address _____

Nearest Relative (in case of emergency)

Name _____ Phone _____

Mailing Address _____

TENANT(s) _____

Home Telephone Number _____

Work Telephone Number _____ Fax _____

E-mail _____ Cell# _____

Number of Person(s) occupying unit

Adult(s) _____

Vehicle(s)	Make/Yr.	Model	Color	TAG Number
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

PLEASE SIGN AND DATE BELOW:

Owner Signature Date: Spouse/Co-Owner Signature Date:

**** ACH FORM ****
AUTO DEBIT
AUTHORIZATION
Condominium Associates

USE THIS FORM TO AUTHORIZE A RECURRING ELECTRONIC
PAYMENT FROM YOUR BANK ACCOUNT

How do I sign up for this service?

Step 1 Fill in the required information below and return this form to:

Condominium Associates
Attn: ACH Processing
3001 Executive Dr. Suite 260
Clearwater, FL 33762
Fax: (727) 573-8549

Step 2 Include a void check (or deposit slip for a savings account) with this form so that account numbers can be verified.

How do I confirm that you received these instructions?

Step 1 Please let us know how you would like to be notified:

Mail a copy of this processed form back to me at the address below.

Email me at: _____

What other information do I need to know?

- Item 1 The completed form must be received by the 25th of the month prior to the payment due date in order for the ACH to be debited on the next regularly scheduled date. If the 25th falls on a holiday or weekend, the form must be received by the last business day prior to the 25th.
- Item 2 Your account will be automatically debited on the 3rd day of the month that the payment is due. If the 3rd is on a weekend or holiday your account will be debited on the next business day.
- Item 3 By submitting this form you authorize your association to initiate the ACH debit for the property/unit listed below.
- Item 4 A separate enrollment form must be completed for each property/unit payment obligation.
- Item 5 This auto debit will continue until you provide written instructions to cancel.
- Item 6 If your ACH is rejected or returned you will be notified and your account may incur late fees.
- Item 7 Bank account to be debited must be within the US territorial jurisdiction and the funds must be payable in US dollars.

PLEASE COMPLETE INFORMATION BELOW & INCLUDE VOIDED CHECK COPY

Association Name: Brandywine Condominium Association Unit/Account: _____

Name: _____ Phone: _____

Street Address: _____ City: _____ State: _____ ZIP: _____

Financial Institution: _____

Bank Routing No. (9 digits) _____ Bank Account No. _____

Is this a checking account _____ (yes/no) or a savings account _____ (yes/no)? Is this within US territorial jurisdiction _____ (yes/no)?

By signing this authorization, you agree to the following: I am authorized to initiate transactions for the checking or savings account I have provided. I hereby authorize the above named association to debit my checking or savings account to collect my association payments. I hereby authorize Popular Association Banking to process electronic transfers by ACH debit entries to the account referenced above for the purpose of making these payments.

Date Signature

Date Signature

Return this form to: Precedent Hospitality, 3001 EXECUTIVE DRIVE, SUITE 260, CLEARWATER, FL 33762
Fax this form to: (727) 573-8549
Email this form to: Accounting@condominiumassociates.com

QUESTIONS? Call us at 727-573-9300 or email Accounting@condominiumassociates.com



**BRANDYWINE NAME BADGE
ORDER FORM
\$10.00 EACH**

*LET'S HAVE A UNITED AND FRIENDLY COMMUNITY.
ASSOCIATE A NAME TO A FACE, A FACE TO A NAME.*

PRINT YOUR NAME HOW YOU WOULD LIKE IT ON YOUR BADGE

Name:

Address:

Phone #:

Circle One: PIN MAGNET

Name:

Address:

Phone #:

Circle One: PIN MAGNET

Check made payable to: Brandywine Activities Committee (BAC)
Return Form and Check to the Brandywine Association Office
Questions: Call Rosemary King (239)288-7533

Precedent Brandywine Website Instructions

- Go to website **Precedentmgt.com**
- Click Login located on the top right of the page
- Click continue in the message box
- Click Register
- Insert User Information
- Email address is required
- Click submit
- Allow up to (2) days to receive approval Email
- Approval Email will include Password
- Go to website **Precedentmgt.com**
- Click Login
- Login: Email address Password: from approval Email