

Circle Bay Yacht Club Condo  
1950 S.W. Palm City Rd.  
Stuart, Florida 34994  
(772)287-0990  
[office@circlebay.net](mailto:office@circlebay.net)

Dear Prospective Purchaser (or Realtor),

In order to provide for better understanding and reduce delays in processing sales of units at Circle Bay Yacht Club, the following brief summary of current procedures is provided.

Forms are available at the Association Office or on the Circle Bay Website ([www.circlebay.net](http://www.circlebay.net)) for sales applicants, along with the packet of the Circle Bay Yacht Club Rules and Regulations. These forms must be **fully filled out**, signed, and returned to the office with a copy of the sales contract page that specifies the closing date, a \$50.00 check for the processing fee, and a copy of applicant's drivers' license. **Please note that if paperwork is not submitted at least 14 business days prior to closing, the processing fee will be \$100.00 to expedite the process.** At least one occupant **must** be 55 or older.

Upon receipt and review of the application, the Welcoming Committee will schedule an appointment for the prospective buyer(s) to come in to learn more about Circle Bay Yacht Club policies, and what our community has to offer them. The application will then be submitted for approval by the Board of Directors.

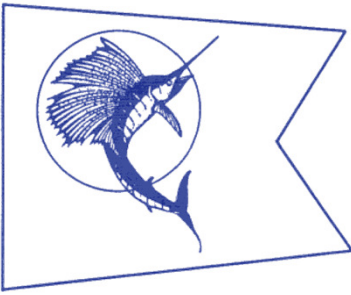
The notarized Certificate of Approval will be held in the Circle Bay Yacht Club office (for closing), at which time it can be picked up by the realtor or purchaser.

No pets are allowed in any unit or on the property at any time.

All prospective residents must be approved by the Board of Directors prior to occupancy of the unit # \_\_\_\_\_ - \_\_\_\_\_.

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Circle Bay Welcoming Committee



Circle Bay Yacht Club Condo  
1950 S.W. Palm City Rd.  
Stuart, Florida 34994  
(772)287-0990

Dear Prospective CBCY Resident of Unit No. \_\_\_\_-\_\_\_\_\_,

The primary purpose of the Welcoming Committee is to provide information that will help you enter into this condominium lifestyle and settle quickly and comfortably into our friendly community. We will try to answer any questions pertaining to Circle Bay. We do ask you to familiarize yourself with our rules and agree to comply with them before signing a purchase agreement.

Circle Bay is managed by volunteers. From our owners of record, we annually elect a Board of Directors which is charged with maintaining our facility and its financial requirements as well as exacting compliance with our Rules. This has worked well over many years. Our maintenance fees are reasonable. Special assessments have been few. Our hired maintenance staff, with the assistance of resident volunteers, works hard to sustain the lush and inviting environment that is Circle Bay.

Over the years, with the approval of the Board of Directors, Circle Bay has published and revised its Rules, the last revision being March, 2018. By complying with those Rules, virtually all of our residents have found that living here is a most tranquil and congenial experience.

We look forward to meeting you.

Respectfully yours,

Circle Bay Yacht Club Condominium Association, Inc.

**APPLICATION FORMS REQUIRED FOR PURCHASES AT  
CIRCLE BAY**

**Prospective Purchaser of unit no. \_\_\_\_\_ - \_\_\_\_\_ is to submit the following:**

1. Application for Purchase , Gift or Inheritance Approval form, page 4
  2. CBYC Occupancy Approval Application Form, page 5
  3. Acceptance of Circle Bay Yacht Club Policies (Sales Applicant's Affirmation), page 6
  4. Resident Information & Permission Sheet , page 7
  5. Signed Voting Certificate, page 8
  6. Signed Receipt of CBYC Rules & Regulations form, page 9
  7. Copy of driver's license(s), passport or notarized birth certificate.
  8. \$50.00 Processing fee; a check made payable to Circle Bay Yacht Club.
- Note: If paperwork is submitted less than 14 business days prior to the closing date, the processing fee will be \$100.00 to expedite the process.***
9. Page of Sales Contract that specifies the closing date.
  10. Circle Bay Yacht Club Electronic Authorization form, Page 10.

Application is to be directed to the Welcoming Committee and may be left with Leyda during office hours. **(Monday – Friday from 9:00 A.M.- 12:00 noon)**

If you have any questions please feel free to call (772)287-0990 or email [office@circlebay.net](mailto:office@circlebay.net) .

You may also visit our website at [www.circlebay.net](http://www.circlebay.net) for useful information.

**Circle Bay Yacht Club Condominium Association, Inc.**

Application for Purchase, Gift, or Inheritance Approval

1. This application and all the attached forms shall be completed in detail by the proposed new owners.
2. All the requests for other documentation shall be submitted.
3. Any lapse in the above and the application will be returned, delaying the approval process.
4. The completed application must be submitted to the Association at least 14 business days prior to the expected closing date. **If the paperwork is not submitted at least 14 business days prior to the closing, the processing fee will be \$100.00 to expedite the process.**
5. All applicants shall make themselves available to the Welcoming Committee for a personal welcoming prior to the expected closing date. **Occupancy prior to Board of Directors approval is prohibited.**
6. Circle Bay Yacht Club is a community designed and intended to provide housing for residents who are 55 years of age and older. When a unit is occupied, at least one resident must 55 years of age. There are three exceptions: 1) inheritance or gift; 2) surviving spouse of owner; and 3) owner prior to 09/13/1988, which was not considered a resident on that date (grandfather clause).
7. No pets are permitted in any unit or on the property at any time.
8. No commercial vehicles, trailers, RVs, pickup trucks, boats, etc. are permitted on the condominium premises without Board approval. Restricted vehicles requiring more than one parking space are limited to a one night stay.

The current owner must provide the purchaser with copies of all condominium documents, door keys, electronic cards, mail box keys, keys to bathhouse at pool.

Date \_\_\_\_\_

Unit No. \_\_\_\_\_

Closing Date \_\_\_\_\_

Seller \_\_\_\_\_

Phone \_\_\_\_\_

Realtor \_\_\_\_\_

Phone \_\_\_\_\_

Purchaser (s) \_\_\_\_\_

Phone \_\_\_\_\_

## **CBYC OCCUPANCY APPROVAL APPLICATION**

Please complete the following questions. Missing information may cause delays in processing your application. Only the applicants are authorized to sign forms. Thank you.

### **PLEASE PRINT**

Date \_\_\_\_\_ Unit # \_\_\_\_\_ Date of Occupancy \_\_\_\_\_

Purchase \_\_\_\_ Lease \_\_\_\_ Full Time Resident \_\_\_\_ Part Time Resident \_\_\_\_

Term of Occupancy for rentals \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_\_ Occupation \_\_\_\_\_

Summer or Alternate Address \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

### **Spouse or co-resident**

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Date of Birth \_\_\_\_\_

Occupation \_\_\_\_\_

Summer or Alternate Address \_\_\_\_\_

Home phone # \_\_\_\_\_ Cell # \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ License Plate \_\_\_\_\_ State \_\_\_\_\_

Name of others who may occupy unit (note relationship) \_\_\_\_\_

**In case of emergency, notify: (Please indicate relationship)** \_\_\_\_\_

First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_ Cell \_\_\_\_\_

**Designated Voter (owners only)** \_\_\_\_\_

Signature \_\_\_\_\_ Co-Applicant \_\_\_\_\_

*By signing, the applicant recognizes that the Association may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be available to the Board of Directors.*

## Sales Applicant's Affirmation

In making this application, I (we) represent to the Board of Directors of Circle Bay Yacht Club Condominium Association that:

I (we) agree for myself and on behalf of all persons who may use the unit which I (we) seek to purchase that I (we) will abide by all of the rules contained in the **By Laws, the Rules & Regulations, the Condominium Documents and all other restrictions** which are, or may in the future, be imposed by the Circle Bay Yacht Club Condominium Association, Inc.

I (we) understand that **NO pets** and **No trucks** are permitted on Circle Bay property. The Rules and Regulations define this restriction. I (we) further understand that these restrictions also apply to any visitors, guests, and contractors.

I (we) understand that the "acceptance for purchase" of a unit at Circle Bay Yacht Club is **conditional upon the truth and accuracy of this application and on the approval of the Board of Directors**. Occupancy prior to Board approval is prohibited. Any misrepresentation or falsification of the information on these forms will result in the automatic rejection of the application.

I (we) understand **no unit may be leased in the first year of ownership unless title is acquired by inheritance**.

I (we) understand that the Board of Directors of the Circle Bay Yacht Club Condominium Association Inc. may cause to be instituted an investigation into the background of the applicant(s) as it deems necessary. Accordingly, I (we) specifically authorize the Board of Directors or its agents to make such an investigation. I (we) also agree that the Board of Directors, the Officers, and the Circle Bay Yacht Club Condominium Association, Inc. shall be held harmless from any action or claim by the applicant(s) in connection with the use other information contained herein.

In making the foregoing application, I (we) am aware that the decision of the Circle Bay Yacht Club Condominium Association, Inc. will be final. No reason will be given for any action taken by the Association. I (we) agree to be governed by the determination of the Board of Directors.

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Applicant \_\_\_\_\_ Date \_\_\_\_\_

Unit No. \_\_\_\_\_ - \_\_\_\_\_

\_\_\_ Owner \_\_\_ Renter

**CIRCLE BAY YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
RESIDENT INFORMATION & PERMISSION SHEET**

As permitted by Florida Statute 718, the undersigned owner(s)/Renters grant to Circle Bay Yacht Club Condominium Association, Inc. permission to publish the following information in a residents' directory. The directory will be available to all owners and residents in Circle Bay. **Please check and fill out each line with your information for publishing.**

\_\_\_ Unit Number \_\_\_\_\_

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

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

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

\_\_\_ Name (Co-Applicant) \_\_\_\_\_ Phone Number \_\_\_\_\_

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

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

**If I/we have signed this form, the Circle Bay Yacht Club Condominium Association, Inc. is authorized to publish the checked information.**

\_\_\_\_\_  
Owner /Renter Signature

\_\_\_\_\_  
Co-Owner/Renter Signature

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

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

\_\_\_\_\_  
Date

I give permission for my name and unit number to be published in the CBYC newsletter called the Tides.

**Circle Bay Yacht Club Condominium Association, Inc.**

**Voting Certificate**

To: Secretary  
Circle Bay Yacht Club Condominium Association, Inc.  
1950 SW Palm City Road  
Stuart, Florida 34994

KNOW ALL PERSONS BY THESE PRESENTS, that the undersigned is the owner of record of that certain condominium unit in Circle Bay Yacht Club shown below, and hereby constitutes, appoints, and designates:

\_\_\_\_\_  
(Print designated voter's name above)

As the voting representative for the condominium owned by the undersigned, pursuant to the By-Laws of the Association.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

**Unit owner's signature(s):**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Unit Number** \_\_\_\_\_

**Revised 4/2013**



CIRCLE BAY YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
**Receipt of the CBYC Rules & Regulations**

\_\_\_ I (we) have received a copy of the CBYC Rules & Regulations.

\_\_\_ I (we) have read all of the CBYC Rules & Regulations.

\_\_\_ I (we) understand all of the CBYC Rules & Regulations.

\_\_\_ I (we) will comply with all of the CBYC Rules & Regulations.

\_\_\_ I (we) will be responsible for family and guest's compliance with The CBYC Rules & Regulations while visiting Circle Bay Yacht Club property.

\_\_\_ I (we) understand that willful violation of any of the CBYC Rules & Regulations may result in legal action, at my (our) cost, initiated by the Circle Bay Yacht Club Condominium Association.

Date \_\_\_\_\_ Unit Number \_\_\_\_\_

**PLEASE PRINT**

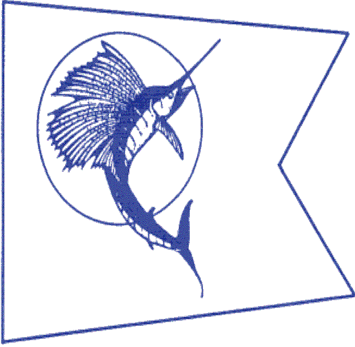
First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Signature \_\_\_\_\_

**(PLEASE PRINT)**

Co-Applicant: First Name \_\_\_\_\_ Middle \_\_\_\_\_ Last \_\_\_\_\_

Signature \_\_\_\_\_



**CIRCLE BAY YACHT CLUB ELECTRONIC AUTHORIZATION**

I agree to receive all communications from the Board of Directors of Circle Bay Yacht Club Condominium Association, Inc., either directly or on behalf of the Association by the current Property Manager, in electronic format utilizing the email address provided below.

Communications that are required to be provided in hard copy by Florida Statute will continue to be hand-delivered or sent by mail.

I further agree that it is my responsibility to update my email address as necessary.

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

Unit Owner Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Address at **CBYC** : \_\_\_\_\_ Unit No. \_\_\_\_ - \_\_\_\_\_

Email (Print) : \_\_\_\_\_

**Florida Statutes Sec. 718.111 provides that the electronic mailing addresses and facsimile numbers are accessible to unit owners if consent to receive notice by electronic transmission is provided**