

Winston Trails Foundation, Inc.
C/O Campbell Property Management
5980 Winston Trails Blvd., Lake Worth, FL 33463
P: (561) 433-9050 | F: (561) 433-1011 | www.WinstonTrailsHOA.com

NEW HOMEOWNER MOVE-IN PACKET

Welcome to your new home. Please complete the New Homeowner Move-In Packet. All forms must be complete, be sure to review the property owner information sheet as well as reading over and initialing the Move-In check list and return all completed forms to our office via email to Kaylee Chicca at: KChicca@CampbellProperty.com.

Once you know the time of your closing, it's necessary to contact Kaylee Chicca to schedule a Move-In orientation. Kaylee can be reached at KChicca@CampbellProperty.com or at 561-619-5561.

If you should have any questions regarding these instructions or require documents, please feel free to contact our office at the numbers listed above.

Winston Trails Foundation
Resident Information Form
 (Please print or type)
PROPERTY OWNER INFORMATION
(Required)

PLEASE PRINT CLEARLY

Property Owner Name(s): _____
 Winston Trails Property Address: _____
 Mailing Address if different from the Property Address: _____
 City: _____ State: _____ Zip: _____ Telephone Number: _____
 E-Mail Address: _____

PLEASE INCLUDE UP TO TWO E-MAIL ADDRESS IN ORDER TO RECEIVE IMPORTANT E-MAIL UPDATES
 Current Security (PIN) Code _____ This form will not be processed without your
 current PIN code. If you are a new resident a PIN code will be assigned to you. You may not change
 your PIN code using this form.

TENANT INFORMATION
(If Applicable)

Tenant Name(s): _____
 E-Mail Address: _____

PLEASE INCLUDE UP TO TWO E-MAIL ADDRESS IN ORDER TO RECEIVE IMPORTANT E-MAIL UPDATES
 Tenant Security (PIN) Code _____ (The Pin Code can not be changed by using this form)

Lease Expiration Date _____

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACTUAL OCCUPANTS
(OWNER OR TENANT) OF THE PROPERTY

OCCUPANTS (OWNER OR TENANT) LIVING AT THIS ADDRESS – AN OWNER IS SOMEONE
 THAT IS ON THE DEED RECORDED IN PALM BEACH COUNTY PUBLIC RECORDS
 AN ADULT OCCUPANT THAT DOES NOT OWN THE PROPERTY IS A RESIDENT, CHILDREN ARE DEPENDANTS
 (Include EVERY person residing at this address)

Last Name	First Name	Status (owner, child, tenant, etc.)

TELEPHONE NUMBERS

PHONE NUMBER _____ (THIS IS THE NUMBER THE GATE WILL USE TO CONTACT YOU)

DO YOU WANT THE ABOVE PHONE NUMBER LISTED IN NEXT YEARS' TELEPHONE DIRECTORY?
 YES _____ NO _____

PLEASE LIST ANY OTHER CONTACT NUMBERS SUCH AS CELL, WORK, ETC.

ALTERNATE PHONE NUMBER _____ ALTERNATE PHONE NUMBER _____

EMERGENCY CONTACT INFORMATION

Emergency Contact Name: _____ Phone: _____

VEHICLE INFORMATION

**(ALL INFORMATION MUST BE COMPLETED FOR EACH VEHICLE RESIDING AT THIS PROPERTY)
BARCODE STICKERS ISSUED INCLUDING GUEST "SPECIAL ISSUE" BAR CODES MUST BE LISTED
BAR CODE NUMBERS ASSIGNED TO YOUR PROPERTY BUT NOT LISTED WILL BE DEACTIVATED**

Vehicle # 1 Make: _____ Model: _____ Year: _____ Color: _____

Tag: _____ Barcode #: _____ Driver Name: _____

Vehicle #2 Make: _____ Model: _____ Year: _____ Color: _____

Tag: _____ Barcode #: _____ Driver Name: _____

Vehicle #3 Make: _____ Model: _____ Year: _____ Color: _____

Tag: _____ Barcode #: _____ Driver Name: _____

Vehicle # 4 Make: _____ Model: _____ Year: _____ Color: _____

Tag: _____ Barcode #: _____ Driver Name: _____

The entrance gate at Winston Trails is extremely busy. Please use gateaccess.net to update your permanent guests and vendors. All other vendors and/or guests MUST be preauthorized by using the AUTOMATED authorization system by calling (561)968-0140. All expected guests MUST be preauthorized using the call in system. You may have as many permanent guests as necessary. Do NOT call or visit the gatehouse.

I understand I must use my PIN# as provided by Winston Trails Foundation, Inc. for identification when authorizing access to the property for any guest or visitor to my home. Further, I understand all guests will be required to show Photo ID even if listed on this form. I understand it is my responsibility to update this form with any changes. **BAR CODE LABELS ARE NOT TRANSFERABLE. TENANT BAR CODE LABELS ARE ACTIVE FOR LEASE DATES ONLY AND WILL AUTOMATICALLY EXPIRE ON THE LEASE EXPIRATION DATE.**

Property Owner's Signature: _____ Date: _____

WINSTON TRAILS FOUNDATION, INC.
New Owner – New Tenant Move-In Checklist
Property Located at: _____

Winston Trails Foundation and your Neighborhood Association are deed restricted communities. It is important for prospective owners to understand the Rules and Regulations which have been implemented in order to maintain property values and help each resident enjoy the beauty of the community.

1. The lawn on your property must be maintained on a regular basis. Maintenance includes properly irrigating, fertilizing and applying pest control to the turf and all plant material. The lawn must be cut on a regular basis; in the summer not less than once per week and in the winter not less than every two weeks. The lawn must be edged along the street, sidewalk and driveway on a monthly basis. The lawn must be trimmed along the house, plant beds and fences each time the lawn is mowed. All shrubs must be trimmed on a monthly basis and fertilized as needed. Trees must be properly trimmed on an as-needed basis specifically to keep sidewalks with a (7') seven-foot clearance.

Owner Initials: _____ Tenant Initials: _____

2. **Exterior modifications:** All exterior modifications to your home or property, such as lawn ornaments, fences, exterior color changes, etc. require written approval from both your Sub-Association and Winston Trails Foundation prior to making the changes. Applications must be submitted by the property owner and are available in the management office or on-line at www.winstontrailshoa.com.

Owner Initials: _____ Tenant Initials: _____

3. **Traffic:** For the safety of all residents, including children and pets, the speed in each neighborhood is 15-20 mph and is clearly posted. Please notify your residents and guests of the speed limit to be certain that they adhere to all traffic regulations. Please note the property owner is responsible for the actions of all vendors, owners, guests and invitees.

Owner Initials: _____ Tenant Initials: _____

4. **Vehicle Parking:** All resident vehicles must be parked within your garage and/or driveway. There is no on street parking in any subdivision in Winston Trails. Vehicles parked in the street between 2AM and 6AM are subject to ticketing and tow at the owners' expense. Blocking the sidewalk is a violation of Palm Beach County traffic ordinances. Commercial vehicles, boats, trailers, campers, jet skis, etc. are not permitted to be parked on the property except within an enclosed garage. Should you have a party or large gathering at your home you must first use your driveway and garage for parking. Please inform your guests to park only on one side of the street to allow access for emergency vehicles. Please do not park blocking driveways and/or mailboxes. **Residents are required to register all guest using Gateaccess.net when expecting more than ten guests.**

Owner Initials: _____ Tenant Initials: _____

WINSTON TRAILS FOUNDATION, INC

New Owner Move-In Checklist Page 2

Property Located at: _____

5. **Pets:** A maximum of two (2) household pets per home is permitted in our community. When outside, all pets must be under the command & control of the handler with them or on a leash. It is the pet owners' responsibility to clean up after their pets. Animals should not be left out in the yard for any period of time unattended. All pets must have current vaccinations at all times. Pets will not be allowed to become a nuisance to neighbors by excessive barking. Failure to comply with the pet restrictions will result in a fine and/or other enforcement as permitted by the governing documents.

Owner Initials: _____ Tenant Initials: _____

6. Garbage and trash may be placed at curbside **NO** earlier than 6:00 P.M. the night before a scheduled pick-up. Your garbage must be placed in the trash container provided to you by SWA (Solid Waste Authority). Trash collection days are **Tuesday & Friday. Recycling, Yard waste and Vegetation is collected on Tuesday's only. Landscape debris may not be placed for collection until Monday before Tuesday's pick-up.** Please store landscape material in your garage or on the side of your home until Monday evening. Please provide this information to your landscape contractor, if applicable. Violation of the landscape debris rule is subject to an immediate fine.

Owner Initials: _____ Tenant Initials: _____

7. No swimming or boating is permitted in the lake.

Owner Initials: _____ Tenant Initials: _____

8. Buyers purchasing on lake lots: You will be responsible for lawn maintenance to the highest water line point not entering down into the actual lake body. Residents cannot remove any vegetation from the lake area, nor use any type of chemicals in the lake. Some areas of the lakes have had "Geo Tubes" installed. These were installed for the purpose of repairing the erosion on the lake bank. You may not cut into or in any way damage these geo tubes. Each home on these areas of the lakes have had in-ground drains installed for the purpose of attaching your rain gutters. If you have not done so and you have rain gutters, you must connect the drain pipe. The cost to repair any future erosion caused by gutter run off or damage to the Geo tubes will be the homeowner's responsibility. **(If you require irrigation repairs that involve the GEO tube, please contact the management office PRIOR to commencing work.)**

Owner Initials: _____ Tenant Initials: _____

WINSTON TRAILS FOUNDATION, INC

New Owner Move-In Checklist Page 3

Property Located at: _____

9. Barcode Labels may not be removed from the assigned vehicle for any reason. If you sell your vehicle you must notify the management office. There are strict penalties for misuse of a barcode label.

Owner Initials: _____ Tenant Initials: _____

10. Each Resident has received, read and understand the governing documents for your neighborhood association and Winston Trails Foundation. Each resident is responsible and agree to abide by all Rules and Regulations of both your Neighborhood Association and Winston Trails Foundation.

Owner Initials: _____ Tenant Initials: _____

Owner/Tenant(s) Signature: _____ Date: _____

Owner/Tenant(s) Signature: _____ Date: _____

Orientation Conducted by:

Print Name: _____ Date: _____

Signature: _____ Date: _____