

**TOPAZ AT SAPPHIRE LAKES  
Condominium Association, Inc.**

c/o Resort Management  
2685 Horseshoe Drive South, Suite #215  
Naples, Florida 34104  
239.649.5526 FAX 239.403.1061

**APPLICATION FOR APPROVAL TO  
PURCHASE OR LEASE CONDOMINIUM UNIT**

Please check appropriate box and complete the following information.

- ( ) I hereby apply for approval to **PURCHASE**(Street Address)\_\_\_\_\_ Unit # \_\_\_\_\_,  
in Topaz at Sapphire Lakes, a Condominium, and for membership in the Association.  
**A complete copy of the signed Purchase Agreement and the \$75.00 Certificate of Approval  
of Sale (payable to Resort Management) are attached.**
- ( ) I hereby apply for approval to **LEASE**(Street Address)\_\_\_\_\_ Unit # \_\_\_\_\_,  
in Topaz at Sapphire Lakes, a Condominium, for the period beginning \_\_\_\_\_ 20\_\_\_\_ and  
ending \_\_\_\_\_ 20\_\_\_\_. This unit must not be leased for less than thirty (30) days or  
more than three (3) times per year. **A copy of the signed lease is attached.**

Note: Application must be submitted, along with a **\$150.00** Processing Fee (payable in 2 checks: \$75.00  
to Resort Management, and \$75.00 to Topaz of Sapphire Lakes). **TOPAZ AT SAPPHIRE LAKES  
REQUIRES AT LEAST 30 DAYS FOR APPROVAL OF SALE AND LEASE APPLICATIONS.**

In order to facilitate consideration of this application. I represent that the following information is factual and correct,  
and agree that any falsification or misrepresentation in this application will justify its disapproval. I consent to your  
further inquiry concerning this application, particularly of the references given below.

Owner Name (s): \_\_\_\_\_

**PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION**

1. Full Name of Applicant: \_\_\_\_\_
2. Full Name of Spouse: \_\_\_\_\_
3. Home Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Home Phone #: (\_\_\_\_) \_\_\_\_\_ Business Phone # (\_\_\_\_) \_\_\_\_\_  
Email address: \_\_\_\_\_
4. Nature of Business / Profession: \_\_\_\_\_  
If Retired, Former Business/ Profession: \_\_\_\_\_
5. Company of Firm Name: \_\_\_\_\_
6. Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

8. Name of current or most recent landlord: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

9. Two Personal references **not related to applicant** (local if possible)  
Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Please include 2 written reference letters with application, this will reduce processing time.**

10. Two Credit references (local if possible)  
Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

11. Person to be notified in case of Emergency:  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

12. Vehicles to be kept at the Condominium: (max of 2 per unit)  
Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_ State: \_\_\_\_\_  
Make/Model: \_\_\_\_\_ Year: \_\_\_\_\_ License Plate # \_\_\_\_\_ State: \_\_\_\_\_

No Commercial Vehicles -owned, leased or operated by a lessee or their guests are allowed to be parked on common grounds. No Motorcycles are allowed. All Vehicles Must Have Sapphire Lakes Decal.

13. Mailing Address for Notices Connected with this Property:  
Name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

14. If this transaction is a Sale, please check one of the following:

I am purchasing this unit with the intention to:

- ( ) Reside here on a full-time basis
- ( ) Reside here part-time
- ( ) Lease the Unit

I (we) will provide the Association with a **copy of our recorded deed within (10) days after closing.**

15. I am aware of, and agree to abide by the Declaration of Condominium for Topaz at Sapphire Lakes, a Condominium, the Articles of Incorporation, By-Laws and any and all properly promulgated Rules and Regulations. I acknowledge receipt of a copy of the Association rules.

16. I understand and agree that the Association, in the event it approves the lease, is authorized to act as the owner's agent, with full power and authority to take whatever action may be required, including eviction, to prevent violations by lessees and their guests, of provisions of the Declaration of Condominium of Topaz at Sapphire Lakes, The Association's by-laws, and the rules and regulations of the Association.

## **RENTERS ARE NOT ALLOWED TO HAVE PETS**

**AUTHORIZATION:** I/We hereby authorize Resort Management, Inc., and/or Topaz at Sapphire Lakes Association, to verify all information contained on the application.

**COLLECTION OF RENT FROM TENANTS ON DELINQUENT UNITS: THE ASSOCIATION MAY COLLECT RENT DIRECTLY FROM A TENANT OF A UNIT IF THE UNIT OCCUPIED BY THE TENANT IS DELINQUENT IN PAYMENT OF ASSESSMENTS IN EXCESS OF THIRTY (30) DAYS. ANY RENT MONEY COLLECTED BY THE ASSOCIATION SHALL BE USED TO OFFSET THE ASSESSMENTS NOT BEING PAID. ANY REMAINING RENT MONEY SHALL BE REMITTED TO THE OWNER ONLY WHEN THE OWNER BECOMES CURRENT IN THE CHARGES OR ASSESSMENTS.**

Dated: \_\_\_\_\_

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Applicant

**NO APPLICATION WILL BE APPROVED UNLESS COMPLETELY AND CORRECTLY FILLED OUT, AND HAVE A COPY OF THE SALE OR LEASE AGREEMENT ATTACHED.**

( ) Application Approved

( ) Disapproved

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

By: \_\_\_\_\_

Board of Directors

\_\_\_\_\_  
Title

**BACKGROUND/CREDIT CHECK APPLICATION**

PROPERTY INFORMATION				
Address		City	State	Zip Code
Move-In Date	Move-out Date (if applicable)			
PRIMARY APPLICANT				
Full Name		Date of Birth	Social Security Number	
Present Address		Present City	State	Zip Code
Primary Phone Number	Drivers License Number	Primary Email Address		
SECONDARY APPLICANT (IF APPLICABLE)				
Full Name		Date of Birth	Social Security Number	
Present Address		Present City	State	Zip Code
Primary Phone Number	Drivers License Number	Primary Email Address		

I/we authorize Resort Management and Rental History Reports to do a complete investigation of all information provided with my application for residency. I have personally filled in and/or reviewed all information within the application. A complete investigation may include any or all of the following: Credit Report, Criminal Record, Rental History References (including MPHA), Employment Verification, Eviction Records and Personal Interviews with references. This authorization is for this transaction only and continues for (1) year unless limited by state law, in which case the authorization continues in effect for the maximum period, not to exceed (1) year, allowed by law. I acknowledge that Rental History Reports provides reports by written, electronic or verbal instructions to property managers of my choice and does not participate in the approval or denial process, and does not guarantee an approval. My submitting this application below acknowledges and agrees with all terms above and authorizes companies to release rental, eviction, credit and criminal record information. Any controversy or claim arising out of or relating to this agreement, or breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

\_\_\_\_\_  
Primary Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secondary Applicant Signature

\_\_\_\_\_  
Date

TOPAZ AT SAPPHIRE LAKES  
CONDOMINIUM ASSOCIATION, INC.  
C/O RESORT MANAGEMENT  
2685 HORSESHOE DRIVE SOUTH, SUITE 215  
NAPLES, FL 34104

GUEST REGISTRATION

A completed copy of this form must be received, by Resort Management, no later than **one week** before the arrival of non-paying guests, who will occupy a unit in the absence of the owner. Mail or Fax (239) 403-1061 to Resort Management.

**Note:** Guests are prohibited from having pets on the property. Only **REGISTERED** guests may occupy the unit, they are not to invite others to occupy the unit.

**Please type or print legibly the following information**

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

Date of Arrival \_\_\_\_\_ Date of Departure  
\_\_\_\_\_

Names of All Guests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number Guest can be reached at:

Person to Contact in case of EMERGENCY:

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Vehicles to be kept on Property during Occupancy:

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. # \_\_\_\_\_

State \_\_\_\_\_

Make/Model \_\_\_\_\_ Year \_\_\_\_\_ Lic. # \_\_\_\_\_

State \_\_\_\_\_

Relationship of Guest to Owner:

\_\_\_\_\_

By signing below I/We acknowledge that I/We have read and agree to comply with the Rules and Regulations of TOPAZ at Sapphire Lakes. I/We also acknowledge the right of the Association to ask us to vacate the premises should any violations of these Rules and Regulations occur.

\_\_\_\_\_

Date  
Signature

Guest Signature

Guest

As Owner I take full responsibility for my Guests

\_\_\_\_\_  
Owner's Signature

# TOPAZ AT SAPPHIRE LAKES CONDOMINIUM ASSOCIATION

**2022 APPROVED BUDGET**

**1/1/22 - 12/31/22**

**DATE: 11/1/21**

EXPENSES			
<b>GENERAL ADMINISTRATIVE</b>			
7120	Annual Fees & Licenses	62.00	
7125	Fees Payable To Division	176.00	
7130	Insurance-Liability//Property	39,500.00	
7145	Office Supplies/Postage	1,500.00	
7147	Background Checks	300.00	
7155	Appraisal	260.00	
7160	Tax Prep/Legal	215.00	
7210	Management Services	5,364.00	
7250	Master Association	113,691.00	
	<b>SUBTOTAL</b>	<b>\$ 161,068.00</b>	
<b>UTILITIES</b>			
8010	Electric	1,000.00	
8040	Water & Sewer	24,000.00	
	<b>SUBTOTAL</b>	<b>\$ 25,000.00</b>	
<b>MAINTENANCE &amp; REPAIR</b>			
8330	Flowers & Plantings (from Master)	1,760.00	
8410	Building Mtce & Supplies	3,000.00	
8430	Janitorial Services	7,600.00	
8450	Pest Control - Interior	1,152.00	
8455	Termite Treatment	2,086.00	
	<b>SUBTOTAL</b>	<b>\$ 15,598.00</b>	
<b>MAJOR MECHANICAL</b>			
8720	Fire Alarms/Extinguishers	1,500.00	
	<b>SUBTOTAL</b>	<b>\$ 1,500.00</b>	
<b>OTHER</b>			
9510	Reserve Fund Contribution	45,078.00	
	<b>SUBTOTAL</b>	<b>\$ 45,078.00</b>	
	<b>TOTAL EXPENSES</b>	<b>\$ 248,244.00</b>	
<b>INCOME</b>			
6110	Maintenance Fees	231,440.00	
6810	Carryover	15,044.00	
6910	Master Planting Credit	1,760.00	
	<b>TOTAL INCOME</b>	<b>\$ 248,244.00</b>	
	<b>NUMBER OF UNITS</b>	<b>44</b>	
	<b>YRLY MTCE FEE PER UNIT</b>	<b>\$ 5,260.00</b>	
	<b>QTRLY MTCE FEE PER UNIT</b>	<b>\$ 1,315.00</b>	
	<b>MONTHLY MTCE FEE PER UNIT</b>	<b>\$ 438.33</b>	

## TOPAZ AT SAPPHIRE LAKES CONDOMINIUM ASSOCIATION

### 2022 APPROVED RESERVE PLAN

1/1/22 - 12/31/22

DATE: 11/1/21

DESCRIPTION	EST LIFE	EST REMAIN LIFE	EST REPLACE COST	12/31/2020 FUND BALANCE	2021 CONTRIB	2021 EXPEND	2021 REALLOCATE	12/31/2021 EST BALANCE	2022 FULL FUND CONTRIB
Painting	8	3	34,000.00	28,000.00	-	-	-	28,000.00	2,000.00
Roofs-228,260,292,324	20	1	250,000.00	179,761.00	35,120.00			214,881.00	35,119.00
Awnings /Bldgs. & Carports	10	8	10,200.00	897.84	1,034.00			1,931.84	1,034.00
Carport Painting	8	3	6,500.00	5,800.00				5,800.00	233.00
Carport Roofs	20	1	46,000.00	38,615.95	3,692.00			42,307.95	3,692.00
Building Electrical Panels	5	2	15,000.00	6,000.00	3,000.00			9,000.00	3,000.00
Unallocated Interest				8,263.51	370.00			8,633.51	-
General Reserve Fund								-	-
<b>TOTAL</b>			<b>\$ 361,700.00</b>	<b>\$ 267,338.30</b>	<b>\$ 43,216.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 310,554.30</b>	<b>\$ 45,078.00</b>

Reserve replacement costs and estimated remaining useful lives are projections based on estimates and current industry standards. Even if the Association is currently fully funding the reserves, the accumulated amounts may not be adequate to meet all future repairs and replacements. If additional funds are needed the Association has the right to increase regular assessments, levy special assessments, borrow or delay repairs and replacements until funds are available.



**Topaz at Sapphire Lakes**  
**Frequently Asked Questions and Answers**  
**Sheet 2022**

**Q: What are my voting rights in the condominium association?**

A: The Owner of each unit shall have one vote. No vote is divisible.

**Q: What restrictions exist in the condominium documents on my right to use my unit?**

A: Permanent occupancy is limited to two persons per bedroom and one person per den. Two household pets per unit are permitted, limited to domestic dogs not to exceed thirty pounds, domestic cats, or caged birds, or one fish tank not to exceed 55 gallons. See Article 19 of the Declaration of Condominium.

**Q: What restrictions exist in the condominium documents on the leasing of my unit?**

A: No unit owner may dispose of a unit or any interest therein by lease without approval of the Association. No lease shall be approved for a term of less than thirty days or one calendar month, whichever is less and no single unit may be leased more than three times in any one calendar year.

**Q: How much are my assessments to the condominium for my unit due and when are they due?**

A: \$1,315.00 due per quarter.

**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: The Condominium is a member in Sapphire Lakes Master Association. Unit owners are subject to the Master Covenants and pay dues. Master Association fees are included in the Condominium Association fees. The Condominium Association designates a representative who votes on behalf of the condominium; individual unit owners do not cast votes.

**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, EXHIBIT HERETO, THE SALES CONTRACT AND THE CONDOMINIUM DOCUMENTS.**