



Windmill Village at Punta Gorda, Inc.

215 Rio Villa Drive,
Punta Gorda, FL 33950

Office: 941-639-2911
Fax: 941-639-1701

Email: windmill@windmillvillage.org
Website: windmillvillage.org

APPLICATION FOR PURCHASE APPROVAL

- I. This application must be completed and returned to the Windmill Village Property Manager 10 days or prior of your closing date.
- II. In order to facilitate consideration of this application, I/We represent that the following information is factual and true, and agree that any falsification or misrepresentation of the facts in this application will justify its automatic rejection, before or after approval.

The following will need to be completed and sent to Windmill Village at the address listed above prior to occupancy (if the sale is cancelled, only unprocessed portion of fees will be returned):

- _____ Color copies of driver license(s) of all residents &/or applicants.
- _____ Pet registration (if applicable), N/A if not bringing in pets.
- _____ Mangrove Form (if applicable)
- _____ ACH Enrollment Form
- _____ Departure Form
- _____ Criminalwatchdog.com NATIONAL background check submitted.
- _____ Call Windmill Village office to schedule an interview with the Property Manager.
- _____ Application fee of \$200.00
- _____ Estoppel processing fee of \$100.00

- _____ All documents above received 10 days prior to closing date transfer fee of \$50.00
- Or
- _____ All documents above received 9 days or less of closing date transfer fee of \$100.00

***Payments:** Please make your check(s) out to Windmill Village at Punta Gorda, Inc. We do not accept Credit Cards.

Note: If applicants are not legally married, an application for each person must be completed.

***PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM:**

Date of Application: _____ Expected closing date: _____

Street Address of home being purchased: _____

***** Married Applicants:**

Name(s) of Purchaser(s) exactly as you want it to appear on Membership Certificate:

_____ and _____ Husband and Wife
#1 Applicant/Buyer #2 Applicant/Buyer

***** Unmarried Applicants:**

Name(s) of Purchaser(s) exactly as you want it to appear on Membership Certificate:

_____ (or, and, and/or) _____
#1 Applicant/Buyer (circle one) #2 Applicant/Buyer

******* If nothing is circled above, your names will be listed as #1 Applicant/Buyer **and** #2 Applicant/Buyer

Current Owner's Name(s): _____

Name of Realtor: _____ Phone: _____

Realtor Email: _____

Title Company: _____ Phone: _____

Title Company Email: _____

If you are to be a seasonal resident, please provide the following information:

Northern mailing address: _____

City: _____ State: _____ Zip code: _____

Buyers Date of Birth: _____

#1 Applicant/Buyer

#2 Applicant/Buyer

Email Address(s): #1 _____ #2 _____

Telephone #1 _____ Telephone #2 _____

Expected dates of occupancy in Windmill Village: _____ Or full time resident?

Names, ages and relationship of all persons other than the applicant(s) who will occupy the unit:

Name: _____ Age: _____ Relationship: _____

Name: _____ Age: _____ Relationship: _____

(use a separate sheet if additional space is needed)

EMERGENCY CONTACT INFORMATION: (Please understand that space for two contacts is provided, however, the first person listed will be considered our primary contact person:

1. Name: _____ Relationship: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip code: _____

2. Name: _____ Relationship: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip code: _____

***Use of this unit is for single family residence only**

***Occupancy prior to approval is prohibited**

The following information has been provided and reviewed with me/us: (please initial)

- 1. Review of monthly fees (no billing invoice is provided) & late fees.
Monthly fee \$ _____
- 2. Automatic debit program explained.
- 3. Request for Modification(s) (RFM) explained.
- 4. Mangrove letter filled out. (N/A if Mangroves are not present on your lot)
- 5. I am bringing in a pet(s). Pet registration is submitted.
 - a. I agree to pet policy for myself and guests.
 - b. I am not bringing in any pets to live at my residence
- 6. I have read the Rental, Visitor and Guest Policy and I agree to the terms.
- 7. I/We have been provided a copy of the Articles of Incorporation, the By-Laws and the Rules & Regulations of Windmill Village and will abide by them.
- **Other occupant(s) (if applicable)
- 8. Windmill Village strongly recommends golf cart insurance is obtained.
- 9. Do you request any reasonable accommodations to the Rules and Regulations under the *Fair Housing Act*? _____ YES _____ NO

*If yes, what accommodation(s) do you request?

Windmill Village Directory:

Applicant/New Owner - Windmill Village Directory Information (leave blank if you do not want your information published in the Windmill Village Directory):

#1 Applicant/New Owner Name or Nickname

#2 Applicant/New Owner Name or Nickname

#1 Applicant/New Owner Phone Number

#2 Applicant/New Owner Phone Number

#1 Applicant/New Owner E-Mail Address

#2 Applicant/New Owner E-Mail Address

Non-Applicant/Occupant - Directory Information (leave blank if you do not want your information published in the Windmill Village Directory):

#1 Non-Applicant/Occupant Nickname

#2 Non-Applicant/Occupant Nickname

#1 Non-Applicant/Occupant Phone Number

#2 Non-Applicant/Occupant Phone Number

#1 Non-Applicant/Occupant E-Mail Address

#2 Non-Applicant/Occupant Phone Number

*** No occupancy is allowed until the application and proper documentation are received and approved by the Property Manager.**

***Windmill Village at Punta Gorda, Inc. will contact their Corporate Attorney for any requests for reasonable accommodation under the Fair Housing Act.**

1. I, hereby agree for myself and on behalf of all persons who may use the home, which I seek to purchase that I will abide by the restrictions contained in the By-Laws, Rules and Regulations and restrictions which are or may in the future be imposed by Windmill Village at Punta Gorda, Inc.
2. I understand that the acceptance for purchase of a home in Windmill Village at Punta Gorda, Inc. is conditioned upon the truth and accuracy of this application and upon approval of the Community Manager. Any misrepresentation or falsification of information on this form will result in the automatic rejection of the application.
3. In making the foregoing application, I am aware that the decision of Windmill Village at Punta Gorda, Inc. will be final and no reason will be given for any action taken by the Board of Administration. I agree to be governed by the determination of the Board of Administration.

Applicant Signatures... agreeing to abide by the By-laws and Rules and Regulations:

#1 Applicant/Buyer

#2 Applicant/Buyer

Non-Applicant/Occupant signatures... agreeing to abide by the By-laws and Rules and Regulations:

#1 Non-Applicant/Occupant

#2 Non-Applicant/Occupant

Date of interview: _____

Approved _____ Denied _____

Reason for denial: _____

Liz Dewar, CAM
Property Manager
Windmill Village at Punta Gorda, Inc.

Windmill Village at Punta Gorda, Inc. Sales Application Checklist for Buyer

Before the sale:

- _____ Submit this completed application to Windmill Village at Punta Gorda, Inc. at the address listed above.
- _____ Submit color (legible) copies of all occupant driver's license.
- _____ Submit Pet Registration form if bringing in pets.
- _____ Submit Mangrove Notice (if Mangroves are on your property)
- _____ Submit ACH Form
- _____ Submit Departure Form
- _____ Submit criminalwatchdog.com NATIONAL (self-check) background check for all residents that plan to occupy your home.
- _____ Call Windmill Village and schedule an interview with the Property Manager.
- _____ Mail or drop off the following checks. We do not take credit cards.
 - _____ Application fee of \$200.00
 - _____ Estoppel processing fee of \$100.00
 - _____ All documents above received 10 days prior to closing date transfer fee of \$50.00
 - Or
 - _____ All documents above received 9 days or less of closing date transfer fee of \$100.00
- _____ Contact your realtor and ask them to make sure you will receive the gate keys as well as your home keys and mailbox keys upon closing.

*After the sale:

- _____ Notify the Windmill Village office of the date you closed on your new home.
 - _____ Pick up a Welcome Bag at the Windmill Village office.
 - _____ Your Shares and Bond will be processed within about 1-2 weeks. Your closing agent/Attorney will pick them up and record them with the County.
- *** If you are not using an Attorney for the sale, it is your responsibility to record the Shares and Bond with Charlotte County.**
- _____ Fill out RFM (Request for Modification) form if you are doing any changes to the exterior of your home.

*****This page is for your use and information only.*****

****Do not submit this page with your application.****

**To Enroll - Use an Automatic Debit Enrollment form.*

Send completed form to:
Centennial Bank Association Lockbox Services

Fax Number: 866-345-9137

Mail to: PO Box 30061
Tampa, FL 33630-3061

Phone Number: 866-227-0441

Bank Use Only	
Date Received:	
Completed By:	
Date Completed:	
Verified By:	
KEYWORDS:	
Payment Acct #:	
Unique ID Assn:	

Please complete the Owner Electronic Payment Information and the Authorization to Change or Authorization to Cancel sections below. Centennial Bank must receive this request at least 5 days prior to the next debit date for the changes or cancellation indicated below to take effect. *This form cannot be used to enroll in Automatic Debit. Please complete an Automatic Debit Enrollment Form if you are not currently enrolled.

Owner Electronic Payment Information:			
Please complete the fields below to assist us in locating your automatic debit information.			
Association Name:		Amount Debited:	
Owner Name:		Posting ID:	
Unit ID:			
Owner Mailing Address:			<input type="checkbox"/> Change?
Owner Phone #:	<input type="checkbox"/> Change?	Owner Fax #:	<input type="checkbox"/> Change?
♦♦♦♦You must also notify the management company or association if your address or phone number is changing.♦♦♦♦			
Payment Type:	<input type="checkbox"/> All Payments	<input type="checkbox"/> Only Maintenance	<input type="checkbox"/> Only Spec Assessment <input type="checkbox"/> Other:

<input type="checkbox"/> Authorization to Change - Please complete the necessary fields that require a change.			
Payment Date Change is Effective:			
Type of Change(s):	From Information	To Information	
Attach a voided check for Bank Routing Number, Account Number, or Account Type changes.			
<input type="checkbox"/> Bank Routing Number:			
<input type="checkbox"/> Account Number:			
<input type="checkbox"/> Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
<input type="checkbox"/> Skip Payment:		Enter next debit month:	
♦♦♦♦ Only 1 payment can be skipped. ♦♦♦♦			
<input type="checkbox"/> Payment Debit Day:	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/> 6 <input type="checkbox"/> 7 <input type="checkbox"/> 8 <input type="checkbox"/> 9 <input type="checkbox"/> 10	
<input type="checkbox"/> Unit ID Change - Use only if moving to another unit within the same association:			

<input type="checkbox"/> Authorization to Cancel	
Payment Date Cancel is Effective:	

Special Instructions:

I authorize Centennial Bank to change or cancel my automatic debit as indicated above.

Authorized Signature: _____

Date Submitted: _____

DEPARTURE FORM

WINDMILL VILLAGE AT PUNTA GORDA, INC.

NAME: _____

WMV ADDRESS: _____

DEPARTURE DATE: _____ RETURN DATE: _____

SUMMER ADDRESS: _____

SUMMER PHONE #: _____

E-MAIL ADDRESS (S): _____

EMERGENCY INFORMATION

PERSON TO CONTACT IF WE ARE UNABLE TO CONTACT YOU:

NAME: _____

ADDRESS: _____

PHONE: _____

NECESSARY INFORMATION

(PLEASE NOTIFY PERSON PRIOR TO YOUR DEPARTURE)

*PERSON IN CHARGE OF YOUR WMV HOUSE KEY: _____

TELEPHONE NUMBER: _____

*PERSON IN CHARGE OF YOUR WEEDS: _____

TELEPHONE NUMBER: _____

*PERSON IN CHARGE OF YOUR LIGHT BULB: _____

TELEPHONE NUMBER: _____

*I have secured all items around my home in the event of a hurricane. Signature _____

* PERSON IN CHARGE OF SECURING YOUR BOAT ON IT'S LIFT IN THE EVENT OF A HURRICANE AS WELL AS REMOVING THE CANOPY IN THE EVENT OF 70 MPH WINDS:

NAME: _____ TELEPHONE NUMBER: _____

COMPANY: _____ TELEPHONE NUMBER: _____



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IMPORTANT MANGROVE NOTICE
PLEASE READ

Re: Mangroves

Dear Windmill Village Shareholder:

As you know, the mangroves which border much of our shoreline are one of the great natural resources of our state and as such are protect by regulations with respect to any and all types of alterations to them. These regulations (Federal, State and County) include all types of cutting, trimming, pruning and/or removal of mangroves. Both live and dead mangroves are protected, no chemical defoliant may be used and the root systems cannot be disturbed.

With this being said, in order to cut, trim, prune or remove a mangrove a permit must be requested from the appropriate governing agencies. Before any application for a permit to alter mangroves can be filed, residents must submit a request in writing to the Windmill Village Board of Administration. Written approval from the Board is required to apply for said permit.

Any violation of the laws and any fines incurred shall be the complete responsibility of the resident. Refer to Windmill Village Rules and Regulations General Information, Section B6 and Bylaws Section 13.8.

Thank you for your cooperation. If you have any questions, please feel free to contact the office at 941-639-2911.

I/We have received and read the notice regarding the regulations of cutting, trimming, pruning and/or removal of mangroves.

Name(s)

Address

Signature

Date

Signature

Date

Witness

Date



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Website: windmillvillage.org

Dear Windmill Village Shareholders:

At the 2023 Annual Shareholders' Meeting an amendment to the Windmill Village at Punta Gorda, Inc. (WMV) Bylaws was approved by Shareholders to allow electronic notices and for online voting. That amendment was added as Section 22.1 and 22.2 in the WMV Bylaws. A copy of the Bylaws, including Section 22.1 and 22.2, is available on the WMV website or you may contact the WMV office for a copy. This means that you can now receive Shareholder Meeting notices by email, and you can vote online instead of by paper ballot.

If you would like to receive electronic communications via email and vote on any issues brought by the Board of Administration, please fill out the following forms:

1. Shareholder Consent to Receive Notices by Electronic Transmission.
2. Shareholder Consent to Electronic Voting.
3. Shareholder Voting Certificate - Only required if your shares are held by a Trust, a business, or two or more unmarried persons.

*****Also, please note that all persons listed on your WMV shares must sign these forms.*****

Benefits to you for consenting to electronic notice and online voting are as follows:

- 1) Eliminate possible delays caused by slow post office delivery.
- 2) Eliminate the possibility that your ballot will be lost in the mail either sending it to you or returning it to WMV.
- 3) Receive notices no matter where you are as long as you have Internet access.
- 4) Vote no matter where you are as long as you have Internet access.
- 5) Eliminate the possibility that your ballot will be disregarded if not completed and submitted properly.

Benefits for WMV, and ultimately all Shareholders, are as follows:

- 1) Reduced cost for Annual Shareholders' meeting/election mailings.
- 2) Simplified notification process.
- 3) Expedited delivery of important notices.
- 4) Streamlined voting process takes less time to count ballots.
- 5) Ability to have important issues voted on by the shareholders before the Annual Shareholders' Meeting.

Board of Administration meetings and Committee meetings will continue to be posted, as previously posted, and as directed by the Bylaws of the Association, section 3.4. Electronic voting and notifications will be used when shareholders are required to vote on certain matters of the Association. If you do not fill out any of the above forms, you will receive your notifications, Annual Meeting and Special Shareholder (when voting) meeting notices by mail.

Should you have any questions, please feel free to contact the Windmill Village Office.

Sincerely,

Liz Dewar

Liz Dewar, CAM
Property Manager
Windmill Village at Punta Gorda, Inc.



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SHAREHOLDER CONSENT TO RECEIVE NOTICES BY ELECTRONIC TRANSMISSION

Shareholder Name (please print): _____

WMV Address (please print): _____, Punta Gorda, FL 33950

Email Address to be used for Electronic Voting (please print):
_____ (only one email address to be used)

The undersigned Windmill Village at Punta Gorda, Inc. ("WMV") Shareholder(s) consents to receive Shareholder notices as listed below by Electronic Transmission as authorized in Section 22.1 of the Windmill Village at Punta Gorda, Inc. Bylaws ("Bylaws") adopted by Shareholders on March 23, 2023.

The undersigned Shareholder(s) consents to and authorizes Electronic Transmission of all regular, annual, special and committee meeting notices, including attachments and information for the meeting required by law, to the email address provided on this Consent form by the Shareholder(s).

For purposes of this Consent, as defined in Section 22.1(g) of the Bylaws, the term "Electronic Transmission" means any form of communication, not directly involving the physical transmission or transfer of paper, that creates a record that may be retained, retrieved, and reviewed by a recipient and that may be directly reproduced in a comprehensible and legible paper form by the recipient through an automated process, such as printer or a copy machine. Examples include, but are not limited to, telegrams, facsimile transmission of images, and text that is sent by electronic mail between computers.

In accordance with Section 22.1(f) of the Windmill Village at Punta Gorda, Inc. Bylaws, the Corporation shall maintain all Consent forms submitted by Shareholders.

All Shareholders of Record for the Address Above Must Sign

Signed: _____
Printed Name: _____
Date: _____

Signed: _____
Printed Name: _____
Date: _____

Signed: _____
Printed Name: _____
Date: _____

Signed: _____
Printed Name: _____
Date: _____

SEND COMPLETED FORM TO:

**Windmill Village at Punta Gorda, Inc.
ATTN: Electronic Voting Committee
215 Rio Villa Drive
Punta Gorda, FL 33950**

***** Or hand deliver to the Corporate Office. *****

THIS CONSENT REMAINS IN EFFECT UNTIL REVOKED IN WRITING. The revocation must be in writing, signed by all Shareholders of record, and delivered to the Corporate Office per Section 22.1(a) of the Bylaws.



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Website: windmillvillage.org

Shareholder Consent to Electronic Voting

Pursuant to Section 22.2 of the Windmill Village at Punta Gorda, Inc. Bylaws ("Bylaws"), the undersigned Shareholder(s) residing at the WMV lot known as _____,

(Print your WMV street address)

Punta Gorda, Florida 33950, hereby consent(s) in writing to voting electronically using the online voting system and procedures established by the Windmill Village at Punta Gorda, Inc. Board of Administration.

The online voting system may be used for the purpose of casting **one (1) vote** for the undersigned Shareholder(s) at meetings and elections to the fullest extent permitted by law pursuant to Section 22.2 of the Bylaws.

The undersigned Shareholder(s) designate the following e-mail address for electronic voting purposes:

E-mail Address _____

(Please clearly, print only one email address)

NOTE: If the home is owned by unmarried persons, a trust or a business, PLEASE COMPLETE A VOTING CERTIFICATE. This email address must be the same email address used on the Voting Certificate.

The undersigned Shareholder(s) understands that to be eligible to vote electronically, written consent to electronic voting must be submitted to the WMV Corporate Office at least 48 hours prior to the meeting or election in which the Shareholder wishes to vote by electronic means, and that all electronic votes shall be cast in advance of said meeting or election and no later than a date and time established by the Board of Administration at which time the ability to vote electronically shall be deemed closed for that meeting or election.

MAIL COMPLETED FORM TO:

**Windmill Village at Punta Gorda, Inc.
ATTN: Electronic Voting Committee
215 Rio Villa Drive, Punta Gorda, FL 33950**

*****OR hand deliver to the Corporate Office.*****

All Shareholders of Record for the Address Above Must Sign Below

Signed: _____

Printed Name: _____

Date: _____

Signed: _____

Printed Name: _____

Date: _____

Signed: _____

Printed Name: _____

Date: _____

Signed: _____

Printed Name: _____

Date: _____



Windmill Village at Punta Gorda, Inc.

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Office: 941-639-2911
Fax: 941-639-1701

Email: windmill@windmillvillage.org
Website: windmillvillage.org

Shareholder Voting Certificate

THIS IS TO CERTIFY that the undersigned Shareholder(s), constituting all of the Shareholders of record of a Windmill Village at Punta Gorda, Inc. ("WMV") home with the address of _____ (your house # and street), have designated the following person as the voting representative to cast all votes and to express all approvals that such Shareholders may be entitled to cast or express at all meetings of the Shareholders of WMV and for all other purposes provided by the WMV Articles of Incorporation and Bylaws.

Printed Name of Voting Representative: _____

Voting Representative's Email Address: _____

NOTE: This email address must be the same used on the Consent for Electronic Voting.

This Voting Certificate is made pursuant to the WMV Articles of Incorporation and Bylaws and shall revoke all prior Voting Certificates and shall be valid until revoked in writing by a subsequent Voting Certificate.

SEND COMPLETED FORM TO:

**Windmill Village at Punta Gorda, Inc.
ATTN: Electronic Voting Committee
215 Rio Villa Drive
Punta Gorda, FL 33950**

***** Or hand deliver to the Corporate Office. *****

CHECK ONLY ONE OF THE 3 BOXES LISTED BELOW AND FILL OUT THAT SECTION ONLY:

WMV shares are owned by a Trust. All Trustees must sign if required in the Trust document. Please be sure to designate one of the Trustees as the Voting Representative at the top of this form.

NAME OF TRUST (please print): _____

NAME(S) OF TRUSTEE (please print): _____

ADDRESS OF TRUSTEE (please print): _____

I declare under penalty of perjury that the foregoing is true and correct.

Executed on this _____ day of _____, 20_____

TRUSTEE(S) SIGNATURE: _____

WMV shares are owned by more than one individual who are not married. All Shareholders of Record for the address above must sign below. Please be sure to designate one of the Shareholders as the Voting Representative at top of this form.

OWNER SIGNATURE: _____
OWNER NAME (please print): _____

OWNER SIGNATURE: _____
OWNER NAME (please print): _____

OWNER SIGNATURE: _____
OWNER NAME (please print): _____

OWNER SIGNATURE: _____
OWNER NAME (please print): _____

We declare under penalty of perjury that the foregoing is true and correct.
Executed on this _____ day of _____, 20_____

Each party represents that the individual signing this Voting Certificate has the authority to do so and to bind the party so legally.

WMV shares are owned by a business/corporation/LLC. Please be sure to designate one of the owners as the Voting Representative at the top of this form.

LEGAL NAME OF BUSINESS (please print):

ADDRESS OF BUSINESS (please print):

NAME - PRESIDENT/OWNER OF BUSINESS (please print):

The business entity represents that the execution, delivery, and performance of this Voting Certificate by the Entity has been fully and validly authorized by all necessary corporate action.

I declare under penalty of perjury that the foregoing is true and correct.
Executed on this _____ day of _____, 20_____

SIGNATURE: _____ **TITLE:** _____