**Interview Process for Country Manors Association, Inc.**

Prior to the interview, the forms we have attached will need to be completed. In addition to these forms, the following documents must be returned as well before the interview:

- **Notification/Application for Approval** - Background/credit check is required; and the fee is $50.00 **per occupant**. The check must be sent prior to credit check being run, and made payable to Country Manors Association. (attached)
- **Census Form or Age Verification form** (attached)
- **E-mail Consent Form** (attached)
- **Database Sales Form** (attached)
- **A copy of the signed contract**
- **Schedule A Form** (attached)
- **Identification:** Driver's license/I.D./Passport photo for each occupant. All must attend the interview
- **Proof of Insurance:** Policy must be an HO3. Country Manors Association, Inc. must be added as "Additional Interest/Insured") Country Manors Association, Inc., 4900 Country Manors Blvd., Delray Beach, FL 33445
- **$150.00 Processing fee** - Please make a check or money order payable to Country Manors Association, Inc. and submit with all paperwork.
- **Estoppel** - Fee is $299.00 prepaid, check made out to Country Manors Association Inc. Please forward the estoppel form to cmaoffice@countrymanors.net

Please do not hesitate to contact me with any questions. Thank you, and we look forward to meeting you.

Sincerely,

Board of Directors
Country Manors Association Inc.

Country Manors Association, Inc.
4900 Country Manors Blvd.
Delray Beach, FL 33445

Phone 561-498-8300
Fax 561-498-4099
Email cmaoffice@countrymanors.net

## Notification/Application for Approval of a Sale or Lease of a Condominium

The Board of Directors must approve the sale or lease of a Country Manors unit. An interview by a screening committee must either take place at the Country Manors or attend a ZOOM call before the Board meeting and the closing of the property. All owner(s)/occupant(s) must attend the interview. The Board meeting takes place on the second Friday of the month.

On the day of the interview, a copy of the completed contract or lease must be attached to this application, and two checks made payable to the Country Manors Association. One in the amount of $150.00 for the interview fee and one in the amount of $50.00 per occupant for the credit/background check. When the credit/background check is being processed, you will receive an email from the company, Tenant Background Search, that will include a link that you will need to respond to. This is another form of permission allowing us to proceed with the credit/background check. If you do not respond, we cannot complete this process, and therefore, you will not be approved.

Is this a sale or a lease? _____

Name of current unit owner: _____

Address: _____

Applicant information:

Name: _____

Address: _____

Telephone number(s): _____ Date of Birth: _____

Email: _____ Social Security Number: _____

Other occupants' names and relationships to applicants:

Name: _____

Telephone number(s): _____ Date of Birth: _____

Email: _____ Social Security Number: _____

Name: _____

Telephone number(s): _____ Date of Birth: _____

Email: _____ Social Security Number: _____

Name: _____

Telephone number(s): _____ Date of Birth: _____

Email: _____ Social Security Number: _____

Has the applicant or any other occupant ever been convicted of a felony? Yes: ☐ No: ☐
If yes, then add a summary on the back of this page.

Do you have sufficient assets or income to cover regular maintenance and recreation lease payments? Yes: ☐ No: ☐
Credit references (2 bank names and locations)

_____

_____

Two active accounts (list name and addresses)

_____

_____

Two Personal references (list names and addresses)

_____

_____

I/We authorize Country Manors Assoc. Inc., or its agent, to conduct a credit and background check to verify all information submitted on this application. It is further understood and agreed that any misrepresentation presented in this application will constitute grounds for disapproving the application for purchase or lease.

Dated this: _____day of _____ 20____

Witnesses' Signature

_____

_____

Applicant(s) Signature

_____

_____

Witnesses' Signature

_____

_____

Applicant(s) Signature

_____

_____

Witnesses' Signature

_____

_____

Applicant(s) Signature

_____

_____

Witnesses' Signature

_____

_____

Applicant(s) Signature

_____

_____

**UNIT # ____**

**COUNTRY MANORS ASSOCIATION, INC**

**AGE VERIFICATION CERTIFICATION & UPDATED INFORMATION**

**PLEASE LIST ALL OCCUPANTS WHO RESIDE IN THIS UNIT** Please print

NAME:_____ __OWNER or __TENANT

D/O/B __/__/__ EMAIL _____ PH#_____

NAME:_____ RELATIONSHIP_____

D/O/B __/__/__ EMAIL _____ PH#_____

NAME:_____ RELATIONSHIP_____

D/O/B __/__/__ EMAIL _____ PH#_____

NAME:_____ RELATIONSHIP_____

D/O/B __/__/__ EMAIL _____ PH#_____

EMERGENCY CONTACT: _____

EMERGENCY CONTACT PHONE #:_____

VEHICLES: MAKE & MODEL & COLOR _____

LICENSE PLATE #_____

VEHICLES: MAKE & MODEL & COLOR _____

LICENSE PLATE #_____

OTHER MAILING ADDRESS_____

The undersigned certifies that the above information is true and correct. The undersigned also certifies that should there be any changes to the above information that within 15 days the owner/tenant will notify the board of directors in writing.

ONE OWNER OF RECORD MUST SIGN BELOW:

DATE _____ SIGNATURE_____

PRINT NAME _____

Rev. 8/7/2026

Country Manors
ASSOCIATION, INC.

4900 Country Manors Blvd.
Delray Beach, FL 33445-1812
Phone (561) 498-8300 Tel/Fax (561) 498-4099
cmaoffice@countrymanors.net

# EMAIL CONSENT FORM

A new addition to the Floride State Statute 718 states it is against the law to send mass emails to Association Members without their written consent. By completing, signing and returning this form, you are authorizing the Board of Directors of the Country Manors Association, Inc. to email notifications of the Association meetings, minutes or other correspondence in lieu of receiving them by regular mail. Your email address will **NOT** be used for any other purpose than those listed above.

I also understand that Annual Owner Meetings and Special Meetings requiring membership voting or establishing a quorum will **NOT** be sent via Email, but via regular or certified mail as prescribed by law.

Please provide the required information, date and sign the form and send the completed form to:

cmaoffice@countrymanors.net

-or-

Country Manors Association, Inc.
4900 Country Manors Blvd
Delray Beach, FL 33445

---

**YES** ☐

I authorize Country Manors Association, Inc. to email me appropriate meeting notices, minutes, reports and other correspondence.

**Email Address:**_____

**Property Address:**_____

**Phone Numbers(s):**_____

**Printed Names(s):**_____ **DATE:**_____

**NO** ☐ **Signature(s):**_____

I do not want to receive emails from Country Manors Association, Inc..

**Property Address:**_____

**Phone Numbers(s):**_____

**Printed Names(s):**_____ **DATE:**_____

**Signature(s):**_____

# DATA BASE SALES FORM

UNIT# _____ DATED / REVISED: _____

UNIT OWNER/S: _____

VOTER: _____ DOB: _____ SPOUSE DOB: _____

**VOTERS MAILING ADDRESS**

ADD: _____

CITY/STATE: _____

ZIP: _____

PHONE #1: _____ PHONE #2: _____

VOTER EMAIL: _____

OTHER OCCPTS: _____

**NEXT OF KIN / EMERGENCY**

NOK #1: _____ NOK #2: _____

ADD 1: _____ ADD 2: _____

CITY/STATE: _____ CITY/STATE: _____

ZIP: _____ PH#: _____ ZIP: _____ PH#: _____

EMAIL #1: _____ EMAIL #2 _____

LOCAL CONTACT & PH#: _____

**INSURANCE DATA**

COMPANY: _____ EXP DATE: _____

**OWNER POLICY MUST BE A H03 & COUNTRY MANORS ASSOCIATION, INC., 4900 COUNTRY MANORS BLVD., DELRAY BEACH, FL 33445 MUST BE LISTED AS "ADDITIONAL INSURED" -OR- "ADDITIONAL INTEREST"**

**INTERVIEW INFORMATION**

PREVIOUS OWNER: _____ DATE: _____

INTERVIEWER #1: _____

INTERVIEWER #2: _____

INTERVIEWER #3: _____

CLOSING AGENT: _____

ADDRESS: _____

CLOSING DATE: _____ OTHER INFO: _____

RECORD#: _____ CMA INTERVIEW PACK. REVISED: 06/01/2025

# SCHEDULE "A" RULES & REGULATIONS RECEIPT

I _____,
certify that I/we have received, from Country Manors Association, Inc., a copy of the Schedule "A" Rules & Regulations for the Association as adopted by the Country Manors Board of Directors.

Signed: _____ Printed: _____

State of: FLORIDA

County of: PALM BEACH

The foregoing instrument was acknowledged before me by means of physical presence, this _____ day of _____, _____ by _____ who is personally known, to me, or has shown _____ for identification.

_____
Notary Public, State of Florida

# SCHEDULE A

# TO

# BY-LAWS

# OF

# COUNTRY MANORS CONDOMINIUM

# RULES AND REGULATIONS

# REVISED AND AMENDED

# VOTED AT BOARD MEETING

# HELD ON JANUARY 9, 2026

## OCCUPANCY

1. Country Manors consists of 440 units spread over 80 acres. It is divided into 8 circles; each circle has a heated swimming pool. There is a larger unheated pool at the Clubhouse.

2. One unit owner must be 55 years of age or older; no one under the age of 16 may reside here. No pets are allowed other than a caged bird.

3. Changes on the outside of the units are prohibited by the documents other than to install windows on the screened porch or to extend the concrete to the rear of the porch. With these changes one must have a written plan and a letter to the board stating your intentions for which you must have board approval.

4. You should not have in any unit any inflammable, combustible or explosive fluid other than regular household items.

5. No unlawful use can be made of the condominium. No business of any kind may be operated from a residence that generates foot traffic. No solicitations. No signage in windows or on property except during construction or improvements, **NO "FOR SALE", "FOR RENT" or "GARAGE SALE"** signs may not be displayed. Estate sales will be permitted by advertisement which must show telephone number only and show only by appointment and displayed Indoors only.

6. No clothes, sheets or blankets may be hung out or exposed. The common elements should be left free of rubbish. Outside TV antennas or dishes require board approval. No above ground trash receptacles.

7. Rentals - upon interview and approval of the Association. The same rules as for owners - over 55 - rent for not less than four (4) months or over twelve (12) months must be brought before the board for rejection or approval. One rental is allowed per year.

8. If you leave for any length of time (30 days or more), let the office know -leave a key with a neighbor. Turn off the water and unplug the water heater. During hurricane season (June 1 through December 1) store all items that are outside units and close awnings or make arrangements. Country Manors does not close awnings/shutters on individual units. (Amended and approved by Board of Directors at its regular meeting on February 8, 2007).

9. We ask you to leave your carport lights on at night for security reasons.

10. Children under 16 may visit for two weeks at a time - three times a year.

11. When a unit is sold, the Declaration of Condominium and all other Country Manors condominium documents must be given to the buyer by the seller no later than the closing date of the sale and a written statement of such transfer signed by buyer must be furnished to the Association. If the seller is unable to produce the aforementioned documents, the Association will furnish them with a duplicate copy at a charge of $15O.OO. Keys to mailbox and Clubhouse must pass to buyer at closing.

12. If a unit owner allows his unit to be occupied in his residence or his absence, he must notify the Board of Directors, in writing, at least five (5) days prior to said occupancy and furnish the following information.
    a. Name of all occupants.
    b. Ages of any children under 16. Children under 16 must conform to Exhibit A, Article 10. paragraph b., page 21: "May be permitted to visit and temporarily reside not to exceed 14 consecutive days and not more than three (3) occasions in one calendar year."
    c. Arrival and departure dates
    d. The following statement: I understand I have full responsibility for actions of those occupying my unit and have informed them of the basic rules and regulations.
    e. Unit owners' signatures and contact telephone number.

This notification should be sent to Country Manors, 4900 Country Manors Boulevard. Delray Beach, FL 33445.

GROUNDS/COMMON ELEMENTS

13. All garbage is to be put in plastic bags and stored in the below ground containers. If rolling garbage containers are being used, they must be stored out of sight the same as recycle bins. These bags are to be taken to the curb on Tuesday and Friday for pick-up. The blue bin is for glass and plastic bottles, aluminum cans, drink boxes and milk and juice cartons. The yellow bin is for newspapers, brown bags, magazines and corrugated cardboard boxes.

14. Planting flowers, shrubs, etc. under the eaves of your unit is up to the unit owner. But no planting in the common elements will be permitted without board approval. (Exceptions will be removed.) Shrubs will be trimmed to allow closing of awnings and also allow painting at the scheduled time. Shrubs shall not exceed drip edge of roof line.

15. Complaints regarding service by maintenance and others should be made to the Directors of your circle. If there is a problem, they will take it to the Board

Office. Under no circumstances do you tell the workers what to do unless they ask.

16. No walking through carports of other owners unless you have their permission - private domain.

17. No walking on common ground after dark or between houses - dangerous sprinkler rain birds, etc.

18. Addendum to the Rules and Regulations passed by the Board of Directors at their meeting held on Thursday, February 9, 1995: Many units have fruit trees planted in proximity, which are fertilized and maintained by the Unit Owner. Notwithstanding that the trees are within the Common Area, the Unit Owner is entitled to the fruits of his labor and it is not permissible for another Unit Owner to pick the fruit without permission of the maintaining Unit Owner.

## VEHICULAR REGULATIONS

19. Carports are for licensed passenger private automobiles ONLY. Country Manors does not allow trucks, or other various vehicles: campers, boats or RVs. If you have two (2) cars, one is to be parked behind the other. The center section is for visitors only. If you need additional parking for cars only, you may park them at the Clubhouse at the East parking lot. You must put a dated visible note in the windshield, with your unit number and name. This parking alternative is not for long term parking, without approval from the office. For trucks, boats, and RV's, etc. there is rental storage north of Country Manors on Military Trail.

Country Manors does not allow trucks, campers, boats, RV's or other various vehicles. Overnight parking of these vehicles, is not allowed. Any vehicle, not properly registered, is not allowed.

For all prohibited vehicle parking, there is a rental storage North of Country Manors on Military Trail. (Amended and approved by the Board of Directors at its regular meeting on February 8, 2007).

20. Speed limit in Country Manors is 15 M.P.H. No parking on streets or on lawn areas.

## RECREATIONAL FACILITY

21. Use of recreational facilities shall be subject to the rules that the board shall establish. Pool rules are posted at the pools; clubhouse rules are posted in the Clubhouse. (No smoking anywhere in the Clubhouse.)

## MAINTENANCE AND ASSESSMENTS

22. Prior to the beginning of each Fiscal Year (April 1) unit Owners are advised of the quarterly payments. Maintenance payments are payable quarterly and are due April 1, July 1, October 1 and January 1. They are deemed to be delinquent five (5) days after the first of the month due. Delinquent payments incur a 5% late fee plus a rate of eighteen percent (18%) per "annum'" on all unpaid amounts as is allowed by Florida State Statutes chapter 718 section 116, as amended June 12, 2009. Should payments be delinquent in excess of sixty days, the Unit will be subject to a lien. The Board may also accelerate all payments due in that year. (Monetary penalties in addition to interest were approved by the Board of Directors at its regular meeting July 13, 1989.) (As amended by Florida Statutes from time to time)

Recreational lease payments of $78 are to be made at the same time which you will mail to the lease holder of your unit.

23. (Deleted)

24. Ridge venting on roofs has been approved. Check with your Director concerning roof cleaning.

25. All activities and notices are put on your circle bulletin board above the mailbox.

26. **"Procedure for Levying Fines" (as amended from time to time)**

1. **OPTIONAL:** A courtesy phone call or visit by one or both circle directors will be a means to notify the unit owner or lessee of the violation. No further action will be required if the owner or lessee agrees to remedy or correct the violation and then proceeds to satisfactorily take such corrective action within such reasonable time period as agreed between the Association and the owner or lessee.

2. If item 1 is not successful then a letter from the Association will be hand-delivered by two directors or mailed (return receipt) to the unit owner. The letter will include the following contents per Appendix H, Article 12:

    A. Name of owner responsible for the violation

B. Nature of violation including particular provision of condo rules, document or law.

C. The amount of fine for each violation (per Schedule of Fines).

D. Date, time and place of hearing to be held before a committee of unit owners with at least 14 days' notice to be provided for the hearing:

(1) Association will present facts, evidence or material concerning violation.

(2) Party against whom the fine may be levied shall have an opportunity to respond, present evidence, have counsel present evidence, have counsel present and challenge material presented by the Association

(3) Failure of the owner or lessee or invitee to appear at the hearing will result in the Committee proceeding to conduct the hearing in such owner's/lessee's/invitee's absence and to determine whether or not a fine shall he levied.

(4) If the Committee does not agree with the fine, the fine cannot be levied

(5) Decision of the Committee followed by the Board is final.

3. Appendix H, Article 12.7 The fine system may be invoked independently or concurrent with other remedies provided for in the condo documents or under the law.

4. The unit owners' hearing committee shall not consist of any directors, officers or employees of the Association, or the spouse, offspring, parent or sibling of an officer, director or employee, and that the members of the committee shall be appointed and serve at the pleasure of the Board. The committee will be comprised of nine (9) unit owners, one (1) at large. (At least five (5) members present will be a quorum.)

27.

. **"SCHEDULE OF FINES"**

**(AS AMENDED FROM TIME TO TIME)**

**Category I:** Fines are per diem and will run from date of notification of violation until the violation is eliminated.

1. Unauthorized Vehicle; i.e., pickup truck, RV, boat, etc. - $20/day (Exh. A, p. 20, Art. 10a.)
2. Unauthorized pets - $20/day (Exh. A, pg. 21, Art. 10c.)

3. Nuisances - $20/day (Exh. A, pg. 21, Art. 10d.)

**Category II:**

1. Unauthorized alterations, deletions or additions to the exterior of the unit - $100/violation in addition to inspection and approval by City Building Inspectors. (Exh. A, p. 10, Art. 6a.)

2. Moving into a unit without approval by the Association, whether lease or sale – $100/violation (Exh. A, p. 23-31, Art. 11a thru k).

3. Unauthorized use of common area; i.e., planting of trees, etc. - $50/occasion including the possibility of removal or relocating tree. (Exh. A, p. 10, Art. 5 b.2 and 6 b.)

4. Unauthorized use of unit - $100/violation (Exh. A, p. 20, Art.10)

Category III: (Approved at the May 14, 2010 Board Meeting)

Amendment to Schedule A: Fines in the amount of $25.00 monthly for the following items:

1. Roof repairs or replacement
2. Painting
3. Replacement of missing or decorative vinyl shutters
4. Cleaning of roof mold (dirty roofs)
5. Replacing of missing soffit vents & repair fascia boards
6. Painting/cleaning of clamshell awnings

VOTED BY THE BOARD OF DIRECTORS ON 6/10/2011

SCHEDULE A TO THE BYLAWS

Item 28. Pg# 9 Procedure for Expediting Expenses of $500 (or less)

It will be the policy of the Board that expenditures for goods, supplies, services, etc. of $500 or less can be authorized for payment by the President without Board approval. The President can transfer this authority to a member of the Executive Board during his absence. It is not the intent of this policy to allow any split expenditure or to tailor these expenditures to circumvent the normal Board approval procedure. Any Board member can request that a specific item be brought before the Board for discussion and approval regardless of dollar amount.

29. Any unit owner may display one portable, removable United States flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, Patriots Day and on Veterans Day, may display in a respectful way one portable removable, official flag not larger 4 ½ feet x 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, Space Force or Coast Guard, and one official POW/MIA regardless of any declaration rules or requirements dealing with flags or decorations, further any homeowner is entitled to attach a flag pole to their unit, but not on common ground and must be approved by the board. Accordingly, there is no statuary right to display political or any other flags, including historic versions of the flag. REF 718.113 (4)

30. COMPANION, EMOTIONAL SUPPORT AND SERVICE ANIMALS PER LOCAL ZONING LAWS

a. No unit owner may obtain a service or emotional support animal without first presenting to the association a letter, stating the medical need, from their doctor, who must be located and practice within the continental United States.

b. The animal must be licensed and accordingly have all vaccinations required by law.

c. Only one companion, service or emotional support animal is allowed per person.

d. The animal must always be leashed when outside the unit. It must always be under control, so that is not to be an aggressive nuisance or annoyance to any other unit owners.

e. They will be responsible for and must clean up properly and dispose of animal solid waste

f. At no time will the animal be allowed on or around any recreational facility at Country Manors unless it is a service dog.

g. Dogs may be walked along the fence perimeter only from sunrise to sunset.

h. Visiting dogs must be registered in the front office within 24 hours and comply with the same rules as the owners with the exception of Item a. Visiting dogs are limited to a two week stay.