

A NEW MEMBER APPLICATION FEE OF \$100
MUST BE SUBMITTED WITH THE ORCA
MEMBERSHIP APPLICATION

REMINDER

VALID ENDORSERS MUST BE ORCA MEMBERS
(PROPERTY OWNERS) AND KNOW APPLICANT
FOR TWO YEARS PRIOR TO ENDORSING A NEW
MEMBER APPLICANT

Please use black or blue ink in legible print
Typed is preferred

Please allow up to 30 days for processing

APPLICATION FOR MEMBERSHIP

PLEASE COMPLETE FULLY
Please Type Or Print CLEARLY

This ____ day of _____, 200____, I hereby make application for membership into the Ocean Reef Community Association (ORCA) as purchaser of:

(Property Address)
From: _____
(Name of Seller)

Each purchase of property at Ocean Reef is subject to the Restrictions, Conditions and Limitations of record, whether filed or located among the public records of Monroe County, with the Secretary of State or the ORCA office. One of the Restrictions of record and common to all property is that each purchaser, prior to purchasing property, must be approved for membership in the Ocean Reef Community Association (ORCA), a not-for-profit corporation, pursuant to Article III, Paragraph 3.4 of the ORCA Articles of Incorporation, and will thereafter be subject to the Rules and Regulations of ORCA.

This application should be completed and returned to the Ocean Reef Community Association (ORCA) office, together with the completed Endorsement forms from each of two (2) Ocean Reef property owners as soon as possible but no later than four (4) weeks prior to the scheduled closing of any real estate transaction. If endorsers are not available, a private interview with the Membership Committee must be scheduled. A flawed title will be derived from any real estate transaction at Ocean Reef if the purchaser has not been approved for membership by the ORCA Membership Committee and Board of Directors.

Home Address:

Street Signature of Applicant
City, State, Zip Print Name of Applicant (legible)
(Area Code) Telephone Number Signature of Spouse (both required)
Print Name of Spouse (legible)

For Office Use Only

Reviewed and approved by Membership Committee on: _____ Date
Received: _____ Date

Initials: _____

Name of Current Business: _____

Principal Activity of Business: _____

Street, Address, City, State, Zip Code **(Area Code) Telephone Number**

Former or Retired Occupation and Positions: _____

Applicant Date of Birth: _____ Place of Birth: _____

Spouse Date of Birth: _____ Place of Birth: _____

Social Security Number: _____ Spouse Social Security Number: _____

Credit References / Account Number Address

Activities and Memberships
Clubs, Professional Societies And Other Organizations

FAMILY

Spouse _____
(Include maiden name)

Children	Names	Age	Married?

How did you hear about Ocean Reef? _____

Have you ever owned or rented at Ocean Reef? Yes No If Yes, when? _____
Will this Ocean Reef property become your primary residence? ___ Now ___ In the future ___ Never

- How will you be using your property?
- a. Commuting to Miami on a daily/weekly basis?
 - b. Coming from (wherever) for long weekends and holidays during the winter season.
 - c. Living at O.R. the winter season.
 - d. Year-round resident of Ocean Reef.
 - e. Other --Please Explain. _____

Have you looked at other areas of Florida? _____

What made you choose O.R.? _____

Please list your hobbies or other areas of interest (sports, etc.)

Do you have any questions about the ORCA Rules?

ORCA reserves the right to interview any applicant.

If deed is in multiple names, please designate which party shall be the voting member of ORCA pursuant to Article II, Paragraph 2.1 (a)(1) of the ORCA Bylaws:

I have read and will abide by the ORCA Rules and Regulations and I authorize ORCA to conduct a credit check and criminal background investigation:

Signature of Applicant

Closing Information:

Realtor/Broker _____ Estimated Closing Date: _____

PLEASE COMPLETE THE APPLICATION FULLY.

**ENDORSEMENT OF APPLICANT FOR MEMBERSHIP
IN THE
OCEAN REEF COMMUNITY ASSOCIATION**

**PLEASE ANSWER EACH SECTION COMPLETELY
PLEASE TYPE OR PRINT CLEARLY**

INSTRUCTIONS

Every application for membership in the Ocean Reef Community Association (ORCA) requires that two (2) Ocean Reef property owners endorse the application. If the applicant does not know two (2) Ocean Reef property owners who can endorse his/her application, a private interview must be scheduled through Phyllis Elden with the ORCA Membership Committee in lieu of the endorsement requirement.

*** TO BE A VALID ENDORSER you must have known this applicant for at least two years.**

Under ORCA policy, no realtor, broker, seller, relative of the realtor or broker, or relative of the applicant will be accepted as a valid endorser or reference.

Completed endorsement forms should be returned with the application for membership form to the ORCA Secretary as early as possible, but **no later than 30 days before the scheduled closing date** of any real estate transaction. **A flawed title will be derived from any real estate transaction at Ocean Reef if the purchaser has not been approved for membership by the ORCA Membership Committee and the Board of Directors.**

**TO THE MEMBERSHIP COMMITTEE OF THE
OCEAN REEF COMMUNITY ASSOCIATION**

I, the Endorser, of Applicant _____
(Applicant's Name)

have known this applicant personally for _____ years.

Applicant's residence address: _____

Confidential Questionnaire Of Endorsement

PLEASE COMPLETE EACH ITEM FULLY

INCOMPLETE ENDORSEMENTS

WILL BE RETURNED FOR COMPLETION

ENDORSER: Please complete each section with details. (Please type or print legibly).

Applicant's Name: _____

Your profile of applicant's business or professional life:

Your profile of applicant's & family's involvement in their community and organizations:

Why do you believe applicant's family will make a good addition to the Association and, in your opinion, will the other members feel likewise?

Please tell us about applicant's family interest:

Please list at least two members of the Ocean Reef Community Association who know the applicant to whom the Membership Committee may refer. (other than endorsers)

Have you any present or prospective personal, business or professional relations with the Applicant? _____ If YES, please explain: _____

How long have you known the applicant? _____

TO BE A VALID ENDORSER you must have known the applicant for at least two years.

Endorser: _____
(Please print or type)

_____ Address

SIGNATURE

_____ Ocean Reef Address & Phone Number

PROCESS FOR MEMBERSHIP APPLICATION

Ocean Reef Community Association (ORCA) requires a member who is selling, disposing, or otherwise transferring Ocean Reef property owned by him/her to notify ORCA, in writing, no later than thirty (30) days before the anticipated sale, disposition, other transfer or closing. (This notification can be through a real estate agent.) Realistically, this notice should be given at the time a bona fide purchase contract or other transfer document is duly executed and delivered. The Deed Restrictions on file in Monroe County for all property at Ocean Reef require that the purchaser of property at Ocean Reef be a member of ORCA. The following are the procedural steps to be followed to expedite the processing of applications for membership in ORCA.

1. As a part of the sales process, each **sales agent** should give prospective buyers an **ORCA Membership Packet*** to complete and return to the realtor or ORCA as soon as possible. These packets have been distributed to each real estate office at Ocean Reef and are also available at the ORCA office.
2. The transferor and/or the Real Estate Broker involved should follow up with the transferee to make sure the application and endorsements are received by ORCA in time to be considered at a regularly scheduled Committee meeting prior to the transfer, i.e., **four weeks prior to the scheduled closing date.**
3. The ORCA Membership Committee meetings are held on the **1st** and **3rd Monday** of each month, and the **application and endorsements must be completed prior** to consideration at one of the Committee meetings. The Membership Committee then presents these recommended new members to the ORCA Board for final approval at their monthly meetings. The Membership Committee has the authority to approve new members during the months of May through September. **Any closing that takes place without completion of this process is flawed and has a faulty title.**
4. Closing dates should be **scheduled no sooner than two days after** the ORCA Board of Directors meeting. This will allow time to have questions answered or discrepancies resolved.
5. If the applicant is unable to obtain two (2) endorsers, Phyllis Elden, Membership Coordinator, should be immediately notified. The Coordinator will arrange for the applicant to be interviewed by the Membership Committee, which may be accepted as an equivalent substitute for the endorsement requirement. The purchaser's application must be received by ORCA **four weeks** before the ORCA Board Meeting to meet the Board's timeframe, and to allow for credit and criminal checks to be completed on the applicant.
6. The Board of Directors has the final responsibility for the disposition of all membership applications.
7. Immediately following the approval of a membership application, The Membership Coordinator will send a letter to the applicant confirming they have been accepted as ORCA Members.

***MEMBERSHIP PACKETS CONSIST OF A COMPLETED APPLICATION FORM, TWO COMPLETED ENDORSEMENT FORMS, AND A FULLY COMPLETED PROPERTY SALES ORDER (SOS). PLEASE USE BLACK OR DARK BLUE INK IN LEGIBLE PRINT, TYPED IS PREFERRED**

Founded 1959

Nov 2003