

**WASHINGTON HEIGHTS HOME OWNERS, ASSOCIATION, INC (WHT)  
OWNER REGISTRATION**

(Revised 2/20/2024)

Please return before October 1, 2024 to:

Washington Heights Home Owners Association, Inc.  
4021 Indiana Drive  
Punta Gorda, FL 33982  
washingtonhtshoa@gmail.com

Articles of Incorporation, Bylaws and Rules and Regulations may be viewed online at:  
Washingtonheightshomeowners.com

WHT Address: \_\_\_\_\_

Lot is/will be occupied by: \_\_\_ Owner full time \_\_\_ Owner part time \_\_\_ Tenants \_\_\_ Other \_\_\_ Vacant \_\_\_

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

Current Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact (name and phone): \_\_\_\_\_

WHT is required to send notice of certain events (such as meetings, account statements and proposed governing document amendments) to all owners in the subdivision. A member's designated mailing address is the member's property address, unless the member has sent written notice to the association requesting that a different mailing address or an email address for electronic transmission be used for all required notices. PLEASE PROVIDE THE ADDRESS OR EMAIL ADDRESS THAT YOU DESIGNATE TO RECEIVE ALL REQUIRED COMMUNICATIONS. **WE REQUEST THAT YOU PROVIDE AN EMAIL ADDRESS, IF AVAILABLE AND MONITORED, AS THIS EXPEDITES DELIVERY AND REDUCES THE TIME AND EXPENSE OF PAPER COMMUNICATION.**

I/We, the undersigned owner(s) of

(WHT street address): \_\_\_\_\_ Punta Gorda, FL 33982,  
designate that all required communications from Washington Heights Home Owners Association, Inc. pertaining to this property be delivered to (choose delivery method below):

Email (preferred) \_\_\_\_\_ or

Mailing Address \_\_\_\_\_

I, THE UNDERSIGNED, HEREBY ACKNOWLEDGE that all owners(s) and any guests or invitees must comply at all times with the Association's governing documents and rules and regulations, which are subject to amendment from time to time while accessing Common Property. In the event a payment due to WHT becomes delinquent at any time during the Lease, the owner(s)' right to access Common Property will be rescinded. By signing below I acknowledge having read and understood the foregoing and further and I acknowledge receipt of a copy of the Bylaws, Articles of Incorporation and Rules and Regulations for the Association, and agree to abide by all those said documents and understand that any violation of those governance documents by myself or any of my guests or invitees may result in the Association's suspension of access privileges and imposition of fines. It is also understood that any legal costs related to any enforcement action will be the lot owner's responsibility and will be accessed to him/her, with any unpaid legal fees, taxable costs and interest. By signing below, I acknowledge and accept this form as notice that all required WHT records including but not limited to: financial reports, budgets, minutes, Articles of Incorporation, Bylaws and Rules and Regulations may be viewed online at: Washingtonheightshomeowners.com

\_\_\_\_\_  
Owner(s') Signature(s) Full Name(s) Printed and Date

\_\_\_\_\_  
Owners(s') Signature(s) Full Name(s) Printed and Date

\_\_\_\_\_  
Owners(s') Signature(s) Full Name(s) Printed and Date

**WASHINGTON HEIGHTS HOME OWNERS ASSOCIATION, INC (WHT)**  
**CERTIFICATE OF APPOINTMENT OF**  
**VOTING REPRESENTATIVE**

TO: **Secretary, Washington Heights Home Owners Association, Inc.**  
**4021 Indiana Drive, Punta Gorda, Florida 33982**

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of  
Address No. \_\_\_\_\_

in WHT, have designated \_\_\_\_\_  
(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and By-Laws of the Association.

The following examples illustrate the proper use of this Certificate:

- (i) Lot owned by John Doe and his brothers, Jeff and Jim Doe. Voting Certificate required designating either John, Jeff or Jim as the Voting Representative (NOT A THIRD PERSON).
- (ii) Lot owned by Overseas, Inc., a corporation. Voting Certificate must be filed designating an officer to vote, signed by President or Vice-President of Corporation. (For Partnerships, any Partner may be designated, All partners must sign.)
- (iii) Lot owned by Joe Doe Trust, Voting Certificate must be filed designating a beneficiary, grantor or trustee of the Trust entitled to vote, signed by Trustee of the Trust.
- (iv) Lot owned by John Jones. No voting Certificate required.
- (v) Lot owned by Bill and Mary Rose, husband and wife. No Voting Certificate required. either Bill or Mary is entitled to be the voting representative.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Print Name of Trust, Estate, Corporation – Or OWNER(S)

\_\_\_\_\_  
OWNER/Officer/Trustee/Partner  
Print Name and Title \_\_\_\_\_

\_\_\_\_\_  
OWNER/Partner  
Print Name and Title \_\_\_\_\_

\_\_\_\_\_  
OWNER/Partner  
Print Name and Title \_\_\_\_\_

*NOTE: This form is not a proxy and should not be used as such.*

**WASHINGTON HEIGHTS HOME OWNERS ASSOCIATION, INC (WHT)**  
**CERTIFICATE OF APPOINTMENT OF**  
**SECONDARY VOTING REPRESENTATIVE FOR**  
**NON-DEED RECTRICTING MATTERS**

TO: **Secretary, Washington Heights Home Owners Association, Inc.**  
**4021 Indiana Drive, Punta Gorda, Florida 33982**

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of

Address No. \_\_\_\_\_ in WHT, have designated \_\_\_\_\_  
(Name of Voting Representative)

as their secondary representative to cast votes and to express approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the the Articles and By-Laws of the Association regarding non-deed restricting matters.

The following examples illustrate the proper use of this Certificate:

- (i) Lot owned by John Doe and his brothers, Jeff and Jim Doe. Voting Certificate required designating either John, Jeff or Jim as the Voting Representative provided that brother resides on the property listed.
- (ii) Lot owned by Joe Doe Trust, Voting Certificate must be filed designating a beneficiary, grantor or trustee of the Trust entitled to vote, provided that person resides on the property listed signed by Trustee of the Trust.
- (iii) Lot owned by Bill and Mary Rose, husband and wife. No Voting Certificate required. either Bill or Mary is entitled to be the voting representative provided that spouse resides on the property listed.

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke all prior Certificates and be valid until revoked by a subsequent Certificate.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20

\_\_\_\_\_  
Print Name of Trust, Estate

\_\_\_\_\_  
OWNER/Trustee  
Print Name and Title \_\_\_\_\_

\_\_\_\_\_  
OWNER  
Print Name \_\_\_\_\_

\_\_\_\_\_  
OWNER  
Print Name and Title \_\_\_\_\_

*NOTE: This form is not a proxy and should not be used as such.*