

March 2026 Community Manager's Report

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By Donald Foster,
LCAM

One of the important services provided by UCO to the Associations of Century Village is applicant investigations, or screening. This service is provided by UCO as part of the contracts that exist between CV Association's and UCO:

"d. Screening:

The ASSOCIATION does hereby appoint UCO to administer screening of ALL prospective purchasers, residents, companions, and tenants of condominium units pursuant to the Declaration of Condominium of the ASSOCIATION and the determination by H.U.D., declaring Century Village a senior community, where at least one resident in each unit must be 55 years of age or older.

The ASSOCIATION shall submit all signed contracts and its checks to UCO. Subsequent to the payment of the application fee in the amount allowed under the Florida Condominium Act (currently set at \$150.00) UCO shall supply the ASSOCIATION with the necessary screening application forms, to be filled in and returned to UCO, UCO shall contract with a professional firm to carry out the relevant investigation into this applicant's finances and criminal records. UCO shall transfer the results of this investigation to the ASSOCIATION's Board. The decision whether to accept or reject the applicant is wholly the ASSOCIATION's. Should the ASSOCIATION decide to reject the Applicant and UCO's attorney concurs, then UCO will cover legal expenses, should the rejection result in a lawsuit against this ASSOCIATION."

The UCO Investigations Department, staffed by unit owner volunteers, takes in applications from CV Association board members and Community Association Managers. **Real Estate Agents may not drop off or pick up applications at UCO Investigations;** agents must deliver completed applications to the CV Association Boards, who in turn deliver them to UCO Investigations. UCO staff are instructed not to communicate with Real Estate Agents, especially with regard to application and screening progress. The same rules apply to sellers and prospective purchasers. These applications are checked over by staff, then transmitted to a contract investigation agency. This agent returns

screening reports to UCO Investigations, which then passes the reports back to the Associations for review. **Only Board Members or Managers may pick up screening reports. All documents handled by UCO Investigations are treated as confidential material.**

As a strictly clerical operation, UCO Investigations Department processes applications and reports on behalf of the Associations of Century Village.

Our volunteer staff are instructed not to offer advice or guidance, and to not interpret or analyze applications, sales contracts, leases, screening reports, or any other documents. Our staff are also instructed not to offer advice on condominium administration matters- questions of this type should be brought to the Association's Property Manager or Attorney.

Association Directors who are considering rejection of any applicant are encouraged to request a legal opinion from UCO's Attorney (at no additional charge), or to consult with their own counsel, before making a final decision. Please, do not put our volunteers on the spot by asking for advice or guidance about applications, screening reports, or matters of Association administration.

There are several types of applications, depending on the type of transaction being reviewed (sale, rental, occupancy). Each application has a top instruction sheet, with requirements for processing. Generally, each application must be accompanied by five items:

- **Check to UCO from the Association account- \$150 dollars for an individual applicant, or a married couple.**
- **Fully filled out page one of the application.**
- **Authorization page, signed by applicant and board member.**
- **Qualifying document (sales contract, rental lease, request for occupancy form).**
- **Clear copies of government issued identification.**

For Canadian applicants, new Canadian government requirements include clear copy of passports, and an additional form. Clear copies of ID's and legible, fully filled out forms are very important to comply with Canadian government regulations and to prevent delays in processing of applications. Please check with our staff to ensure that all paperwork is properly submitted. For

other international applications, it may take longer for screening reports to be returned to UCO than with domestic applications.

The 150 dollar screening fee, collected from the applicants by the Associations, and passed on to UCO, is set by State Statute. UCO can only accept checks from Association accounts; no money orders or checks from applicants are accepted. Federal law prohibits inquiry about marital status for purposes of housing, so UCO Investigations staff may not inquire about an applicant's marital status, or require applicants to furnish copies of marriage licenses to determine the amount of screening fee.

Another service provided by UCO Investigations is issuance of Certificates Of Approval (COAs), which is done with the cooperation of our recreational facility management company, W.P.R.F. These Certificates allow a new resident to obtain CV Clubhouse IDs, UCO Barcodes, and can be used to enter CV at the community's entrances. These forms are created by W.P.R.F., and must be printed out at UCO. Hand written or filled out COAs are not accepted; the forms must be signed by two Association Directors and have the Association's seal and UCO's seal affixed.

Non-owner COAs (renter, occupant, medical aide) must be renewed annually, and only board members or managers can obtain these Certificates, in person. **All COAs must have the Association's and UCO seals affixed. These procedures are in place to protect CV Associations from unauthorized sales, occupancies, or other shenanigans that happen from time to time.** As the Association's Managing Agent, UCO wants to be very sure that CV Association Boards are fully aware of any property conveyances, rentals, or occupancies. **Once an unauthorized resident is in place, resolving this can be time consuming and expensive, and UCO will protect the Association's interests.**

Our UCO Investigations staff has worked hard over the past few years to streamline the process, improve customer service, and shorten the turnaround time for our clients, the Associations of Century Village. Unit owners are encouraged to volunteer for service, especially if they have clerical or administrative experience, can operate a computer, and enjoy working in a professional, confidential environment.

END OF REPORT