Country Club Condominium 2

Address: _____ Unit # _____

The Westcoast Management & Realty Client Services Department is happy to work with you during your application process to the above referenced association. In effort to ensure a smooth application process please take the time to read and implement the following:

Applications must be completed in full and required items must be submitted together at the time of application. Partially submitted applications will delay processing. A checklist has been provided below for your use to ensure that all required items are submitted successfully.

You can mail this information to the following address:

Country Club Condominium, 2
C/O Westcoast Management
10502 N. Dale Mabry Hwy
Tampa, FL 33618

Please allow 1-2 weeks for processing from the date of receipt. Should you have any questions regarding the application process please contact Client Services at 813-908-0766 or via email: Service@wcmanagement.info (office hours are weekdays 9am to 5pm). Thank you in advance for your attention in this matter. We look forward to working with you!

PLEASE REMIT THE FOLLOWING:

____ Signed Contract **(SALE)**

____ Copy of Lease **(LEASE)**

____ Background Check - fee **$100 (PER ADULT)** Paid online. See below. **(SALE & LEASE)**

____ Interview with Board **(SALE & LEASE)**

____ Moving In or Out - fee $250.00 Check made out to Country Club 2 - Refundable **(SALE & LEASE)**

INSTRUCTIONS FOR BACKGROUND CHECK, DONE ONLINE:
There is an upfront fee of $100 (per adult) for background checks to go along with your application.

- **TO APPLY FOR PURCHASE:**
  - Go to: https://wc.quickleasepro.com/d/apply/103631
    Enter your email address and Click "continue". You will create a password and verify your email addres. Application is not complete until payment is made.
- **TO APPLY FOR LEASE:**
  - Go to: https://wc.quickleasepro.com/d/apply/103629
    Enter your email address and Click "continue". You will create a password and verify your email addres. Application is not complete until payment is made.

Note that each adult will need to pay/apply using this process.

Packet can not be sent to the board until all required documents have been received by the Management Company.

Country Club Condominium II
C/O Westcoast Management
10502 N. Dale Mabry Hwy Tampa, FL 33618
E-Mail: service@WCManagement.info

Phone (813) 908-0766 FAX (813) 908-6833

RULES & REGULATIONS

COUNTRY CLUB CONDOMINIUM II at EAST BAY

1. Units shall be used only for residential purposes; there shall be no business or commercial use of any unit.

2. No unit shall be occupied at the same time by more than a single family, its servants and guests. A single family shall mean either a single person occupying a unit and maintaining a household, or two to four persons related by blood, marriage or adoption occupying a unit and living together and maintaining a common household, or not more than two unrelated persons occupying a unit.

3. No unit shall be rented or leased except as permitted in the Declaration of Condominium. The minimum length of any rental is three (3) months. The Board of Directors must approve all lessees. Tenants are not permitted to have pets.

4. Clothes dryers must meet the safety requirements of Pinellas County Building Department.

5. No nuisances or any use or practice that is the source of annoyance to residents shall be allowed to exist upon the condominium property.

6. No immoral, improper, offensive or unlawful use shall be made of the condominium property nor any part of it, and all laws and regulations shall be observed.

7. The common elements and limited common elements shall be used only for the purpose for which they are intended. They shall not be obstructed, littered, defaced or misused in any manner.

8. No unit owner shall permit any use of his unit or make any use of the common elements that will increase the cost of insurance on the condominium property.

9. No unit shall be divided or subdivided for purposes of sale or lease.

10.No animals of any kind shall be raised, bred or kept in any unit, except that dogs, cats, birds, fish and other common household pets may be kept subject to the following limitations:

The Board shall have the right to determine what constitutes a "common household pet".
Dogs, Cats, and Birds – Only two pets in this category may be kept, except that resulting litters may be kept for up to eight weeks after birth. Dogs and cats may not exceed 25 pounds. Birds may not exceed two pounds.
Fish - The collective capacity of all aquariums in a unit shall not exceed 50 gallons.

The Association shall have the right to establish any different policy concerning pet ownership which it deems advisable in its sole discretion; provided, any change in such policy shall not be retroactive and shall not cause any pet living in the Condominium to be automatically banned from the Condominium. Pets are permitted to be walked only in designated walking areas, or, if none, in the common area, provided they are on hand-held leashes. The rights hereby granted, shall be subject to any and all regulations concerning animals that may be established from time to time by the Association. Any violation of the rules governing the right to have pets may result in a revocation of the right to keep the pet. A unit owner shall be responsible for all

violations of this rule, and said unit owner shall be subject to such fines or penalties as the Association may impose for each violation. **Tenants are not permitted to have pets.**

11. Upon entering into a lease agreement, the unit owner waives in favor of the tenant any right to use the recreational facilities. A tenant of any unit owner shall have the same right to use the recreational facilities as the owner and shall abide and be bound by the same restrictions, covenants, conditions, rules and regulations as the owner.

12. No "For Sale" or "For Rent" signs or other displays or advertising shall be maintained on any part of the common elements, limited common elements, units or on any vehicle.

13. All drying or hanging, for any purpose, of clothes, towels, or other unsightly objects by line, rack or otherwise, which is visible outside the unit, shall be prohibited.

14. No exterior antennae or aerials of any type shall be erected.

15. No rubbish, refuse, garbage or trash shall be allowed to accumulate in places other than the receptacles provided.

16. Parking in the Condominium shall be limited to passenger automobiles, passenger station wagons, vans, trucks under one ton in weight, and golf carts. Unit owners and tenants will be permitted to park only two vehicles per unit in the Condominium area. All other vehicles, trailers and similar objects and matters not specifically authorized herein shall not be permitted in the Condominium area. This prohibition on parking shall not apply to temporary parking of trucks and commercial vehicles for pickup, delivery and other commercial services as may be necessary. Garage doors must be closed when not in use.

17. No reflective film or other type of window treatment shall be placed or installed on the inside or outside of any unit without the prior written consent of the Board.

18. Any draperies, curtains, blinds, shades or other window coverings of any type or kind placed or installed in any and all exterior windows of any unit shall have a white colored surface or drape lining facing the outside. It is the intent of the Association to maintain uniformity in the exterior window appearance of all units and buildings in this condominium.

19. All major repairs to any plumbing or to electrical wiring within a unit shall be made by plumbers or electricians authorized to do such work by proper governmental authorities.

20. Pest control for the common areas, limited common areas and individual units shall be under the direction and control of the Board of Directors. Entry for pest control service during daylight hours shall not be denied by the unit owner or tenant.

21. The "conspicuous place on the condominium property" for the purpose of posting meeting notices is hereby declared to be the central mail box and information center.

22. With respect to the installation and/or repair of hurricane shutters which may be installed on the condominium property, the Association hereby adopts the Rules and Regulations of the Country Club at East Bay Homeowners' Association, Inc., relative to same.

23. Each unit owner requesting to speak or comment on any specific item listed in the agenda for any meeting of the Association shall submit, in writing, to the Board of Directors, at least twenty-four (24) hours prior to the opening of the meeting, the statement or comment he/she desires to make at the meeting. The speaker will be allowed a maximum of three (3) minutes for his/her comments.

24. Each unit owner requesting to either audio or video record any meeting of the Association shall submit, in writing, a request to do so at least twenty-four (24) hours prior to the opening of the meeting and agree, in writing, to the standards set forth in the original Rules of the Association. (See attached Form #1)[2]

25. In the event an Owner wishes to sell, transfer, rent or lease their Unit, a Sale/ Lease/Transfer Approval Application form and a $100 application fee, payable to Country Club #2, is to be submitted to the Association at least 30 days prior to closing of sale, commencement of Lease or transfer of Unit. If a Lease, a copy of the signed Lease Agreement is also to be submitted with the application.[3] (See attached Form #2)[4]

As stated in the Declaration of Condominium, any attempt to sell, transfer, rent or lease a Unit without prior approval of the Association shall be deemed a breach of this Declaration, shall be wholly null and void, and shall confer no title or interest whatsoever upon any purchaser, tenant or lessee.[5]

26. If a Unit is to be occupied by relatives or guests of the Owner or Tenant for more than seven (7) days during the absence of the Unit Owner or Tenant, a Guest Authorization Form must be submitted to the Association at least fourteen (14) days prior to the guest's arrival.

27. Prior to moving in or out of the building, a Move-In/Out Application form and a $250.00 "refundable" Security Deposit check, payable to Country Club #2, are to be submitted to the Association at least fourteen (14) days prior to the move.
The Security Deposit may be used to cover any damages to the building or common areas incurred during the move. This deposit will be returned wholly or in part within two (2) weeks subsequent to the move. Elevator blankets and the elevator lock-off key must be used during all moves in or out of the building.[6] (See attached Form #4)[7]

3 Adopted by the Board September 2004, Modified March 2006
4 Form Adopted by the Board March 2006
5 Compiled from the Declaration of Condominium #15.02
6 Adopted by the Board June 2005, Modified March 2006
7 Form Adopted by the Board March 2006