
QUALIFIED PROPERTY MANAGEMENT, Inc. UPDATED

Outside of Pasco
Toll Free (877) 869-9700

Local
727-869-9700

Application Procedures **For Selling or Leasing a Unit**

To assure a prompt reply, please follow these easy steps:

1. An application package (available from Qualified Property Management) must be completed in its entirety. Any and all forms attached to and requiring a signature must be completed.
2. Return the completed application, a copy of the sale contract (price and signature pages only), a photo copy of I.D., and the application fee (made payable to your association name). Mail or deliver the package to:
 - a. Qualified Property Management, Inc.
 - b. 1301 Seminole Blvd., Suite 110
 - c. Largo, FL 33770
3. All keys must be turned over to the new owner (**pool key & mailbox key**). Replacement Pool Key will cost \$50.
4. The owner must turn over their coupon book to the buyer for making maintenance fee payments. If you are on autopay, then the new owner needs to contact the Accounts Receivable Department to order a new coupon book at their expense.
5. The application and all necessary forms need to be received in this office at least 10 working days prior to closing or transfer. When an interview is required, please allow 3 extra days.
6. Please be sure there is complete contact information for owner /agent or title company. Include clearly printed names, addresses and phone numbers for those handling the paperwork in order to forward the approval documents in a timely manner.
7. Also be sure that buyers have read and agreed to abide by the rules and regulations and /or the condominium documents. Note: If association documents are needed, please visit www.homewisedocs.com to purchase them.

No resident may occupy a unit without prior board approval.

If you have any questions regarding this procedure or require further assistance, please contact our office at (727) 869- 9700 or e-mail gpmssouth@qualifiedproperty.com

Sincerely,

Qualified Property Management

Largo Office
1301 Seminole Blvd, Suite 110
Largo, FL 33770

New Port Richey Office
5901 US 19 N, Suite 7Q
New Port Richey, FL 34652

CHEVY CHASE I & II CONDOMINIUM ASSOCIATION, INC.

1301 SEMINOLE BLVD., SUITE 110, LARGO, FL 33770

727-869-9700 FAX 727-581-1734

QPM SOUTH@QUALIFIEDPROPERTY.COM

SALE/LEASE APPROVAL REQUEST

Request for approval from Chevy Chase I or II Condominium Association, Inc. for Sale _____ Lease _____

Applicant: _____ Check # _____ Amount: _____

APP. FEE OF \$100 FOR MARRIED COUPLES ONLY, ADDITIONAL \$100 PER ANY 18 OR OLDER ADULT APPLICANT DUE TO COST GOING TO LIVE IN THE UNIT EITHER FULL-TIME, PART-TIME OR OCCASIONALLY

(Print Name)

Owner(s) Name

Unit Address

City

State

Zip Code

Purchaser/Lease Name

Social Security Number

Spouse Name

Spouse's Social Security Number

Current Address

City

State

Zip Code

Term of Lease: From _____ To _____ Closing Date _____

Number of Vehicles _____ Year _____ Make _____ Model _____ Tag Number _____

Approval request must be completed and signed by all parties with a fully executed SALE or LEASE agreement attached.

UPON PURCHASE DO YOU INTEND TO RESIDE?

FULL TIME _____ PART-TIME _____ OR LEASE THE UNIT _____

Have you resided at Chevy Chase previously? YES _____ NO _____

If YES: Building _____ Unit # _____

Real Estate Company

Real Estate Agent's Name

Agent's Address

Phone Numbers

TO ELIMINATE ANY MISUNDERSTANDING ON THE PART OF THE OWNER, PURCHASER/LESSEE THE

FOLLOWING DIRECTIVE SHOULD BE CAREFULLY READ AND ADHERED TO:

1. Submit Application at **least fifteen (15) days prior to occupancy or closing**, this includes Renewal or Extension Applications. The owner and rental agent will be notified of approval or rejection within the allowed period of time provided the request is correctly and completely filled out.

2. **A fully executed copy of the Lease/Sales Agreement must accompany this form. This form must be mailed to Managing Agent for processing: Qualified Property Management, Inc., 1301 Seminole Blvd., Suite #110, Largo, FL 33770.**
3. All keys must be turned over to the new owner (pool key & mailbox key). Replacement Pool Key will cost \$50.
4. The owner must turn over their coupon book to the buyer for making maintenance fee payments. If you are on autopay, then the new owner needs to contact the Accounts Receivable Department to order a new coupon book at their expense.
5. **NEW OWNERS MUST OWN AND OCCUPY FOR 2 YEARS PRIOR TO LEASING THE UNIT, LEASING IS DEFINED AS REGULAR, EXCLUSIVE OCCUPANCY OF A UNIT BY ANY PERSON OTHER THAN THE OWNER..**
6. Approval of Lease will not be given if the owner owes any money to the Association.
7. Applicants may be required to present themselves for an interview before the Association at such time and place as the Association determines.
8. Purchaser/Leaser may not take up residence until notice of approval has been received by the Association.
9. Two pets are allowed to reside at Chevy Chase. Either two dogs or two cats or one of each whose height should not exceed 16" **WHEN FULLY GROWN, NO AGGRESSIVE DOGS** Pet: NO _____ YES _____ **Breed, Age, Height** _____
10. **Full body pictures of pets must be included** in order to process application. **PERSONS WITH DOGS MUST HAVE A PERSONAL INTERVIEW TO MAKE SURE OF THE HEIGHTS OF THE DOGS.**

This is a residential community. The **Rules and Regulations** of Chevy Chase will be strictly enforced. Visitors to the property will not be allowed a return visit if they create disciplinary problems.

In the event that I/We shall fail or refuse to abide by the Documents of the Association, we understand and agree that the Association may levy violations fines of \$100 per day of continuing violation not to exceed \$1,000 after I/We have been accorded a hearing by the Violation Committee and that it has affirmed the findings that I/We have violated My/Our covenants. Applicant is responsible for conduct of guests or tenants.

I/We hereby authorize and instruct my previous landlord and my employer to furnish the Association with such information as they may possess in response to any and all inquiries submitted by the Association and any credit reporting agency to furnish any investigative consumer report and credit information.

Applicant's Signature

Association's Signature

CHEVY CHASE I & II CONDOMINIUM ASSOCIATION, INC

Buyers/Lessee Name in full: _____

Buyer/Lessee: SINGLE YES, NO; DIVORCED YES OR NO; MARRIED YES OR NO;

ALL Names, ages and relationships of others that will occupy

DRIVER'S LICENSES OF ALL OCCUPANTS IN HOUSEHOLD

PRIOR RESIDENCES: Begin with current address and list all residences in the past five (5) years (if apartment please list name of complex)

EMPLOYMENT: Begin with current or most recent employment and list the last 5 (5) years including name of employer, address, phone number, and dates of employment.

LIST THREE (3) REFERENCES: Give names, addresses and phone numbers, including one local reference if possible.

Purchaser acknowledges receipt of Chevy Chase's Condominium Documents & Rules and Regulations: Purchaser(s)/Tenant(s) have read the Chevy Chase Association's Documents & Rules and Regulations and understand and agree to abide by and uphold the same fully and unconditionally:

Purchaser/Lessee

Date

Purchaser/Lessee

Date

**CHEVY CHASE CONDOMINIUM ASSOCIATION
PET APPROVAL APPLICATION
NEW OWNERS, CURRENT OWNERS AND TENANTS**

1. Print Name of Owner, and Address

2. Print Phone Number, email

3. Print Type of Pet (Dog)

4. Print Breed, Color, Height (16" fully grown) Age, Sex

5. Current Photo of Pet

- a. Dogs must be 16" in height or less
- b. No aggressive dogs
- c. Must be kept quiet and not disturb neighbors
- d. Must be hand held on a leash at all times when they are out of the confines of your unit and under control by the owner, this is a Pinellas County Ordinance.
- e. Dogs may not be left unattended outside or inside the lanai, nor tethered outside or inside the lanai at all times.
- f. If dog/dogs exhibits aggressive and/or vicious behavior the board has the authority to permanently remove the dogs. See Rules and Regulations PETS
- g. Upon the death of a current dog/dogs, or replacement, it may not be replaced without prior approval and re-application to the Board of Directors

Signature of Owners and Date

Board Approval Yes, or No,

CHEVY CHASE I & II CONDOMINIUM ASSOCIATION
EMERGENCY CONTACTS and E-Mail AUTHORIZATION

OWNER'S NAME _____ UNIT # _____

CHEVY CHASE PHONE # _____ CELL PHONE # _____

HOME PHONE # IF NOT RESIDING AT CHEVY CHASE

NAME OF EMPLOYER & BUSINESS PHONE # _____

TENANT'S NAME IF LEASED _____

TENANT'S HOME PHONE # _____ CELL PHONE # _____

TENANT E-MAIL ADDRESS _____

I DO _____ DO NOT _____ AUTHORIZE THE ASSOCIATION TO PRINT MY NAME, ADDRESS, AND TELEPHONE NUMBER IN A NEIGHBORHOOD DIRECTORY TO BE DISTRIBUTED TO THE RESIDENTS/OWNERS OF CHEVY CHASE CONDOMINIUM ASSOCIATION, INC.

I DO _____ DO NOT _____ WANT MY EMAIL TO BE USED FOR SENDING OFFICIAL DOCUMENTS.

EMERGENCY CONTACTS

NAME _____ HOME PHONE # _____

CELL PHONE # _____

DOES CONTACT HAVE KEYS FOR YOUR UNIT? YES _____ NO _____

NAME _____ HOME PHONE # _____

CELL PHONE # _____

DOES CONTACT HAVE KEYS FOR YOUR UNIT? YES _____ NO _____

Acknowledged by unit owner _____ Dated _____



Background Check Authorization Form
FOR PURCHASE OR RENTAL
727-869-9700 727-581-1734 (Fax)

Unmarried Co-Applicants Fill Out a Separate Application. Do NOT leave any blank spaces.

Name _____ SS# _____ DOB ____/____/____
Last First MI Jr./Sr. Month Day Year

Driver's License # _____ State _____ (Please Attach Copy to Application)

Phone: (____) _____

Spouse _____ SS# _____ DOB ____/____/____
Last First MI Maiden Month Day Year

Driver's License # _____ State _____ (Please Attach Copy to Application)

Phone: (____) _____

Present Address _____ From _____ To _____
Street Apt. # City ST Zip

Previous Address _____ From _____ To _____
Street Apt. # City ST Zip

Have you ever had adjudication withheld or been convicted of a crime?

Applicant: Yes _____ No _____ Spouse: Yes _____ No _____

Have you ever been evicted? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____

If so, describe where, when, and the circumstances: _____

AUTHORIZATION OF RELEASE OF INFORMATION – Applicant(s) represent(s) that all of the above information and statements on the application for purchase/rental are true and complete and hereby authorizes an investigative consumer report including, but not limited to, residential history (rental or mortgage), employment history, criminal history records, court records and credit records. **This authorization must be signed before it can be processed by management.** Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees and/or deposits and may constitute a criminal offense under the laws of this State.

NON-REFUNDABLE APPLICATION FEE – Applicant(s) agree(s) to pay \$ _____ for a non-refundable application processing fee.

Applicant's Signature: _____ Date: _____

Spouse's Signature: _____ Date: _____

Other's Signature: _____ Date: _____

LEASE ADDENDUM AGREEMENT

THIS LEASE ADDENDUM AGREEMENT is made effective the ____ day of _____, 20____, between CHEVY CHASE CONDOMINIUM ASSOCIATION, INC., a Florida corporation not for profit (the "Association"), whose mailing address is _____ and _____ ("Owner"), whose mailing address is _____, and _____ ("Tenant"), whose mailing address is _____ for the lease agreement between Owner and Tenant dated _____, 20____.

RECITALS:

A. Association is the condominium association responsible for the operation of Chevy Chase I and Chevy Chase II, located in Safety Harbor, Florida; and

B. Owner is the owner of _____ (the "Unit"), which is subject to the Declaration of Condominium of Chevy Chase I/II (circle one); and

C. Owner desires to lease the Unit to Tenant and Tenant desires to lease the Unit from Owner pursuant to a Lease Agreement (the "Lease"), providing for a lease term from _____, 20____, to _____, 20____; and

D. The Declaration requires Owner to submit the uniform Application for lease to the Board of Directors of the Association and obtain the approval of the Board for the Lease and occupancy of the Unit by Tenant; and

E. The Declaration further requires Owner and Tenant to enter into this uniform Lease Addendum Agreement as a condition to the Board's approval of the Lease and occupancy; and

F. This Lease Addendum Agreement shall be attached to and incorporated into the Lease as an addendum to the Lease;

NOW, THEREFORE, in consideration of the approval of the Lease by the Board of Directors of the Association, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Recitals: The foregoing recitals are true and correct and are incorporated herein by reference.

2. Lease Documents Required Prior to Occupancy: Prior to occupancy of the Unit by Tenant, Owner shall deliver to the Association the Lease and Lease Addendum Agreement and the Application for Lease, all properly completed and executed by Owner and Tenant, plus the Application fee. Tenant agrees not to occupy the Unit until delivery of all these documents and receipt by Owner of written approval from the Board of Directors.

3. Compliance by Tenant with Association Documents: Tenant, for himself/herself and his/her family members and guests, agrees to comply with all terms, covenants and conditions of the Declaration and the Articles of Incorporation, Bylaws and Rules and Regulations of the Association, as amended from time to time (the "Association documents"), and all current, applicable laws and ordinances.

4. Sublease of Unit: Owner and Tenant agree not to sublease or sublet the Unit.

5. Owner's Obligation to Enforce Compliance: Owner acknowledges that he/she is responsible for the actions of Tenant and Tenant's family members and guests. Owner agrees to enforce compliance by Tenant and Tenant's family members and guests with all terms, covenants and conditions of the Association documents and with all current, applicable laws and ordinances. Owner further acknowledges that he/she shall be jointly and severally liable with Tenant for any damages or expenses incurred by the Association or others as a result of noncompliance with the Association documents by Tenant or Tenant's family members or guests. Owner shall pay any such damages or expenses incurred by the Association, within thirty (30) days after notice from the Association, plus interest on such damages or expenses at the highest rate allowed by law from the date expended until the date paid in full by Owner.

6. Noncompliance by Tenant and Enforcement by Owner: Noncompliance with any term, covenant or condition of the Association documents or with any current, applicable law or ordinance by Tenant or Tenant's family members or guests shall constitute a default under the terms of the Lease. Any default for such noncompliance shall entitle Owner or the Association to terminate the Lease. Upon termination of the lease by Owner or the Association, Owner shall immediately deliver written notice to Tenant to vacate the Unit within seven (7) days after delivery of said notice. If Tenant fails to vacate the Unit after said seven (7) day period, Owner shall immediately evict Tenant from the Unit, at Owner's expense, in accordance with Florida law.

6. Attorney-In-Fact: The Association shall have the right to appoint the Association to serve as the owner's attorney-in-fact, if the owner becomes delinquent in payment of any assessments, whether monthly or special, or other sums due to the Association in excess of thirty (30) days, which shall include the right of the Association, after written notice to the owner and the tenant, to demand and receive from the tenant the entire amount of rent and other charges due under the lease for the remainder of the lease term and to deduct from such rent and other charges all assessments or other sums due to the Association, including any interest, late fees, attorney's fees and costs of collection, and to remit the balance to the owner. The Association shall also have the right to exercise all rights afforded to it for rental garnishment and eviction as set forth in Section 720.3085 of the Florida Statutes.

7. UCC-1 Filing: The Owner agrees to allow the Association, if the Association so elects to do so at the time of the approval of the lease agreement, to file a UCC-1 Form to establish the Association's security interest by providing that the Association has a secured interest in the personal property of the debtor. The property shall be set forth in the UCC-1 Form before any approval of the lease agreement by the Association. The Association will only perfect its interest in the personal property of the owner should the owner fail to pay his monthly assessments to the Association.

8. Severability: In case any one or more of the provisions contained in this Lease Addendum shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality or unenforceability shall not affect any other provision of this Lease Addendum and such invalid, illegal and unenforceable provision shall be reformed and construed so that it will be valid, legal and enforceable to the maximum extent permitted by law.

9. Enforcement: The parties agree that this Lease Addendum is one for performance in Florida. The parties to this Lease Addendum agree that they waive any objection, constitutional, statutory or otherwise, to a Florida court's taking jurisdiction of any dispute between them. By entering into this Lease Addendum, the parties, and each of them understand that they might be called upon to answer a claim asserted in a Florida court. Each party hereby waives trial by jury in any judicial proceeding brought by either of them with respect to this Lease Addendum.

10. Disclaimer: The signing of this Lease Addendum by the Owner and Tenant does not absolve them of their legal obligation to comply with all of the governing documents for the Association, which are expressly incorporated into and made part of the Lease Agreement between the Owner and Tenant

IN WITNESS WHEREOF, the parties have signed this Lease Addendum Agreement, effective on the date set forth above.

ASSOCIATION:

CHEVY CHASE CONDOMINIUM ASSOCIATION, INC.

Print Name: _____

Title: _____

OWNER:

OWNER:

Print Name: _____

Print Name: _____

TENANT:

TENANT:

Print Name: _____

Print Name: _____

RULES AND REGULATIONS

CHEVY CHASE CONDOMINIUM ASSOCIATION, INC.

(The Association) Amended as of 11/2018

The rules and regulations for our association are intended for the safety, well-being, and enjoyment for all who live in our community. They are to help us to protect and preserve our most valuable assets: our families and our homes. Every effort has been made provide a comprehensive list to you; however, just because it's not expressly stated here, does not mean that it's permitted. If you have a question about something not listed here, please ask the board, or refer to our bylaws.

In addition to the any other obligations set forth in the Declaration of Condominium and Bylaws for Chevy Chase Condominium Association, Inc., every unit owner is expected to follow the rules and guidelines set forth below.

GENERAL

1. Abide by the Declaration and Bylaws in regard to the use of the unit and common elements, which may be adapted in writing from time to time. Ensure that all persons using the owner's property do likewise.
2. Promptly pay any assessments levied by the association.
3. Assessments by taxing authorities for the payment of Ad Valorem taxes and special assessments are the responsibility of the unit owner, not the association.
4. Ensure that the use of the unit does not violate any laws, ordinances, or regulations of any governmental body which may have jurisdiction over it.
5. Allow the Board of Directors or agents of the association to enter the unit for the purpose of maintenance, inspection, repairs, or improvements, or in case of an emergency threatening the unit or the common elements, per Florida Statute 718.
6. Questions, concerns and complaints regarding the service and maintenance of the condominium should be made in writing to the manager or the agent designated by the board.
7. The property management company is employed for the purpose of providing for the efficient operation and management of the condominiums. Therefore, do not direct, or in any manner attempt to assert any control over any of the employees or attempt to utilize them for your private business.
8. Soliciting and garage sales are prohibited.
9. Estate sales, due to the death of unit owner, must be approved by the Board of Directors and require at least ten days advance notice. Approval will not be unreasonably withheld.

10. Each unit shall have one key to the pool gate and lavatory facilities. There is a \$50.00 fee to purchase a replacement key. At no time should you give your pool key to anyone other than a temporary visitor or guest.
11. No commercial business of any kind involving customers coming to a unit is permitted; this is a city law.
12. **Florida Fire Prevention Code (NFPA 1:10.11.6) prohibits the use of hibachis, grills or other similar devices used for cooking, heating, or any other purposes on any balcony, lanais, under any overhanging portions, or within 10 ft. of any structure. In addition, so hibachi, grill, or other similar devices used for cooking shall be stored on a balcony, lanai.**
13. These provisions, rules and regulations are subject to change, modification, or amendment pursuant to the authority provided by the bylaws of the association.

UNIT INTERIOR

1. Clean, maintain and keep in good repair all interior surfaces and fixtures.
2. Repairs to plumbing, electrical wiring or that are structural in nature, must be performed by state licensed and insured contractors and are the financial obligation of the unit owner.
3. All interior plumbing is the responsibility of the unit owner. In addition, the water line that runs from the meter to the outside of the unit is the owner's responsibility. There have been several water leaks from the line behind the toilets, resulting in water damage. Please check or replace these to prevent leaks.
4. Do not allow any garbage or trash to accumulate in or around the unit, the common elements, or the limited common elements. Garbage receptacles, yard waste, and recycling bins are to be put outside only the night before a scheduled collection day. They must be kept in the garage at all other times.
5. Do not use, or permit the use of the unit, for any purpose other than as a single family residence (as defined in Section 7.2 of the Declarations). Do not divide or subdivide a unit for the purpose of sale or lease.
6. All personal property, including bicycles, scooters, motorcycles and toys, other objects, etc., should be stored in the condominium unit or in the garage.
7. Flammable, combustible or explosive fluids, chemicals or substances, are prohibited, except such as required for normal household use and must be stored in an approved container.

8. Refrain from disturbing your neighbors with excessive loud noises whether from musical instruments, televisions, stereos, guests or other sources.
9. Reflective coatings or other substances applied to the windows of the unit is prohibited except as may be approved by the board.
10. Do not permit or suffer anything to be done or kept in his unit which would increase the insurance rates on his unit or the common elements.

UNIT EXTERIOR

1. Not at any time or for any reason whatsoever enter upon or attempt to enter upon the roof of any of the buildings in the condominium. Unit owners shall not allow residents, guests, servants, employees, agents or visitors at any time or for any reason whatsoever to enter upon or attempt to enter upon the roof of any building in the condominium.
2. Do not make any alterations, repairs, or replacements to any exterior portion of the building, the common elements, or to the limited common elements.
3. Do not hang laundry, antennas, aerials or other objects, outside the unit or the building. Such items may be removed without notice at the expense of the unit owner. This does not preclude the association from installing a master antenna system on the condominium property for the benefit of all members.
4. Do not install screens or other enclosures on concrete patio slabs provided for first floor units without the consent of the association.
5. Do not exhibit, display, inscribe, paint or affix, any sign, advertisement, notice (including temporary for sale or for rent signs) lettering or other objects on the building or common elements without the written consent of the board of directors of the association. Realtor signs for sale of a unit are permissible, must be a **STEPIN SIGNS ONLY, LARGE SIGNS WITH A POST ARE NOT ALLOWED** as they damage the sod and make big holes, but must be removed once the board approves the sale.
6. Maintain and keep clean, gutters, driveways, walkways, screens, windows and awnings. Power washing may be needed periodically.
7. Repair or replacement of windows, fireplaces, chimneys, skylights, doors, garage doors, exterior light fixtures and awnings are the responsibility of the unit owner. Board approval required for replacement.
8. Maintenance, repair, cleaning and replacement of lanais (including the roof) are the responsibility of the unit owner.
9. Driveways are a limited common element of the unit, to be used by the unit owner, tenant, guest or a service vehicle doing service work for the owner during the day.
10. Do not obstruct the sidewalks, walkways, or entrances, of any condominium unit or use them for any purpose other than ingress to and egress from the units.

11. Landscaping is permitted with small plants or flowers (generally within three feet of the unit) with **APPROVAL FROM THE BOARD**, and must be maintained by the unit owner, not the association; this duty passes to the new owner in the event you sell your unit. Large bushes and trees of any kind are prohibited due to potential root damage to building foundations, driveways and sidewalks and common elements.
12. Potted small plants only (**NO TREES OF ANY KIND**) or hanging plants (but not plant hangers affixed to the exterior of the building) and decorative items are permitted only on limited common elements, in a designated area such as on the driveway itself and a small area of the walkway to the front door, within 3-4 feet. Consult the board if you have questions. Bird feeders and fruit trees are not permitted because they attract rodents and other pests. The unit owner is expected to maintain such items and keep them in good condition. All such items will need to be brought indoors in the event of a storm due to the risk of flying debris.
13. Per Florida Statute, unit owners may fly the **AMERICAN FLAG**; this is the **ONLY FLAG** that may be **FLOWN** from the unit on the building.

PARKING

1. Overnight parking on the streets between **12:01 AM and 6:00 AM** is prohibited to ensure access to emergency vehicles. Parking on the sidewalks is prohibited at all times because the weight of vehicles can crack and damage the sidewalk. Please ensure that any guests or visitors are made aware of this. Any vehicle in violation of this rule is subject to towing at the owner's expense.
2. Overflow parking for guests is permitted at the pool and is limited to one vehicle/unit.
3. Due to limited spaces parking at the pool, pool parking is primarily for unit owners and guests who are using the pool.
4. Temporary parking at the pool is allowed for contractors doing business for the Association or unit owners during the day. The pool parking is not designed to be a permanent long term parking for vehicles. Consult the board of directors for any exception and approval to these Rules.
5. Only vehicles which are licensed for noncommercial, passenger use are permitted to be parked in driveways.
 - a. Commercial vehicles, trucks and vans are not permitted, other than trucks or vans primarily used to carry passengers. Must not have any tools, ladders, etc. in the bed of the truck.
 - b. Buses, boats, travel trailers or any other types of trailers, pods, mobile homes, motor homes, RV's, dumpsters, or anything else, etc., is prohibited. This includes items stored in trucks that are visible.
 - c. Commercial vehicles may be parked temporarily (not more than ten continuous hours) for service, pick-up and delivery purposes only.
 - d. Boats on trailers, motor homes, and RV's may be parked for up to one day (not more than twenty-four continuous hours) and not more than once in any fourteen-day period for loading and unloading purposes only.

- e. Vehicles which cannot operate on their own power or do not display a current license tag shall not remain on the condominium property for more than twenty-four hours.
- f. Major repair of vehicles is not permitted on the condominium property. Owners are responsible for cleanup of driveways and damage to driveways after any minor repair of vehicles.
- g. For the purposes of this Rule, the definitions as used in Chapter 320 of the Florida Statutes will prevail.

PETS

- 1. Unit owners are allowed a maximum of two pets, such as cats or dogs. Other domesticated animals such as fish are also allowed. **Height should not exceed 16" when full grown.**
- 2. **NO AGGRESSIVE DOGS.**
- 3. **ALL UNIT OWNERS WHO WISH TO HAVE A DOG/DOGS MUST FILL OUT AN APPLICATION FORM WHICH WILL BE PROVIDED BY OUR MANAGEMENT COMPANY, AND HAVE THE BOARD OF DIRECTOR REVIEW AND APPROVE THE DOG APPLICATION. THIS APPLIES TO ALL CURENT AND FUTURE OWNERS AS WELL AS TENANTS. THIS IS TO PROVIDE CONSISTENCY BETWEEN OUR RULES AND REGULATIONS AND OUR APPLICATION FOR THE SALE OR LEASE OF UNITS.**
- 4. Pets must be hand held on a leash at all times when they are out of the confines of your unit and under the control of the owner. This is a Pinellas County Ordinance.
- 5. Dogs may not be left unattended outside or inside the lanai, nor tethered outside or inside the lanai at all times.
- 6. Pet owners are responsible for picking up and disposing of any animal waste from the condominium property.
- 7. **UPON THE DEATH, REMOVAL OR REPLACEMENT OF A CURRENT DOG/DOGS, IT MAY NOT BE REPLACED WITHOUT PRIOR APPROVAL AND RE-APPLICATION TO THE BOARD OF DIRECTORS.**
- 8. Pets are to be kept quiet at all times and should not create a hazard or health risk to any other unit owners. Any pet which creates a nuisance, disturbance, noise, or exhibits aggressive and/or vicious behavior, the board has the authority to permanently remove the dog/dogs from the condominium property upon ten days written notice from the board.
- 9. Pets or animals cannot be kept for commercial purposes or for breeding.

EXTENDED ABSENCE FROM UNIT

- 1. It is suggested that you prepare your unit prior to departure for one week or longer in the following manner.
- 2. Remove any furniture, plants and other objects from the patio, courtyard, terrace or balcony
- 3. Designating a responsible caretaker to care for your unit should it sustain any damage caused by storms, hurricanes, winds or other acts of nature?
- 4. Give the association the name and contact information of your caretaker.

5. Turn off water to prevent leaks and water damage. Any water damage incurred is the responsibility of the unit owner. **IT IS STRONGLY ADVISED THAT TURNING OFF THE WATER EVEN FOR A SHORT TIME IS THE BEST WAY TO PREVENT A MAJOR LEAK.**
6. In the event a visitor or visitors will be staying at the unit when the current permanent owner occupying the unit is away for an extended period of time, or when the permanent occupying owner is not occupying the unit, the owner needs to notify ahead of time the Association through our management company (QPM) **BY COMPLETING A LEASE APPLICATION IN ACCORDANCE WITH THE DECLARATION BY-LAWS, SECTION 16.3(B)(1) RECORDED October 2016 "LEASING" WHICH CAN BE OBTAINED THRU OUR MANAGEMENT COMPANY AND MUST BE APPROVED BY THE BOARD OF DIRECTORS.**
 - a. Our documents do not allow any type of short term rentals whether a day, a week or more. Only 12 month leases are allowed and approved.
 - b. Unit owner will be responsible and liable for any damage done to the common elements as per our documents.
7. **GUEST REGISTRATION FORM:** In the event that if a family member or members will be staying in the unit as a guest temporarily while the unit owner is not occupying the unit (is out of town) please register your family members with the management company (QPM) so that we are aware who is occupying the unit while the unit owner is away. This is to protect the Association as to who is occupying the unit in case of an emergency. Please fill out the Guest Registration form that is provided by our management company so that this can be approved by the board.
 - a. No Pets allowed
 - b. Unit owner will be responsible or liable for any damage done.

LEASING/SELLING A UNIT

Per our by-laws, a new owner must own and occupy the unit for a **minimum of two years prior** to leasing their unit, see by-laws recorded October 2016. When **SELLING** or **LEASING** your unit, you are required to submit an application completed by the buyer or tenant to the Board of Directors for approval **prior** to taking occupancy and must be accompanied by a processing fee of \$100.00/adult.

BOARD MEETINGS

The following Rules and Regulations concern the rights of unit owners at meetings of the Board of Administration and Committees Meetings. The subject Rules and Regulations are made pursuant to Florida Chapter 718.112(2) and Rule 7D-23.002, Florida Administrative Code:

BOARD MEETING RULES

An open session will be held at the beginning of the board of Directors or Committee meeting during which unit owners will be given the opportunity to speak on Agenda items subject to the following:

- a. A unit owner can speak one time for a maximum of three minutes on Agenda items. The Board is not obligated to respond or to debate.
- b. Comments are restricted to Agenda items only. A unit owner does not have the right to speak with respect to items not specifically designated on the Agenda. However, the Board, at its discretion, may permit a unit owner to speak on such non-Agenda items, after all agenda items have been completed.
- c. Failure to comply with these Rules will cause the meeting to be "out of order" and the Board has the right and responsibility to return "order" or to recess or adjourn the meeting.