

RACQUET CLUB VILLAS ASSOCIATION, INC.

APPLICATION (check one) RENTAL/LEASE SALE/PURCHASE

Complete this application in its entirety. Please include a copy of the lease/sales agreement, a copy of all applicants' photo ID's and a \$100.00 *NON-REFUNDABLE FEE* (per applicant or married couple) payable to 'Racquet Club Villas'. No Sale or Lease permitted without Approval. PLEASE ALLOW **14** DAYS FOR PROCESSING AND BOARD APPROVAL.

**Submit completed application to: Progressive Community Management,
3701 S. Osprey Avenue., Sarasota FL, 34239**

Unit Address & Unit # _____ Term of Lease / Closing date _____

Applicant Name (Print) _____ Co-Applicant Name (Print): _____

Social Security # _____ DOB: _____ Social Security # _____ DOB _____

Email Address: _____ Email Address: _____

Driver's License # _____ State: _____ Driver's License# _____ State: _____

Phone Number: _____ Phone Number: _____

Employer: _____ Phone # _____ Employer: _____ Phone # _____

Present Address: _____ City/State _____ Zip _____

References: Name, Address & Phone # (other than family or Real Estate Agent) Preferably Local: _____

Real Estate Agent: _____ Phone: _____

Pets: (cat/dog only) Breed(s) _____ Weight(s) _____
(a total of two (2) domesticated dogs or cats (weighing 20 lbs. or less at adult weight) with Board of Directors approval)

Vehicle Information:

Make: _____ Model: _____ Year: _____ State: _____ Tag #: _____

Make: _____ Model: _____ Year: _____ State: _____ Tag #: _____

Emergency Contact Person _____ Phone: _____

Names of additional persons to Occupy Premises (give ages if under 18) _____

**AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT,
PUBLIC RECORD, RENTAL OR LEASE HISTORY AND EMPLOYMENT VERIFICATION**

I agree to hold harmless Progressive Community Management, Inc., and all providers of information on the prospective owner/ tenant's stated above. In the event that the information provided by me (us) is found to be misleading or false, my acceptance for this lease/purchase whether determination is made before or after my date of occupancy, may be affected. I do hereby authorize with my (our) signature(s) the release of public records, credit report, rental or lease information and employment verification, whether by fax, verbal, photocopy or original signature, to Progressive Community Management, Inc., and all its members now and in the future for exclusive use of the RACQUET CLUB VILLAS ASSOCIATION, INC.

Signature: _____ Date: _____ Signature: _____ Date: _____

EMAIL CONSENT

The undersigned, being all the owners of Unit No. _____, in Racquet Club Villas Association, Inc., a Condominium, pursuant to Section 718.112(2)(d), Florida Statutes, hereby consent in writing to receiving by electronic transmission all the Racquet Club Villas Condominium Association, Inc. business, which includes notice for meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of the Racquet Club Villas Condominium Association, Inc. (herein, the "Association"). This consent will remain in effect until it is cancelled or the above-referenced unit is sold or transferred. The undersigned hereby designate the above listed electronic mail (e-mail) address(es) for such purposes.

Signature: _____ Date: _____ Signature: _____ Date: _____

Action by Association: Approved: _____ Not Approved: _____ Conditions: _____

Signature: _____ Title: _____ Date: _____

RACQUET CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.

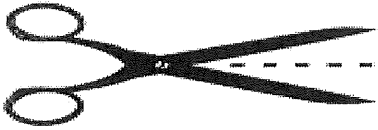
I _____ have read and agree to comply with
(Print Unit Owner name)

The Racquet Club Villas Condominium Association, Inc.
Rules and Regulations
Revised October 2018

Unit # _____

Unit Owner Signature _____

Date _____



RACQUET CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.

I _____ have read and agree to comply with
(Print Unit Owner name)

The Racquet Club Villas Condominium Association, Inc.
Rules and Regulations
Revised October 2018.

Unit # _____

Unit Owner Signature _____

Date _____

After Signing, tear off bottom section and send to:

Progressive Community Management, Inc.
Attention: Judie Littell
3701 South Osprey Avenue
Sarasota, FL 34239-6848

RACQUET CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.

RULES & REGULATIONS

Revised October 2018

The following Rules and Regulations have been devised to insure that all owners, occupants and guests will exist harmoniously. They are dictated by common sense and intended for the common good. Guests & visitors are welcome, but it is expected that they will be informed of the Rules and Regulations.

1. **Single Family Residence**
2. **Parking**
3. **Pets**
4. **Alterations or Changes**
5. **Garbage – Trash**
6. **Lawn Service**
7. **Mulch**
8. **Yard Debris**
9. **Irrigation**
10. **Fire Extinguisher**
11. **BBQ Grills**
12. **Noise**
13. **Signs**
14. **Use of Pool**
15. **Children**
16. **Planting in Common Area**
17. **Planting in Courtyard**
18. **Speed Limit**
19. **Leasing of Units**
20. **Short Term Rentals (AIRBNB)**
21. **Guest Registration**
22. **Nuisances**
23. **Community Cable Service**
24. **Renovation Notification**
25. **Work Activity**
26. **Licensed and Insured Vendors**
27. **Construction Waste Disposal & Debris Removal**
28. **Unit Keys – Emergency Access**
29. **Unit Owner Maintenance Responsibility**
30. **Maintenance Requests**
31. **Painting**
32. **Garage / Yard / Estate Sales**
33. **Damage to Common Elements**

RACQUET CLUB VILLAS CONDOMINIUM ASSOCIATION, INC.

RULES & REGULATIONS

Revised October 2018

1. Single Family Residence

Units are to be used exclusively as a single family residential dwelling for the owner's family, guests, or renters and for no other purpose. A family is defined as one or more persons related by blood, marriage or adoption or not more than two unrelated persons living together as a single household unit.

2. Parking

- a. Vehicles should be parked in garages at night. No vehicles may be parked overnight on the road.
At No Time Are Vehicles Permitted On Grassy Areas.
- b. Commercial vehicle, bus, recreational vehicle, campers, personal watercraft, boats, boat trailers, house trailers, hauling trailers, motor homes and RV's may not be parked overnight on the common elements, including driveways. Violators may be served fines and/or towing expenses. Any emergency situation should be brought to the Board's attention for an exception of this rule.
- c. Commercial vehicles may be parked within Racquet Club Villas during daylight hours only for the purpose of conducting business or repairs within the complex. No parking on the grass permitted.
- d. All garage doors should be kept closed or open to a height of no more than 15 inches from the floor, except when entering or exiting the garage or workmen needing access.

3. Pets

- a. Unit owners, with the approval of the Board of Directors may have a total of two (2) domesticated dogs or cats (weighing 20 lbs. or less at adult weight), or other household pets provided they are not kept, bred or maintained for any commercial purposes and so long as said pets do not constitute a nuisance or hazard to the other unit owners.
- b. All pets shall remain on a leash when outside the condominium unit.
- c. Owners shall remove any pet solid waste immediately from the common elements as required by County Health Ordinance.
- d. In the event the owner of a pet receives written notice from the association that their pet constitutes a nuisance or hazard, in the sole opinion and discretion of the Board of Directors, the owner of the pet shall immediately remove the pet from the condominium property.
- e. After obtaining the written permission of the unit owner a tenant is permitted to keep pets in the unit to the same extent as a unit owner. The owner's written permission must be provided to the Association prior to the pets being brought onto the condominium property. By permitting a tenant to have pets, the unit owner is jointly and severally liable to the Association for any and all damages and injuries caused by the tenant's pets. The owner may impose whatever restrictions they desire on the tenant's pets. All other Association rules and restriction apply to the owners and their tenants regarding pets.

4. Alternations or Changes

- a. No alternations to Common Ground (all area outside courtyards and lanais) are permitted without prior approval of the Board of Directors. This includes planting and removal of plants.
- b. No permanent furniture, fixtures or structures are permitted on Common Ground.
- c. No alterations or changes to exterior of Villas are permitted without prior approval of the Board of Directors.

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5. Garbage – Trash

- a. All garbage shall be contained in plastic bags or cans for pickup on Monday and Thursday at the roadside. Such material shall be placed at roadside on the morning of pickup to minimize unsightly objects within the Association property. Recycle bins shall be placed at the roadside for pickup on Monday. Large appliances and furniture require a call for special pickup by Manatee Co. Utilities.
- b. No garbage or trash shall be stored at any time outside the Villas.
- c. Garbage and recycle containers shall be removed from the roadside promptly after pick up.

6. Lawn Service

- a. Our lawn service is scheduled to be on property weekly during the summer months usually Thursday and Friday and bi-weekly during the winter months. They will be mowing, edging and trimming at various time and will take all their direction from the Board of Directors.

7. Mulch

- a. Mulch has been placed around beds between Courtside Drive and the front of units. If owner wishes to install additional mulch around the common area of their unit at their own expense they should submit a request to the Management Company for Board Approval. Once approved owner will be provided with the specifications for type and color of mulch to use.

8. Yard Debris

- a. All yard debris (plant matter, shrubbery, cuttings, leaves, etc.) should be **KEPT OFF** any grass area. (Yard debris on grass will kill the grass in a short time.)
- b. Yard debris is picked up by our lawn service once a week each Thursday between 7:00 am and 9:00 am.
- c. To keep the neighborhood looking nice through the week place yard debris out on your driveway near the street on Wednesdays after 6:00 pm or early Thursday Morning.
- d. Yard debris can be placed on your drive way near the street or placed in trash cans on your drive way near the street.
- e. Do not place yard debris in “plastic bags” (the County dump site will not accept plastic bags).
- f. Our contract with our lawn service is for “normal” debris removal and dumping. If a home owner places excessive debris for removal the association will be charged an extra charge which the home owner will be responsible for. Please contact our Management Company before placing excessive debris for removal.

9. Irrigation

- a. New irrigation controls have been installed and closely monitored to promote a healthy irrigation schedule. Do not make any adjustments to irrigation components. Report any issues you may see as soon as possible to our Management Company.

10. Fire Extinguisher

- a. There are Fire Extinguishers located on the outside front of Buildings stored in glass cases according to Fire Code. Please familiarize yourself with their locations.
- b. Florida Fire Extinguisher Code Requirement states that EACH unit owner maintain within the living space or garage a Certified fire extinguisher rated as a 5lb 2A10AC.

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11. BBQ Grills

- a. The use of BBQ grills is clearly defined by County Ordinance. Electric, Propane and Charcoal grills are permitted for use at a minimum of ten (10) feet beyond the buildings.

12. Noise

- a. In order to preserve a quiet environment, loud noises of any kind are not permitted. This includes loud or annoying playing of radios, recorders, etc.

13. Signs

- a. Signs or billboards, including, but not limited to "For Sale", "For Rent" or political signs, are prohibited from the Condominium property. "Open House" signs which remain on the property only during the hours of the open house and are removed immediately thereafter are permitted. On weekends only "For Sale" signs may be placed inside the courtyard facing the street.

14. Use of the Pool

- a. No glass items are permitted in the area at any time. (Manatee County Health Department). Drinks in plastic/metal containers are permitted on the pool deck.
- b. Anything brought to the pool other than paper goods must be taken home for disposal. This includes recyclables, food leftovers and cigarette butts. Trash cans are for paper products only. The Association does not have a manager or paid attendants to pick up after residents and their guests so all are required to pick up and remove their own litter.
- c. A shower is required before entering the pool. A soap shower is required of those using lotions/oils.
- d. Persons with communicable diseases, open wounds or bandages are prohibited from using the pool. Persons suffering from diarrhea are prohibited from swimming. (Florida State Law).
- e. Pets are not allowed within the pool area. (Manatee County Health Department).
- f. The life-saving ring and shepherd's crook are to be used only as such and not as play things.
- g. Children under the age of fourteen (14) must be accompanied & supervised by a responsible adult.
- h. Running, rough play or excessive noise is forbidden. No Diving is allowed.
- i. Use of the pool is restricted to residents and their invited guests only.
- j. Before leaving the area, return to its original position any pool furniture which was moved to a new location for temporary use.
- k. Pool hours are from Dawn to Dusk.
- l. No life guard is on duty. Swimming is at your own risk.
- m. The gate must be closed at all times. Before leaving the area be sure the gate is closed and locked.

15. Children

- a. Children are not allowed to play in the street or other areas of potential danger.

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16. Planting in the Common Area

- a. A written request must be submitted to the Board outlining your intentions and specifying in as much detail as possible the type of plant and location where you wish to plant.
- b. No tree will be planted near or next to any of the buildings, lanais or courtyard walls.
- c. No invasive trees may be planted.
- d. If a planting is found to have a detrimental impact on the building, courtyard wall, water or sewer lines or a neighbor's unit, the Board will request that it be removed at the owner's expense. Remember, you are planting on common area. In the past, some residents have planted on their own, without asking. While we appreciate the effort, plants have been put in which are inappropriate.
- e. After plants are approved and installed on common area, maintenance becomes the responsibility of the Association.

17. Planting in the Courtyards

- a. A written request must be submitted to the Board outlining your intentions and specifying in as much detail as possible the type of plant and location where you wish to plant.
- b. No trees will be planted in courtyard without Board approval.
- c. If a planting is found to have a detrimental impact on the building, courtyard wall, water or sewer lines or a neighbor's unit, the Board will request that it be removed at the owner's expense.

18. Speed Limit

- a. Posted speed limit is 15 mph.

19. Leasing of Units

- a. All leases of units must be in writing. A unit owner may lease only his entire unit after receiving the approval of the Association.
- b. A unit may be leased for a period of no less than 1 year.
- c. No sub-lease or assignment of lease is allowed.
- d. At least one person on the lease must be listed as the lessee. He or she and all proposed adult occupants must go through the application and approval requirements as promulgated by the Board. Any required application fee(s) must be paid at the time of the application(s).
- e. Any occupant that lives in a unit more than thirty (30) days is deemed to be tenants and subject to the application and approval requirements regardless of whether the occupant pays the owner for the right to occupy the unit or whether there is any formal agreement between the owner and the occupant.
- f. Immediate family members of the owner that occupy a unit for more than sixty (60) days shall be subject to the application and approval requirements for continued occupancy.

20. Short Term Rentals (AIRBNB)

- a. Short term rentals (AIRBNB) are prohibited.

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21. Guest Registration

- a. A guest or guests occupying a unit for more than seven (7) consecutive days in the absence of the Unit Owner shall be registered with the Association. The unit owner must provide: the total number and names of all guests occupying a unit for more than seven (7) consecutive days; the make, model, year, color and license plate number of each guest vehicle; the dates of occupancy. All guests must comply with the rules and regulations of the Association.

22. Nuisances

- a. Conditions caused or committed by an owner, tenant, guest or pet that become serious annoyances to the community shall be prohibited. Unreasonable sounds, lights, odors, smoke, loud musical instruments, stereos or tv's, visual appearances or disruptive conduct in or about the units or common grounds are not allowed

23. Community Cable Service

- a. As part of your Association Fees you receive a bulk video and bulk internet package that the Association has contracted with Bright House/Spectrum. Please contact our Management Company for details.

24. Renovation Notification

- a. Notice to the Board and Management Company is required prior to the commencement of any work involving any possible structural changes within a unit.

25. Work Activity

- a. All renovation or repair work creating noise that could be heard from the common area or any neighboring unit (unless an emergency repair) shall be limited to the following times:
 - i. On weekdays (Monday through Friday) work shall not begin prior to 8:00 am nor exceed 6:00 pm.
 - ii. On Saturdays work shall not begin prior to 9:00 am nor exceed 6:00 pm.
 - iii. On Sundays no work shall be performed.
 - iv. No work shall be performed on Major Holidays.

26. Licensed and Insured Vendors

- a. All vendors/contractors hired for electrical and plumbing by the owner are to be licensed (if required by law) and insured for liability

27. Construction Waste Disposal & Debris Removal

- a. Removal of All waste materials / debris resulting from Owner contracted construction / renovations approved by the Board of Director is the responsibility of the Owner.

28. Unit Keys – Emergency Access

- a. All Unit owners are to provide our Management Company a key or key code for accessing your unit in case of an emergency. Our Management Company is Bonded.

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29. Unit Owner Maintenance Responsibility

- a. Upkeep of courtyards and lanais is the responsibility of the Unit Owner. For owners who are seasonal and would like to hire someone to maintain their courtyards during their absents please contact our Management Company and they can give you a referral.
- b. Maintenance, repairs and replacement of windows, all doors including front doors and garage doors are the responsibility of the Unit Owner. To insure continuity and conformity, replacement items are to be approved by the Board before work begins.
- c. Maintenance, repairs and replacement of air conditioning, heat pump are the responsibility of the Unit Owner.
- d. Maintenance, repairs and replacement of electric sockets, switches, light fixtures and plumbing once it exits the wall or floor are the responsibility of the Unit Owner.
- e. Enclosed lanai area (by screen or other structure) is the responsibility of the owner to maintain / repair including the area that attaches to the building roof fascia. Repairs to original walls are the Association's responsibility.

30. Maintenance Requests

- a. All maintenance requests should be submitted to our Management Company.

31. Painting

- a. The Association has a standard color scheme for buildings, trim, windows, front doors and garage doors. The Association is responsible for painting. For details contact our Management Company.

32. Garage / Yard / Estate Sales

- a. Conducting garage, yard or estate sales are prohibited.

33. Damage to Common Element

- a. Unit owners are responsible for any damage they, their guests or their tenants incur to the common elements, to Association property or the other units.

Please reply to:
PROGRESSIVE COMMUNITY MANAGEMENT,
INC.
3701 South Osprey Avenue
Sarasota, FL 34239-6848
Phone: 941-921-5393, ext. 135
Fax: 941-923-7000
Email: jlittell@pcmfla.com