

**ORCHID COVE CONDO ASSOCIATION INC.  
APPLICATION**

APPLICATION (check one)  RENTAL/LEASE  SALE/PURCHASE

This application must be completed in its entirety and submitted before any contract is entered into. All applications MUST include a \$100 application fee per individual (or married couple), payable to **Orchid Cove Condominium Association, Inc.**, and a photocopy of Driver's License for all applicants. Please allow twenty (20) days for approval.

**Unit Address & Unit #** \_\_\_\_\_ **Term of Lease / Closing date** \_\_\_\_\_

**Owner Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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**Name (Print)** \_\_\_\_\_ **Name 2 (Print):** \_\_\_\_\_

Phone number: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone number: \_\_\_\_\_ DOB \_\_\_\_\_

Email Address: \_\_\_\_\_ Email Address: \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Driver's License # \_\_\_\_\_ State \_\_\_\_\_

Present Address: \_\_\_\_\_ City/State \_\_\_\_\_ Zip \_\_\_\_\_

Employer: \_\_\_\_\_ Phone # \_\_\_\_\_ Employer: \_\_\_\_\_ Phone # \_\_\_\_\_

**Names and ages of all other occupants: (MAX of 6 total occupants)**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**Bank Reference - Name, Address & Phone #:**

**Personal Reference - Name, Address & Phone #:**

**Real Estate Agent Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Pets: (MAX 2 small domesticated breeds 40 lbs or less)**

Type/Breed: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Type/Breed: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

**Vehicle Information:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_ Tag #: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_ Tag #: \_\_\_\_\_

Emergency Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

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I/We have received and read the Rules & Regulations adopted by the Association and agree to abide by them. We understand that occupancy by small pets is limited to not more than two (2) ordinary household pets, excluding, among others, reptiles, rodents, poultry, amphibians, exotic pets or livestock. No pet over 40 pounds is allowed by any occupant.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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 the information provided by me (us) is found to be misleading or false, my acceptance for this sale/lease whether determination is made before or after my date of occupancy, maybe 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 Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I/We initial my/our acceptance of and agreement with each statement below (each Applicant shall initial):

\_\_\_\_\_ I have read the Orchid Cove Rules and Regulations adopted by the Association’s Board of Directors which are attached to and made a part of this Application, and I agree to abide by all of them. I understand that any violation of these Rules and Regulations will be grounds for the Board of Directors to require the unit owner to evict all occupants from the leased premises.

\_\_\_\_\_ I agree that the Orchid Cove Board or its designee may make inquiry of any of the references provided herein. I agree to provide the necessary information for the background check on the form that accompanies this Application.

\_\_\_\_\_ By providing my email address, I thereby agree to receive communications electronically from the Orchid Cove Board or its Property Manager on Orchid Cove matters during the lease period.

\_\_\_\_\_ I understand that trailers, campers, boats, or commercial vehicles are NOT permitted to be parked or kept in Orchid Cove.

\_\_\_\_\_ I understand that a \$100.00 non-refundable fee per individual/married couple payable to “Orchid Cove Condominium Association” must accompany this Application. I herewith submit: Check #\_

\_\_\_\_\_ I agree to supply a key or key code if changing my door lock, or my key is not currently on file.

\_\_\_\_\_ I, the undersigned applicant, in submitting and signing this Application, warrant that all of the information I have provided is true and correct, and I understand that any intentional misrepresentations shall be the basis for automatic disapproval of this Lease Application.

\_\_\_\_\_  
SIGNATURE OF LEASE APPLICANT 1

\_\_\_\_\_  
SIGNATURE OF LEASE APPLICANT 2

\_\_\_\_\_  
PRINTED NAME OF LEASE APPLICANT 1

\_\_\_\_\_  
PRINTED NAME OF LEASE APPLICANT 2

Date \_\_\_\_\_

Date \_\_\_\_\_



ORCHID COVE CONDO ASSOCIATION APPLICATION APPROVAL:  APPROVED   
DISAPPROVED

President, Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

PLEASE NOTE, AS REQUIRED BY ASSOCIATION DOCUMENTS:

1. A fully completed and signed copy of the proposed Lease Agreement must accompany and be returned with this Application.
2. The \$100 fee per applicant/married couple covers the background and criminal check costs of this Application.
3. If either the copy of the Lease Agreement or the \$100 fee does not accompany this Application, the Orchid Cove Board of Directors will take no action and your Application will be automatically disapproved.

RETURN COMPLETED APPLICATION TO:

Orchid Cove Condominium Association  
C/O Progressive Community Management Attn: Judie Littell  
3701 South Osprey Ave Sarasota FL 34239-6848

# ORCHID COVE CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Updated April 21, 2018

Following is a listing of Rules and Regulations for Orchid Cove Condominium Association which the Board of Directors felt the residents and renters need to be aware of. They are provided to maintain and improve the overall appearance and property value of our community. Further clarification and specifications mentioned in the Rules and Regulations may be obtained from the management company (Progressive Community Management) or the Orchid Cove website, [www.OrchidCoveCondos.com](http://www.OrchidCoveCondos.com).

## PRIMARY SOURCES

1. Declaration of Condominium for Orchid Cove including Articles of Incorporation and By-Laws
2. Tara Master Association Documents
3. Tara Master Association Architectural Review Manual (TMA ARC)
4. Manatee County Ordinances (specifically National Fire Protection Association Codes
5. 10.11.7 and 69.5.3.5 re. gas/charcoal grills)
6. Florida State Condo Association Statues (718 & 720)

These rules and regulations shall apply to and be binding upon all condominium unit owners, their tenants, any other occupants of a unit, and any guests of a unit owner, tenant or other occupant.

The Board of Directors may, from time to time, adopt or amend previously adopted rules and regulations governing the details of the operation, use, maintenance, management and control of the common elements, units and any facilities or services made available to the condominium unit owners. Any waivers, consents or approvals given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered a waiver, consent or approval of identical or similar situations except upon written notice by the Board of Directors. The Board approved the amended Orchid Cove Rules and Regulations on November 23, 2015 and they will become effective one month after owner approval.

## **Right of Entry**

As stipulated in the Declaration of Condominium, "The Association has the irrevocable right of access to each unit at reasonable hours as may be necessary for maintenance, repair or replacement of any Common Elements therein, or accessible therefrom, or at any hour for emergency repairs necessary to prevent damage to the Common Elements or to another unit." Therefore, it is imperative that the association has a key to the unit or has on file a person or contact who has a key and access code (for security systems) who may be contacted to gain access to your unit and avoid braking into the unit in emergencies.

## **Facilities**

1. All units shall be used for single-family purposes only (no businesses) and only one family per unit shall be allowed, as family is defined in the Declaration. Maintenance of the premises, pest control and safety and security require that the Association have the appropriate information with respect to any occupants in the units. The telephone number of Progressive Community Management is (941) 921-5393. Its fax number is (941) 923-7000, and its location is 3701 South Osprey Ave, Sarasota FL 34239-6848.

2. Each unit shall be used for residential purposes only and may not be used for any business or commercial purposes. The facilities of the condominium are for the exclusive use of association members, tenants, authorized guests and guests accompanied by a member. Any damage to the common elements caused by any resident or his/her guests shall be repaired at the expense of the condominium unit's owners involved.
3. The total number of occupants per unit permitted to reside overnight shall not exceed six (6) adults.
4. Unless approved by the Board of Directors, no alteration of or improvement or addition to a unit shall be made, constructed, erected or installed which shall remove, in whole or in part, replace, reroute, or otherwise affect any column, bearing wall or partition, pipe duct, wire or conduit.

No structural changes may be made in any unit without the prior written consent of the Board of Directors.

### **Barbecues**

Due to county and local fire codes, charcoal grills, gas grills and propane tanks are prohibited. Only ELECTRIC GRILLS are permitted.

In accordance with the East Manatee Fire Ordinance, electric portable or tabletop grills, such as a George Foreman grill, not in excess of 200 sq. in. of cooking surface (approximately 14" x 14"), are permitted to be used on the driveways, at least 10 feet from the building structure. They are allowed to be stored on the lanai.

### **Building Changes**

No unit owner shall paint or change the appearance of any portion of the exterior of the unit building without Board approval.

All interior window coverings must have a neutral or white/off white color or lining as seen from exterior so as not to change the exterior color appearance thereof. Window film will be permitted providing the existing specifications on file have been followed and an Architectural Review Form has been submitted and approved prior to purchase and installation.

### **Enforcement of Rules And Regulations**

1. Violations of these Rules and Regulations should be reported in writing as soon as possible to the association property manager or the president of the Orchid Cove Condominium Association.
2. Violations of these Rules and Regulations will subject the unit owner and violator to any and all remedies available to the Association and other condominium unit owners, pursuant to the terms of the Declaration, the Articles of Incorporation, the By-laws, these Rules and Regulations and Florida law. Violations may be remedied by the Association by injunction or other legal means, and the Association shall be entitled to recover in said actions any and all court fees and costs incurred by it, together with reasonable attorney's fees, against any person violating the Declaration, Bylaws or Rules and Regulations.
3. The Board of Directors may adopt enforcement procedures advised by legal counsel and may impose fines on violators in the amount of \$100 per violation, to a maximum amount of \$1000 for a continuing series of the same violation, or such greater or lesser amounts as Florida law may permit from time to time.

### **Flower Pots/Ornaments**

Flower pots and ornaments are only permitted on front porches or second floor landings, not on stairs or in mulch areas. No hanging plants are permitted to hang from poles in the ground or from any exterior part of any building. Plants must be of reasonable size, shape and condition.

### **Front Porches and Steps**

Doormats must be placed in front of the door, not at the bottom of the stairs, on the stairs, or on the side walk. Hoses must be returned to the garage promptly after use (not left lying around). Hose reels are not permitted.

### **Garage Doors**

For your own safety, garage doors should be kept in a closed position when not in use. Maintenance and repair of garage doors are the responsibility of the unit owner.

### **Garage Sales**

Garage sales are not permitted except for a yearly board approved community sale.

### **Hurricane Shutters**

Hurricane shutters on the first-floor units may only be installed seven (7) days in advance of a warned Hurricane and must be removed no later than (7) days after the "all clear" notification. Unit owners who have storm shutters are responsible for their maintenance when needed. Unit owners wishing to deviate from the existing storm shutters must file an Architectural Review Form and have approval prior to installation.

### **Landscaping**

UNDER NO CIRCUMSTANCE MAY PLANTS AND MATERIAL PROVIDED BY THE DEVELOPER OR LANDSCAPE COMPANY BE REMOVED OR CHANGED WITHOUT BOARD APPROVAL.

### **Late charge**

A late charge of 5% shall be due on each delinquent installment of any regular quarterly assessment or special assessment.

### **Noise Disturbances**

Owners and occupants shall exercise care to minimize noise.

### **Nuisances**

Unit owners, their tenants and guests must abide by all federal, state and local laws and ordinances and must use the premises in a manner that does not create a nuisance or disturbance to other unit owners or occupants or in such a way as to be injurious to the reputation of the property or is illegal.

### **Pets/Wildlife**

All pets must be registered with the property management every year (January 1st of each year.) A unit owner or tenant, with the approval of the Board of Directors, may have two (2) small (40 lbs. or less) domesticated dogs or cats or other household pets. No reptiles, rodents, poultry, amphibians, exotic pets or livestock are permitted.

Per Manatee County Law, pets must be kept on leashes at all times when outside the unit and owners must clean up pet feces immediately. Annual rabies vaccinations are required for all dogs and cats. Pets are not to be left in vehicles unattended.

In the event that any pet kept on premises shall constitute a nuisance in the opinion of the majority of the Board of Directors, then the owner, when notified in writing, shall be required to immediately remove said pet from the premises.

**FEEDING OF ALL WILDLIFE IS PROHIBITED.**

### **Ponds**

No swimming, boating, fishing, pets, rafting or any other activities shall occur in any pond located on the Condominium property.

**Satellite Dishes** are not permitted.

### **Screen and Storm Doors**

Only a full view, glass/screen storm door may be installed on front entrance if an Architectural Review Form has been submitted and approved by the Board of Directors prior to purchase and installation. Specific make and model can be obtained from the Association management company.

### **Seasonal Holiday Decorations**

Seasonal holiday decorations (i.e., Thanksgiving, Easter, Fourth of July, Memorial Day, Halloween, Labor Day, etc.) are permitted no more than 20 days prior and no more than 10 days after the holiday. Seasonal decorations are not to be mounted on any building except for front entrance door and stair rails. Decorating is permitted in the trees and bushes but state, county and city electricity codes must be followed. There shall be no alteration of common elements, especially the placing of items on the grassy areas, which may interfere with the landscaping company's right of way. Front door wreath and welcome door hangings are permitted year around.

### **Signs**

No flags, except for U.S. flag, or decorations other than as above and no signs are permitted in windows, on building or in the ground, except one "For Sale" sign in the front window, no greater than 18"x24" except for Orchid Cove Community events. "For Rent" or "For Lease" signs are not permitted. An alarm system sign is permitted.

### **Trash Management**

All units must observe the Waste Management pick up schedule for recycling and trash, which is as follows:

1. Trash: Tuesdays
2. Recycling: Wednesdays (picked up at 6 a.m.)
3. Trash: Fridays
4. Holiday schedules are announced as they occur and are usually one day later than the original collection day.

To prevent bird and other animal intrusion, all trash should be in secured plastic bags and should not be placed outside until the morning of pickup. Trash in garbage cans with secure lids and recycle bins (Tuesday pickup) may be placed on the driveway no earlier than 6 p.m. the evening preceding pick up and removed no later than midnight the day of garbage pickup.

### **Unit Leases**

No unit may be leased more than twelve (12) times in a calendar year. There shall be no maximum length of a lease, but all leases for more than a year shall be deemed to include a provision reserving the right of the Association to approve or disapprove the continuance of the lease at annual intervals. No subleasing or assignment of lease rights by the lessee is permitted. No lease may be for a period of less than thirty (30) days. Occupancy is only by lessee and family. An owner intending to lease his unit shall give the Association written notice at least 20 days prior to the proposed transaction with the name and address of the proposed lessee, a copy of the proposed lease and any other information which the Board of Directors may require.

1. Lease applications are to be submitted to the Association Manager and require a \$100.00 processing fee to be used for a background check and may be waived for repeat lessees.

2. Application forms are available at the Association Management web-site.
3. All leases must be in writing and only entire units may be leased.
4. All applications are to be approved by the Board of Directors.
5. All lessees must follow all Rules and Regulations and must be supplied a copy.

**Vehicles**

No commercial vehicles, campers, boats, trailers of any kind are permitted. Unserviceable or non-registered vehicles must be kept within your garage, not in driveways or on the street. Owners are responsible for cleaning fluid stains on sidewalk and driveways, and damage to shrubs, lawns or irrigation systems caused by their vehicle negligence.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# POOL AREA RULES

These rules are to assure the safety and enjoyment of all users and are meant to meet the needs of the majority of users. The pool area includes the pool, pool deck, bathrooms and cover area. **POOL AREA HOURS ARE DAWN (SUNRISE) TO DUSK (30 MINUTES AFTER SUNSET).** Pool temperature heater is kept at 85 degrees.

- **General**

- Pool users are requested to immediately inform our association management company or board member of any safety or repair issues. Any questions concerning the rules should be directed to a board member or our management company.
- At the Board's discretion, pool area users who do not follow the rules or whose conduct is deemed improper may have their pool privileges suspended.
- Any damage to pool property must be paid for by the user; and pool area users are responsible for the actions of their children and guests.

- **Use of Pool**

- **There is no lifeguard on duty.**
- **Swim at your own risk.**
- No diving in the pool.
- No running, rough play or profane language is permitted in the pool area.
- Swim diapers must be worn by all children who normally wear diapers.
- No one with a communicable disease or diarrhea may enter the pool.
- Shower before entering the pool.
- Proper bathing attire is required at all times.
- Flotation devices are limited to body size inflatable rafts and limited to non-crowded periods that will not disturb other pool users.
- The pool area is for owners, renters and their guests only.
- A responsible adult (over the age of 18) must accompany and supervise children under the age of 14 in the pool area.
- No pets are allowed in the pool area.
- All posted signs must be followed.

- **Use of Pool Area**

- Pool capacity is 25 persons.
- No glass containers are permitted in the pool area.
- No food is permitted in the pool or within five feet of the pool.
- All trash must be discarded in trash container and area cleaned like you found it.
- No smoking is allowed in the pool or pool area.
- Grills or cooking equipment are not permitted.

- **Pool Vandalism/Trespassing**

If damage or physical abuse is apparent or in case of a known late night vandalism or disturbance, the Sheriff's office (911) should be called immediately. Also, the Sheriff's office should be called if unauthorized persons enter the pool area as they may be considered trespassing and be prosecuted. Under no circumstances should users become confrontational over a rule infraction. Our Association management company and a board member should also be notified.