

EMBASSY VILLA CONDOMINIUM ASSOCIATION, INC.
C/o Progressive Community Management
3701 South Osprey Avenue
Sarasota, FL 34239

Please include a copy of a Driver's License or Passport for all applicants and a \$100 check or money order for each individual (1 check if married).

- Owners shall not lease less than an entire unit or lease a unit for a period of less than two weeks. No unit shall be occupied by more than two people per bedroom and two additional people if there is a loft with a maximum of six (6) people per unit.

FOR PROSPECTIVE RENTERS AND PURCHASERS

Regarding Unit#: _____, Address _____

Approval is requested to: BUY RENT LOAN

If rental or loan: Arrival date: _____ Departure date: _____

If this is a sale, scheduled closing date: _____

Real estate agent: _____ Ph. #: _____

Name of applicant: _____ Date of Birth: _____

Applicant's driver's license number: _____ St: _____

Present address: _____

Applicant's occupation: _____ Position: _____

Name of employer: _____ Phone: _____

Name of co-applicant: _____ Date of Birth: _____

Co-applicant's driver's license number: _____ St: _____

Present address: _____

Co-applicant's occupation: _____ Position: _____

Name of employer: _____ Phone: _____

Present address: _____

Other persons who will occupy the unit & ages: _____ /age _____

_____/age _____, _____ /age _____

In case of emergency notify: _____ Phone: _____

Personal references: 1 _____ Phone: _____

2 _____ Phone: _____

Vehicles: Tag #: _____ State: _____

Tag #: _____ State: _____

Pets: Number/kind of household pets: _____ Total wt.: _____

**Household pets must weigh less than 20 pounds at maturity. If a household pet is to be in a unit the following must be listed on a veterinarian's stationary and accompany this application.*

- a) *Date of letter*
- b) *Breed of pet*
- c) *Color of pet*
- d) *Weight as of date of letter*
- e) *Weight at maturity*

Progressive Community Management must be notified if you rent or if someone is staying in your unit. Also, all owners must provide PCM a key, as it is required by law.

The undersigned hereby grants permission to PCM, as agents of the Board of Directors of Embassy Villas, to contact any or all of the above references with the understanding that all information will be held in strict confidence. I hereby agree that if this application is approved, I and all persons occupying this unit will carefully read and fully comply with all the Rules and Regulations and that I have received a copy.

I/We authorize Embassy Villa and PCM to obtain a criminal background check, to contact any or all listed references and/or contacts, any credit reporting agency, any law enforcement agency, and also pull statewide and national background checks.

Date: _____
Applicants Signature

Date: _____
Applicants Signature

I have received and read a copy of all The Association's Rules & Regulations. I understand my responsibilities as an owner/tenant. I agree to abide by the provisions of said document.

Signature

Signature

<u>BOARD ACTION</u>	
APPROVED <input type="checkbox"/>	REJECTED <input type="checkbox"/>
Dated: _____	_____ Director/Manager Signature

A \$100 fee (per individual, or married couple) made payable to "EMBASSY VILLA CONDOMINIUM" is required for all applications

EMBASSY VILLAS CONDOMINIUM ASSOCIATION

RULES AND REGULATIONS FOR UNIT OCCUPANTS

1. RESTRICTIONS UPON USE:

REVISED AUGUST 6, 2019

No owner, tenant or other occupant of a condominium unit shall:

- a. Use a unit in violation of any laws, ordinances and regulations of any governmental body and the Declaration of Condominium for Embassy Villas.
- b. Permit changes to the exterior color and structural appearance of a unit or permit signs to be displayed in windows or on the Embassy Villas grounds.
- c. Plant any shrubs or trees without first obtaining approval from the Embassy Villas management company.
- d. Use a unit for other than single family residence purposes.
- e. Commit or permit any nuisance, immoral or illegal act in a unit or within the common elements of Embassy Villas.
- f. Permit loud and objectionable noises or obnoxious odors to emanate from a unit, which may cause a nuisance to the occupants of other units.
- g. Make use of the common elements in such a manner as to abridge the equal rights of other unit occupants.
- h. Permit garbage or refuse to collect outside a unit or within the common elements of the Embassy Villas complex.
- i. Obstruct the common way of ingress or egress to other units or the common elements.
- j. Permit any objects to be left in the walkways and on the common elements when such objects are not in use.
- k. Allow any animals to be kept in a unit, other than household pets, which weigh more than 20 pounds at maturity. Any authorized pet must be kept on a leash when on the common grounds and must be accompanied by its owner. (The common elements of Embassy Villas shall not be used as toilet facilities for pets.)
- l. Hang laundry, garments or other unsightly objects to be visible from the outside of a unit.
- m. Allow any fires within the confines of the courtyards or permit anything to be done which will increase the insurance rates for Embassy Villas.
- n. No car washing either on the premises or by using Embassy Villas water at another location, such as the street, driveway, etc. In the event the association is fined due to any water restrictions promulgated by the city, county, or state, this fine will be charged to the guilty party or it will be added to the unit owner's maintenance fee.
- o. Allow any unlicensed, disabled, hearse, flower car or working commercial vehicles, except those performing hourly repairs to a unit or Embassy Villas property, to park on the premises.

2. GARBAGE DISPOSAL:

- a. Garbage and trash shall be disposed of in accordance with Florida state and municipal recycling rules in the designated containers within the enclosed garbage area. Do not overfill the garbage containers so that the lid will not lock, as the locked lids prevent animals from entering the containers.

- b. Kitchen waste shall be disposed of through the kitchen garbage disposal so far as possible and the remainder shall be placed in a securely enclosed plastic bag that will fit inside the container.
- c. Cardboard boxes MUST be broken down and flattened before placing them in the appropriate container. PLEASE NOTE: PIZZA BOXES AND ALL PLASTIC BAGS ARE CONSIDERED WASTE AND ARE NOT TO BE PLACED IN THE RECYCLE CONTAINER.
- d. Large plastic water bottles must be “crunched” prior to placing them into the appropriate container to conserve space.
- e. Oversized items are not to be placed on the top of the containers or in any space within the garbage area. If an item does not fit in the container, residents or tenants should call the City of Sarasota Public Works Department at 941-365-7651 and schedule a pick-up.

3. PARKING:

- a. Occupants of units should use the assigned parking space for their unit and assure that adjacent parking spaces are not obstructed. NO ONE SHALL PARK ALONG THE BACK OF THE BUILDING.
- b. There shall be no parking in front of the building, except for loading and unloading of vehicles. NO ONE SHALL PARK ON THE GRASS FOR ANY REASON.
- c. The owner of any vehicle dripping excessive oil or gas will be financially responsible for any necessary repairs to the existing asphalt.

4. LAUNDRY ROOM:

- a. Washers and dryers may be used between 8 AM and 10 PM only.
- b. Washers and dryers must be emptied promptly, and the lint filters must be cleaned after each use.
- c. The laundry room door must be closed and locked when no one is present in the laundry room.

5. STORAGE:

- a. No exterior storage facilities are available, and all belongings of a unit occupant must be stored inside the unit. Courtyards and balconies shall not be used for storage of any items.

6. FOUNTAINS:

- a. No one shall be permitted to play in the fountains or allow objects to be thrown into them. Parents are always required to supervise their children to assure their safety.

7. EMBASSY VILLA MANAGEMENT:

- a. The management company for Embassy Villas is Progressive Community Management, Inc. and may be contacted at (941) 921-5393.
- b. Embassy Villas consists of individually owned units and no services will be provided by the management company to unit renters or guests. It is the responsibility of the unit owners or their representatives to satisfy the needs of their renters and guests.

8. OWNER CAUSED DAMAGE

- a. Owners are responsible for any damage to their condominium property, common elements or other units as a result of the owner's negligence, omission or willful act or if the owner fails to turn off the water to his vacant unit, fails to replace a hot water heater or fails to timely replace worn or damaged plumbing connections.

9. DERELICT AND JUNK VEHICLES

- a. In order to protect property values and prohibit eyesores, it is prohibited to park derelict vehicles on the condominium property, such as inoperable vehicles and vehicles without a current vehicle tag.

10. WINDOW AND WOOD REPLACEMENT

Embassy Villas in conjunction with Karin's Engineering Group Inc., (Karin's Engineering) recently investigated the requirements needed to replace the unit windows within the Condominium. Pursuant to that investigation, Karin's Engineering prepared a Project Manual for the Association dated August 2018 and Revised June 2019. According to the Project Manual, in order to meet the updated building code requirements, the replacement of the unit windows requires additional structural reinforcement.

According to the Project Manual, the replacement of the unit windows requires improvements to both the window and the common element structure wood frame surrounding the window. Embassy Villas will reimburse unit owners (Owners) for the reasonable cost of the common element structure improvements, so long as the Owner follows the procedures outlined in this Rule and the Project Manual.

Because of the structural impact on both the units and the common elements, Owners who wish to replace the unit windows must follow the following procedures:

A. **Association Approval:** No later than fourteen (14) days prior to the next scheduled Embassy Villas' Board of Directors meeting, the Owners must submit the proposed contract and specifications from their preferred contractor, to the Association. At that meeting, the Board of Directors will review the Owners documentations and either grant or deny the Owner's submittal/application. No work shall commence until the Board of Directors has granted its approval. The proposed contract and specifications shall meet the requirements of the Project Manual, and include:

- a. Itemized costs for wood, stucco, sealant and paint;
- b. Project Manual specification requirements;
- c. Proposed window design and specifications, to include replacement wood and window photographs ensuring that the project conforms to the architectural look and feel of Embassy Villas;
- d. All contractor licensing information;
- e. All bonding and insurance information and details, and
- f. References of previous work performed.

B. **Project Manual Compliance:** After approval of the proposed project by the Association's Board of Directors, the Owner may proceed with the window replacement in accordance with the requirements of the Project Manual. The Project Manual provides the

specifications required to properly replace the unit windows which includes modifications to the common element wood frame structure. The Project Manual further identifies the qualifications of contractors, the need for permits, bonding insurance, bidding procedures, window, wood, and stucco replacement specifications, painting and sealant requirements and specifications. Window replacement must meet the Project Manual requirements which include, but are not limited to:

- a. The window and wood replacement work will be monitored by the Embassy Villas Board of Directors.
- b. The Embassy Villas Board of Directors, or its duly authorized agent, will inspect the work to ensure that the Project Manual requirements are achieved.
- c. All windows must meet current applicable codes, be hurricane and impact resistant clear windows.
- d. All wood, windows, stucco and paint must match the colors and the architectural look and feel of Embassy Villas.

C. Reimbursement to Owner: Embassy Villas will only reimburse the Owner for exterior wood replacement, painting and sealing of both the wood and stucco areas surrounding the window areas.

- a. Reimbursement will not occur until the Board of Embassy Villas or its duly authorized agent, confirms that the work was correctly done and meets all Project Manual specifications and municipal codes.
- b. Reimbursement will not occur until the City of Sarasota has inspected and approved the window replacement.
- c. Reimbursement will only be for those amounts detailed in the Owner's application, which were approved by the Board of Directors pursuant to subparagraph (A), above.
- d. Owners will be reimbursed only when the operating funds for Embassy Villas are sufficient and available to reimburse the Owner.