

**HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC.**

**3701 South Osprey Avenue**

**Sarasota, Florida 34239**

**PHONE 941-921-5393x147**

DATE \_\_\_\_\_

UNIT ADDRESS \_\_\_\_\_ **HUNTINGWOOD COURT**  
**SARASOTA, FL 34235**

UNIT NO. \_\_\_\_\_

Please attach a non-refundable application fee of \$175.00 made payable to HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. for each applicant. (Husband/wife/significant other/parent/dependant child are considered one applicant.) Return the application and fee to the address at the top of the page.

\_\_\_\_\_ APPLICATION FOR PURCHASE, TRANSFER, GIFT, DEVISE OR INHERITANCE

\_\_\_\_\_ APPLICATION FOR LONG TERM LEASE

\_\_\_\_\_ APPLICATION FOR SHORT TERM (VACATION) RENTALS

No multiple applications are allowed. Minimum rental is 3 months.

**Note: Acceptance of the application fee does not in any way constitute approval of this application. The completed application must be submitted to the Association office at least 30 days prior to the expected closing or start of lease/vacation date.**

**(PLEASE PRINT OR TYPE ALL INFORMATION ON THIS FORM. IF ANY QUESTION IS NOT ANSWERED OR LEFT BLANK, THIS APPLICATION WILL BE RETURNED, NOT PROCESSED AND NOT APPROVED.)**

CLOSING DATE \_\_\_\_\_

LEASE/RENTAL DATES From \_\_\_\_\_ to \_\_\_\_\_ (Not less than 3 months – no more than twice in a calendar year.)

CURRENT OWNER'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**NAME OF REALTOR AND FIRM HANDLING THIS SALE/LEASE/RENTAL:**

NAME \_\_\_\_\_

FIRM \_\_\_\_\_

PHONE ( ) \_\_\_\_\_

**NAME OF RENTER OR PROSPECTIVE PURCHASER (AS WILL APPEAR ON TITLE):**

NAME \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_

SPOUSE/OTHER \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

PHONE NUMBER WHERE APPLICANT CAN BE INTERVIEWED: ( ) \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

OTHER PERSON(S) WHO WILL OCCUPY THE UNIT WITH YOU: (Include name, age and relationship.)

\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT MUST INITIAL THAT THEY HAVE AGREED TO THE FOLLOWING:**

\_\_\_\_\_ All applicants must make themselves available for a personal or phone interview prior to final Board of Director's approval. **Occupancy prior to Board approval is strictly prohibited.**

\_\_\_\_\_ I understand that the acceptance for purchase/rental/lease of a unit at HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of the information on this form will result in the automatic disqualification of your application.

\_\_\_\_\_ In making the foregoing application, I am aware that the decision of the HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. will be final and no reason will be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

\_\_\_\_\_ I understand that I will be advised of either acceptance or denial of this application.

\_\_\_\_\_ I have a copy of the Rules & Regulations and I hereby agree for myself and on behalf of all persons who may use the unit, that I will abide by all the requirements contained in the By-Laws, Rules & Regulations, Association Documents, and Restrictions which are or may in the future be imposed by the HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. Board of Directors.

\_\_\_\_\_ After occupying the unit, I will provide the Association office with a phone number and an e-mail address as soon as possible.

\_\_\_\_\_ I understand that there is a restriction on pets and that I may not bring a pet, purchase a pet, nor may a guest or visitor bring a pet into HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. either temporarily or permanently after occupancy without conforming to the following rules:

\_\_\_\_\_ Only two domestic animals not to exceed 20 inches should height, or 45 lbs. weight.  
**Pets must be on a leash whenever it is outside of the unit.**

- \_\_\_\_\_ No pets allowed in excess of 45 pounds at maturity.
- \_\_\_\_\_ No pets allowed in excess of 20 inches in height at maturity.
- \_\_\_\_\_ Immediate clean up is required when "walking the dog".
- \_\_\_\_\_ No pets are to be left alone in the courtyard or in a screened lanai.

\_\_\_\_\_ **NO UNIT OWNER OR OCCUPANT IS PERMITTED TO HAVE MORE THAN TWO (2) LICENSED VEHICLES IN HUNTINGWOOD.**

\_\_\_\_\_ Only **one** parking spot per unit is guaranteed, either a carport or a garage. This space is to be used before parking elsewhere in Huntingwood.

\_\_\_\_\_ Vehicles must be registered with the association.

Vehicle #1: make, model and year \_\_\_\_\_

Vehicle #2: make, model and year \_\_\_\_\_

\_\_\_\_\_ **NO** commercial vehicles, trucks, boats, trailers, motor homes, mobile homes, campers, or recreational vehicles may be parked on the premises overnight. They will be towed. They can be parked at The Meadows secured parking area. For information call the Meadows Community Association office at 941-377-2300.

\_\_\_\_\_ **NO "over the road" large moving vans may be driven onto HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. property.**

\_\_\_\_\_ Pool rules are posted by each pool and must be adhered to. **No food or drinks, other than bottled water, are allowed in the pool area.**

\_\_\_\_\_ For PURCHASE or LEASE: The current owner must provide a copy of the Association Documents and Rules & Regulations. Otherwise you must purchase them from Progressive Community Management, Inc. for \$79.00. (Specific rules and regulations will be provided when occupation of the unit commences.)

\_\_\_\_\_ In case of an emergency, please notify:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) Email Address: \_\_\_\_\_

\_\_\_\_\_ I will provide the association with the name and phone number of the person who will be checking my unit when I am away.

NAME \_\_\_\_\_

PHONE ( \_\_\_\_\_ ) Email Address: \_\_\_\_\_

\_\_\_\_\_ Have you ever resided in Florida before? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state the location and dates of residency:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Present employer \_\_\_\_\_

\_\_\_\_\_ If retired, please state the employer's name and retirement date:

\_\_\_\_\_

\_\_\_\_\_ Have you ever been convicted of a crime? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please state the date(s), charge(s) and disposition(s):

\_\_\_\_\_

### **AUTHORIZATION FOR VERIFICATION OF INFORMATION FOR CREDIT REPORT, PUBLIC RECORDS, 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 sale/lease/rental, whether determination is made before or after my date of ownership/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 Huntingwood Condominium Association, Inc.

\_\_\_\_\_ I (we) have checked and answered honestly every item in this agreement and have received a copy of the completed form. (Have a copy of the completed form available for the interview.)

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

Spouse/Other Signature: \_\_\_\_\_ Date: \_\_\_\_\_

-----  
Interviewed by: \_\_\_\_\_ Date: \_\_\_\_\_

Approval: \_\_\_\_\_ Yes \_\_\_\_\_ No Interviewers notes:

# Huntingwood Condominium Association Rules

**APPROVED BY HUNTINGWOOD BOARD MAY 13, 2015**

These rules incorporate many of the most relevant provisions of the DECLARATION OF CONDOMINIUM OF HUNTINGWOOD, THE MEADOWS PRIDE AND PRESERVATION, and MEADOWS REGULATIONS. Residents are encouraged to read the Declaration and the Meadows rules. Copies of Huntingwood and Meadows documents are available on the Meadows Community Association website at [www.themeadowssarasota.org](http://www.themeadowssarasota.org). When changing these rules it is necessary to verify that any changes do not conflict with provisions of the Declaration or Meadows Documents. The interpretation and application of these rules is within the jurisdiction of the Huntingwood Board of Directors unless specified otherwise. Failure to conform to and abide by the By-laws and Rules & Regulations which have been adopted from time to time by the board will result in penalties specified by the board.

These Rules and Regulations have been revised by the Board of Directors of the Huntingwood Condominium Association, Inc on the following dates: 3/6/89, 5/5/92, 6/29/93, 12/14/94, 4/12/95, 3/25/96, 11/8/01, 2/14/02, 8/23/04, 7/13/06, 10/12/06, 2/12/09, 2/10/11, 5/13/15

## The Condo Unit

### A. LEASING

1. A unit may not be leased for less than three months or more than two times in any calendar year. Long-term rentals are permitted.
2. Units are for single-family residential use only.
3. Subletting or leasing part of the unit is prohibited.
4. The unit cannot be used in violation of any laws, ordinances, or regulations of any governmental body.
5. During the time the unit is leased or occupied by others, the owners shall not have the right to use the common elements or facilities except as the guest of another owner or lessee.
6. All sales or leases must be submitted to the Association or its agent no less than 14 days prior to the commencement of the lease or acceptance of the offer to purchase.
7. Specific information and forms relating to leasing is provided in the Appendix. The prospective tenant or purchaser may NOT enter into possession of the unit until the Association or its agent has advised the owner of approval.
8. Unit owners are responsible for all actions of lessees, renters or guests.

### B. EXTERIOR APPEARANCE

1. You cannot change the exterior appearance of the unit without prior approval of the Huntingwood Board. This requires submitting an Architectural Review Form which is included in the Appendix. This includes painting or otherwise changing the appearance of any exterior wall, door, window, patio or any exterior surface. It also includes the painting or staining of sidewalk dividers, sidewalks, and driveways.
2. Exterior painting is the responsibility of the Association. Residents may touch up paint on their buildings, doors, and gates using approved materials which are available from Scott Paint, 4034 N Washington Blvd. The colors are "Huntingwood Stucco" and "Huntingwood Red Door". Any good black enamel can be used on the gate.
3. You cannot put sunscreens, blinds, awnings, signs or lights on the unit. Any changes to the exterior of the building or the uniform appearance of the building require written Board approval.

**C. STRUCTURAL CHANGES**

1. These require written Board approval and may require MCA approval. This includes enclosing the lanai.
2. You may make interior changes which do not involve removing structural elements. Any fixtures fastened to a wall or ceiling should be able to be removed without substantial damage to the wall or ceiling structure.
3. Changes cannot be made which affect common elements.
4. You cannot subdivide a unit for the purpose of sale or lease. You can combine two adjacent units for use as one unit. If you combine two units you must pay two fees.
5. You cannot block ingress or egress to other units or common areas.
6. You may need to get building permits from Sarasota County for structural changes.

**D. COURT YARDS**

1. Changes will require prior approval from the Board. Examples include: Tiling, moving/capping sprinkler heads, screen doors, painting or staining of any concrete, etc. All requests must be submitted to the Board in writing. The Huntingwood Architectural Review form is included in the Appendix.. Samples of materials being used or pictures should be provided.
2. A covenant, which is included in the Appendix, should be filed with Sarasota County as soon as the work is complete.
3. Lightweight garden fixtures can be installed on the inside of the courtyard wall. Nothing should be attached to the wall that would threaten its stability.
4. When you sell the condo, you must remove the items and restore the walls to their original condition. Nothing should be attached to the outside of the wall.
5. Decoration within the courtyard should not affect the uniform appearance of the unit or Huntingwood.
6. Nothing is to be placed on the top or on the outside of courtyard walls. This applies to both plants and decorations as they can damage the brickwork and walls.
7. Owners are responsible for the care and cleaning of their umbrellas and for any damage they may cause.
8. Furniture, grills, pots, statuary, etc. should be stored when an owner is away from the property for an extended period of time as they can cause damage in the event of a storm.

**E. COURTYARD LANDSCAPING**

1. Trees may not be planted in the ground within the courtyard without Board approval. Any in-ground planting of ficus, Norfolk Pine, fruit trees, or other trees, plants, or shrubs which are considered invasive species by the State of Florida will not be approved.
2. All varieties, except those considered invasive species, are permitted in pots.
3. Vines are not permitted to grow on the walls.
4. Mulch should be kept at least 4" away from any wall.
5. Small plants, less than 4 feet, may be planted within the courtyard.
6. The landscape committee has authority on plantings that grow taller than the courtyard wall.
7. Any damage to the irrigation system or structure that these plants may cause is the sole responsibility of the owner/resident. Alterations to the irrigation system other than capping off an existing sprinkler head must be approved by the Board and our irrigation contractor
8. You may elect to accept full responsibility for your courtyard care by attaching a green ribbon to the gate. If you do that. the landscapers will not enter your courtyard.
9. If you do not indicate that you are taking care of it, the landscape personnel will take care of the courtyard to the best of their ability. This includes all decisions regarding the pruning of plantings.

**F. COMMON AREAS**

1. Planting or removing trees, shrubs or sod in the common area require Landscape Committee & Board approval.
2. Replacement of trees and shrubs is at the discretion of the Landscape Committee subject to Board approval.
3. Owner/Resident replacement requires Landscape Committee approval.
4. No reimbursement will be made for owner/resident replaced plants or sod.
5. Painting or staining sidewalk dividers, sidewalks, or driveways is not permitted.

**G. VEHICLES**

1. Each unit owner or occupant must register the vehicles used by the occupants of the unit. This information is to be provided on a form which is available from the Association and is included in the Appendix.
2. A vehicle cannot be parked overnight on the property unless it is registered.
3. Only two (2) vehicles are allowed per unit. NOTE: Vehicles of guests staying less than 2 weeks are exempt from the registration requirement, but must meet other requirements.
4. Commercial vehicles, trucks, pickups, boats, campers, motor homes, or trailers may NOT be parked on the premises overnight unless they are parked in an enclosed garage. They will be towed at owner/resident's expense. These vehicles must be parked elsewhere such as in the secured parking area provided by the MCA.
5. Owners' cars cannot be left on Huntingwood property if their unit is leased or rented.
6. No vehicle may be parked in the open parking areas or carport if it is not in regular use, or if it has an expired license tag or it is not street-worthy.
7. NO vehicle may be parked on the roadways or grass.
8. Parking a vehicle that blocks access to a unit, other than the unit owners vehicle, is prohibited, unless that owner gives permission.

**H. CARPORT & PARKING INFORMATION**

1. Only one parking space per unit is guaranteed, either a carport or a garage. This space is to be used before parking elsewhere in Huntingwood.
2. Carports are for the use of licensed vehicles and golf carts and shall not be used for the storage of anything else. A golf cart may not be stored in any place other than a carport or garage.
3. The carport shall be kept in a neat and orderly condition by the owner at all times.

**I. PETS**

1. Only domestic animals as defined in the Sarasota Code of Ordinances such as dogs, cats, rabbits, birds, etc. are allowed without special prior permission of the Board.
2. Only two animals not exceeding 20 inches in height at the shoulder or a weight not exceeding 45 pounds at maturity are allowed, if approved by the Board.
3. Authorized pets must be kept on a leash whenever they are outside of the unit. Immediate clean-up is required when "walking the dog".
4. Pets whose behavior, in the opinion of the Board, becomes a nuisance may be referred to Sarasota County Animal Control for enforcement action.

**J. GUESTS**

Any guest of an owner or lessee will be considered as an occupant/resident and will be bound by all Huntingwood Condominium Association Rules and Regulations.

**K. GARBAGE & RECYCLING INFORMATION**

1. Garbage and recycling pick-ups are on Mondays.
2. NO garbage is to be put out until after 5:00 PM on Sunday.
3. Garbage and recyclables must be placed in proper containers.
4. Cans and bins should be removed from the curb and stored, as soon as possible, after pickup has been made.
5. Yard waste should be bagged and labeled.
6. If your waste is not picked up, call Waste Management at 941- 493-4100.

**L. POOL**

All users of the pool area are to keep it in a clean and orderly condition. It belongs to the Association and should be respected as a community amenity. Pool rules must be followed. General rules are posted at each pool.

More specific rules follow:

1. There is no lifeguard on duty.
2. The pools and pool areas are for Huntingwood residents and guests only. Residents are responsible for the behavior of their guests and, must inform guests of pool rules.
3. Pool hours are 8:00AM to 10:00PM. Pool Capacity 11.
4. Children under 12 MUST be accompanied by an adult.
5. Incontinent persons including infants and toddlers must wear diapers and plastic pants.
6. Diving, running or unnecessary loud or boisterous noise or behavior creating a nuisance is NOT permitted. Rafts or other inflated or floating equipment may be used if they do not interfere with others.
7. Shower before entering the pool. Before each re-entry shower off suntan lotions, oils, body creams, etc.
8. Food is not permitted in the pool unless authorized by the Association. All beverages must be in unbreakable containers.
9. Animals are not permitted in the pool or on the pool deck.
10. Radios and other audio devices may be used with earphones or at low volume.
11. Smoking is not permitted.
12. Chairs and lounges must be covered with a towel when wearing swimwear.
13. Pool furniture is to be returned to its original location before leaving the pool area and the umbrellas should be closed.
14. In an emergency use the nearest unit landline or cell phone and call 911.

**M. PROHIBITIONS**

The following are not permitted:

1. Garage, rummage, yard, estate, or auction sales.
2. Objectionable noises, or obnoxious behavior or odors which may cause a nuisance to others.
3. Feeding of wildlife, e.g. bird feeders, etc.
4. Climbing of trees which may be a hazard and may damage trees.
5. Nuisance, immoral, or illegal acts.
6. Leaving anything in the common areas which is unsightly or hazardous.
7. Accumulating rubbish or trash in places other than appropriate receptacles. Each unit and the common area shall at all times be kept in a clean and sanitary condition.
8. Allowing any fire or health hazard to exist.
9. Making use of the common elements in such a manner as to abridge the equal rights of other owners to their use and enjoyment.

10. Discharging anything into any street, easement, surface water drain or common area as to harmfully affect any lawns or plants or pollute the Meadows drainage system.
11. Laundry, towels, blankets, drying racks, pool equipment, or other objects that are visible from outside the unit may not be hung or stored on the lanai.

**N. SARASOTA COUNTY FIRE REGULATIONS REGARDING LANAIS AND/OR COURTYARDS**

No gas-fired grill, charcoal grill or other similar devices used for cooking, heating, or any other purposes shall be used within 10 ft. (3m) of any structure. The standard propane tank is 20 pounds. The NFPA prohibits the use or storage of 20-pound containers within residential structures including porches, balconies, breezeways or lanais. Non-compliance with these county regulations causing any damage will be the owner/resident's financial responsibility.

These rules have been revised on the following dates: 3/6/89, 5/5/92, 6/29/93, 12/14/94, 4/12/95, 3/25/96, 11/8/01, 2/14/02, 8/23/2004, 5/13/15 by the Board of Directors of the HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC.



# HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC.

## RULES AND REGULATIONS

For the specific language of the summarized regulations and for additional restrictions relating to the display of signs, use of antennas, structural alterations, painting, decorating, blinds, awnings, draperies, curtains, plantings, lights, etc. see the DECLARATION OF CONDOMINIUM OF HUNTINGWOOD containing Articles of Incorporation, By-laws and Amendments. The MEADOWS BASIC REGULATIONS, which apply to ALL properties in the Meadows is on file with Sarasota County and may be seen at the Meadows Community Association (MCA) office. In addition, The Meadow's "Pride and Preservation" information sheet contains basic rules for all areas of the Meadows. This can also be obtained at the MCA office.

The following rules, regulations and miscellaneous information also contain changes that have previously been approved by various Huntingwood Boards.

1. All **sales** or **leases** must be approved by the Board of Directors or its agent. Application for such approval must be submitted to the Huntingwood Condominium Association, Inc., c/o Progressive Community Management, Inc., 3701 South Osprey Avenue, Sarasota, FL 34239-6848 at least **30 days BEFORE** the intended commencement of a lease term or acceptance of an offer to purchase. An application form (available from PCM) must be accompanied by a non-refundable application fee of \$175.00. Checks are to be made payable to HUNTINGWOOD CONDOMINIUM ASSOCIATION, INC. A background check and a telephone interview will be done. The prospective tenant or purchaser may **NOT** enter into possession of the unit until the Association or its agent has advised the owner of **approval**. Unit owners are responsible for all

than two times in any calendar year. Long-term rentals are permitted. Units are for single-family use **ONLY**. **Subletting is prohibited**.

3. No one shall use the unit for other than residential purposes or make any use of a unit in violation of any laws, ordinances, or regulations of any governmental body.

### CONCERNING VEHICLES AND PARKING:

1. Each unit owner or occupant is required to register the motor vehicles used by the occupants of the unit. This information is to be provided by a form, as promulgated by the Association, and shall include the make, model and year of the vehicle, together with the motor vehicle license tag number. No unit owner or occupant shall be allowed to park their vehicle on the condominium property unless the vehicle is registered with the Association. **NO UNIT OWNER OR OCCUPANT SHALL BE ALLOWED TO REGISTER MORE THAN TWO (2) MOTOR VEHICLES PER UNIT.**

2. Only **one** parking space per unit is guaranteed, either a carport or a garage. This space is to be used **before** parking elsewhere in Huntingwood. Carports are for the use of licensed vehicles only.

3. During the time a unit is leased or occupied by others, the owner shall **NOT** have the right to use common elements or facilities except as a guest of a unit owner or lessee. Owners' cars are **NOT** to be left on Huntingwood property if their unit is leased or rented. Owners' cars **must** be parked elsewhere such as the secured area provided by the MCA. For more information call the MCA at 941-377-2300.

4. **NO** vehicle may be parked in the open parking areas or carport if it is not in regular use, if it has an expired license tag or is not street-worthy. **NO** vehicle may be parked on the roadway or grass.