

**South Gate Village Green VI Condominium Association, Inc.**

**A 55+ Community**

APPLICATION (check one)  RENTAL/LEASE  SALE/PURCHASE

This application must be completed in its entirety and submitted before any contract to purchase is entered into. It is the applicant's responsibility to see that the real estate agent complies with these procedures. All applications MUST include a \$100 application fee per individual (or married couple), payable to **SG Village Green 6**, and a photocopy of Driver's License for all applicants. Please allow fourteen (14) days for approval.

**Unit Address & Unit #** \_\_\_\_\_ **Term of Lease / Closing date** \_\_\_\_\_  
**Owner Name:** \_\_\_\_\_ **Co-Owner:** \_\_\_\_\_  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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 \_\_\_\_\_

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

Name of Landlord/Mortgage: \_\_\_\_\_ Bank (local) \_\_\_\_\_

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

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

Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Pets: (cat, dog, bird) Type: \_\_\_\_\_ Number: \_\_\_\_\_

Vehicle Information:

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

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

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

Names and Ages of additional occupants (55 & over Community) \_\_\_\_\_

I have received and read a copy of all Association's Documents, Rules & Regulations. I understand my responsibilities as an owner/occupant. I agree to abide by the provisions of said documents. 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 that 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: \_\_\_\_\_

Action by Association: Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_ Conditions: \_\_\_\_\_

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

**Return Application and Fee to: Progressive Community Management, Inc.  
3701 South Osprey Avenue  
Sarasota, FL 34239**

# **Southgate Village Green Condominium, Section Six Rental Policy (Effective May 2022)**

There have been many discussions over the years as to whether we should or shouldn't allow units to be rented by an owner. In order to accommodate all the concerns, the VG6 Rental Policy has been updated as follows:

## **Village Green Section Six Rental Policy**

For our purposes the terms rental and leased (or any version of these terms) are considered interchangeable. The following requirements go into effect immediately. All current and future owners are bound to this; no grandfathering or negotiating something different.

A rental unit is defined as ANY unit that is NOT occupied by the owner(s) of record per the County Property Appraisers Office.

If a unit goes into an estate/ inheritance settlement process the successor trustee/ administrator MAY BE given an exception to SOME of these requirements with Board approval.

### **Rental Requirements**

- 1) The Owner/ Heir MUST notify the Board of their intent to rent and receive a written approval from the board prior to entering into any rental agreement.
- 2) ONLY four units can be classified as "rental" at any given time.
- 3) Rental agreement must be for a MINIMUM of ONE YEAR (12 months).
- 4) Only ONE rental agreement may be executed in any given 12-month period.  
If a renter skips out early the unit will remain empty for the remainder of that agreement.
- 5) Unit can only be rented unfurnished.
- 6) Potential renter(s) MUST go through the same application process as a new owner.  
They must file an application with PCM, pay the application fee, pass the background check and be interviewed by the Board or it's appointed committee.
- 7) The renter(s) MUST BE OVER 55 years of age.
- 8) Pets of any type are NOT ALLOWED in rented units.
- 9) The renter(s) are subject to all the HOA rules and regulations.
- 10) The Owner/Heir is responsible for all garden upkeep.
- 11) The Owner/Heir is responsible for all assessment payments.
- 12) The Owner/Heir is responsible for all interior and exterior maintenance of unit.
- 13) The Owner/Heir is responsible for all communication between the renter and/or rental agency.

## SOUTHGATE VILLAGE GREEN CONDOMINIUM SECTION SIX ACKNOWLEDGEMENT OF RESPONSIBILITIES

### HOME OWNER RESPONSIBILITIES

1. **Residential Buildings:** Each homeowner is responsible for all maintenance (interior and exterior) that relates to their villa. This includes windows, doors, roofs, exterior walls, eaves, soffits, stucco, privacy fencing, added parking pads, etc. Paint needed by a homeowner for exterior repairs will be supplied by the Association.
2. **Utilities:** Each homeowner is responsible for all maintenance, repair and/or replacement related to all utilities for their villa. This includes water lines from the villa's water meter and within the villa, waste lines from under villa to the county hookup or junction with another villa, cable lines, telephone lines, electrical wiring, etc. All common areas that are disturbed during a repair process should be returned to original condition.
3. **Grounds:** Each homeowner is responsible for the plantings and garden area under the eaves/around the exterior of their villa. Garden areas can not be extended without a written approval from the Board. Planting of anything in the common area or removal of common area plants requires board approval.
4. **Storage:** Nothing should be stored along the exterior of villa with the exception of covered barbecue grills in the small rear courtyard by a villa's kitchen. If the villa has an open carport nothing should be visible other than garbage cans, recycle bins or a covered grill.
5. **Insurance:** It is recommended that each homeowner have a standard H06 condominium insurance policy in place that insures their personal belongings and all interior finishes.
6. **Prior alterations:** Each new homeowner assumes full responsibility for all renovations or alterations completed by all previous homeowners of the villa. This includes interior and exterior alterations and/or repairs to the villas and additional parking pads.
7. **New Alterations:** All exterior changes or structural changes to a villa must be reviewed and approved by the Board prior to work being started. Plans should be presented in writing and allow time for the board to review, meet if necessary and formally approve the change (assume 30-60 days).
  - a) Garage doors (similar to doors already installed), garage walls, front entry gate or screen door and one additional parking space along side original driveway may be installed with the Board's approval.
  - b) Failure to acquire board approval prior to making any changes could result in the homeowner being responsible for the cost of removing the change and returning the structure or grounds back to their original condition.
8. **Emergency Access:** In case of an emergency the board must be able to gain access to your villa. Failure to provide a key may result in the owner paying for the replacement of a door that was forced open to gain emergency access. A key can be presented to our appointed key master or hidden on your property (as long as the board knows where).

## SOUTHGATE VILLAGE GREEN CONDOMINIUM SECTION SIX ACKNOWLEDGEMENT OF RESPONSIBILITIES

### ASSOCIATION RESPONSIBILITIES:

1. **Residential Buildings:** The Association is responsible for 1) choosing paint color and the painting of the exterior building surfaces once every 6-10 years based on need: 2) cleaning of tile roofs (yearly) and 3) cleaning of original driveways (based on need).
2. **Common Buildings and Structures:** The Association is responsible for all repair and maintenance to structures in the common areas. This includes the pool side Ramada, pump house, sidewalks, pool, pool deck, original driveways, etc.
3. **Utilities:** The Association is responsible for all maintenance, repair and/or replacement related to all utilities used in the common areas.
4. **Grounds:** The Association is responsible for the maintenance of the lawns, plantings and gardens in the common areas. No plantings should be done on common grounds without approval from the board.
5. **Storage:** The Association has a storage closet by the pool for items related to the common grounds (light bulbs, misc tools, etc). Villa owners are not permitted to store personal items in the pool side closet.
6. **Insurance:** The Association maintains a standard condominium hazard insurance policy (fire and wind) on all common areas and structures within the association. The insurance policy does not cover damage related to faulty or over due homeowner maintenance.

### OTHER SERVICES COVERED BY MONTHLY HOMEOWNER FEES

In addition to the painting, roof cleaning, driveway cleaning and maintenance of the common areas mentioned previously, the Association currently provides the following services to homeowners:

1. **Annual Inspection:** The Board performs an annual inspection of residential villas once a year and suggests repairs or maintenance where needed. Refusal on the part of a homeowner to make such repairs or complete such maintenance may result in the Board making the repairs and billing the homeowner for all labor and supplies needed. The Board has the right to file liens against the property for any unpaid billings of this nature.
2. **Pest Control:** Your monthly fee currently includes pest control. On a quarterly basis the exterior perimeter of your villa is sprayed. If a homeowner has a need for spraying indoors, they should contact the association's contracted pest control directly.
3. **Cable TV:** Your monthly fee currently includes an expanded basic cable TV service from our contracted supplier. Anything beyond expanded basic TV is the homeowner's responsibility.
4. **Service Contracts:** A variety of companies provide us services to maintain the common areas. Say hello and ask questions but do not expect them to take directions from you. If you have a problem with one of our service contractors please inform our PCM Property Manager.

## **SOUTHGATE VILLAGE GREEN CONDOMINIUM SECTION SIX KEY RULES AND REGULATION OVERVIEW**

### **KEY RULES AND REGULATIONS**

The following are some key rules and regulation that all homeowners agree to abide by.

1. No signs of any description or nature shall be displayed without written consent of Board.
2. No drying of laundry, swim suits, beach or pool towels on the outside of your villa.
3. No storage of any kind along the exterior walls of your villa or on common grounds.
4. No wires, antennas or satellite dishes can be affixed to any exterior wall of your villa.
5. No bikes, skates, etc are allowed in the inner court or backyard of our senior community.
6. Pets: One pet, dog or indoor cat, up to 35 pounds is permitted per villa. The Board must be informed of existing pets and those seeking to get a pet must request approval from the Board in advance. All usual rules for pets apply: Barking must be controlled. Dogs must be walked on a leash and can not be tied/chained outside a villa at anytime. Droppings are to be picked up and disposed of in the pet owners own trash receptacles.
7. Renting of Villas: Currently villas may be rented with the permission of the Board for a period of ONE YEAR or longer. For additional details and limitations see The VG6 Rental Policy approved May 2022. All potential renters are required to go through the standard Board Approval process which includes an application, payment of related fees and an interview.
8. Streets and Parking:
  - a) Parking on the grass is not permitted.
  - b) Street parking is allowed during the day and evening hours. Please park on only one side of the street. Please direct service people and guests to park on the same side as any other car that is already in the street. The roads must be kept open for emergency vehicles.
  - c) No overnight parking of motorcycles, boats, trucks or commercial vehicles is permitted in driveways or streets. SUV's are considered passenger cars.
  - d) Absolutely no overnight parking of any sort is allowed on the streets. If you have need of additional parking for overnight guests make arrangements with a neighbor.
9. Pool Area:
  - a) Pool use is exclusively for homeowners and their guests. Homeowners must be home when guests use the pool. Guests should be apprised of the rules and are asked to introduce themselves to others in the pool area.
  - b) Children under the age of 14 must be accompanied by an adult in the pool area at all times.
  - c) While not prohibited, the Board recommends never swimming alone.
  - d) Towels should always be place between yourself and the chairs when sunbathing.
  - e) The pool area should be a quiet area for swimming, sunbathing and socializing.
  - f) Feel free to move chairs/tables but they should be returned to home position when leaving.
  - g) Everything you bring to the pool area should return with you to your villa, including trash.
  - h) Only unbreakable dishes and glasses should be used at the pool.
  - i) Loud music and screaming are not permitted.
  - j) Running on the pool deck and diving into the pool are not permitted.
  - k) No ball playing, rafts or diving equipment are allowed in the pool
  - l) No persons who are incontinent may use the pool.

## **SOUTHGATE VILLAGE GREEN CONDOMINIUM SECTION SIX USEFUL INFORMATION FOR CURRENT AND NEW VILLA OWNERS**

**TRASH AND RECYCLE PICKUP:** Sarasota County currently picks up trash, recycle and yard waste on Monday mornings. If at all possible, cans and bins should not be placed curbside until after 6pm on Sunday. When the Independence Day, Labor Day, Christmas Day or New Year's Day holidays fall on a Monday trash pickup will be Tuesday morning. To obtain a recycling bin, contact Waste Management at 941-493-4100. Visit the following website for more information.

<https://www.scgov.net/government/public-utilities-water/solid-waste/trash-and-recycling>

**LAWN CARE:** The grass is cut every Tuesday by Greenway Lawn Services.

**BUSH AND GARDEN TRIMMING:** Some owners like to maintain their bushes and gardens themselves and others prefer to hire someone. While who you use to maintain your garden area is your choice, many of your neighbors use Greenway Lawn Services (Gary Helmuth). If you'd like to hire Gary's crew to do your trimming, please contact him directly at 941-232-9679 or tracking him down when they are in the area. He does not send invoices and will not trim unless you are paid up - - so be sure to get a copy of his payment schedule.

**ROOF CLEANING:** Roof and driveway cleaning usually happens around November. An email notification will go out in advance to remind owners that they may need to move cars while the contractor is working in their area. Those who have added additional parking pads alongside their driveways are responsible for having them cleaned. Please make arrangements with the contractor directly to have this done.

**IRRIGATION:** The association maintains the sprinkler system that currently runs on Monday, Thursday and Saturday nights from about 9:00 PM – 7:00 AM. If you notice any malfunctioning sprinklers around your villa, please alert our PCM Property Manager.

**EXTERIOR PAINT:** If you are having exterior repairs being done to your villa and need exterior paint please contact a board member. We maintain a supply of exterior paint to be used when needed by home owners.

**INSURANCE:** If you need to file a claim for fire or wind damage, please contact our property manager at PCM. They will initiate a claim with our insurance company or direct you to the appropriate contacts. The number for PCM is 941-921-5393.

**PEST CONTROL:** Exterior spraying for pests happens quarterly. If you need to spray the inside of your villa you will need to contact the Pest Control company to schedule an appointment.

**CABLE:** The association currently has a contract with Comcast for cable TV services. The contract provides an expanded basic cable service for each villa. If you want additional services you need to contact Comcast directly at 1-855-718-0392. All additional services will be billed to you.

**ELECTRIC:** Each unit has its own electric supply and meter. Household electricity is provided by Florida Power and Light. The number for FPL is 800-226-3545. Link to FPL: <https://www.fpl.com/account/moving.html>

**WATER:** Each unit has its own water supply, sewer lines and water meter. The number for Pluris is 888-758-7471. Link to Pluris: <https://www.plurisusa.com/customer-support/how-to-sign-up>

**PRIVATE OUTDOOR SPACE:** This is a condominium and, as such, all space outside of the basic villa foot print is considered common space. In order to accommodate these requests an Outdoor Living Space Policy was implemented in January 2020. The only thing allowed is a small, under the eaves area that would fit a small table and two chairs. For a copy of the policy and to understand the approval process please contact our PCM Property Manager.

**SOLAR PANELS:** Solar panel installation must be preapproved and is defined via the VG6 Solar Panel Policy the was implemented in October 2019. For a copy of the policy and approval request form please contact our PCM Property Manager.

**HURRICANE PREPAREDNESS:** If you are a snowbird please remove all loose decorative items from the exterior of your home and entryway before you head north for the summer. If you have an open carport you should also secure trash cans and recycle bins. Barbecue grills and covers should also be secured. If a named storm is in the area a homeowner may install storm shutter no more than 5 days before the storms predicted arrive. Shutters should be removed 3-5 days after the storm has passed.

**BOARD MEETINGS:** The board meets monthly (except during the summer). Villa owners are always welcome to attend the meetings. Our annual meeting is held in February and all homeowners are encouraged to attend. Minutes and financials are emailed to homeowners once approved. Meeting notice and agenda is posted on bulletin board at the Pool Ramada in advance of the next meeting. If you are interested in becoming a board member please let us know. New insights and thoughts are always welcome.

**SOUTHGATE VILLAGE GREEN CONDOMINIUM SECTION SIX**

**RESPONSIBILITIES, RULES AND REGULATIONS SUMMARY**

I have received, read and discussed the rules, regulations, bylaws and information sheet as presented for Village Green Section Six. I agree to abide by them.

I understand that these rules, regulations and bylaws are a summarized version of the homeowner documentation and that the full set of documents and amendments may provide more detail.

I understand that, if not received or lost, I can request a full set of documents from the Association's Property Management Company.

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Signature of Buyer/Occupant

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Signature of Buyer/Occupant

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Date

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Board Member(s)

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Date