

SANDY COVE 3 ASSOCIATION INC.

LEASE/RENT APPLICATION 30 DAY MINIMUM

UNIT ADDRESS/UNIT # _____ POSSESSION DATE: _____ DEPARTURE DATE _____

LESSEE/RENTER INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

Driver's Licenses or ID: _____ Date of Birth: _____

Name of Employer (if any): _____

Address of Employer: _____

Previous Residence: _____ Length of Time: _____

Bank References (pref. Local): _____

References: (Other than family or real estate agents – pref. Local):

1. Previous landlord or mortgagor: _____ Phone: _____

2. _____ Phone: _____

Motor Vehicle: Make: _____ Year: _____ License No: _____

Name of Real Estate Company/ Agency (if any): _____

Contact Person: _____ Phone: _____

Names of additional persons to occupy premises: (give ages if under 18):

Pets: () None () Cat () Dog Breed _____

I HAVE READ AND AGREE TO ABIDE BY THE ASSOCIATION'S DECLARATION OF CONDOMINIUM, BYLAWS AND RULES AND REGULATIONS.

Date: _____

Signature of Applicant

Phone: _____ Date: _____

Witness

OWNER(S) STATEMENT:

Name: _____

Home Address: _____ Phone: _____

Signature of
Owner

ACTION OF BOARD OF DIRECTORS:

APPROVED () DENIED () DATE: _____

Director's Signature/Title

Return to: Progressive Community Management, 3701 South Osprey Avenue, Sarasota, FL 34239

A \$100.00 PROCESSING FEE, PAYABLE TO SANDY COVE 3 MUST ACCOMPANY THIS APPLICATION. (50.00 IF RECEIVED BEFORE OCCUPANCY) REFUNDED IF DENIED. NO CHARGE FOR EXTENSION OR RENEWAL OF LEASE, BUT PRIOR APPROVAL REQUIRED.

RULES AND REGULATIONS

1. SALE OR RENTAL OF UNITS: Pursuant to Article 11.3 of the Declaration of Condominium, any sale or lease of a unit must have approval of the Association. Prior to approval of the application, the prospective owner or renter should be interviewed by a Board member. For purposes of these regulations, any occupancy of a unit during the absence of the owner, other than by members of the immediate family, is considered to be a rental, thereby requiring approval. The Association will not approve occupancy of a one bedroom apartment by groups of more than three (3) persons; or of a two bedroom apartment by more than four (4) persons. The Minimum time frame for a rental of a unit in Sandy Cove 3 is one month (30 days); maximum lease is for 12 months (one year). The Sandy Cove 3 Association reserves the right to refuse approval of a purchase or rental for anyone who has previously been in violation of the Rules and Regulations of Sandy Cove 3.
2. AUTOMOBILE PARKING: Each unit has been allocated one (1) parking space for the exclusive use of the occupant of that unit. Assigned spaces may be changed only with prior approval of the Association. Visitors and additional automobiles owned by the occupants of a unit will park in the visitor parking areas. Owners' cars should display a Sandy Cove 3 decal. Visitors' cars must display a visitor permit on the dashboard.
3. BICYCLES: Bicycle riding will be confined exclusively to the paved road surfaces. Bicycles will be walked, not ridden, over grass and gravel surfaces. Bicycles are to be stored in racks under the stairs.
4. TRUCKS AND TRAILERS: Trucks, trailers, busses and other large vehicle will not be parked on the Condominium's premises. Small trucks and vans may be parked in the assigned parking spaces if they are used primarily for personal transportation and occupy only one space. Trucks and vans may be parked overnight in the visitor parking areas only with prior permission of the Association. No motorcycles allowed at any time.
5. SANDY COVE 3 POOL: The pool at Sandy Cove 3 is to be used only by occupants of Sandy Cove 3. See Pool Rules attached.
6. PETS: Owners of units are permitted cats and dogs within individual units. Dogs and cats must be on a leash when on Condominium property and owners must pick up after them. No pets are permitted on the beach nor are pets allowed within the Club House.
7. ACCESS TO INDIVIDUAL UNITS: With advance notice (except in emergencies) the Association or its agent shall have the right to enter a unit at any reasonable time for the purpose of maintenance, inspection, repair or replacement of the improvements within the unit or the common elements therein or accessible there from, or to determine compliance with the Condominium Act, the Declaration, the By-Laws and Rules and Regulations of the Association. Management must be provided with keys to every unit for this purpose.
8. EXTERIOR OF BUILDINGS: No radio or television antenna or wiring or decoration of any kind may be installed on the exterior of a building without consent of the Association. Balconies, terraces and common areas may not be

used for hanging garments, towels, for storage, rug cleaning, etc. Porch or balcony furniture visible from the outside shall be compatible with the appearance of Sandy Cove.

9. COMMON AREAS: Nothing in the common areas around the buildings may be taken from, added to or changed in any way without approval of the Board. The stairwells of the buildings will not be used for storage, except for bicycles in the racks provided for that purpose. The common areas may not be used for hanging garments, towels, or for storage, rug cleaning or similar activities.
10. LAUNDRY AREA: For residents' convenience, a laundry area is provided in the North building. Users must keep the equipment clean, the light must be shut off, and doors closed each time the area is vacated.
11. BALCONIES AND TERRACES: Although designated for use only by residents of the units to which they are attached, balconies and terraces are part of the common areas and subject to Condominium regulations. Prohibition of storage, hanging laundry, etc. in the common areas applies equally to balconies and terraces. Second floor residents should seek approval of residents below them before cleaning or hosing balconies. Plant watering should be carefully done so no water overflows to the terrace below. The Association reserves the right to require the removal of any terrace or balcony furniture or decoration visible from the outside which is incompatible with the appearance of Sandy Cove 3.
12. ADDITIONS AND ALTERATIONS TO UNITS: All additions, alterations and structural repairs, except for the interior of units, are the responsibility of the Association. No work of any kind is to be done upon the exterior building walls, interior boundary walls, balconies or terraces without the specific approval of the Association.
13. TRASH: All units will use the dumpster near the entrance. All recyclable materials should be placed in the carts provided. Please help to keep the property clean.
14. VISITORS: Visitors must be accompanied by their hosts when using the common areas. House guests staying overnight may use the common areas unaccompanied by their hosts if the Association has been notified of their identity.
15. PLAY AREA: The lawn area between the Clubhouse and the seawall maybe used as a play area for authorized children and their guests as long as it does not damage the grass or interfere with the enjoyment of the area by others. Playing ball will not be permitted on the Condominium property except in this area.
16. ACCESS TO GULF: Present and future owners, tenants, occupants and guests at Sandy Cove 2, 3 and 4 may use the Sandy Cove beach area only seaward of the mean high water line. The location of the mean high water line has been fixed pursuant to an agreement between the Associations and is monumented at several points on the beach. Sandy Cove 2, 3 and 4 have an easement solely for the purpose of pedestrian access to the beach area seaward of the mean high water line. This access easement is 4' wide and runs parallel and immediately adjacent to the edge of the pier from the mean high water line to an approximate point where the sand becomes level with the cap of the pier. The obstruction or placement of any object or article on said easement, even temporarily, is prohibited.

Unless otherwise agreed in writing, no owner, tenant, occupant or guest at any of the Associations has the right to use the common elements of any other Association including, but not limited to, the swimming pools, etc., of the Associations.

Please respect the rights of your neighbors and do not use the beach area or common elements except in the manner outlined above.

17. CLUBHOUSE RULES: Rules governing the use of the Clubhouse are attached hereto and will be posted on the Bulletin Board of the Clubhouse.
18. NOISE: No loud noise from radios, stereos, TVs, parties, jumping, yelling, screaming, hammering, etc. after ten (10:00) P.M. is permitted.
19. OWNERS OF RENTAL UNITS: The Association's Regulations and Pool Rules must be posted conspicuously within the unit,
20. CONTRACTORS AND OTHER WORKERS: Contractors and other workers hired by individual owners are allowed to work on Sandy Cove premises from 8:00AM to 5:00PM Monday through Friday and 8:00AM to 12:00 (Noon) on Saturdays. No work is allowed on premises on Sundays.
21. ANTENNAS/WIRING/OTHER APPURTENANCES: No permanent antennas, appurtenances or wiring that is readily visible from common areas may be installed on the exterior of Sandy Cove 3 buildings.
22. MAINTENANCE: Maintenance of the interior in each unit is the responsibility of the owner. The Association is responsible for exterior maintenance of the original structure except for windows, doors, sliders and screens. No work of any kind is to be done to the exterior building walls, windows, doors, sliders, screens or roof without the written approval of the Board of Directors.
23. MEETING NOTICES AND AGENDAS: Board, Committee and Annual Meeting notices and agendas will be posted according to Florida Statute §718. All notices shall be posted on the Bulletin Board located in the walkway between Units 119 and 120 in the South Building.
24. NOTIFICATION OF MEETINGS: All owners shall receive written notice at least fourteen (14) days prior to any meeting for non-emergency special assessments or for any amendments to the rules regarding unit use or for any other Association rule to be proposed, discussed or approved.
25. UNIT OWNER PARTICIPATION AT MEETINGS: Every unit owner shall have the right to attend and participate in Board of Directors and Committee meetings. Participation will be subject to the following rules:

The Chairperson of the meeting shall give the floor to any Unit Owner desiring to speak: following the calling of the agenda item, after the motion is made and seconded by the Board or Committee and prior to the discussion and vote of the Board or Committee. Statements by Unit Owners at meetings shall be restricted solely to agenda items. No other statements shall be permitted except as may be authorized by the Chairperson of the Board or Committee. A Unit Owner wishing to speak must first raise his or her hand and wait to be recognized by the Chair. The Unit Owner may speak only once for not more than three (3) minutes on each agenda item. While a Unit Owner is speaking, he or she must address only the Chair. After each owner has had an opportunity to speak, the Chairperson shall

announce that owner's statements are concluded thereby ending Unit Owner participation on that agenda item. Unit Owners may not make or second motions, may not participate in discussions after owner participation is concluded, and may not vote.

The Chairperson may, if he or she feels it in the best interest of the Association, ask if there is any objection and hearing none, permit a Unit Owner to speak for longer than three (3) minutes or to speak again on the same agenda item. The objection, if any, would be that of any Board member only and if there is an objection, then the Chair would call for a vote of the Board. The Chairperson will have the sole authority and the responsibility to see that all Unit Owner participation is relevant to the agenda item.

UNIT OWNER MEETINGS

Unit Owner Meetings Defined

Meetings of the Unit Owners is defined as a quorum of Unit Owners gathered to discuss official Association business.

Unit Owner Participation at Meetings

Unit Owners shall have the right to attend and speak at meetings subject to the rules stated in Item 22.

ROBERTS RULES OF ORDER (LATEST EDITION)

Roberts Rules of Order (latest edition) shall govern the conduct of the Association meetings when not in conflict with the Declaration of Condominium, the Articles of Incorporation or Bylaws.

TAPE RECORDING OR VIDEOTAPING OF BOARD, COMMITTEE AND UNIT OWNER MEETINGS.

Any Unit Owner may tape record or videotape a Board, Committee or Unit Owner Meeting subject to the following rules:

Any audio or video equipment must be assembled and placed not less than 15 minutes prior to the scheduled time of the meeting unless the equipment is hand held. The meeting Chairperson may direct the location to be used for this purpose which shall allow for the effective recording by the Unit Owner with minimal distraction to attendees. No equipment shall produce distracting sound or light emissions. No one may move about the meeting room to facilitate the recording.

Anyone wishing to record a meeting must give not less the three (3) days advance written notice to the Board of Directors, C/O Progressive Community Management 3701 South Osprey Avenue, Sarasota, FL 34239. Any unit owner who records a meeting does so with the understanding they must make an unedited copy of their audio or video tape at his expense available to the Association within thirty (30) days after the meeting.

ENFORCEMENT OF MEETING RULES

Any person not authorized by law to attend a meeting shall be prohibited from same. At the sole discretion of the Chairperson any Unit Owner who fails to comply with these rules shall be subject to removal. The Chairperson shall give any non-complying person one warning

regarding removal and thereafter may call for immediate removal of that person and any of his equipment. The Chairperson of the meeting may appoint a Sergeant of arms either to remove the unauthorized person or to contact a law enforcement representative to remove such person. The Board of Directors may take whatever action is appropriate by law against any person who fails to comply with these rules.

26. Storm shutters may be installed by the owner after written notice to the Board of Directors. Shutter Specifications are available, as approved by the Board and available upon request.
27. Question and Answer sheets as prescribed by Florida Statute §718 are available to any prospective buyer and are included with the sale of all Sandy Cove 3 documents. Copies of documents will be kept on the Sandy Cove 3 property by the President of the Board.
28. The official Association records available for inspection and copying are those designated by the Florida Condominium Act, as amended from time to time. The records shall be kept at the offices of ProgressiveCommunityManagement(PCM), 3701 South Osprey Avenue, Sarasota FL 34239. Every Unit Owner or the unit owner's authorized representative, as designated in writing, shall have the right to inspect or copy the official records pursuant to the following rules:
 29. A unit Owner desiring to inspect the Associations' records shall submit a written request to the Association, c/o Progressive Community Management, 3701 South Osprey Avenue, Sarasota, Fl. 34239. If by authorized representative, then the request must include the properly executed authorization. The request must specify the particular record subject to inspection including pertinent dates or time periods and shall state whether the request is for inspection or a photocopy. The request must be sufficiently detailed to allow the Association to retrieve the specific records requested.
 2. The request may indicate a date and time preferable to the Unit Owner for such inspection.
 3. Inspection or copying of records shall be limited to those Records specifically requested in advance, in writing.
 4. No Unit Owner may submit more than one request for inspection or copying of the same record in a ninety (90) day period.
 5. No owner may submit more than one request per month.
 6. No owner may request the inspection of more than twenty (20) records at any one time, nor shall the Association be required to produce records for inspection exceeding 100 pages at one time. If the owner's request exceeds either of these limitations, the Association shall provide records for inspection in the order requested by the owner up to the limiting factor, and the owner shall be notified that the other records will be made available for inspection at another inspection session upon receipt of another written request of the owner.
 7. All inspection of records shall be conducted at the Association's office, Progressive Community Management, 3701 South Osprey Avenue, Sarasota FL 34239. Or at such other location designated by the Agent. No Unit Owner shall remove original records from the location of inspection. No alteration of the original records shall be allowed.

8. Records shall be made available for inspection by PCM on or before the fifth working day subsequent to actual receipt of the written request for inspection. This time frame may be extended by written request of the Unit Owner. In addition, this time frame shall be extended in the event records are so sizable or otherwise in such condition as to render this time frame unreasonable. PCM shall notify the Unit Owner by telephone, in person, or in writing that the records are available and the time, date and place for such inspection.
9. In the event that the Unit Owner does not attend the scheduled date and time for the inspection of the association's records, the Association shall be under no further obligation pursuant to §71B.11(12Xc), F.S. to make the Association's records available for inspection pursuant to the written request referred to in paragraph 1 above.
10. Inspections shall be made only between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday for a period of time not to exceed two (2) hours or as otherwise designated by PCM.
11. If a Unit Owner desires a copy of any record, he will submit the request in writing. Copies shall be available within five (5) working days from receipt of request.
12. A Unit Owner shall pay twenty five cents per page for regular or legal sized photocopies, payable in cash or by personal check, at the time the copies are delivered; however, payment in advance of copying may be required at the Agent's discretion.
13. No written request for inspection or copying shall be made in order to harass any Unit Owner, resident or Association agent, officer, director or employee.
14. All persons inspecting or requesting copies of records shall not interfere with the operation of the PCM office. PCM shall assign one staff person to assist in the inspection.

These Rules & Regulations have been adopted by the Board of Sandy Cove 3 as provided in the Declaration of Condominium. They are obligatory upon all owners and carry penalties for non-compliance.