

SANDRINGHAM PLACE HOMEOWNERS ASSOCIATION, INC.

APPLICATION (Please circle one) RENTAL/LEASE SALE/PURCHASE

Units can only be rented one time per year (3 months to 12 months) ONE TIME PER YEAR

Each application must be completed in its entirety. An incomplete application will not be considered for lease. A copy of the lease or sales agreement must be attached to the application. A \$100.00 NON-REFUNDABLE fee, payable to the Association must be attached to each application submitted for approval. **If unmarried and if cohabitation \$100.00 per adult.** If more than two adults, please use another application form and provide \$100.00 per person. **MUST PRINT AND BE LEGIBLE.** A minimum of 15 days is required for lease approval; 30 days for purchase applications is required for approvals. **PLEASE DO NOT LEAVE ANY LINES BLANK.**

Date of Application Submission: _____
Unit Address: _____ Term of Lease / Closing date: _____
Name (Print): _____ Spouse (Print): _____
Social Security #: _____ DOB: _____ Social Security #: _____ DOB: _____
Email Address: _____ Email Address: _____
Driver's License #: _____ Driver's License #: _____
Present Address: _____ City/State: _____ Zip: _____
Primary Mailing Address: _____ City/State: _____ Zip: _____
Primary Phone Number: _____ Cell Phone Number: _____
Employer: _____ Phone #: _____ Employer: _____ Phone #: _____
Real Estate Agent: _____ Phone: _____ E-mail: _____
Pets (cat, dog, bird): _____ Type: _____ Number: _____ (Only one (1) dog or cat allowed per unit)
Vehicle Information: _____ Make: _____ Model: _____ Year: _____ State: _____ License # _____
Vehicle Information: _____ Make: _____ Model: _____ Year: _____ State: _____ License # _____
Emergency Contact Person: _____ Phone: _____

Names of additional persons to Occupy Premises (give ages if under 18):

Name: _____ Age: _____
Name: _____ Age: _____

I have received and read a copy of all Association's Documents, Rules & Regulations, and Guidelines for Purchase or Lease of Property. I understand my responsibilities as an owner, renter, and/or occupant. I agree to abide by the provisions of said documents.

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 that the information provided by me (us) is found to be misleading or false, my acceptance for this lease whether determination is made before or after my date of 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 The Association, Inc.

Signature: _____ Date: _____ Signature: _____ Date: _____
Owner Name: _____ Co Owner: _____
Address: _____ Phone: _____

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
941-921-5393

Sandringham Place HOA
Guidelines
Approved by the Board of Directors, April 17, 2017

It is the responsibility of the property owner to provide these guidelines and perhaps the full documents to their real estate or leasing agent immediately upon or before signing any agreement to list or lease. It is the responsibility of the property owner to provide this Guideline to all Tenants prior to occupancy. The latest edition of this Guideline may be obtained from the Property Manager.

The Property Manager for Sandringham Place Homeowners Association is

Progressive Community Management, Inc., 3701 S. Osprey Ave., Sarasota, FL. 34239

(941)921-5393

Note: This guideline is not the Legal Document but rather an abbreviated Guideline capturing the key points of the Sandringham Place HOA Deed Restrictions.

A copy of the Official Documents of the Sandringham Place HOA may be requested from the Property Manager or downloaded at:

<https://www.dropbox.com/s/s5cjw4k4rotxxat/Sandringham%20Place%20HOA%20Documents%2C%20Recorded%20March%2014%2C%202017.pdf?dl=0>

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Real Estate Agent Focused for Selling and Buying Homes

It is the responsibility of the property owner to provide these guidelines and perhaps the full documents to their real estate or leasing agent immediately upon or before signing any agreement to list or lease.

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Article 10 of the Declaration of Restrictions covers Sale & Transfer of Homes

Article 10.3 states the approval of the Sandringham Place Homeowners Association is required for a sale or transfer

Required submissions for approval by the HOA:

1. *Name and address of intended purchaser/s – Sandringham Place form for HOA approval required*
 2. *Copy of purchase contract*
 3. *\$_____ fee for HOA obtaining credit history, criminal background investigation, past residency or employment verification, personal references for purchaser and all proposed occupants*
1. Sandringham Place Form for Homeowner Board approval **must be filled out completely, no lines left blank.** Form available from Sandringham Place HOA Property Manager, Steven B. Chernick, CAM
Progressive Community Management, Inc., 3701 S. Osprey Ave. Sarasota, FL 34239 (941) 921-5393 Ext. 133
FAX (941) 923-7000 schernick@pcmfla.com
Include \$_____ Application fee check payable to Sandringham Place HOA.
 2. Information provided must be accurate. For example, all occupants' legal names, all cars & their license plates of the people who are going to be at the home must be listed. *Occupant is defined in HOA documents as anyone who is physically present in the house for more than seven (7) consecutive days.*

Within thirty (30) days after receipt of required information, the Board of Directors will either approve or disapprove the proposed transaction

The Sandringham Place HOA provides certain home exterior maintenance such as power washing driveways & sidewalks, periodic power washing of roof tiles and of stucco, periodic painting of houses and quarterly gutter cleaning. The HOA provides all landscape maintenance which includes mowing, fertilizing, insect & disease control, tree pruning, replacement of sod, mulching and irrigation. The HOA does NOT replace landscape plantings at the homes. There are restrictions on what a homeowner can plant and application to the Board to remove and replace plantings is required. The HOA is responsible for all the common property which is defined in Declarations in Article 6. Therefore the quarterly HOA fee reflects this cost and should not be directly compared to properties not providing similar services.

The current Sandringham Place HOA quarterly fee is \$_____ and like all costs these may rise to reflect increased costs of providing similar services to maintain the condition, quality and character of the association. Real Estate agents are advised not to use terms like "Maintenance Free" but rather detail what is provided and what is not provided.

See Page 4 for details of Use Restrictions.

Contact Property Manager for current exact quarterly fee to Sandringham Place HOA.

SANDRINGHAM PLACE HOA GUIDELINES FOR LEASING A PROPERTY

Article 10.5 of the Declarations of Sandringham Place covers Leasing of a Home

Only entire Homes may be leased. No home shall be leased without the written consent of the Board of Directors. The Board requires a background check for each person who will be occupying the house. The Board has adopted an application form for leasing that must be used and a copy of the Lease is to be provided.

- **The owner is only permitted to lease or provide access and use of their property for a period no less than 3 months and no more than once in any calendar year.**
- The required application form for approval of a lease is available from the Property Manager's office at Progressive Community Management, Inc., Steve Chernick, Manager, 941-921-5393, Ext. 133 or schernick@pcmfla.com
- Application form must be filled in completely, **no lines left blank**, with current, accurate information; all occupants and their vehicles must be listed. Occupant is defined in the HOA documents as anyone who is physically present in the home for more than seven (7) consecutive days.
- **Include \$100 Application fee check payable to Sandringham Place HOA.**
- The application form must be approved by the Sandringham Place HOA Board **prior** to the lease being finalized. Approval of the proposed tenant/s will be delivered in writing within fifteen (15) calendar days after the Board receives a **complete** application and the application fee.
- All tenants must observe the Restrictions Upon Use in Article 8 of the Deed Restrictions including the following:
 1. Paint or otherwise change the appearance of any exterior wall, door, window, patio, screened terrace or any exterior surface
 2. Place any sunscreen, blind or awning on any exterior surface or opening
 3. Place any draperies or curtains at the windows without a solid, light colored liner facing the exterior of the unit
 4. Tint, color or otherwise treat or apply anything to any window which would adversely affect the uniform exterior appearance of the units in the opinion of the Board
 5. Cause or permit loud and objectionable noises or obnoxious odors to emanate from the property which might cause a nuisance to the occupants of other properties in the sole opinion of the Board.
 6. Use the property for other than residential purposes, or make use of the property in any way that violates any laws, ordinances or regulations of any governmental body.
 7. Allow any rubbish, refuse, garage or trash to accumulate on the property
 8. Do not place garbage and recycle bins outside the garage until the evening before pick up; return them to inside the garage the same day as collection.
 9. No overnight onstreet parking. No overnight parking, including driveway, of truck vehicle, camper, boat or similar.
 10. Only a single dog or cat is permitted and must always be leashed and tended by a responsible person when outside a house.

Note: This guideline is not the Legal Document but rather an abbreviated Guideline capturing the key points of the Sandringham Place HOA Deed Restrictions.

SANDRINGHAM PLACE HOMEOWNERS' GUIDELINES

Note: This guideline is not the Legal Document but rather an abbreviated Guideline capturing the key points of the Sandringham Place HOA Deed Restrictions.

A. Article 6.4 of the Declaration of Restrictions states with the exception of the Sandringham Place Homeowners Association's responsibilities listed in Article 6.5, each owner of a single family home shall be responsible for maintaining, repairing, and replacing the entirety of the Home.

This includes the total exterior structure of the house; roof, windows, doors, driveway, walks, patios, lanais, pools, pool cages, outside wood trim including fascia, landscape plant replacement and total interior of the home.

1. Houses with pools shall consider the pool and related machinery and all screen cages the sole responsibility of the house owner.
2. Each owner shall maintain, repair or replace all improvements such as screens, windows, sliding glass doors, etc.
3. Each homeowner will secure and maintain their own property, casualty and liability insurance and their own flood and wind insurance, if desired, or required. The Sandringham Place HOA documents require that each homeowner maintain homeowner's **casualty insurance on their property, whether or not they have a mortgage.**

B. Article 6.5 of the Declarations states the Exterior Maintenance responsibilities of the HOA.

1. Exterior painting of the house – the HOA will maintain a schedule for touch up as well as whole house painting
2. Pressure washing of the home – this includes the roof and exterior surfaces of the home per a schedule. The sidewalks outside a home will also be pressure washed per a schedule
3. Gutter cleaning per a schedule, but each Owner is responsible for the repair and replacement of the gutters
4. Landscaping of the home — The HOA is responsible for maintaining* all landscape and grassed areas of each home. This includes mowing, fertilizing, pruning, mulching, controlling disease and insects and trimming of landscaping, including trees, and the replacement of sod.
5. *Section 6.5.4 of the full documents state that the Owners are responsible for the replacement of landscaping including plants, bushes, trees etc. other than sod. Homeowners must submit a detailed plan for approval by the Board before any landscape material is replaced.
6. Maintenance of Underground Drains – this responsibility is for drains the HOA has installed
7. Irrigation – the HOA provides irrigation water and maintains a supporting infrastructure to bring irrigation water to each Home.
8. Mailboxes – HOA is responsible for maintaining, repairing and replacing all mailboxes
9. Preserve Areas – Designated Preserve Areas exist on certain lots as depicted on the Plat. These Preserve Areas may not be used by the Homeowner for any purpose and may not be cleared by the Homeowner. The Preserve Areas will be maintained by the HOA.

C. Article 6.1 of the Declaration identifies the Common Area of Sandringham Place as shown on the Plat

This Common Area consisting of entry way, entry walls & landscaping, roads, street lights, street sidewalks, Gazebo & landscaped area & walkways are all owned, maintained and replaced as needed by the HOA as a common expense to the Homeowners.

The lakes, ponds, and canals are NOT part of Sandringham Place HOA responsibility or property.

SANDRINGHAM PLACE HOA “USE Restrictions” for Homeowners, Guests, & Tenants

It is the responsibility of the property owner to provide these guidelines to any tenant or guest residing in their house.

Note: This guideline is not the Legal Document but rather an abbreviated Guideline capturing the key points of the Sandringham Place Declaration of Restrictions.

Stated in Article 8 of the Sandringham Declaration, no owner, tenant or other occupant of a home shall:

1. Paint or otherwise change the appearance of any exterior wall, door, window, patio, screened terrace or any exterior surface
2. Place any sunscreen, blind or awning on any exterior surface or opening
3. Place any draperies or curtains or window treatment at the windows without a solid, light colored liner facing the exterior of the unit
4. Tint, color or otherwise treat or apply anything to any window which would adversely affect the uniform exterior appearance of the dwelling
5. Cause or permit loud and objectionable noises or obnoxious odors to emanate from the property which might cause a nuisance to the occupants of other properties in the sole opinion of the Board.
6. Use the property for other than residential purposes, or make use of the property in any way that violates any laws, ordinances or regulations of any governmental body.
7. Discharge any saline or other regenerating solution from water softening equipment or any other chemicals into any street, easement, surface water drain, or portion of the HOA property so as to harmfully affect any landscaping or plant or pollute The Meadows drainage system.
8. Allow any rubbish, refuse, garbage or trash to accumulate on the property in an unsightly manner or fail to keep the Home in a clean and sanitary condition at all times.
9. Fail to return garbage and recycle bins etc. to inside the garage the same day as collection nor fail to place them outside the garage until the evening before pickup
10. Allow any fire or health hazard to exist
11. Park overnight any commercial vehicle, truck, pick-up truck (other than in an enclosed garage), camper, boat, trailer, motor home, etc. in any driveway or other parking area. Golf carts must be parked inside garage.
12. The owner may NOT do anything that will raise the insurance cost of the HOA.
13. Allow any animals to be kept other than customary family pets such as one dog or cat, caged birds and small marine animals in aquariums, all of which shall be kept in conformity with rules and regulations promulgated by the Board of Directors. In the event any animal becomes a nuisance to other owners in the sole opinion of the Board, such animal shall be removed from the property immediately. Any pet may not be outside the home unless on a leash and animal waste must be picked up from any property.
14. Erect, construct or maintain any wire, antennas, garbage or refuse receptacles, or other equipment or structures including tool shed/barns, fences on home and/or any other portion of HOA property.
15. Obstruct the common way of ingress and egress to other Homes or the Association Property.
16. Interfere with the use of another home by the owner or occupant thereof, or make use of any part of HOA property in such a manner as to abridge the equal rights of the other owners.
17. Lease any home for less than 3 months or more than once time per year.

Note: Article 4 in the official documents deals extensively with Architectural and Aesthetic Control.

There are other items in the legal document. This is a summary.