

# COURTYARD VILLAS AT CENTER GATE CONDOMINIUM ASSOCIATION, INC.

## APPLICATION FOR 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 \$150.00 application fee per individual (or married couple), payable to **Courtyard Villas**, copy of sales agreement and a photocopy of Driver's License for all applicants. Please allow fourteen (14) days for approval.

Unit Address & Unit # \_\_\_\_\_ 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 if renting: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

Other Occupants who will reside in this unit:

\_\_\_\_\_

**All additional occupants over 18 years of age must complete an application and include a \$150 application fee.**

Real 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: \_\_\_\_\_

---

### 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.

I (we) am aware of and agree to abide by the Condominium Rules and Regulations, and any other promulgated Rules and Regulations in effect within the terms of my (our) occupancy.

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**

**COURTYARD VILLAS AT CENTER GATE  
CONDOMINIUM ASSOCIATION, INC.  
RULES AND REGULATIONS**

(Approved by the Board of Directors in July 2002)  
(Revised Edition)

All references to the "Board" refers to the Board of Directors.

**GENERAL TOPICS**

1. Reasonable rules and regulations regarding the use of the villas, common elements and other property in the condominium complex may be recommended or amended from time to time by the Rules and Regulations Committee, and approved and enforced by the Board of Directors. A copy of such regulations and amendments shall be furnished by the Association to all villa owners. Owners shall be responsible for furnishing copies to other residents or tenants.

2. The Owners, tenants and occupants of the units shall agree to all documents prior to purchase, i.e., the Articles of Incorporation, Bylaws, and Declaration of Condominium, and also the Rules and Regulations published by the Board of Directors concerning occupancy and the use of the condominium and common areas and elements. Owners, tenants and guests **shall comply** with all of these rules. Tenants and guests who persistently violate these restrictions and regulations, may at the direction of the Board of Directors, be required to leave the condominium property and the owner of such villa being occupied by such guest or tenant shall be held responsible for any damage to the common elements committed by such guest or tenant.

3. A unit owner intending to make a bona fide sale of his unit or any interest therein shall give the Association, notice of such intention, along with the name and address of the intended purchaser and such other information as the association may reasonably require on forms which the association shall provide for that purpose.

4. All applications for purchase or lease of a unit must be submitted to the management company for approval by the Board of Directors prior to the occupancy of the unit by the purchaser or lessee.

5. Each tenant's lease shall contain reference to these Rules and Regulations. A violation of which shall constitute a breach of the lease. Leases, which must be submitted to the Board of Directors for approval, shall provide for a minimum term of **at least sixty (60) days**. Each owner is restricted to **no more than three (3)** separate lease periods per annum.

6. Should any problem develop concerning the frequency and duration of use of any unit by persons other than owners or their tenants, the Board of Directors, upon giving due notice, may adopt reasonable rules to correct future problems of this nature. Each unit with two bedrooms is restricted to no more than **four (4)** permanent residents at any given time.

7. No villa owner, tenant or guest shall give instructions to contractors or vendors employed by the Association. All complaints or requests from unit owners shall be made in writing and delivered to the management company for review by the Board.

8. The occupants and owners of each villa shall keep and obey all laws, ordinances, regulations, requirements and rules of all governmental bodies, insofar as they

9. Owners of each villa shall promptly pay each villa's share of the common expenses. The payment, **in full**, will be delinquent if not received by the Association on or before the 10th of the quarter. (January, April, July, and October).

10. There shall be no solicitation permitted by any person anywhere on condominium property for any purpose whatsoever, unless specifically authorized in advance by the Board of Directors.

11. Enforcement of these Rules and Regulations is a function of the Board of Directors. They are responsible for the implementation of remedies for violations, including penalties in the form of fines, for blatant and repeated violations as prescribed in the Declaration of Condominium, Section X (as amended).

### **POSTING OF NOTICES**

1. All meeting notices, both General Membership and Board of Directors meetings, shall be posted on the Association Bulletin Boards located to the east entrance of each pool. Meeting notices, including the agenda of the meeting, shall be posted at least **forty-eight (48)** hours prior to any meeting except for emergency meetings.

2. Written notice of any meeting of the Board of Directors, where a special assessment will be discussed or rule changes affecting ownership rights are to be considered or approved, shall be mailed or personally delivered for signature to unit owners not less than **fourteen (14)** days in advance of the meeting.

3. Notice and agenda of all General Membership Meetings shall be posted and mailed or delivered at least **fourteen (14)** days prior to the meeting.

### **ACCESS TO ASSOCIATION RECORDS**

1. Receipt of a Request.

- a) The request must be in writing
- b) The time and date received by the Association must be noted on the envelope and all envelopes retained.

2. Response to Unit Owner.

- a) The Association must respond within **five (5)** business days from the receipt of the request.
- b) Copies of documents will be furnished at the cost to the owner of \$0.25 per page. (The cost will be reviewed from time to time by the Board of Directors to reflect inflation).
- c) Monies accrued from this service will be placed in the general operating fund.

### MEMBER PARTICIPATION IN MEETINGS

Meetings of the Board of Directors and any committee thereof at which a quorum of the members are present shall be open to all unit owners, and any owner shall have the right to video or audio tape and speak at such meetings with reference to all designated agenda items.

The following rules have been established regarding the frequency, duration and manner of unit owner participation:

1. The speaker must be recognized by the Chair.
2. The statement must be pertinent to the agenda item being discussed.
3. The speaker will be allowed not more than three (3) minutes, unless prior approval to exceed this limit has been granted by the Chairperson.
4. Derogatory or personal remarks are not permitted.
5. Disruptive statements or actions are not permitted.

### MAINTENANCE

1. Each villa owner, lessee or occupant shall maintain at all times, in good condition and repair, all portions of the villa that are the responsibility of the villa owner, including but not limited to, water, electric and plumbing systems, and parts and components thereof, sanitary facilities, fixtures, equipment and lamps. The Association shall, on behalf of all villa owners, be responsible for painting and/or cleaning of the exterior walls and roof surfaces, and for maintaining the exterior lighting and common areas as the budget permits.

2. The phrase "electric system" in the above paragraph shall be construed as referring to those items of electrical conduits, wire, switches, fixtures and equipment located within the villa or on the villa side of the electric meter. The phrase "plumbing system" shall be construed to mean all plumbing items from the trunk line connection to the villa or inside the villa itself.

### ALTERATIONS/ATTACHMENTS

1. All condominium villas shall be and remain of like exterior design, shape, color and appearance as other condominium villas of the same class or type. Owners shall not alter or modify the size, shape, color or structure of any exterior surfaces of their villas, including entrance doors, windows, shutters, screens or porches, nor add window bars, without permission in writing from the Board of Directors.

2. No condominium parcel or villa shall be divided, sub-divided or severed from the realty, and no structural alterations or changes shall be made within said villa without prior written approval from the Board of Directors.

3. Conversion of a garage to any residential use such as, but not limited to, a family room, game room, playroom or any type of living area is strictly prohibited. The use of the garage is strictly limited to the customary use of a garage.

4. No lighting fixtures, (except as may be required by County code), wires, antennas of any type, air conditioners, aerials or structures of any sort shall be erected, constructed or maintained on the exterior of the buildings, except for the structures that form a part of the original construction, without prior written approval of the Board.

**COURTYARD VILLAS AT CENTER GATE PAGE 4 RULES AND REGULATIONS**

5. Certain exterior alterations have been approved in principle by the Board.

a) Villa owners may be permitted to screen their courtyards upon obtaining prior written permission from the Board. The Board shall have the authority to approve the materials and design to be used for such an enclosure. The maintenance, repair and replacement of any screen enclosure shall be the responsibility of the villa owner.

b) Additional rain gutters have been conditionally approved, however, final approval must be obtained from the Board before installation.

c) Ground level lighting and overhead security lighting have also been conditionally approved, provided a prototype established by the Board, is followed.

6. Hurricane preparations are permitted in accordance with specifications to be approved by the Board, as follows:

a) Hurricane storm shutters are to be installed only when an actual "hurricane alert" has been given, and the villa owner notifies the Association of his/her intention to install the shutters.

b) Storm shutters must be the same color as the outside walls. All lag bolt plug inserts shall be painted and any chipped stucco must be patched and painted to match the stucco.

c) Any other damage to stucco must be repaired and painted immediately at the villa owner's expense.

d) Workmanship on the shutters and installation must be of top quality and acceptable to the Board. Specifications for such installation may be obtained from the management company upon request.

e) Storm shutters must be kept inside the villa, out of sight, when not in use. All maintenance of such shutters is the responsibility of the villa owner.

**EXTERIOR AREAS**

1. Recycling bins may be placed outside the villa the night before a scheduled collection, but must be stored within the villa at other times. Bins must not be left outside more than twelve (12) hours after collection. Other refuse, waste and trash collected weekly, must be securely wrapped in plastic bags or covered containers.

2. No permanent wire, clothes lines, hangers or drying facilities, nor any garbage or refuse receptacles shall be permitted or maintained on the common area, or in any part of the common elements, except by the Association. No clothes, rugs, drapes, spreads or household articles or goods of any sort shall be dried, aired, beaten, cleaned or dusted by hanging or extending the same from any window, wall, fence or door visible in the common area and no permanent clothesline of any type is permitted in the limited common area.

3. Villa owners are responsible for keeping their exterior areas clear of all debris and newspapers.

4. No signs of any type shall be maintained, kept or permitted on any part of the condominium property, except for signs placed by the owner if (a) placed in a unit window and not larger than 576 square inches. or (b) placed outside unit parallel to and not more than twenty four (24) inches from a unit wall.

COURTYARD VILLAS AT CENTER GATE PAGE 5 RULES AND REGULATIONS

5. Garage doors shall be kept closed except for entering or departing of a vehicle.
6. Holiday and seasonal decorations are permitted on mailboxes, as long as there is free access. **NO** decorations are permitted on the grass area or where their placement will interfere with mowing and maintenance operations. There shall be no defacement of the masonry or structure (i.e. nail holes, hooks, etc) except that one hook may be placed on the front entry door.
7. Garage sales, yard sales and other similar types of sales are prohibited.

**PLANTINGS**

1. Under no circumstances may sod or planting areas in the common areas be dug without permission.
2. The Association will replace dead plants or shrubbery as it becomes necessary and financially feasible. Dead plants will be replaced with an alternate choice, in accordance with an approved landscaping plan, if the owner requesting such an alternate agrees to bear any cost in excess of the cost to replace in kind.
3. An owner may replace any plant that he/she wishes to replace, whether or not the plant is in need of replacement, provided such replacement is in accordance with the approved plan and the owner has obtained permission from the Board. Such replacement will be entirely at the expense of the owner.
4. Requests for planting changes or additions must be implemented within **ninety (90) days** of the date of Board approval, or the permission is null and void.

The above planting restrictions do not apply to the private courtyard areas.

**COMMON AREA USE**

1. Common elements and areas must be kept free at all times from obstructions and encumbrances such as bicycles, hoses, carts, chairs, tables, benches and personal property, except when such property is in use.
2. In the interest of aesthetics, no outdoor ornamentations of any kind is permitted in or on the common areas of the condominium.
3. Vehicles in the common areas.
  - a) No unit owner, guest or tenant of a unit shall park any vehicle in the driveway leading to his garage (or the adjacent parking areas) except passenger vehicles.
  - b) No boats, trailers, recreational vehicles nor vehicles with commercial identification shall be maintained, parked or stored anywhere on the condominium property within public view. Boats, trailers and recreational vehicles are **allowed only when loading or unloading.**
  - c) Family type non-commercial vehicles may be parked on the street or driveway. Guests and visitors must park in the spaces provided.
  - d) Motorcycles are **not allowed**.

COURTYARD VILLAS AT CENTER GATE PAGE 6 RULES AND REGULATIONS

d) Commercial vehicles may be parked on streets and driveways during the performance of construction, repair or service functions by a tradesman or owner, but such parking must be limited to the actual time during which such services are being performed. Repairs and maintenance of commercial vehicles may not be performed on streets or driveways.

e) Any repairs, replacements (except tires) or alterations to any motor vehicle must be done within the confines of the owner's garage.

f) Vehicles parked in driveways or on the common area must be roadworthy and currently registered.

g) Overnight street parking is **strictly forbidden** between the hours of midnight and 7 a.m. and parking is not allowed on the grass because of potential damage to the sprinkler heads.

h) Violation of rules F and G above will result in the vehicle being towed at the owner's expense.

4. Under no circumstances may sidewalks or driveways be painted or otherwise coated.

5. No fireworks and/or rockets of any kind are permitted in any common area of Courtyard Villas including courtyard areas.

6. Guns, bows and arrows, darts or other weapons or projectiles capable of doing harm are prohibited in all common areas of Courtyard Villas. Frisbees are prohibited in all common areas, as well as gasoline-operated, prop or jet driven or motorized toys of any kind.

7. All villa owners and their guests and tenants are responsible for **collecting and disposing of their pets' waste from any portion of the condominium property**.

#### **RESTRICTIONS ON USE OF VILLAS**

1. Occupants of condominium villas shall not suffer, permit or maintain in their premises, loud noises, or obnoxious odors, nor interfere with the right of other villa owners, or annoy them in any unreasonable manner.

2. Each condominium shall be used as a residential dwelling and no business or trade shall be permitted to be conducted thereon or in, which results in undue noise, traffic or inconvenience to other villa owners

3. No animals of any kind shall be raised, bred or kept in the common elements. Any pet causing or creating a nuisance or unreasonable disturbance shall be permanently removed from the condominium property upon **three (3)** days' notice from the Board to the owner of the property containing the pet.

4. No pet shall be allowed if its' normal mature height exceeds **sixteen (16)** inches at the shoulder and no more than **two (2)** pets shall be allowed in any one unit. All dogs must be restrained on a leash or other device. Exceptions to the height limitations shall be extended in the case of a handicapped owner who has a "seeing eye" or a "hearing" dog.

5. No electric machine or apparatus of any kind shall be used or maintained in any villa which causes interference with television reception in any other villa.

6. Owners shall not commit nor permit any nuisance or illegal act in their villas or in or on the common areas.

## POOL RULES

These rules, for the use of the pools, have been issued for the following reasons:

1. To insure your pleasure, safety and comfort while using these facilities.
2. Protect and lengthen the service life of the facility and equipment.
3. Satisfy State and County regulations and insurance requirements.

We ask that you cooperate with the Association, not only by adhering to these rules, but by making certain that your guests read them and become familiar with them prior to using the facilities. Unit owners are responsible, and will be held accountable, for the actions and/or behavior of their tenants and guests.

Hours of Use: Unless otherwise approved by the Board, the hours for use of the pool facilities are 9.00 a.m. to 10.00 p.m.

### Hygiene:

1. Showers are to be taken before entering the pool.
2. Children in diapers, children who are not toilet trained, and incontinent adults are not permitted in the pool unless wearing a product approved for pool use.
3. Pets are not allowed in the pool or on the pool deck.
4. Persons with colds or other communicable diseases, or those having eye, ear or nose discharges may not use the pool.
5. Long hair should be tied up or covered and all hairpins removed, when using the pool.

### Authorized Use:

1. Local friends and/or family members of an unit owner may use the pool when they are being entertained by the unit owner that is in residence. Friends or family members of unit owners are prohibited from using the pool when the unit owner is out of town or absent from the premises.
2. Pool privileges are extended to short or long term "live-in" guests of out-of-town owners.
3. The capacity of each pool is ten (10) persons. Therefore, unit owners are asked to use discretion in the number of guests invited to use the pool, especially during "peak" periods.
4. When an owner rents or leases a villa, the owner relinquishes to the tenant the right to use the pool for the duration of the lease.
5. No food is permitted within the pool area.
6. Drinks in non-breakable containers are not permitted within three (3) feet of the pool.

### Safety:

1. Diving or jumping into the pool is strictly prohibited.
  2. Children under the age of eighteen (18) years of age must be accompanied and supervised by an adult at all times.
  3. Running, pushing, wrestling, ball playing, tag or other forms of horseplay are not permitted in the pool area.
  4. No rafts, rings, balls or other floating objects are allowed in the pool area except for therapeutic use.
  5. Breakable containers (i.e. bottles, tumblers etc.) are not permitted in the pool area. Plastic and metal containers are acceptable.
- Note: Residents should alert guests to the fact that no lifeguard is on duty at any time and stress the use of individual responsibility.

### Noise Abatement:

Radio and televisions are allowed in the pool area.

COURTYARD VILLAS AT CENTER GATE PAGE 8 RULES AND REGULATIONS

Personal Attire:

Only conventional swimwear is permitted in the pool area. Cut-offs, blue jeans or other clothing which are not customarily regarded as a bathing suit, will not be allowed.

Furniture:

1. Chaises, tables and chairs may be reserved while in the pool by leaving personal belongings on them but they should not be reserved for excessive periods. When leaving the pool area, personal articles must be removed from the furniture.
2. Furniture has been arranged on the pool deck for the convenience of users. If you should move them to another location on the deck, please return them to their original locations before you leave the area.

Suntan Oil:

When suntan oils, lotions and creams are used, they are to be removed before entering the pool to prevent clogging and/or blocking the filtering systems. Please be aware that the cold water shower will not remove these oils. Hot water and soap will.

Cooking and Posting of Notices:

1. Cooking is not permitted in the pool area except for special Association events.
2. Notices are not to be posted anywhere other than the bulletin boards.

Maintenance:

The Association provides for weekly cleaning of the pool areas and restrooms. However, we do ask that all owners and guests cooperate by leaving these areas in a neat and clean condition.

Pool Keys:

Each owner will be issued one (1) pool key. Subsequent keys will be charged at the rate of \$15.00 for the first replacement and \$25.00 for each replacement thereafter.

GENERAL SAFETY PRECAUTIONS:

1.
  - a) Owners shall not permit or allow anything to be done or kept in their villas which would increase insurance rates on their villas or on the common property.
  - b) No flammable, combustible or explosive fluids, chemical or substance shall be kept within any portion of the condominium property, in any villa, storage area or common area, except as required for normal household use.
  - c) Garages may not be used for barbecue purposes as it is a fire hazard.
2.
  - a) Owners who plan to be absent from their villas during the hurricane season (June 1st thru November 30th) must prepare their villas prior to departure by:
    - (1) Removing all furniture from the courtyard.
    - (2) Designating a responsible individual to care for their villa during their absence.
    - (3) furnish the management company with the name of such individual.
  - b) Failure to make hurricane preparation and/or making inadequate preparations will constitute a presumption of negligence against a villa owner for damages to the property of other owners and/or common elements resulting from such failure.

**COURTYARD VILLAS AT CENTER GATE PAGE 9 RULES AND REGULATIONS**

c) In case of an emergency originating in or threatening any dwelling, regardless of whether the owner is present at the time of such emergency, the Board or other person authorized by the Board shall have the right to enter such dwelling for the purpose of remedying or abating the causes of such an emergency, and such right to enter shall be immediate.

3. Villa owners who have installed home security alarm systems shall furnish the Sheriff's Department with the name and phone number of an individual who:

a) has been furnished with a key to the dwelling, should the alarm be activated in the absence of the owner, and has knowledge of the mechanism to de-active the alarm.