

**Whisperwood/Highlands Condominium Association, Inc.**

**Application for Board Approval for Lease**

C/O Progressive Community Management  
3701 South Osprey Avenue, Sarasota, FL 34239  
Justin Patterson – Property Manager  
941-921-5393

Application for the Lease of (Address): \_\_\_\_\_ Whisperwood, Sarasota, FL 34235

Applicant's Name(s): \_\_\_\_\_

Current Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Persons Occupying the Unit: \_\_\_\_\_

Applicant's Occupation: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Name/Address of Company: \_\_\_\_\_

Number of Pets: Cat(s): \_\_\_\_\_ Dog(s): \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Ph#: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_ Ph#: \_\_\_\_\_

The undersigned hereby grants permission to Progressive Community Management, as agents of the Board of Directors of Whisperwood/Highlands to contact the above reference with the understanding that the information will remain confidential. I hereby agree if this application is accepted, I and occupants will read and comply with the Declaration of Condominium, The Bylaws, Rules and Regulations. **A \$100 fee is required, make check payable to Whisperwood/Highlands, include copies of all applicant's driver's license. Return all to Progressive Community Management.**

Minimum of a one-year lease, **copy of lease must be attached** and in compliance with the Declaration, Sec. 16. Lease effective (date) \_\_\_\_\_.

Date: \_\_\_\_\_ Applicant's Signature: \_\_\_\_\_

**Board Action**

Approved \_\_\_\_\_ Disapproved \_\_\_\_\_

Date: \_\_\_\_\_ President's Signature: \_\_\_\_\_

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

GENERAL RULES AND REGULATIONS

1. VOTING -- On all issues that require a vote of the entire Association, one vote may be cast per unit.
2. BILLING PROCEDURES -- You will be sent a quarterly statement which will include your quarterly assessment, maintenance charges, etc. All assessments are due and payable the first of each quarter whether the statement is received or not. Whisperwood fiscal quarters begin April 1, July 1, October 1 and January 1. In addition, when committees require it, you can be sent a Notice of Special Assessments.
3. POOL -- A complete set of pool rules is contained in this booklet.
4. Each unit owner is responsible for the maintenance, repair and replacement of all portions within his individual unit.
5. All portions of the condominium property common areas are owned by all members of the condominium owners' association collectively. The responsibility for maintaining, repairing or replacing is to be borne by the association and paid for from the quarterly maintenance fee which is paid by each owner.
6. Rules for lease/rental of a unit are contained in this booklet.
7. Rules for sale of a unit are contained in this booklet.
8. Rules for landscaping/flowers/bushes are included on the following page.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

LANDSCAPE RULES

The Board of Directors requests each unit owner to follow the procedures below prior to placing any trees or plant material in the grounds of Whisperwood.

1. Discuss with the Grounds Committee or a Board Member what is proposed and the location where material will be planted.
2. The approval by the Grounds Committee and Board of Directors will include a statement that the unit owner and/or unit owner's contractor is fully responsible for any damages to irrigation, electric lines, piping as well as all utility lines.
3. Prior to any work being performed, it is suggested that CANDY be called at 1-800-282-8881 to locate all utility lines in the area. CANDY is the code name for a County representative who has full information on underground utility, cable, phone lines.
4. The Grounds Committee will assist in locating irrigation, electric and piping.

The Board of Directors will appreciate the cooperation of all unit owners.

EMERGENCY INSTRUCTIONS

Every unit should have on file with the President and the Managing Agent the name(s) of person(s) who should be contacted in the event of an emergency with the understanding that such person will provide access to the concerned unit.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

ARCHITECTURAL, CONTROL REQUEST FORM PROCEDURE

Any owner desiring to make any changes or improvements to any common or limited common area must request and obtain approval for the change or improvement from the Board of Directors. The proper procedure for this is as follows:

1. Submit to the Board of Directors, a complete description of the improvements with a drawing, photograph, or catalog picture/specification, as necessary, attached to a filled out improvement application form. If approval of the improvement is required by any other resident or owner, such approval, in writing, shall be submitted with the application form.
2. The Board of Directors will review the matter at its next scheduled monthly meeting and the application will be approved, disapproved, or additional or alternative recommendations for the improvement will be suggested. The owner will receive a copy of the notice of same within ten (10) working days from date of meeting. The Proposer(s) may appear before the Board.
3. The owner should inform his personal insurance carrier of the improvement and its value to add to their personal coverage, if applicable.
4. Any change or improvement made by an owner is the responsibility of the owner for its maintenance, repair and/or replacement.
5. Unauthorized changes or improvements may be removed or restored to original condition at the discretion of the Board of Directors and at the expense of the owner.
6. If changes or improvements are approved, the Proposer(s) shall, as evidenced by the commencing of such work, agree to hold the Condominium Association and all owners and residents harmless from all liability and injury sustained by them by reason thereof. Owners should obtain Workers Compensation Certificate prior to commencement of any work. A copy of this Certificate to be submitted to Board of Directors.

The purpose of the Architectural Control approval is not to discourage improvements but to control the nature of improvements to those that enhance value and conform to the overall aesthetic appearance of the condominium. This control should be looked upon as a protection of your investment, not as a nuisance. The Board of Directors and the Association members are in favor of improvements and hope that owners will desire to personalize their homes, as it will ultimately add value to all owners/members ownership

Forms for improvement applications are available in the management office.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

**RULES FOR LEASE/RENTAL OF UNIT(S)**

1. These rules shall apply to any lease or rental affecting any Unit comprising the Whisperwood/Highlands Condominium Association.
2. No Unit may be occupied by other than an owner and his or her immediate family without there first having been a written lease agreement. A Unit owner may "loan" his/her unit for a period up to fourteen (14) days in a calendar year without a written lease. The unit owner must notify a Board Member at least five (5) days prior to the occupancy. All rules and regulations must be adhered to by occupants.
3. Copies of all written leases must be given to the President (1) not less than ten (10) days prior to occupancy or (2) five (5) days after date of the lease, whichever is earlier, or use of common areas will not be afforded to Lessee or Lessee's guests.
4. No lease or rental shall be for less than one (1) year.
5. When giving a copy of the lease Agreement, such copy must be accompanied by a non-interest bearing security deposit to be left with the Association during the term of the lease/rental in an amount equal to three (3) months condominium fee of the applicable Unit(s). Such deposit shall be used by the Association for the enforcement of the obligations set forth in paragraph six (6) hereof and the Association Board of Directors shall be the sole judge of any charges made against the deposit.
6. The owner and Lessee(s)/ rentee(s) shall jointly be liable for their own, and their guests' (1) compliance with all the rules and regulations of the Association whether in the By-Laws or by Act of the Board of Managers (2) fines levied by the Board of Managers for violations of the rules and regulations and (3) any damages caused by or resulting from the lessee(s)/ rentee(s) and their guests use of the applicable unit(s) and the common areas.
7. Dates for use of common areas for move in and move out must receive prior written approval and a request therefore must be given at least five (5) days prior to the requested dates.
8. When notifying the Association of any lease or rental the parties thereto shall cause the Lessee(s)/Rentee(s) to fill out a "Family Vitals" form available from the President and the Lessee(s)/Renter(s) must make themselves available for an interview with a member of the Board of Directors designated by the President, which interview shall take place not less than five (5) days before the date of lease or move-in whichever is earlier.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

continued

9. Only members of the immediate family of owner(s) may use a unit when an owner is not present and for not more than thirty (30) days a year.
10. No Lessee(s)/Rentee(s) or their guests shall be permitted to have animals on the premises.
11. No sub-lease or sub-rentals will be permitted.
12. Occupancy of a unit is restricted to a maximum of six (6) persons on a full time basis.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

RULES FOR SALES OF UNIT(S)

1. These rules shall apply to any sale agreement affecting any Unit comprising the Whisperwood/Highlands Condominium.
2. No Unit may be occupied by other than an owner and his or her immediate family or unless pursuant to the established rules relative to leasing of a Unit.
3. The President must be notified in writing of any executed contract of sale of any Unit (s) not less than five (5) days after execution thereof, which shall not be less than ten (10) days prior to move-in.
4. In the event of sale, any purchaser shall upon his/her occupancy agree to be liable for any liabilities due and unpaid the Association by the Seller or previous owners.
5. Dates for use of common areas for move in and move out must receive prior written approval of the President and a request therefore must be given at least five (5) days prior to the requested date.
6. When notifying the Association of any pending sale, the parties thereto shall cause the Buyer to fill out a "Family Vitals" form available from the President and the purchaser(s) must make themselves available for an interview with a member of the Board of Directors designated by the President, which interview shall take place not less than five (5) days before the date of purchase. A copy of the fully executed contract for sale must accompany the "Family Vitals" form.
7. The Association reserves the right to void a sale or lease if Board of Directors approval has not been obtained.

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

SWIMMING POOL RULES

SWIMMING POOL RULES ARE PROVIDED FOR YOUR SAFETY AND ENJOYMENT AND FOR THE PROTECTION OF YOUR PROPERTY. PLEASE OBSERVE THEM. COMMON SENSE AND COURTESY SHOULD DICTATE POOL BEHAVIOR. THOUGH YOU OWN YOUR OWN UNIT, THE POOL IS FOR THE PRIMARY BENEFIT OF ALL OWNERS, AND SECONDARILY, THEIR GUESTS.

1. Hours of use of the pool and pool area are 8.00 A.M. to 9.00 P.M. from November 1st through March 31st and 8.00 A.M. to 10.00 P.M. from April 1st through October 31st. Those wishing to use pool at an earlier or later time must obtain permission from the owners of Unit 9 through 14.
2. No lifeguard is on duty. SWIM AT YOUR OWN RISK. DO NOT SWIM ALONE.
3. The pool is for owners/lessees and their guests only. Lessees are those who are leasing a unit in their own names for not less than twelve (12) months.
4. Each unit may invite maximum of 4 guests per day, Monday through Thursday, 2 guests on Fridays, Saturdays, Sundays and holidays unless guests (maximum: additional four) are from out of town and staying with the owner of record. Guests, in residence must be accompanied by owner when visiting pool area. Lessees may not have guests who live within a 25 mile radius of Whisperwood.

Maximum capacity: 16 persons in pool and 4 persons in spa.

5. Guests must be accompanied in the pool area by owner/lessee at all times.
6. Children under 12 must be accompanied by an adult.
7. Children under two and those not toilet-trained are not allowed in the pool
8. Running and rough play are dangerous on wet, slippery surfaces and are therefore not allowed. No game playing in the pool or pool area when others are present.
9. Rafts, balls, flippers and other non-dangerous objects are allowed in pool only with the consent of all others who are in the pool at the time. Permission must be requested.
10. Cover-ups and footwear are requested going to and from the pool. (A towel does not constitute a cover-up).

WHISPERWOOD/HIGHLANDS CONDOMINIUM ASSOCIATION, INC.

11. No food, glassware or metal objects are allowed in pool area, only plastic, unless it is an Association-sponsored event, i.e. a Whisperwood social get-together or Whisperwood golf outing, food will be permitted during the hours of 5.00 P.M. and 7.00 P.M. (Plastic containers only).
12. No radio, tape deck, compact disc player or like device are allowed in or near the pool area, if it can be heard by others in the pool area or in any unit. Earphones are preferred. Excessive noise, such as shouting and loud laughter, is not permitted, as it may be a disturbance to other residents in their units.
13. No animals are permitted in the pool area.
14. A violation of these rules may result in substantial fines.

COMMON PROPERTY RULES

1. Owners and residents are reminded that all property within the bounds of the Association is "Common Property" of the Association and is for the enjoyment of all residents. As such, certain rules have been established (i.e. Pool Rules, Landscape Rules, etc.) to insure residents may maintain reasonable privacy while not interfering in the rights of others.
2. There is a designated recreation area near the 17th Street entrance provided by The Meadows. The Whisperwood roads are for vehicles only. The grass areas (common area) are not intended for use as a playground. The roads and grass areas are not to be used for skateboards, roller skating, baseball or football or soccer playing.