



### **Marsh Landing Check List**

- Renters Policy ( Keep )
- Lease / Resale Application
- Vehicle Form
- Pet Page
- Covenants, Community Guidelines and Assessments
- Address Form
- Disclosure Summary ( Sales Only)
- Email Consent Form ( Sales Only )
- Voting Certificate ( Sales Only )
- Lease / Resale Contract
- Important Information to Assist New Marsh Landing Residents ( Keep )
- PGA Village Vehicle Registration
- PGA Village Certification of Compliance Sub-Association ( Leases)
- Marsh Landing Home Owners Association Community Guide ( Keep)
- Non-refundable processing fee \$125.00 or Rush fee \$ 150.00 payable to Watson Association Management
- Security Deposit from Landlord equal to 3 monthly assessments \$\_\_\_\_\_ (Leases)

**Please make sure when submitting your application all documents and fees are included.**

\*\* An application is considered a RUSH when Closing/Lease date is **TWO (2) weeks** from the date you submit your application.

430 NW Lake Whitney Place, Port St. Lucie, FL 34986  
435 S. Yonge Street #3, Ormond Beach, FL 32174  
1410 Palm Coast Parkway NW, Palm Coast, FL 32137

Phone 772.871.0004 Fax 772.871.0005  
Phone 386.252.2661 Fax 386.673.4943  
Phone 386.239.1555 Fax 386.246.9271



The following updated Renters Policy was approved by Marsh Landing Homeowners Association Board of Directors on October 18th, 2012.

The purpose of this Renters Policy is to protect the Marsh Landing Community, the Homeowners, the Property Trustees and our Residents.

1. Homeowners or Trustees who choose to become Landlords by renting their Marsh Landing property are responsible for all property assessments. Homeowners and Trustees are also responsible for the upkeep of their property as outlined in PGA and Marsh Landing Covenants, Rules, Regulations and Restrictions.
2. The minimum lease agreement permitted is 3 months and the maximum lease agreement is 12 months with renewal options. Homeowner and Trustee Landlords are also not permitted to lease their property to more than one renter within any 12 month period.
3. The Marsh Landing Homeowner or the Trustee Landlords must provide their renter with a copy of the Marsh Landing Community Guidelines before submitting their signed Marsh Landing Community Renters Application to the Property Manager.
4. The Homeowner/Trustee Landlord is required to pay a Security Deposit totaling three monthly assessment payments. This deposit will NOT be credited to the monthly assessments account. It is a Security Deposit that will be returned to the Homeowner or the Trustee Landlord when the renter moves and the lease is terminated providing there are no outstanding assessments, late fees or fines due to the Marsh Landing Homeowners Association.
5. The Homeowner or Trustee Landlord and their Renter must annually submit to our Property Manager an updated Marsh Landing Renters Application. The Property Manager will notify the Homeowner when this renewal is due. The Annual Renewal Application is free of charge.”

How does this Renters Policy affect you?

All current Homeowner and Trustee Landlords will be notified by the Marsh Landing Property Manager in October 2013 to submit a renewal application with their Renter. There will be no change for this renewal. You will not be required to pay the Marsh Landing Landlord Security Deposit if there are no late assessments, late fees or fines due and your property does not have any pending violations with PGA or Marsh Landing.

The Marsh Landing Security Deposit will be required when you change tenants.

***Holly Leide, LCAM***  
Agent for the Association

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# Association Management

## LEASE / RESALE APPLICATION (Circle one)

Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

### INFORMATION CONCERNING APPLICANT (NEW OWNER or LESSEE):

Applicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

Co-Applicant Name: \_\_\_\_\_ Active Military Service Member \_\_\_\_ Yes \_\_\_\_ No

Present Address: \_\_\_\_\_

Applicant Phone: \_\_\_\_\_ Co-Applicant Phone: \_\_\_\_\_

#### **Do you intend to:**

- Live in the home as a primary residence
- Maintain the home as a secondary residence
- Offer the home as a rental

Any other Occupants? \_\_\_\_\_ If Yes, list names, age and relationship:

Name \_\_\_\_\_ Relation \_\_\_\_\_ Age \_\_\_\_\_

Name \_\_\_\_\_ Relation \_\_\_\_\_ Age \_\_\_\_\_

Applicant's Employer: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of years there: \_\_\_\_ Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Co-Applicant Employer: \_\_\_\_\_ Title: \_\_\_\_\_ Phone: \_\_\_\_\_

No. of years there: \_\_\_\_ Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Contact person in case of emergency: \_\_\_\_\_

Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

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- ◆ *I (we) fully authorize investigation of all answers and references given.*
- ◆ *I (we) hereby agree to abide by all rules and regulations of MARSH LANDING H.O.A., INC., as well as PGA Village Master Association.*
- ◆ *I agree that I will not rent or sell to any person who has not been approved by the Association.*
- ◆ *Renters are not permitted to sub-lease their premises.*

Purchaser/Lessee \_\_\_\_\_ Date \_\_\_\_\_

Purchaser/Lessee \_\_\_\_\_ Date \_\_\_\_\_

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# Association Management

## VEHICLE REGISTRATION FORM

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_

Present Address: \_\_\_\_\_  
(Street, City, State, & Zip)

**VEHICLE # 1:**

**VEHICLE # 2:**

Make: \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

Model: \_\_\_\_\_

Year: \_\_\_\_\_

Year: \_\_\_\_\_

Color: \_\_\_\_\_

Color: \_\_\_\_\_

Vin #: \_\_\_\_\_

Vin #: \_\_\_\_\_

Tag #: \_\_\_\_\_

Tag #: \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Vehicles are registered to: \_\_\_\_\_

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

**PLEASE NOTE: ALL INFORMATION ON THIS FORM MUST BE COMPLETED.**

**ANY CHANGES IN USE OR APPEARANCE OF THE ABOVE DESCRIBED VEHICLE(S) MUST BE SUBMITTED TO THE BOARD OF DIRECTORS WITH A NEW APPLICATION.**

**IT IS CLEARLY UNDERSTOOD THAT CARS MUST BE PARKED IN THE DRIVEWAYS AND/OR GARAGES. ALL PICKUP TRUCKS AND COMMERCIAL VEHICLES MUST BE PARKED IN THE GARAGE AT ALL TIMES. PARKING IN THE STREET IS NOT PERMITTED OVER NIGHT. ALL NON-OPERATIONAL AND NON-REGISTERED VEHICLES MUST BE KEPT IN THE GARAGE.**

\_\_\_\_\_  
(Signature) (Date)

\_\_\_\_\_  
(Signature) (Date)

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**PLEASE ADVISE US OF ANY ANIMALS TO BE RESIDING IN THE HOME**

- No pets shall be kept, bred, or maintained for any commercial purpose.
- Dogs which are household pets shall always whenever they are outside a unit be confined on a leash held by a responsible person.
- An owner shall immediately pick up and remove any solid animal waste deposited by his pet on the properties, including the common areas and the exclusive neighborhood common area.

Pet? Yes \_\_\_\_\_ No \_\_\_\_\_ (if no pets also sign and return with application)

Pet Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Name: \_\_\_\_\_ Color: \_\_\_\_\_

Pet Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Name: \_\_\_\_\_ Color: \_\_\_\_\_

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

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

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**COVENANTS, COMMUNITY GUIDELINES AND ASSESSMENTS**

Marsh Landing is a deed restricted community. It is very important that you read the Marsh Landing Declaration of Restrictions and Protective Covenants, and the Marsh Landing Community Guidelines to avoid any misunderstanding before you submit your application. (We also suggest you review the PGA Village governing documents available at [www.pgavillagepoa.com](http://www.pgavillagepoa.com))

Homeowners will provide their buyer or renter with a copy of these Marsh Landing documents. Copies can be downloaded free of charge at [www.WatsonAssociationManagement.com](http://www.WatsonAssociationManagement.com) Click on Our Properties -Marsh Landing - Forms and Documents-Documents- then choose the documents you would like to print.

RENTAL APPLICATIONS: PGA and Marsh Landing Covenants, Rules, Regulations & Restrictions and Policies outweigh addressed items in your Residential Tenancy Agreement.

**HOMEOWNER'S MONTHLY ASSESSMENT**

Marsh Landing Monthly Assessment Fees are due on the first of each month. Late payments are subject to additional administrative charges. New Homeowners should receive this years remaining Assessment Coupons from your seller. Annual Assessment Coupons Book are mailed to ALL HOMEOWNERS each December.

**ACKNOWLEDGED**

Buyer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OR**

**HOMEOWNERS - You** are responsible for all Marsh Landing Assessments and monthly fees. NOT YOUR TENANT.

**ACKNOWLEDGED**

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Renter's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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# Association Management

## ADDRESS FORM

PROPERTY ADDRESS \_\_\_\_\_ Marsh Terrace, Port St. Lucie, FL 34986

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### **NEW HOMEOWNER OR LANDLORDS**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email address: \_\_\_\_\_

If you are not going to be a full-time resident in Marsh Landing or you intend to rent your Marsh Landing property please provide us your other contact information.

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact's Phone: \_\_\_\_\_

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### **RENTERS**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email address: \_\_\_\_\_

If you are not going to rent as a full time resident in Marsh Landing please provide us your other contact information.

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Emergency Contact's Phone: \_\_\_\_\_

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## Disclosure Summary

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1. As a purchaser of property in this community, you will be obligated to be a member of a homeowners association.
2. There have been recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay maintenance assessments to the association. Assessments may be subject to periodic change. The current amount is **\$140.00** per month.
4. You may be obligated to pay a special assessment to the respective municipality, county, or special district. All assessments are subject to periodic change.
5. Your failure to pay any of these assessments could result in a lien on your property.
6. The statements contained in this disclosure form are only summary in nature and, as a prospective purchaser you should refer to the covenants and the association governing documents before purchasing property.
7. These documents are matters of public record and can be obtained from the record office in the county where the property is located or from Watson Association Management, LLC for a fee.

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

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**EMAIL CONSENT FORM**

New Florida statutes state it is against the law to send mass emails to owners without their written consent. By completing, signing, and returning this form, you are authorizing the Board of Directors of the MARSH LANDING HOMEOWNERS ASSOCIATION, INC. and Watson Association Management to send you information of the Association meetings, reports on actions taken by the Board at those meetings, violations, updates and/or special information. Your email address will not be used for any other purpose than those listed in the previous sentence.

We want to keep you better informed about the developments and issues regarding your investment as an owner in the Marsh Landing Homeowners Association, Inc.

\*\*\*\*\*

Yes

I authorize MARSH LANDING HOMEOWNERS ASSOCIATION, INC. and Watson Association Management to email me appropriate meeting notices, agendas, reports, violation letters and other information.

**Email Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Signature(s):** \_\_\_\_\_

**Printed Name(s):** \_\_\_\_\_

No

I do not want to receive emails from MARSH LANDING HOMEOWNERS ASSOCIATION, INC. and Watson Association Management.

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**(SALES ONLY)**

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***VOTING CERTIFICATE***  
***Marsh Landing HOA***

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Know all men by these present, that the undersigned is the record owner (s) In Marsh Landing At The Reserve Association, Inc. shown below, and hereby constitutes, appoints and designates:

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(Insert one owners name above)

As the voting representative for the HOMEOWNERS ASSOCIATION unit owned by said undersigned pursuant to the by-laws of the Association.

The aforementioned voting representative is hereby authorized and empowered to act in the capacity herein set forth until such time as the undersigned otherwise modifies or evokes the authority set forth in this voting certificate.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Signature**

(Unit owner's signature – If jointly-owned, both owners' signatures required)

\_\_\_\_\_  
**Signature**

Property Address \_\_\_\_\_

Port Saint Lucie, Florida 34986

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When there is a corporation or partnership as owners of the property, then a voting representative must be appointed by the corporation or partnership and becomes the representative. All owners must sign this form to acknowledge this appointment.

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## **IMPORTANT INFORMATION TO ASSIST NEW MARSH LANDING RESIDENTS**

The Marsh Landing Board of Directors welcomes you to the community and offers the following information to its new residents.

Your Marsh Landing Homeowners Association monthly assessment fee covers the following: Grounds Maintenance, Irrigation Maintenance, Exterior Spraying for Insects (scheduled spraying only), Property Management and Accounting. A copy of the approved budget is always available.

Your PGA Village Quarterly Assessment Fees cover Security, Common Area Maintenance, Island Club Membership and basic Comcast Cable TV.

PLEASE BE ADVISED that you are responsible for your homes use of electricity, gas, cable TV upgrades, internet/phone service, and your water and sewage.

FLORIDA POWER & LIGHT - 772-287-5400  
COMCAST CABLE - 800-266-2278  
RESERVE COMMUNITY DEVELOPMENT DISTRICT (H-20) 772-468-4604

The phone numbers for the PGA Security Gates are: East Gate 772-489-2583 and West Gate 772-489-2593. Always dial 911 first for any medical emergency. If time permits call the Security Gate so they can assist the emergency vehicle to your home.

Visitors, service personnel and deliveries vehicles. It is recommended you use the PGA AUTOMATED telephone system to call in your guests. Dial 772-489-9407 and enter your pass code. Individual pass codes can be obtained from Castle Group.

Garbage pickup is on Tuesdays and Fridays of each week. Recyclable pick up is every Tuesday. If you need recyclable bins call Waste Pro at 772-595-9390. Yard waste is picked up on Wednesday.

Marsh Landing is professionally managed by WATSON ASSOCIATION MANAGEMENT, INC. Their phone number is 772-871-0004. They are located at 430 N.W. Lake Whitney Place, Port St. Lucie, FL 34986. Visit their website at [www.WatsonAssociationManagement.com](http://www.WatsonAssociationManagement.com). for our governing documents, blank forms and community updates.

The PGA Village Association is managed by Castle Group, 2140 N.W. Reserve Park Trace, Port St. Lucie, FL 34986. Phone 772-467-1503. [www.pgavillagepoa.com](http://www.pgavillagepoa.com).

Our Community Bulletin Board is located on the righthand side as you exit Marsh Landing.

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[www.WatsonAssociationManagement.com](http://www.WatsonAssociationManagement.com)

MARSH LANDING HOMEOWNERS ASSOCIATION, INC

PGA VILLAGE VEHICLE REGISTRATION

Homeowners and renters may apply for a vehicle Transportation Sticker (T-Sticker) which will allow automated access to and from the PGA Village. T-Stickers are issued at the PGA West Gate (Glades Cut Off Road), Monday thru Saturday from 10am to noon and 4pm to 6pm. The fee is \$20.00 per sticker for homeowners and \$40.00 per sticker for renters. Payable by CHECK ONLY.

RENTERS - You will need the following items when requesting T-Stickers:

T-Sticker Application (Attached)  
Drivers License  
Vehicle Registration  
Renters Agreement.

Only the names that appear on your renters agreement are eligible for T-Stickers.

NEW HOMEOWNERS - You will need the following:

T-Sticker Application (Attached)  
Drivers License  
Vehicle Registration  
Property Deed

Homeowners may request additional T-Stickers for vehicles registered to their spouse or dependent children who LIVE with them in PGA.

Marsh Landing Board of Directors  
August 2012

|                            |  |      |  |
|----------------------------|--|------|--|
| PGA VILLAGE STREET ADDRESS |  |      |  |
| SUB ASSOCIATION            |  | DATE |  |

OFF-SITE ADDRESS: \_\_\_\_\_  
 \_\_\_\_\_ Apt# \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**PLEASE INDICATE ONE OF THE BELOW RESIDENT CATEGORIES:**

- |             |                         |                  |                                |
|-------------|-------------------------|------------------|--------------------------------|
| 1. Owner(s) | 3. Roommate             | 5. Renter(s)     | 7. Renter Roommate             |
| 2. Spouse   | 4. Child (Indicate Age) | 6. Renter Spouse | 8. Renter Child (Indicate Age) |

| Occupant Name |  | Category # | For children indicate Age: |  |
|---------------|--|------------|----------------------------|--|
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |
| Occupant Name |  | Category # |                            |  |

For Renters, please indicate Lease Start Date: \_\_\_\_\_ Lease Expiration: \_\_\_\_\_

**PHONE NUMBERS WITH AREA CODE (10 DIGITS) Example: 561-555-1212**

1. \_\_\_\_\_ (Primary Phone #)
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

|                                                                            |  |  |                    |
|----------------------------------------------------------------------------|--|--|--------------------|
| Email:                                                                     |  |  |                    |
| Are you willing to receive PGA Village POA, Inc. communications via email? |  |  | YES _____ NO _____ |

**ALERT MESSAGE/INSTRUCTIONS Example: "Do not let John Doe in under any circumstances"**

\_\_\_\_\_  
 \_\_\_\_\_

**MEDICAL ALERT Example: "Resident is allergic to penicillin."**

|      |  |       |  |
|------|--|-------|--|
| Name |  | Alert |  |
| Name |  | Alert |  |

Verified By: \_\_\_\_\_ For Office Use Only Prop ID # \_\_\_\_\_

| EMERGENCY CONTACT |  | <i>Ex: Relative, House Sitter, Nurse, Alarm Company &amp; Etc</i> |               |
|-------------------|--|-------------------------------------------------------------------|---------------|
| Name              |  | Phone#                                                            | Relationship: |
| Name              |  | Phone#                                                            | Relationship: |

*Suggestion: It is helpful to list someone with key to home, alarm codes, & etc.*

| VEHICLE INFORMATION                |  |       |       |
|------------------------------------|--|-------|-------|
| MAKE                               |  | MODEL | YEAR  |
| LICENSE PLATE                      |  | STATE | COLOR |
| VEHICLE REGISTRATION NUMBER        |  |       |       |
| <i>For Office Use: T-Sticker #</i> |  |       |       |
| MAKE                               |  | MODEL | YEAR  |
| LICENSE PLATE                      |  | STATE | COLOR |
| VEHICLE REGISTRATION NUMBER        |  |       |       |
| <i>For Office Use: T-sticker#</i>  |  |       |       |
| MAKE                               |  | MODEL | YEAR  |
| LICENSE PLATE                      |  | STATE | COLOR |
| VEHICLE REGISTRATION NUMBER        |  |       |       |
| <i>For Office Use: T-Sticker #</i> |  |       |       |
| MAKE                               |  | MODEL | YEAR  |
| LICENSE PLATE                      |  | STATE | COLOR |
| VEHICLE REGISTRATION NUMBER        |  |       |       |
| <i>For Office Use: T-Sticker #</i> |  |       |       |
| MAKE                               |  | MODEL | YEAR  |
| LICENSE PLATE                      |  | STATE | COLOR |
| VEHICLE REGISTRATION NUMBER        |  |       |       |
| <i>For Office Use: T-Sticker #</i> |  |       |       |

List ALL Pets: (Type, Breed, Color, Weight for each)

|      |  |       |  |       |  |        |  |
|------|--|-------|--|-------|--|--------|--|
| TYPE |  | BREED |  | COLOR |  | WEIGHT |  |
| TYPE |  | BREED |  | COLOR |  | WEIGHT |  |
| TYPE |  | BREED |  | COLOR |  | WEIGHT |  |

**PERMANENT GUEST LIST:** Gate Attendant will NOT call the residence when admitting guests on this "Permanent Guest List".

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**Guest Categories**

- P "Permanent Guest" Authorized guests such as family, friends, nursing care...
- S "Service Person" Ex. Housekeeper, Lawn Service, etc. Community service hours are limited to:  
Monday to Friday 7:00AM to 6:00PM; Saturday 8:00AM to 5:00PM.

PERMANENT GUEST LIST WILL BE SHARED FOR ALL OF THE LISTED OCCUPANTS

| Print Name                  | Guest Categories<br><i>Specify: "P" or "S"</i> | Days of week allowed:<br><i>Indicate "All" or specify days of the wk</i> |
|-----------------------------|------------------------------------------------|--------------------------------------------------------------------------|
| Example: <i>Merry Maids</i> | S - Service                                    | Ex: "All" or "M & W"                                                     |
| 1.                          |                                                |                                                                          |
| 2.                          |                                                |                                                                          |
| 3.                          |                                                |                                                                          |
| 4.                          |                                                |                                                                          |
| 5.                          |                                                |                                                                          |
| 6.                          |                                                |                                                                          |
| 7.                          |                                                |                                                                          |
| 8.                          |                                                |                                                                          |
| 9.                          |                                                |                                                                          |
| 10.                         |                                                |                                                                          |
| 11.                         |                                                |                                                                          |
| 12.                         |                                                |                                                                          |
| 13.                         |                                                |                                                                          |
| 14.                         |                                                |                                                                          |
| 15.                         |                                                |                                                                          |
| 16.                         |                                                |                                                                          |
| 17.                         |                                                |                                                                          |
| 18.                         |                                                |                                                                          |

Owner/Renter Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PGA VILLAGE PROPERTY OWNERS' ASSOCIATION, INC.  
CERTIFICATION OF COMPLIANCE WITH SUB-ASSOCIATION LEASING RULES**

Leased Property Address: \_\_\_\_\_

Sub-Association Name: \_\_\_\_\_

Owner Name(s): \_\_\_\_\_  
\_\_\_\_\_

**TENANT(S) ACKNOWLEDGE AND AGREE TO THE FOLLOWING:**

Tenant received copies of the following documents for PGA Village Property Owners' Association, Inc. and the above-named Sub-Association: (1) the Declaration of Covenants, Conditions and Restrictions; (2) the Bylaws; and (3) the Rules & Regulations (collectively referred to as the "Documents"). Tenant(s) agree to be bound by the Documents.

TENANT(S):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

=====

**SUB-ASSOCIATION**

**LEASE APPLICATION APPROVAL & CERTIFICATE OF OCCUPANCY**

The undersigned Sub-Association representative certifies that the above-named tenant has complied with the Sub-Association's leasing rules and procedures.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Sub-Association Representative Printed Name: \_\_\_\_\_

Title of Sub-Association Representative: \_\_\_\_\_

Sub-Association Contact Telephone No. \_\_\_\_\_





## MARSH LANDING HOMEOWNERS ASSOCIATION COMMUNITY GUIDELINES

JUNE 2020

The Marsh Landing Homeowners Association Board of Directors would like to share the following Marsh Landing Community Guidelines with their residents and home owners.

These guidelines were developed from the following references:

Supporting References - 2011 Florida Statutes, PGA Declaration of Covenants Conditions and Restrictions for the Reserve (PGA), PGA Compliance Policy, PGA Rules and Regulations, PGA Design Review Manual, Marsh Landing Homeowners Association Declaration of Restrictions and Protective Covenants (MLHOA) and one Marsh Landing Homeowners Association Rule and Regulation.

1. Land Use - All parcels shall be used only as residential dwellings. No business or commercial building may be erected on any parcel and no business may be conducted on any part thereof. (PGA Article X, Section 1 (A) and MLHOA, Article VI, Section 2)
2. General Property Maintenance - Exterior - Owners are required to maintain the exterior of their home including landscaping, patio, terrace, garden, pool and similar areas.

a. Periodic cleaning of the roof, house and driveway is required as often as needed to maintain a clean appearance. Also, periodic house painting is required to maintain a clean appearance. Marsh Landing Architectural Review Committee (ARC) approval is required before residents begin painting.

b. Garage doors shall be kept closed, except when performing work. Garage doors must have a well-maintained appearance.

c. Window and wall air conditioners are prohibited.  
(PGA Rules and Regulations M1)

3. Temporary Structure - No structure or object of a temporary character such as but not limited to house trailers, vans, tents, shacks, sheds or temporary accessory buildings or structures shall be erected, kept or maintained on the property temporarily or permanently. (PGA Article X, Section 1(F) and MLHOA Article VI, Section 7)

a. PODS or other temporary storage systems may be placed in the driveway for loading or unloading household goods for no more than three days. These storage systems may only be placed on a driveway and may not be placed in a roadway or on the lawn at any time. (PGA Rules and Regulations M2g)

4. Architectural Changes & Improvements - No owner shall make or permit any structural modification, alteration or improvements of any kind to any building on their property without PRIOR APPROVAL of the Architectural Control Board. In some cases approval may also be required by the Master Architectural Control Board. This includes but not limited to any wall, sign, mailbox, swimming pool, screen enclosures, driveway, sidewalk, sewer, drains and outside lighting. Work may not begin until approval is granted. (PGA Article IX, Section 1 and MLHOA Article VI, Sections 3, and 13)

5. Fences - No fence, wall or other structure shall be erected in the front yard, back yard or side yard except as originally installed by the developer. Chain link fences are not permitted. (PGA Article IX, Section 1, Article X, Section 1(W) and PGA Article VI, Section 15)

6. Landscaping Changes & Improvements - Trees, scrubs, lawns, flower beds, walkways and ground elevations, shall be maintained as originally installed unless prior approval for any substantial change is obtained. No boundary wall or hedges shall be built or planted without prior approval.

a. No planting or material may be placed or permitted to remain that will prevent the maintenance of utilities.

b. No artificial grass, plants or other artificial vegetation shall be placed or maintained upon the exterior portion of any lot without prior written approval of the PGA Architectural Control Board. No trees of four or more inches in diameter may be removed without written approval.

(PGA Article IX, Section 1 & 1(A), Article X, Section 1(N), 1(O), 1(W) and MLHOA Article VI, Section 5 and 13)

7. Vehicles & Parking - No trucks, commercial vehicles, campers, mobile homes, motorhomes, boats, house trailers, boat trailers or trailers of any other description shall be permitted to be parked or stored unless they remain in the garage, totally removed from public view. Service and delivery vehicles are exempt from this restriction during regular business hours while providing service and deliveries.

a. No vehicle of any kind shall be permitted to park on the grass at anytime or overnight on the street between 2 A.M. and 6 A.M. Vehicles covered with fabric or plastic storage covers are not permitted within view at anytime.

b. Vehicles in a non-operative condition shall not be visible anywhere on the property. All vehicles, other than golf carts, must have a valid license tags unless they are stored in a garage.

(PGA Article X, Section 1(E), PGA Compliance Policy, 05/23/11, PGA Rules and Regulations C2, 3a, 3b, 4 and MLHOA Article VI, Section 14)

8. Signs - No signs, advertisements or notices of any kind, freestanding or otherwise displayed, erected or displayed to the public view are permitted with the exception of a sign of reasonable size provided by a contractor for security services within 10 feet of any entrance to the home. (2011 Florida Statutes, Chapter 720, para 720.304(6) PGA Article X, Section 1(S) and MLHOA Article VI, Section 8)

9. Pets - Residents may keep as pet companions pets such as birds, domestic cats, fish, dogs and other small mammals provided they are not kept, bred or maintained for any commercial purposes and providing they do not become a nuisance or annoyance to any neighbor. The Marsh Landing Board of Directors has the sole and absolute discretion what is considered a nuisance. PGA Regulations restricted the number of domestic animals to three per household effective Sep 4, 2008. Residents residing in the PGA Village before Sep 4, 2008, who have more than three domestic animals are grandfathered from this restriction but pets in excess of this limitation may NOT be replaced.

a. Pets must be on a leash or within an electronic fence and always under control of their attendant when outside of the home.

- b. Dog runs or doghouses outside the home are not permitted.
- c. No owner may keep exotic cats, non-human primates, horses, fowl, reptiles, obnoxious animals or other farm livestock or zoo type animals on the property.
- d. Pets are not allowed on Country Club property and must be on a leash or carried when on Common Property.
- e. It is the owners obligation to immediately remove and dispose of their pet's waste material. The attendant must always possess a means of removing the pet's waste.

Failure to comply may be deemed a nuisance and the Marsh Landing Board of Directors have the right to notify owners in writing to immediately remove their pet permanently without compensation.

(PGA Article X, Section 1(C), PGA Rules and Regulations J and MLHOA Article VI, Section 10)

10. Nuisances - No owner shall knowingly or willfully make or create any unnecessary, excessive or offensive noise or disturbance which destroys the peace, quiet or comfort of other owners or allow any such noise to be made. (PGA Article X, Section 1(H) and MLHOA Article VI, Section 6)

11. Golf Carts - Golf carts are motorized vehicles and operators must abide by all traffic rules and regulations within PGA. In addition, common courtesy should be used when operating a golf cart. Operators must be at least sixteen and have a driver's license. Carts must be stored in the owner's garage or other out-of-sight location at the owner's residence. No golf carts covered with fabric or plastic is permitted within view at anytime. (PGA Rules and Regulations H)

12. Flags - Owners may display one portable, removable United States flag or official flag of the State of Florida in a respectful manner. Owners may also display in a respectful manner one additional flag representing the United States Army, Navy, Air Force, Marine Corps, Cost Guard or POW/MIA. All flags shall be portable, removable and not larger than 4 1/2 feet by 6 feet. (2011 Florida Statue, 720.304(2)(a) and PGA Rules and Regulations B 3)

13. Drying Area - Clotheslines must be placed in the rear of a home. No clothing, laundry or wash shall be aired or dried on any portion of any lot that is exposed to the view from any other lot or road. (PGA Rules and Regulations T, and MLHOA Article VI Section 17)

14. Waste & Recycle Disposal - Trash shall be placed in an appropriate trash container with a securely closed lid. Maintain your containers with a securely closed lid in a walled-in area so they are not visible from the street or adjoining parcels. Trash containers and recycle bins are not permitted curbside until the evening before collection day. Disposable trash bags are not permitted curbside until sunrise the day of collection. Please remove your empty containers curbside the day of collection. (PGA Rules and Regulations Land MLHOA Article VI Section 16)

15. Yard Trimmings - Each Wednesday yard trimmings placed curbside will be collected. Yard Trimmings may not be placed curbside any earlier than one day before Wednesday's scheduled pickup. Any DEBRIS left behind by the collectors is your responsibility to clean up. (PGA Rules & Regulation Land L 2)

16. Lamp Posts - Individual residential lamp post lights must be equipped with a day/night sensor and the light must be illuminated from sunset to sunrise. (PGA Article X, 1(Y)(4) and Marsh Landing Homeowners Association Rules and Regulations)

17. Hurricane Shutters - Hurricane shutters are permitted to be installed or closed only after the National Weather Service has issued a "hurricane warning" for a named storm. Hurricane watches or warnings must be applicable to our area. The shutters shall be fully opened or removed within five (5) days after the Weather Service has advised that the storm has passed. (PGA Rules and Regulation M2e and PGA Design .Review Manual IV, F 9b)

18. Yard Sales - No yard or garage sales are permitted. (PGA Rules and Regulation U)

19. Lakes - Ponds - Canals - All water areas are maintained by the PGA. Access to these waterways from golf courses or through private property is prohibited.

a. Swimming or wading in all water areas is prohibited.

b. Non-motorized boats are permitted on all lakes ONLY with the written consent of the PGA. Boats must be removed when not in use. Motorized boats are not permitted. Boats must be stored out of view.

c. Fishing by owners or guests is permitted at one's own risk. Children under sixteen must be accompanied by an adult. All fish caught in the PGA Village lakes, canals and ponds should be released and are not to be eaten. No individual may fish on private property without the prior consent of the owner.

d. PGA Village Lakes are a habitat for Florida's native animals including alligators and poisonous snakes. Use Caution when near the water areas. (PGA Article X, 1E and PGA Rules and Regulations N)

20. Holiday Lighting - Holiday lights are permitted from November 25th through January 10th of each year and must not interfere with or create a nuisance to other residents. (PGA Rules and Regulations M2d)

21. Contractor Entry - No outside contractors, vendors or workers are permitted in the PGA Village before 7:00 A.M. or after 6:00 P.M. on weekdays and on Saturdays not before 7:00 A.M. or after 5:00 P.M. They are NOT permitted on property on Sundays or holidays. For the purpose of this PGA rule, the holidays are New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day. (PGA Rules and Regulations P)

Marsh Landing is professionally managed by Watson Association Management, 430 NW Lake Whitney Place, Port St. Lucie, FL 34986. They are open Monday through Friday from 9:00 A.M. to 5:00 P.M. and their office phone number is 772-871-0004.

Marsh Landing Board of Directors  
June 2020