



## **Pine Croft Condominium Association Checklist**

- Application Page
- Vehicle Information Page
- Deed Restricted Community Page
- Pet Page
- Authorization for Screening (one per applicant) (Leases Only)
- Photo ID – must be legible
- Email Consent form
- Maintenance Fee Options (Sales)
- Disclosure Summary (Sales)
- Voting Certificate (Sales)
- Rules & Regulations Acknowledgement
- Addendum to Lease Page
- Copy of executed Lease/ Sales Contract
- Non-refundable processing fee of \$100.00 payable to Watson Association Management
- Lease Applicants Only - Background screening fee of \$35.00 for each applicant over 18 payable to Pine Croft Condominium Association

If an application is submitted and is *NOT* complete, it will *NOT* be processed.

**Please make sure when submitting your application all documents and fees are included to avoid any delay in the approval of 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



# Association Management

## LEASE/RESALE APPLICATION

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

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

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

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

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

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

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

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

**Any additional Lease occupant over 18 must submit an authorization for screening form along with a \$35.00 fee payable to Pine Croft Condominium.**

**Do you intend to:**

- Live in the unit as a primary residence
- Maintain the unit as a secondary residence
- Offer the unit as a rental
- Rent from Owner

Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF PINE CROFT CONDOMINIUM ASSOCIATION, A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM SELLER/LESSOR.

(IF SELLER/LESSOR FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER/LESSEE, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.)

NO LEASE SHALL BE FOR A PERIOD OF LESS THAN 6 MONTHS, AND NO UNIT MAY BE LEASED MORE THAN TWO TIMES IN ANY CONSECUTIVE 12-MONTH PERIOD WITHOUT THE PRIOR WRITTEN CONSENT OF THE BOARD OF DIRECTORS.

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature(s)

LESSEE/PURCHASER: \_\_\_\_\_ Date: \_\_\_\_\_  
Printed Name(s)

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# Association Management

## APPLICATION FOR VEHICLE PERMIT

Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **DESCRIPTION OF VEHICLE(S):**

#### **VEHICLE #1:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 Color: \_\_\_\_\_ Gross Weight: \_\_\_\_\_ VIN: \_\_\_\_\_  
 Vehicle Tag: \_\_\_\_\_ State: \_\_\_\_\_  
 Registered to: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### **VEHICLE #2:**

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Year: \_\_\_\_\_  
 Color: \_\_\_\_\_ Gross Weight: \_\_\_\_\_ VIN: \_\_\_\_\_  
 Vehicle Tag: \_\_\_\_\_ State: \_\_\_\_\_  
 Registered to: \_\_\_\_\_  
 Street Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **PLEASE NOTE:**

- EACH UNIT HAS AN ASSIGNED NUMBERED SPACE AND IS ENTITLED TO ONE GUEST SPOT (GUEST PARKING IS NOT ASSIGNED OR RESERVED). ANY UNIT OWNER OR RENTER WITH MORE THAT TWO (2) VEHICLES MUST CONTACT THE OFFICE FOR AVAILABLE PARKING AREAS. OWNER OR RESIDENT MAY NOT KEEP MORE THAN TWO (2) VEHICLES WITHIN THE COMMUNITY ON A PERMANENT BASIS WITHOUT PRIOR WRITTEN CONSENT OF THE BOARD OF DIRECTORS.
- NO PARKED VEHICLE MAY IMPEDE THE GENERAL TRAFFIC FLOW THROUGH A PARKING LOT. VEHICLES BACKED INTO PARKING SPACES MAY NOT BLOCK OR INFRINGE UPON THE ADJOINING WALKWAY.

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

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

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**Deed Restricted Community**

I/We understand that we are moving into a deed-restricted community.  
I/We hereby agree to abide by all Documents and Rules and Regulations  
of PINE CROFT CONDOMINIUM ASSOCIATION, a copy of which  
I/We have received from the owner.

~~~~~

Lessee/Buyer  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

Lessee/Buyer  
Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

- Dogs which are household pets shall always whenever they are outside a unit be confined on a leash held by a responsible person.
- The breed of dog commonly known as “pit bull” is prohibited.
- No pets shall be kept, bred, or maintained for any commercial purpose.
- All owners 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.
- A total of one (1) pet weighing less than 25 pounds. Residents must furnish the Association with a copy of all vaccinations as well as a copy of the Martin County animal license within 2 weeks.

Pet? Yes \_\_\_\_\_ No \_\_\_\_\_

Pet Type: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_ Color: \_\_\_\_\_ Sex: \_\_\_\_\_

- **I/We further agree to furnish the Association with a copy of all vaccinations as well as a copy of the Martin County animal license within 2 weeks.**

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

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

License & vaccinations paperwork received: \_\_\_\_\_

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**A SEPARATE AUTHORIZATION FORM IS REQUIRED FOR EACH LEASE APPLICANT. BACKGROUND SCREENING FEE OF \$35.00 PER APPLICANT PAYABLE TO PINE CROFT**

**GENERAL AUTHORIZATION FOR APPLICANT SCREENING**

**Applicant Name:** \_\_\_\_\_ **DOB:** \_\_\_\_\_

**Social Security Number:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Previous Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Applicant hereby Authorizes Pine Croft Condominium Association and its Agent, Watson Association Management to obtain and verify a social security number search and criminal report required to process his/her application for residency.**

**Applicant agrees to indemnify and hold harmless Pine Croft Condominium Association and Watson Association Management, their employees, managers, officers and directors, affiliates, subcontractors and agents from any loss, expense or damage which may result directly or indirectly from information or reports furnished by Watson Association Management.**

**Applicant Signature:** \_\_\_\_\_

**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 Pine Croft Condominium 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 Pine Croft Condominium Association, Inc.

\*\*\*\*\*

**Yes**

I authorize Pine Croft Condominium Association, Inc. and Watson Association Management to email me appropriate meeting notices, agendas, reports, violation letters and other information.

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

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

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

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

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

**No**

I do not want to receive emails from Pine Croft Condominium Association, Inc. and Watson Association Management.

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## MAINTENANCE FEE PAYMENT OPTIONS

- Option 1:** Coupons (for mailing payments):

*or*

- Option 2:** Direct Payments (ACH Debits): Please complete the following, and return same with this Resale Application:

Association Name: Pine Croft Condo Association Unit Address \_\_\_\_\_

I (we) hereby authorize Alliance Association Bank, to initiate debit entries from the bank account indicated below for the benefit of the depository named below. I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. *I (we) confirm that the source of the funds for payment of these debit entries will NOT originate from a Financial Agency's office located outside the territorial jurisdiction of the United States.*

Bank Name \_\_\_\_\_

Branch \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Routing Number \_\_\_\_\_

Account Number \_\_\_\_\_

This authorization is to remain in full effect until the Originator has received written notification from the bank account owner(s) of any termination. This should be done in a suitable manner to allow all parties involved the opportunity to process any changes within a reasonable amount of time.

Name (please print) \_\_\_\_\_

Name (please print) \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

Account Holder Signature \_\_\_\_\_ Date \_\_\_\_\_

*Note: In case of revoked authorization, written notification must be made to the originator no later than 15 days before the effective date of the next transaction.*

**Please attach a VOIDED check**

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## Disclosure Summary For PINE CROFT CONDOMINIUM ASSOCIATION

1. As a purchaser of property in this community, you will be obligated to be a member of a Condominium 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. The current amount is **\$287.00 per month**. Assessments may be subject to periodic change.
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 Pine Croft Condominium Association Homeowners Association for a fee.

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

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

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Association Management

**(SALES ONLY)**

***VOTING CERTIFICATE***  
***Pine Croft Condominium Association***

Know all men by these present, that the undersigned is the record owner (s) In PINE CROFT CONDOMINIUM ASSOCIATION shown below, and hereby constitutes, appoints and designates:

**(Insert one owners name above)**

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

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

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

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

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

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

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

Hobe Sound, Florida 33455

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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**\*\*\*\*\*Please read and sign page 7 to submit with application\*\*\*\*\***

## **Pine Croft Condominium Association, Hobe Sound, Florida Rules & Regulations**

The Pine Croft Condominium Association, Inc. is dedicated to creating and preserving a pleasant, tranquil and safe way of life for its residents. The rules and regulations are designed to protect the interests of all and are applicable to all owners, tenants, residents, and guests.

**ENFORCEMENT:** Senate Bill 1196 became law on July 1, 2010 empowers Condominium Associations the authority to levy fines for the failure of the unit's owner, its occupant or guest to comply with any provision of the association's declaration, bylaws, or reasonable rules. Fines are per day up to \$1000 for a continuing violation and may not become a lien. They may be re-issued yearly for a continuing violation. Owners must request in writing a notice for a hearing.

**OWNER RECORDS/KEYS:** Every Unit Owner must have a current address or the address of a legal agent registered with the Association and Management Company. Owners should provide the office with a current key to their unit so that entry is available during emergencies.

**MAINTENANCE FEES:** Maintenance Fees are due and payable on the first of each month. Payments received after the 10<sup>th</sup> will be assessed a late fee and interest.

**DAMAGE:** All Unit Owners are responsible for damage or destruction caused by family members, friends, guests, tenants or pets to any part of the Pine Croft property including, but not limited to landscaping, pool, pool deck, pavilion, parking lots, RV lot, signs, mailboxes or walkways.

**UNIT WINDOWS, SCREENS AND DOORS:** Any repair or replacement of windows, screens or doors shall be the Unit Owner's responsibility. Screens must be in all windows at all times.

**SMOKE DETECTORS:** Working smoke detectors are required in all Units.

**UNIT ALTERATIONS AND FLOORING:** Owners must complete a Modification Request and obtain Board approval for structural alterations or flooring modifications to their units. Second floor unit owners may not install or permit to be installed tile, wood, laminate or other similar hard surface floor covering unless it has ½" cork underlay or other sound abatement material with an STC rating of 70 or better and an IIC rating of 50 or greater. The Association may compel the removal of any flooring installed in violation of this restriction or upon continuous complaint of noise and/or nuisance.

**SELLING PROPERTY UNITS:** A completed sales application with appropriate fees must be submitted to the property manager no less than 14 days before the desired date of occupancy. The Board of Directors must interview prospective buyers before occupancy. Sellers should furnish a copy of all condominium documents to the purchaser.

**LEASING AND/OR RENTING PROPERTY UNITS:** Applicants must submit a signed and dated lease, a completed application and a check for the application and background fees no less than 14 days before the desired date of occupancy. Leases must be for a minimum of six (6) months and a maximum of twelve (12) consecutive months. All leased units must have a current lease or renewal on file. The Association will interview and approve all lessees. Lessees who have repeated violations are subject to additional review and approval of their lease extension by the Board. Failure to submit the paperwork before occupancy will result in a \$200 per day fine.

## Pine Croft Condominium Rules and Regulations

**OCCUPANCY:** All units are to be used for residential purposes only and **may NOT exceed 2 persons per bedroom**. Only persons approved by the Board via the application process may live in a unit. *This includes all owners, family members, renters and guests residing in a unit for more than 14 days without prior approval by the Board.* Moving into a unit without approval and screening by the Board will result in a fine and/or attorney involvement if unresolved.

**GUESTS & VISITORS:** A Guest is a person who is not an Owner or Lessee of the unit. When the owner or lessee is not present, guests may not in turn invite other guests or visitors to use the facilities of the condominium. **An owner who is not in residence shall notify the Board and/or Management in advance of the proposed occupancy of the condominium unit and will provide a copy of the Rules and Regulations to all guests.**

**CHILDREN:** Parents and Guardians are responsible for the behavior of children residing in or visiting their units. **Due to the danger of alligators, an adult must accompany children under 18 when near the pond. An adult must accompany children under 16 to the pool.**

**NOISE/NUISANCES:** Residents, guests and visitors are to be respectful of their neighbors' rights. The walls and flooring between units are not soundproof. Residents should limit running, jumping and/or any other sounds heard in adjacent units. All residents will reduce the sounds within and outside their units between **the hours of 10:00 pm and 8:00 am**.

**STAIRS & LANDINGS:** All stairs and landings must be kept clean and clear of all items that adversely affect the exterior appearance or the safety of the Condominium. Residents may not hang clothes, towels, rugs or other items on the balcony. Residents may not carpet landings or stairs or use them for storage or for potted or hanging plants.

**FLAGS AND DECORATIVE ITEMS:** The United States flag and/or service flags may be displayed anytime; seasonal flags may be displayed during the appropriate holiday seasons; sports flags or flags from other countries may not be displayed. Decorative items are limited to door mats, small decorative wreaths or door hangers. All other items must be kept within the unit.

**HOLIDAY DECORATIONS:** Decorations for national or religious holidays are permissible and must be removed within 7 days after the holiday. Winter holiday and/or Christmas decorations must be removed by January 12. Decorations must be easily removable and may not be permanently affixed to or alter any of the Common Elements or block or restrict access to any entry way or Common Element. The Board reserves the right to have any objectionable decorations removed.

**SIGNS:** Residents may not post signs in or upon any part of the unit or property. Buildings, common elements, and/or vehicles may not have "For Sale" or "For Rent" or advertising signs displayed. Vehicles containing any of these signs are required to park in the RV area.

**SATELLITE DISHES:** Residents may have Satellite dishes but must acquire Board approval for the location of the installation. The equipment must be attached to your unit. Any signal problems are the owner's responsibility.

**ENCLOSED PORCHES:** Enclosed porches must be kept neat and clean. Seasonal residents need to remove porch furniture before they depart unless the porches are glass enclosed. The maintenance and repair of porches including screens, doors and interior framing are the responsibility of the Unit Owner.

## Pine Croft Condominium Rules and Regulations

### **COMMITTEES:**

The Board of Directors may establish Committees, such as the Liaison, Landscape and Compliance Committees to serve in an advisory role to the Board. Each committee will present its reports in writing to the Board.

**DUMPSTERS, TRASH AND RECYCLING:** Residents are responsible for placing refuse in tied plastic bags in dumpster collection points. Paper, newspapers, glass, cans, plastic and cardboard are to be placed in a recycle bin. Flatten all boxes before discarding. **Large household items are not to be put in the dumpsters or left in the dumpster enclosure areas.** Residents are responsible for arranging the removal of large items such as furniture, mattresses, carpet, appliances, or construction material. Rules are posted on dumpster enclosures; violations will result in a \$200 fine.

### **BICYCLES/BICYCLE STORAGE:**

1. Residents may not use bicycles, skateboards, skates, scooters and/or roller blades on sidewalks, through parking lots or on any grass (common) area.
2. All bicycles must be stored in the bicycle storage area or within the unit. They may not be left on or stored temporarily on sidewalks or walkways or in any way obstruct the entrance to a unit. Bicycles that are not properly stored or are not in operable condition are subject to removal by the Association.
3. Per Florida law, a bicycle rider or passenger riding on the bike or in an attached trailer, who is under 16 years of age, must wear a bicycle helmet that is properly fitted and fastened securely upon the passenger's head and meets nationally recognized standards for bicycle helmets.
4. Bicycles ridden at dusk or after dark must have reflectors and lights attached.

**BARBECUE AREA:** The Association provides two charcoal grills behind the pool for use by Pine Croft residents (adults only). Persons using these grills are responsible for extinguishing coals and cleaning the grill. Electric grills are allowed inside the unit. Gas and charcoal grills are not to be used on porches, stairs, and landings or anywhere within the confines of the building. Grills must be at least 10 feet from the building while being used and may never left unattended. After grills have cooled, the grill must be stored inside the unit and not left outside. Florida law prohibits propane tanks from being stored on second-story porches or balconies but allows 2 lb. cylinders to be stored on first floor porches.

**PAVILION:** The Pavilion may be reserved for exclusive use for personal gatherings. A reservation and a deposit of \$100.00 are required. Applicants agree to attend and to be responsible for cleanup and financially liable for any damage to the Pavilion, its contents or the Common Property. At least two responsible adults will supervise parties involving minors.

**EMPLOYEES/VENDORS:** Residents may not give orders or direction to employees or vendors of the Association. Send all requests for services to the Office in the form of a work order. All requests require board approval.

**HAZARDOUS MATERIALS:** Hazardous materials may not be kept, stored or used anywhere on the property. This includes the storage and use of firecrackers and fireworks.

**UNLAWFUL ACTIVITY:** No activity in violation of local, state or Federal law or local or county ordinances may be conducted in any unit or anywhere on Pine Croft property.

## Pine Croft Condominium Rules and Regulations

### **COMMON ELEMENTS:**

1. Any property outside of the Unit is “Common Property” and the Board of Directors must approve any physical changes.
2. Residents are entitled to use common elements in accordance with their intended purpose; they may not encumber the rights or privacy of other unit owners.
3. Residents including children may not climb trees, ride bikes on sidewalks or the grass, or through the parking lots.
4. Residents may not play ball next to or between buildings, or destroy any condominium property.
5. Residents may not loiter, play or ride bikes through the RV area.
6. Sidewalks, entranceways, and all common elements must be free of obstruction at all times.

### **LANDSCAPING:**

1. Landscaping is the responsibility of the Association.
2. The Board of Directors has the sole responsibility for deciding when to plant, trim, mulch or remove trees, plants or shrubs.
3. All plantings by residents require advance approval of the Board of Directors. Once planted, they become the property of the Association and are maintained accordingly.
4. All plantings must be a minimum of 12 inches away from the foundation.
5. Large lawn ornaments, figurines, statues and/or birdbaths interfere with the landscaping maintenance and are not permitted on the common property.
6. Residents may keep one potted plant or small ornament outside as long as it does not interfere with the passage on stairways or with the mowing and/or maintenance of the lawns or shrubs. Seasonal residents must remove potted plants before leaving for the summer. All residents must remove outside planters or ornaments if there is a severe storm or hurricane warning.

### **PETS AND PET OWNERS:**

1. Residents may have one pet weighing less than 25 pounds per unit.
2. Residents must furnish the Association with a copy of all vaccinations as well as a copy of the Martin County animal license within 2 weeks.
3. Residents must walk all pets including cats on a leash.
4. Pet waste must be collected and bagged before it is put into a dumpster.
5. Residents are responsible for all damage to the Common Elements caused by their pets.
6. Residents may not chain or leash pets to any of the Common Elements or unit property.
7. Residents may not cage or leave pets unattended on porches.
8. Owners of service or emotional support animals must request an exception to the size restriction and provide the required documentation to the Office for attorney approval. All other rules and regulations of the Association are applicable for support animals.

**VEHICLES/PARKING:** Each unit owner has an assigned numbered space and is entitled to use up to two guest spots. Unit owners must pay a yearly fee of \$125 for a fourth vehicle and parking spot. Tenants are entitled to an assigned numbered space and to use one guest spot. Tenants with more than two (2) vehicles must pay a yearly fee of \$125 for a third vehicle and \$250 for a fourth vehicle use of a parking spot. Tenant decals expire with the lease expiration and new ones must be obtained with each lease renewal. (Guest parking spots are not assigned or reserved.)

All residents must display the Pine Croft Parking Decal on the outside of the rear window in the lower-left-hand corner of the vehicle while it is on Pine Croft Condominium property. **NO EXCEPTIONS.** Any vehicle that does not have a visible parking decal will be considered in violation of these rules and

## Pine Croft Condominium Rules and Regulations

issued notices and fines in accordance with Pine Croft Condominium fining procedures. All vehicles for three (3) days or more on or within the Pine Croft Condominium community must display a decal or visitor's parking pass obtainable from the Pine Croft Condominium office during normal office hours. Visitor passes are valid for 2 weeks.

Motor vehicles parked on the property are to have a current license, be insured, and kept in good repair. Residents may repair or do maintenance of vehicles in the RV area only. Clean oil spills immediately to prevent damage to the asphalt. Vehicles that are leaking oil will have to park off the property or in the RV area of the property until repaired. Residents may wash vehicles in designated areas – the parking lot between buildings C and H or the RV area.

No parked vehicle may impede the general traffic flow through a parking lot. Vehicles backed into parking spaces may not block or infringe upon the adjoining walkway. Drivers must obey the fifteen **(15) miles per hour speed limit** in the community as well as **all stop signs**. Please be aware of walkers and children playing.

The Board of Directors assigns parking spaces in the RV area. Owners wishing to rent a space in the area must complete an application and provide current registration/license and proof of insurance in their name for the property being stored. Owners who are not current with association dues or have outstanding violation fees will not be allowed to use the area. All items are to be kept and stored inside the owner's boat, vehicle or storage unit. Those who are occupying a space in the area must comply with the rules and regulations in order to continue to store their property there. Fees for each space are \$50 a month and must be paid annually by January 1 of each year or semi-annually by January 1 and July 1. Those choosing to pay annually will be discounted \$100 for a total of \$500. Failure to pay by 15 days after the due date will result in the property being towed. Owners will be able to rent a space; tenants must seek storage elsewhere. Upon termination of the use of the space, a refund will be issued based on a \$50 per month charge for the period used.

**THE ASSOCIATION MAY TOW, AT THE OWNER'S EXPENSE, ANY VEHICLE PARKED ILLEGALLY, ANY VEHICLE WITHOUT A PARKING DECAL, ANY UNLICENSED VEHICLE, ANY VEHICLE DAMAGING THE PARKING SURFACES AND/OR ANY INOPERABLE VEHICLE.**

**VIOLATIONS OR COMPLAINTS:** All complaints must be in writing and sent to the manager or dropped off at the office. Property management will not address Anonymous Violation Reports.

**OTHER RESTRICTIONS:** These rules and regulations do not purport to constitute all of the restrictions affecting Pine Croft owners or residents. Reference the Pine Croft documents for additional information.

### **FINES:**

Violations of the Rules & Regulations are subject to a fine of up to \$1,000 for a continuing violation. For most offenses, a resident will receive a written warning for the first offense and the violation given reasonable time to cure. After a second or continuing offense, the Board of Directors will levy a fine at the next Board of Directors meeting. Residents receiving a fine may request a meeting with the Compliance Committee for resolution. Rentals without leases, unauthorized additional tenants, and furniture left at the dumpster are examples of violations where fines are issued without a written warning.

## Pool Rules and Regulations

1. Pool hours are from daylight to dusk per Florida law and controlled by the gate security system. Gates will not be accessible during prohibited hours.
2. Pool gates are to remain locked at all times. Do not open gates for persons attempting entry without a key fob or key card.
  - a. Each unit may receive up to two key fobs or cards linked to their name and unit address.
  - b. Replacement fobs or cards will be available for \$15 each at the Pine Croft office.
  - c. Any unit owner who is delinquent in paying association dues or has unpaid fines for 90 days or greater will have common element use rights suspended and all fobs and/or key cards will be deactivated. Residents must request re-activation of key fobs and/or key cards once fines and/or Association dues are paid; a \$10 reactivation fee applies.
3. Climbing on or over the pool fence is prohibited.
4. The Board of Directors may revoke pool access for misconduct, repeated rules violations, or any other actions that are not in compliance with the rules and regulations.
5. There is NO lifeguard on duty and all residents use the pool/pool area at their own risk.
6. Pine Croft Condominium, Inc. assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
7. Proper swimming attire is required for entry to the pool. Children that are not toilet trained must wear approved disposable coverage.
8. Persons must shower before using the pool.
9. Children under sixteen (16) years of age must be accompanied by an adult 18 years or older and must remain with that adult the entire time they are in the pool area. Parents and supervising adults are responsible for the behavior of the children and guests at the pool.
10. No diving, jumping, running, unnecessary roughness, horseplay, ball playing and other undue disturbance is allowed; no loud yelling, screaming, or profane language are allowed.
11. Cell phones and/or electronic equipment must be at a low volume; earphones are suggested.
12. Pool goers may not use Rafts, beach balls, Frisbees, toys or similar equipment in the pool. Noodles in good repair are permitted as long as they do not shred into the pool system. Children may use water wings or life preservers to assist those learning to swim.
13. Bicycles, skateboards, scooters, skates, roller blades or any other riding toys must be kept outside the pool gates. No animals are allowed in the pool area.
14. State law prohibits the removal or destruction of the emergency equipment or life ring.
15. Cover chairs and lounges with a towel to prevent damage from tanning lotions and oils.
16. Residents are responsible for the actions of their guests and members of their household.
17. State law prohibits glass containers and food in the pool area. Use the pavilion or picnic table outside the gated area for glass containers and food consumption.
18. Deposit all papers, cigarettes, cigars and refuse in the proper receptacles.
19. Do not remove the pool furniture from the pool deck. Return it to its original position; umbrellas closed and secured before leaving the pool area.
20. Persons with open wounds, sores or infectious diseases may not enter the pool.



**THIS SET OF RULES & REGULATIONS IS A QUICK REFERENCE TO THE USE RESTRICTIONS OF PINE CROFT CONDOMINIUM ASSOCIATION AND IT DOES NOT CONSTITUTE A COMPLETE SET OF DOCUMENTS. PLEASE REFER TO THE ENTIRE BOOK OF COVENANTS & RESTRICTIONS FOR FURTHER SPECIFICATIONS TO COMPLY WITH FLORIDA STATUTES.**

I/We have received and understand the Pine Croft Condominium Association Rules and Regulations.

Buyer/Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Buyer/Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_



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## Addendum to Lease

“The tenant hereby agrees, in accordance with Florida Law, that upon receipt of notice from **Pine Croft Condominium Association** (the Association) that the Landlord is delinquent in paying any monetary obligation due to the Association, the tenant will pay his/her subsequent rental payments and continue to make such payments until all the monetary obligations of the Landlord (parcel owner) have been paid in full to the association and the Association release the tenant or until the tenant discontinues tenancy in the parcel.” Payment due the Association may be in the same form as you paid your Landlord and must be sent by United States mail or hand delivery to the Association, 430 NW Lake Whitney Place, Port St. Lucie, FL 34986 payable to **Pine Croft Condominium Association.**

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

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

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

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

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

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