

Coconut Shores East Condominium Association, Inc.

Application for Approval

Application Check List

Check the box that pertains to your Application

☐ **Application to Purchase** ☐ **Application to Lease**

Applicant has been provided the following Documents by Homeowner:

- ☐ Approval Application
- ☐ Copy of Coconut Shores East Rules & Regulations
- ☐ Executed Lease Agreement / Executed Sales Contract

Applicant has submitted the following Documents to Cambridge Management:

- ☐ Completed Approval Application
- ☐ Executed Lease Agreement / Executed Sales Contract
- ☐ Signed Copy of the Coconut Shores East Rules & Regulations (A signed copy must be received from all occupants over the age of eighteen (18))
- ☐ \$75.00 Application Fee

Application / Background Check Fees

\$75.00 Application Fee – This non refundable fee should be made payable to Coconut Shores East Condominium Association for the processing of the application.

Application Submission

The application is not processed until all required documents and fees are submitted. The rental approval process requires twenty (20) days for completion from the date of complete submission of the application. The sales approval process requires seven (7) days for completion from the date of complete submission of the application.

Mail Completed Application to: Cambridge Management of SWFL
2335 Tamiami Trail N, Ste. 402
Naples, FL 34103

Coconut Shores East Condominium Association, Inc.

Application for Approval

Current owner of record: _____

Property Address: _____

Realty Agency: _____ Agent: _____

Agency Phone: _____ Agent Phone: _____

LEASE DATES: The term of the lease is from _____, 20____ to _____, 20____

CLOSING DATES: The Closing is scheduled for: _____, 20____

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THIS FORM MUST BE SUBMITTED AND APPROVED BY THE ASSOCIATION. SALES APPLICATIONS MUST BE SUBMITTED AT LEAST SEVEN (7) DAYS PRIOR TO CLOSING AND LEASE APPLICATIONS MUST BE SUBMITTED AT LEAST TWENTY (20) DAYS PRIOR TO OCCUPANCY. Acceptance for Lease/Sale of the above address is conditional upon the truth and accuracy of this application and upon the approval of the Board of Directors. Occupancy prior to approval is prohibited. Any misrepresentation or falsification of information on these forms will result in the automatic rejection of this application.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

Section 1 – all occupants over the age of eighteen (18) must complete Section 1. If additional space is needed please contact Cambridge Management office.

1) Full name of applicant: _____

Driver's License # _____ Date of Birth: _____

Cell Phone: _____ Alt. Phone: _____

Email Address: _____

Have you ever been convicted of a Felony: _____ Description: _____

Current Address: _____

Employer: _____ Nature of Employment: _____

2) Full name of applicant: _____

Driver's License # _____ Date of Birth: _____

Cell Phone: _____ Alt. Phone: _____

Email Address: _____

Have you ever been convicted of a Felony: _____ Description: _____

Current Address: _____

Employer: _____ Nature of Employment: _____

3) Full name of applicant: _____

Driver's License # _____ Date of Birth: _____

Cell Phone: _____ Alt. Phone: _____

Email Address: _____

Have you ever been convicted of a Felony: _____ Description: _____

Current Address: _____

Employer: _____ Nature of Employment: _____

Section 2 – Information on Occupants under the age of eighteen (18)

The Condominium Documents of Coconut Shores East state that all units are to be used as single family residences only. Please list the name and relationship of all other persons who will be occupying the unit on a regular basis.

Name	Relationship	Age	Full Time / Part Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Section 3 – Required Additional Information

PET (S) - The condominium documents of Coconut Shores East Condominium Association, Inc., allow no more than two (2) small domesticated household pets, each weighing no more than twenty-five (25) pounds at maturity.

1. _____	_____	_____	_____
Breed	Current Weight	Est. Mature Weight	Age
2. _____	_____	_____	_____
Breed	Current Weight	Est. Mature Weight	Age

EMERGENCY CONTACT INFORMATION:

_____	_____
Name	Phone Number
_____	_____
Street Address	City/State Zip

Section 4 – Lessee/Purchaser Understanding and Agreement (All applicants must initial each of the items below signifying both their understanding of and compliance with the Association Declaration and Rules and Regulations).

I HEREBY AGREE FOR MYSELF AND ON BEHALF OF ALL PERSONS WHO MAY OCCUPY THE RESIDENCE WHICH I SEEK TO LEASE/PURCHASE. (Please initial beside each item below. If you are not in receipt of a copy of the Associations Rules & Regulations please contact the Homeowner from which you are renting/purchasing or Cambridge Management in order to obtain a copy)

- A. _____ I / We will abide by all of the restrictions contained in the Articles of Incorporation, Declaration of Covenants, By-Laws, Rules and Regulations, and restrictions which are or may in the future be imposed by the Association.
- B. _____ I / We understand that any violations of the terms, provisions, condition and covenants of the Coconut Shores East Condominium Documents, provides cause for immediate action as therein provided or termination leasehold under appropriate circumstances
- C. _____ I / We have received a copy and understand the Coconut Shores East Condominium Declaration, Bylaws, and Covenants (for purchase) or the Coconut Shores East Condominium Rules & Regulations (for lease).

Section 5 –Each applicant over eighteen (18) years of age must provide a signature below acknowledging their awareness of this procedure.

AUTHORIZATION: I/We hereby authorize Coconut Shores East Condominium to verify all information contained on the application and authorize that they contact any persons or companies listed on this application.

In making the foregoing application, I am aware that the decision of THE ASSOCIATION will be final and that no reason will be given for any actions taken by the Board. I agree to be governed by the determination of the Board of Directors.

Applicant's Signature	Date
Applicant's Signature	Date
Applicant's Signature	Date

For Office Use Only

() Application Approved

() Application Disapproved

Officer or Director _____

Sent to Board / Rep: _____

Notes: _____

COCONUT SHORES COMMUNITY ASSOCIATION, INC.
Owner/Resident/Lease/Rental Security Information

THE INFORMATION ON THIS FORM MUST BE COMPLETED AND RETURNED TO:
ALLIANT PROPERTY MANAGEMENT, 6719 Winkler Rd., Suite 200, Fort Myers, FL 33919

1) Owner Contact Information:

Name(s): _____
Address: _____ Unit No.: _____
City: _____ State: _____ ZIP: _____
Local FL Phone: _____ Work Phone: _____ Cell Phone: _____
E-Mail Address: _____
Unit Neighborhood Association: East () West () Villas ()
FL Homestead: Yes () No () Full-Time Resident: Yes () No () Seasonal Resident: Yes () No ()

2) Lease/Rental Contact Information:

Name(s): _____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-Mail Address: _____
Lease/Rent Term: Annual () Monthly () No. Months in Residence: ____ Dates From: _____ To: _____
Use Date Format: mm/dd/yy

3) Owner/Lease/Rental Emergency Contact Information (Owners Please State Alternate Address Info) :

Name(s): _____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
Alternate E-Mail Address: _____
Relationship to Owner/Lease/Rental: _____

4) List of Immediate Family Members or Other Occupants that will Permanently Reside in this Unit (Relationship):

1. _____	2. _____
3. _____	4. _____
5. _____	6. _____

5) For Lease/Rental Unit, State Name of Rental Agent/Company, Home Watch or Private Contact, if any:

Name: _____ Company: _____
Work Phone: _____

6) Vehicle Information – Lease/Rental Resident within Community (Report any changes to Alliant Property Management):

Vehicle #1: Make: _____	Model: _____	Year: _____	State: _____	License Tag No.: _____
Vehicle #2: Make: _____	Model: _____	Year: _____	State: _____	License Tag No.: _____
Vehicle #3: Make: _____	Model: _____	Year: _____	State: _____	License Tag No.: _____
Vehicle #4: Make: _____	Model: _____	Year: _____	State: _____	License Tag No.: _____

7) Pet Information:

Pet #1: Type: Dog () Cat () Bird () Other _____ Size (In Pounds at Maturity) _____
Pet #2: Type: Dog () Cat () Bird () Other _____ Size (In Pounds at Maturity) _____

8) Owner/Lease/Rental Signature: _____ Date Completed: _____

OFFICE USE

Security Gate Directory Code: _____ Security Gate Code: _____

Main Gate Transponder: Vehicle #1 _____ Vehicle #2 _____ Vehicle #3 _____ Vehicle #4 _____

Clubhouse/Recreation Security: FOB #1 _____ FOB #2 _____ FOB #3 _____ FOB #4 _____

Property Management Date Processed: _____ Coconut Shores Security Date Processed: _____

COCONUT SHORES EAST CONDOMINIUM ASSOCIATION

RULES & REGULATIONS SUMMARY

Coconut Shores is a gated, resort-style family residential community. The following Rules & Regulations have been approved by the Coconut Shores East Board of Directors. They are not meant to replace the Association's Bylaws or Declaration; but to simply summarize issues of concern. Violations to these Rules & Regulations may result in a fine or disciplinary action by the Boards.

1. RESIDENTIAL USE OF LIVING UNITS:

- Units are to be single-family residences only.
- In order to preserve the residential ambience of the Community, no business, commercial activity or profession may be conducted from any unit, nor may the name of the Community or the address of any living unit be publicly advertised as the location of any business.

2. LEASE REQUIREMENTS:

- The ability of a unit owner to lease/rent his/her unit to others is a privilege, not a right.
- To lease a unit, the owner must first submit to the Board, a purchase/lease application, a copy of this document signed by all adults over the age of 18 who will be residing in the unit, and a \$75.00 application fee. The application must be submitted at least twenty (20) days before the onset of said lease. The Master Association also requires the completion of a Security Form
- Any lease entered into without Board approval may, at the Board's discretion, be treated as nonexistent, and the Board shall have the power to evict the lessee with five (5) days' notice, without getting the consent of the owner.
- The owner shall be responsible for any rule infraction, penalties, and associated costs caused by the lessee.
- No unit may be leased more than three times in a calendar year. The minimum lease term shall be 30 days.
- No lease may be for a term longer than one year; an option to extend or renew a lease for any additional period of time requires Board approval. However, the Board may, at its discretion, approve the same lease from year to year.
- No sub-leasing or assignment of lease rights by the lessee is allowed.

3. ARCHITECTURAL MODIFICATIONS:

- No modification of the exterior of units is allowed without prior approval of the Board. These include, but are not limited to, hurricane shutters, garage screen doors and lanai enclosures. Since garages and lanais are Limited Common Elements, permanent modifications to the lanai (e.g. tile floors) or garage (e.g. utility sink) require Board approval.
- Coconut Shores East requires that any addition or modification to the exterior of the building must be white and match the following requirements:
 - - Garage screen door – white screen and frame
 - - Hurricane shutters – white, roll-down style
 - - Front door screen enclosure – white frame
 - - Lanai - roll-down hurricane shutters and glass enclosures must be installed inside screen. Glass enclosure framework must be white and not reduce the vertical floor-to-ceiling area opening
- Architectural Modification Forms can be obtained from the Clubhouse bulletin board, from the Property Manager or from the Associations Secretaries.

4. PLANTINGS:

- No flowers, plants, trees or foliage of any kind may be planted in the ground to change or add to the existing landscaping anywhere around the units.
- Coconut Shores East has a limit of two plants on the porch of second floor units and one plant outside of front doors to first floor units to one. One plant may be placed outside of the first floor lanai on the pavers, the pot not to exceed 24 inches in diameter

5. PETS:

- The ability to keep pets is a privilege, not a right.
- No more than two (2) household pets (e.g. cat or dog) weighing no more than twenty-five (25) pounds each at maturity may be kept in a living unit.

- All animals must be leashed (if outdoors) or kept within the living unit. Pets may not be left unattended or leashed in yards, garages, porches, lanais, or any other open area.
- Owners who walk their pets on any Common Area must clean up after them.
- If, in the opinion of any Coconut Shores Neighborhood Community Board of Directors, any pet becomes a nuisance to others in the community, the pet owner, upon written notice, may be referred to the Violations/Fining Committee. Penalties may include per-incident fines and/or request for removal of the pet from the community.

6. GARAGE DOORS:

- Garage doors must be kept closed at all times, except when going into or out of the garage, or when someone is working in the garage.
- Only white screen doors are acceptable supplements for the standard garage door, provided they are approved by the Architectural Modification Committee prior to installation.

7. VEHICLES/PARKING:

- No commercial vehicle of any kind shall be parked in the community except for construction or service vehicles temporarily present on business. Residents with commercial signage on vehicles should park in garage or remove signs on vehicle(s) while parked in driveways or on roadways while in the community, unless engaged in commercial or service business in the community.
- No boat, trailer, semi-trailer, house trailer, camper, mobile home, motor home, bus, or disabled, inoperative or unlicensed motor vehicle of any kind may be parked or kept in the community unless it is kept in a fully enclosed structure.
- No motor vehicle shall be used as domicile or residence, temporary or permanent, while present in the community.
- No motor vehicle shall be parked anywhere other than on paved areas or in garages. Parking on lawns or landscaped areas is prohibited.
- No overnight street parking is allowed.
- Repeated violations are subject to tow and removal from the community at the Owner/Lessee/Renter expense.
- The clubhouse parking lot may be used for temporary overflow parking. Long-term overflow parking requires prior approval from the Coconut Shores Community Association Board of Directors.
- Pods and other storage containers are not permitted.

8. TRASH PICKUP

- Currently, Coconut Shores' regularly scheduled residential trash pick-up is Monday morning for Recyclables (Blue Bins) and Tuesday morning for Trash Containers. These Bins and Trash Containers may be placed at the foot of the driveway no earlier than 12:00 noon the day before trash pickup.
- Because of concerns about animals and pests getting into trash bags and creating health, safety and cleanliness problems, all residents must purchase and use a covered trash bin for refuse. All trash must be in plastic bags inside the trash container.

9. OUTDOOR EQUIPMENT:

- Fire regulations prohibit use of outdoor grills within ten (10) feet of any structure. Use of grills on Condo lanais is strictly prohibited.
- Grills, propane gas tanks, hoses, buckets, trash containers, swimming pool equipment, bicycles and other such outdoor equipment must be stored in garage or living unit after each use.

10. FLAGPOLE:

- A flagpole for display of the American Flag or military service flags will be permitted. The Coconut Shores East Board must approve the design and location prior to installation.
- No other flags or wall hangings of any kind may be displayed on the outside of the buildings, with the exception to the main entrance to each unit.

11. OUTDOOR CLOTHES DRYING:

- Clothes drying on lanais or outside of buildings is not allowed.

12. SIGNS:

- Signs, banners, billboards or advertisements of any kind, including but not limited to realtors, political causes, contractors and sub-contractors, are not allowed. Only signs necessary for the safety and security of the Coconut Shores Community are permitted that are approved by the Coconut Shores Community Board of Directors

13. SATELLITE DISH OR ANTENNA

- Coconut Shores East does not allow an outside dish or antenna. There is no place to install one without it being an eyesore for the neighbors.

14. BUILDING EXTERIOR LIGHTS

- Exterior light bulbs must be 60 watt or less and bulbs for the garage and sidewalk carriage-light fixtures are supplied by the association. Second floor residents must replace their own front door carriage-light bulbs. The association will not replace the photo cell, but unit owners may do so at their discretion.

15. SECURITY/MAIN ENTRANCE GATE:

- All residents (owner or tenant) have three options for opening the security gate at the main entrance to Coconut Shores and one method to access the Clubhouse:
- 1) A Vehicle Tag that will open the main security gate, 2) A Key Tag/FOB security device that will allow access to the Main Gate via the Main Entry Security Control Station located in the entrance island, just beyond the guard house. This Security Station contains a keypad and FOB Reader to allow entry into the community and also allows access to the Clubhouse via FOB Readers at the front and rear doors. 3) A Directory Code used at the Control Station that will place a phone call to the resident to gain entry into the community. The resident should verbally verify the caller and open the main gate remotely by pressing the "9" key on their phone/cell keypad. If further information is required, press the INFO Key on the Control Station.
- Contact Alliant Property Management to obtain an operating instruction sheet for the Control Station, to request changes to the Directory Entry and phone numbers and to obtain Clubhouse Key Tag/FOB devices.
- Only provide your 4-digit Directory Code to your guests. Instruct them to call you from the key-pad at the main entrance.

16. EMERGENCY GATES:

- The white gates separating the East and West coach home roadways from the main road are for emergencies only, and will open in the case of a power failure. Police and Fire Departments have remote activators that will also open these gates. In addition, the Coconut Shores Community Association Board of Directors has over-ride keys for these gates.
- In an extreme emergency situation, the locked construction gate at the east end of Coconut Shores East can be opened, if necessary. Contact the Coconut Shores Community Association Board of Directors for this purpose.
- Vehicles are prohibited from parking in front of or next to any of these gates at all times.

17. EMERGENCIES:

- In a fire, police or medical emergency, contact the Police or Fire Department at 911.
- In all other non-police or non-fire department instances and normal association issues, contact the appropriate Property Management Company during normal weekday working hours:
Coconut Shores Community Association (Master) - Alliant Property Management at 239-454-1101.
Coconut Shores East Condo Association - Cambridge Property Management at 239-249-7000
On weekends and during non-business hours, these Property Association Management Companies answering systems will refer you to an after-hours emergency contact number to report service/problems.
- If necessary, contact your Coconut Shores East Board of Directors member.

18. TRAFFIC SIGN COMPLIANCE:

- The posted speed limit for the entire community is 15 mph.
- The roundabout must be driven in a counter-clockwise direction, per the signage posted at each entrance to the roundabout. Shortcutting by driving parts of the roundabout in a clockwise direction is prohibited.

19. CLUBHOUSE FITNESS EQUIPMENT:

- Persons under sixteen (16) must be accompanied by a parent or legal guardian.
- Food is prohibited on the equipment side of the clubhouse; beverages are allowed provided they are in an enclosed, spill-proof container. Glass is prohibited on the equipment side of the clubhouse.
- Only one person at a time is allowed on the equipment.
- As a courtesy to others, please clean the equipment you have used with the antiseptic solution found on top of the paper towel dispenser.
- Coconut Shores is not responsible for lost or stolen items. Use the equipment at your own risk - Coconut Shores assumes no liability for injury.

20. POOL/SPA USAGE:

- Pool/Spa hours are dawn to dusk.
- Juveniles under the age of sixteen (16) must be accompanied by a parent or legal guardian.
- Juveniles under the age of twelve (12) are not allowed in the spa/hot tub at any time.
- Diapers are not allowed in the swimming pool; infants must wear swim pants.
- Excessive horse play or disruptive behavior that disturbs other residents/guests is prohibited. Pool floats are allowed only if pool capacity permits it.
- No bottles or glass of any kind is allowed on the pool deck, in the pool itself or in the spa.
- Animals/pets are not allowed in the pool or on the pool deck.
- Coconut Shores is not responsible for lost or stolen items.
- Use the pool and/or spa at your own risk, there is no lifeguard on duty. - Coconut Shores assumes no liability for injury.
- All residents and guests are responsible for leaving the area in a neat and clean condition. This includes disposing of trash, emptying ashtrays, and returning tables/chairs/lounges to original location/position.

21. CLUBHOUSE/TIKI RENTAL:

- The Clubhouse and Tiki area are available for rental by Coconut Shores residents (owner or tenant) only.
- There is a \$50 rental fee and \$100 security deposit required, in advance.
- The pool cannot be reserved, and residents must have access to the clubhouse, hot tub and pool at all times.
- Events at the Tiki Hut and Clubhouse must end by 10:00 pm. Pool/Spa use still starts and ends from dawn to dusk
- For information on availability and renter responsibilities, please review the Clubhouse/Tiki Reservation Request form available in the Clubhouse or contact the Alliant Property Management Company.
- Before scheduling a function, the renter/host must contact Alliant Property Management to secure the date, sign the Reservation Request, and submit the required rental and security deposit checks.
- The renter/host is responsible for all supplies and for post-event cleanup. If cleanup is not properly performed, the renter/host will be billed for professional cleanup services.

22. VIOLATIONS:

- Please report any violation of these guidelines to Alliant Property Management (239-454-1101) for the Community/Master Association, or Cambridge Property Management (239-249-7000) for Coconut Shores East
- Any Board may refer violations to the Violations/Fining Committee for review. This committee shall notify, in writing, the recipient of the violation notice(s). This recipient shall have an opportunity to attend a hearing to respond to violation allegations. The Fining Committee has the authority to take appropriate action, including levying a per-incident fine.

I/We acknowledge I/we have read and understand the above Rules & Regulations summary, and agree to abide by them during the duration of my/our lease/rental in the Coconut Shores community. Please initial each page at the bottom of the document to indicate you have read and understand these Rules and Regulations.

Owner/Lessee/Renter Signature: _____

Printed Name: _____

Owner/Lessee/Renter Signature: _____

Printed Name: _____

Owner/Lessee/Renter Signature: _____

Printed Name: _____

Owner/Lessee/Renter Signature: _____

Printed Name: _____

Address of Unit: _____

Date: _____

Owner/Lessee/Renter: Please have all adults over 18 initial each page and sign this document and submit it, along with the Coconut Shores East Lease Application, a copy of your rental agreement and a \$75 application fee, to Cambridge Property Management, 2335 Tamiami Trail N, Suite 402, Naples, FL 34103