

ALLIANT ASSOCIATION MANAGEMENT LLC.

Dear Applicants:

You are applying for approval to lease a condominium unit in Coconut Shores West Condominium Association, Inc. In order for us to process your application without delay, you will need to provide the items listed below. **Please note that the lessee is the tenant who will be occupying the unit.**

1. Lease Application must be completely filled out and signed by both the Lessor (Landlord) and Lessee (Tenant).

2. A copy of your lease agreement, signed by both parties. Note the lease must include a provision stating that it is specifically subject to the Coconut Shores West Condominium Association Declaration, the Articles, Bylaws and Rules and Regulations.

3. A copy of Lessee's Drivers License or current photo id.

4. Two (2) Character Reference Letters.

5. Administration fee of \$25.00 payable to Coconut Shores West Condominium and \$75.00 processing fee payable to Alliant Property Management, LLC.

*****All fee's are non refundable*****

If questions, please contact our Lease Administrator at Alliant Property Management at (239) 454-1101.

Attachments:

Coconut Shores West Condominium Application for Approval to Lease

COCONUT SHORES COMMUNITY ASSOCIATION, INC.

Owner/Resident/Lease/Rental Security Information

THE INFORMATION ON THIS FORM MUST BE COMPLETED AND RETURNED TO:
CAMBRIDGE PROPERTY MANAGEMENT, 2335 Tamiami Trail, Suite 402, Naples, FL 33919

1) **Owner Contact Information:**

Name(s): _____
Address: _____ Unit No.: _____
City: _____ State: _____ ZIP: _____
Local FL Phone: _____ Work Phone: _____ Cell Phone: _____
E-Mail Address: _____ (If Provided, Email Address is permission to use for Private CSCA Community Communications)
Unit Neighborhood Association: East () West () Villas () Full-Time Resident: Yes () No ()

2) **Lease/Rental Contact Information:**

Name(s): _____
Address: _____
City: _____ State: _____ ZIP: _____
Home Phone: _____ Work Phone: _____ Cell Phone: _____
E-Mail Address: _____ (If Provided, Email Address is permission to use for Private CSCA Community Communications)
Lease/Rent Term: Annual () Monthly () No. Months in Residence: ____ Dates From: _____ To: _____
Use Date Format: mm/dd/yy

3) **Owner/Leasee/Renter 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: _____ (If Provided, Email Address is permission to use for Private CSCA Community Communications)
Relationship to Owner/Leasee/Renter: _____

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/Leasee/Renter Signature:** _____ **Date Completed:** _____

OFFICE USE

Security Gate Directory Code: _____ **Security Gate Code:** _____

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

Clubhouse Key Tag ID: Tag #1 _____ Tag #2 _____ Tag #3 _____ Tag #4 _____

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

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

Coconut Shores West Condominium Association
C/O Alliant Association Management, LLC
13831 Vector Avenue
Ft Myers, FL 33907
(239) 454-1101, Fax (239) 454-1147

APPLICATION FOR APPROVAL TO LEASE

We hereby apply for approval from the Board of Directors for the Coconut Shores West Condominium Association, Inc., to lease the unit located at (street address)

Full name of Homeowner _____

Daytime phone number (homeowner) _____

Mailing Address for notices connected with this application:

Name: _____

Mailing Address: _____

Daytime Phone Number: _____

The proposed lease term starts _____ and ends _____. The lease cannot automatically renew and is subject to renewal application for approval by the Board of Directors. A complete and accurate copy of the Lease Agreement is attached.

Signed by Lessor (Landlord) _____ Date: _____

To be completed by Lessee and Tenant of the Unit:

1. Lessee Full Name: _____

2. Current Address: _____

City _____ State: _____ Zip Code: _____

Phone Number: _____

3. Employer Name: _____

Employer Address: _____

4. List the names of all persons who will reside in the unit.:

Name

Relationship to Lessee

5. Pet Declaration. The keeping of a cat or dog is a conditional license which is subject to termination at any time by the Board upon finding that the animal is vicious, annoying to other residents, or has in any way become a nuisance.

Pet Name: _____ Type (dog or cat) _____ Weight: _____

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____ (Please initial) If no pets will occupy the Unit.

6. Tenant Rental History. Name and phone number of current landlord:

Name: _____ Phone number: _____

7. Person to be notified in Case of an Emergency:

Name: _____ Phone number: _____

Address: _____

8. Make/Model of Car(s) to be kept at unit. Note that only private passenger vehicles and pickups with a carrying capacity of not more than ton are allowed. No commercial vehicles may be parked on condominium property.

Make: _____ Model: _____ State & License # _____

Make: _____ Model: _____ State & License # _____

9. **Identification. Attach copy of current Drivers License or photo Id.**

10. **Two (2) Character Reference Letters.**

11. No lease/rental will be permitted until this application has been approved in writing by the Board of Directors.

12. **\$25.00 Administration fee payable to Coconut Shores West Condominium Association**

\$75.00 processing payable to Alliant Association Management, LLC.

****All fee's are non refundable****

I have read and agree to abide by the attached Rules & Regulations of **Coconut Shores West Condominium Association** I agree to abide by these rules. I consent to your further inquiry concerning information provided in this application.

Lessee

Date

Documents Included:

Application: _____ **Copy of lease:** _____ **IDs:** _____

Signed copy of the Rules and Regulations: _____ **Fees:** _____

Two (2) Character Reference Letters _____

Action Taken by Board of Directors:

____Approved ____Disapproved

Date_____

Board Director

Any approval is void in the event of False Statements in the above application.

COCONUT SHORES ASSOCIATIONS COMMUNITY GUIDELINES

Coconut Shores is a gated, resort-style family residential community. The following Guidelines have been approved by the Boards of Coconut Shores East, Coconut Shores West, Coconut Shores Villas, and Coconut Shores Master Associations. This summary document is not meant to replace the Master Association's or any individual Association's Bylaws or Declaration; it simply summarizes issues of concern. Violations to these Community Guidelines 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 ambiance 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 appropriate Board, a lease application with two letters of recommendation for the lessee, a copy of this document signed by the lessee and a \$75.00 application fee. The application must be submitted at least twenty (20) days before the onset of said lease.
- Any lease entered into without Board approval may, at the Board's discretion, be treated as nullity, 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 - and associated costs - caused by the lessee.

3. LEASE FREQUENCY AND DURATION:

- 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.

4. 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.
- Architectural Modification Forms can be obtained from the Clubhouse bulletin board, from the Property Manager or from the Associations Secretaries.
- (Note: Coconut Shores East, Coconut Shores West, Coconut Shores Villas, and Coconut Shores Community Association may have specific architectural modification rules applicable only to these associations, and not addressed in this summary document.)

5. PLANTINGS:

- Specific policies controlling the planting of flowers, plants and trees in the ground are not consistent across all associations. For example, in Coconut Shores East and West, 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. The Villas allow some in-ground planting with prior association approval.
- Potted plants or flowers on porch or at entrance are allowed in limited numbers.
- For specific policies, consult the individual association's Board.

6. 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 the Board, any pet becomes a nuisance to others in the community, the pet owner, upon written notice, may be referred to the Violations Committee. Penalties may include per-incident fines and/or request for removal of the pet from the community.

7. 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.

8. VEHICLES/PARKING:

- No commercial vehicle of any kind shall be parked in the community except for construction or service vehicles temporarily present on business.
- 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.
- The clubhouse parking lot may be used for temporary overflow parking. Long-term overflow parking requires prior approval from the Master Association Board of Directors.

9. TRASH PICKUP

- Currently, Coconut Shores' regularly scheduled residential trash pick-up is Tuesday morning; trash may be placed at the foot of the driveway no earlier than 12:00 noon the day before trash pickup (e.g. Monday for regularly scheduled 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.
- Recyclable items should be placed in the blue bins that are available from the appropriate Lee County designated trash hauler.

10. OUTDOOR EQUIPMENT:

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

11. FLAGPOLE:

- A flagpole for display of the American Flag only, will be permitted. The appropriate 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.

12. OUTDOOR CLOTHES DRYING:

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

13. SIGNS:

- Signs, banners, billboards or advertisements of any kind, including but not limited to realtors, political causes, contractors and sub-contractors, are not allowed.

14. SECURITY/MAIN ENTRANCE GATE:

- All residents (owner or tenant) have two options for opening the security gate at the main entrance to Coconut Shores: 1) a remote control transmitter to open the main security gate, and 2) a 4-digit code number that will allow access to this gate via the key-pad located in the entrance island, just beyond the guard house. This code also allows access to the clubhouse.
- To open the main gate using your 4-digit code, approach the key-pad, ignore the instructions on the screen (this is for guests' usage) and enter your 4-digit code. Do NOT start by pressing the "#" key or "*" key.
- Contact Alliant Property Management to change your gate code.
- Do not give your 4-digit security access code number to your guests. Instead, instruct them to call you from the key-pad at the main entrance. Alternately, you can provide them with your 3-digit directory code which is preceded by the # sign. In either case, you will receive this call on your home telephone; press 9 on your phone to open the gate remotely.

15. 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 Master Association Board of Directors has over-ride keys for the white East and West gates.
- The locked construction gate at the east end of Coconut Shores East can be opened upon request.
- Vehicles are prohibited from parking in front of or next to any of these gates at all times.

16. 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, contact Alliant Property Management immediately at 239-454-1101 for Master and West Association issues and P&M Property Management at 239-481-1577 for East and Villas Association issues. On weekends and during non-business hours, their answering system will refer you to an after-hours emergency contact number.
- If necessary, contact any association Board member.

17. 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.

18. 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.

19. 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.
- 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.

20. 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 must end by 10:00 pm.
- For information on availability and renter responsibilities, please review the Clubhouse/Tiki Reservation Request form available in the Clubhouse or contact Alliant Property Management.
- 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.

21. VIOLATIONS:

- Please report any violation of these guidelines to Alliant Property Management (239-454-1101) Master and West Associations, P&M Property Management (239-481-1577) East and Villa Associations or any Association Board member.
- Any Board may refer violations to the 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 acknowledge I have read and understand the above Guidelines, and agree to abide by them during the duration of my lease/rental in the Coconut Shores community.

Lessee/Renter Signature: _____

Printed Name: _____

Address of Unit Being Leased/Rented _____

Date: _____

Lessee/Renter: For the West Condo Association, please sign and submit one copy to Alliant Property Management along with your rental agreement (obtained from Alliant Property Management, 6719 Winkler Road, Suite 200, Ft. Myers, FL 33919, Telephone 239-454.1101) with the application fee. For the Villas and East Associations submit the above information and application fee to P&M Property Management, 14360 S. Tamiami Trail, Unit B, Ft. Myers, FL 33912, Telephone 239-481-1577).