

Villas at Coconut Shores Owners Association, Inc.

c/o Guardian Property Management
6704 Lone Oak Blvd
Naples, FL 34109
Phone: 239-514-7432 Fax: 239-514-7759

APPLICATION FOR APPROVAL TO PURCHASE OR LEASE

In order to process this application, the following MUST be included:

1. This **completed** application
2. An application fee of **\$75.00 made payable to Villas at Coconut Shores Owners Asso.**
3. A fee of **\$50.00 per adult for a background screening. Make check payable to Guardian Property Management.** For Canadian citizens the fee is \$100.00 per adult. For International background screenings, please call Guardian for appropriate fee.
4. A copy of the sales contract if it is a sale
5. A copy of the proposed lease agreement if it is a lease
6. A copy of Driver's License or photo I.D. for each applicant

No more than two (2) pets weighing at maturity:

25 Lbs. for Condos

50 Lbs. for Villas

To: The Board of Directors of Villas at Coconut Shores Owners Association, Inc.

(Please Check Appropriate Box)

() I(we) hereby apply for approval to purchase unit at address: _____ in
Villas at Coconut Shores Owners Association, Inc. and for membership in the association.

A Copy of the sales contract is attached.

() I(we) hereby apply for approval to lease unit at address: _____ in
Villas at Coconut Shores Owners Association, Inc. for the period beginning _____
and ending _____. **A copy of the proposed lease agreement is attached.**

In order to facilitate consideration of this application, I (We) represent that the following information is factual and true, and agree that any falsification of misrepresentation of the facts in this application will justify its automatic rejection. I(We) consent to your further inquiry concerning this application, particularly of the references below.

PLEASE TYPE OR PRINT LEGIBLY THE FOLLOWING INFORMATION:

1. Applicant _____ DOB _____
2. Co-Applicant/Spouse _____ DOB _____
3. Address _____
4. Phone: _____ Work Phone: _____

5. Citizen of U.S.? Self _____ Spouse _____ Email: _____

6. Nature of Business or Profession _____

If retired, former _____

7. Company or Firm Name _____

Position Held _____ Employee I.D. # _____

8. Business Address _____

9. The HOA documents of Villas at Coconut Shores Owners Association, Inc. provide an Obligation of the unit owners that all units are for single family residence only. Please state name, relationship and age of all other persons who will be occupying the unit regularly

NAME

RELATIONSHIP

AGE

NAME	RELATIONSHIP	AGE

10. Three Personal References (local if Possible):

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

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

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

11. Bank Reference: _____

12. Have you ever been convicted of a felony or crime involving violence to persons or property? _____
If so, give full details: _____

13. Person to be notified in case of emergency: _____
Address _____ Phone _____

14. Make of Car: _____ Year _____ Tag# _____ State _____

15. Mailing address for notices connected with this application:

Name: _____ Address: _____
City/State _____ Zip _____ Phone _____

16. **If this transaction is a sale:** I am purchasing this unit with the intention to: (1) reside here on a full Time bases; (2) reside here part-time; (3) lease the unit. (Please circle the number(s) that apply. I **(we) will provide the Association with a copy of our recorded deed within 10 days of closing.**

17. I am aware of, and agree to abide by the Declaration of Villas at Coconut Shores Owners Association, Inc., the Articles of Incorporation, By-Laws and any and all property promulgated rules and regulations in effect within the terms of my (our) occupancy ownership. I acknowledge receipt of a copy of the Association rules.

18. I understand and agree that the Association, in the event a unit is leased, is authorized to act as the Owner's agent, with full power and authority to take whatever action may be required, including Eviction, to prevent violations by lessees and their guests, of provisions of the Association Documents of Villas at Coconut Shores Owners Association, Inc., the Association's By-Laws, The Florida HOA Act and the rules and regulations of the Association.

19. * **Firm/owner to be notified of LEASE Approval email address:** _____

The Association office will advise the prospective purchaser or lessee within a (30) thirty day period from the date of receipt of this application, whether this application has been approved.

A NON-REFUNDABLE check for \$75.00, Payable to "Villas at Coconut Shores Owners Association, Inc." must accompany this application for the purpose of defraying costs of checking references, credit investigation, directory updating, and other expenses related to the processing of this application.

Date: _____ Applicant Signature: _____

Date: _____ Applicant Signature: _____

APPLICATION APPROVED _____ DISAPPROVED _____

DATE: _____

BY: _____
Officer, Director or Manager

******INCOMPLETE APPLICATIONS CAN NOT BE PROCESSED AND WILL BE RETURNED TO YOU. THIS WILL DELAY THE APPROVAL OF YOUR APPLICATION******

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, 13831 Vector Avenue, 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: _____
(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 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 Neighborhood 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 references 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 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.

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 do not allow any changes in plantings or landscaping without prior Villas Association approval.
- Potted plants or flowers on porch or at entrance are allowed in limited numbers.
- For specific policies, consult the individual Neighborhood Association's Board.

6. PETS:

- The ability to keep pets is a privilege, not a right.
- No more than two (2 - Villas) and two (2 - Condos) household pets (e.g. cat or dog) weighing no more than twenty-five (25) pounds (Condos) or fifty (50) pounds (Villas) each at maturity may be kept in a living unit. Please check with your local Condo or Villas Associations Documents and/or Board of Directors for current restrictions.
- 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.

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. 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 Owners/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.

9. 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.
- 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 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.

11. FLAGPOLE:

- A flagpole for display of the American Flag or military service flags 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. 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

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. A separate code also allows access to the clubhouse. Check with the Coconut Shores Community - Alliant Property Management Company for this code.
- 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 obtain an assigned gate code, re-program your Security Gate Remote Transmitter and to add your local Florida telephone number to the Security Gate Control Directory Call Box for Visitor entry.
- 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 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.

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 and normal association issues, contact the appropriate Neighborhood Community Association Property Management Company during normal weekday working hours:
Coconut Shores Community Association (Master/West Condo) - Alliant Property Management at 239-454-1101.
Coconut Shores East Condo Association - P&M Property Management at 239-481-1577
Coconut Shores Villas Association - Guardian Property Management at 239-514-7432
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 appropriate Neighborhood Community Association or Board of Directors 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.
- 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.

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 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.

21. VIOLATIONS:

- Please report any violation of these guidelines to Alliant Property Management (239-454-1101) for the Master and West Associations, P&M Property Management (239-481-1577) for the East Association and Guardian Property Management (239-514-7432) for the Villas Association or any Neighborhood Association Board member.
- 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 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. Please initial each page at the bottom of the document to indicate you have read and understand these Community Guidelines.

Owner/Lessee/Renter Signature: _____

Printed Name: _____

Address of Unit: _____

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 East Association 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. For the Villas Association submit the above information and application fee to Guardian Property Management, 6704 Lone Oak Boulevard, Naples, FL 34109, Telephone 239-514-7432.