

**FOUR SEA SUNS CONDOMINIUM ASSOC., INC.  
APPLICATION FOR SALE/LEASE APPROVAL**

1. THIS APPLICATION MUST BE COMPLETED IN DETAIL BY THE PROPOSED BUYER OR LESSEE AND RETURNED TO:

**C/O TRAK PROPERTY MANAGEMENT  
751 Park of Commerce Drive Suite 116  
Boca Raton, FL 33487  
561-245-4444 OFFICE 561-245-4447 FAX**

2. PLEASE ATTACH **A COPY OF THE SALES CONTRACT OR LEASE AGREEMENT.**
3. PLEASE ATTACH A **COPY OF DRIVERS LICENSE FOR ALL APPLICANTS. NOTE: THIS IS A 55 + COMMUNITY.**
4. PLEASE ATTACH THE FOLLOWING CHECKS:
- I. A NON-REFUNDABLE APPLICATION FEE OF **\$100.00 PER APPLICANT (A MARRIED COUPLE IS ONE APPLICANT) PAYABLE TO FOUR SEA SUNS.**
- II. A NON-REFUNDABLE PROCESSING FEE OF **\$125.00** PER APPLICANT ( A MARRIED COUPLE IS ONE APPLICANT) PAYABLE TO TRAK PROPERTY MANAGEMENT.
5. LEASES CANNOT BE FOR LESS THAN THREE MONTHS AND A UNIT CANNOT BE LEASED MORE THAN ONE TIME PER YEAR.
6. AN INTERVIEW BY A REPRESENTATIVE OF THE ASSOCIATION IS REQUIRED. THIS WILL BE CONDUCTED AT A TIME & LOCATION SET BY THE ASSOCIATION.
7. THERE ARE NO PETS PERMITTED AT FOUR SEA SUNS.
8. THERE IS AN OCCUPANCY RESTRICTION OF NOT MORE THAN TWO PERSONS PER BEDROOM. (i.e. two bedroom house – 4 persons)
9. OWNERS MUST PROVIDE NEW BUYERS WITH A COPY OF THE DOCUMENTS FOR **FOUR SEA SUNS AND SIGNED PROOF OF THIS IS ATTACHED & MUST BE SIGNED.**
10. THIS COMPLETED APPLICATION MUST BE SUBMITTED TO THE ASSOCIATION OFFICE NO LATER THAN **15 DAYS** PRIOR TO THE DESIRED DATE OF CLOSING OR MOVE IN.

- 11. IF YOU REQUIRE A CLOSING LESS THAN 14 DAYS FROM SUBMISSION OF APPLICATION, YOU MUST ADD A SEPARATE RUSH FEE PAYABLE TO TRAK IN THE AMOUNT OF \$100.00 IN ADDITION TO THE ABOVE.**

**APPLICATION FOR LEASE/SALE, GIFT, DEVISE OR  
INHERITANCE APPROVAL**

PLEASE PRINT OR TYPE

TODAY'S DATE: \_\_\_\_\_

IS THIS A SALE OR LEASE: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_ LEASE TERM: \_\_\_\_\_

PRESENT OWNER'S NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS OF UNIT FOR SALE OR LEASE:

\_\_\_\_\_

NAME OF REALTOR HANDLING SALE OR LEASE: \_\_\_\_\_ TELEPHONE:

\_\_\_\_\_

BUYER'S NAME: \_\_\_\_\_

LESSEE'S NAME: \_\_\_\_\_

PRESENT ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OTHER PERSONS WHO WILL OCCUPY THE UNIT WITH YOU:

| NAME | AGE | RELATIONSHIP |
|------|-----|--------------|
|------|-----|--------------|

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1. I hereby agree for myself and on behalf of all persons who may use the home which I seek to purchase or lease:

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- a. I will abide by all the restrictions contained in the By-Laws, Rules and Regulations and Restrictions, which are or may in the future be imposed by FOUR SEA SUNS CONDOMINIUM ASSOCIATION.
  - b. I understand that pets are prohibited.
  - c. I understand that sub-leasing or occupancy of this unit in my absence is prohibited.
  - d. I understand that any violation of the terms, provisions, conditions and covenants of the FOUR SEA SUNS CONDOMINIUM ASSOCIATION provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.
2. I understand that the acceptance for Lease of a unit at FOUR SEA SUNS CONDOMINIUM ASSOCIATION is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any misrepresentation or falsification of information of these forms will result in the automatic rejection of this application. Occupancy prior to approval is prohibited.
3. I understand that the Board of Directors of FOUR SEA SUNS CONDOMINIUM ASSOCIATION may cause to be instituted such an investigation of my background as the Board may deem necessary. Accordingly, I specifically authorize the Board of Directors to make such investigation and agree that the information contained in this and the attached application may be used in such investigation and that the Board of Directors and Officers of FOUR SEA SUNS CONDOMINIUM ASSOCIATION itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

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

\_\_\_\_\_  
 APPLICANT'S Signature CO-APPLICANT'S Signature

\_\_\_\_\_  
 Print Applicant's Name Print Co-Applicant's Name

**APPLICATION FOR OCCUPANCY**

PRESENT OWNER'S NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ADDRESS

OF UNIT FOR SALE OR LEASE: \_\_\_\_\_

NAME OF REALTOR HANDLING SALE OR LEASE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

BUYER'S/LESSEE'S NAME: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SPOUSE/CO-APPLICANT: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ MARITAL STATUS: \_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

DRIVER'S LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NUMBER OF ADULT OCCUPANTS: \_\_\_\_\_ NUMBER OF CHILDREN: \_\_\_\_\_

IN CASE OF EMERGENCY NOTIFY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

## **RESIDENCY (SECTION 1)**

PRESENT ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

LANDLORD/MORTGAGE COMPANY: \_\_\_\_\_

MORTGAGE LOAN #: \_\_\_\_\_

## **EMPLOYMENT (SECTION 2)**

PRESENT EMPLOYER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

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TITLE: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

SALARY: \_\_\_\_\_

SPOUSE'S/CO-APPLICANT'S EMPLOYER: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

TITLE: \_\_\_\_\_ LENGTH OF EMPLOYMENT: \_\_\_\_\_

SALARY: \_\_\_\_\_

### **BANK INFORMATION (SECTION 3)**

BANK NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECKING ACCOUNT #: \_\_\_\_\_ DATE ACCOUNT OPENED: \_\_\_\_\_

SAVINGS ACCOUNT #: \_\_\_\_\_ DATE ACCOUNT OPENED: \_\_\_\_\_

BANK NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CHECKING ACCOUNT #: \_\_\_\_\_ DATE ACCOUNT OPENED: \_\_\_\_\_

SAVINGS ACCOUNT #: \_\_\_\_\_ DATE ACCOUNT OPENED: \_\_\_\_\_

### **CHARACTER REFERENCES (SECTION 4)**

(Do not give relatives' names)

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

### **AUTOMOBILE INFORMATION (SECTION 5)**

NUMBER OF CARS: \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

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TAG #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

MAKE: \_\_\_\_\_ MODEL: \_\_\_\_\_ YEAR: \_\_\_\_\_

TAG #: \_\_\_\_\_ DRIVERS LICENSE # \_\_\_\_\_

## GENERAL INFORMATION (SECTION 6)

Have you ever been evicted before? \_\_\_\_\_

If yes, where/why? \_\_\_\_\_

Have you ever refused to pay rent? \_\_\_\_\_

If yes, where/why? \_\_\_\_\_

## CHECKLIST

1. If any question is left blank, this application may not be approved. This application is subject to approval.
2. Attached is a **non-refundable** application fee of \$125.00 payable to TRAK PROPERTY MANAGEMENT GROUP AND a non-refundable fee of \$100.00 payable to Four Sea Suns.
3. Please enclose a copy of the Lease/Sales Contract with this application.
4. Proof of receipt of documents on sales.
5. Proof of receipt of rules for leases.
6. Proof of receipt of rules and regulation of Four Sea Suns Condo. Association.
7. Copies of registrations for all vehicles listed on application

I/We declare the above information to be true and correct. I/We authorize the landlord, or agent(s) to verify and obtain a consumer credit report.

I/We agree to abide by the Rules and Regulations of the Association.

\_\_\_\_\_  
APPLICANT'S Signature/Date

\_\_\_\_\_  
CO-APPLICANT'S Signature/Date

\_\_\_\_\_  
Print Applicant's Name

\_\_\_\_\_  
Print Co-Applicant's Name

FOUR SEA SUNS CONDOMINIUM ASSOCIATION INC.

VOTING REPRESENTATIVE CERTIFICATE

This is to certify that the undersigned, constituting all of the owners of record, Building # \_\_\_\_\_ Unit. # \_\_\_\_\_ in Four Sea Suns Condominiums, have designated \_\_\_\_\_ as their voting representative to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and the By-Laws of the Association. If one person owns the unit this certificate need not be filed.

This Certificate is made pursuant to the Declaration and the By Laws and shall revoke all prior certificates and be valid until revoked by a subsequent Certificate.

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
(signature)

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
(signature)

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
(signature)

Note: This form is not a proxy and should not be used as such. Only one of the owners may be designated Voting Representative.

**PROOF OF RECEIPT OF DOCUMENTS  
FOR SALES**



**Please sign below as proof that you received the documents for FOUR SEA SUNS CONDOMINIUM ASSOCIATION.**



I/We have received the Documents for FOUR SEA SUNS CONDOMINIUM ASSOCIATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## **PROOF OF RECEIPT OF RULES & REGULATIONS FOR LEASES**

**Please sign below as proof that you received the rules and regulations for FOUR SEA SUNS CONDOMINIUM ASSOCIATION.**

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.....

I/We have received the Rules & regulations for FOUR SEA SUNS CONDOMINIUM ASSOCIATION.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EFFECTIVE JULY 1, 2010; FLORIDA STATUTE 718.116 (CONDO) 720.3085 HOA:**

**UNIT OWNERS' CONSENT TO ASSIGNMENTS OF RENTS TO THE ASSOCIATION.**

The undersigned, \_\_\_\_\_, as owner(s) of the property whose address is: \_\_\_\_\_ of \_\_\_\_\_, and whose mailing address is \_\_\_\_\_ and the undersigned tenant (s) \_\_\_\_\_ agree as follows;

1. That said owner agrees to continue making payments directly to the Association all dues/assessments and/or special assessments as they are due.
2. That in the event that said owner does not pay any one (1) monthly assessment by the 30<sup>th</sup> day of each month, The Association, or any agent thereof, shall have the right to require that the tenant pay the monthly assessment along with any additional amounts then owed to the Association, including but not limited to, delinquent

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assessments, special assessments, late fees, attorney's fees, costs from enforcement of this Addendum or other legal action to collect delinquent maintenance/assessments, and fines directly to The Association and to then pay the remainder to the landlord/owner.

3. The Association shall send written notice to both the unit owner and the tenant of the imposition of the requirement, after an owner has failed to pay any one (1) month's dues/assessments by the 30<sup>th</sup> day of the month.
4. The unit owner hereby assigns that portion of the rents, including any delinquent assessments, special assessments, attorney's fees and court costs, due and payable to the Association, upon the association giving notice as described above of the delinquency and imposition of the requirement that the tenant pay the monthly assessment to the Association.
5. The unit owner agrees that he/she/they will not consider the tenant delinquent in their rental payment, nor commence eviction proceedings against the tenant, in the event that the tenant pays the monthly assessment directly to the Association and deducts same from the tenant's rental payment to the unit owner.
6. After the account balance becomes current by means of tenants payments, the tenant shall continue to deduct the monthly assessments/dues from the rent and pay it directly to the Association unless otherwise notified by The Association or an Agent of the association.
7. In the event it becomes necessary to bring legal action to enforce this agreement, the prevailing party shall be entitled to recover reasonable attorney's fees, costs and interest. Any fees or costs incurred by the Association shall be incurred in the amount paid by the tenant to the Association under this addendum.

THIS AGREEMENT SHALL BIND ALL PARTIES THERETO

Countersigned: \_\_\_\_\_ or Management

Unit Owner: \_\_\_\_\_

By: \_\_\_\_\_

Tenant: \_\_\_\_\_

Title: \_\_\_\_\_

March 31, 2014

**Four Sea Suns Condominium Association Inc.**

*Use Restrictions and Rules*

**APPROVED BY BOARD OF DIRECTORS 3-31-2014**

The following *Use Restrictions and Rules* we impose upon ourselves for our mutual benefit and comfort:

**1. PRIVATE DWELLINGS:** Each of the private dwellings shall be used as a residence and for no other purpose. No person under the age of 18 may occupy a private dwelling except pursuant to the bylaws of the Association (see page 15, paragraph 1) of the Condominium Documents. No more than two persons per bedroom may reside in any private dwelling.

**All sales and rentals of units shall be handled through our management company. Owners must request sale or rental forms from the management company. All forms must be completed and returned to the management company with required fees. A copy of the property deed must be submitted to the management company by the new owner.**

**If ownership is transferred by inheritance or devise, or additional name(s) are added to an existing deed, the new owner(s) shall be required to provide proper identification and complete the personal information sheet and undergo the same background check(s) as required of a new owner and pay the required fee. They shall provide a copy of the deed to the management company and pay the required fee.**

Every owner/resident, including those person(s) who acquire their condominium by inheritance or devise, shall give written notice to the Four Sea Suns Condominium Association office of all person(s) residing in their unit. The Association office shall be notified, no later than five (5) days after each

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change of occupancy. **The new resident(s) shall be required to provide proper identification and complete the personal information sheet and undergo the same background check(s) as required of a new owner and pay the required fee.**

**Guests/family members staying over 31 accumulative days in a calendar year become occupants and must complete all paper work and undergo the same background check(s) as a new owner and pay the required fee.**

**2. LEASING/RENTAL:** Two years of ownership must elapse before a unit can be leased or rented. Person(s) who acquire their condominiums by inheritance or devise may lease their property immediately provided the transfer of ownership has been recorded in Palm Beach County. The owner may not lease his unit more than once per year and not for less than a minimum of three (3) consecutive months per calendar year. No person(s) or group of people may rent a unit and split the rental period among the person(s) or group of people. First time renters/lessees shall be screened in the same manner as in a purchase. No rooms may be rented, no units may be subleased or rented and no parking space may be rented, except as a part of a private dwelling or to another private dwelling owner, and no transient tenants may be accommodated. All required paperwork contained in the Leasing/Rental packet shall be completed and along with a copy of the lease/rental agreement returned to the Board of Directors or our Management Company at least two weeks prior to occupancy along with the required administrative fee of One Hundred (\$100.00) dollars. No more than two persons per bedroom may reside in any private dwelling.

The lessee/renter shall sign in at the guest book across from the library and complete the **Guest Information** form within 48 hours of arrival. The *Guest Information* forms are available near the guest sign-in book. The completed *Guest Information* form shall be turned into the office within 48 hours of arrival. It may be placed in the mail slot in the office door after hours.

When anyone is leasing/renting a unit, they shall sign an affidavit listing the names and ages of everyone who will be occupying the unit. At least one of the occupants must be 55 years of age or older and be responsible for the department of the group.

**3. GUESTS / FAMILY MEMBERS:** When at least one owner/occupant age 55 or older is residing in the unit, family members, and overnight guests, including children of family members or guests may visit provided they sign the guest book across from the library and complete the **Guest Information** form within 48 hours of arrival. The *Guest Information* forms are available near the sign-in book. The completed *Guest Information* form shall be turned into the office within 48 hours of arrival. It may be placed in the mail slot in the office door after hours.

When an owner/occupant age 55 or older is not residing in the unit, an immediate family member (father, mother, son, daughter, brother, sister) may stay in the unit for a period not to exceed 30 accumulative days in a calendar year, provided prior written notice has been submitted to the office at least two weeks in advance. The family member (father, mother, son, daughter, brother, sister) shall sign in at the guest book across from the library and complete the *Guest Information* form within 48 hours of arrival. The *Guest Information* forms are available near the sign-in book. The completed *Guest Information* form shall be turned into the office within 48 hours of arrival. It may be placed in the mail slot in the office door after hours. **Guests, including children will not be allowed when the owner or one of the above-mentioned family members is not residing in the unit.** The President of Board of Directors or his designee may approve emergency situations.

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Only registered guests or family members of the owner/occupant of a unit may use the clubhouse facilities without the owner/occupant present. All "day" guests must be accompanied by the owner/occupant.

**4. CHILDREN:** The owner of each unit is permitted to have children as visitors but not to exceed thirty (30) days in any one hundred and twenty (120) day period. Each unit owner shall be responsible for the actions of children and any damage caused by their visitors. Children shall not be permitted to play in the corridors, stairways or on the walkways. Children under the age of twelve (12) years shall not be permitted to use the clubhouse, pool or recreation building unless in the presence of an adult responsible for their conduct. Children shall be signed in at the guest book across from the library and shall complete the **Guest Information** form within 48 hours of arrival. The *Guest Information* forms are available near the sign-in book. The completed *Guest Information* form shall be turned into the office within 48 hours of arrival. It may be placed in the mail slot in the office door after hours.

**5. NO UNIT SHALL BE SOLD:** for (A) speculation or (B) leasing and/or renting, or (C) investment. It is the policy of the FOUR SEA SUNS CONDOMINIUM, INC. that to the greatest extent feasible units shall be occupied by their owners.

**6. BALCONIES AND CORRIDORS:** Objects or articles, with the exception of portable chairs, shall not be placed in the various corridors, walkways or stairways or on any balconies, No bathing suits, towels etc. shall be placed on balconies or railings.

**7. PORCHES:** No major appliances such as stoves, refrigerators or freezers shall be stored on porches. No clotheslines for hanging laundry are to be hung on porches. No bathing suits, towels etc. are to be placed on porches or railings. All windows, screens and enclosures must be maintained so that they do not detract from the uniform external appearance of the building.

**8. STORAGE:** Storage of any items, other than condominium property, on or in common areas is prohibited.

**9. COOKOUTS:** No gas, charcoal or wood-burning barbecue grills are permitted at the units.

**10. SWIMMING POOL:** Please be considerate of others at all times and comply with the following Palm Beach County Department of Health, Division of Environmental Health regulations and Four Sea Suns Condominium Association rules:

- (1) No food, drink or animals in pool or on pool deck.
- (2) The bathing load is twenty-two (22) persons.
- (3) Pool hours are one half hour after sunrise to one half hour before sunset.
- (4) Shower before entering pool.
- (5) No diving.
- (6) All pool furniture must be kept off the first four feet (light colored) designated clear area.
- (7) No glass containers are permitted in the pool area.
- (8) All persons using the pool do so at their own risk.
- (9) Children under twelve (12) years of age must be accompanied by an adult and not left unattended at any time.
- (10) Pool toys, balls, floats, etc. shall be used in the pool only.
- (11) No running at any time.
- (12) Items brought to pool may not be left overnight (9 PM to 6 AM).

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**11. WET BATHING SUITS:** No wet bathing suits will be allowed in the clubhouse or recreation buildings.

**12. BILLIARD ROOM:** The following rules shall be adhered to:

- (1) All person(s) must be eighteen (18) years of age or older to use the billiard tables.
- (2) No sitting on tables.
- (3) Must keep one foot on floor when shooting.
- (4) No smoking in billiard room or library.
- (5) No food or drinks on billiard tables.
- (6) Replace all cue sticks in rack, brush table and replace cover when finished. (7) Turn off air conditioning, close windows, turn off lights and lock doors when leaving.

**13. UNIT IMPROVEMENT/REMODELING:** No improvement may be constructed upon any part of the exterior of any unit or building or elsewhere on the Condominium property, by any owner, and no paint shall be applied to the exterior of any building without written consent of the Board of Directors (refer to Condominium Declaration).

Any remodeling, construction or improvements shall not materially alter the interior of the condominium or the integrity of the unit and shall comply with all current code requirements. The "Condo Improvement Form" shall be filled out completely and returned to the Four Sea Suns Condominium Association office prior to any remodeling, construction or improvement to any unit, including windows, doors, storm shutters, gutters, spouting, downspouts, porches, clothes washers, clothes dryers, air conditioners and hot water tanks. This form must be reviewed by the Board of Directors and returned to the homeowner before construction may commence. The Board of Directors has 14 days to approve or deny this request. Maintenance of all repairs, remodeling, construction and/or improvements are the responsibility of the homeowner. A copy of the required permit must be submitted to the Board of Directors prior to the commencement of any work. The emergency installation of a hot water tank may be completed immediately and all required forms and permits submitted to board within 14 days.

The owner must list the name of the contractor doing the work. The board has the right to prohibit a contractor from performing any work on association property.

All remodeling, repair work or construction must be performed between the hours of 9:00 A.M. and 5:00 P.M. Monday through Saturdays, no work being allowed on Sundays.

**All clothes washers and dryers shall be installed according to the building code of the City Of Boynton Beach. Any installation not meeting code or posing a hazard may be required to be removed by the Board of Directors.**

**14. INSURANCE:** It is recommended that each owner insure the interior against fire, extended coverage and other perils.

**15. KEYS FOR EMERGENCY:** The owner of each unit shall deposit, with the office, a key or keys fitting all locks to his unit, including balcony and shed doors. If any of said locks are changed, the owner shall immediately provide a new key. Keys are not to be used for any purpose other than for an emergency or safety reason.

**16. LAUNDRY ROOM:** Hours for the laundry room are from 8:00 a.m. to 8:00 p.m. The laundry room is for the use of owners and their guest or lessee only. Remove your laundry promptly and leave the room and its equipment clean and orderly. Dyes must never be used in the machines... Shut off lights and lock doors when you leave the laundry room.

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**17. LAWNS/LANDSCAPING:** All landscaping shall be managed in accordance with the rules and regulations as established by the Board of Directors. Any resident wishing to display flowers or plants shall complete the request form and submit it to the Board of Directors. The Board of Directors shall reply in writing, either approving or denying the request. (Request Forms are located in the folders next to the office door)

**18. NOISE / NUISANCE:** Unnecessary noises shall be avoided at all times. In order to insure your own comfort and that of your neighbors, sounds must be kept at a reasonable volume on all condominium property. Reasonable visitation hours shall be kept by your guests. Vehicle traffic shall be kept to minimum..

**19. PARKING:** All vehicles are the responsibility of the unit owner. No parking space shall be used for anything other than vehicle parking without the vote of the Board of Directors. Owners of more than one vehicle may park in any space designated with the number "1800" on it. During an extended absence, of a vehicle owner of 30 days or more, a set of keys must be left at the office or with someone who stays in the area. This person's name, local address and phone number shall be on file in the Association office and this person must be able to respond within 24 hours upon notification that the vehicle needs to be moved. The Association assumes no responsibility for any vehicle left on premises.

(1) All visitors shall park in the parking space belonging to the resident they are visiting or in one of the spaces marked "1800".

(2) The area in front of the clubhouse between the entrance gates is designated as a "loading zone 15 minute parking only" for loading and unloading of vehicles, no vehicle(s) shall be parked in this area for any other purpose.

(3) All vehicles must be kept in good working order. Any vehicle with a flat tire(s), broken windows or that does not run may be towed at the owner's expense.

(4) Drive slowly at all times on Association premises.

(5) The area in front of the walkways are a "No parking Zone" and must be kept clear of vehicles at all times.

(6) Overnight parking is not permitted for commercial vehicles between the hours of 8 PM and 7 AM. Upon permission from the Board of Directors, parking at the clubhouse is available for guests or family members of unit owners with recreational vehicles, but may not exceed seven days. Under no circumstances shall any of the recreational vehicles facilities be used while it is parked on Four Sea Suns Condominium Association property. Boats are not permitted at anytime.

**(7) Parking or storage of trailers is prohibited.**

**20. PETS:** No animals or pets shall be allowed in a private dwelling or on condominium property (see page 16, paragraph 3 of Condominium Document), including birds, fish and/or snakes. Residents are asked not to feed any animals on condominium property.

**21. SIGNS:** No signs, advertisement, notice(s) or other lettering shall be exhibited, inscribed, painted or affixed by any owner on any part of the outside or inside of a unit (if visible from the outside of the unit) or in the common or limited common property areas. Alarm signs and name lettering on units are permitted with permission of the President of the Board of Directors or his designee. Alarm sign / lettering request forms are available in forms box outside of the office.

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**22. SOLICITATIONS:** There shall be no soliciting by any persons, other than owners, anywhere in the area for any cause, charity or purpose whatsoever.

**23. STORM SHUTTERS/WINDOW AWNINGS:** Each owner desiring storm panels shall provide a uniform type approved by the Board of Directors and in compliance with the county code. It is the responsibility of each unit owner to maintain his shutters/window awnings and make sure they are secured when absent during hurricane season.

**24. SMOKING:** Smoking is not permitted in any common buildings, i.e. clubhouse, recreation buildings, laundry room.

**25. AIR CONDITIONERS, HOT WATER HEATERS, SMOKE DETECTORS, WATER LINES.**  
**Water heaters shall be replaced every 10 years. Water heaters should have a shut off valve installed on the cold water intake line. Air conditioners shall be checked annually with particular attention to the drain lines, making sure they are not clogged. When a unit is vacant for more than 48 hours, all water supply lines, including water supply line to the hot water heater, shall be turned off. Be aware, the owner is responsible for any damage to any unit caused by their negligence.**  
**Smoke detectors shall be installed in all units by the owner. It is recommended that each unit have a fire extinguisher in the kitchen area.**

#### **26 EXERCISE ROOM**

**All persons using the exercise room must follow the rules posted in the exercise room. The Association is not responsible for any injury sustained while using the equipment. The Board of Directors may add or remove equipment.**

**27. ADDITIONAL RULES:** Reasonable rules concerning use of the swimming pool, shuffleboard courts, sauna baths, exercise rooms, barbecue area, card rooms, billiard room, and recreation and meeting rooms not in conflict with these general rules may be made and amended from time to time by the Board of Directors of the Association.

**28. VIOLATIONS:** Violations by owners, employees, guests, lessees or their children are the responsibility of the owner. Violations should be reported to the Board of Directors in writing.

Upon written notice of a *Use Restrictions and Rules* violation to the Board of Directors from any Owner, Resident, Board Member or Representative of the Management Company the following procedure shall be implemented.

#### **Step One:**

The President of the Board of Directors or his designee shall give a verbal and written notice of said violation to the owner of the unit in violation, indicating the violation must be corrected within a reasonable amount of time. The person(s) delivering the notice shall sign and date the notice and request that the owner sign as well. A copy of the letter shall be placed in the owners file. If the violation is corrected no further action shall be taken. If the owner is not in residence, a telephone call to the owner shall be made to the last phone number on record. Message may be left on answering machine. If contact is not made via telephone, copy of notice will be sent via first class mail to the

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owners address on file. If the violation is not corrected, or the violation is the second offense of the same rule, the President or his designee **shall proceed to step two.**

### **Step Two:**

The President of the Board of Directors or his designee shall give written notice to the owner of the unit in violation, indicating the violation could result in a potential fine as provided for in Florida Statutes 718.303 (3) and must be corrected. This written notice shall include a description of the violation, and that the violation may be forwarded to the violations committee..

### **Step Three:**

If the violation is not corrected or if the violation is a second violation of the same offense, The President of the Board of Directors shall refer the matter to the Board of Directors. The Board of Directors shall vote to give written notice to the Rules Violation Committee of said violation. This written notice shall contain a description of The violation, all pertinent facts, and a copy of the written notice given in steps one and two.

Upon receipt of written notice of a violation from the President of the Board of Directors or his designee, the Rules Violation Committee shall, within 30 days of receipt of the notice; convene to review the violation of the *Use Restrictions and Rules*. The Rules Violation Committee shall afford the owner and his/her representative the opportunity to appear before the Rules Violation Committee prior to rendering any decision.

The Rules Violation Committee upon due deliberation shall determine by majority vote whether or not a violation of the *Use Restriction and Rules* has occurred. Upon concluding that a violation has occurred the committee may impose a fine up to One hundred (\$100) dollars per day for each day that the violation has not been corrected, but said fine shall not exceed one-thousand(\$1,000.00) dollars total for each separate violation. The Rules Violation Committee shall, in a timely manner, notify the Board of Directors and the Management Company in writing of their decision on the violation. Upon receipt of the decision and notice of any fine, the President of the Board of Directors or his designee shall give written notice to the owner of the decision, and if a fine is due shall give the owner a reasonable amount of time to pay said fine.

3-18-2013

# FOUR SEA SUNS CONDOMINIUMS

## SIGNS ON BUILDINGS

**Rule 21 Signs:** No signs, advertisements, notice(s) or other lettering shall be exhibited, inscribed, painted or affixed by any owner on any part of the outside or inside, ( if visible from the exterior of the unit) or in the common or limited common property areas without prior approval from the Board of Directors.

### **SIGN APPROVAL REQUEST FORM** **SEE REVERSE SIDE FOR SUGGESTED GUIDE LINES**

Approval is hereby requested to place a sign on the named property.

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

\_\_\_\_\_

1. Type of sign: (check one)      Warning sign \_\_\_\_\_      Name sign \_\_\_\_\_

a. Description: include size, shape and material.

\_\_\_\_\_

b. What does it say or depict? \_\_\_\_\_

c. How is it to be affixed? \_\_\_\_\_

d. Where is it to be placed? \_\_\_\_\_

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

-----**OFFICE USE ONLY**-----

-----  
Date received: \_\_\_\_\_      Board Action: \_\_\_\_\_

Board Official's signature \_\_\_\_\_      Date \_\_\_\_\_

# **Four Sea Suns Condominiums**

## **Suggested Guide Lines for Signs**

**The following guide lines are to assist you and the Board in the application approval process. The Board reserves the right to consider alternatives to the suggestions if they deem it to be in the best interest of the Association.**

### **NAME SIGNS:**

- 1. The color of the letters is to be black to assure condominium conformity.**
- 2. The lettering is to be the stick on type, not painted on.**
- 3. The letters should be no wider than 3 inches nor more than 3 inches in height.**
- 4. The lettering should be affixed above the main entrance to the Condo.**
- 5. The owner is responsible for the care of the lettering and to remove and/or replace same if required by the Association for repair work etc.**

### **WARNING SIGNS:**

- 1. The sign should be made of metal or other weather resistant material.**
- 2. The sign should be attached to a metal stake for placement in the ground.**
- 3. The sign should be placed in position to be seen but not in an area which would impede any entrance or walkway or the Association's maintenance function.**
- 4. The owner is responsible for the care of the sign and to remove and/o Replace same if required by the Association for repair work etc,**

# FOUR SEA SUNS CONDOMINIUMS

## GUEST INFORMATION SIGN UP SHEET

**Guest Sign In** sheet across from the library within 48 hours of arrival. In addition, this form must also be completed and turned into the association office within 48 hours of arrival. You may use the mail slot in the office door.

1. Owner name, address and phone # \_\_\_\_\_  
\_\_\_\_\_

2. Name of each guest \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Emergency phone # for one of the guests \_\_\_\_\_

4. Starting date \_\_\_\_\_ Ending date \_\_\_\_\_

5. Automobile:  
Make \_\_\_\_\_ Color \_\_\_\_\_

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