



# PINE BAY FOREST

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## FOREST PATHWAYS

A Manual

\* Rules and Regulations

\* Attachments

## FOREWORD

In Florida, condominium law is governed by the Florida Condominium Act, Chapter 718 of the Florida Statutes, together with rules and regulations promulgated by the Department of Business Regulation, Division of Florida Land Sales, Condominium and Mobile Homes, Bureau of Condominiums.

What that means is that Pine Bay Forest owners and their elected Directors are strictly governed and monitored by the State of Florida particularly as to matters regarding the "common elements" of the Association. The owner(s) of each unit also own a 119th share of all the common elements. In addition to the rules and regulations promulgated by the State of Florida, your neighbors who are duly elected to the Board of Directors may from time to time establish new rules and regulations or change existing ones to meet the needs of the Association.

Pine Bay Forest's rules are designed to preserve and protect the health and welfare of all persons who use the condominium, its units or any part of its common elements or areas. No one wishes the Association to become a policeman. Therefore, it is in everyone's best interest to voluntarily **know** and **adhere** to all rules and regulations. This will do much to promote and foster a comfortable spirit of community.

Thank you for your cooperation,

Board of Directors  
Pine Bay Forest  
November, 2010

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**CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.****RULES & REGULATIONS**

All rules, however necessary, may impinge on the rights or perceived rights of individual owners. Nevertheless, rules are necessary for civil living in a condominium community. Choosing to live in that community presumes a willingness to give up some rights that might otherwise be enjoyed in a single family home. It also means that we may have to live with certain petty irritations ... the alternative being a plethora of rules and a police state mentality detracting from the life style we all want.

Pine Bay Forest wants to foster a comfortable, friendly spirit of community within our residential complex. The safety and enjoyment of all the members of this community (owners, tenants, their family members and guests) are of primary concern. While we cannot please all the people all the time, we attempt to articulate requirements that demonstrate consideration for others. We believe that rules should be few; should be directed at a specific problem; should be consistently enforceable; and should be understood by the Pine Bay Forest community.

NOTE: Please refer to other Pine Bay Forest documents such as the DECLARATION and the BY-LAWS for full recitation of these rules and regulations. Policies and rules promulgated by the Board of Directors are subject to change or new ones established to meet the needs of the Association as well as amendments approved by the membership. Please check with Management or your Board of Directors for any changes since the date of this publication.

**PETS**

Only manageable pets which are not considered to be a **nuisance** by the Association, under rules uniformly applied, and which do not exceed **thirty (30) pounds** in weight at maturity may be permitted to use the condominium common elements, provided, however, that such pets are limited in number to **one per unit** and must be kept on a **leash** when on the common elements and further provided that the owner of the unit housing the pet shall be responsible for cleaning up and **removing all solid wastes** from such pets from the common elements. Exempt from this weight limitation provision are guide dogs, service animals or other animals that may be required to be allowed by state or federal fair housing laws.

Owners should move their pets well onto the grass when passing pedestrians on the walks.

Any pet may be adjudged a nuisance by the Board after an investigation of complaints. A pet so judged must be removed from the premises within 10 days.

Any resident acquiring a pet that uses the common elements, subsequent to moving into Pine Bay Forest, shall register that pet with the Property Manager. **Pet Registration Forms** may be obtained from the Property Manager or PBF web-site. Return completed form to the Property Manager.

**CHILDREN**

Pine Bay Forest does not meet the standards for "housing for older people" under the Fair Housing Amendments Act of 1988 and therefore families with children are welcome. We do ask however, that parents encourage their children to act with **discipline and decorum** when using any of the Common Elements.

### WINDOW DRESSINGS

All drapes, curtains, verticals, blinds or other window dressing or treatment must be lined in white.

### ANTENNAE & AERIALS

The placement of any antenna, aerial, or satellite dish allowed by the FCC must be approved by the Board of Directors prior to installation.

### VISIBLE UNSIGHTLINESS

No unsightly objects are allowed around the perimeter of units. This includes, but is not limited to: Laundry, toys, chairs, etc. Such items may also be a hazard to residents and a hindrance to the grounds crew.

### LEASE TERMS AND APPROVAL

**All application to be submitted 30 (thirty) days in advance for Board of Directors approval. No lease shall be for less than an entire unit and no unit shall be leased for a period of less than 3 months or leased during the initial year of ownership to which title of the unit has been taken after Oct.1,2005.** When the owner(s) has a prospective tenant(s), the owner(s) shall provide the Board of Directors an APPLICATION FOR LEASE form filled in by the prospective tenant(s), a copy of the lease and the non-refundable \$100.00 application fee. The lease for the prospective tenant shall not be valid until an interview has been held with a representative of the Board of Directors and the APPLICATION FOR LEASE form has been approved; all leases shall contain a contingency clause to this effect. The owner(s) must provide prospective tenant(s) with a copy of Forest Pathways ... extra copies are available from the Property Manager or Association Services Chairperson. Owner has ultimate responsibility for the actions of his/her tenant(s), Guests, and/or family members.

The Association shall be notified by the Unit Owner when a lease is being renewed, extended or terminated. Renewals require filing an application for approval/disapproval 30 (thirty) days in advance, but no interview, background check or fee.

### LENDING OF UNITS

When an owner/tenant, not in residence, has arranged for his/her unit to be used during his/her absence, the owner/tenant shall file a GUEST/FAMILY REGISTRATION FORM with the Property Manager's office.

No unit may be **loaned for a term of more than three (3) weeks**, nor may a unit be loaned **more frequently than three (3) times** in any calendar year (with a loan which begins the previous year not counting toward the limit). A loan is the granting of permission of unit occupancy **without the payment of rent**, in the absence of an owner of the unit or the spouse of such owner or, if the unit is owned by a corporation, in the absence of the "designated occupant" or the spouse of the "designated occupant". The occupancy of a unit by a child, grandchild, parent, or grandparent of an owner or spouse of an owner of a unit **shall not be considered a loan** subject to these time limitations. Nevertheless, owner(s) of the unit shall submit a GUEST/FAMILY REGISTRATION FORM to the Property Manager's office for family members. Form is available from the PBF web-site or Property Manager.

**PURCHASE APPROVAL**

When a unit is placed on the market, please notify the Association Services Chairperson. When the owner(s) has a prospective purchaser, owner(s) shall provide the Property Manager an APPLICATION FOR PURCHASE form filled in by the prospective purchaser(s) and the \$100.00 application fee. The prospective purchaser(s) shall not occupy the unit until an interview has been held with a representative of the Board of Directors and the APPLICATION FOR PURCHASE has been approved. Owner(s) must provide prospective purchaser(s) with a copy of Forest Pathways ... extra copies are available from the Property Manager, the PBF web-site or Association Services Chairperson. Interviews are conducted to assure that prospective owners know and understand rules and regulations. They are not intended to screen for race, color, creed, religion, gender, or national origin. After the closing, a copy of the deed must be sent to the Property Manager's office.

**VEHICLES**

No commercial vehicles, trucks, motorcycles, watercraft, campers, trailers, mobile homes and similar vehicles may be parked in any carport or parking area (except service vehicles during the time in which they are servicing a unit or common elements).

No major repair, painting, or maintenance of any vehicle is permitted in any carport or parking area.

In December, 2006, the Board promulgated the following to expand and clarify its definition of the word "truck".

"If the vehicle has a truck bed of any length it is considered a truck and not permitted to park in driveways or carports."

Any vehicle not complying with the vehicle rules and regulations shall be in violation and its presence in any carport or parking area is prohibited. Any violations should be reported to the Property Manager's office.

**PARKING**

Those using guest parking must park between the lines. No other space should be used for parking other than the spaces marked.

Unit owners of vehicles (their own or guests) which block dumpsters so as to prevent trash removal will be charged the cost of having a special removal.

**PODS**

PODS (Portable On Demand Storage) containers are permitted at Pine Bay Forest under these conditions: Property Management must be notified in advance of the dates for POD use. The POD may not be parked in the carports. The POD must be small enough to occupy no more than one guest parking space. The POD may not be parked on 4<sup>th</sup> Avenue. No more than one (1) POD per driveway is allowed at a given time. The period of POD use for moving may be no longer than seven (7) days.

**NUISANCES AND LAWFUL USE**

No objects including but not limited to toys, bicycles, roller skates, skate boards, roller blades, adult three wheel tricycles shall be operated in a driveway, parking area or carport, nor left unattended on common elements, except as properly stored in carports.

No nuisance, such as noise, odors, accumulated debris, fire hazard or other objectionable practices are allowed which are a source of annoyance to residents, interfere with residents, or increase the rate of insurance upon the property, are permitted. No immoral, offensive or unlawful use shall be made of the condominium property or any part thereof.

Any object placed in common areas which, in the judgment of the Grounds Committee or Property Manager, interferes with grounds maintenance may be considered a "nuisance" and be removed.

**GARBAGE**

All garbage other than dry paper, must be in "tied" plastic bags when placed in the dumpster and not left loosely on the ground. Empty cardboard boxes and other bulky items should be **flattened** before placing in the dumpster. Items left outside the dumpsters will not be picked up. Also, if dumpsters are so full that lids will not close, they may not be emptied. If the dumpster close to you is full, please use another. **DO NOT PARK IN FRONT OF DUMPSTERS.**

Our garbage pick up service includes pickup from the dumpsters but does not necessarily include pick up of items too large for the dumpster. Any large articles like furniture, old carpet, electronics, remodeling waste of your own please call Manatee County Waste Department at **792-8811 ext. 1** for instructions and possible quotes for pick up. You may also call private haulers for these items but do not place them in the corral areas for pick up. Remodeling and construction debris must be hauled away by your contractor immediately.

**ASSOCIATION PRIVILEGES**

By Law, Florida Statutes 718.111(5), the Association has the authority in an emergency to enter a unit by whatever means necessary:

"The Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit or units."

**INSPECTION OF UNITS**

By Law, Florida Statutes 718.113 "a unit owner shall not do anything within the unit or on the common elements which would adversely affect the safety or soundness of the common elements."

Under no circumstance shall an owner allow his/her unit to deteriorate. At the end of a rental period, the owner or his/her agent shall implement proper action for compliance with the above regulations. In the absence of compliance, the Property Manager may be called upon to inspect any unit.

**OWNER'S FAILURE TO ACT**

If an Owner fails to maintain and repair his Unit properly, including Limited Common Elements and appurtenances or any other item that a Unit Owner is responsible for maintaining, the Association, at the discretion of the Board after reasonable notification except in an emergency, may enter into any Unit upon reasonable notice during reasonable hours to inspect any Unit and make such repairs and perform such maintenance and pay such amounts as the Board may deem necessary. Please refer to the Declaration for a complete recitation of the regulations governing these matters.

**CHANGES TO PROPERTY**

No changes shall be made in any exterior wall, door, window or any exterior surface without approval from the Board of Directors. A **Material Alteration Request Form** must be completed and submitted to the Property Manager or Building Chairperson who will present to the Board for approval. The Property Manager or Building Chairperson will then promptly notify you upon approval or disapproval. Additionally, the Property Manager or Building Chairperson will inspect the completed project for compliance. Forms are available from the Property Manager or the PBF web-site.

**HURRICANE SHUTTERS**

The Florida Statutes require that the Association shall permit owners to install hurricane shutters if they choose to do so, and that the board of administration adopt specifications. Forms and specifications are available from the Property Manager's office.

**PLANTINGS**

Residents who wish to add plantings and personalize individual areas directly in front of or behind units are allowed to do so. It is strongly urged though that proper consultation is requested with the Grounds Chairperson or Property Manager. Any plantings that cause maintenance difficulties or damage to existing structure will be removed at the Grounds Committee's discretion; i.e. vines planted directly on wood or stucco faces.

**ESTATE SALES**

Estate Sales are limited to the beneficiaries of a deceased resident whose goods are on sale, or "Moving Sales", limited to the resident whose goods are on sale and who is vacating the unit are also permitted. These sales require registration of the proposed sale with the Property Manager, who will accept no more than one registration on a given driveway on a given day, and notification of all other residents of the sale driveway. The sale is required to be held totally inside the unit of the vendor - with no displays of goods in carports permitted.

**SIGNS**

No signs shall be displayed from a unit or placed upon common elements or displayed from a vehicle parked in the common elements without prior written approval of the Board of Directors except those of the Association itself.



## FLAGS. BANNERS, AND OUTDOOR DECORATIONS

Residents may display a flag, banner or outdoor decoration under the following conditions:

- a) a standard size American Flag (not to exceed 36" x 60" ) or seasonal or other decorative flags or banners (not to exceed 28" x 40") may be displayed.
- b) only one flag or banner may be displayed at any one time and shall be mounted in a bracket attached to the wood frame section of the unit.
- c) all flags, banners and outdoor decorations shall conform to generally accepted standards of good taste.
- d) on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, not larger than 4-1/2 feet by 6 feet, that represent the United States Army, Navy, Air Force, Marine Corps, or Coast Guard, regardless of any declaration rules or requirements dealing with flags or decorations.

## RELIGIOUS OBJECTS ON DOORS

Residents may display religious objects on the unit owner's door frames not exceeding three (3) inches in width, six (6) inches in height, and one and a half (1.5) inches deep as permitted by the Condominium Act.

## OPEN HOUSE SIGNAGE.

In regard to OPEN HOUSE SIGNAGE, the Association does not wish to hinder the efforts of an owner to sell his home, but we reserve the right to control the amount and type of signage used and therefore the following rules must be followed:

1. The Property Manager must be contacted **72 hours prior** to holding an open house if signs are to be placed on the common elements. Written approval will be issued at that time.
2. There is no limit to the number of requests to allow open house signs.
3. There will be no flags, banners or balloons or other "unusual" devices.
4. There will be no more than one sign on 75th Street.
5. Only one sign per broker/unit owner allowed on Manatee Ave at the corner nearest the Open House.
6. There will be only one sign per driveway.
7. There will be only one sign at the unit.
8. Signs shall be of a size and type customarily used by licensed real estate brokerage offices in Manatee County; however, in no event shall a sign exceed 16 inches high by 26 inches wide.
9. Open House is allowed between 1 PM to 4 PM. Signs on 75th St W. and Manatee Ave W may be erected as early as 9AM and must contain the address and hours of the Open House. Signs at the units and driveways will be allowed 1 (one) hour prior to the Open House.
10. If more than one broker/Unit owner(s) are holding an open house, they must **cooperate** on signage.

**RECREATIONAL FACILITIES****Private: For use by Residents and their Guests only.**

**All persons using recreational facilities do so at their own risk.** In case of emergency, dial **911**. Recreational facilities are restricted to use by owners, residents, their guests and families. In order to facilitate identification and control, all persons using the recreational facilities are requested to have their **I.D. key tag at all times** ... this includes owners, tenants, guests and family members.

Each unit received one key & tag. A second key may be purchased for \$15. Any additional keys requested or lost key replacement after the 2nd key may be purchased at a cost of \$50 per key. Keys are obtainable from the Property Manager's Office.

**Residents must accompany guests and family members who are not overnight house guests** at all times when such persons are using the recreational facilities.

**Overnight House Guests** may use the facilities without resident hosts .. ID tags required.

**NOTE:** Complying with guidelines iterated in Crime Watch, it is suggested that all who use the pool and spa wear cover-ups while walking to and from the pool and spa area.

**EVENTS AT RECREATIONAL AREAS**

To schedule a personal event: Check calendar on the PBF website or contact the Association Services Chairperson for date and time availability. Forms are available from the PBF website or see Association Services Chairperson or the Property Manager. Send completed permission form to Property Manager's office for approval. After approval is obtained, send or bring approved permission form to Association Services Chairperson to have date and time placed on PBF website calendar. All rules and regulations for use of recreational facilities must be observed.

**TENNIS COURT****Caution; slippery when wet!**

1. Tennis shoes (non-marking) are required. Proper tennis attire is suggested (not bathing suits).
2. Singles... 1 hour; Doubles... 1-1/2 hours, if others are waiting.
3. Do not sign up before 8 AM two days prior to play.
4. Remove your name from sign up roster if your plans change.
5. A reserve time player who has played shall yield the court to a player who has not had court time that day.
6. Show courtesy and good sportsmanship at all times, especially when others are waiting to play ... keep noise to a minimum.
7. Close gate during play and after leaving the court.
8. Place dead balls and other trash in the receptacles provided.

**Pool**

**The pool at Pine Bay Forest is for the enjoyment of our residents maintained with fees paid by owners of the Association., To this end, it is a private, not public, facility occasionally utilized by owner, family members and non-resident guests. However, non-resident guest use in large numbers is not the intent of this common element. Pool capacity is limited by permit to 24 persons. As per Board vote on 6/20/2011, parties of more than 4 non-resident guests at any one time may be admitted only with permission of the Board of Directors. If your non-resident guests exceed this number, you may be asked to leave and/or surrender your key.**

**POOL AND SPA****Swim at your own risk - No lifeguard on duty****Emergency Phone: 911****Open between the hours of 7 AM and 10 PM.****Pool capacity: 24**

1. Children must be supervised by adults at all times.
2. If using skin creams or oils, cover chairs and shower before swimming.
3. Keep food and drinks away from pool.
4. Dispose of trash and filled ashtrays appropriately.
5. Make way for lap swimmers.
6. Forbidden: glass containers, pets, loud noise.
7. No running or rough play
8. Parties require Property Manager's office permission. (see information on page 7)
9. Jacuzzi: Danger of dehydration in children of small stature or under 12 yrs, please stay out.
10. Pool: Babies and toddlers allowed only if wearing approved swimpants.

\*See glass bulletin board

Thank you for being considerate.

**SPA**

**Spa Capacity: 6; maximum temperature 105F; replace cover, waffle side down.**

**GET OUT OF POOL/SPA IMMEDIATELY IN THE EVENT OF LIGHTENING OR THUNDERSTORM.**

**SAUNA**

Recommended temperature 170-180. Pour water over rocks to achieve recommended humidity of 75%. Remove clothing and jewelry and wear towel loosely. **Do not exceed thirty (30) minutes in Sauna.** Elderly persons or those in poor health should consult with physician before using the sauna.

**SPECIAL ENFORCEMENT:**

The rules and regulations governing the use of the pool and spa at Pine Bay Forest are promulgated by the Condominium Owners Association of Pine Bay Forest, Inc. in compliance with its Declaration of Condominium ByLaws and rules and regulations contained in Florida State Statutes and Florida Administration Codes.

In the event of unruly or other behavior in violation of the above rules governing the use of recreational facilities, the offender(s) should be identified and asked to desist. ***If they refuse, the incident should be reported to the Property Manager who will then follow the general Rule Enforcement Policy.***

Any owner may approach any unrecognized person using Pine Bay Forest recreational facilities, **introduce** himself/herself and **politely** ask the unrecognized person to identify himself/herself and the unit he/she occupies. If they are not an owner or guest of an owner, he/she should be asked to leave the premises.

### MAINTENANCE FEES

Timely receipt of quarterly maintenance fees is absolutely essential to the orderly administration of the Affairs of our Association. The annual budget is based on anticipated receipts being sufficient in amount to cover anticipated expenditures. Failure to do so could **result in our losing discounts or borrowing** to cover expenses. Reserve funds are earmarked for specific long range projects and may not by law be used for other purposes.

The fiscal year for Pine Bay Forest is October 1 through September 30th. Maintenance fees are due quarterly (October 1, January 1, April 1, and July 1 ). Late payments may be subject to late charges, interest, a lien, attorneys fees, acceleration of all remaining assessments for the fiscal year, and other penalties as provided in the Statutes such as association may suspend the right to use common elements, common facilities; may suspend voting rights; and if unit is lease the association may demand the tenant pay future monetary obligations related to the unit to the association until the monetary obligation of the unit is paid.

Please refer to the Declaration, Bylaws, and Statutes for a complete recitation of the rules and regulations governing these matters.

### RULES ENFORCEMENT

The rules and regulations governing the Condominium Owners Association of Pine Bay Forest, Inc. are derived from the condominium law described in the Foreword to this manual. All rights and opportunities for enforcement are, likewise, derived from these documents and any enforcement mechanism must be consistent therewith.

All persons who occupy, own or use the condominium or any of its common elements, must comply with the use restrictions recited in these documents; this includes owners, their guests, family members and tenants alike. A unit owner may be liable for a violation of the rules and regulations made by any one of these persons.

**Voluntary compliance** is the goal the Association strives to achieve. This compliance not only promotes that which is inherent in the condominium concept, " the health, happiness and peace of mind of the unit owners," and helps preserve the quality and character of Pine Bay Forest; but also avoids the threat or actuality of legal action and exposure to attorneys' fees, etc.

It is the Board's obligation to see that the condominium community operates in accordance with the governing documents. It must **consistently** enforce restrictions or risk losing the right to enforce them. The Board of Directors has no discretion in the matter, and continued violations will leave it no choice but to exercise its duty to all unit owners of Pine Bay Forest by taking all appropriate legal steps to stop the violations, including recovery of any attorneys' fees and costs incurred by the Association.

Rule enforcement at Pine Bay Forest is primarily the responsibility of our off premises Property Manager. The Property Manager can deal with serious or continuing violations only if informed of them. It is, therefore, the responsibility of us, the residents, to report such violations and the name of the violator (or host, should the violator be a guest). This system probably means that the violation will not be corrected on the spot, but the matter will be pursued in a practical time frame.

This arrangement does not preclude any owner from politely reminding others of a particular rule. We do not, however, encourage confrontations - just a simple reminder followed by a report if the reminder doesn't work. Nor do we wish our volunteer Board members to be burdened by confrontations. So the resource is the Property Manager.

FORMS AND INSTRUCTIONS

Material Alteration Request Form (Structural changes):

All owners wishing to make a change in the structural parts of a unit which is considered part of the "Common Elements" must complete a Material Alteration Request Form. This form reproduced on this page is a sample. Forms are available from the Property Manager or the PBF web-site.. Return the completed form to the Property Manager or Building Chairperson who will present to the Board for approval. The Property Manager or Building Chairperson will then promptly notify you upon approval or disapproval. Upon completion, the Property Manager or Building Chairperson will review the work for compliance and issue final approval.

MATERIAL ALTERATION REQUEST

I (we) request approval to make the following proposed alteration to Unit # \_\_\_\_\_ Model \_\_\_\_\_ (Describe below and provide drawing by licensed contractor.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If approved, this alteration will be performed by:  
Name of Contractor: \_\_\_\_\_

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

Florida Contractors license # \_\_\_\_\_ Phone # \_\_\_\_\_

The undersigned owner(s) agree to bear the cost of all materials and labor for this alteration. Furthermore, the undersigned in consideration of granting said approvals, does/do for myself/ourselves, my/our heirs, personal representative(s), successors, and assigns hereby agree to indemnify said Association, its successors and assigns against any and all claims arising from the granting of said approvals or the implementation of said alterations, and shall be responsible to (i.e. for), and shall maintain the alterations, including, but not limited to, the exterior thereof, at all times in good order and appearance and in strict accordance with the uniform specifications as adopted by the Association and in accord with Article 7.2(c) and 13.4 of the Condominium Owners Association of Pine Bay Forest, Inc. Declaration.

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 200 \_\_\_\_\_.

(All owner(s) of record must sign) Signed: \_\_\_\_\_ Unit # \_\_\_\_\_

Signed: \_\_\_\_\_ Unit # \_\_\_\_\_

Approval Granted \_\_\_\_\_ Denied \_\_\_\_\_ per above. Dated this \_\_\_\_\_ Day of \_\_\_\_\_ 200 \_\_\_\_\_ By the Board of Directors of the Condominium Owners Association of Pine Bay Forest, Inc.

Signed \_\_\_\_\_ Title \_\_\_\_\_

Signed \_\_\_\_\_ Title \_\_\_\_\_

Furthermore, this approval conditions the Unit Owner(s) to be responsible to (i.e. for) everything affected by said alteration, including but not limited to: \_\_\_\_\_

PLEASE NOTE: For interior alterations only (e.g.loft), the following must be completed by adjoining unit owner(s) affected by said alteration.

The undersigned owner(s) of affected Unit # \_\_\_\_\_ of the Pine Bay Forest Condominium, Bradenton, Florida give(s) my/our approval in accord with Article 7.2(c) of the Declaration of Condominium, of the above proposed interior alteration(s).

The execution of this approval expressly waives any and all claims which I/we, my/our heirs, personal representative(s) and assigns may now or in the future have against the Condominium Owners Association of Pine Bay Forest, Inc., its successors and assigns, occurring to the undersigned by virtue of the Board of Directors of said Association joining in the approval of said alteration(s) in accord with said Article 7.2(c).

The undersigned expressly reserve(s), however, any claims which may accrue to myself/ourselves against said owner(s) of above proposed altered unit, or his/their agents, successors and assigns based upon damages resulting from the implementation of said alteration(s).

Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 200 \_\_\_\_\_.

(All owner(s) of record must sign) Signed: \_\_\_\_\_ Unit # \_\_\_\_\_

Signed: \_\_\_\_\_ Unit # \_\_\_\_\_

**Application For Lease:**

The Application For Lease form must be used by all owners planning to lease their units. A sample of page 1 of the 2 page application is shown below. This form is available from the Property Manager's office or the PBF web-site. Return completed form to the Property Manager. **Please read the instructions on leasing elsewhere in this manual.**

Page 1 of 2

THE CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.

**APPLICATION FOR LEASE**

PLEASE ALLOW TWO WEEKS FOR PROCESSING

**LEASE TERMS AND APPROVAL**

ALL applications to be submitted **30 (thirty) days in advance** for Board of Directors approval. **No lease** shall be for less than an **entire unit** and no unit shall be leased for a period of **less than 3 months**. When the owner(s) has a prospective tenant(s), the owner(s) will provide the Property Manager an APPLICATION FOR LEASE form filled in by the prospective tenant(s), a copy of the lease and the non-refundable \$100.00 application fee. The lease for the prospective tenant shall not be valid until an interview has been held with a representative of the Board of Directors and the APPLICATION FOR LEASE form has been approved. The owner(s) must provide prospective tenant(s) with a copy of Forest Pathways...extra copies are available from the Property Manager or Association Services Chairperson. Owner has ultimate responsibility for the actions of his/her tenant(s), Guests, and/or family members.

**PLEASE PRINT**

**HOMEOWNER INFORMATION**

**PBF UNIT #** \_\_\_\_\_ **OWNER(S)** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **E:MAIL ADDRESS:** \_\_\_\_\_

**REALTOR/AGENT** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_

**PHONE #** \_\_\_\_\_

**HOMEOWNER INSURANCE CO** \_\_\_\_\_

**LEASE DATES: FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**APPLICANT INFORMATION**

ALL ADULTS THAT WILL BE OCCUPYING THE UNIT SHOULD SUPPLY THE FOLLOWING INFORMATION AND BE INTERVIEWED.

**NAME** \_\_\_\_\_ **CO-APPLICANT** \_\_\_\_\_

**SS#** \_\_\_\_\_ **DOB** \_\_\_\_\_ **SS#** \_\_\_\_\_ **DOB** \_\_\_\_\_

**CURRENT ADDRESS** \_\_\_\_\_ **CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE#** \_\_\_\_\_ **E-MAIL ADDRESS:** \_\_\_\_\_

**OCCUPATION** \_\_\_\_\_ **CO-APPLICANT** \_\_\_\_\_

**BUSINESS** \_\_\_\_\_ **BUSINESS** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **ADDRESS** \_\_\_\_\_

**CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_ **CITY, STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE #** \_\_\_\_\_ **PHONE#** \_\_\_\_\_

**IF RETIRED: FORMER OCCUPATION** \_\_\_\_\_ **CO-APPLICANT** \_\_\_\_\_

(Continue on page 2)

rev 11/06

**Application For Purchase:**

The Application For Purchase Form must be used by all owners planing to sell their units. A sample of page 1 of the 2 page application is shown below. This form is available from the Property Manager's office or the PBF web-site. Return completed form to the Property Manager. **Please read the instructions on selling your unit elsewhere in this manual.** Please notify the Chairperson of the Association Services Committee as soon as your unit is on the market.

Page 1 of 2

**THE CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.**

**APPLICATION FOR PURCHASE**

PLEASE ALLOW TWO WEEKS FOR PROCESSING

PLEASE PRINT

**HOMEOWNER INFORMATION**

UNIT # \_\_\_\_\_ OWNER(S) \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_ CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E:MAIL ADDRESS: \_\_\_\_\_

REALTOR/AGENT \_\_\_\_\_

ADDRESS \_\_\_\_\_ PHONE # \_\_\_\_\_

HOMEOWNER INSURANCE CO \_\_\_\_\_

PROPOSED CLOSING DATE \_\_\_\_\_

**APPLICANT INFORMATION**

ANY UNIT TO WHICH TITLE HAS BEEN TAKEN ON OR AFTER OCTOBER 1, 2005 SHALL NOT BE LEASED DURING THE INITIAL YEAR OF OWNERSHIP OF THAT UNIT.

ALL ADULTS THAT WILL BE OCCUPYING THE UNIT SHOULD SUPPLY THE FOLLOWING INFORMATION AND BE INTERVIEWED.

NAME \_\_\_\_\_ CO-APPLICANT \_\_\_\_\_

SS# \_\_\_\_\_ DOB \_\_\_\_\_ SS# \_\_\_\_\_ DOB \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ CITY, STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE: \_\_\_\_\_ E:MAIL ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_ CO-APPLICANT \_\_\_\_\_

BUSINESS ADDRESS \_\_\_\_\_ BUSINESS ADDRESS \_\_\_\_\_

CITY,STATE \_\_\_\_\_ ZIP \_\_\_\_\_ CITY,STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE # \_\_\_\_\_ PHONE# \_\_\_\_\_

IF RETIRED: FORMER OCCUPATION \_\_\_\_\_ CO-APPLICANT \_\_\_\_\_

NAMES AND RELATIONSHIP OF ALL PERSONS WHO WILL OCCUPY THE UNIT:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

HAVE YOU OWNED OR RENTED A UNIT IN PINE BAY FOREST PREVIOUSLY? YES \_\_\_ NO \_\_\_

IF YES, RENTED \_\_\_ OWNED \_\_\_ UNIT # \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

(Continued on Page 2)

*PBF App.for Purchase rev. 11/06*



**Guest/Family Registration Form:**

All **residents** of Pine Bay Forest must complete a Guest/Family Registration Form, sample below, when planning to allow non-paying guests or family members to occupy their unit in the owners absence. Knowing that the unit is occupied will allay neighborhood anxiety that strangers may be in a resident's home. Form is available from the Property Manager's office or the PBF web-site. Return completed form to the Property Manager.

If you are planning to be away for an extended period of time with your unit unoccupied it is suggested that you let the Property Manager's office and a neighbor know your plans and where you can be reached in case of an emergency. Also **remember to shut off outside water main.**

**CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.**

**DellCor Management, Inc.  
310 Pearl Av  
Sarasota, FL 34243  
phone: 941-358-3366  
fax:941-360-8417**

**GUEST / FAMILY REGISTRATION FORM  
FOR USE DURING THE OWNERS ABSENCE**

This will advise that I/we grant permission to the following guests/family members to occupy my/our

**UNIT#** \_\_\_\_\_

for the period from: \_\_\_\_\_ to \_\_\_\_\_

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

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

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

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

**PLEASE NOTE: THERE ARE RESTRICTIONS ON VEHICLES AND PETS. REFER TO  
"FOREST PATHWAYS" FOR TYPES ALLOWED.**

VEHICLES: MAKE: \_\_\_\_\_ YEAR \_\_\_\_\_ MODEL \_\_\_\_\_ TAG \_\_\_\_\_

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

DESCRIPTION OF PET TYPE \_\_\_\_\_ BREED \_\_\_\_\_ WEIGHT \_\_\_\_\_

I/we, as owners, understand that I/we are ultimately responsible for our guests/family members' actions as set forth in the Rules and Regulations of the Condominium Owners Association of Pine Bay Forest Condominium Association and assure that the above guests/family members have been informed and are thoroughly familiar with the provisions thereof.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**EVENTS AT RECREATIONAL AREAS**

To schedule a personal event: Check calendar on the PBF website or contact the Association Services Chairperson for date and time availability. Forms are available from the PBF website or see Association Services Chairperson or the Property Manager. Send completed permission form to Property Manager's office for approval. After approval is obtained, send or bring approved permission form to Association Services Chairperson to have date and time placed on PBF website calendar. Observe all rules and regulations for use of recreational facilities.

The Condominium Owners Association of Pine Bay Forest, Inc.  
Event Permission Form for Recreational Area

Name of person requesting permission: \_\_\_\_\_

PBF Address of person requesting permission: \_\_\_\_\_

Type of event: \_\_\_\_\_

Date of event: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Approximate number of attendees \_\_\_\_\_

Please read and sign the following statement:

I, \_\_\_\_\_, hereby request permission to use the Pine Bay Forest Recreational Facility for the event stated above. I, and all those attending the event, will adhere to the rules and regulations of Pine Bay Forest for the use of this facility.

Signed: \_\_\_\_\_

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

Mail Completed Form to:

**DellCor Management, Inc.**  
310 Pearl Av  
Sarasota, FL 34243  
phone: 941-358-3366  
fax:941-360-8417

\_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Copy sent to Association Services Chair

Property Manager's Signature: \_\_\_\_\_

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

**PET REGISTRATION**

Any resident acquiring a pet that uses the common elements, subsequent to moving into Pine Bay Forest, shall register that pet with the Property Manager. Pet Registration Form may be obtained from the Property Manager or PBF web-site. Return completed form to the Property Manager.

CONDOMINIUM OWNERS ASSOCIATION OF PINE BAY FOREST, INC.

PET REGISTRATION

UNIT # \_\_\_\_\_

NAME OF RESIDENT \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

TYPE OF PET \_\_\_\_\_ BREED OF PET \_\_\_\_\_

AGE OF PET \_\_\_\_\_ PRESENT WEIGHT OF PET \_\_\_\_\_

EXPECTED WEIGHT AT MATURITY \_\_\_\_\_

NOTE: no more than one(1) pet per unit using common elements; pet may not exceed 30 lbs. at maturity; pet must be on leash when using common elements, owner is responsible to clean up remove solid waste - refer to Forest Pathways for pet rule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

cc: Assoc.Services Chairperson