

PALMETTO COVE

LEASING/RENTING CHECK LIST

All Homeowners wishing to lease or rent their unit must fill out and submit the following paperwork a minimum of 10 days prior to the beginning of the lease. If you have any questions regarding these guidelines, please contact Glen Fulker at Sentry Management at 239 277-0112 ext. 51803.

- A copy of the Lease Agreement;
- A copy of a completed signed and dated Lease Registration Form;
- An initialed copy of the Leasing Rules and Regulations;
- An initialed copy of the Rules for Homeowners and Guests;
- A copy of all driver licenses;
- A \$100.00 non-refundable check (per unrelated applicant) made payable to Palmetto Cove Condo Association;
- A national criminal background report for all applicants within the last 30 days (criminalwatchdog.com is inexpensive and quick);
- For annual renters only – a Meet and Greet with a board member prior to approval will be held. This meeting will take place at 6:00pm at the Clubhouse on the first or third Wednesday of the month.

Please indicate which day: First Wednesday _____ Third Wednesday _____



PALMETTO COVE CONDOMINIUM ASSOCIATION

INTENT TO LEASE REGISTRATION FORM

Attach \$100.00 Application fee made payable to Palmetto Cove Condo Assoc.
and the national criminal background report/s

Owner Name: _____

Unit Address: _____ Unit #: _____

Owner or Agent Email: _____

Tenant Name: _____

Tenant Name: _____

Date of Birth #1: _____ Date of Birth #2: _____

Lease Start Date: _____ Lease End Date: _____

MINIMUM OF ONE MONTH ALLOWED

Tenants Present Address: _____

Tenants Email Address: _____

Tenants Telephone #: _____

Tenants Cell #: _____

(A Board member will contact perspective tenant/s for interview)

List other occupants:

Name	Relationship	Date of Birth
_____	_____	_____
_____	_____	_____
_____	_____	_____

RULES FOR HOMEOWNERS AND GUESTS/TENANTS

Revised 07/08/17

It is the Homeowner's responsibility to inform their tenants and/or guests of these and all other rules of the Association. Any and all damages, repairs and fines caused by such tenants and/or guests are the responsibility of the Homeowner.

1. Any homeowner wishing to rent or lease their unit (**1 month minimum**) is required to have a signed lease and registration form filed with the Association through Sentry Management. **Guests of owners** must also be registered with Sentry Management.
2. All homeowners with dogs are required to have their dog on a leash when walking on premises. It is your responsibility to clean up after your dog. Owners should make every effort to control the behavior of their pets, such as barking dogs.
3. **All tenants, renters and guests are not permitted to bring or have pets of any kind.**
4. Pool Hours are from **Dawn to Dusk**.
5. Reserving chairs at pool area is not permitted. **(If you leave it ... you lose it).**
6. Sidewalks, entrances, passages, stairwells and like portions of the Common Elements shall NOT be obstructed or used for any purposes other than for egress and regress to and from the Condominium Property. **(per fire marshal)**
7. Outdoor cooking devices, which include electric, propane and charcoal grills are **NOT** permitted in the community. Grills have been provided in the common areas in accordance with the Fire Marshal for the owners and guests to use.
8. Satellite TV dishes are not permitted to be attached to the building, this includes lanais.
9. No linens, towels, rugs, etc. shall be hung from any of the entries or stairwell railings.
10. As dictated by the Iona/McGregor Fire Marshal NO flammable, combustible or explosive fluids or substances shall be kept in any of the units, balconies, entry ways or stairwells or garages other than is reasonable and customary in vehicles and/or in cleaning supplies.
11. No owner or Guest shall permit anything to fall from a window, balcony or stairwell of the condominium property. Upstairs tenants or guests shall not sweep items off of their balconies onto the entry ways below them. Owners and guests shall be responsible for cleaning up after themselves and their guests when within the condominium property.
12. No garbage, trash or rubbish shall be left in the entry ways, balconies or stairwells. Trash must be deposited in the receptacles and recycle containers are provided for these purposes. All cardboard boxes must be flattened. Sentry Management must be notified of any bulk items left outside the dumpsters for pick up.
13. All community issues pertaining to rules and regulations should be submitted to Sentry Management and not directly to the Board of Directors. If submitted via email, board members may be copied on correspondence.
14. No vehicle repairs shall be made on the condominium property, except for minor repairs such as jump-starts and tire changes unless conducted inside the homeowner's personal garage area. Owners will be responsible for cleaning up vehicle leakage. Disposal of drained automotive fluids is not allowed within the community.

15. No signs, advertisements or notices shall be exhibited or displayed on or upon any part of the condominium property. No signs may be displayed by any company or agency including but not limited to "For Sale" or "For Rent" signs. For sale signs on vehicles are also not permitted.
16. No window air-conditioning units may be installed. No unit shall have any aluminum foil placed in any window or glass door or any reflective or tinted substance placed on any glass. All window treatments (blinds, shades, etc.) are to be in presentable condition from the exterior of the unit.
17. Children will be the direct responsibility of their parents or legal guardians including full supervision of children while within the condominium property and including full compliance by them with these Rules and Regulations and all other rules and regulations of the Association.
18. A responsible adult must accompany all children under 12 years of age when they are in the clubhouse and pool/spa area. It is the responsibility of each parent/guardian to make sure all pool, spa, gym and clubhouse rules are followed by the minor child.
19. Seasonal renters and guests will not be given a personal entry code to the community, only owners and annual renters will be permitted an entry code. Owners must provide their seasonal guests or renters their personal code or their remote for access.
20. Palmetto Cove is a non-smoking community. Smoking in **any common areas, clubhouse, pool area etc. is prohibited.**

Parking and Vehicular Restrictions

1. All owners and annual renters at Palmetto Cove need to have a parking pass for their vehicle(s) displayed clearly in the front windshield. Seasonal renters should clearly display a temporary parking pass on the dashboard. All Overnight Guests must have a parking pass for their vehicle also displayed on the dashboard. To obtain a parking pass, a registration form must be completed and filed with Sentry Management.
2. Guests must park in the designated guest parking area in the carport section.
3. Guests in the garage unit sections are permitted to park in the designated parking space for the unit they are visiting, and in the allotted guest parking spaces at the clubhouse. Parking is only permitted in designated parking areas for owners. Any fees incurred to remove an improperly parked car are the responsibility of the homeowner the guest is visiting
4. Overnight parking of moving trucks, boats, trailers of any kind, oversized and commercial vehicles is not allowed in the community unless within the garage of the owner and with the garage door closed.
5. Parked vehicles are not permitted to extend into any roadway or sidewalk area. This is for safety and liability purposes.

Please post these Rules in your Unit for all tenants and guests.

PALMETTO COVE BOARD OF DIRECTORS

Please initial that you have read and understand these Rules & Regulations.

Initial

Initial

Initial



PALMETTO COVE CONDOMINIUM ASSOCIATION

Parking Rules & Regulations

ALL OVERNIGHT GUESTS MUST REVEAL A PARKING PERMIT/STICKER

Each Owner shall receive up to two (2) parking permits/passes. These passes must be placed on the rear window on the driver's side. Owners arriving with a rental car will need to request an overnight pass prior to their arrival.

Renters or guests will receive parking passes after the Registration Form is received. The date on the parking pass will reflect the dates of arrival and departure on the Registration Form. If a Registration Form is not submitted, a parking pass will not be distributed.

To obtain an overnight pass for a visitor or if you have a rental car, please contact Sentry Management, Inc. at 239 277-0112. A fee of \$25.00 will be charged to replace lost or damaged stickers and passes.

Parking violations will be placed on the vehicle at night if a current parking pass is not visible. These violations will indicate the date and time along with the instructions to comply. Second parking violation will notify the date of towing if the vehicle is seen on property again without proper pass visible. Third parking violation will result in the vehicle being towed at the owner's expense.

For additional questions, please contact Glen Fulker at Sentry Management, Inc., at the number noted above or by email of: gfulker@sentrymgt.com.

Thank you.

Please complete and mail form to:



6330 Techster Blvd Suite 1
Fort Myers FL 33966
239-277-0112
239-277-0114

PARKING PERMIT REGISTRATION SHEET

Community Name **Palmetto Cove Condominium Association**

Name of Owner _____

Palmetto Cove Property Address _____

Alternate Resident Address _____

Vehicles:

Make _____ Year _____ State _____ License Plate # _____

Make _____ Year _____ State _____ License Plate # _____

Make _____ Year _____ State _____ License Plate # _____

Is your house leased? Yes or No (please circle one)

Tenants/Non Owner
Name _____

Lease Dates: _____ to _____

Phone # _____

Vehicles: Make _____ Year _____ State _____ License Plate # _____

Make _____ Year _____ State _____ License Plate # _____

Make _____ Year _____ State _____ License Plate # _____

Please return completed form to Sentry Management Inc, 6330 Techster Blvd. Suite 1, Ft. Myers, Florida 33966. Please refer all questions to Sentry Management Inc 239-277-0112 ext. 51803 or gfulker@sentrymgt.com.

HOW TO USE THE GATE ENTRY AS OF 4-1-16

How to enter:

1. Using your remote. Your remote will allow you to entry the community.

- a. You can program your remote to the homelink in your vehicle if your vehicle is equipped with that feature.
- b. If the batteries in your remote die, **call yourself from the gate entry and let yourself in as if you are letting in a guest.**

2. How to let in guest or personal deliveries:

- a. Your guest needs to look up your name in the call box. If you have 2 numbers a primary & secondary it will have your name twice (Name1 xxx-xxxx and Name2 xxx-xxx . When your name is highlighted they just need to **push the button with the phone on it.**
- b. Your name will also have a **number** next to it. Your guest can just **enter the number and also push the phone button.** you may also give the number after your name to your guest. They only need to enter the number and press the phone button, they won't need to look up your name if you use that method.
- c. Answer your phone, **do not speak, press the #9**, you will hear access granted and gates will open. It is suggested that you program the north & south gates into your phone so that you know someone is at the gate.

North Gate 239-437-1829

South Gate 239-437-1831 - If you are not expecting someone do not answer the call.

All vendors: Trash, lawn care, UPS, FedEx etc. will still have a numeric code in the call box for entry.

PALMETTO COVE

Clubhouse Rules for Private Parties

Permission must be granted by the Board of Directors prior to using the clubhouse for private parties or events.

- The homeowner/tenant is responsible for making sure the clubhouse, restrooms and pool area are clean at the end of their party. If any of these areas are not left in a suitable condition the homeowner will be billed for any cleaning services needed to return them to their proper state.
 - The homeowner/tenant is responsible for removing all trash, supplies, decorations and food at the end of their party. All items must be removed at the end of the party and are NOT to be left over night. There are dumpsters located on site for the trash disposal.
 - Please do not use Association paper supplies, utensils, water, coffee, etc for your private event. Any use of these items will be billed to the homeowner.
 - Coolers are permitted in the pool area. No GLASS items are to be used in the pool area at any time. The Health Department restricts the use of glass in the pool area due to safety issues. Please pour all drinks that come in glass bottles into plastic cups before entering the pool area.
 - The workout room is to be used by adults only. Children under the age of 16 must be accompanied by an adult at all times. Palmetto Cove is not liable for any injuries or damages incurred by misuse of the equipment or unsupervised minors.
 - Any live entertainment must be approved by the Association prior to the event. Please be respectful of your fellow homeowners and keep the noise at an appropriate level.
 - Additional parking is available in the carport section across from future building 12. Please do not allow your guests to park or block the other homeowner's driveways.
 - The homeowner/tenant is responsible for securing the Clubhouse after their event. Please make sure all the lights are turned off and the doors are locked when leaving.
 - The Association reserves the right to decline the use of the Clubhouse/Pool area to any homeowner or guest who does not follow the above mentioned rules. The Association also reserves the right to bill the homeowner for any damages or costs incurred due to the negligence of the homeowner or their guests.
 - **Smoking prohibited in and around clubhouse and pool area.**
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Please complete and mail form to:



6330 Techster Blvd Suite 1
Fort Myers FL 33966
239-277-0112
239-277-0114

GATE INFORMATION

OWNERS AND ANNUAL TENANTS ONLY

Community Name Palmetto Cove Condominium Association

Name of Owner/Tenant #1: _____
(to be entered in gate directory)

Unit #: _____

Telephone #: _____

Name of Owner/Tenant #2: _____
(to be entered in gate directory)

Unit #: _____

Telephone #: _____

Once you are entered into the gate system your visitor, contractors, company may look your name up in the directory and call the phone number noted above. At that time, you should press "9" on your telephone keypad for gate access.

Short term guests should receive gate access information from the Owner or Rental Agent.

PALMETTO COVE CONDOMINIUM ASSOCIATION

CLUBHOUSE RESERVATION FORM

Owner/Tenant Name: _____ Unit #: _____

Date of Event: _____ Time: _____

Event: _____

Number of Expected Guests: _____

Additional Comments: _____

I have read the Clubhouse Ruels for Palmetto Cove Condo Association. I understand that I could be charged for any damages or cleaning caused by myself or my guests.

Signature Required

Print Name

<u>For Office Use Only</u>	
Date Received: _____	Received by: _____
Approved by: _____	Approval date: _____