

Date Received: _____

Closing or Occupancy Date(s): _____

Name of Buyer(s) or Tenant (s): _____

Community: _____

Property Address: _____

ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST OR YOUR APPLICATION WILL NOT BE PROCESSED

Application Checklist

General Submission Requirements

APPLICATION FULLY EXECUTED WITH REQUIRED SIGNATURE'S _____

COMMUNITY SPECIFIC REQUIREMENTS (if applicable, see application) _____

APPLICATION FEES and/or DEPOSITS _____

IS THE APPLICANT CURRENTLY SERVING IN THE UNITED STATES ARMED FORCES ON ACTIVE DUTY OR STATE ACTIVE DUTY AND/OR A MEMBER OF THE FLORIDA NATIONAL GUARD AND UNITED STATES RESERVE FORCES? YES /NO (circle one)
IF YES PLEASE PROVIDE A COLOR COPY OF THE MILITARY ID CARD WITH THIS APPLICATION.

Buyer(s)/Tenant(s) Realtor Info:

- Company Name: _____
- Company Phone: _____
- Company email: _____

Seller(s)/Owners(s) Realtor Info:

- Company Name: _____
- Company Phone: _____
- Company email: _____

Title Company Info (Optional):

- Company Name: _____
- Company Phone: _____
- Company email: _____

Delivery of Certificate of Approval (COA) to:

- | | | | | |
|------------------------|-------|----|------|----|
| ● Title Company | Email | or | Pick | Up |
| ● Buyer/Tenant Realtor | Email | or | Pick | Up |
| ● Seller/Owner Realtor | Email | or | Pick | Up |

Comments: _____

APPLICATION PROCESSING TIME IS 10-14 BUSINESS DAYS.

OPTIONAL EXPEDITED PROCESSING IS AVAILABLE AT AN ADDITION COST OF \$150.00 PAYABLE TO
HARBOR MANAGEMENT OF SOUTH FLORIDA

Ocean Cove Homeowners Association, Inc.

c/o Harbor Management of South Florida, Inc.

641 University Blvd., Ste. 205

Jupiter, FL 33458

Phone #: (561)935-9366 Fax #: (561)624-7465

Purchase / Rental Application – (Please circle one) *Lease terms must not be less than 30 days.

Name: _____ Phone #: _____

Property Address: _____ Closing Date: _____

Lease Term Dates: From: _____ To: _____

Present Address: _____ How Long: _____ Rent: _____ Own: _____

Email Address: _____

Name of Owner, if Renting: _____ Owners Phone #: _____

Name of Agent Handling Purchase or Rental: _____

IN CASE OF EMERGENCY NOTIFY: _____ RELATIONSHIP: _____

ADDRESS: _____ Phone #: _____

PRESENT EMPLOYER: _____ Phone #: _____

ADDRESS: _____ From: _____ To: _____

Name of Spouse: _____ # of Children: _____

Ages of Children: _____

SPOUSE'S EMPLOYER: _____ Phone #: _____

ADDRESS: _____ From: _____ To: _____

WILL ANYONE OTHER THAN YOUR SPOUSE AND CHILDREN LISTED ABOVE RESIDE WITH YOU?

NO: _____ YES: _____ NAMES: _____

PETS: Owners may have a pet weighing up to 25 lbs. and must register the pet by submitting the attached Pet Registration Form. Tenants may not have pets.

PERSONAL REFERENCE:

ADDRESS:

PHONE #:

(1) _____

(2) _____

Driver's License #: _____ State: _____ Vehicle Year: _____ Make: _____ Model: _____

OCEAN COVE HOMEOWNERS ASSOCIATION

ACKNOWLEDGEMENT

I agree to abide by the rules and regulations of the OCEAN COVE ASSOCIATION and am subject to the Declaration of Covenants of OCEAN COVE HOMEOWNERS ASSOCIATION. Failure to comply with terms and conditions thereof shall be a material default and breach of the lease / purchase agreement.

(I / We) further agree and understand that:

- (1) The Association has the right to terminate the lease and evict tenant for failure to follow the Declaration of Covenants adopted by the Association.
- (2) The Association has the right to collect all rental payments due to the owner and apply same against unpaid assessments if the Owner is in arrears in assessments and/or other charges.

Owner

Lessee/Purchaser

Date: _____

APPLICATION INSTRUCTIONS:

- 1. Fill out notification completely, and submit to Harbor Management, 641 University Blvd., Ste. 205, Jupiter, FL 33458. Please allow 10 business days for review and action to be taken by OCEAN COVE HOA.
- 2. Above signed acceptance of the Rules and Regulations must be submitted along with the application.
- 3. Please apply a minimum of 10 days prior to execution. Every effort will be made to expedite the notification process.
- 4. Application fee of \$150.00 payable to OCEAN COVE HOA.

OCEAN COVE HOMEOWNERS ASSOCIATION

PET RULE ACKNOWLEDGEMENT FORM

I (We) _____, resident(s) of

_____, Jupiter, FL 33477, have read the Rules

and Regulations, and understand that Owners are permitted to have one (1) household

Pet. I also understand that Tenants are not allowed to have any pets.

IF AN OWNER OR TENANT HAS A SERVICE OR EMOTIONAL SUPPORT ANIMAL, THEY WILL NEED TO PROVIDE CERTIFICATION FROM A PROFESSIONAL STATING THE NEED.

Yes, I have a pet and have filled out the Pet Registration Form and submitted all requirements with this application.

No, I do not have a pet.

Signed this _____ day of _____, 20 ____.

Applicant: _____

Applicant: _____

OCEAN COVE HOMEOWNERS ASSOCIATION

PET REGISTRATION FORM

The following resident(s) _____ of OCEAN COVE HOA do hereby provide the Homeowner's Association with the following information in compliance with the RULES AND REGULATIONS OF OCEAN COVE HOA.

TYPE OF PET _____

NAME OF PET _____

AGE OF PET _____

WEIGHT OF PET _____

COLOR OF PET _____

VACCINATION PROOF – PLEASE PROVIDE DOCUMENTATION

PICTURE OF PET REQUIRED – PLEASE PROVIDE PHOTO

IF ANIMAL IS A SERVICE OR EMOTIONAL SUPPORT ANIMAL – PROVIDE CERTIFICATION FROM PROFESSIONAL STATING THE NEED.

Name of person to be contacted in case pet is found on premises lost or injured:

_____ Phone: _____

RESIDENT SIGNATURE: _____

RESIDENT SIGNATURE: _____

DATE: _____

EXHIBIT C
RULES AND REGULATIONS
FOR
OCEAN COVE HOME OWNERS' ASSOCIATION

The definitions contained in the Declaration of Covenants and Restrictions for Ocean Cove are incorporated herein as part of these Rules and Regulations.

1. The owners and lessees of each townhouse unit in Ocean Cove shall abide by each and every term and provision of the Declaration of Covenants and Restrictions for Ocean Cove; and each and every term and provision of the Articles of Incorporation and Bylaws of the Ocean Cove Home Owners' Association, Inc.
2. No townhouse unit owner or lessee shall make or permit any noise that will disturb or annoy the occupants of any other townhouse unit, or do or permit anything to be done which will interfere with the rights, comfort or convenience of other townhouse unit occupants.
3. No townhouse unit owner or lessee shall do or permit any act or failure to act which shall cause any insurance policy on the townhouse units to become void or suspended, nor which would cause any increase in premiums payable by the Homeowners' Association.
4. All draperies, curtains, shades, or other window covering installed in a townhouse unit, and which are visible from the exterior of a townhouse unit shall have a white backing unless otherwise approved in writing by the Board. No sign, notice, or advertisement shall be inscribed or exposed on or at any window or other part of a townhouse unit or common areas without the prior written approval of the Board.
5. No bicycles, tricycle, scooters, baby carriage or other similar vehicles or toys shall be allowed to remain in the common areas. The sides, walkways street and parking areas shall not be obstructed or used for any other purpose other than for ingress to and egress from the townhouse units and the areas of Ocean Cove.
6. Any damage to the common elements, property, or equipment of the Association caused by any townhouse unit owner, his family member, guest, invitee or lessee shall be repaired or replaced at the expense of such townhouse unit owner.
7. Each townhouse unit owner will use only the parking spaces assigned to him and will not park or position his vehicle so as to prevent access to another townhouse unit owner's parking space. The townhouse unit owner, their families, guests, invitees, licenses, and lessees will obey the posted parking and traffic regulation installed by the Association for the safety, convenience, and welfare of all townhouse unit owners in Ocean Cove.

8. No townhouse unit owner shall do or permit any assembling or disassembling of motor vehicles except for ordinary maintenance such as the changing of a tire or a battery. Each townhouse unit owner shall be required to clean his parking spaces of any oil or other fluid discharged by his motor vehicle.

9. No transmitting or receiving aerial or antenna shall be attached to, or hung from, the exterior or the roof of any townhouse unit or any part of the common areas.

10. No clothesline or other similar device shall be allowed on any portion of the common areas. No clothes or other similar articles shall be hung or placed on balconies or outdoors for any purpose except within the townhouse unit courtyard, below the top of the fence, and not visible from the exterior of the townhouse unit.

11. All garbage and refuse from the townhouse units shall be deposited with care in the garbage containers intended for such purposes. All garbage and refuse shall be in plastic bags and be securely tied before depositing in the garbage containers. No littering shall be done or permitted on the Association property.

12. Each townhouse unit owner who intends to be absent from his unit during hurricane season (June 1 - November 30 of each year) shall prepare his unit prior to his departure by doing the following:

(a) Removing all furniture, potted plants, and other movable objects from his courtyard, and

(b) Designating a responsible person or firm, satisfactory to the Association, to care for his unit should it suffer hurricane damage. Such person or firm shall also contact the Association for permission to install temporary hurricane shutters, which must be removed when no longer necessary for storm protection. At no time shall hurricane shutters be permanently installed, without the prior, written consent of the Board.

13. Complaints regarding the management of the Association property, or regarding the actions of other townhouse unit owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining townhouse unit owner.

14. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.

15. These Rules and Regulations may be modified, added to, or repealed, in whole or in part at any time the Board, provided that notice of the proposed modification, addition, or deletion is sent by U.S. certified mail, return receipt requested, to each member of the Association at least (30) thirty days before the proposed modification, addition, or deletion becomes effective.

**By Resolution of the Board of Directors of
Ocean Cove Homeowners' Association, Inc.**