

**ORCHID COVE CONDO ASSOCIATION INC.
LEASE APPLICATION**

PLEASE ALLOW TWENTY (20) DAYS FOR PROCESSING

The undersigned Owner proposes to **LEASE** Unit No. _____, Marsh Orchid Circle, Bradenton, FL 34203 to the Applicant(s) named below. A signed copy of the proposed Lease Agreement is attached.

DATE _____ **OWNER SIGNATURE** _____

LEASE APPLICANT(S) STATEMENT

APPLICANT 1 NAME _____ **APPLICANT 2 NAME** _____

Applicant 1: DOB _____ Driver's License #/State _____

Applicant 2: DOB _____ Driver's License #/State _____

Current Address _____

City _____ State _____ Zip code _____ Phone _____

Cell phone _____ E-Mail Address _____

Lease (check one): Seasonal ☐ Annual ☐ Lease Dates: _____ to _____

Names, Ages & Relationship of Unit Occupants (Maximum Total Number is 6) _____

Applicant Occupation _____ Employer _____

Business Address _____

City _____ State _____ Zip code _____ Phone _____

PERSONAL REFERENCES

Name _____ Address _____ Phone _____

Name _____ Address _____ Phone _____

VEHICLE(S)

Make _____ Model _____ Year _____ Tag/State _____

Make _____ Model _____ Year _____ Tag/State _____

PET(S) KEPT ON PREMISES (NEED BOARD APPROVAL), MAXIMUM ALLOWED: 2 SMALL DOMESTICATED PETS

Type/Breed _____ Height _____ Weight _____

Type/Breed _____ Height _____ Weight _____

I initial my acceptance of and agreement with each statement below (each Applicant shall initial):

- _____ I have read the Orchid Cove Rules and Regulations adopted by the Association's Board of Directors which are attached to and made a part of this Application, and I agree to abide by all of them. I understand that any violation of these Rules and Regulations will be grounds for the Board of Directors to require the unit owner to evict all occupants from the leased premises.
- _____ I agree that the Orchid Cove Board or its designee may make inquiry of any of the references provided herein. I agree to provide the necessary information for the background check on the form that accompanies this Application.
- _____ By providing my email address, I thereby agree to receive communications electronically from the Orchid Cove Board or its Property Manager on Orchid Cove matters during the lease period.
- _____ I understand that trailers, campers, boats, or commercial vehicles are NOT permitted to be parked or kept in Orchid Cove.
- _____ I understand that a \$150.00 non-refundable fee for each adult or married couple payable to "Orchid Cove Condominium Association" must accompany this Application. I herewith submit: Check \$ _____ Cash \$ _____
- _____ I, the undersigned applicant, in submitting and signing this Application, warrant that all of the information I have provided is true and correct, and I understand that any intentional misrepresentations shall be the basis for automatic disapproval of this Lease Application.

SIGNATURE OF LEASE APPLICANT 1

SIGNATURE OF LEASE APPLICANT 2

PRINTED NAME OF LEASE APPLICANT 1

PRINTED NAME OF LEASE APPLICANT 2

Date _____

Date _____

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ORCHID COVE CONDO ASSOCIATION APPLICATION APPROVAL:    APPROVED ☐    DISAPPROVED ☐

President, Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

**PLEASE NOTE, AS REQUIRED BY ASSOCIATION DOCUMENTS:**

1. A fully completed and signed copy of the proposed Lease Agreement must accompany and be returned with this Application.
2. The \$150 fee per adult or married couple covers the background and criminal check costs of this Application.
3. If either the copy of the Lease Agreement or the correct fee does not accompany this Application, the Orchid Cove Board of Directors will take no action and this Application will be automatically disapproved.

**RETURN COMPLETED APPLICATION TO:**

Orchid Cove Condominium Association  
C/O Progressive Community Management  
Attn: Judie Littell  
3701 South Osprey Ave  
Sarasota FL 34239-6848

Contact info for Judie Littell at Progressive  
Community Management:

- [JLittell@PCMFLA.com](mailto:JLittell@PCMFLA.com)
- 941-921-5393 Ext. 1135
- Fax: 941-923-7000

# ORCHID COVE CONDOMINIUM ASSOCIATION

## RULES & REGULATIONS

REVISED September 18, 2024

### ACKNOWLEDGEMENT

I \_\_\_\_\_ acknowledge that I/we have read and agree to  
(Print Unit Owner Name)  
comply with the Orchid Cove Condominium Rules & Regulations Revised September  
18, 2024.

Unit # \_\_\_\_\_

Unit Owner Signature \_\_\_\_\_



Date \_\_\_\_\_

**After Signing, Email or Mail this page to:**

Progressive Community Management, Inc.  
Attention Judie Littell  
3701 Osprey Avenue  
Sarasota, FL 34239-6848  
[jlittell@pcmfla.com](mailto:jlittell@pcmfla.com)

# ORCHID COVE CONDOMINIUM ASSOCIATION

## RULES & REGULATIONS

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# **ORCHID COVE CONDOMINIUM ASSOCIATION**

## **RULES AND REGULATIONS**

### **Revised September 18, 2024**

The following Rules and Regulations have been devised to ensure that all owners, occupants and guests will exist harmoniously. They are dictated by common sense and intended for the common good, written to protect and to maintain the appearance and property value of our community. Guests and visitors are welcome, but it is expected that they will be informed of and abide by the Rules and Regulations.

Further clarification of the Rules and Regulations may be obtained from the management company, Progressive Community Management. A digital version can be found on the Orchid Cove website, [www.OrchidCoveCondos.com](http://www.OrchidCoveCondos.com).

#### **PRIMARY SOURCES**

1. Declaration of Condominium for Orchid Cove including Articles of Incorporation and By-Laws
2. Tara Master Association Documents
3. Tara Master Association Architectural Review Manual (TMA ARC)
4. Manatee County Ordinances (specifically National Fire Protection Association Codes 10.11.7 and 69.5.3.5 re. gas/charcoal grills)
5. Florida State Condo Association Statutes (718 & 720)

These rules and regulations shall apply to and be binding upon all condominium unit owners, their tenants, any other occupants of a unit, and any guests of a unit owner, tenant or other occupant.

The Board of Directors may, from time to time, adopt or amend previously adopted rules and regulations governing the details of the operation, use, maintenance, management and control of the common elements, units and any facilities or services made available to the condominium unit owners.

Any waivers, consents or approvals given under these Rules and Regulations by the Board of Directors shall be revocable at any time and shall not be considered a waiver, consent, or approval of identical or similar situations except upon written notice by the Board of Directors. The Board approved the amended Orchid Cove Rules and Regulations on February 15, 2024, and they will become effective one month after owner approval.

#### **A. Right of Entry**

As stipulated in the Declaration of Condominium, “The Association has the irrevocable right of access to each unit at reasonable hours as may be necessary for maintenance, repair or replacement of any Common Elements therein, or accessible therefrom, or at any hour for emergency repairs necessary to prevent damage to the Common Elements or to another unit.” Therefore, it is imperative that the association has a key to the unit or has on file a person or contact who has a key and access code (for security systems) who may be contacted to gain access to your unit and avoid breaking into the unit in emergencies.

#### **B. Facilities**

1. All units shall be used for single-family purposes only (no businesses) and only one family per unit shall be allowed, as “family” is defined in the Declaration. Maintenance of the premises, pest control, and safety and security require that the Association have the appropriate information with respect to any occupants in the units. The telephone number of Progressive Community Management is (941) 921-5393. Its fax number is (941) 923-7000, and its location is 3701 South Osprey Ave, Sarasota FL 34239-6848.
2. Each unit shall be used for residential purposes only and may not be used for any business or commercial purposes. The facilities of the condominium are for the exclusive use of association members, tenants, authorized guests, and guests accompanied by a member. Any damage to the common elements caused by any resident or his/her guests shall be repaired at the expense of the condominium unit’s owners involved.
3. The total number of occupants per unit permitted to reside overnight shall not exceed six (6) adults.
4. Unless approved by the Board of Directors, no alteration of or improvement or addition to a unit shall be made, constructed, erected or installed which shall remove, in whole or in part, replace, reroute, or otherwise affect any column, bearing wall or partition, pipe duct, wire or conduit.

No structural changes may be made in any unit without the prior written consent of the Board of Directors.

#### **C. Barbecues**

Due to county and local fire codes, charcoal grills, gas grills, and propane tanks are prohibited. Only ELECTRIC GRILLS are permitted.

In accordance with the East Manatee Fire Ordinance, electric portable or tabletop grills, such as a George Foreman grill, not in excess of 200 sq. in. of cooking surface (approximately 14” x 14”), are permitted to be used on the driveways, at least 10 feet from the building structure. They are allowed to be used and stored on the lanai.

#### **D. Building Changes**

No unit owner shall paint or change the appearance of any portion of the exterior of the unit building without Board approval.

All interior window coverings must have a neutral or white/off-white color or lining as seen from the exterior so as not to change the exterior color appearance thereof. Window film will be permitted providing the existing specifications on file have been followed and an Architectural Review Form has been submitted and approved prior to purchase and installation.

#### **E. Drying Clothes**

No laundry of any kind, including bathing suits and towels, may be placed outside a condominium unit for drying or for any other purpose.

#### **F. Enforcement of Rules and Regulations**

1. Violations of these Rules and Regulations should be reported in writing as soon as possible to the association property manager or the president of the Orchid Cove Condominium Association.
2. Violations of these Rules and Regulations will subject the unit owner and violator to any and all remedies available to the Association and other condominium unit owners, pursuant to the terms of the Declaration, the Articles of Incorporation, the By-laws, these Rules and Regulations and Florida law. Violations may be remedied by the Association by injunction or other legal means, and the Association shall be entitled to recover in said actions any and all court fees and costs incurred by it, together with reasonable attorney's fees, against any person violating the Declaration, Bylaws or Rules and Regulations.
3. The Board of Directors may adopt enforcement procedures advised by legal counsel and may impose fines on violators in the amount of \$100 per violation, to a maximum amount of \$1,000 for a continuing series of the same violation, or such greater or lesser amounts as Florida law may permit from time to time.

#### **G. Flowerpots/Ornaments**

Flowerpots and ornaments are only permitted on front porches or second-floor landings, not on stairs or in mulch areas. No hanging plants are permitted to hang from poles in the ground or from any exterior part of any building. Plants must be of reasonable size, shape, and condition.

#### **H. Front Porches and Steps**

Doormats must be placed in front of the door, not at the bottom of the stairs, on the stairs, or on the sidewalk. Hoses must be returned to the garage promptly after use (not left lying around). Hose reels are not permitted.

#### **I. Garage Doors**

For your own safety, garage doors should be kept in a closed position when not in use. Maintenance and repair of garage doors are the responsibility of the unit owner.

#### **J. Garage Sales**

Garage sales are not permitted except for a yearly board-approved community sale.

#### **K. Hurricane Preparedness**

1. Hurricane protection on the first-floor units may be installed seven (7) days in advance of a warned hurricane and must be removed no later than seven (7) days after the "all clear" notification.

##### **The approved coverings are:**

- Aluminum panels/shutters
- Astro Guard Hurricane fabric panels, or similar brand hurricane fabric panels.

##### **Unit owners are responsible for:**

- The maintenance of the hurricane coverings
- The installation and removal of the hurricane coverings, regardless of whether they are on-site or not.

2. In the event of a hurricane warning, all unsecured items such as furniture, plants, wall hangings, and all personal items must be removed from the front porch, screened lanais, and lanais with non- hurricane windows. In a hurricane, objects like these can easily become projectiles that can damage both the owner's and neighbors' property.
3. For seasonal owners who are not present in their condos during hurricane season (June 1 to November 30), all items as listed in the above Section 2, must be removed from the front porch, screened lanais, and lanais with non-hurricane windows before they leave for an extended period.

**L. Landscaping**

UNDER NO CIRCUMSTANCE MAY PLANTS AND MATERIAL PROVIDED BY THE DEVELOPER OR LANDSCAPE COMPANY BE REMOVED OR CHANGED WITHOUT BOARD APPROVAL.

**M. Late charge**

A late charge of 5% shall be due on each delinquent installment of any regular quarterly assessment or special assessment.

**N. Noise Disturbances**

Owners and occupants shall exercise care to minimize noise. No activities such as the playing of loud music or noise made by pets, or children, shall be permitted if such activities or noise is a disturbance to other owners. The prohibition is to be applied based upon the standard of whether such activities or noise would constitute a disturbance to a reasonable person similarly situated.

**O. Nuisances**

Unit owners, their tenants, and guests must abide by all federal, state, and local laws and ordinances and must use the premises in a manner that does not create a nuisance or disturbance to other unit owners or occupants or in such a way as to be injurious to the reputation of the property or is illegal.

**P. Pets/Wildlife**

All pets must be registered with the property management company every year (January 1st of each year.) A unit owner or tenant, with the approval of the Board of Directors, may have two (2) small (40 lbs. or less) domesticated dogs or cats or other household pets. No reptiles, rodents, poultry, amphibians, exotic pets, or livestock are permitted.

Per Manatee County Law, pets must be kept on leashes at all times when outside the unit and owners must clean up pet feces immediately. Annual rabies vaccinations are required for all dogs and cats. Pets are not to be left in vehicles unattended.

In the event that any pet kept on premises shall constitute a nuisance in the opinion of the majority of the Board of Directors, then the owner, when notified in writing, shall be required to immediately remove said pet from the premises.

**Q. Feeding of all wildlife is prohibited.**

**R. Ponds**

No swimming, boating, fishing, pets, rafting, or any other activities shall occur in any pond located on the Condominium property.

**S. Satellite Dishes are not permitted.**

#### **T. Screen and Storm Doors**

There are two different models of screen/storm doors that may be installed on the front entrance. An Architectural Review Change Form **MUST** be submitted and approved by the Board of Directors **PRIOR** to purchase and installation.

1. White frame, full view glass/screen storm door
  2. White frame retractable screen door
- Acceptable brands are Larson, Phantom, and Anderson.

#### **U. Seasonal Holiday Decorations**

Seasonal holiday decorations (i.e., Thanksgiving, Easter, Fourth of July, Memorial Day, Halloween, Labor Day, etc.) are permitted no more than 20 days prior and no more than 10 days after the holiday. Christmas decorations are allowed between Thanksgiving and January 10. Seasonal decorations are not to be mounted on any building except for the front entrance door and stair rails. Decorating is permitted in the trees and bushes, but state, county, and city electricity codes must be followed. There shall be no alteration of common elements, especially the placing of items on the grassy areas, which may interfere with the landscaping company's right of way. Front door wreaths and welcome door hangings are permitted year-round.

#### **V. Signs**

No flags, except for the U.S. flag, or decorations other than as above, and no signs are permitted in windows, on a building, or in the ground, except one "For Sale" sign in the front window, no greater than 18"x24", except for Orchid Cove Community events. "For Rent" or "For Lease" signs are not permitted. An alarm system sign is permitted.

#### **W. Trash Management**

All units must observe the Waste Management pick-up schedule for recycling and trash, which is as follows:

1. Trash: Tuesdays
2. Recycling: Tuesdays (picked up at 6 a.m.)
3. Trash: Fridays
4. Holiday schedules are announced as they occur and are usually one day later than the original collection day.

To prevent bird and other animal intrusion, all trash should be in secured plastic bags and should not be placed outside until the morning of pickup. Trash in garbage cans with secure lids and recycle bins (Tuesday pickup) may be placed on the driveway no earlier than 6 p.m. the evening preceding pick-up and removed no later than midnight the day of garbage pickup.

#### **X. Unit Leases**

No unit may be leased more than twelve (12) times in a calendar year. There shall be no maximum length of a lease, but all leases for more than a year shall be deemed to include a provision reserving the right of the Association to approve or disapprove the continuance of the lease at annual intervals. No subleasing or assignment of lease rights by the lessee is permitted. No lease may be for a period of less than thirty (30) days. Occupancy is only by lessee and family. Occupancy by family members or guests greater than thirty (30) days shall be considered the same as a tenant and must fill out an application and be subject to the same rules as a lessee as stated below, even if no compensation is provided to the owner of the unit. Failure to follow the lease rules will result in a \$100.00 fine to the owner and the tenant.

An owner intending to lease his unit shall give the Association written notice at least 20 days prior to the proposed transaction with the name and address of the proposed lessee, a copy of the proposed lease and any other information which the Board of Directors may require.

1. Lease applications along with the signed and initialed Rules and Regulations are to be submitted to the Association Manager and require a \$150.00 processing fee for each adult or married couple, and valid government-issued photo IDs for each adult applicant to be used for a background check and may be waived for repeat lessees.
2. Application forms are available at the Association Management website (and at the Orchid Cove Condo Association [website](#)).
3. All leases must be in writing and only entire units may be leased.
4. All applications are to be approved by the Board of Directors.
5. All owners shall provide lessees with a copy of the Rules and Regulations. In addition, a printed copy must be readily available in a prominent place in the leased unit. All lessees are expected to abide by the Rules and Regulations.

#### **Y. Vehicles/Parking**

1. No commercial vehicles (trucks or vans), no bus, recreational vehicle, mobile home, campers, boats, trailers of any kind are permitted. Ordinary pickup trucks and SUVs are not included in the vehicles prohibited in the preceding sentence, provided such vehicles are limited to two axles and four wheels. Vehicles that are on the Common Elements during ordinary working hours for the purpose of providing service to Units or the Common Elements are not prohibited by the prohibition set forth in the first sentence of this paragraph. Unserviceable or non-registered vehicles must be kept within your garage, not in driveways or on the street. Owners are responsible for cleaning fluid stains on sidewalks and driveways, and damage to shrubs, lawns, or irrigation systems caused by their vehicle negligence.
2. In the event that there is a question of whether a particular vehicle is prohibited from being parked on the Common Elements, as described in the first paragraph, the Board of Directors shall decide the question, and its decision shall be based upon the standards described herein and whether such vehicle of such a different appearance from other vehicles that are permitted to be parked on the Common Elements detracts from the appearance and ambiance of the Condominium Property.
3. No vehicles shall be parked on any Common Elements except the areas marked as parking spaces.
4. Vehicles shall be parked tight against parking bumpers so as not to intrude upon areas used for moving traffic. Such vehicles shall also be parked in the middle of the marked parking space to allow those parking in adjacent spaces as much room as possible.
5. Parking of boats or trailers or any other item on the Common Elements is prohibited.

# POOL AREA RULES

These rules are to assure the safety and enjoyment of all users and are meant to meet the needs of the majority of users. The pool area includes the pool, pool deck, bathrooms, and cover area. **POOL AREA HOURS ARE DAWN (SUNRISE) TO DUSK (30 MINUTES AFTER SUNSET).** The pool temperature heater is kept at 85 degrees.

## 1. General

- Pool users are requested to immediately inform our association management company or board member of any safety or repair issues. Any questions concerning the rules should be directed to a board member or our management company.
- At the Board's discretion, pool area users who do not follow the rules or whose conduct is deemed improper may have their pool privileges suspended.
- Owners are responsible for the actions of their renters, their children, and their guests when using the pool. If the pool/pool area is damaged by them, owners are responsible for the repair costs.

## 2. Use of Pool

- **There is no lifeguard on duty.**
- **Swim at your own risk.**
- No diving in the pool.
- Do not swallow the pool water.
- No running, rough play or profane language is permitted in the pool area.
- No skateboards, roller skates, rollerblades, scooters, or bicycles are not permitted in the pool area.
- Swim diapers must be worn by all children who normally wear diapers.
- No one with a communicable disease or diarrhea may enter the pool.
- Showering is required before entering the pool.
- No soap or shampoo is allowed in the pool area for safety reasons.
- Proper bathing attire is required at all times.
- Flotation devices are limited to body-size inflatable rafts and their use is limited to non-crowded periods that will not disturb other pool users.
- The pool area is for owners, renters, and their guests only.
- A responsible adult (over the age of 18) must accompany and supervise children under the age of 14 in the pool area.
- No animals are allowed in the fenced pool area.
- All posted signs must be followed.

### **3. Use of Pool Area**

- Pool capacity is 20 persons.
- No glass containers are permitted in the fenced pool area.
- No food or beverages in the pool or on pool wet deck. Commercially bottled water in plastic bottles is allowed on the pool wet deck for pool patron hydration.
- All trash must be discarded in trash container and area cleaned like you found it.
- No smoking is allowed in the pool or pool area.
- Grills or cooking equipment are not permitted.

### **4. Pool Vandalism/Trespassing**

If damage or physical abuse is apparent or in case of a known late-night vandalism or disturbance, the Sheriff's office (911) should be called immediately. Also, the Sheriff's office should be called if unauthorized persons enter the pool area as they may be considered trespassing and be prosecuted. Under no circumstances should users become confrontational over a rule infraction. Our Association management company and a board member should also be notified.