

SHORE TOWERS BUYERS **APPLICATION PACKET**

- Shore Towers Application
- Tenant Credit Information Form
- Rules & Regulations
- Frequently Asked Questions

RETURN

- Shore Towers Application
 - \$100 application fee made payable to Shore Towers Association
 - Copy of picture ID for each applicant
 - Completed Tenant Credit Information Form
 - Copy of the sales contract
 - Two letters of recommendation
 - Return all documents and check to
 - Phil Brigmond, CMCA, AMS
 - Resource Property Management
 - 7300 Park Street
 - Seminole, FL 33777
- Email: pbrigmond@resourcepropertymgmt.com

QUESTIONNAIRE FOR PROPOSED APARTMENT OCCUPANT

Apartment No: _____ Date: _____

Present Owners Name: _____

Applicant 1 full name: _____

Applicant 2 full name: _____

Present home address: _____

How long at this address: _____

Present phone number: () _____

Cell phone number: () _____

Email address: _____

Who else will live with you in Shore Towers Apartments? _____

Relationship: _____ Age: _____

In compliance with the Fair Housing Act (September 13, 1988) one owner must be fifty-five years of age or older and other occupant(s) over 18 years of age. Ages must be verified. Applicants must provide drivers' licenses (photo copy of each) or a notarized statement that the ages comply with the restrictions outlined above.

Current or former type of business: _____

Business address: _____

Business phone number: _____

Bank name: _____

Bank address: _____

Our Association must maintain a record of apartment owners carrying mortgages.

Will you carry a mortgage? _____

With whom: _____

NOTE: Private mortgages are not acceptable. (See Declaration of Condominium Ownership in the Blue Book: Section 18 (e) Mortgage page 14.)

Automobile make/model: _____
(1 automobile per unit)

Number of children: _____ Ages: _____

Number of grandchildren: _____ Ages: _____

- Prior to approval of this questionnaire, the prospective purchaser must meet with the Board of Directors.
- I have no pets and shall comply with the House Rules which prohibits pets.
- Purchaser agrees to permit ingress and egress to his unit by the Association when necessary for the purpose of maintenance and repair, at as little inconvenience as is possible during normal working hours.
- All owners are required to advise the Board of Directors in writing the number and names of all guests occupying their unit in their absence, together with their approximate arrival and departure times.

Have you read the Blue Book, the By-Laws, House Rules, and the additional Rules and Regulations by which life in a condominium is governed, as well as the Rules and Regulations governing the Recreation facilities?

Yes: _____ No: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

The Florida Foreign Investment in Real Property Tax Act of 1980 requires the following information:

Citizenship: U.S.A. ____ Other _____

REFERENCES

Business: _____ Address: _____

_____ Address: _____

Personal: _____ Address: _____

_____ Address: _____

I/We hereby agree to the following excerpts from the Association's Blue Book, Rules and Regulations; it is understood that:

- A. This apartment is to be my personal residence within a matter of ____ days and will not be used as an office or for business purposes.
- B. The Shore Towers Building operates as a residential condominium, controlled by a nonprofit Association, managed by an elected Board of Directors.
- C. Assessments may be made from time to time as Association expenses occur.
- D. Apartment owners are responsible for their own property tax, insurances on apartment furnishings and for monthly maintenance fees.
- E. Payment of One Hundred Dollars (100) made payable to the SHORE TOWERS ASSOCIATION must accompany the Questionnaire Application, together with a copy of executed contract of sale or lease.
- F. I/We will not lease or rent my/our condominium parcel until after we have physically occupied and resided in said condominium for three (3) years, after which period we will not rent or lease said unit for periods of less than twelve (12) consecutive months in any five (5) year period without the approval of the Board and in accordance with our Blue Book and Rules and Regulations.
- G. New owners are asked to be available to serve on the Board of Directors after they have been in residence one year.
- H. Rules concerning use of recreation facilities (pools, shuffleboard courts and recreation hall) must be strictly followed, in accordance with the Shore Drive South Corp. regulations.
- I. Parking space for only one (1) automobile or passenger station wagon is allotted to each unit.
- J. I/We will abide by the BLUE BOOK and the RULES AND REGULATIONS as promulgated by the Shore Towers Association's Board of Directors.

WITNESS: _____

Signed: _____

Signed: _____

SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC., A CONDOMINIUM

Date: _____

CUSTOMER NUMBER: 1715

TENANT CREDIT INFORMATION FORM

I/We _____, prospective
tenant(s) / buyer(s) for the property located at _____,
Managed By: _____ Owned By _____

Hereby allow TENANT CHECK and or the property owner/manager to inquire into my/our credit file, criminal, and rental history to obtain information. I/We understand that on my/our credit file it will appear that TENANT CHECK has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future.

PLEASE PRINT CLEARLY

<u>TENNANT INFORMATION</u>		<u>SPOUSE / ROOMEMATE</u>	
SINGLE _____ MARRIED _____		SINGLE _____ MARRIED _____	
SOCIAL SECURITY #:		SOCIAL SECURITY #:	
FULL NAME:		FULL NAME:	
DATE OF BIRTH:		DATE OF BIRTH:	
CURRENT ADDRESS:		CURRENT ADDRESS:	
HOW LONG:		HOW LONG:	
LANDLORD & PHONE:		LANDLORD & PHONE:	
PREVIOUS ADDRESS:		PREVIOUS ADDRESS:	
HOW LONG:		HOW LONG:	
EMPLOYER:		EMPLOYER:	
OCCUPATION:		OCCUPATION:	
GROSS MONTHLY INCOME:		GROSS MONTHLY INCOME:	
LENGTH OF EMPLOYEMENT:		LENGTH OF EMPLOYEMENT:	
WORK PHONE NUMBER:		WORK PHONE NUMBER:	
EVER BEEN ARRESTED: YES NO		EVER BEEN ARRESTED: YES NO	
EVER BEEN EVICTED: YES NO		EVER BEEN EVICTED: YES NO	
DRIVER'S LICENSE #	STATE	DRIVER'S LICENSE #	STATE
<u>SIGNATURE:</u>		<u>SIGNATURE:</u>	
PHONE NUMBER: () -		PHONE NUMBER: () -	

<p align="center">TENANT CHECK HOURS OF OPERATION: MONDAY – FRIDAY: 9:00 am. – 5:30 pm. SATURDAY: 11:00 am. – 4:00 pm. ALL ORDERS AFTER 5:00 PM. (3:00 PM ON SAT) WILL BE PROCESSED THE NEXT BUSINESS DAY. email@TenantCheckLLC.com or TENANT CHECK FAX # (727) 942-6843</p>	<p align="center">IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT</p> <p>A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS</p>
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FEDERAL LAW REQUIRES THE END USER TO RETAIN THIS FORM FOR 5 YEARS (TENANT CHECK APPLICATION REV. 08-2008)

RULES AND REGULATIONS

In addition to the other obligations and duties set forth in the Declaration of Condominium Ownership and by-Law Obligations of Members, the following rules and regulations have been established by vote of the membership:

1) Parking of Automobiles:

- Parking shall be limited to one (1) passenger automobile or passenger station wagon, in the space assigned to each owner. Such vehicles at no time shall be constructed in such a way as to block the vision of those in adjacent parking spaces. Unit owners shall use assigned places only. Permanent residents shall not regularly use Guest parking spaces for their own automobiles.
- No Person (Owner or not) shall use another Owner's parking space without permission of said owner.
- Automobiles may not be hose-washed, nor may major repairs be made on the parking lot.

- 2) Owners shall not display laundry or clothing on the porches or walkways of the condominium units or anywhere within the said units which would be visible from the outside of the units.
- 3) Owners are required to use Trash Chutes in condominium for trash only — not for food refuse (wet garbage). Such food refuse is to be disposed of in the Disposals in the sink of each unit kitchen.
- 4) Owners may schedule specific time for use of Laundry Room on each floor of condominium. Unscheduled time must be on a "first come-first serve" basis and the laundry equipment usage is restricted to Owner's floor, except in an emergency. Use of high suds detergent in excess amounts is warned against. Laundry is to be left in good order after use thereof.
- 5) Owners shall not permanently or regularly obstruct condominium walkways and halls with bicycles, chairs, tables and kindred articles. Nothing shall be kept or stored in the stairwells. Doors opening toward the walkways must be kept closed when not in use. THESE ARE THE FIRE MARSHAL'S REQUIREMENTS.
- 6) Owners shall not sweep walkways in front of their apartment down upon the parking area. Neither shall they shake rugs out of windows or over the walkway railing.
- 7) Owners desiring to plant shrubs or other plantings about the condominium shall confer with the Chairman of the Grounds Committee as to the suitability of such plantings. All such plantings become common property and shall not be removed from the property.
- 8) The visit of children under 16 must be limited. The host shall be responsible for the children.
- 9) Storage room doors must be kept locked and ventilation must not be interfered with.
- 10) No pets (dogs, cats or other animals) shall be allowed to be kept on the premises, nor shall any guest be allowed to bring pets.
- 11) No rental or lease of any apartment will be allowed until after a new purchaser becomes a permanent resident and lives in the apartment for at least three (3) years. See also restrictions of rentals in B y-Laws: ARTICLE XVII, Pages 37 and 38, and Section 18(b), Page 14, of the 1987 Revision of the Blue Book.

- 12) Use of the Fishing dock by boat owners is restricted to loading and unloading of passengers. Prolonged daytime or overnight docking is prohibited.
- 13) The Unit Owners assume full responsibility when relatives and friends occupy a condominium on a non-rental basis, without the owner being present. In addition, all guests must abide by all condominium and Shore Drive South Corp. rules and regulations. All owners must advise the Board of Directors, in writing, the number and names of all guests occupying their unit in their absence, together with their approximate arrival and departure times.
- 14) New owners are to be available to serve on the Board of Directors after they have been in residence one year.

Besides the House Rules enumerated, Owners will find in the Declaration of Condominium Ownership and By-Laws many other obligations as part of the agreement. The Rules and Regulations herewith submitted are not intended to supplant other obligations.

It is suggested that Owners become familiar with the rules and regulations of the Shore Drive South Corp. (aka Sixth Corp.) concerning the swimming pools, shuffleboard courts, and recreation building.

BOARD OF DIRECTORS

Revised 1/12/89,
as voted that date Annual Meeting.

Second Distribution 1/20/94
Include with Blue Book/Documents.

Re-printed 03/27/2014.

FREQUENTLY ASKED QUESTIONS AND ANSWERS

In accordance with section 718.504 Florida Statutes, the following - Information is provided:

Q: What are my voting rights in the condominium association?

A: Voting rights are found in Article IV of the By-Laws. Generally speaking, one vote per unit may be cast. The By-Laws specifically set forth voting rights and qualifications of voters in the Association. Multiple owners of units or corporate owners are required to designate the individual entitled to cast votes on behalf of such multiple owners or corporate owner.

Q: What restrictions exist on the sale, lease, transfer or use of my unit?

A: Use restrictions on the sale, lease, transfer and use of units are found in the Articles 16, 18 and 20 of the Declaration and Article X of the By-Laws. Also attached hereto is a current set of rules and regulations applicable to the community.

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obliged to pay annually?

A: Unit owners are not obligated to pay rent or land use fees for recreational or other commonly used facilities.

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A: The assessments consist of monthly maintenance payments based on the budget, due the first of each month, and reserve assessments are payable after approval by the membership. A copy of the budget will be available at the interview meeting. Since monthly maintenance payments vary by unit, the exact figure will be available on request. The assessment for the Reserves varies by units and will be quoted on request.

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000.00? If so, identify each case.

A: None.

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my- assessment?

A: Each unit owner is automatically a member of the Shore Drive South Association, which is responsible for the recreational properties. Your voting rights in the association are through a Shore Towers representative on the Board of Directors of the Shore Drive South Corp. Your assessments for the Shore Drive South Corp. are included in the maintenance fee for your unit.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS THERETO THE SALES CONTRACT, AND THE CONDOMINUM DOCUMENTS.

Guidelines for Interviews

UNIT # _____

- Present Address.
- Retired (previous employment)
- Length of time in Florida?
- Familiar with condo living?
- Proof of age.
- Forms to submit:
 - Emergency Contact Form
 - Key Contact Person and Alternate Address Survey Form
 - Voting Representative Form
 - Request for Automatic Payment of Monthly Maintenance Fees Form/Homeowner Authorization for Electronic Funds Transfer
 - Parking Form
- Guest parking – Trucks, Commercial vehicles – guest spots only
- Laundry facilities location, machines, and please use HE detergent for laundry soap.
- Storage area is limited. (Bicycles, if you bring them, use them)
- Improvements/remodeling – Board application – City permits.
- Owner responsibility to monitor unit not Association responsibility
- Trash and recycling.
- Running water late at night?
- No bath wipes as they clog the drains
- If a garbage disposal is in unit, please use sparingly if at all
- Notify board in writing if anyone occupying unit if you are not present – Mandatory one occupant be over 55 years of age.
- Notify board in writing if anyone is using your parking space.
- Dock.
- Keys: Mailbox, storage, Club House Exercise
- Moving furniture – elevator must be padded (South elevator only).
- 6th Corp – Rules & regulations.
- No ornaments on walkways.
- No pets.
- Rentals over 55 years – No unit may be rented or leased for the first three years of ownership Subject to written approval of the board. One year, no renewal within five years.
- Once a month, add vinegar and 2-4 cups of hot water down the air conditioner drains. If you do not know where/what this is, please ask a board member.
- If you allow someone to use your condo while you are not here, please email shoretowersassoc@gmail.com to let the board of directors know who will be using your unit, how many people will be in your unit, the make, model, and license plate number of their car, and how old they are PRIOR to them occupying your unit. This is a security issue.
- If a guest is using your condo, one member must be 55+ years of age or older.
- Our management company is and located locally at: Resource Property Management, 7300 Park Street Seminole FL 33777, PH: 727-581-2662
- Budget – Reserves.
- Social activities are available e.g. Shuffleboard, 6-corp parties, pot luck, cocktail parties - hope you will join
- Consider being a Board Member after your first year of ownership

Emergency Contact

The Board of Directors recommends that the name and phone number of a relative or friend, whom you would like to be notified in a case of an emergency, be kept on file for each unit owner.

Please fill out the following form which will be kept for emergency purposes.

Please drop in the Association mail box or give it to the Secretary.

Thank you

IN CASE OF AN EMERGENCY, PLEASE CONTACT THE FOLLOWING:

NAME: _____ RELATIONSHIP: _____

RELATIONSHIP:

ADDRESS:

PHONE NUMBER: () -

DATE: _____

COMMENTS:

KEY CONTACT PERSON AND ALTERNATE ADDRESS SURVEY

UNIT # _____

In order to complete and update KEY RECORDS, each owner is requested to supply information that will be maintained by the Vice-President of the Association. Keys are coded and kept in a master box with the code kept in a separate location. In an EMERGENCY, if entrance to an individual's apartment is necessary, two board members or other residents will enter the apartment together to determine the problem and how it can be handled.

Have you turned in an emergency key to the Board of Directors? () YES () NO

Have you added an additional lock to your door? () YES () NO

Have you added an additional lock to your door? () YES () NO

IF NO KEY IS AVAILABLE TO THE BOARD OF DIRECTORS, have you notified the Board of Directors who has the key? () YES () NO

Name: _____ Apt: _____

Residence other than Shore Towers and/or summer travel address:

NAME: _____ APARTMENT: _____

Voting Representative

UNIT # _____

To the Secretary of:
Shore Towers Association
1868 Shore Drive South
South Pasadena, FL 33707

This is to certify that the undersigned, constituting all of the record owners of Unit (Apt) # _____
in Shore Towers Building of Town Apartments No. 103, Inc. A Condominium, have designated:

Name of Voting Representative

as their representative to cast all votes and to express all approvals as 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, Articles and By-Laws of the Association.

The following examples illustrate the proper use of this certificate.

1. Unit owned by John Doe and his brother, Jim Doe. Voting certificate required designating
either John or Jim as the Voting Representative (NOT A THIRD PERSON)
2. Unit owned by John Jones. No Voting Certificate required.
3. Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate required designating
Bill or Mary as the Voting Representative. (NOT A THIRD PERSON)

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

DATED the _____ day of _____ 20____

Owner

Owner

Owner

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the owners of the unit as the Voting Representative, not a third person.

REQUEST FOR AUTOMATIC PAYMENT OF MONTHLY MAINTENANCE FEES

UNIT # _____

**BANK of the OZARKS® Association Auto Debit (ACH) Authorization Form****Use this form to Create a 'Preauthorized Electronic Payment' for an Association Assessment.**

- A separate enrollment form must be completed for each property/unit payment obligation.
- Completed 'Auto Debit (ACH) Authorization Form' must be received by the **25th** of the month prior to your next payment due date, to take effect. If the 25th is on a weekend or a holiday, Bank of the Ozarks Association Services must receive this form by the last business day prior to the 25th.
- By submitting this form you authorized Bank of the Ozarks to initiate the ACH debit authorization for the below property/unit owner.
- Mail completed Association Auto Debit Authorization form and a void check (deposit slip for savings) to:

**BANK OF THE OZARKS ASSOCIATION SERVICES
RE: ASSOCIATION ASSESSMENT ACH
P.O. BOX 20287
TAMPA, FL 33622-0287**

- When an auto debit (ACH) is processed to your account, your payment will appear as 'Maint Fees' on your account statement.
- Your payment debit date and frequency are provided by the management company or association. If that debit date is on a weekend or holiday, your payment will be debited the next business day.
- All questions regarding your association or payments should be directed to your management company or association.

All Fields must be completed for Auto Debit (ACH) to take effect.

Management Company Name: _____

Association Name: _____

Frequency: Monthly Quarterly Semi-Annually Annually

ACH Debit Date: 3RD 10TH

Unit Number (Account Number found in coupon booklet on coupon): _____

Unit Owner Name: _____

Routing/Transit Number: _____

Account Type: Checking Savings

Banking Account Number: _____

Assessment Amount \$: _____ Start Date: _____

Be sure to include a void check (or deposit slip for savings) from your designated debit account.

By signing this authorization I agree to the following: I hereby authorize Bank of the Ozarks to initiate entries to my checking or savings account at the U.S. Financial Institution indicated above for the purpose of making Association Assessment Payments, to include all future amount changes. I also authorize the financial institution to withdraw these payments from my account. Bank of the Ozarks is authorized to accept, from the Association or Management Company, updates to the debit amount, the account information or the cancellation of this debit. I understand that these debits will continue unless notification is received by Bank of the Ozarks in writing of its termination.

Authorization must be received by the 25th of the month prior to next payment date to take effect.

Authorized By _____ Date Authorized _____

Bank Use Only:	Date:	Processed By:	Verified By:
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**SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC.,
A CONDOMINIUM**

PARKING

I, _____, was informed by the Shore Towers Board of Directors as an owner of Unit # _____ that I am assigned one parking space. No new resident shall be assigned (2) two parking spaces.

Please provide automobile information below.

Make:	Model or series:
Year:	Color:

By signing below I agree that I am entitled to 1 (one) parking space.

Date signed:
Owner
Owner

Blue Book Areas for Extended Review

Parking

- (i) Parking shall be limited to passenger automobiles and/or passenger station wagons in the parking space allotted. "Passenger_ automobile" shall be defined as a vehicle built primarily for passenger use and classified as a passenger vehicle by the Florida Department of Transportation: No trucks of any type or description and no commercial vehicles are permitted, except that a commercial vehicle may park temporarily to provide service or delivery to a unit or to the Association.
- H. - Parking spaces may be used in accordance with the allocations designated from time to time by the Board of Directors.
- I. - **Parking of automobiles**
 - (a). - Parking shall be limited to passenger automobiles and passenger station wagons, in space assigned to each owner. Such vehicles at no time shall be constructed in such a way as to block the vision of those in adjacent parking spaces. Unit owners shall use assigned places only. **Permanent residents shall not regularly use Guest parking spaces for their own automobiles.**
 - (b). - No person (Owner or not) shall use another Owner's parking space without permission from said owner.
 - (c). - Automobiles may not be hose-washed, nor may major repairs be made on the parking lot.

Pets

- 10.- No pets (dogs, cats or other animals) shall be allowed to be kept on the premises, nor shall any guests be allowed to bring pets.

Guests

- 13. - The Unit owners assume full responsibility when relatives and friends occupy a condominium on a non-rental basis, without the owner being present. In addition, all guests must abide by all condominium and Shore Drive South Corp. rules and regulations. All owners must advise the Board of Directors, in writing, the number and names of all guests occupying their unit in their absence, together with their approximate arrival and departure times.

55+ Community

- (f) Notwithstanding anything to the contrary contained herein, after the effective date of this amendment, at least one person fifty-five (55) years of age or older must be an occupant of each unit while any person occupies said unit. Persons under the age of fifty-five (55) and more than eighteen (18) years of age may occupy and reside in a unit as long as at least one of the occupants is fifty-five (55) years of age or older. Notwithstanding the language contained above, no person under the age of eighteen (18) shall be allowed to permanently reside in or occupy a residence. For purposes of occupancy by persons under eighteen (18) years of age, "permanent" occupancy shall mean occupancy more than thirty (30) days in any twelve (12) month period. Under no circumstances will hardship exceptions be made that would grant permanent occupancy to persons eighteen (18) years of age or younger.

ADDITIONS AND ALTERATIONS, RESPONSIBILITIES AND PROCEDURES

Approval of the Board of Directors is required on certain additions and alterations within a unit, as well as changes that affect common elements.

Additions and Alterations NOT requiring Board Approval:

Appliance	Electrical Fixtures	Paint
Bathroom Sink	Electrical Outlets	Paneling
Bathtub	Floor Coverings **	Toilets
Cabinets	Kitchen Counter Tops	Wallpaper
Interior Doors	Kitchen Sinks	

**Installing ceramic tile or any floor covering extensively on the floors of your unit may increase noise levels to your neighbors. Be aware if this is a cause for complaints, you will be required to remedy the situation. Before installation, ask the contractor about products/methods that will reduce transmitted noise levels.

ADDITIONS AND ALTERATIONS AFFECTING COMMON ELEMENTS

THE FOLLOWING REQUIRES BOARD APPROVAL

Air conditioners/Condensers/Compressors	Hot/Cold water pipes
Exterior Doors (Front/Back)	Shutters/Awnings
Electrical Wiring	Walls
Furnaces	Windows

Attached is a sample application which is to be submitted to the Board for approval prior to the start of work. Our Secretary has copies of the application which is to be completed and returned to the Building Director.

The contractor must supply a valid Pinellas Contractor License, and request their insurance company to mail a copy of their insurance certificate to the Building Director.

A building permit is required for any project that requires the hiring of a contractor. If in doubt, contact The City of South Pasadena Building Department. Upon completion of the project, the Building inspector will make an inspection to ensure that work has been done properly and to code requirements.

Remember, however, that some installations affect your neighbors even if no Board approval is necessary; for instance, your neighbors' water or gas may need to be turned off when you replace plumbing fixtures or gas ranges. This requires advance notice so that the affected owners are not inconvenienced unnecessarily.

Any demolition or renovation of a unit requires compliance with the Pinellas County Asbestos Requirements (attached). Failure to comply can subject you to financial penalties.

**APPLICATION FOR APPROVAL
ADDITIONS/ALTERATIONS
COMMON ELEMENTS**

Name: _____ **Unit Number** _____

Additions/Alterations to be made:

Name of Contractor: _____

Address: _____ **Phone Number:** () _____

Does he have a Pinellas County Contractors License? () YES () NO

Is a building permit required? () YES () NO

If yes, who is getting the permit? () Contractor () Unit Owner

Please attach a copy of the contractors Certificate of Insurance and a copy of his/hers Pinellas Contractors License.

Signature of Unit Owner: _____ **Date:** _____

APPROVAL:

Board of Directors _____ **Date:** _____

When installing a new air conditioning compressor, instruct the service man to install the unit one and half to two inches protruding outside the building. This allows the humidity to fall to the ground not down the side of the building.

There still are units with the old grills; the openings are larger than the openings for the new units. The owner must have cinder block installed to fill the void between the new unit and existing opening. The block must be stuccoed to match the building and painted. Shore Towers Association will provide the matching exterior paint.

SHORE TOWERS ASSOCIATION
STORM AND SCREEN DOOR SPECIFICATIONS

The purpose of this document is to provide guidance to unit owners in the selection of storm and screen doors installed in the entry doorways to the unit. Owners are required to complete a copy of the attached request form and submit to the Board of Directors for approval.

Construction: The door shall be hung in a surface mounted frame. The door may contain screen panels only, transparent panels only, or a combination of screen and transparent panels. The door may be right or left hand opening to accommodate the designs of the owner and the requirement of the installation. A sketch of the preferred door is attached.

Materials: The materials used in both the door and its frame shall be either aluminum or high impact vinyl. The screen material may be either aluminum or fiberglass. The transparent panels may be either of glass or Lexan.

Finish: the finish of the aluminum doors and frame shall be white enamel to minimize corrosion. Vinyl doors and frames shall be made from white high impact vinyl material.

Size: All door openings are six foot eight inches by thirty six inches.

Decoration: The door shall be plain without decorations.

Kick Panels: Kick or knee panels including the frame shall not exceed thirty (30) percent of the frontal area or the door.

Installation: Doors shall be installed in a professional manner. It is the responsibility of the unit owner to assure this is done to the satisfaction of the Building Director.

Woodwork: Additional woodwork required prior to the installation of the door shall be painted with an exterior grade white primer prior to hanging the door. The surface between the door frame and the jamb and lintel of the door opening shall be caulked prior to hanging the door.

Finish painting: The jamb and lintel of the opening shall be painted with white paint which will be supplied by the Association and available through the Building Director. Paint for the security door (main door) is also available if required.

Board approval required.

POOL ROOM RULES

HOURS 8:00AM TO 10:00PM

- 1) Children under 18 years MUST be accompanied by a Unit owner.
- 2) Share the right to play with other residents when 4 are playing and others waiting — limit play time to one hour.
- 3) **NO SMOKING in the building**
- 4) Keep the table clean — brush before and after use.
- 5) Cues MUST be returned to rack to prevent warping.
- 6) 'National Rule' to be obeyed. One foot on the floor at all times.
- 7) Make certain lights are out and pool room locked when leaving.
- 8) Key to Pool Room may be obtained from your Association, President or Shore Drive South Corporate Board member.

**POOL ROOM USERS ARE RESPONSIBLE FOR EQUIPMENT
BREAKAGE OR DAMAGE.**

POOL AND PATIO RULES

POOL HOURS "DAWN TO DUSK"

**POOL CAPACITY 24 PERSONS MAX.
SHOWER BEFORE ENTERING POOL
SHAMPOO OR SOAP SHALL NOT BE USED.**

WARNING

**NO LIFEGUARD ON DUTY
CHILDREN UNDER 12 MUST HAVE ADULT SUPERVISION**

**NO RAFTS OR TOYS IN POOL
NO PERSONAL EFFECTS ON FENCES
NO FOOD OR DRINKS, GLASSES OR ANIMALS IN POOL OR ON POOL DECK.**

**UNBREAKABLE CONTAINERS ONLY ON PATIO
NO DIAPERS OR DISPOSAL SWIM PANTS ALLOWED UNDER ANY CONDITION.
NO OPEN WOUNDS.**

**NO DIVING,
NO RUNNING OR HORSEPLAY**

**CHAIRS AND LOUNGES SHALL BE TOWELED TO PROTECT FROM
STAINING OILS OR LOTIONS.**

BBQ GRILLS SHALL BE CLEANED AND CLOSED AFTER USE.

USE POOL AT OWN RISK

UNIT OWNERS ARE RESPONSIBLE FOR GUESTS BEHAVIOR & ACTIONS.

SHUFFLEBOARD RULES

HOURS 8:00AM TO 10:00PM

- 1. Court users are responsible for equipment breakage or damage resulting from misuse.**
- 2. Children under 16 MUST be accompanied by a responsible adult.**
- 3. Do not walk on the courts.**
- 4. Erase scores and return equipment to storage box when play is concluded.**
- 5. At night, turn off lights when play is concluded.**
- 6. No profanity or undue noise.**
- 7. Shirts/tops must be worn at all times.**
- 8. No bare feet.**

SHORE TOWERS INTERNET ACCESS

Contact the Shore Towers Association Board of Directors via email:

shoretowersassoc@gmail.com

Access the Shore Towers Association Website:

shoretowersassoc.com

At a meeting of the Board of Directors of Shore Towers Association held

On _____, the Board of Directors voted to approve the

Purchase of Apartment No _____ in Shore Towers Building by:

Purchaser(s) _____

Address _____

City _____ State _____ Zip Code _____

Telephone No (____) _____ - _____

President

Secretary

Witness _____

(Corporate Seal)

At a meeting of the Board of Directors of Shore Towers Association held

On _____, the Board of Directors voted to approve the

Purchase of Apartment No _____ in Shore Towers Building by:

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Address _____

City _____ State _____ Zip Code _____

Telephone No (____) _____ - _____

President

Secretary

Witness _____

(Corporate Seal)

SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC., A CONDOMINIUM

Date: _____

CUSTOMER NUMBER: 1715

TENANT CREDIT INFORMATION FORM

I/We _____, prospective tenant(s) / buyer(s) for the property located at _____, Managed By: _____ Owned By _____

Hereby allow TENANT CHECK and or the property owner/manager to inquire into my/our credit file, criminal, and rental history to obtain information. I/We understand that on my/our credit file it will appear that TENANT CHECK has made an inquiry. I/We cannot claim any invasion of privacy against them now or in the future.

PLEASE PRINT CLEARLY

<u>TENNANT INFORMATION</u>		<u>SPOUSE / ROOMEMATE</u>	
SINGLE _____ MARRIED _____		SINGLE _____ MARRIED _____	
SOCIAL SECURITY #:		SOCIAL SECURITY #:	
FULL NAME:		FULL NAME:	
DATE OF BIRTH:		DATE OF BIRTH:	
CURRENT ADDRESS:		CURRENT ADDRESS:	
HOW LONG:		HOW LONG:	
LANDLORD & PHONE:		LANDLORD & PHONE:	
PREVIOUS ADDRESS:		PREVIOUS ADDRESS:	
HOW LONG:		HOW LONG:	
EMPLOYER:		EMPLOYER:	
OCCUPATION:		OCCUPATION:	
GROSS MONTHLY INCOME:		GROSS MONTHLY INCOME:	
LENGTH OF EMPLOYEMENT:		LENGTH OF EMPLOYEMENT:	
WORK PHONE NUMBER:		WORK PHONE NUMBER:	
EVER BEEN ARRESTED: YES NO		EVER BEEN ARRESTED: YES NO	
EVER BEEN EVICTED: YES NO		EVER BEEN EVICTED: YES NO	
DRIVER'S LICENSE #	STATE	DRIVER'S LICENSE #	STATE
<u>SIGNATURE:</u>		<u>SIGNATURE:</u>	
PHONE NUMBER: () -		PHONE NUMBER: () -	

<p align="center">TENNANT CHECK HOURS OF OPERATION: MONDAY – FRIDAY: 9:00 am. – 5:30 pm. SATURDAY: 11:00 am. – 4:00 pm. ALL ORDERS AFTER 5:00 PM. (3:00 PM ON SAT) WILL BE PROCESSED THE NEXT BUSINESS DAY.</p> <p align="center">TENNANT CHECK FAX # (727) 942-6843</p>	<p align="center">IF THE WRONG SOCIAL SECURITY NUMBER IS SUBMITTED, A SECOND APPLICATION FEE WILL BE CHARGED TO RE-PULL THE REPORT</p>
	<p>A CREDIT REPORTING SERVICE PROVIDING CREDIT REPORTS FOR REALTORS / PROPERTY MANAGERS / APARTMENT COMPLEXES / MOBILE HOME PARKS / CONDOMINIUM ASSOCIATIONS / EMPLOYERS</p>

FEDERAL LAW REQUIRES THE END USER TO RETAIN THIS FORM FOR 5 YEARS (TENNENT CHECK APPLICATION REV. 08-2008)