



***Bermuda Ridge Condominium Association, Inc.
Bonita Springs, FL 34134***

% MAY Management Services
11100 Bonita Beach Rd.#101 Bonita Springs, FL 34135
239-262-1396

Lease Application

This application is for the potential lease of a specific condo unit in the Bermuda Ridge community in the Diamond Ridge development in Bonita Springs Florida. If this application does not have the following documents attached, it will be returned and could delay the approval process:

- _____ Lease contract between the owner and the lessee
- _____ \$50 application fee made payable to Bermuda Ridge COA
- _____ \$50 processing fee made payable to MAY Management
- _____ Background check(s) are done online at <https://www.sseii.com/backgroundcheck.html>. For Canadian and International background checks, please call our office at 239-262-1396 or email spalmer@maymgt.com for more information.
- _____ Two (2) letters of reference – non-Family members.

- **This information is required for first time lease applicants only – throughout this application.**

General Notes for Applicants

- Lease must not be less than thirty (30) days or more than one (1) year. No more than 5 times per year.
- Applications **must** be received at least twenty (20) days PRIOR to start of lease.
- Applications must be approved by the Bermuda Ridge Condominium Association Board PRIOR to the start of the lease period.
- Formal Approval must be received by applicants PRIOR to occupation of requested condo unit.
 - **Returning Seasonal Renters** will not require a background check or any fees but will be required to submit an updated application form 20 days prior to renewal.

- **Annual Lease Renewals** will not require a background check **but are required to submit an application, along with the \$50 application fee and \$50 processing fee, each year at least 20 days prior to the start of the rental.**
- Two (2) vehicles per unit are permitted. By signing and submitting this application, you agree that you have received, reviewed, and accept to abide by all Bermuda Ridge Condominium Association rules and regulations.

Unit Owner Information:

Building Address: _____

Unit Number _____

Owners Name: _____ PH: (____) ____ - _____

Dates of Lease: From _____ To: _____

First Time Rental in Bermuda Ridge Yes _____ No _____

Applicant Information:

Name: _____ Date of Birth _____

Permanent Address: _____

City / State: _____ Zip Code _____

Phone: (____) ____ - _____ *Currently: Own _____ Rent _____

Email: _____

C0-Applicant Information

Name: _____ Date of Birth _____

Permanent Address: _____

City / State: _____ Zip Code _____

Phone: (____) ____ - _____ *Currently: Own _____ Rent _____

Email: _____

Occupants

Number of adults to occupy unit (maximum of four (4) adults +2) _____

Number of children under the age of 18 to occupy unit _____

Relationship(s) Of occupants: _____

Vehicle Information **Make** **Color** **Year** **License Plate (State/Number)**

Vehicle #1: _____

Vehicle #2: _____

***Employment Information**

Applicant

***Co-Applicant**

Employer: _____

Employer: _____

Contact Name: _____

Contact Name: _____

Address: _____

Address: _____

Position: _____

Position: _____

Phone #: _____

Phone #: _____

***All Applicants are Required to List Two (2) Personal References and Attach Two (2) Letters of Reference – Non-Family Members**

#1) Name: _____

Address: _____ **City:** _____ **State:** _____

Zip Code: _____ **PH: ()** _____ **-** _____ **Years Known:** _____

#2) Name: _____

Address: _____ **City:** _____ **State:** _____

Zip Code: _____ **PH: ()** _____ **-** _____ **Years Known:** _____

Please Read Carefully and Sign Below

I have received a current copy of the Rules and Regulations of Bermuda Ridge Condominium Association, Inc., (included here as pages 5-8) and the Diamond Ridge Master Association.

I have read and will abide by all rules, regulations and documents of the association including Diamond Ridge Master Association.

I understand that all information and references on this application will be verified.

This application must be completed in its entirety, or it will not be accepted.

By signing below, I, the Applicant, also agree to have MAY Management Services, on behalf of the Association run a background check using my personal information provided on this application.

Applicant Signature: _____ **Date:** _____

Co-Applicant Signature: _____ **Date:** _____

Please return by mail or Hand Deliver:

MAY Management Services
11100 Bonita Beach Rd. Ste. 101
Bonita Springs, FL 34135

By Email: spalmer@maymgt.com

Applications may be submitted by email but checks must be mailed. We do not accept payments over the phone or electronically.

Application Must Be Approved by the Bermuda Ridge Condominium Association Board of Directors

Date: _____

Approved: _____ Denied _____

Board Member Signature _____

Print Name / Title: _____

Instructions for online background checks:

Go to website: <https://www.sseii.com/backgroundcheck.html>

Enter your email address then choose your association from the dropdown menu. If you start typing the community name, it should come up.

Click on PAYPAL . You can pay using PayPal or choose another method of payment.

Fill out the form completely, then click submit.

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AMENDED RULES AND REGULATIONS 2020

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The following amended rules and regulations pertain to the Association property, condominium property, the common elements, the limited common elements, and the units. They shall be deemed effective on April 1, 2020 and shall remain in effect until amended by the Board of Directors of the Association. Rules and Regulations shall apply to and be binding upon all unit owners. The unit owners shall obey said Rules and Regulations and shall be held responsible for communicating and enforcing these rules on all occupants of their units. In the event of repeat offenses, the board will exercise its right to invoke penalties on owners. The 2020 Amended Rules and Regulations can also be found on the website: www.bermudaridge.org They are as follows:

I BUILDING APPEARANCE

1. Walkways, sidewalks and driveways shall be kept unobstructed of toys, bicycles, wagons, shopping carts, tools or anything that blocks them from their purpose of functioning as an ingress or egress.
2. Garages shall be maintained to a level of neatness that respects all owner's rights to upholding property values and deters rodent activity. Door seals should be inspected regularly and changed as needed.
3. Owners on the ground level shall be allowed to have chairs outside their doorways providing they are well maintained and esthetically acceptable to the community. Chairs must be removed by owner during any absence greater than one (1) week. Any issues or concerns on the part of other owners shall be brought to the board for decision.
4. Personal Property of unit owners shall not be stored outside any unit.
5. Nothing shall be hung from the balconies or the windows, such as laundry, towels, rugs , etc.
6. Garbage and recycling shall be properly deposited only in dumpster and recycling bins provided. Owners are responsible for breaking down boxes and any large items to allow for maximum capacity of bins. Dumpsters shall not be used for construction materials during upgrades of units.
7. Large appliances may be left near the dumpsters for pickup HOWEVER it is the responsibility of the owner discarding the appliance(s) to call the refuse company for special pickup AND to follow up if the items do not get picked up as promised.
8. All common areas shall be maintained by the association. Changes to common areas require board approval and if changes fall outside the standard scope, will be at the expense of the owner.
9. No sign, advertisement, notice or other similar material shall be exhibited, displayed, inscribed, painted or affixed, in or upon any part of the units, limited common elements or common elements by any unit owner or occupant without written permission of the Association. Real Estate agents may advertise open houses on the day they are held only with prior permission from the property management company. Regularly used vehicles containing business logos/names will be allowed.

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10. No vehicle shall be parked anywhere but on paved areas intended for that purpose or in garages. The one hour parking spaces and handicapped parking spaces with required permits must be utilized as such.
11. Due to limited parking spaces and per our by-laws, an owner's right to keep more than one vehicle on the condo property (not to include the garage), may be regulated by the Association.
12. Owners may sublet their unused garage or space to other owners.
13. No vehicle shall be used as a domicile or residence, either permanent or temporary
14. No boats, trailers of any kind, recreational vehicles, campers, commercial vehicles or any vehicle with more than two axles, shall be permitted to be parked or stored on the condominium property unless kept fully enclosed within a garage at all times. Moving vans, storage pods, and U-Hauls may not be placed on the grounds without prior approval of the board.
15. The board will not be responsible for repayment of any purchases by owners without prior approval. All reimbursements should be submitted through the property management company with appropriate receipts and prior authorization.
16. All owner issues and concerns need be reported to the property management company **NOT** board members. If you feel you have not received a timely or acceptable response, please contact KEB property management and speak to the owner Ken Bloom.

II BUILDING SAFETY

1. No barbecuing or outdoor cooking is permitted on walkways, balconies or lanais or inside any portion of the buildings. Grills must be a minimum of 10 feet from the buildings per Bonita Springs Fire Code.
2. Fire sprinkler inspections are required by the City of Bonita Springs. Any owner who is cited for painting or covering their sprinkler heads or any other violations will be responsible for the cost of repairs. It should be noted that the current cost for a sprinkler head replacement is \$150.00 per head. It should be further noted that if additional damage is incurred such as a broken pipe during the replacement of the sprinkler head, these charges will also fall to the owner.
3. No flammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit or limited common element, except those necessary and suited for normal household use.
4. In order that proper steps and procedures may be taken quickly in emergency situations, and necessary inspections done; the Association and the property management company will retain keys to all units. Anytime the board or property management company is called upon to open a unit due to lost or missing keys, the owner of said unit will be assessed \$25.00.

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5. If a unit owner changes a lock, they shall provide the property management company with a duplicate key **at the time the change is made**. Failure to do so will result in a \$50.00 charge to the owner of the unit. If any damage or fines are incurred as a result of the board not having access to the unit, the owner will be held responsible for all fines and/or damage incurred.
6. All owners must assign someone as a home-watch person to conduct, at a minimum, bi-monthly checks of their unit during their absence. This person must be on record with the board and property management company.
7. All unit owners must take proper care to secure their units during their absence. A recommended closing procedure can be found on the bulletin board and the website. www.bermudaridge.org.
8. A/C units must be left on a minimum setting of 80 degrees or units shall have dehumidifiers in use to avoid mold. This includes all times when the unit is unoccupied.
9. Children must be supervised by an adult at all times when playing outdoors and in the pool area. Respect and care should be given to incoming traffic and owners backing out of garages. The paved areas in front of all buildings are considered a road and should be respected with proper safety precautions.
10. Bikes and scooters shall not be ridden in the pavilion.

III UNIT ALTERATIONS/OCCUPANCY:

1. All interior and exterior condominium alterations such as window upgrades and changes to interior flooring are subject to the provision of the Declaration of Condominium. Any or alterations must be presented in writing to the Board of Directors for approval. The Board has the right to request plans and specs and any specifications on products being used, as well as building permits and contractor licenses. The Board of Directors shall approve such requests only if the Association is protected against, or indemnified as to mechanics liens and/or claims arising from such work.
2. **LEASES:** Unit owners who lease their units must go through the **property management company** or website to obtain the most current application. The **property management company** must receive written intent to lease more than 20 days prior to the start of the lease. All initial lessees over 18 years of age will require a background check. The fee for each background check is \$50.00. **Annual consecutive** renewals will not require a background check or any fees but will be required to submit an updated application form 20 days prior to renewal. **Returning lessees** will not require a background check **but are required to submit an application each year, along with the \$50 application fee and \$50 processing fee, at least 20 days prior to the start of the rental.** It is the **responsibility of the owner** to ensure the occupancy of the unit follows the guidelines in the Declaration which reads: Each bedroom may have 2 people, plus 2

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- additional people for units with a windowed den. A bedroom is defined as a room having 2 egresses: a window and a door. It is also the responsibility of the owner to ensure their lessees are made aware of the rules and regulations and are in compliance at all times.
- 3. **OTHER OCCUPANCY:** Per Section 12 of the declaration: Units that are not leased may be used by a parent or child of the owner for a **period of 15 days but limited to not more than 4 occasions per year**. Guests outside the family may occupy the unit not in excess of 7 days and only 2 times per calendar year. Anything beyond these time periods is considered a lease and needs to follow the guidelines for a lease. Pets are only allowed for owners. Owners must notify the property management company when their unit is being occupied in their absence. Information provided should include: Names, dates of occupancy, vehicles and plates, as well as a contact phone number.
- 4. **PENALTIES FOR NON-COMPLIANCE:** If an owner does not follow the guidelines for rentals and condo usage outlined in Sections 2 and 3 above, the following penalties will be imposed:
 - a. 1st offense will be a warning and 7 days to come into compliance after which period a fine of \$50.00/day will be charged to the owner until the lessee leaves.
 - b. 2nd offense will be a fine as stated in (a.) and owner will lose their right to lease their unit for the following calendar year.Putting the onus on the lessee to send in the check and application will not be an acceptable excuse. It is the owner's responsibility to make sure the paperwork is submitted. As outlined in the governing docs, failure to pay the late fees will result in owners losing their voting rights after 90 days, their use of the amenities, and risk legal action in the form of a lien on their property.
- 5. **SALES:** Unit owners who put their property up for sale must be sure to have whoever is handling the sale contact the property management company for the most current sales applications and condo docs. Realtors may put up signage to advertise open houses only on the day of the event. Gate access should only be given out to potential buyers by the realtor.

IV PETS:

1. The board may impose reasonable restrictions upon how and where pets may be permitted in the common elements.
2. Unit **owners** may keep no more than two cats or two small breed dogs. A small breed is defined as weighing under 30 pounds. The pet must be leashed or carried under the owner's arm at all times while on the condominium property outside of the unit.

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3. No pets are permitted in the swimming pool area.
4. Pets may accompany owners to the pavilion, except during organized functions.
5. Leased units are allowed two cats.
6. No reptiles, amphibians, poultry, livestock or caged birds are allowed.
7. The ability to have a pet is a privilege, not a right, and the Board of Directors has the right to enforce the removal of any pet which becomes a source of annoyance to other residents of the condominium.

V POOL:

1. The pool temperature shall be maintained at 86 degrees. Owners are not allowed to adjust the temperature setting on the pool or spa.
 2. Thermometers are not allowed in the pool unless they are free floating. Nothing shall be tied to the steps or handrails.
 3. All issues regarding the pool should be reported to the property management company.
 4. Glass is not allowed in the pool area.
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