

OCEAN TRAIL CONDOMINIUM ASSOCIATION II, INC.

100 Ocean Trail Way, Jupiter, Florida 33477

Phone: 561-747-7407 / Fax: 561-747-7408

APPLICATION FOR SALE OF UNIT

Unit Owners proposing to sell their Unit shall submit an Application for Board approval and a \$100.00 check payable to **OCEAN TRAIL CONDOMINIUM ASSOCIATION II, INC.** This is a non-refundable Application Fee. This Application for Sale must be submitted for approval or disapproval, fifteen (15) days prior to the effective date of sale, and should include the following items:

1. Legible copy of all Owners State Issued Driver's License(s).
2. Legible copy of all Owners State Issued Vehicle Registration(s).
3. Legible copy of Sales Contract signed by both parties (Buyer & Seller).
4. If the Purchaser is an LLC, Corporation or other entity, a photo ID of all principals is required, along with a copy of State Issued forms for the LLC, Corporation or entity.

The Buyer should receive from the Seller the Condominium Documents (By-Laws and Rules & Regulations), two (2) Medeco keys and one (1) garage door opener.

Purchasers shall not be permitted pets of any kind.

I, _____ owner of Unit No. _____ wish to sell my Unit to _____.

Street Address

City State Zip

Phone Occupation

I have furnished the Prospective Purchaser with a copy of the Rules & Regulations which are attached hereto and have explained the importance of adhering to them.

Signed: _____ **Date:** _____

The Purchaser will not be permitted to occupy the Unit until this Application has been approved.

Application for Sale of Unit
Page 2 of 2

Number of persons to occupy the apartment: _____ Please list below:

_____	_____	_____
Name	Age	Relationship
_____	_____	_____
Name	Age	Relationship
_____	_____	_____
Name	Age	Relationship

Give three personal references:

_____	_____	(____)	_____
Name	Address		Phone
_____	_____	(____)	_____
Name	Address		Phone
_____	_____	(____)	_____
Name	Address		Phone

I acknowledge that I have received and read the House rules and Regulations and will abide by them.

Signed: _____
Prospective Purchaser

Date: _____

Building 100 - House Rules & Regulations

A. Building:

1. Do not throw or sweep trash, articles, or liquid off the balconies.
2. No mops, rugs, etc. should be shaken over the balcony, in the fire escape stairwells, or the catwalks, and nothing such as doormats shall be placed on the balcony or catwalk railings.
3. The personal property of all Unit Owners shall be stored in their condominium units or their storage lockers (NOT IN STORAGE ROOMS). Fire regulations do not permit the use of stairwells for storage of bicycles, beach chairs, etc., which will obstruct exits.
4. No signs, advertisements, notices, or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on, or upon any part of the condominium unit or property, by any Unit Owner or occupant.
5. No awning, canopy, shutter, or other addition shall be attached to or placed upon the outside walls or roof of the building without the written consent of the Board of Directors, in order to keep a uniform exterior.
6. Regulate the volume of noise from your TV or stereo to your nearest neighbor's comfort. Remember someone lives less than 10 feet above or below you.
7. Do not put large objects in the trash chutes. Bring them down to the trash room on the ground level. Garbage must be securely tied in a plastic bag. Newspapers are to be placed in the yellow bins found on each floor's trash room.
8. All debris must be disposed of, and securely tied in a plastic bag. No littering in the stairwells, catwalks, balconies, or common areas.
9. No gasoline, kerosene, Naphtha benzene, or other explosives or articles deemed hazardous to life, limb, or property are permitted in the building.
10. No electrical or electronic wiring installation shall be made without written consent of the Board of Directors.
11. No hibachis, outdoor grills, etc. are permitted on the balconies, patios, or catwalks.
12. Residents are requested to be considerate of their neighbors when closing balcony and front doors, cabinets, and toilet seats.
13. No Unit Owner may change their front door lock without giving the manager a duplicate key (for emergency use only).

14. Each Unit Owner who plans to be away during hurricane season must prepare his unit before he leaves by removing all furniture, plants, and other objects from his balcony unless it is protected by storm shutters. Terraces must be cleared and water must be shut off.
15. Maintenance employees are responsible for services in the common areas only. Please do not request their services in your units, to handle luggage, etc.
16. No food or drink is to be carried uncovered or consumed in the elevators or lobbies.
17. No smoking in the elevators or lobbies.
18. The recreation rooms are to be used by Unit Owners only and for small gatherings (approx. 30 people). Such gatherings to be held within the recreation room unless used for an entire condominium function.
19. The recreation rooms are to be reserved on major holidays for entire building parties.
20. Private party users are expected to clean up both the recreation room and kitchen. Do not expect to use the building employee for private party clean up. A \$50.00 deposit is required when reserving and is refundable after inspection of the rooms.
20. Footwear and cover-ups must be worn at all times away from the pool area. (to and from the pool area, in common areas, and elevators.)

B. Residents:

1. Children under 14 years of age must be under adult supervision at all times.
2. No one shall play or loiter in the halls, stairwells, elevators, lobbies, or other public areas.
3. Unit Owners shall be responsible for the conduct and safety of their guests.
4. No pets allowed.
5. All Owners are responsible for any damage to the common areas by any occupant of their unit and will be assessed for the repairs.
6. No Unit Owner or resident shall direct, supervise, or assert any control over the employees of the association.
7. All Owners must give notice to the Management office at least 24 hrs prior to moving furniture in or out. Deliveries and service calls are subject to the Master Association rules. (Exceptions to be made at the discretion of the manager or the Board of Directors.)
8. All residents with any physical infirmities should register with the office in case of an emergency (fire, when elevators are shut down).

C. Parking:

1. Each unit is deeded one space in the garage for use by any occupant of that unit.

2. No one shall store or leave boats, trailers, or campers on the property.
3. No vehicle that cannot operate on its own power shall remain on the condominium premises for more than 24 hours.
4. Vans will park outside in the east parking lot only.
5. Use of bicycles, skateboards, or rollerblades is prohibited.
6. All bicycles are to be stored in the bicycle rooms not in the garage.
7. Do not bring bicycles or surfboards through the lobby.
8. Surfboards are to be stored in the bike room.

D. Pool Area:

1. The pool area is for the exclusive use of the Owners, renters, and their guests.
2. No cut-offs or jeans may be worn in the pool.
3. No rafts, balls, toys, etc. are permitted in the pool except those attached to a bathers body for swimming assistance.
4. No running or ball games are allowed in the pool area.
5. No food, gum, or glass is permitted in the pool area. Plastic cups, paper containers and beverage cans must be placed in the trash receptacles. Do not deposit them in the smoking urns.
6. Babies under 2 years old and children in diapers or training pants are strictly prohibited from going in the pool (state law).
7. When using a pool chair or lounge please cover it with a towel.
8. Please do not drag the pool furniture, if you need to move it pick it up. Pool furniture may not be reserved.
9. Radios in the pool area should be muted, or headphones used in consideration of other people.
10. On returning to the pool deck from the beach, please remove any tar or sand at the tar station outside the gate.
11. Restrooms are not to be used for bathing and changing clothes.
12. Shower before using the pool or Jacuzzi to remove sun tan oil.
13. Footwear and cover-ups must be worn when using the elevators and going to and from the pool. Dry off thoroughly before leaving the pool area.

14. All persons using the swimming pool or Jacuzzi do so at their own risk.
15. Do not adjust the whirlpool or sauna thermostats. For water temperature control please call Maintenance for assistance.
16. Turn off the sauna when not in use and keep doors closed. This is a dry heat but water can be used for the effect of steam.

E. Rentals:

1. Unit Owners will submit a completed rental application, along with \$100.00 check, a copy of the lease, a copy of their state-issued driver's license, and copy of their state-issued vehicle registraton. The application is available in the office. Please allow 2 weeks for processing.
2. Leases may be extended with Board approval with no additional \$100.00 Fee charged.
3. The office will alert the Owner if unit is not vacated within 7 days of the end of the lease.
4. Unit Owners are responsible for giving them a copy of the condo rules.
5. If an Owner that is leasing their unit breaks any of the Rules & Regulations more than 2 times action will be taken causing a loss of leasing privileges as provided by our Condominium By-laws in Compliance and Default.
6. A unit can not be leased more than two times in a year and must be leased for at least a one month minimum.
7. Only 6 people will be allowed to reside in a unit during any rental.
8. Only one family may lease a unit.
9. Owners who lease their unit relinquish all rights to the use of the facilities for the duration of the lease.

F. Complaints:

Any Owner wishing to lodge a complaint or make a suggestion may do so in writing, so that the entire Board may rule on it. It must be signed and delivered to the office or mailed to the Board of Directors.

I, _____ have received a copy of the Ocean Trail Condominium Association II, Inc. Rules & Regulations and agree to abide by them.

Signed: _____ Dated: _____

OCEAN TRAIL UNIT OWNERS ASSOCIATION, INC.

Rules & Regulations

January 2005

A. GENERAL

1. **Unit Owner's Office Hours:** 10:00a.m. – 2:00p.m., Monday thru Friday
Manager: Debbie Marshall **Telephone:** 561-744-1505 **Email:** ot201@hotmail.com
2. Children under fourteen (14) years of age **must** be under adult supervision at **all** times.
3. **No** pets may be kept on the common grounds or facilities.
4. No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the common properties or facilities.
5. No unit owner or resident shall direct, supervise, or in any manner attempt to assert control over the employees of the Association.
6. Unit owners shall be responsible for the conduct and safety of their guests.
7. All owners are responsible for any damage to the common area caused by them or any occupant or guest of their unit as owner will be assessed for the repairs.
8. No unit owner shall make or permit any disturbing on the common properties and facilities by himself, or his guests, or any other occupant of his unit nor permit anything by such persons that will interfere with the rights comforts or convenience of any other unit owner.
9. No commercial vehicles, recreational vehicles, motorcycles, motor homes, trailers or boats are to be kept overnight on the common properties without prior authorization for the Association office.
10. The key to the tennis court lights, hotel gate and Building 500 beach walkover is available at the Association office for a \$8.00 non-refundable fee.
11. Please do not litter – it distracts from the beauty of the property.
12. There is absolutely no walking through any part of the dune. Walkovers are to be used for access to the beach.
13. It is illegal to damage or destroy any vegetation (i.e. seagrapes, seaoats, etc.) on the dune, and if any such violation occurs, there will be severe penalties.
14. There is a walking/fitness path on the west side of the property. Unit owners and guests should use this to exercise, not the main roadway, as it may be dangerous.
15. When driving within the complex, the speed limit must be kept to 15 MPH.

B. SECURITY/GUESTS

1. **Guardhouse:** 561-747-8909
2. Security personnel at Ocean Trail are here to make sure that only authorized people enter the complex. Owners/guests should not call the gate regarding problems within the building or unit (i.e. A/C not working, water off, locked, out, etc.). call your building manager. The guards are not allowed to leave their posts, please do not ask them to.
3. If you see a situation that you feel requires police notification, please call the police first, and then notify security. Security has been not to call the police for an owner/guest, as the guard was not a witness to the situation.
4. If you are expecting guests, tradesmen, cleaning personnel, deliveries, etc., notification must be given by telephone to the gatehouse. Failure to notify the gatehouse will result in that person being denied entrance to the complex.
5. Tradesmen and delivered are allowed from 8:00a.m. to 4:00p.m. Monday through Friday. No tradesmen or deliveries are allowed on weekends, holidays, or after 4:00p.m. weekdays unless it is an emergency situation.
6. If you list your unit for sale with a Realtor, then the Realtor must notify the building manager's office when they want to show the unit. The manager will notify the gate that the Realtor is allowed entrance. If the gate is not notified, then the Realtor will be denied entrance.
7. When an owner rents their unit or lets family members use it, the building manager must receive advance notification as to the date of arrival and length of stay in order for the necessary pass to be issued and the gate to be notified. Failure to do so may result in the tenant or family guests being denied access to the complex.
8. When owners are absent and having work done to their unit, or want someone to check their unit, arrangements must be made with the building manager who will call the gate each time the authorized person is to be allowed entrance. These people will only be allowed in Monday through Friday from 8:00a.m. to 4:00p.m.

C. DECALS & TEMPORARY PASSES

1. Decals are only issued to owners who are residing in their unit. Owners who visit their unit infrequently, or who usually rent a car when visiting should call the manager's office and request a temporary parking pass for their stay.
2. Decals are issued through the building manager's office.
3. No more than two (2) decals will be issued per unit. If any owner requests more than two (2) decals, then the building manager must first receive authorization from the Unit Owners Association prior to issuing another decal.

4. Temporary parking passes are issued through the building manager's office.
5. Temporary parking passes are issued to owners, guests or tenants who are staying on the property for more than one (1) night.
6. Guests not staying within Ocean Trail must be called in by the resident each time the guest wishes to enter the complex. No temporary pass will be issued.
7. Temporary parking passes must be returned to the manager's office upon final departure.

D. POOL AREA

1. The pool is for the exclusive use of owners and their registered guests only.
2. There is no lifeguard on duty. All persons using the pool do so at their own risk.
3. Children under three (3) or not toilet-trained are not permitted in the pool.
4. Children under fourteen (14) must be accompanied by an adult at all times.
5. Bathing suits only – no shorts or cutoffs may be worn in the pool.
6. Radios shall be muted for the consideration of others.
7. Shower before entering the pool.
8. Diving and jumping is not allowed, nor is running or ball playing permitted on the pool deck.
9. No animals are allowed in the pool or on the pool deck.
10. No food or drink is allowed in the pool or on the pool deck. Eating and drinking (plastic containers or cans only) is restricted to the bar area.
11. No bicycles, skateboards or skates are allowed in the pool area.
12. No floating rafts, balls or toys are allowed in the pool except those attached to a bathers body for swimming assistance. No swim fins, snorkels or masks are permitted.
13. Do not remove any furniture from the pool deck.
14. Towels are required to be used on all patio furniture.
15. Children under fourteen (14) are **not** permitted in the Jacuzzi at any time.
16. Maximum temperature of the Jacuzzi is 105 degrees.

E. TENNIS FACILITIES

1. **Director of Tennis:** Don Shapiro – **Pro Shop Hours:** Opens Daily at 8:00a.m.
Telephone: 561-746-1908
2. Condominium owners, rental residents and their guests have exclusive use of the tennis facilities, except in the case of special events arranged for by the Director of Tennis that could involve outside participants in a competition or exhibition.

PLEASE KEEP THIS IN YOUR UNIT FOR FUTURE REFERENCE.

I, _____ have received a copy of the Ocean Trail Unit Owners Rules & Regulations and agree to abide by them.

Signed: _____ Dated: _____