

Owner and Realtor Guidelines

Gulf Shores Condominiums

255 The Esplanade North
Venice, Florida 34285

2012 Board of Directors

President: Don Shaver
Vice President: Danny Valles
Secretary/Asst Treasurer: Julie Cheeseman
Treasurer: Betsy Oliphant
Director: Paul Cheeseman

Gulf Shores Management Company

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Realtor & Owner Responsibilities

Realtor Requirements and Responsibilities:

1. Key boxes must be located in the Log-In/Recycling/Pump Room:
 - a. This room is located next to the elevator on the North side of the building.
 - b. Key boxes are located inside the door on the wall over the Log-In book.
 - c. Key boxes must include keys for the unit, common area, storage area, and elevator.
Elevator code will not be given to Realtors. Realtors must use the elevator key to access the elevator.
2. All realtors **MUST** register by signing in at the Log-In/Recycling/Pump Room before accessing the building.
3. Open house requirements:
 - a. Prospective buyer **MUST** be accompanied by the Realtor at all times.
 - b. Elevator code **MUST** never be given to anyone including the Realtor for access to Gulf Shores Condominium building.
 - c. Realtor can post a small sign next to elevator for prospective buyers to call the unit phone number or the Realtor cell phone number.
 - d. Elevator access by prospective buyers can only be done by:
 - Using elevator phone system next to elevator. The prospective buyer calls the unit number supplied by the Realtor. When prospective buyer calls the unit, the Realtor presses the number six (6) on the telephone to send the elevator down for the

prospective buyer. The Realtor than **MUST** accompany the prospective buyer to the unit.

- Using the Realtor cell phone number to obtain access to the unit. The Realtor can send the elevator down for prospective buyer and then meet them at the elevator and escort them to the sale unit.

Sales or Transfer of Unit – Declaration 20.1, 20.8 & 20.9

1. The owner must notify the Association of any Unit that is listed for sale.
2. The seller must supply the buyer a copy of:
 - a. Gulf Shores Condominium Declaration
 - b. Articles of Incorporation
 - c. Bylaws
 - d. House Rules
3. Owners selling must supply the Board of Directors with the information required on the Sales Application. The application must be completely filled out with \$100.00 application fee or the application will not be approved. Checks must be payable to Gulf Shores Condominium Association.
4. Buyer transferee must certify that he understands and agrees to abide by all the Association requirements.
5. Buyer must also agree that the unit will only be occupied by a single family unit consisting of no more than four (4) persons.
6. All exceptions for Sales or Transfer of Unit must be approved by the Association.
7. Buyer shall meet with the Association prior to the closing or occupancy of the Unit. The meeting shall be conducted in person whenever possible, or by telephone as necessary.
8. When ownership is acquired by sale, gift, devise or inheritance, the new owner is required to meet the same requirements as a new purchaser.
9. New owner shall give to the Association notice of the acquiring of his title, together with such information concerning the Unit owner as the Association may reasonably require and a certified copy of the instrument evidencing the owner's title.
10. A unit owner intending to make a bona fide sale or transfer of his Unit or any interest therein shall give to the Association notice of such intention, together with the name and address of the intended purchaser or transferee and/or such other information as the Association may reasonable require.

Leases and Rentals – Ref: Declaration 20.2, 20.3 & House Rules

1. Owner or designated agent requirements:
 - a. Application approval is only given if "Maintenance Fees" are paid up-to-date prior to Rental/Lease occupant arrival or they will not be approved. Owner is responsible for any monies loss by the leasee/renter.
 - b. No unit owner can lease or rent his unit more than four (4) times in any twelve (12) consecutive months, nor for the term of less than three (3) months.
 - c. Owners leasing or renting must supply the Board of Directors with the information required on the Lease & Rental application. Application must be completely filled out and signed by owner and Leasee/Renter or the application will not be approved.
 - d. Lease & Rental application is required five (5) days prior to the initial date of the Lease & Rental agreement.

- e. Owners of Lease/Rental must submit \$100 application fee with application and make check payable to Gulf Shores Condominium Association. The application and check for application fee **MUST** be mailed to Management Company within the time period required by the Association.
 - f. Leases & Rentals may not be sub-leased.
 - g. Owner is responsible for all fines incurred by the Lessee/Renter for violating the Gulf Shores Condominium Declaration, Bylaws, and House Rules. The list below only represents the most common infractions. This list is not meant to be a complete list.
 - Not submitting an application.
 - Submitting application late.
 - Not supplying the “House Rules” to the lease/renter.
 - “NO PET” rule violation.
 - h. Owners are responsible for supplying all keys for the Rental & Lease tenants prior to occupation of unit. NO member of the association or employee of the association will supply tenants, family members, or friends with any keys.
2. The Lessee/Renter must attest and agree to the following:
- a. They have been furnished a copy of the “House Rules” and will abide by them.
 - b. The unit will be occupied by a single family unit consisting of no more than four (4) persons.
 - c. Leases & Rentals may not be sub-leased.
 - d. Lessee/Renter will enroll overnight guests in the book provided in the clubroom.

Lend of Unit during Owners’ Absence – Ref: Declaration 20.3 & House Rules

- 1. Owner requirements:
 - a. Application approval is only given if “Maintenance Fees” are paid up-to-date prior to lend occupant arrival or application will not be approved.
 - b. Owners lending a unit must supply the Association with the information required on the Lend application. The application must be completely filled out and signed or the application will not be approved.
 - c. No unit owner can lend a unit more than three (3) times for a maximum of three weeks in twelve (12) month period.
 - d. The Lend application is required five (5) days prior to the initial date of the Lend agreement.
 - e. Owners are responsible for all fines incurred by the Lendee for violating the Gulf Shores Declaration, Bylaws, and House Rules.
 - f. Owners are responsible for supplying all keys for the Lend tenants prior to occupancy of unit. NO member of the Association or employee of the Association will supply tenants, family members, or friends with any keys.
- 2. The Lendee tenant must attest and agree to the following:
 - a. They have been furnished a copy of the “House Rules” and will abide by them.
 - b. The unit will be occupied by a single family unit consisting of no more than four (4) persons.
 - c. Lendee will enroll overnight guests in the book provided in the clubroom.
 - d. If an owner collects a rental fee under the guise of a Lend, the Association will have the right to evict the occupants.

No owner, tenant or other occupant of a condominium unit shall: (Ref Declaration 20.6)

- 1. Sell, lease or allow the unit to be used by a corporation, trust, partnership or any other legal entity unless:

- a. Units owned by corporations, trusts, partnerships or any other legal entity shall not be used as vacation, transient, or hotel accommodations.
- b. Lends cannot occur more than three (3) times in twelve (12) months as set forth in the policy covering all Lends.