



Gardens of Gulf Cove
Property Owners Association, Inc.
~ A Deed Restricted Community ~

Checklist for Buyers
and additional Occupants

All forms can be submitted in person, e-mail, via U.S. Mail. After hours we have provided a locked drop box at the management office located at 6464 Coniston St. Please fill forms out completely to avoid any delay.

- 1. Fill out the **Background Application** for each adult over the age of eighteen (18) intending to reside at the property, or one (1) form for each married couple.
- 2. Fill out the **Property Owner Registration** form and **Homeowner Disclosure** form.
- 3. **Provide a copy of a valid Driver's License**, legally accepted ID (if no driver's license) or Passport (non-US citizen) with the application for each adult.
- 4. **Check or Money Order** must accompany the application (no Cash – no Credit Cards)
 - \$ 75.00 - each person over the age of 18 (background/credit check)
 - \$ 75.00 - for a **married couple** (background/credit check)
 - \$ 100.00 - for the **Application Fee**

These fees are subject to change without notice.

- 5. The Association Manager will review the background/credit check reports. If there are complications with any report, additional review may be necessary with the Board of Directors and/or Attorney.
- 6. Upon approval of the background/credit check, each applicant will be notified by management.
- 7. Within 30 days of taking possession you must register with the Association by providing a completed Registration form, Homeowner Disclosure Statement and a copy of your Warranty Deed. We will issue an information packet to you at that time.

After all steps are completed, visit the Management Office for your Recreation/Pool pass(es)

Additional information on this process and other important rules can be found in the Gardens of Gulf Cove Bylaws and the Declaration of Covenants and Restrictions, available at www.TheGardensOfGulfCove.com.
Your cooperation with these requirements is appreciated. Congratulations and thank you for deciding to make our community your home!

6464 Coniston Street, Port Charlotte FL 33981 ~ office: 941-697-4443 ~ fax: 888-841-5370
E-mail: gardensofgulfcove@gmail.com ~ Website: www.thegardensofgulfcove.com

Gardens of Gulf Cove Property Owners Association, Inc.

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BACKGROUND APPLICATION

NOTE: Please print neatly. Information that is not legible will delay the process of this application. Provide a copy of a valid driver's license, legally accepted ID (if no driver's license) or passport (non-US citizen) with application for each adult.

** Non-married applicants or additional occupants residing at residence over the age of 18 need to fill out this form separately.

Garden's Property Address: _____

Approximate Closing date: _____

Applicants Full Legal Name: _____ Maiden/Alias: _____

Phone #: _____ Email Address: _____

Date of Birth: _____

Driver's License # _____ State _____

Have you ever been evicted? _____ If so, please explain: _____

Have you ever been arrested on misdemeanor or felony? _____ If so, please explain: _____

Present Address: _____ ZIP CODE: _____ OWN / RENT

Dates (from - to) _____ Manager/Landlord: _____ Phone: _____

Reason for leaving: _____

SPOUSE

Spouse Full Legal Name: _____ Maiden/Alias: _____

Phone #: _____ Email Address: _____

Date of Birth: _____

Driver's License # _____ State _____

Have you ever been evicted? _____ If so, please explain: _____

Have you ever been arrested on misdemeanor or felony? _____ If so, please explain: _____

I understand that an investigative background inquiry is to be done, including but not limited to identity and prior address(es) verification, criminal history, employment verification, reason(s) for termination, work and other references. I understand that for the purpose of this inquiry, various sources will be contracted to provide information, including but not limited to various federal, state, municipal, corporate and private sources which may maintain records concerning my past activities relating to possible criminal conduct, civil court litigation, driving history and credit performance as well as other information. I authorize without reservation, any company, agency, party or other source contacted to furnish the above information.

Applicant Full Legal Name

Spouse Full Legal Name

Date

Date

This portion of the form will be disposed of after background is completed.

Applicants Full Legal Name

Spouse Full Legal Name

Social Security #

Social Security #

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PROPERTY OWNER REGISTRATION & ASSIGNMENT OF RIGHTS

Please fill out completely and print clearly!

Property Owner's Name(s): _____

Gardens Address: _____ Phone #: _____

E-mail Address: _____ Phone #: _____

Mailing Address: _____

Seasonal Phone #: _____ Emergency Contact Phone #: _____

Tenant/Guest occupied: yes / no (please use other side for additional occupants)

• Occupant #1 (please print): _____

• Occupant #2 (please print): _____

Total Number of occupants: _____ **Duration of occupancy** (dates from – to) _____ **Occupant's Phone #** _____

Additional occupants:

Name & relation to responsible occupant(s) (please print) _____
Date of birth

Name & relation to responsible occupant(s) (please print) _____
Date of birth

Name & relation to responsible occupant(s) (please print) _____
Date of birth

Name & relation to responsible occupant(s) (please print) _____
Date of birth

All property owners, residents & guests are required to register with the Gardens of Gulf Cove Property Owners' Association office. In accordance with Florida Statute 720, it is the responsibility of each Property Owner to update this information with the Association business office **as often as circumstances require**.

PLEASE PROVIDE TRUST DOCUMENTATION FOR ANY PROPERTY DEEDED AS A TRUST

Thank you in advance for your cooperation!

In keeping with the Bylaws, the Covenants & Restrictions, and the Rules & Regulations of the Gardens of Gulf Cove and insurance regulations, please fill out this form completely and return it prior to guest/tenant check-in. This information is required to insure only residents (and their authorized guests) use the amenities. If the Association office does not have current information on file, your guest/tenant will not be permitted use of the amenities.

SIGNATURE OF PROPERTY OWNER

DATE

RENTAL AGENT'S NAME & PHONE # (please print clearly)

RENTAL AGENT'S E-MAIL

It is the responsibility of the property owner to update new contact and/or occupant information as it occurs. Resident and Guest ID's are non-transferable! ID's cannot be "shared".

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Disclosure Summary for
Gardens of Gulf Cove Property Owner' Association Inc.
a Florida Not for Profit Corporation

1. Gardens of Gulf Cove is a mandatory membership Property Owners Association. As a purchaser in Gardens of Gulf Cove, you will be obligated to be a member of the Property Owners Association.
2. There are restrictive covenants recorded in the official records of Charlotte County. These covenants govern the use and occupancy of properties within the Association. In addition to the recorded covenants, the Board of Directors have adopted reasonable rules for the use of the common elements.
3. You will be obligated to pay assessments to the Association. Assessments may be subject to periodic change. The Assessments are due January 1st annually and will be considered late after January 30th. You will be obligated to pay special assessments imposed by the Board of Directors.
4. Your failure to pay these special or regular assessments to the Association when due could result in a lien on your property.
5. The Association is governed by the laws of the State of Florida, the County of Charlotte and the United States.
6. The restrictive Covenants may be modified or restated from time to time by the affirmative vote of the membership as outlined in the Covenants and By-laws.
7. The statements contained in this disclosure are only summary in nature. As a prospective purchaser in this community, you should refer to the Covenants and governing documents before purchasing property.

Date: _____

Purchaser

Purchaser

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gardensofgulfcove@gmail.com ~ www.thegardensofgulfcove.com

03/19

The Board of Directors
Gardens of Gulf Cove Property Owners Association, Inc.

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**Authorization to Receive Official Notification
via Electronic Transmission**

I (we) the undersigned, owner(s) of record of the following address;

(print your Gardens of Gulf Cove address here)

do hereby authorize Gardens of Gulf Cove POA to send all my official notifications of Board of Directors meetings, Budget meetings, notices of annual or special membership meetings, or any other statutory notification via email or electronic transmission, using a commercial exchange service in accordance with §617 (Florida not-for-profit corporation statute) and §720 (Florida Homeowners Association Act). **My email address is:**

_____ @ _____

I understand this to be a cost savings to the association and I may rescind this authorization at any time by writing to the board at the letterhead address or via email to gardensofgulfcove@gmail.com which will resume normal mailings of notifications.

I further understand that the Association will not share my email address individually or in bulk with any other party either internally or externally.

Signed, Owner of Record

Date

Signed, Owner of Record

Date

Please sign and return this by mail, fax or scan and email it to gardensofgulfcove@gmail.com

Check here if you would like to receive official documents via e-mail

Check here if you would like to receive announcements and the community Newsletter via e-mail.

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The Board of Directors
Gardens of Gulf Cove Property Owners Association, Inc.
Annotated Use Restrictions

Introduction; The sheet serves to give a brief on the general Use Restrictions on the Private Properties in the Gardens of Gulf Cove POA. This is as a convenience to the owners and is not to be relied upon as a legal document or a conclusive writing of all the use restrictions. Please refer to your Declaration of Covenants and Restrictions provided to you when you purchased your home or as recorded in the Official Records of Charlotte County as instrument #2521240.

Definitions; Gardens of Gulf Cove is a mandatory membership association. All properties platted in Gardens of Gulf Cove owned by individual owners, corporations or trusts are subject to the Declaration of Covenants and Restrictions. Use restrictions only deal with your private property. These are restrictions that either you agreed to when you purchased your property or were voted in by the plurality of owners as described in your Declaration of Covenants and Restriction. Use Restrictions are enforceable at law or in equity. The association maintains a perpetual lien on each property.

Assessments; Each year the assessments are due on January 1, and delinquent after January 31 as your pro-rata share of the operating expense of the association. If you recently purchased your home in GoGC, your assessments for the current year were likely paid at the closing. You will be required to pay all future assessments directly to the association. It is not likely that your assessments are included in your payment to the bank (escrow account).

Maintenance; Yards need to be cut to maintain the grass below 6" including the grassy strip. Grass is not permitted to grow out onto the sidewalk. The board finds that maintaining a yard weed free is not practical, however, weeds are horticulture and must be maintained to less than 6". No weeds along the foundation of the house. Trees need to be maintained, no dead or falling branches. Outdoor furniture is allowed in front of the house, no tables. Recreation equipment, bikes etc. should be picked up and put away when through. Weeds between the slab in the driveway and the sidewalk are the responsibility of the owner to maintain. Homes that abut a lake and less than 30' of common property are the responsibility of the property owner that abuts the lake. If you planted trees or you purchased your home with trees planted in the grassy strip that abuts your property, you are fully responsible for the maintenance and any liability, such as accidents, damage to vehicles etc. arising from the presence of the trees.

Maintenance; House The finish on the house must be maintained and free of mold or other growth. Peeling and missing paint is not allowed. Screens must be intact and fully attached or removed. Broken windows must be replaced in kind. Flags may not be used as curtains. All the shingles on the house must match and be fully intact. Storm damaged roofing must be fixed soon after the storm. Roof must be maintained mold free, black streak free and generally in good condition. Facia, gutters and drip edge must be firmly attached to the house. Garage doors must not be dented.

Maintenance; Fences need to be maintained free of mold and kept plumb with no missing boards or damaged sections. Grass or weeds must not be allowed to grow beyond the 6" height restriction. In cases where there is a one foot gap between two fences both owners are required to maintain their respective 6" of grass or horticulture.

Sheds are limited to one per home and a maximum if 10' x 16'. Permits are required. Sheds must be maintained and kept in very good condition with no rust, mold, faded paint etc. The Board finds that reach-in polymer closets and trash container enclosures are not considered sheds if kept out of the sight from the street.

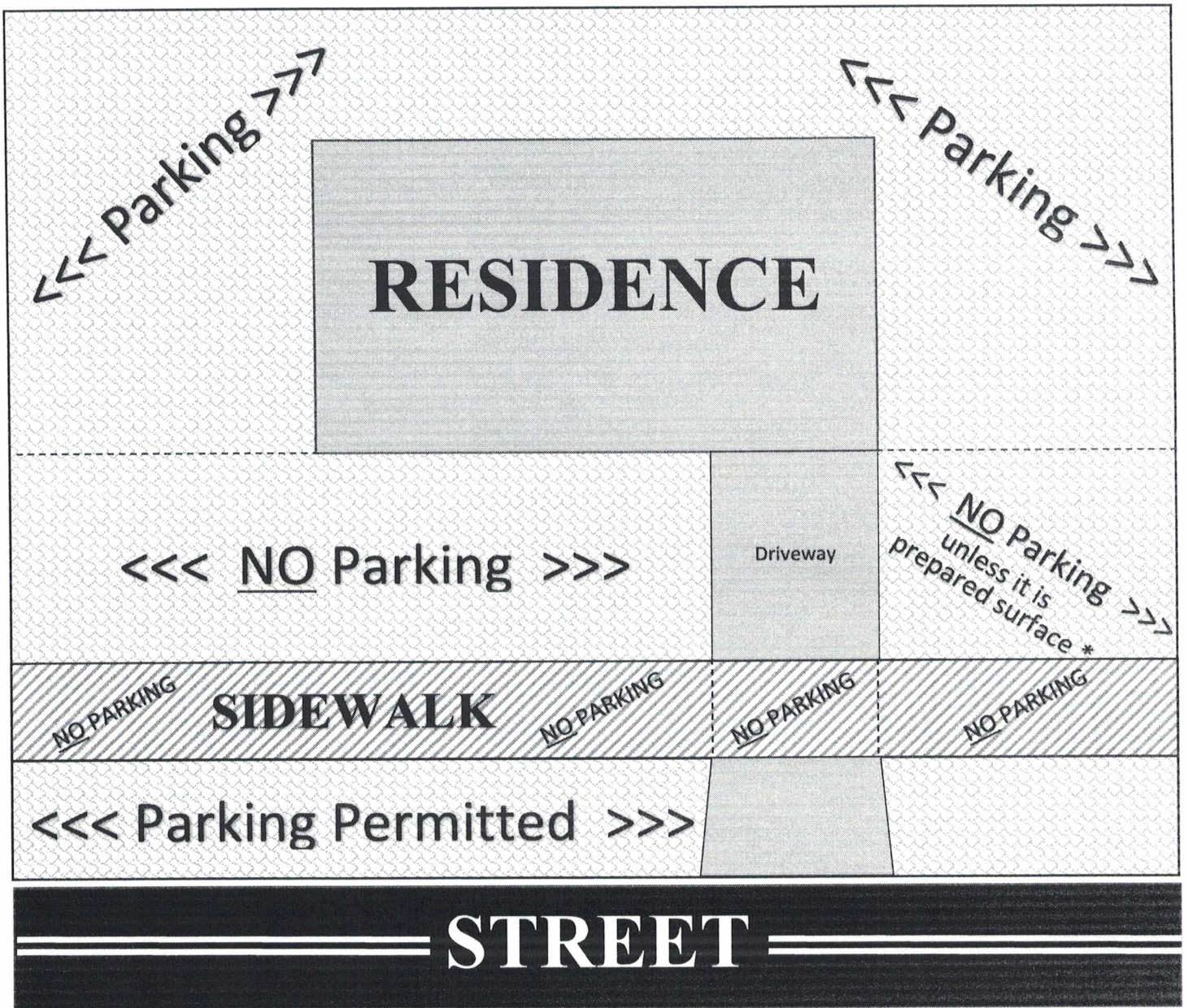
Restrictions when the Owner of Record is not present. Pets are not permitted when the owner of record is not present. You may have a friend stay in your home when you are not present for 10 days per year. You may have an immediate family member stay in your home when you are not there for 30 days per year. Exceeding those parameters creates tenancy and the residents are subject to the approval process. Please see the office personnel.

Rental Restrictions; Pets are not permitted to be kept by renters. All rentals, leases or residencies not within the parameters above must be approved in advance by the association, each new tenancy is subject to a transfer fee of \$100.00. Each person over the age of 18 must be on the lease and is required to have a CCIC criminal background check regardless of the nation of residency, each individual background check is \$75.00. Passports are required for foreign nationals. The association reserves the right to interview tenants as a part of the screening process.

Guide Dogs and Comfort Animals are special accommodations made by The Board of Directors. The approval will be given upon receipt of a letter from a medical doctor of the United States, clearly stating that the animal is required as a part of ongoing treatments.

Parking restrictions are overleaf

Helen Raimbeau, Board President
July 25, 2018



* For more detailed information and clarification, please reference the Gardens of Gulf Cove Property Owner's Association 2nd Restated Declaration of Covenants & Restrictions Article 7.15.1 through 7.15.7

The Board of Directors
Gardens of Gulf Cove Property Owners Association, Inc.
Annotated Rules and Regulations for the Common Properties

Introduction; The sheet serves to give a brief on the general rules and regulations for the Gardens of Gulf Cove Common Elements. This does not replace the adopted rules and regulations but serves as a convenience to residents. Gardens of Gulf Cove POA is “family community”, discrimination on the basis of age or familial status violates federal law and will not be tolerated. These rules are at the discretion of the Board of Directors and subject to change.

Definition; Common areas include all areas within Gardens of Gulf Cove POA that are not platted to private owners including sidewalks, roads, drainage areas, lake frontage, clubhouses and parking lots. Common elements are for the exclusive use of residents and their guests.

Maintenance; The Association has the exclusive right to maintain the common elements except lawn maintenance on the grassy strips adjacent to homes and homes and properties that abut lakes up to 30’, in these cases the homeowners are responsible to maintain the properties in accordance with the declaration.

Planting, Building, Painting or Modifying common property is not allowed. Owners violating this rule may be liable for damages to the common elements and the restoration to the original “as built” condition.

Smoking and Alcohol; Smoking, including vaping is not allowed on any common elements. Alcohol is not allowed except at board approved events.

Pools; Pools are open from 9:00 am to ½ before sunset. Actual hours will be posted at the pools. There may be times during season where extra time is needed for maintenance at the discretion of the manager. Pool noodles and foam exercise equipment are the only devices allowed in the pools. NO FLOATS. Swim Diapers only are allowed. There is no food or drink allowed on the pool deck at the clubhouse pool. Picnic tables are provided outside the pool area. Food is allowed at the Rec Center pool upper deck only. No food or drink is allowed on the pool deck itself except water in non-glass containers. Proper attire is required at both pools. Radios and other such devices will be used with headphones. Pools are equipped with lightening detection devices. When the horn blows one long blast, the pools are closed, the area must be vacated quickly. The pools remain closed while the strobe is flashing and until the horn blasts three consecutive times. Pools are closed when the free chlorine level drops below 1mg/L or if pH ranges outside of 7.2 to 7.8.

Rec Center and Clubhouse Use: The Rec Center is open extended hours from 6:00 am to 8:00 PM. The center is unattended, you must use your ID card to gain access. The bathrooms are available for use between 8:00 am and pool closing. Use your cell phone in the event of an emergency, vacate the premises before the closing time. No food or drink (except bottled water) are allowed at the rec center. The clubhouse may be rented for private events. The rental is \$200.00, and a \$200.00 deposit refunded if the property is returned in the same condition as given. All events where the rental is not paid are open equally to all residents.

Parking; There is no parking on the common elements except as follows; The driveways at the clubhouse and rec center during normal business hours, an event or if permission is granted by the association for specific circumstances. The grassy strip that directly abuts an owner’s property between the sidewalk and the road gutter if the vehicle fits fully on the grassy strip. Parking on this strip should not block the view of vehicles approaching intersections and in no case, be parked closer than 20’ or counter to the flow of traffic. Parking enforcement will be relaxed on Christmas Eve and Day, New Year’s Eve and Day, Thanksgiving Day, Fourth of July. Parking will be allowed on certain common elements with approval from the office. Consideration will be given to service or utility vehicles while services are being performed to your home. The vehicle should have its emergency flashers on - or orange safety cones placed StreetSide at the front and rear of the vehicle and not parked closer than 20 feet from the intersection.

Pets; Only owners of record in resident may keep pets. Pets brought on the common elements must be leashed at all times and be under hand control. Owners allowing pets to wander onto private properties may be subjected to trespassing laws. Owners are required to clean up after their pets and dispose of the waste at their home.

Approved unanimously at a properly called and posted meeting where a minimum of a quorum was present on May 17, 2018

The Board of Directors
Gardens of Gulf Cove Property Owners Association, Inc.
Recreation Center Release Form

The Board of Directors voted to allow the Recreational Center to stay open extended hours to allow residents to use the facilities longer than the current pool hours. This will be a trial and can be revoked at any time if too many problems are encountered.

Association proximity passes are required to enter the Recreational Center and Pool. Passes will be activated as each person provides a signature below acknowledging their responsibilities in using the Recreational Center.

I the undersigned have read, understand and will abide by these rules and additional rules if passed by the Board of Directors and posted in the Recreational Center.

- I understand that there is no access to the bathroom facilities until 8:00 am and no access after the pool closes, ½ hour before sunset.
- I understand that if there is an emergency I will call 911 from my cell phone.
The address of the Recreation Center is 6155 Coliseum Blvd., Port Charlotte, FL 33981.
- I understand how to use the gymnasium equipment safely.
- I will report unsafe conditions to management as soon as they become known to me.
- I understand that I am solely responsible for my guest's actions and/or damages.
- Children under 14 years of age shall be permitted only under the direct supervision of an adult resident that is 18 years or older.
- I understand, as a home owner or tenant, that I am responsible for my minor children and any of their guests that are given access to the facility.
- Wearing bathing attire is prohibited in the Recreation Center. Persons entering the building must be fully clothed and dry, including shirts and shoes.
- No food or drinks in the Recreation Center (except water in plastic bottles or containers).
- No smoking and/or use of tobacco products or vapes.
- Bicycles must be parked in racks provided outside.
- Long-term parking under the portico is prohibited.
- The use of skateboards and/or roller blades is forbidden on all common property.
- I am responsible for my proximity pass and agree not to lend it out to anyone. Passes are available from the office for guests.
- I understand the Recreation Center closes at 8:00 pm. I and my guests agree to vacate prior to 8:00 pm.
- I understand that if the alarm is set off as a result of my staying past 8:00 pm, I will pay for all costs associated with the alarm.
- I know the Recreation Center is under video and audio surveillance and the recordings may be used against me in a court action if necessary.
- I understand that my card access to the Recreation Center is a privilege and may be revoked if the Board or their delegate determines that I have violated the provisions of this agreement.

Signature of Resident

Date

Print Name Here

Gardens Address