

Application Check List

All items must be submitted along with this checklist or your application will not be processed.

Property Address: _____

General Submission requirements

- ☐ **Fully executed application**
- ☐ **Fully executed sales contract or lease agreement**
- ☐ **Application Fee**
- ☐ **Title Company Info**
 - Company Name: _____
 - Company Address: _____
 - Company Phone: _____
 - Company Email: _____
- ☐ **Buyer Realtor Info**
 - Company Name: _____
 - Company Address: _____
 - Company Phone: _____
 - Company Email: _____
- ☐ **Seller Realtor Info**
 - Company Name: _____
 - Company Address: _____
 - Company Phone: _____
 - Company Email: _____
- ☐ **Certificate of approval for delivery option (Mark "X" by delivery option)**
 - _____ Title Company
 - _____ Buyer Realtor to pick up in Bristol Office
 - _____ Seller Realtor pick up in Bristol Office
- ☐ **Community Specific Requirements (if applicable)**

OCEAN TRAIL CONDOMINIUM ASSOCIATION I, INC.

200 Ocean Trail Way, Jupiter, Florida 33477

Phone: 561-747-1970 / Fax: 561-747-1972

APPLICATION FOR SALE OF UNIT

Unit Owners proposing to sell their Unit shall submit an Application for Board approval and a \$100.00 check from buyer payable to **OCEAN TRAIL CONDOMINIUM ASSOCIATION I, 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, one (1) mail box key and one (1) garage door opener.

A Parking decal will be issued to new owner and a garage parking space will be assigned on date of purchase.

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, and Pool Rules 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

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: _____

POOL RULES

- POOL AREA IS LIMITED TO OWNERS AND REGISTERED GUESTS
- SHOWER TO REMOVE SAND, SALT, TAR OR SUNTAN OIL BEFORE ENTERING THE POOL : MUST USE HOSE OUTSIDE POOL GATES AFTER LEAVING THE BEACH
- POOL HOURS: 7:00 A.M. - 10:00 P.M.
- NO CUT-OFFS, JEANS, CLOTHING OR SHOES IN THE POOL
- NO RAFTS, TOYS OR FLOATING OBJECTS ALLOWED, EXCEPT FOR PERSONAL FLOATING DEVICES
- NO DIVING OR JUMPING INTO THE POOL IS PERMITTED
- NO RUNNING OR BALL GAMES, THROWING OR PUSHING IN THE POOL OR ON THE POOL DECK IS PERMITTED
- INDIVIDUALS NORMALLY REQUIRING DIAPERS OR ARE INCONTINENT ARE NOT PERMITTED IN THE POOL
- NO DIAPERS (EVEN UNDER COVER) ARE ALLOWED
- AN ADULT MUST ACCOMPANY ANY PERSON UNDER AGE 14
- NO PETS ALLOWED
- NO FOOD OR DRINK IN POOL OR ON POOL DECK WITH EXCEPTION OF PLASTIC BOTTLED WATER
- NO GLASS CONTAINERS OF ANY KIND PERMITTED
- LOUNGES MUST BE COVERED WHEN USING SUNTAN OIL
- USERS OF THE POOL DO SO AT THEIR OWN RISK

NOTE: Failure to comply may result in forfeiture of pool-use privilege

RULES AND REGULATIONS

The following areas outlined are intended to enable all occupants to enjoy Ocean Trail's many attributes and pleasures. Residents expect to experience comfort, peace of mind, and convenience in a safe and secure environment. Owners, guests, or renters shall not participate in or permit any activity that is harmful, disturbing or interfering with the expectations of other residents. All residents are responsible for adherence to the Rules and Regulations, Pool Rules, and the Mandatory Closing Procedures documented in the following , approved by the Ocean Trail Condominium Association #1 Board of Directors, and are subject to the terms stated therein.

A. GENERAL: Business Hours: 8:00 a.m. to 4:30 p.m. Tel. 561-747-1970 Fax. 561-747-1972

1. All owners, renters, and overnight guests MUST sign the log book upon initial arrival and upon departure. The log is next to the Management Office in the rear of the lobby. Renters and guests must also personally register at the Management Office upon arrival. If that occurs during the weekend or after hours, registration must be accomplished during the next day's business hours.
2. All business personnel and contractors MUST conduct their business during business hours (8:00 a.m. to 4:30 p.m. Monday through Friday only). They must register in the Management Office and sign a daily log book upon arrival and sign out upon departure, no later than 5:00 p.m. Monday through Friday. The log is next to the Management Office in the rear of the lobby. Entry to the building by business personnel or day visitors must be made by a call from the host resident to the Security Gate, 747-8909. Entry to the interior of the building is made by calling the host using the call box and the number listed on the posted directory at the building entrance.

3. All owner/renter/residential guest vehicles entering the property require an owner decal or a temporary parking pass, which is visible by Security Gate personnel. Decals are for owners only. Owners are required to provide vehicle ownership identification to obtain a decal and it must be affixed permanently to the windshield. Temporary passes are required for renters' and overnight guests' vehicles and must be displayed on the dashboard. Owners who rent their vehicles will require a temporary pass not a decal. Requests for temporary passes are made at the Management Office in the lobby during business hours. Official vehicle registrations and other appropriate documentation are required at the time of the request. Vehicles parked on the property without the appropriate passes displayed risk removal from the premises. (See also "D" on the following pages).
4. Speed limit on the property is 15 mph.
5. Bicycles must be registered with the Management Office for storage assignment.
6. The pool is available to owners, their guests and building renters only.
7. All individuals under the age of 14 must be accompanied by an adult in all common areas.
8. Pool Rules must be adhered to for safety and sanitary reasons and to enable the enjoyment of all who opt to use the facility. The POOL RULES are stated in a separate document and are also posted at the pool deck near the water fountain. Non-compliance to the rules may result in loss of privileges.
9. Individuals normally requiring diapers or are incontinent are not permitted in the pool.
10. "Swim proof" items over diapers are not allowed.
11. Users of the pool do so at their own risk.
12. Running, jumping, throwing games with Frisbees or balls are not permitted in the pool or the pool area and must be conducted on the grassy area outside the pool deck wall. They are not permitted in the pool or on the pool deck.
13. Pool deck furniture must not be removed from the pool deck. To do so is considered theft.
14. Protect pool deck furniture when using sun tan lotions or oils.
15. Beach users must wash off sand and tar at the entry gate areas before entering the pool deck.
16. Footwear and cover-ups are required in elevators and lobbies.
17. No smoking is permitted in common areas.
18. No food or drink (other than plastic water bottles) is permitted in common areas, with the exception of the Recreation Room during scheduled events.
19. Boats, trailers and disabled autos are not permitted in the parking areas of the complex.
20. Flammable or toxic materials, with the exception of most household cleaners are not allowed.
21. Walkways, stairs and stairwells must be kept free of personal items in adherence to fire codes.
22. Storage units are available according to unit numbers. (SEE HEADING "D": PARKING AND PERSONAL STORAGE).
23. Evacuate the building during a fire alarm alert by stairwells only. Await further instructions.
24. Do not use the ground floor north stairway exit door onto the side parking area (EMERGENCY ONLY) except in an emergency. Alarms will be triggered.
25. No pets are allowed on the property at any time. Non-compliance rules apply.
26. Fire codes dictate that only six individuals occupy a unit.
27. No one under the age of 18 may occupy a unit without the presence of an adult.

28. Mailroom: Management Office will not sign for the receipt of any unit owner packages or mail.
29. Cart users must return carts to cart room (next to garage ramp) after use. Do not leave on catwalks, entry ways or keep in units.
30. Owners relinquish their right to use the common property amenities should their unit be under active lease.

B. SECURITY AND KEYS:

1. The security personnel at the guard house entrance to the property are not permitted to leave the premises for any purpose. In the event of an emergency or a need for assistance, a call should be made to the Jupiter Police.
2. Entry to the Ocean Trail property requires proper identification displayed on a vehicle dashboard for security personnel to see. The guard house is open 24 hours a day. Visitors and business personnel must be admitted via a call from the host to the security gate for entry.
3. The building's front Lobby entry doors are to remain locked at all times. All building property gate entries (to the pool deck and between the pool deck and the Terrace level) are also to be locked at all times. Owner autos entering the garage are required to have a code for opening the doors automatically when doors are closed. The pedestrian entrance door in the interior of the garage is open during business hours. The lobby master key is used for opening this door after business hours.
4. Entry into the lobby is permitted with a key or by being "buzzed in" by the office or a unit owner. Doors should not be opened by lobby bystanders for unknown person(s) for security reasons. (see HEADING: GENERAL #2)
5. The lobby entry key is the same for all unit owners. A unit key is unique to the owner. A copy of this key is kept securely at the Management Office for their use only for emergency or building maintenance purposes. If access to the unit for others will be needed for personal reasons, the unit owner must provide an additional key to the office and provide written permission for its use.
6. Keys are also required for: interior garage/ramp door; Recreation Room kitchen entry; Exercise Room; gates to the pool deck area and the pool deck to the grassy area and beach.
7. The Recreation Room and Exercise Room are locked after 4:00 p.m. Users after that hour must ensure they lock up these facilities when they depart. All pool deck gates are to be closed and secured at all times.
8. Garage doors require a code for entry which can be obtained at the Management Office.
9. Owners are not to change the lock on their unit unless the Association requires it.
10. No "lock boxes" are permitted to be affixed to a door by a real estate agent.

C. BALCONIES:

1. Do not hang towels, rugs, or any other item from the balcony railing at any time.
2. Do not shake mops, dust cloths or toss any substance from a balcony.

3. No grilling of any description from any type of cookery/equipment is permitted. Fire code rules.
4. Exterior balcony lights are to be kept off or at lowest wattage during “turtle season”.
5. No electronic wiring or installations are permitted without Association approval.
6. No antennae, signs or other appurtenances are allowed on the exterior of the building.

D. PARKING AND PERSONAL STORAGE:

1. Each unit has one parking space assigned in the garage to a unit owner. All vehicles without an owner decal must park outside. Anyone other than an owner using the designated garage space must have written permission from the owner.
2. All vehicles using the garage or the outdoor parking must display the parking passes as assigned by the Office Management, which includes all rental vehicles and owner/guest vehicles that use the parking lot for more than one day.
3. Locked personal storage areas in the garage and on the terrace lobby floors are assigned according to unit ownership.
4. Items that are not contained within these assigned spaces will be removed and disposed of. Fire code rules apply.

E. TRASH DISPOSALS:

1. A Trash Room next to the elevator lobby is on each floor. The loose bins are for recyclables, i.e., plastic/aluminum/glass and newsprint items and NOT for other trash which should be deposited in the **CHUTE** which faces the trash room door as one enters the space.
2. Large items that do not fit in the Trash Room chute must be disposed of in the large trash room outside to the left of the main lobby door as one exit and immediately around the corner.
3. Tie waste/trash bag securely. Adherence to good sanitation practices is to everyone’s benefit.

F. ELEVATORS:

1. Elevators are available for 24 hour service except for repairs or emergency events.
2. Elevator users must depress the operational buttons only when occupying the space. Forcing or barricading doors to keep them open causes damage to the elevator’s operating mechanism.
3. The elevator closest to the outside entry must be used for moving all contractor equipment, furniture and any bulky items. The elevator pads from lobby stairwell must be in place for this.

G. WI-FI ROOM:

1. The Wi-Fi Room is on the Terrace level across from the elevators. It is for casual and short term use for those who have their own computers to work with. Security codes for use are available at the Management Office.

2. This room is the only common property area allowed for personal computer users.

H. RECREATION ROOM:

1. The Recreation Room is located on the Terrace level and accessible next to the pool deck gate.
2. The hours of operation are restricted from 7:30 a.m. to 10:30 p.m. Users are to adhere to cleanup requirements. Management Office provides details. Departure after business hours requires users to secure the patio doors and the sliding door after their use. Exit from the kitchen.
3. The facility has an extensive library, television, sound system, kitchen and meeting room. Residents must schedule meetings, small social clubs or gatherings (e.g.: hobbies or card games), private parties and building functions by contacting the Management Office in advance. Personal computer use is not permitted....only the WiFi Room is available for that purpose.. A bulletin board easel at the doorway displays the schedule to avoid conflict of activities..
4. A resident can book a small private party and must be present for the event, which does not include use of the pool. An application to host a Private Party must be completed and accompanied by a \$100. deposit. The Management Office will provide the application form and guidelines for use. Deposit refund is contingent on clean-up needs. The person booking the room for a party is responsible for any damage incurred beyond the initial deposit.

I. EXERCISE ROOM

1. The Exercise Room is located across from the Recreation Room entry on the pool deck level.
2. Hours of operation are flexible. All users after business hours must turn off the television and secure the door after their own use.
3. Abuse of the equipment will result in loss of privileges and possible payment of damages.
4. Users of the equipment do so at their own risk.

J. HOME IMPROVEMENT ACTIVITY AND REPAIRS:

1. All construction activity in a unit must be reported to the Management Office in advance.
2. Electrical installations, wall alterations and flooring material changes must be documented and approved by the Management Office according to current standards.
3. All contractors must be licensed, insured and must maintain a clean area outside the unit.
4. Owners are responsible for any damage incurred to the common space by a contractor.
5. All construction activity is to be limited to the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday only. Non-compliance may result in a fine or loss of privileges as determined by the Board. All business personnel must be off-premises by 5:00 p.m. Emergency repairs after hours or on weekends will require notice to Security Gate and to the Office Management.
6. No owner, renter or guest may request services of a building employee nor direct them.
7. Requests for repairs, suggestions, or comments related to common property must be submitted in writing to the Management Office on a form specific to that subject.

OCEAN TRAIL COMMON PROPERTY:

The Ocean Trail Unit Owner's Association office is in the clubhouse (201 Ocean Trail Way) next to the tennis courts. An office manager coordinates activity in support of the common property for the entire complex except the enclosed common properties of the five individual buildings. Tennis courts are reserved through the Building 201 office and available to unit owners, their guests and renters. A tennis professional is available for scheduling, offering lessons and coordinating tournament activity. Access is available with the building key. A swimming pool and Jacuzzi is also available for residents of the property next to the tennis courts. Classes on varied subjects are held during the winter season in the clubhouse and the clubhouse pool for interested residents. Unit Owner meetings are also held in the clubhouse unless an alternate site for a large audience is needed. A walking trail is available at the west side of the common property. A key is available for purchase at the clubhouse office to open the gate at the south end of the complex onto the Jupiter Resort Hotel parking lot should anyone wish to use that access for a shortcut to Alternate A1A or the hotel facilities. Guidelines for the use of all of these facilities are established by the Ocean Trail Unit Owner's Association and can be discussed with the Property Manager in Building 201. Misuse of the common property or failure to adhere to the rules and regulations of the Unit Owner's Condominium Association may result in loss of privileges, fines or other actions as determined by the Association.

RENTALS AND OVERNIGHT GUESTS:

NOTE: Building 200 is primarily an owner occupied residence. There are exceptions: (1) rentals are permitted at a minimum of 30 days (2) guest occupancies are permitted but limited (3) commercial enterprises or occupancies related to that activity are not permitted on premises.

RENTALS:

1. All RENTALS require a completed APPLICATION FOR LEASE form to be submitted fifteen days prior to the effective date of the lease and accompanied by a non-refundable \$100.00 deposit to the Management Office for consideration. Applications are available at the office. A background check and security deposit for rentals may apply per Board policy. Applicants must be approved by the Board prior to residency.
2. All renters must register upon arrival at the Management Office. The renter acknowledges in writing of the receipt of the Rules and Regulations, Pool Rules, and Mandatory Closing Procedures and will comply as required. An interview is required upon arrival.
3. No rental is to be less than 30 days.
4. No sub-leases are permitted.
5. Willful misrepresentation of application information will void any agreement entered into in connection with this application.
6. Failure to comply with the terms and conditions set forth for rental/lease occupancy shall be a material default and breach of the Lease agreement.

GUESTS:

1. All GUEST(S) requiring an application are for those individuals/guests not in the owner's immediate family who will be occupying a unit without a unit owner in residence. An APPLICATION FOR GUEST form will be required to be submitted fifteen days prior to the effective date of arrival to the Management Office. Application forms are available in the Management Office. The owner and the guests must register and sign the application upon arrival and acknowledge the receipt of the Rules and Regulations, Pool Rules and Mandatory Closing Procedures and will comply as required.
2. All applications must be approved in advance by the Board of Directors. Interviews may apply.
3. A guest in this category is limited to a two week stay once a month. Occupying a unit beyond this limit will be considered a rental and subject to the Rental/Lease requirements of the state of Florida. An owner may apply for relief from these provisions in writing. The Board shall be authorized to grant relief at their sole discretion if they determine there are extenuating circumstances.
4. Willful misrepresentation of application information will void any agreement entered into in connection with this application.
5. Failure to comply with the terms and conditions set forth for occupancy as a guest shall be a material default and breach of the guest occupancy agreement.

RENTAL AND GUEST OCCUPANCIES:

1. Rental and guest occupancies are limited to one family per unit.
2. NO pets allowed at any time
3. Overnight occupancy is limited to six individuals in accordance with fire code laws.
4. Upon arrival, renters and guests must: (1) Register at the Management Office and sign the logbook. If arrival is on a weekend or after hours, registration must be completed on the next business day. (2) Sign the application form previously submitted by the owner as required, (3) Preset vehicle registration and driver licensing information/identification to acquire a vehicle's temporary pass (4) Receive copies of the Rules and Regulations, Pool Rules and Mandatory Closing Procedures (5) Sign the form acknowledging receipt of the above and to adhere to the contents of the documents.

OWNERS:

Owners are responsible to inform all renters, guests and visitors of the Rules and Regulations, Pool Rules and Mandatory Closing Procedures documents and to have them available for ready reference.

1. Owners are responsible for all quarterly payments for maintenance fees to Ocean Trail Condominium #1 and to the Ocean Trail Unit Owners Association. Additional assessments may be assigned by the Board of Directors of those entities, e.g., common property unusual costs.

Fines or other types of assessment may be levied individually in accordance to either Association's directives.

2. In the event of a lien placed against the owner's property for unpaid fees, and the owner opts to rent his unit, the Building 200 Association has a process whereby all rental monies will be paid directly to that Association toward the unpaid balance of fees and assessments until the outstanding balance is satisfied.
3. Owners are responsible for any damages to property as a result of the actions or inactions of their guests or renters as referenced in the Rules and Regulation, Pool Rules, and Mandatory Closing Procedures, but not limited to said documents, and may result in replacement costs, fines and/or loss of privileges as determined by the Board of Directors.
4. Bad behavior or disruptions caused by any resident may result in withdrawal of common property privileges or fines as determined by the Board of Directors.
5. Serious infractions on the part of any resident will be handled by the Town of Jupiter law enforcement personnel.
6. All Lease and Guest Application forms are kept on file in the Management Office. The owner is responsible in accordance to Florida state law for the Palm Beach County Bed Tax, Florida Sales Tax, unit home rental insurance and other rental income requirements.

Note: Family and friends hosted by owners who are in residence at the time of their visit do not require advance applications. New arrivals must sign in.

11/11

NOTICE

MANDATORY CLOSING PROCEDURES: — REQUIRED IF ABSENT FOR

24 HOURS OR MORE:

1. **Shut off unit water valve**
2. **Turn off power breaker to water heater**
3. **Set AC to 80 degrees**
4. **CLOSE STORM SHUTTERS--Note: All storm shutters must be closed and secure if departing for more than five days**
5. **Inform Management Office of person responsible for unit in owner's absence....This is a requirement of all unit owners.**
6. **Fines for non-compliance will apply.**

It is the owner's responsibility to ensure the above requirements are fulfilled upon any occupant's departure from the unit for more than 24 hours. The owner is responsible should there be any damage to their and/or any other property as a result of non-compliance to the above.