

Five Towns of St. Petersburg, No. 302, Inc. (DARTMOUTH) APPLICATION PACKAGE

Unit Number: _____ Buyer/lessee name(s): _____

**THE COMPLETED APPLICATION, A COPY OF THE SALES CONTRACT/LEASE AND THE REQUIRED FEES ARE
REQUIRED BEFORE PROCESSING.**

Provided by buyer/lessee:

- Application of Sale/Transfer of unit, Voting Certificate, Waiver, Email Opt-In, Next of Kin
- Background Authorization Form
- Driver’s License/Proof of age
- Interview Fee (\$50 total; separate check made payable to Five Towns of St. Petersburg No. 302)
- Non-refundable Application Processing Fee (\$50; separate check made payable to DeSantis Community Management, LLC)
- Non-refundable Background check fee (\$50 per person; separate check made payable to DeSantis Community Management, LLC)
- Copy of Sales Contract or Lease Agreement

Provided by Seller/Landlord:

- Governing Documents
- Apartment Keys
- Laundry/Storage Room Keys

Provided by Association:

- Budget (Sale or Transfer only)
- Current Financial Statement (Sale or Transfer only)
- Additional important information

Interview conducted by: _____

Property Manager: Louis DeSantis, LCAM — Info@DeSantisMgmt.com

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)

INTERVIEW PROCEDURE

Prior to the Association approving the sale or lease of a unit, the prospective owner(s) and/or tenant(s) must complete a Sales/Rental application and participate in an interview with the Board.

Prior to attending the interview, the prospective owner(s)/tenant(s) must accomplish the following:

- Schedule the interview at least five (5) working days prior to closing or move-in to allow for results and analysis of the background check(s).
- Complete the attached interview information form.
- Owners MUST review the Condominium Documents.

By the close of the interview, the prospective owner(s)/resident(s) must have accomplished the following:

- Paid the application fee.
- Submitted the Interview Information Form and New Owner/Tenant checklist.
- Owner(s) must have acknowledged their review of the condominium documents.
- Owner(s) must have acknowledged receipt of Association provided documents.

Based on the owner(s)/tenant(s) completion of the above, and the Association's acceptance of items (if any) discovered in the background check, the Association will approve the sale or rental of the unit.

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) APPLICATION

I am applying to (____) purchase (____) lease unit number _____

Application Date (MM/DD/YYYY): _____

IF MORE THAN TWO APPLICANTS, USE ANOTHER SHEET TO RECORD THE SAME ABOVE INFORMATION

Applicant #1

Full name: _____

DOB & Age: _____; _____ years old.

Current address: _____

How long have you lived at the above address? _____

Primary phone number: _____

Second phone number: _____

Email Address: _____

Vehicle make/model: _____

***NOTE – There is ONE parking space per unit. A second vehicle MUST PARK ELSEWHERE.**

Applicant #2

Full name: _____

DOB & Age: _____; _____ years old.

Current address: _____

How long have you lived at the above address? _____

Primary phone number: _____

Second phone number: _____

Email Address: _____

Vehicle make/model: _____

***NOTE – There is ONE parking space per unit. A second vehicle MUST PARK ELSEWHERE.**

Applicant understands this unit can be used only for residential purposes and cannot be leased to a tenant for less than 190 consecutive days in a rental, as defined in the rules.

**Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)
PARKING SPACE AGREEMENT**

Applicant(s) understand a second car can NOT be parked on association property per Dartmouth's Governing Documents.

Every unit owner shall be assigned **ONE** parking space per unit. Guest parking spaces are not to be used as a resident parking space.

I agree to abide by this rule.

Applicant #1 Signature: _____

Date: _____

Applicant #2 Signature: _____

Date: _____

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) VOTING CERTIFICATE

We, the undersigned, being all the owners of unit _____ in Five Towns of St Petersburg No. 302., Inc., do hereby certify the following named ONE of us is the authorized voter for the foregoing unit, and shall remain such designated voter until this certificate is revoked by subsequent certificate:

Name of authorized voter (print): _____

Date this form was completed: _____

SELECT THE SIGNATURE CATEGORY BELOW WHICH DESCRIBES YOUR FORM OF OWNERSHIP AND SIGN

A.) We are all natural persons who are owners of the above-described unit.

Owner Signature #1: _____

Owner Signature #2: _____

Owner Signature #3: _____

OR

B.) We are the President or Vice President, and Secretary or Assistant Secretary of the corporation named _____ which owns the above-described unit.

Secretary/Assistant Secretary Signature: _____

President/VP Secretary Signature: _____

OR

C.) I am a general partner of the general or limited partnership named _____ which owns the above-described unit.

General Partner Signature: _____

OR

D.) I am the trustee of the trust named _____ which owns the above-described unit.

Trustee Signature: _____

**Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)
WAIVER**

To save postage for the Association and to expedite the delivery of and the response to the various notices that are circulated by the Board of Directors, we are requesting that you approved the waivers noted below.

This action will in no way affect the coverage, purpose, authority or legality of the notice, but will provide a more rapid response to the notice.

A comprehensive record will be maintained by the Board of Directors of the individual owners and how their notices were delivered. These records will be open for inspection by any unit owner, or by their true and lawful representative at any reasonable time.

When in residence, I will accept delivery by regular mail. (F.S.718.112.2), Documents (page 55) Article VI, Section I.

The above waivers are to remain in effect until changed by me in writing.

Unit Number: _____ **Date:** _____

Signature of Designated Voter: _____

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) EMAIL OPT-IN

To improve efficiencies and cut the ongoing costs of running your association, we prefer to communicate with you via email.

Florida Statues mandates that we can only do this if you have given us your authority to do so.

Accordingly, we ask you may complete the below information sheet and sign before returning to the office using either method:

- Email: Info@DeSantisMgmt.com
- Fax: 727-440-5225
- Mail: 2931 Macalpin Dr S, Palm Harbor, FL 34684

Please print your name, email and association address clearly.

NAME: _____

EMAIL: _____

ASSOCIATION ADDRESS:

I hereby authorize DeSantis Community Management LLC and Dartmouth Board of Directors to communicate with me, as owner of a Vesta managed property, at the above email address for the purposes including, but not limited to, billing, reminders, meeting information, and information relevant to my ownership within the association.

DeSantis Community Management LLC will not pass on my email address (other than to the Dartmouth Board of Directors) to any third party without my express and written permission. I will make every effort to update DeSantis Community Management LLC, in writing, of any changes to my email address and will hold it harmless for any errors resulting in my failure to do so.

Please indicate by signing below if you consent to receiving email notification for the following:

- General mailings Signature _____
- Letters and notices Signature _____
- Bills and statements Signature _____
- Dartmouth BOD updates Signature _____

**Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)
NEXT OF KIN**

Unit # _____ Date (M/D/Y) _____ Occupant's Name: _____

List Party or Parties to be Notified, in case of an Emergency.

1. Name _____ Tel: _____ Email _____
Address _____ City _____ State _____ ZIP _____
Relationship to you: _____

2. Name _____ Tel: _____ Email _____
Address _____ City _____ State _____ ZIP _____
Relationship to you: _____

3. Name _____ Tel: _____ Email _____
Address _____ City _____ State _____ ZIP _____
Relationship to you: _____

**Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)
SPECIAL DAY RECOGNITION**

Wouldn't it be nice to receive recognition on your special day, like your birthday or wedding anniversary?

At Five Towns, we like to celebrate such occasions with our entire community.

If you wish to have an event or date remembered, please complete the required information below so it may be printed in the Five Towns Newsletter.

Applicant #1 Name: _____

Unit Number: _____

Birthday: ____/____/____

Anniversary: ____/____/____

Applicant #2 Name: _____

Unit Number: _____

Birthday: ____/____/____

Anniversary: ____/____/____

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) POLICIES

1. **Peaceful Enjoyment:** Owners shall not use or permit the use of their premises in any manner, which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the association property. Please be a good neighbor and no loud noises between 11pm and 8am.
2. **Board Meetings:** Unit owners are invited and encouraged to attend Board of Director meetings and to volunteer to serve on the Board and other committees. Items that are listed on the agenda may be addressed during the meeting by unit owners. If there is an item a unit owner would like to request the Board to address it should be submitted to the president, secretary or management in writing and signed at least a week before the scheduled meeting.
3. **Renovations:** No structural changes of alterations shall be made to the building or in any unit, including air conditioner replacement, except upon the approval of the Board of Directors. When having work done by any person(s), the cleanup of the building and all affected areas is the responsibility of the owner/resident. If you have any renovations, removal, or replacement of appliances by a contractor please advise them that it is their responsibility to haul all debris away, nothing can go into the dumpsters. Contractors must provide proof of state license and insurance including workmen's comp, prior to starting any work or delivery of materials. Proof must be provided to the Board before work is started.
4. **Unit Owner Responsibility:** Maintenance and repairs inside unit are responsibilities of the owner. Damage to common elements or other units from unrepaired leaks, etc., will be charged to negligent unit owner. The Board has the right of entry to repair such problems and will charge the unit owner for such repairs.
5. **Security:** Security requires all storage, and roof doors to remain locked. Contact a Board member if workman requires roof access.
6. **Parking:** All parking spaces are assigned. There is only one space per unit, no parking spaces for a second vehicle. Owners must provide written notice(s) to the Board if you permit someone to use your parking space. Guest spots are provided. Backing into spaces is prohibited. No vehicles larger than ½ gross tonnage rating. No commercial vehicles overnight. Only residents of Dartmouth can rent, or use assigned parking spaces.
7. **Building Maintenance:** Management employs the buildings cleaning crew, and a duty list is posted in our lobby. If you have a complaint about building maintenance, report it the Board, not the worker.
8. **AC Drains:** To keep building drains open, please do the following: pour ¼ cup of bleach or white vinegar with a cup of water down the a/c drain twice yearly. Have air conditioning/ heating units checked regularly to prevent leaks and damage to yours or other units. When going away for more than a day, turn off both water supply valves; keep all water hoses and valves repaired to prevent leaks and damage to units.

9. **Trash:** All trash must be bagged and fastened securely before being placed in the chute. Do not overload bags. Cut and collapse all boxes, then place in dumpster, not the chute. Do not drop glass, light tubes, or other breakable items down the chute, wrap and hand carry them to the dumpster. We also encourage recycling. Recyclables should be taken to the bins at Magnolia and Oleander Clubhouses.

10. **Alarms:** Due to common walls and floors and the safety of all residents it is mandatory to have a properly functioning smoke detector in all units. Check smoke alarms working ability, change batteries when time changes, Spring and fall.

11. **Smoking:** No smoking or lighted materials are to be in the elevator, lobbies or stairways. Please dispose of cigarette butts properly in the ash tray provided on each floor.

12. **Pets:** You are allowed one dog or cat less than 20lbs. If you are currently a resident and have two pets once a loss of a pet has occurred you may not replace your second pet. Pets are not allowed in the pool or laundry areas. They must be walked on either side of the building on a leash, not the front or the back of the building. All waste must be picked up after your pet and properly disposed of. Birds, reptiles or exotic pets are not allowed. Once you are a resident, if you acquire a pet, you must notify the Board. (leash law attached).

13. **Pool:** Cover-ups must be worn over bathing suits; shoes and cover-ups must be worn outside of the pool area. Place a towel on the lounge chair before using. No eating or drinking is allowed in the pool enclosure. All children 14 must be accompanied by an adult.

14. **Guests:** Guests spending the night with the unit owner for more than a few days should notify the Board. Guest passes are available at the Five Towns Office; guest may use the facilities but MUST have passes. If you are **not in residence**, you must notify a Board member at least 24 hours before their arrival the guest needs to notify same on arrival. The unit owner is **responsible** for and to see that their guests follow **all rules** of Five Towns and Dartmouth Association. (If you have young children visiting you may want to tape the emergency switch in your unit to keep from it being set off accidentally). The unit owner MUST provide a key to their guests; the Board will **not** supply keys.

15. **Storage:** Only articles that can be placed on shelves and floor space under shelves may be stored, (**No Furniture**), the name and unit # MUST be on all stored items. Bikes MUST be stored in the bike rack in the parking lot or in your unit. These rooms are for Dartmouth residents only.

16. **Departure Notice:** If going away for more than a few days please leave car keys on a table in your unit; leave a phone number where you can be reached in case of emergency with a Board member. Please inform a Board member if you have anyone staying with you for a few days or more. Remember, there are people living alone and they feel intimidated when they see strangers around the building.

17. **Moving:** Deposit of \$100 is required when moving in or out to cover any damage that may occur to association property including the elevator. You can burn the motor if you keep pushing the door open as it tries to close. There will be an inspection, including the elevator, after the move and the deposit will be returned if there is no damage.

18. **Safety:** No front door mats allowed due to insurance reasons. No plants (real or artificial) are to be put on the walkways or stairwells or any common areas no exceptions.

19. **Patios:** (Ground floor units) Not to exceed 4 ft. in depth and not longer than the unit. A diagram should be submitted to the Board prior to installation.

20. **Laundry:** Laundry rooms are for Dartmouth residents only.

21. **Rentals.** Are not to exceed 10 units at any time. All renters must be interviewed by the Board of Directors prior to occupancy.

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) ADDITIONAL INFORMATION

- **Trash disposal:** If you have renovations, removal or replacement of appliances by a contractor, please advise the contractor it is their responsibility to haul all debris away and clean it up. If not, the homeowner is responsible for all trash removal.
- **Trash chutes** are located on each floor. The double doors on the first floor open up to the dumpsters. Cardboard boxes must be broken down flat and carried to the dumpster. Glass containers must be carried to the first floor to be discarded. They are not to be dropped down the chute from an upper floor. All trash and garbage should be tightly tied in double plastic bags. Newspapers must be taken to the recycle bins at the Magnolia and Oleander Clubhouses.
- **AC Units:** In many apartments there is a capped pipe/chute in the air condition piping. It is requested you add a cup of bleach or vinegar monthly to keep the ducts clear of algae.
- Near the floor in a hallway area of your apartment there is a toggle switch. When flipped a siren alarm is sounded paired with flashing lights. This is to indicate help is needed. This is to be used for emergencies only.
- All apartments are equipped with electric smoke detectors. Once a year they are inspected by board members to ensure they are working. Notice of inspection is posted in advance.
- All unit owners have the right to install a storm/screen door. All doors must be properly installed by a qualified contractor who is fully insured. Glass or screen must remain in the door at all times. Broken screens or glass must be immediately replaced. All doors must be brown in color; white is not permitted.
- All architectural changes must be approved by the board prior to work being done. An ACC form, which is to be submitted to the board for approval, can be obtained either through contacting the DeSantis Community Management LLC office. A copy of said form is in this packet.
- Five Towns has six swimming pools. Four are heated during the winter months of Oct. – April. All are available for resident use. Guests may also use them once a guest pass is made. This can be obtained by visiting the office at DeSantis Community Management LLC, 2931 Macalpin Dr S, Palm Harbor FL 34684.
- Other leisure-time activities are conducted in Five Towns. For more information, please look at your building bulletin board, at either Clubhouse or in the Five Towns Newsletter which is distributed monthly.

Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH) ACC FORM

FIVE TOWNS / ARCHITECTURAL REQUEST FORM NEW WINDOWS, FLOORS. FRONT DOORS, SCREENS, STORM SHUTTERS ETC.

Please fill out an application and return it to the Board for approval.

The Board requires the following:

- 1) Detailed drawing of what you are attempting to do for Board approval.
- 2) Pictures of proposed windows / doors / shutters / screens are needed;
- 3) Brochures from the prospective supplier
- 4) Permits from the City/County if needed
- 5) Copy of Contractor Liability Insurance
- 6) Contractor agrees to remove all debris resulting from work
- 7) Flooring specs (Sample of noise abatement underlay, flooring material etc.)
- 8) OTHER

NAME: _____ UNIT #: _____

START DATE FOR WORK: _____

WHAT IS BEING REQUESTED:

BOARD CHECKLIST:

DRAWINGS	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PICTURES:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
BROCHURES:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
PERMITS:	<input type="checkbox"/> YES	<input type="checkbox"/> NO
ACCEPTED:	<input type="checkbox"/> YES	<input type="checkbox"/> NO

IF NO, WHY: _____

IF YES NAME(S) OF BOARD MEMBER(S): _____

DATED: _____

- Please return two signed copies, one for the unit owner and one for the file.
- Direct any questions to the admin; Info@DeSantisMgmt.com

**Five Towns of St Petersburg No. 302, Inc. (DARTMOUTH)
CERTIFICATE OF APPROVAL**

Certificate of Approval for Sale and Transfer

Pursuant to the Declaration of Condominium of Five Towns of St Petersburg No. 302, Inc. Condominium Association, Inc. (DARTMOUTH), A Florida corporation not for profit (“Association”), the Board of Directors of the Association have approved the transfer of the condominium unit # _____ to _____

And *(if more than one owner)* to _____

in accordance with the requirements of the Declaration of the Condominium. In witness whereof, we have hereunder set our hand and seal this _____ day of _____, 20____. Five Towns of St Petersburg No. 302., Inc., a condominium, and Florida Corporation not for profit.

By: _____

(President)

By _____

(Secretary)