

Island House Northeast COA, Inc.
c/o Sea Breeze Community Management Services, Inc.
4227 Northlake Boulevard
Palm Beach Gardens, FL. 33410
Phone: (561) 626-0917 Fax: (561) 626-7143
www.seabreezecms.com

APPLICATION – LEASE
(updated 10/2018)

Information is required on all applicants. This application is to be completed by the unit owners and proposed lessee(s) and submitted at least thirty days prior to the proposed LEASED DATE.

**MAIL OR DROP OFF APPLICATION PACKAGE TO OUR OFFICE AT SEA BREEZE.
FAX COPIES WILL NOT BE ACCEPTED AS APPLICATION IS INCOMPLETE**

If copies are needed a charge of 25 cents per page is required

- ___ 1. Fill in the blanks on the Application Form and Acknowledgement section. (pg 2)
- ___ 2. Each applicant must sign the Certificate of Approval. (pg 3)
- ___ 3. Provide a copy of the executed lease contract.
- ___ 4. Provide a picture ID for each adult to be residing in the unit.
- ___ 5. **\$50.00 CASH, MONEY ORDER, OR CASHIER’S CHECK ONLY** for a non-refundable Application fee made payable to **ISLAND HOUSE NORTHEAST COA, INC.**
- ___ 6. **\$50.00 CASH, MONEY ORDER, OR CASHIER’S CHECK ONLY** for a non-refundable Processing fee made payable to **SEA BREEZE CMS, INC.**

Enclosed for your convenience are the rules and regulations of the Association.

Application Form

1. Name(s) of Unit Owner(s) _____
2. Address of Proposed Unit to be Leased _____
3. Name of Proposed Lessee(s) _____
4. Proposed Lessee Phone Number _____
5. Email Address of Proposed Lessee(s) _____
6. List each person to reside in the unit (including children)

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
7. By signing this application, Lessee(s) agrees that he/they have received and read all of the Condominium documents for the Condominium and further agree to abide by all of the terms, Covenants, and conditions of the Documents and Regulations.
8. Lessee(s) information:
 - a. Employer or business, if self-employed:
Name _____ Phone _____
Address _____
Position _____
 - b. Personal References (other than family members):
 - (1) Name _____ Phone _____
Address _____
 - (2) Name _____ Phone _____
Address _____

ISLAND HOUSE NORTHEAST CONDOMINIUM ASSOCIATION, INC.
ACKNOWLEDGEMENT

As a prospective lessee, we are aware of all information submitted in the Application, and agree to be bound by all the terms, conditions, and restrictions contained in all or any of the Documents referred to above.

Date of Application: _____

Signature(s) of Prospective Lessee

Printed Names(s)

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CERTIFICATE OF APPROVAL

The undersigned authorized representative of **ISLAND HOUSE NORTHEAST CONDOMINIUM, INC.** hereby certifies that the proposed conveyance of the following unit has been approved as written below:

Unit Address: _____

Owner(s): _____

Applicant(s): _____

The above Applicant(s) as evidenced by Applicant(s) signature(s) below hereby acknowledge receipt of the Declaration of Covenants, Articles of Incorporation, By-Laws, Rules and Regulations and any Amendments to the Documents for the Association, and agrees to be bound by said Documents.

Applicant(s) Printed Name

Applicant(s) Printed Name

Applicant(s) Signature

Applicant(s) Signature

Date

Date

This is to certify that the above-named Applicant(s) have complied with the above statements and thereby obtained the approval of **ISLAND HOUSE NORTHEAST COA, INC.**

By: _____ As: _____ Date: _____
On behalf of the Board of Directors

Island House Northeast Condominium Association



Rules and Regulations

These Rules and Regulations have been established by the Board of Directors for the guidance of all owners and their guests and tenants. Any suggestion or questions regarding them should be made directly to a Board Member.

Occupancy

1. Apartments are to be occupied by a family, its servants, its guests or its lessees only as a residence, and for no other purpose. However, no guest (other than family members of the dwelling unit owner or lessee) shall occupy the dwelling unit, unless said dwelling unit owner or lessee is in residence, unless an exemption to this requirement is granted by the Board of Directors of the Association.

When a family member of an owner is not actually in residence in the apartment of that owner at Island House Northeast, such family member may not come to Island House Northeast solely for the purpose of using the common elements of the association.

2. Owners are responsible for their guests' observance of these Rules and Regulations, and for any acts, behavior or damage to common elements caused by family, guests, or lessees.

Activities

1. Sunbathing is permitted only in the pool area and on the beach. Bathing suits are not suitable attire in areas other than the pool and the beach. Shirts, jackets, or other cover-ups should be worn over bathing suits outside those areas.

2. Walkways are not to be used as sitting areas.

3. Children shall not play on the walkways or play with sports equipment around the pool. The elevator should not be operated by a child under the age of 8 without adult supervision.

4. The use of skates or skateboards is prohibited on condominium property.

Facilities

1. The common elements of the condominium are attended by the maintenance man each weekday. The work schedule and contact information are posted on the bulletin board at the main entrance. Except in emergencies, he is not to be asked to perform personal services during working hours.

2. Kitchen sink disposals are for soft garbage and food waste which should not be placed in the the trash chute. All dry trash should be bagged in plastic bags of uniform size (13 gallons) that may be obtained from the maintenance man upon request. All bags should be tied at the top before being placed in the chute to prevent spillage. Boxes should never be placed in chute.
3. Newspapers, bottles, cans and cardboard boxes should be left in the trash closet in the appropriate containers.
4. All residents are asked to keep the walkways, and pool area and lawns free of litter or personal belongings (when not in use at the pool). Clothing, towels, or other items are not to be hung on any walkway or balcony railings.
5. The laundry rooms should be used only between 6:00 A.M. and 9:00 P.M. Dryer lint filters should be cleaned following each use by the user. Residents are asked to use only one washer and dryer at a time when others are in residence on the same floor.
6. The common areas are for the use of owners, lessees, and their families. Any guest on the property using the common elements must be accompanied by their host at all times while using the common elements. Use by unauthorized persons is prohibited.

Cars and Parking

1. It is necessary to have the owner's explicit permission to use another owner's deeded parking space.
2. All vehicles parked in the carports should be parked face in to the rear wall.
3. Guest parking on the perimeter of the property is for cars and delivery or service trucks. Boats, trailers, campers, and other utility vehicles may not be parked on the condominium property. No motorcycle, moped, or any other two wheeled motorized vehicle may be parked in a carport, parking space, or be stored in a cabana on condominium property. Personal vans and SUV's are allowed, but no vehicle or truck marked with commercial signage or used for commercial purposes may be parked on the property except while temporarily providing service to a resident or to the association.
4. The lobby entrance should not be blocked except while loading or unloading vehicles. Unattended vehicles should not be left at the front steps at any time.

Pool and Beach

1. Attention is directed to the Rules for Pool Usage posted at the pool house and listed below:

NO Glass in the Pool Area

No Diving

No running on the Pool Deck

No Loud Music (Headphones should be used in respect for others)

Children under 12 must be accompanied by an adult

Keep pool and grill areas clean

2. Proper cover-up should be worn outside the pool area going to and from residences or the beach.
3. When returning from the beach, residents and guests should be mindful of sand and other items that should be removed from the feet. A water hose is provided at the top of the steps for cleaning purposes. Anyone using the pool following a visit to the beach should be aware that sand is damaging to pool filters and pumps, and if applicable, use the pool shower accordingly before entering the pool.
4. Outdoor cooking is allowed on association grilles only. No cooking of any kind is allowed on the walkways, balconies, or the lawn areas at any time.

Sales and Leasing

1. Approval of the Board must be obtained for the sale, lease or other transfer of ownership of any apartment. Details regarding the procedures for such actions may be found in articles XI and XII of the Declaration of Condominium.

Nuisance

No nuisance shall be allowed upon the condominium property, nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the condominium shall be kept in a clean

and sanitary condition and, no rubbish, refuse or garbage shall be allowed to exist. No dwelling unit owner shall permit any use of his dwelling unfit or make any use of the common elements that will increase the cost of insurance upon the condominium property.

No cat, bird or reptile of any kind shall be permitted, kept or harbored in the condominium unless the same, in each instance, be permitted in writing by the Board of Directors, and such consent, if given, may be revoked at any time by the Board of Directors in their sole discretion. In no event shall any cat, bird or reptile animal of any kind be permitted in the pool area or any of the condominium common elements unless on a leash or carried.

Dogs

1. One small dog weighing 25 lbs. or less may occupy a unit.
2. A dog must be on a leash at all times when outside a dwelling unit.
3. Dogs may not be left unattended on a balcony or walkway.
4. No dogs in the pool or pool area.
5. Dogs on a leash are permitted on the elevator.
6. Dogs may only use the grass on the West side of the building for their walk, and owners must pick up after immediately. If an owner does not comply with this rule, or the dog is heard barking while unattended and becomes a nuisance, the owner may be subject to action by the Board of Directors including requiring the owner to remove the dog from the property.

General and Other

1. All outside planting must be approved by the Board. The Landscape Committee must review all proposals prior to action by the Board.
2. No owner shall permit any use of an apartment that allows a fire hazard to exist, nor shall any use be made of the common elements that would increase insurance costs of the ,common property.

3. Outside contractors and workmen must have written permission from the Board to work or park on the property outside the normal work week, i.e. Monday through Friday 8:00 A.M. To 5:00 P.M. Other than routine maintenance and repair, general renovation including deconstruction and new construction, may not be undertaken between January 1st and April 30th. Owners are responsible to see that the permission is obtained when work is to be done on their unit, and that such work complies with the conditions and timelines specified.

4. A bulletin board is maintained adjacent to the mailboxes and is used to introduce guests or to post notices approved by the Board. Owners are reminded that a guest card **MUST** be posted for any guest on the property using the common elements.

5. Florida law requires that a key to each unit be held by the Board of Directors for entry in an emergency. Only the maintenance man, Board member charged with building maintenance oversight, and the President shall have access to those keys.

Access and Use of La Mar Dock

The La Mar Condominium Association has an easement in their documents giving owners and guests of IHNE access to the south side of the southern most dock on their property. This is a Day Dock privilege and is subject to the following memorandum of understanding adopted by both associations February 2017:

LaMar-Island House NE Day Dock Rules

The LaMar designated dock is available during daytime hours for use by all Island House NE residents and their guests. We welcome you to enjoy the dock!

Boat Docking

Guests need to provide their own lines/ropes when docking and must remove them when not at the dock. Island House NE boats shall use the south side of Lamar's southernmost dock.

Docking hours are during daylight hours; however guests may request an overnight accommodation from the LaMar Board. Requests will be approved at the Board's discretion on an individual basis. Overnight boats will be posted on the guest bulletin board at LaMar. Owner contact information needs to be provided.

Boat size is restricted to boats that do not extend past the pilings while docked at LaMar. Jet Skis are not allowed

Fishing

Guests may fish from the dock during day light hours.

Spearfishing is not allowed.

Cutting bait on the dock is not allowed and fishing equipment needs to be removed when guests vacate the dock.

The hose provided is available to rinse the dock and guests' fishing equipment.

Swimming

Guests are welcome to use the dock and ladder provided during daylight to access the intracoastal waters.

Towels and items such as snorkeling equipment can be placed on the designated dock while the guests are present. Lamar is not responsible for any possessions left unsupervised on the dock.

Viewing and Walking

Guests are welcome to enjoy the designated dock through sunset hours, however use of patio furniture and the LaMar pool are not allowed. Maximum # of people on the dock at one time is limited to 5. The dock must be left clean after use.

No pets are allowed on LaMar property.

No smoking is allowed on the LaMar property.

No glassware or glass containers are allowed on the dock.

Boarding any LaMar boat is prohibited without the owner's permission.

Loud music or noises are not allowed.