

APPENDIX 1 - PINE RUN LEASE APPLICATION (FORM B)

Appendix 1 is for use by Owners to enact either a new lease or renewal of an existing lease.

1. All Pine Run property (condominium or carport) that is offered for lease by an Owner shall be pre-approved by the Board of Directors. A completed Lease Application is to be submitted to the Association's Management Company for review. Subsequently, the Application will be reviewed by the Board followed by written notification to the Owner of lease approval or the need for other action. Occupancy and use of property is not permitted without prior lease application approval. To do so subjects the Owner to a fine. Also, if occupancy continues beyond an approved lease expiration date without Association approval, the Owner is subject to a fine.
2. Leases are for a minimum period of one (1) month and are not to exceed one (1) year of single occupancy. Only four separate rentals are permitted in a 12-month period. New Owners do not have a "waiting period" before they may offer their unit/carport for lease.
3. The Lease Application package shall include: (a) printed, accurate, and legible entries; (b) a non-refundable transaction fee of \$50.00, made payable to "Pine Run Association"; (c) this fee increases to \$100 if the Application is received by the Management Company less than 10 days prior to the proposed occupancy date; and (d) an accepted legal form of photo identification. The Owner shall inform the prospective tenant that an information session is to be scheduled with an Association representative prior to occupancy.
4. The Owner has primary responsibility for coordinating the completion and submission of the Lease Form B package, as follows:
 - (a) Obtain a copy of the Appendix 1-Pine Run Lease Application (Form B) from the Association's Web-site at www.pinerunosprey.org;
 - (b) Complete and sign/date the "Owner" portion of the Application;
 - (c) Deliver the completed Owner Form and a blank Tenant Form of the Application to the prospective tenant who completes the "Tenant" portion of the Application with an ID photo and returns the package to the Owner.

If the Application package is not received by our management company 10 days prior to occupancy, the total fee required is \$100.00. When all required materials are completed, the Owner sends the completed Lease Application package to the Association's Management Company:

Keys-Caldwell, Inc., c/o Pine Run Association
1162 Indian Hills Blvd. Venice, FL 34293
941-408-8293 Fax: 941-408-8664 kcweb@keyscaldwell.com

5. If an Owner decides to extend a current lease beyond its approved expiration date, a new Form B Lease Application shall be provided to the Association's Management Company at

least 14 days prior to the current lease expiration date. The lease extension shall be for a minimum of 30 days and a maximum of one (1) year. A transaction fee is waived for renewals with no lapse in occupancy.

6. Owners retain responsibility for screening, exercising oversight, and the conduct of their tenants.

7. No lease will be approved if a penalty fee is outstanding against the condominium unit or if the Owner is more than 90 days in arrears for payment of Association obligations, unless specifically approved by the Board of Directors.

8. Tenant does not have the right to assign, loan or sublease the unit to another person.

9. The property Owner shall not occupy the unit at the same time as the lessee.

Complete FORM B on subsequent pages.

FORM B APPLICATION FOR LEASE OF PINE RUN CONDOMINIUM OR CARPORT

OWNER

APPLICATION DATE _____ Lease of Unit # _____

Renter a prior tenant? Yes _____ No _____
Is this an uninterrupted occupancy? Yes _____ No _____
Owner permission for one pet? Yes _____ No _____

OWNER NAME(S) _____

CORPORATE NAME (if any) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME/CELL PHONE _____ CAR TAG #/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

LEASE PERIOD DATES: FROM _____ TO _____

As Owner, I have provided the Tenant with a current copy of the Pine Run Community Rules and Information for their use, and so attest by my signature(s) below:

(1) _____

(2) _____

DATE: _____

TENANT

NAME(S) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

CELL PHONE _____

(1) CAR TAG #/STATE _____

(2) CAR TAG #/STATE _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME _____

PHONE _____

NUMBER OF PERSONS OCCUPYING UNIT _____

As Tenant, I have received a current copy of the Pine Run Community Rules and Information. I will comply with them and so attest by my signature(s). Also, I agree to participate in a scheduled telephone information session prior to occupancy:

(1) _____ (2) _____

.....

FOR USE BY ASSOCIATION

APPLICATION RECEIVED _____

ACTION _____

OWNER NOTIFIED _____

Form revised February, 2015 - All previous Forms not accepted.

Pine Run Association, Inc.
c/o Keys-Caldwell, Inc.
1162 Indian Hills Blvd.
Venice, FL 34293

sent via Certified Mail

December 13, 2016

THIS MATERIAL IS OF GREAT IMPORTANCE. PLEASE READ
THE LETTER BELOW.

Dear Owner:

The Association membership voted to waive the fire sprinkler retrofit and the retrofit of guardrails and handrails as permitted by Chapter 718.112(2)(l) and 718.1085, Florida Statutes. Attached for your records is a copy of the recorded Certificate of Opt-Out Waiver, reflecting the vote taken and as signed by the Association's Corporate officers. This Certificate was recorded in the Public Records of Sarasota County, Florida on November 29, 2016. Also enclosed is a copy of the signed Retrofit Reports provided to the Florida Division of Condominiums, Timeshare and Mobile Homes as is required by the Florida Statutes.

As is required by Florida law:

1. **Leased Units.** If your condominium unit is tenant occupied, please post a copy of this letter, a copy of the enclosed Certificate of Opt-Out Waiver and copies of the enclosed Retrofit Reports in your unit in a conspicuous place. Please review this matter from time to time to ensure that the Statutory posting requirement remains active.

(continued on next page)

2. **All Units.** At the time you sell the unit, then a copy of this letter, a copy of the enclosed Certificate of Opt-Out Waiver and a copy of the enclosed Retrofit Reports must be provided to your unit's purchaser.

Thank you for your prompt attention to this matter. If there are questions, please contact the Association's office at 408-8293.

Very Truly Yours,

Board Members
Pine Run Association, Inc.

Enclosures

This instrument prepared by:
✓ Sharon S. Vander Wulp
Attorney at Law
712 Shamrock Blvd.
Venice, FL 34293

RECORDED IN OFFICIAL RECORDS
INSTRUMENT # 2016146475 4 PG(S)
November 29, 2016 09:35:28 AM
KAREN E. RUSHING
CLERK OF THE CIRCUIT COURT
SARASOTA COUNTY, FL



CERTIFICATE
OF
Pine Run Association, Inc.
SPRINKLER SYSTEM, HANDRAIL AND GUARDRAIL
RETROFIT OPT-OUT WAIVER REQUIREMENT

Pine Run Association, Inc., its address being, c/o Keys-Caldwell, Inc., 1162 Indian Hills Blvd., Venice, FL 34293, Sarasota County, by the hands of the undersigned hereby certify that:

The Declaration of Condominium of Pine Run, a condominium, is recorded in O.R. Book 1047, Page 2150, of the Public Records of Sarasota County, Florida; The Declaration of Condominium of Pine Run, Section II, a condominium, is recorded in O.R. Book 1033, Page 0403, of the Public Records of Sarasota County, Florida; and The Declaration of Condominium of Pine Run, Section III, a condominium, is recorded in O.R. Book 1383, Page 905, of the Public Records of Sarasota County, Florida. The vote to waive Sprinkler System, Handrail and Guardrail Retrofit Requirement as permitted by Chapters 718.112(l) and 718.1085, Florida Statutes, was submitted to the entire membership of the Association by consent, and approved by affirmative vote in excess of Fifty percent (50%) of the total membership of the Association regarding the fire sprinkler retrofit waiver and in excess of two-thirds (2/3rds) for the handrail and guardrail retrofit waiver, as required by these provisions of the Condominium Act.

Copies of the signed and completed Retrofitting Reports for Condominiums regarding this matter, as submitted to the Florida Division of Condominium, are attached.

IN WITNESS WHEREOF, said Association has caused this Certificate to be signed in its name by its President, this 17th day of November, 2016.

ATTEST

By: Peter A. Campanelli
Peter Campanelli, as Secretary

Pine Run Association, Inc.

By: Keenie M. Bugenhagen
Keenie Bugenhagen, as President

WITNESSES:

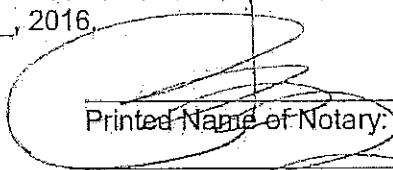
Owen Hodder
Print Name: OWEN HODDER

James S. Krent
Print Name: JAMES S. KRENT

STATE OF FLORIDA
COUNTY OF SARASOTA


I HEREBY CERTIFY that on this day before me, a Notary Public in and for the State of Florida at large, personally appeared Keenie Bugenhagen, as President, and Peter Campanelli, as Secretary, of Pine Run Association, Inc., and they acknowledged before me that they are such officers of said corporation; and they executed the foregoing Certificate Sprinkler System, Handrail and Guardrail Retrofit Requirement on behalf of said corporation, and affixed thereto the corporate seal of said corporation; that they are authorized to execute said Certificate Sprinkler System, Handrail and Guardrail Retrofit Requirement and that the execution thereof is the free act and deed of said corporation. They are personally known to me or have produced their driver's licenses as identification and did not take an oath.

nk WITNESS my hand and official seal at Venice, Sarasota County, Florida this
day of November, 2016.


Printed Name of Notary: _____

Notary Public
Commission # _____

My Commission Expires:

 JACALYN K. WOOD
MY COMMISSION # EE 884310
EXPIRES: April 20, 2017
Bonded thru Budget Notary Services

RETROFITTING REPORT FOR CONDOMINIUMS

Name of condominium? Pine Run, a condominium; Pine Run, Section II, a condominium; Pine Run, Section III, a condominium

Name of the association? Pine Run Association, Inc.

The condominium FCTMH file number?

Condominium# [0][5][8][5][8]

(Insert one number per block - to be found in the division's annual billing statement)

Condominium Associations are required to report to the Division of Florida Condominiums, Timeshares, and Mobile Homes (FCTMH) certain information regarding the membership vote to waive retrofitting requirements for fire sprinkler systems and handrails and guardrails. See Chapters 2003-14 and 2004-80, Laws of Florida.

Please select the retrofitting information provided in this report (select only one, provide two reports if waiving requirements for both fire sprinkler systems and handrails and guardrails).

fire sprinkler systems

handrails and guardrails

(Mark an "X" in any applicable block and complete all requested information.)

1. The above-named condominium has voted to waive retrofitting as indicated above (please complete all blanks). The vote to waive retrofitting requirements was conducted:

at a duly-called meeting of the association on _____ (fill in date); and/or
 by execution of written consents.

The specific results of that voting was...

115 The number of unit owners voting to waive the State of Florida requirements.

0 The number of unit owners voting not to waive the State of Florida requirements.

147 The total number of voting interests in the condominium association.

A certificate attesting to this vote is recorded in the County of Sarasota, Florida.

Book number _____ Page number _____ Instrument No. 2016146475

2. The above-named condominium did not waive retrofitting requirements. Commencement of the retrofitting project took place on _____ (fill in date).

The per unit cost of the retrofitting project is: \$ _____

3. The above-named condominium already has fire sprinklers or handrails and guardrails installed pursuant to the requirements and guidelines of Chapter 633, Florida Statutes.

4. Please provide the last date the Association filed its Annual Report with the Office of the Florida Secretary of State: April 15, 2016 (fill in date).

Signed and attested to by: Keenie M. Bugenhagen, Corporate Officer

(Signature)

Keenie Bugenhagen

President

Nov. 17, 2016

(Print Name)

(Title)

(Date)

Return by mail to:

Department of Business and Professional Regulation
Division of Florida Condominiums, Timeshares, and Mobile Homes
1940 North Monroe Street, Tallahassee, Florida 32399-1033
Attention: RETROFITTING CERTIFICATION

or

FAX this report to 1.850.921.5446

This information is subject to Florida's Public Records Law and will be provided to the Florida Division of State Fire Marshal of the Department of Financial Services.

RETROFITTING REPORT FOR CONDOMINIUMS

Name of condominium? Pine Run, a condominium; Pine Run, Section II, a condominium; Pine Run, Section III, a condominium

Name of the association? Pine Run Association, Inc.

The condominium FCTMH file number?

Condominium# [0] [5] [8] [5] [8]

(Insert one number per block - to be found in the division's annual billing statement)

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Please select the retrofitting information provided in this report (select only one, provide two reports if waiving requirements for both fire sprinkler systems and handrails and guardrails).

fire sprinkler systems

handrails and guardrails

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at a duly-called meeting of the association on _____ (fill in date); and/or
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The per unit cost of the retrofitting project is: \$ _____

3. The above-named condominium already has fire sprinklers or handrails and guardrails installed pursuant to the requirements and guidelines of Chapter 633, Florida Statutes.

4. Please provide the last date the Association filed its Annual Report with the Office of the Florida Secretary of State: April 15, 2016 (fill in date).

Signed and attested to by: Keenie M. Bugenhagen Corporate Officer
(Signature)

Keenie Bugenhagen
(Print Name)

President
(Title)

4/17, 2016
(Date)

Return by mail to:

Department of Business and Professional Regulation
Division of Florida Condominiums, Timeshares, and Mobile Homes
1940 North Monroe Street, Tallahassee, Florida 32399-1033
Attention: RETROFITTING CERTIFICATION

or

FAX this report to 1.850.921.5446

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