

APPENDIX 2 - PINE RUN SALE APPLICATION (FORM A)

Appendix 2 is for use by Owners or their agent when selling a condominium property. Carports are appurtenances to the parent condominium unit.

Pine Run property that is to be sold by an Owner shall be pre-approved by the Board of Directors following receipt of this Form A, Sale Application, by the Association's Management Company and review by the Board. Board action shall be conveyed to the Owner in writing.

1. The Owner/seller – upon receipt of a sale contract offered by the buyer – shall complete the Pine Run Form A, Sale Application. The Owner/seller shall schedule the settlement date at least 30 days in the future to allow for Association processing of the sale transaction.

2. The Sale Application Form is also available on the Association's Web-site at www.pinerunosprey.org. The completed Form A shall be delivered to the Association's Management Company, as follows below. Owners should retain a copy of the completed Application.

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

3. The Sale Application package shall include the following components:

- (a) printed, accurate, and legible entries;
- (b) a non-refundable transaction fee of \$50.00 made payable to "Pine Run Association" OR a non-refundable transaction fee of \$100 if the Application is received by the Association less than 10 days prior to the settlement date; and
- (c) an accepted form of photo identification.

4. The Owner has primary responsibility for coordinating the completion and submission of the Sale Form A package, as follows:

- (a) obtain a copy of the Appendix 2 – Pine Run Sale Application (Form A) from the Association's web-site at www.pinerunosprey.org;
- (b) complete and sign/date the "Owner" section of the Application;
- (c) deliver the completed Owner section and a blank Buyer section of the Application to the prospective Buyer who completes the "Buyer" section and along with an ID photo returns the package to the Owner.

It is the Owner's responsibility to inform the Buyer that return of the application package is time-sensitive for reviews and approvals within a specific period. Additionally, the Owner informs the Buyer that an informational session will be required with an Association representative.

When all required materials are completed (see 3. (a), (b), and (c) above), the Owner sends the completed Sale Application package to the Association's Management Company.

5. If the Management Company incurs costs for the preparation of any legal documents, additional fees may be required.

6. Buyer is limited to two domesticated pets and two vehicles.

Complete FORM A on subsequent pages.

FORM A - APPLICATION FOR SALE OF PINE RUN CONDOMINIUM

OWNER/SELLER

APPLICATION DATE _____ Sale of Unit # _____

Proposed Date of Settlement _____

OWNER NAME(S) _____

CORPORATE NAME (if any)

PRIMARY HOME
ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME/CELL PHONE _____ CAR TAG#/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

As Owner, I have provided the Buyer with all required legal and regulatory documents and so attest by my signature(s) below. Also, I have notified the Buyer of required participation in an information session prior to settlement.

(1) _____

(2) _____

Date: _____

BUYER

Unit # Purchased _____

BUYER NAME(S) _____

PRIMARY HOME ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

HOME/CELL PHONE _____ CAR TAG#/State _____

E-MAIL ADDRESS _____

RECONFIRM E-MAIL ADDRESS _____

EMERGENCY CONTACT NAME _____

PHONE _____

MORTGAGE HOLDER (REQUIRED FOR PRIVATE LENDER and SUBJECT TO BOARD APPROVAL.)

NAME _____

PHONE _____

As Buyer, I agree to participate in an information session prior to settlement:

(1) _____

(2) _____

Date: _____



FOR USE BY ASSOCIATION

APPLICATION REC'D _____ ACTION _____ OWNER NOTIFIED _____

Form revised February, /2014. All previous Forms not accepted.

PINE RUN ASSOCIATION, INC.

Managed by KEYS-CALDWELL, INC. 1162 Indian Hills Blvd., Venice, FL 34293
Telephone: (941) 408-8293 Fax: (941) 408-8664 Email: kcweb@keys-caldwell.com

TO: All Unit Owners
FROM: The Board of Directors
RE: Directory Authorization Form

Name: _____ (Please print clearly)

Name _____ (Please print clearly)

Unit # _____

The Board of Directors is creating an Association Directory and Distribution List. Because of new State regulations, if you wish NOT to be included in the Association's directory or on the Association's e-mail distribution list, you must inform the Association by checking the box designated "Do not include my information", sign the form and return it to our office.

Do not include my information.

If you wish to be included in the Directory and E-mail lists, please fill in the information section below.

Please include my information.

• Mailing Address: _____

• Alternate Mailing Address: _____

Florida Land Phone: _____ Other Phone: _____

Cell Phone #1 _____ Cell Phone #2 _____

• E-Mail Address: _____ (Print Clearly)

If you wish to have all Association mailings sent to you electronically, please check the box designated "Send all Association mailing electronically", provided below.

Send all Association mailing electronically.

I (We) agree to allow the information provided above to be published in the new Association directory which will be distributed to all residents.

**NOTE: THIS FORM IS NOT TO BE USED AS AN OFFICAL CHANGE OF ADDRESS.
REQUESTS ARE TO BE RECEIVED IN WRITING OR EMAIL AT: kcweb@keys-caldwell.com.**

Signed: _____ Unit # _____ Date: _____

Signed: _____ Unit # _____ Date: _____

APPENDIX 9- PEST CONTROL/ UNIT ACCESS

In an effort to update Association records and to maintain a comprehensive pest control program, the Board of Directors requires that Owners who elect NOT to use the pest control service provided by the Association, complete and return this information Form. Include a copy of the signed yearly contract with a licensed pest control specialist who will provide your Unit with monthly pest control applications.

The Pine Run Association contracts with a licensed pest control service (currently Hoskins Pest Control) to treat all Units within the complex on a monthly basis. Owners should contact Hoskins directly if they require information about the current pest control regimen, or to inquire about alternative pest control applications that are available through Hoskins.

HOSKINS CONTACT INFORMATION:

Phone: 941-485-6313 or 941-625-7378

Website: <http://www.hoskinspestcontrol.com>

If you are electing to hire your own pest control company, complete this Form and return it to the address listed below. Include a copy of your signed yearly contract with a licensed pest control service. Please note that your yearly contract must stipulate that pest control applications to your Unit will be administered on a monthly basis:

Keys-Caldwell, Inc.

c/o Pine Run Condominium Association 1162 Indian Hills Blvd., Venice, FL 34293 941-408-8293

I will hire my own pest control company, with the understanding that if this process creates an Association pest issue or results in damage to the common area, I am totally responsible for all costs related to any corrective measures necessary. Further, I will provide a monthly receipt of services provided by the pest control company.

NAME OF MY ALTERNATIVE PEST CONTROL COMPANY: _____

PHONE NUMBER OF COMPANY: _____

SIGNED: _____ UNIT # _____ DATE: _____

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: Karen M. Bugenhagen
Karen Bugenhagen, as President


WITNESSES:

Owen Hodges
Print Name: OWEN HODGES

James S. Keat
Print Name: JAMES S. KEAT

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.

 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 664210
EXPIRES: April 20, 2017
Bonds Through 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)

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: Kerrie M. Bugenhagen Corporate Officer
(Signature)

Kerrie 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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