

APPENDIX 1 – PINE RUN LEASE APPLICATION GUIDELINES

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

1. All Pine Run property (condominium or carport) that is leased by an Owner shall be pre-approved by the Board of Directors. A Lease Application is to be completed and sent to the Association's Management Company for review. Subsequently, the Application will be reviewed by the Board followed by written notification of lease approval or the need for other action. Occupancy and use of property is not permitted prior to lease application approval by the Board. To do so subjects the Owner to a fine. Also, if occupancy continues beyond a lease expiration date without Board approval, the Owner is subject to a fine. Units are limited to 2 persons per bedroom.
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 Owner is responsible for completing the Lease Application Form. The Lease Application is available on the Association's website at www.pinerunosprey.org. The completed Application shall be delivered to the Association's Management Company:
Key-Caldwell, Inc. c/o Pine Run Association
1162 Indian Hills Blvd.
Venice, FL 34293
941-408-8293
4. The Lease Application package shall meet these requirements: (a) clear, accurate, legible printed information; (b) a non-refundable transaction fee of \$50.00, made payable to "Pine Run Association"; (c) an additional non-refundable "rush fee" of \$50.00 if the Application is received by the Management Company less than 19 days prior to the proposed occupancy date; (d) a photo ID of the adult tenants. The Owner shall inform the prospective tenant that an information session is to be scheduled with an Association Representative.

5. If an Owner decides to extend a current lease beyond its expiration date, a new Lease Application shall be provided to the Association's Management Company at least 10 days prior to the current lease expiration date. The lease extension period shall be for a minimum of 30 days and a maximum of 1 year. A transaction fee is waived for renewals with no lapse in occupancy, and no photo ID is required. However, a "rush fee" would apply. If occupancy continues beyond the lease expiration date without an approved extension, the Owner is subject to a \$25/per day penalty fee.
6. Owners may require prospective tenants to have "renter's insurance" for any damage to the property or the Pine Run common elements of the community.
7. Owners shall notify the Management Company if an agent is involved in the transaction so entry arrangements can be made to show the property.
8. Owners retain responsibility for screening, exercising oversight, and for the conduct of their tenants.
9. No lease will be approved if a penalty fee levied against a condominium unit is unpaid, or if the Owner is more than 90 days in arrears for payment of Association obligations, unless specifically approved by the Board of Directors.
10. Tenant does not have the right to assign or sublease the unit, or loan the unit to another person. The Owner shall not occupy the Unit at the same time as the renter.

APPLICATION FOR LEASE OF PINE RUN UNIT OR CARPORT

OWNER

APPLICATION DATE _____ Lease of Unit # _____ Lease carport only

Owner permission for pet? Y _____ N _____

OWNER NAME(S)

CORPORATE NAME (if any)

PRIMARY HOME ADDRESS

CITY _____ STATE _____ ZIP CODE

CELL PHONE _____

EMAIL ADDRESS _____

RECONFIRM EMAIL 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:

Date: _____

TENANT FOR UNIT #

NAME(S) _____

PRIMARY HOME ADDRESS

CITY _____ STATE _____ ZIP CODE

CELL PHONE _____ CAR TAG #

STATE _____

EMAIL ADDRESS

RECONFIRM EMAIL 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 an information session with an Association Representative.

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FOR USE BY ASSOCIATION

APPLICATION RECEIVED _____ ACTION _____

OWNER NOTIFIED _____

Form revised: June, 2018. All previous Forms not accepted.

APPENDIX 2 – PINE RUN SALE APPLICATION GUIDELINES

Appendix 2 is for use by Owners or their agent when selling a condominium property. Carports are appurtenances to the parent condominium Unit and are included in the sale.

1. All Pine Run property that is to be sold by an Owner shall be considered for approval by the Board of Directors following receipt of this Form – Sale Application – by the Association’s Management Company and review by the Board. Board action shall be conveyed to the Owner in writing with a copy to the prospective buyer.
2. The Owner/seller – upon receipt of a sale contract offered by the buyer – shall complete the Pine Run Form for Sale Application. The Owner/seller shall schedule the settlement date at least 30 days in the future for Association processing of the sale transaction.

3. The Form for the Sale Application is available on the Association's website at www.pinerunosprey.org. The completed Form 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

4. The Sale Application shall consist of the following components: (a) the completed Application; (b) a non-refundable transaction fee of \$50.00, made payable to "Pine Run Association" OR (c) a non-refundable "rush fee" of \$100.00 if the Application is received by the Management Company less than 10 days prior to the settlement date; (d) a photo ID of the adult buyer(s). If the Management Company incurs costs for the preparation of any legal documents, additional fees may be required.
5. Buyer is limited to two (2) domestic pets and two (2) vehicles.

APPLICATION FOR SALE OF PINE RUN CONDOMINIUM

1. All Application entries shall be completed in ink with legible printing; signatures are to be readable.
2. The Association's Management Company will not issue an estoppel letter to the settlement officer until and unless the Association has approved the sale transaction.
3. Only complete and legible Applications shall be accepted for review by the Management Company and the Association.

OWNER/SELLER

APPLICATION DATE _____ Sale of Unit # _____

Proposed Date of Settlement _____

OWNER NAME(S)

CORPORATE NAME (if any)

PRIMARY HOME ADDRESS

CITY _____ STATE _____ ZIP CODE

CELL PHONE _____ CAR TAG #

EMAIL ADDRESS

CONFIRM EMAIL

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 with an Association Representative.

(1) _____ (2) _____

Date: _____

BUYER FOR UNIT # _____

BUYER'S NAME(S)

PRIMARY HOME ADDRESS

CITY _____ STATE _____ ZIP CODE

CELL PHONE _____ CAR TAG #

EMAIL ADDRESS

CONFIRM EMAIL

EMERGENCY CONTACT

PHONE _____

MORTGAGE HOLDER (REQUIRED FOR PRIVATE LENDER AND SUBJECT TO BOARD APPROVAL):

NAME

PHONE _____

As Buyer, I agree to participate in an information session with an Association Representative.

Signature of Buyer(s)

Date: _____

FOR USE BY ASSOCIATION

APPLICATION RECEIVED _____ ACTION _____ OWNER NOTIFIED _____

Form revised June 2018.
All previous forms not accepted.

APPENDIX 3

CHECKLIST FOR LEAVING PINE RUN FOR ONE OR MORE MONTHS.

It is very important to “vacation proof” your unit, protecting against damage from critters, mold and weather. If you fail to properly prepare your unit and/or don’t make arrangements to have it checked, you will be billed for expenses that the Association incurs in order to correct a problem or nuisance.

1. Arrange for a responsible person to check your unit on a weekly basis.
Provide
Our Maintenance Employees with written contact information for this person prior to leaving.
2. Leave a telephone number and/or email address where you can be reached with our Maintenance staff and Keys- Caldwell, Inc. (941-408-8664).
3. For rodent protection, put 2-3 TBSP of chlorine bleach in toilet bowls.
(Must be re-applied after flushing)
4. Seal all toilet bowls with plastic, close lid and secure with a heavy object on top of cover (brick in a plastic bag or The Collected Works of William Shakespeare)
5. Close all sink and tub drains.
6. Place cork or stopper in sink over-flow drains.
7. Check for any openings around pipes, disposals, wiring and sliders. Seal with industrial foam or steel wool.
8. Remove all food or seal all food in airtight containers.
9. Most pests do not tolerate the smell of Irish Spring soap, moth balls or dryer fabric softener sheets. Place these in strategic spots.
10. Check attic for potential pest entry sites before you leave.
11. Turn off water at main valve inside your unit.
12. Leave air conditioner on and set at 78 degrees F and Humidistat at 60% to prevent humidity and mold. Make sure air conditioner has been serviced properly before leaving.
13. If refrigerator is left on, turn ice maker off.
14. Bring patio furniture inside.

15. Remove any outside items that could become flying debris in high winds, including pots and outside decorations.
16. Unplug all unnecessary appliances to prevent damage from lightning strikes.
17. Turn off hot water heater.
18. If you leave a car, run heater for 15 minutes after using AC for last time to dry moisture in air ducts. To avoid a dead battery when leaving a car for 4-5 months, disconnect wire leading to negative pole.
19. Leave a set of car keys in the unit on the kitchen counter in case the car has to be moved in an emergency or during roadway/building maintenance. Please leave a key to carport closet as well if you have a closet.

APPENDIX 4 – HURRICANE PREPAREDNESS

Your Pine Run condominium unit is not a safe place to be during a hurricane. Likewise, the common buildings were not built to current hurricane standards and should not be used as shelters for residents. When Sarasota County officials announce mandatory evacuation orders, residents should leave. Watch or listen to local news or weather stations for reports for current evacuation orders. The fact that you live in a condominium makes the decision no less yours than if you lived in a private home. Second floor units should evacuate at the same time as first floor units. A severe storm may damage the structural integrity of a building. Pine View School is the nearest shelter, located at 501 Old Venice Road, Osprey – across Route 41. Their phone is 941-486-2001. However, residents should check County Listings for open shelters as Pine View may not be open. **You, and only you, can make the decision to evacuate.**

Hurricane season begins June 1st. and ends November 30th. The Association will implement its Hurricane Plan as soon as a “Hurricane Warning” is announced. Once a Hurricane Warning is announced, the Maintenance Office will serve as the “command post” and will be staffed as long as it is deemed safe. The Association will prepare and secure all recreation facilities and the maintenance building for the hurricane’s potential impact. These buildings are not suitable as shelters for residents.

Periodic announcements will also be posted at www.pinerunosprey.org. The Association will make an effort to keep our roads clear from debris. All community common elements (grounds, clubhouse, and pools) will be prepared for

the storm. The Association will direct traffic. As long as the Verizon Central Office remains in operation, phone calls to the Association will be answered.

When approved for re-entry, residents should expect to present a photo ID, such as a driver's license, to be allowed back onto the property. The Pine Run website (www.pinerunosprey.org) will be updated daily during a hurricane, provided access to power and cable is available. Should the Association need to contact individual owners directly, and their whereabouts are unknown, the Association will contact the person designated as their Emergency Contact.

If you have home health care service, plan ahead with your agency for emergency procedures. During an emergency, the Pine Run Association and its Management Company will not be able to assist every person. Arrange for a family member, neighbor or friend to check on you. Protect yourself during a hurricane by having cash on hand, at least a two-week supply of medication, water, food, a full tank of gas, and a charged cell phone. Most shelters do not accept pets. However, there are designated shelters that do accept pets. Unsecured outdoor objects, including patio furniture, hanging pots, plants, grills and decorative items must be moved inside the unit to limit the amount of flying debris during hurricane season. If it is necessary for the Pine Run Maintenance staff to remove such items, the Owners will be fined \$100.00 per storm, plus the costs of the removal of the items as determined by Management.

Detailed Sarasota County Hurricane Guidelines include a checklist for supplies, services, etc. You can obtain this brochure from the County Offices or on the Sarasota website at www.scgov.net.

GET INFORMED. BE PREPARED. HAVE A PLAN FOR SAFETY AND SECURITY.

APPENDIX 5 – GUIDELINES FOR CONSTRUCTION

1. **Exterior** alteration/modification in the structure and/or appearance of any condominium unit requires prior written approval by the Association.
2. Owners are to complete the Pine Run Association “REQUEST FOR ARCHITECTURAL/GROUNDS MODIFICATION” (form attached) for all **Exterior work**.

3. Approved **Exterior** work must start within 60 days from the date of Board approval. Otherwise, the approval shall be declared null and void.
4. **Interior** work involving structural changes, plumbing, electrical work, HVAC work or replacement of flooring on a 2nd floor unit requires a “REQUEST FOR ARCHITECTURAL/GROUNDS MODIFICATION” Form to be submitted to the Association and approved.
5. Any **Interior/Exterior** work which is started without Association approval or notification will result in a fine of \$100.00/per day, not to exceed a total of \$1000.00.
6. If emergency work is necessary resulting from fire, water, mold/mildew, or storm damage, work may commence upon notification to any Board Officer or the Management Company. This does not relieve the Owners of their obligation to send written notice to the Board within seven (7) calendar days.

APPENDIX 6 – ARCHITECTURAL/GROUNDS MODIFICATION REQUEST

OWNER: _____

UNIT #: _____

PRIMARY MAILING ADDRESS: _____

PHONE: _____ EMAIL: _____

The Unit Owner assumes full responsibility for the maintenance of the modifications herein described and holds the Association harmless from any liability or damage to the subject property, contiguous property, or community common property as a result of this modification. All work will be done at the Owner's expense. This request is subject to obtaining ALL REQUIRED COUNTY AND STATE PERMITS. Any damage caused by this modification to sidewalks, roadways, irrigation systems, utility and cable TV facilities will be restored at the Owner's expense. Project must begin within 60 days of Board approval and be completed within the date specified for completion but not to exceed 6 months, or the approval shall be null and void.

The Owner shall notify the Board of Directors, in writing, upon completion of the modification. The Board reserves the right to inspect the completed project to determine compliance with this request.

For this application to be considered, the following information must be provided by the Owner: (1) Completed A/GM Form, which shall include a narrative description of the proposed modification (including colors, materials, images of products, etc.); (2) Site plan of Unit, showing dimensions planned as architectural drawing to scale from the unit line to the proposed improvements; (3) Exterior elevations (2-3 sides) of requested improvements; (4) Any required signatures of concurrences by other building Owners. (See Appendix 6A).

Approval is hereby requested to make the following modifications, alterations or additions as described and depicted in the following attachments to this application. NO WORK OR MODIFICATION WILL BEGIN PRIOR TO BOARD APPROVAL OF THIS REQUEST.

OWNER'S SIGNATURE: _____ DATE

Date received by Board: _____ Signature:

Board Action: Approved _____ Disapproved _____ Date

APPENDIX 6A – A/GM BUILDING SIGNATURE FORM

If a proposed modification will affect the exterior of the building or the common element, the permission of all Owners of units in that building must be obtained. In that case, this completed form must be attached to the Architectural/Grounds Modification Request Form. Failure to obtain permission from all Owners will result in denial of the modification.

I, the undersigned, as an Owner in Building _____, understand the proposed modification to Unit _____, and hereby grant my permission for the modification to occur.

Unit #	Owner Name (Printed)	Owner Signature	Date

As the Owner requesting the modification, alteration or addition, I hereby attest that I have fully explained such to each of the above Owners and obtained the signatures without coercion or misrepresentation.

Requesting Owner's Signature _____ Date _____

Even Numbered Units

- Building A 300-310 Pine Run Dr. 6 units
- Building B 350-366 Pine Run Dr. 9 units
- Building E 700-716 Pine Run Dr. 9 units
- Building F 750-760 Pine Run Dr. 6 units

Building 4 100-120 Woodland Pl. 11 units

Building 7 234-244 Woodland Dr. 6 units

Building 8 222-232 Woodland Dr. 6 units

Building 9 200-220 Woodland Dr. 11 units

Building 10 122-132 Woodland Dr. 6 units

Odd Numbered Units

Building C 351-367 Pine Run Dr. 9 units

Building D 301-317 Pine Run Dr. 9 units

Building G 751-767 Pine Run Dr. 9 units

Building H 701-717 Pine Run Dr. 9 units

Building 2 101-117 Woodland Pl. 9 units

Building 3 119-141 Woodland Pl. 12 units

Building 5 201-223 Woodland Dr. 12 units

Building 6 225-239 Woodland Dr. 8 units

APPENDIX 7 – TEMPORARY NON-LEASE USE OF PINE RUN UNIT

NOTE: THIS NOTICE MUST BE SUBMITTED AT LEAST (10) DAYS PRIOR TO GUEST'S OCCUPANCY TO KEYS-CALDWELL, INC., C/O PINE RUN, 1162 INDIAN HILLS BLVD., VENICE, FL 34293, FAX 941-408-8664

DATE OF NOTICE: _____

UNIT # _____ OWNER'S NAME(S): _____

OWNER'S PHONE: _____

EMAIL ADDRESS: _____

CONFIRM EMAIL ADDRESS: _____

NAME OF PRINCIPLE (NON-OWNER) ADULT OCCUPANT(S):

LIST OF OTHER OCCUPANTS: _____

CELL PHONE: _____

EMAIL ADDRESS: _____

EMERGENCY CONTACT PHONE: _____

VEHICLE PLATE #: _____ STATE: _____

DATES OF OCCUPANCY: FROM _____ TO _____

Dear Pine Run Board Members:

I desire to allow the above person(s) to occupy and use my Unit. They understand that the Unit will be occupied by a maximum of two (2) persons per bedroom; their stay is limited to no more than 14 consecutive days. I have furnished the Principle Occupant with a copy of the Pine Run Community Rules. I have been assured that all occupants will comply with these rules in every respect. Further, I understand that the Board retains the right to terminate this occupancy for violation of any rules of the Association.

A pet (is) (is not) allowed.

OWNER SIGNATURE: _____ DATE: _____

GUEST SIGNATURE: _____ DATE: _____

APPENDIX 8 – COMPLIANCE COMMITTEE GUIDELINES

Procedures for dealing with failure to comply with Association Governing Documents.

FIRST NOTICE:

Upon notification of a violation by a Pine Run Owner, the Board of Directors or its Management Company shall issue an informal First Notice and request to correct the situation. If the Board issues a written warning, it must be documented and the other Board members notified.

SECOND WARNING

If the violation is not corrected, or if a violation occurs in any period of time, a second warning letter will be issued by the Board through its Management Company, stating that failure to comply within 14 calendar days may result in a fine or suspension of privileges after an opportunity of a hearing with the Compliance Committee.

NOTICE OF HEARING

If the violation is not corrected within 14 calendar days from the date of the second warning or recurs at any time, the Board may levy a fine or suspension and call for a hearing with the Compliance Committee.

If the Owner provides evidence to the Board of Directors that the violation has been corrected and/or assurances that it will not recur, the Board may choose not to levy a fine. Should the violation recur at any time, the hearing may be called with 14 days' notice.

THE HEARING

The hearing will generally be held within 14 days of the second warning. Dates and time will be set by the Compliance Committee. If there are extenuating circumstances, reasonable accommodation will be made. At least three (3) Compliance Committee members must be present either in person or by telephone, as needed.

The Compliance Committee will review evidence presented by the Association and by the Unit Owner. The role of the Compliance Committee members is limited to determining whether to confirm or reject the fine or suspension levied by the Board and providing a written report to the Board who will notify the Unit Owner.

SANCTIONS, FINES, OR OTHER REMEDIES

It is the Board's responsibility to collect the fines, impose the sanctions or other remedies, or otherwise handle the situation from then forward in accordance with the steps outlined in the Association's Declarations of Condominium.

APPENDIX 9 – PEST CONTROL WAIVER REQUEST FORM

The Pine Run Association contracts with a licensed pest control service (currently Hoskins Pest Control) to treat all Units within the community 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. You may contact them as follows:

HOSKINS PEST CONTROL – Phone: 941-485-6313 or 941-625-7378
<http://www.hoskinspestcontrol.com>

These Owners who, due to health reasons for themselves or their pets, may choose an alternative service, must provide a written exemption from a health provider or a veterinarian. If you are electing to hire your own pest control company, complete this waiver request form and return it to the address below. Include a copy of your signed, annual contract with a licensed pest control service. Please note that your annual contract must stipulate that pest control application to your unit will be administered on a monthly basis.

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

WAIVER REQUEST

I will hire my own pest control company at my expense with the understanding that if this process creates an Association pest control issue or results in damage to the common areas, I am totally responsible for all costs related to any corrective measures necessary.

NAME OF ALTERNATIVE PEST CONTROL COMPANY:

COMPANY PHONE: _____

SIGNED: _____ Date: _____ Unit #

COPY OF SIGNED/DATED CONTRACT IS ENCLOSED

Board Action: Approved _____ Disapproved _____

Board Signature: _____ Date:

APPENDIX 10 – DIRECTORY/EMAIL AUTHORIZATION FORM

DATE: _____

TO: All Unit Owners

FROM: The Board of Directors

RE: Directory Authorization Form (Please Print Clearly)

Name: _____

Name: _____

Unit # _____

The Board of Directors is updating the Association’s Directory. Because of new State regulations, if you do not wish to be included in the Association Directory or on the Association’s email distribution list, you must inform the Association by marking the circle designated “Do not include my information,” sign the form and return it to the Association Management Company: Keys-Caldwell, Inc., 1162 Indian Hills Blvd., Venice, FL 34293 or by Fax: 941-408-8664.



DO NOT INCLUDE MY INFORMATION IN THE DIRECTORY

If you wish to be included in the Directory and Email lists and have no changes to your information, please mark the box designated “No Changes” provided below.



NO CHANGES

If you wish to be included in the Directory and Email lists and have changes to your information or are a new Owner, please mark the box designated “Changes/New Owner” provided below and fill in the information section.



CHANGES/NEW OWNER

Mailing Address:

Alternate Mailing Address:

Florida Landline: _____ Cell:

Email:

Emergency Contact Phone:

(Not Published)

If you wish to have all Association mailings sent to you electronically, please mark the box below.



SEND ALL ASSOCIATION MAILINGS ELECTRONICALLY

I (We) agree to allow the information provided above to be published in the annual Association Directory/Owner List, which will be distributed to all Association Owners.

Signed: _____ Date: _____

Signed: _____ Date: _____