

# **CORAL HAMMOCK HOMEOWNERS ASSOCIATION, INC.**

## **POLICIES & PROCEDURES RULES AND REGULATIONS**

Coral Hammock Homeowners is a gated residential resort community in which all occupants are subject to governing documents and Rules and Regulations promulgated by the Homeowners Association for the benefit of the community as a whole. It is the objective that every resident, owner, long term or short term residents and guests enjoy a first class resort experience while staying with us in our community.

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## OFFICE POLICIES AND PROCEDURES

**Office Hours.** The Management office (Community Association Company) for the Coral Hammock Homeowner's Association is located at 305 Whitehead Street in Key West. The office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. The office maintains an open door policy. However, residents with prescheduled appointments will be given first priority. The phone number is (305) 296-0556 and someone is available 24/7.

**Association Correspondence.** Owners will receive Association correspondence by U.S. mail unless otherwise indicated on the Preferred Method of Communication Form.

**Photocopying.** Photocopying of materials for residents will be permitted on the Association copier. Cost of copying will be \$.50 per page.

**Facsimile Use.** Resident use of the Association facsimile is allowed.

**Notary Service.** The Association has a Notary Public and will notarize documents as a courtesy to residents, on appointment.

**Official Records Requests.** Requests for Official Association Records by members of the Association must be in writing. An appointment to inspect the Association Official Records will be made within five (5) working days after receipt of the written notice. Copy requests for Official Records will be ready to be picked up within five (5) working days after receipt of the written request or when the requested item is available. The standard photocopying charge will be applied.

**Right of First Refusal.** The Developer has the Right of First Refusal prior to issuing an estoppel letter. Management must receive a properly executed Right of First Refusal from the Development Office.

**Maintenance Fees.** Maintenance Fees are due on the 1<sup>st</sup> and late on the 15<sup>th</sup>. A \$25 late fee will be assessed for payments not received on time.

## **CONSTRUCTION GUIDELINES**

Coral Hammock, although a residential community, is considered a commercial project by the building department because construction to one unit can impact an adjoining unit. Any work done to modify electrical, plumbing or walls requires a building permit from the City of Key West.

The City of Key West Building Department has been instructed not to issue any building permit without the prior written approval of Coral Hammock, so that modifications can be reviewed and determined if they meet the governing documents of the Association and so that contractors can be informed of the communities' construction protocol.

## **CONSTRUCTION RULES AND REGULATIONS**

### **1. Prior to Commencement of Work**

- 1.1 The Owner or Contractor is to submit a scope of work to the Association office on the Contractors Agreement Form to obtain prior approval.
- 1.2 Contractors are to submit a Certificate of Insurance for Auto, Liability and Workers Compensation to the Association office for their company and any subcontractors that will be employed to complete the work. Liability limits must be a minimum of \$500,000.00.
- 1.3 Current Certificates of Insurance will be kept on file with the office if a contractor wants to be on the Association referral list.
- 1.4 The Owner or Contractor is to give the Association a construction schedule with beginning and completion dates for the work.

### **2. During Construction**

- 2.1 Work hours are limited to 9 AM to 5 PM, Monday – Friday.
- 2.2 Patios, stairways and walkways are not to be used for storage of any materials.
- 2.3 Patios and front doors are to be closed during construction.
- 2.4 Limited parking is available. Contractors need to limit the number of vehicles brought to the job site.
- 2.5 Common areas must be cleaned of any construction debris or dust caused from their job on a daily basis.

- 2.9 Construction debris must be removed from the job site daily. Dumpsters are not permitted on the site.
- 2.10 Failure of the owner or contractor to clean the common areas will result in charges to the owner at an overtime rate plus 50%.

**3. After Construction**

- 3.1 All common areas must be left in the same condition as before construction began.

## GENERAL RULES AND REGULATIONS

### 1. Occupancy Limits

- 1.1 These limits apply to the overnight usage of all units, regardless of length of stay: 2 Bedroom Units up to 6 persons; 3 Bedroom Units up to 8 persons.

### 2. Parking/Vehicular Restrictions

- 2.1 Vehicles which are not currently licensed and registered or which cannot legally or functionally operate under its own power (e.g. due to one or more flat tires, body damage, faulty engine or other mechanical deficiency) on the public streets and thoroughfares of Monroe County, Florida, shall not remain on the association property in such condition for more than forty-eight hours. As used in this section, the term licensed shall mean that the vehicle displays, at all times, a license plate or license tag to which is affixed a sticker indicating that the vehicle is currently validly licensed and registered with the State of Florida or other state as the case may be. Any member or the Board or the boards designated agent, who has cause to believe that a vehicle either is unable to operate on its own power or may not lawfully be operated on the public streets and thoroughfares of Monroe County, Florida, shall affix a sticker thereto in a prominent location thereon, which shall be designed to be reasonably visible to an observer of the vehicle to which it is affixed, will not be easily removable and shall contain the date and time of the affixation to the vehicle, notifying the owner of the vehicle that is considered to be in violation of the association rules and regulations. The owner of the vehicle shall have twenty-four hours from the date and time affixed to the sticker to respond to the board or its agent and demonstrate that the vehicle can operate on its own power or may lawfully be operated on the public streets and thoroughfares of Monroe County, Florida. If the owner cannot so demonstrate or if the owner does not contact the Board within twenty-four (24) hours of the sticker being affixed to said vehicle, whether or not the owner of said vehicle has actually seen the sticker or, due to an absence from the association, could have seen the sticker, the vehicle may be towed at the owner's expense.
- 2.2 Each vehicle, scooter and bicycle must have a properly issued decal to park in the parking spaces or an active pass displayed from the rearview mirror. (No stickers required at this time of 08/07)
- 2.3 Vehicles may park only in designated parking spaces and may not park in the following areas of the association property: designated "fire lanes", or the driveways.
- 2.4 Only passenger automobiles, vans and light pick-up trucks may be parked in the parking areas, provided these (a) do not exceed the size

of one parking space (b) do not obstruct the use of the driveway, and (c) do not exceed 84" in height with the tires inflated to their recommended air pressure. The following definitions shall apply for the purpose of this section.

2.5 "Vans and light pick-up trucks" means vehicles with less than a one-half (1/2) ton weight carrying capacity which is used solely as a passenger vehicle and not as a "Commercial Vehicle" a term that is defined elsewhere in this rule. This rule specifically permits the parking of passenger, cargo vans only. The term light pick-up trucks is specifically intended to include open bed vehicles not used for commercial purposes such as traditional pick-up trucks, as well as sports utility vehicles commonly marketed as "Jeeps" or "SUVs" such as Ford Expedition, Chevrolet Suburban, Jeep Cherokee and the like. Vans and pickup trucks or other trucks which are not contemplated by this section are prohibited.

2.6 Boats, buses, campers, trailers, motor homes, recreation vehicles, mobile homes and commercial vehicles shall not be parked on the association property (except for deliveries as indicated above). The following definitions shall apply for the purposes of this section.

2.a "Commercial Vehicles" means vehicles of every kind whatsoever, which from viewing the exterior of the vehicles or any portion thereof, shows or tend to show any commercial markings, signs, displays, equipment, tools, tool boxes, inventory, apparatus or otherwise indicates a commercial use, including any vehicle having more than two axles or more than four wheels or both.

2.b "Bus" means all vehicles of any kind whatsoever, manufactured, designed, marketed or used as a bus, or transport of greater number of passengers or goods than automobiles are customarily manufactured, designed, marketed or used to carry, but excluding vehicles manufactured, designed or marketed as passenger, cargo or like vans.

2.c "Campers" means all vehicles, vehicle attachments, vehicle toppers, trailers or other enclosures or devices, of any kind whatsoever, manufactured, designed, marketed or used for the purpose of camping, recreation or temporary housing of people or their personal property, and vehicles containing any of the foregoing.

2.d "Motor Homes" or "Recreational Vehicle" means any vehicles which are self-propelled, built on a motor

vehicle chassis, and which are primarily manufactured, designed, marketed or used to provide temporary living quarters for camping, recreational or travel use. Vehicles satisfying the foregoing criteria and which contain shower facilities, restroom facilities, and full cooking facilities shall be considered motor homes.

- 2.e "Mobile Homes" means any structure or device of any kind whatsoever, which is not self-propelled but which is transportable as a whole or in sections, which is manufactured, designed, marketed or used as a permanent dwelling.
- 2.f "Boats" means anything manufactured, designed, marketed or used as a craft for water flotation, capable of carrying one or more persons, or personal property.
- 2.g "Trailers" means any non-motorized vehicles, devices, structures or enclosures of any kind whatsoever, having two or more wheels, which are manufactured, designed, marketed, used or capable of being used to be coupled to or towed by another vehicle.

- 2.7 Vehicle maintenance, repair or renovation is not permitted on association property. For purposes of this section, vehicle maintenance shall include, but not be limited to, changing of oil and other engine fluids, engine maintenance or repair, body maintenance, renovation or repair. Cleaning of the interior of the vehicle, waxing and checking fluid levels is permissible. Emergency repairs to vehicles such as changing a flat tire or charging a battery is allowed. If repairs for the purposes of removing the vehicle are needed, the vehicle must be towed to a repair facility off the association property.
- 2.8 Moving trucks (U-Haul, Ryder) are not permitted on property overnight.
- 2.9 Moving trucks may not begin loading or unloading prior to 8 AM and must finish loading or unloading by 8 PM.
- 2.10 Parking spaces are subject to length restrictions as indicated. Vehicles exceeding the designated parking space are not permitted to park in the parking space.
- 2.12 Temporary parking for loading and unloading of personal property is permitted for a period of time necessary to complete or to pick-up a delivery. Any delivery that shall exceed (30) thirty minutes requires the approval and staging of the board of directors or its designated agent.



- 2.13 Contractor vehicles are permitted to be on site from 9 AM to 5 PM weekdays. Emergency exceptions permitted, contact the office.
- 2.14 Speed limit is 5 MPH.
- 2.15 Gate cards for entry are required and are available from the office. (N/A)
- 2.16 No vehicle shall leak or exude oil, fuel or other noxious, corrosive, toxic or hazardous substance onto the surface of the parking space and the owner (and any non-owner resident) who have the right to the use of such space, jointly and severally shall be liable to reimburse the Association for all costs and expenses incurred by the Association for the clean-up of such substances and any repairs to the parking space occasioned as a result thereof.

**3. Mail & Package Delivery**

- 3.1 Your mailing address is your unit address \_\_\_ Coral Way, Key West, FL 33040.
- 3.2 Your mail will be delivered to the community mailboxes provided by the US Post Office.
- 3.3 Replacement keys for the mailboxes are available in the Association office for a fee of \$5.00 if one is on file. If not, a replacement lock can be installed for \$25.00.

**4. Pool**

- 4.1 There is no lifeguard on duty. Pool use is at your own risk.
- 4.2 Pool hours are from 8AM to 10PM.
- 4.3 Pool use requires an identification tag and common area key. Lost tags and keys are available from the Association office for \$50.00.
- 4.4 Children under 16 must be accompanied by an adult 21 years of age or older.
- 4.5 Daytime guests are limited to 4 per residence at any one time.
- 4.6 Showers are required prior to pool use.
- 4.7 No pets are permitted in the pool area.
- 4.8 No diving is permitted.
- 4.9 No jumping, running or horseplay is permitted at the pool.

- 4.10 No loud games are permitted at the pool.
- 4.11 No glass is permitted in the pool area. Please use plastic containers.
- 4.12 No food is permitted in the pool area.
- 4.13 Radios, CD players or other such devices may be used with earphones only.
- 4.14 Cell phone use is restricted to areas away from those occupied by sunbathers and swimmers.
- 4.15 No inflatable of any kind is permitted in the pool with the exception of life safety jackets, noodle type flotation devices or water wings for children.
- 4.16 Appropriate diapers or rubber pants are required on children that are not toilet trained or any person who is incontinent.
- 4.17 No scuba gear is permitted in the pool.
- 4.18 Proper bathing attire is required in pool, no cutoffs.
- 4.19 No nude or topless sunbathing is permitted in pool area.
- 4.20 Hair clips and hairpins are to be removed prior to using the pool.
- 4.21 Pool furniture is not to be removed from pool area.
- 4.22 Placing a towel on pool furniture prior to using the pool will not reserve pool furniture.
- 4.23 Pool furniture must be covered with a towel when using oils or lotions.
- 4.24 Persons with open wounds or wearing bandages are not permitted in the pool.
- 4.25 Consideration should be given to those who wish to swim laps in the pool.

## **5. Common Areas**

- 5.1 Placing or leaving personal items in the common areas is not permitted.
- 5.2 Loud or obnoxious behavior including yelling, running and loud music, will not be tolerated.
- 5.3 Rollerblading, cycling and skateboarding is prohibited in common areas.

- 5.5 Common area keys may not be reproduced. Common area keys are available in the office for \$50.00.
- 5.6 Littering of any kind is prohibited.
- 5.7 There is to be no use of common area electric or water at any time.
- 5.8 The common areas may be rented for a fee of \$150.00 with proof of insurance. Rules and regulations apply. Obtain a Coral Hammock Clubhouse Agreement from the Association office. Reservations are on a first-come first-serve basis.
- 5.9 Bare feet or wet swimsuits are not allowed in community room.

## **6. Pets**

- 6.1 Two (2) pets per residence are permitted, weight is restricted to 35 lbs per animal. For the purpose of this regulation a pet shall be defined as a cat, a dog or a caged bird. No other pets are permitted.
- 6.2 Pets must be leashed at all times when out of the unit.
- 6.3 Bags must be carried to clean up after your pet.
- 6.4 Pets must be registered in the Association office on the Pet Registration Form.
- 6.5 Excessive barking or aggressive behavior from the pet will not be tolerated.
- 6.6 Pets must have proper licensing and current shot records on file in the office.
- 6.7 Pets are prohibited in the pool area and community room.
- 6.8 The Association may require the pet be removed from the premises for failing to adhere to the above rules.

## **7. Trash Removal**

- 7.1 Place all debris and trash in trash cans provided by Waste Management
- 7.2 Trash must be placed under the Air Conditioning Unit. Trash is never permitted in the walkway or porch.
- 7.3 Household items, furniture, appliances, building and renovation materials must be removed by the vendor or contractor on the day of delivery or renovation and may not be stockpiled for pick up on another day.

- 7.4 Cardboard cartons must be broken down and placed next to the trash can.
- 7.5 Please recycle. Recyclables may be placed in recycle containers provided by Waste Management.
- 7.9 If you have a problem, the office will help you to resolve it, please contact them.

## **8. Exterior Appearance of Unit**

- 8.1 Exterior porches, carports under raised units and walkway area are to be maintained in a safe clean neat and attractive condition. No towels, clothing, rugs, shoes or other equipment will be permitted at any time.
- 8.2 The Association must approve satellite dishes prior to installation.
- 8.3 Only patio furniture is permitted on porches. No storage or household appliances are permitted on patios. Front porches are to be sparsely furnished. Only wood outdoor furniture is permitted without prior approval of the Architectural Control Committee.
- 8.4 No additions or alterations to exterior including but not limited to enclosure of porches or carports are subject to Architectural Control Committee approval.
- 8.5 Unit owners must make arrangements for porch items to be removed from their porches during a hurricane threat.
- 8.6 Visible seasonal decorations must be removed within two weeks of the holiday.
- 8.7 Window treatments other than curtains, draperies, shades or blinds are not permitted.
- 8.8 The backing of window treatments must be white or beige.
- 8.9 The Association Office shall retain a key to each unit at all times.
- 8.10 All components of unit must be kept in proper working condition so a problem will not create damage or annoy others. Repairs must be made within 24 hours of notice from management, or the management has the right to either make or contract the repair and charge the owner
- 8.11 Flammable or combustible liquids are not permitted in the unit at any time.
- 8.12 Screened entrance doors must be approved by the Architectural Control Committee

- 8.13 Grills must be attended while food is cooking and there must be a fire extinguisher available at least 15 feet from the grill for insurance purposes.
- ~~8.14 Grills may not be used on porches or under raised units. (Eliminated 9/29/10)~~
- 8.15 Charcoal grills are prohibited.
- 8.16 Grills must have a cover when stored on the porch or under raised units.
- 8.17 Hurricane Shutters are subject to Architectural Control Committee Approval.
- 8.18 All exterior site fixtures, ornaments and accessories are subject to prior Architectural Control Committee approval.
- 8.19 No sign of any kind shall be permitted on the Common Properties or any lot, nor shall any sign be permitted on or visible from any unit, including without limitation, any signs indicating a unit is for sale or lease.
- 8.20 Patio screening, blinds or lattice is subject to Architectural Control Committee approval.
- 8.21 Paint selections for exterior siding and shutters were chosen as part of a master streetscape and may not be changed at any time.

**9. Storage Under Raised Units.**

- 9.1 No appliances, furniture, boxes, tool benches, tool chests, coolers, ladders, sporting equipment or any other items other than approved vehicles, scooters and bicycles may be openly stored in the carport area of raised units.
- 9.2 Flammable items may not be stored anywhere under a raised unit.
- 9.3 Clotheslines are not permitted under raised units.
- 9.4 No appliances or tools may be connected in view under a raised unit.
- 9.5 Construction of garages, storage rooms, storage bins or storage containers such as Rubbermaid Storage Cabinets are subject to Architectural Committee Approval.

**10. Wildlife**

- 10.1 We value our wildlife and request that you do not feed the birds or other wildlife that comes on or near our community. They may become dependent on you for their food.

- 10.2 The office has information on Wildlife Rescue Operations should you see an animal in distress.

## **11. Rental Guidelines & Guest Registration**

- 11.1 All rentals must be registered with the office on the form provided by the Association prior to arrival.
- 11.2 If a rental arrives late at night they should unload only necessities and check in with security.
- 11.3 All renters and guests of renters are subject to all of the rules of the community.
- 11.4 By submission of the rental registration form the owner or his agent acknowledges that a copy of the community rules and regulations has been given to the renter.
- 11.5 Subleasing of units is not permitted.
- 11.6 All rental units must have posted in the unit an Operations Notice that will include the phone number of the owner or his agent and the Association Office.
- 11.7 Any renter not adhering to the rules and regulations of the community are subject to an immediate eviction.
- 11.8 Every unit owner is ultimately responsible for the behavior of their unit residents and guests and may be charged for damages to the Association property. Rental registration forms and guidelines are available from the office or on the Association WEB Site.
- 11.10 Owners and the Rental Agencies actively leasing units within the association property must issue to the Association Certificates of Insurance for liability with a minimum of \$500,000 of coverage naming Coral Hammock Homeowners Association an additional insured and proof of Automobile and Workers Compensation Insurance for its employees, subcontractors or unit contractors.
- 11.11 Short-term rentals shall obtain from the Association Office a Parking Permit, which will be displayed by hanging from the rear view mirror and state the expiration date for the Permit. (N/A)
- 11.12 Unit owners and long term rentals will be issued a decal to be affixed to the inside of the front window on the driver's side stating the expiration of the lease. (N/A)

## CONSTRUCTION AGREEMENT

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ among  
----- ("Owner or owners representative"), of a unit at  
-----  
Coral Hammock Homeowners and Coral Hammock Homeowners Association, Inc. (the  
"Association").

### WITNESSETH:

WHEREAS, Owner is the Owner of \_\_\_\_\_ at Coral Hammock Homeowners Association and has submitted plans and or specifications to the Association for approval of construction of Improvements (the "Proposed Improvements") in the unit in accordance with the Construction Guidelines; and

WHEREAS, Owner desires to commence construction of the Proposed Improvements and the Association desires to give such approval and to issue a letter of authorization to commence work.

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

1. Owner acknowledges receipt of a copy of the Construction Procedures and agrees to be bound by the conditions stated, copy attached and made part herein.
2. Owner acknowledges that it is Owner's responsibility to supervise contractors, subcontractors, material men and all other parties involved in the construction of the Proposed Improvements. Owner acknowledges that any damage caused and the repair of same to the common areas or facilities of Coral Hammock Homeowners including the walkways, hallways, elevators, stairwells, roads, drainage ditches, trees, water, sewer and other utility pipes and facilities, is the responsibility of Owner, and Owner hereby indemnifies and holds harmless the Association against all loss, costs and expenses, including reasonable attorneys' fees, in connection with repairing any damage caused by any construction improvements for Owner, regardless of whether or not such damage was caused

by the negligence of any such party, it being the intent thereof that Owner shall be strictly liable to repair any such damage, without regard to fault.

3. In the event of any damage to any of the common areas or facilities of the Coral Hammock Homeowners Association, Inc., the Association shall notify Owner of the existence of such damage and of the need for repairs. If Owner does not commence repairs within 10 days and diligently prosecute such repairs to completion thereafter, the Association is authorized to make such repairs for the account of Owner. Furthermore, Owner shall be liable for all consequential damage proximately caused by such damage to the common areas and facilities.
4. All construction of the Proposed Improvements shall be done strictly in accordance with the plans and specifications previously submitted, and any change shall require advance approval by the Association before any work is commenced in accordance with the such changed plans and specifications. Furthermore, all construction must commence within sixty (60) days of the approvals from Association of final plans and the completion of said construction must be finalized by \_\_\_\_\_
4. Any violation by Owner of the provisions of this Agreement shall constitute a default under the Declaration of Association of Coral Hammock Homeowners Association and shall provide to the Association all of the enforcement remedies given to the Association upon the default of Owner set forth in said Declaration.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date first above written.

\_\_\_\_\_  
Coral Hammock Homeowners Association

\_\_\_\_\_  
Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness



# PREFERRED METHOD OF COMMUNICATION FORM

## To Coral Hammock Homeowners Association

*(Please check appropriate option)*

Please send all communications to me, official and informal, via email.

Send only informal communications via email.

I do not have email. Please mail all official communications to me.

Date: \_\_\_\_\_

Signature(s) \_\_\_\_\_

PLEASE PRINT CLEARLY

Your Name \_\_\_\_\_

Your Unit Number \_\_\_\_\_

Email \_\_\_\_\_

Fax Number \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

**CORAL HAMMOCK HOA**  
**VEHICLE PARKING REGISTRATION FORM**  
VEHICLE #1

Name of Primary Driver: \_\_\_\_\_  
Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Emergency Alternate Contact: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_  
Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**305 Whitehead Street ~ Key West, FL 33040 Phone: 305.296.0556**

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**CORAL HAMMOCK HOA**  
**VEHICLE PARKING REGISTRATION FORM**  
VEHICLE #2

Name of Primary Driver: \_\_\_\_\_  
Unit #: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Emergency Alternate Contact: \_\_\_\_\_  
Make of Vehicle: \_\_\_\_\_ Model: \_\_\_\_\_  
Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_  
Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**305 Whitehead Street ~ Key West, FL 33040 Phone: 305.296.0556**

## COMMON AREA FACILITY USE AGREEMENT

This non-assignable Agreement is made between Coral Hammock Homeowners Association hereinafter Association, by and through its agent and \_\_\_\_\_, Resident(s), hereinafter Resident(s), on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ subject to the following terms and conditions.

1. Resident(s) shall use the Facility and the Inventory items in a careful, legal and proper manner. Resident(s) shall return the Facility premises and the Inventory items in as good a condition as they were prior to the use by the Resident(s). Resident(s) agree that the Facility will not be used for any illegal or immoral purpose and will not be used to conduct any business activity. Resident(s) acknowledges that use is limited to the Facility area and does not include any facility not specifically named herein.
2. Resident(s) hereby assume ALL risk of loss of or damage to the Facility and the Inventory items from any cause. None of the inventory items are to be taken from the Facility or any areas of the Community. Resident agrees to cause to have delivered to the Association a Certificate of Liability Insurance naming the Association as an insured in the amount of \$100,000. Any contractor or vendor servicing the event shall also cause to have delivered to the Association a Certificate of Liability, Workers Compensation and Vehicle Insurance prior to the event in amounts acceptable to the Association given the service provided.
3. Resident(s) hereby agree that Resident(s) have fully inspected the Facility and the Inventory items and hereby acknowledge that same are in good condition and repair, and that Resident(s) are satisfied with and have accepted same in such good condition and repair, anything to the contrary being reduced to a written statement by the parties and signed by them.
4. Resident(s) herewith deposit the rental fee of \$75.00, as a non-refundable fee for the use of the Facility plus \$400.00 as a damage deposit for the performance of Resident(s) obligations, hereunder without limiting the rights Association has to secure by other remedies available to it/them for the breach of such obligations by the Resident(s). Said deposit shall be construed as liquidated damages. If Resident(s) acknowledge that parties exceeding fifty (50) persons are required to hire a security guard for the duration of the event.
5. Resident(s) shall indemnify Association and their agents, principals, employees and any person claiming by or through them, against all claims, actions, proceedings, costs, damages, legal fees and liabilities or any nature whatsoever, connected with or resulting from the use of the facility and the inventory items. Resident(s) agree that they shall indemnify Association for any and all injuries suffered to Resident(s) or Residents guests in the Facility or on the Association property.
6. The Facility and the Inventory items are to be used in connection with:

Common Area Facility: Coral Hammock Clubhouse only; pool cannot be rented

Describe Function: \_\_\_\_\_ and not for any other purpose.

7. The time and date of such use shall be strictly from: **DATE:** \_\_\_\_\_

**TIME:** \_\_\_\_\_ AM/PM **TO** \_\_\_\_\_ AM/PM

8. The number of occupants of the Facility or the surrounding area shall not exceed more than 50 persons during such time.
9. Resident(s) agree to be present at all times during the time of such use and during clean-up, such clean-up to be immediately at the conclusion of such use and not later.
10. In the event any action is filed in relation to this agreement, Resident(s) shall pay in addition to all other sums Resident(s) may be called upon to pay, a reasonable attorney's fee to Association, regardless of which party institutes such action.
11. Resident(s) agree to be responsible for the proper and acceptable parking of vehicles of attendees to the above event and releases responsibility of Association should it be necessary to have vehicles towed. Resident(s) agree to indemnify Association for any claims by Resident(s) or guests for the towing of vehicles. **Arrangements for designated parking must be made prior to the event with office; no onsite parking will be permitted. It is recommended that guest park outside of property on Macdonald Street and walk in.**
12. Resident(s) agree that in the event any damages occurs to the Facility the property contained therein or any property belonging to the Association, by Resident(s) or Resident(s) guests, Resident(s) shall pay for such damage within seven (7) days from the date of receipt of any bills or demands for payment. Failure to pay for this damage shall result in Association at its option terminating a rental tenancy or filing a lien upon the owners property in addition to all other remedies available by law and the agreement.
13. The Terms hereof constitute the full agreement of the parties and no oral statements shall have any force and effect or be binding.
14. The use of the Facility may be terminated at any time by Association for any reason and Association shall have the right to remove or cause to be removed any persons or property from the premises.
15. Resident(s) acknowledge that they have signed the attached Inventory and Inspection Report and same are made a part hereof to this agreement.

BY: \_\_\_\_\_  
Association

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
Resident

Date: \_\_\_\_\_

BY: \_\_\_\_\_  
Resident

Date: \_\_\_\_\_

Email: Vickie@cackw.com  
**RENTAL/GUEST REGISTRATION FORM**  
**CORAL HAMMOCK HOMEOWNERS ASSOCIATION, INC**

Unit Owner (Name): \_\_\_\_\_ Unit # \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Rental Agency: \_\_\_\_\_ Agent's name: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Long Term Rental OR  Short Term Rental

**Occupancy Limits: 2 BR-6, 3 BR-8** Number of Bedrooms: \_\_\_\_\_

Dates: Beginning: \_\_\_\_\_ Ending: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Guest Cell Phone Number: \_\_\_\_\_ Name: \_\_\_\_\_

Names of **All** Occupants:

_____	_____
_____	_____
_____	_____
_____	_____

**Maximum Number of Vehicles allowed per Unit: 2**

Boats, Jet Skis, Commercial Vehicles, Trailers and RVs are some of the vehicles not permitted on association property; refer to complete set of rules and regulations at: [www.coralhammockhoa.com](http://www.coralhammockhoa.com)

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_ Tag# \_\_\_\_\_

The Owner or Owners' Agent by submitting this form acknowledges that they have provided the occupant with a full set of Associations Rules and Regulations. The Owner or Owners' Agent acknowledges that any resident that does not abide by the rules and regulations of the association will be subject to eviction under FL State Statute: S.509.141.

**Signature: Owner/Agent:** \_\_\_\_\_ Date: \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_ Date: \_\_\_\_\_

## PET REGISTRATION FORM

RESIDENTS NAME: \_\_\_\_\_

UNIT NUMBER: \_\_\_\_\_

PET: \_\_\_\_\_ PETS NAME: \_\_\_\_\_

BREED: \_\_\_\_\_ COLOR: \_\_\_\_\_

WEIGHT: \_\_\_\_\_

IMMUNIZATION RECORD:

DHLTP: Yes \_\_\_ No \_\_\_ CORONA: Yes \_\_\_ No \_\_\_

RABIES SHOT REQUIRED: DATE: \_\_\_\_\_ TAG # \_\_\_\_\_

Attach proof with this form.

### **Pet Rules & Regulations**

- 8.1 Two (2) pets per residence are permitted.
- 8.2 Pets must be leashed at all times when out of the unit.
- 8.3 Bags must be carried to clean up after your pet.
- 8.4 Pets must be registered in the Association office on the Pet Registration Form.
- 8.5 Excessive barking or aggressive behavior from the pet will not be tolerated.
- 8.6 Pets must have proper licensing and current shot records on file in the office.
- 8.7 Pets are prohibited in the interior courtyard.
- 8.8 The Association may require the pet be removed from the premises for failing to adhere to the above rules.

Management monitors the activity of pet owners and will issue violations for failure to have a means to pick up pet waste from the common grounds. A violation can result in the withdraw of the associations' approval of the pet. The resident will be notified that the pet must be immediately removed from the property, failing to comply with the request may be subject to all such remedies available to the association by law.

I (We) agree to the above rules and regulations:

\_\_\_\_\_  
Pet Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pet Owner