

Lake Arrowhead Condo Owners Association, Inc.

APPLICATION FOR APPROVAL TO SELL

Date: _____ Closing Date: _____

Unit Number: _____

Owner(s)/Seller(s) Name: _____

Address: _____

Realtor: _____ Phone: _____

Title Company _____ Phone: _____

The FOLLOWING INFORMATION TO BE COMPLETED BY PURCHASER

APPLICANT:

Purchaser Name: _____ Phone: _____

Present Address: _____

City/State/Zip: _____

Social Security No.: _____ Date of Birth: _____

Name of Employer: _____

Address: _____ City/St/Zip: _____

CO-APPLICANT:

Purchaser Name: _____ Phone: _____

Present Address: _____

City/State/Zip: _____

Name of Employer: _____

Social Security No.: _____ Date of Birth: _____

Address: _____ City/St/Zip: _____

ADDITIONAL OCCUPANTS: (List everyone who will be residing in the condo)

Name: _____ Relationship: _____

Name: _____ Relationship: _____

Name: _____ Relationship: _____



Lake Arrowhead Condo Owners Association, Inc.

VEHICLE: (Refer to Restrictions and Condo Documents)

Make of Car: _____ Model: _____ Year: _____

License Plate Number: _____ State: _____ Color: _____

Make of Car: _____ Model: _____ Year: _____

License Plate Number: _____ State: _____ Color: _____

PET: DOG / CAT Type/Breed: _____ Weight: _____
(Maximum 20 lbs. at maturity)

CREDIT/PERSONAL REFERENCES: Supply one credit and one personal reference.

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Relationship: _____

Name: _____ Phone: _____

Address: _____

City/State/Zip: _____

Relationship: _____

I have read, understand, and will abide by the Declaration of Condominium, the By-Laws, Articles of Incorporation and the Rules and Regulations of the condominium association.

I (we) represent the information presented in this application is factual and true. I am aware that any falsification or misrepresentation of the facts in this application will result in rejection of this application or constitutes grounds for the Association to void ANY approval that may be granted. I consent and authorize the verification of the information submitted on this form.

My check for \$100.00 is attached.

Date: _____ Signature: _____

Date: _____ Signature: _____

Lake Arrowhead Representative Name Signature

Date of Approval: _____



Lake Arrowhead Condo Owners Association, Inc.

ACCOUNT STATUS

TO: LAKE ARROWHEAD CONDO OWNERS ASSOCIATION

FROM: PROPERTY MANAGER

UNIT NUMBER: _____

OWNER: _____ PHONE: _____

BUYER: _____ PHONE: _____

APPLICATION FEE PAID: YES NO AMOUNT: _____

AS OF THIS DATE THE DEBT CORRESPONDING TO THIS UNIT IS:

Current Maintenance Fees Pending: _____

Next Payment for Fees is Due: Date: _____

Amount: _____

No title transfer can be affected if these sums are not cancelled immediately. The payment should be delivered to our Property Manager. If payment is by check, make it out to "Lake Arrowhead Owners Association".



Lake Arrowhead Condo Owners Association, Inc.

GENERAL RULES AND REGULATIONS

Approved by the Board of Directors January 2007

Introduction

The objective of this pamphlet is to inform owners and renters of the norms established for making Arrowhead an attractive place to live. Arrowhead is a one-family residential condominium. No business or trade can be conducted in the units. These guidelines are based on Chapter 718 of the 2000 Florida Statutes, the Condominium Documents, and the approved decisions of the Board of Directors. The Board is elected each February and periodic meetings are held during the year. Dates and hours are posted on the bulletin board at the clubhouse. The Condominium Documents should be consulted for complete guidelines governing the condominium association. Our management company is

Sun Vast Management Services, Inc. located at 381 Interstate Blvd, Sarasota, FL 34240

WHAT IS A CONDOMINIUM?

A condominium is a form of ownership in which the units are owned individually and the common elements such as buildings, recreational facilities, roads, grounds, etc. are owned collectively. Unit owners, their invited guests and renters must observe all law's provisions of the Condominium Documents, and the Rules and Regulations adopted by the Board of Directors. Each owner must have the complete Condominium Documents and should understand their contents. Only through consideration for the rights of others and compliance with the Rules and Regulations can we maintain harmony for which Arrowhead is noted.

SALE AND RENTAL OF UNITS

No sale or lease is valid without prior written approval of the Board of Directors, Complete information about Lake Arrowhead and a copy of the Rules and Regulations can be picked up by contacting with our property manager. It is the owner's responsibility to orient all renters and buyers concerning the rules and regulations of Lake Arrowhead Condo Assoc., Inc.

The application to sell or lease must be completed in its entirety and be legible to permit the verification of the information. An application fee of \$100.00 is required and must accompany the application when submitted. The necessary forms must be in the hands of the Reception Committee at least five (5) days prior to the scheduled interview. All adult occupants of the premises must be participants in the Reception Committee interview. Within ten (10) days, a letter will be prepared advising of the decision of the Board to approve or disapprove the sale or lease. The committee must also approve subsequent new occupants.

MINIMAL RENTAL PERIOD

No unit will be leased for a period less than twelve (12) months. No sub-leasing is permitted. The Reception Committee must interview all renters.

MAINTENANCE FEES



Lake Arrowhead Condo Owners Association, Inc.

Maintenance fees are established in January and are based on the approved budget for the year. Fees may be paid monthly or quarterly. Payments made be made by ACH or check. Checks are to be made payable to "Lake Arrowhead Condo. Assoc.". Please write your unit number on your check. These fees are due on the first day of each month and considered delinquent after the tenth (10th) day of the month due. If payment is no received by the 15th, our management company may turn the matter over to our attorney, The delinquent owner will pay all costs.

GUEST AND VISITORS

Guests are limited to one 30-day period during any calendar year. Extensions can be made but the Board of Directors when a written request is made; however, the total stay cannot exceed 90-days. Guests using the recreational facilities must be accompanied by a resident or carry some identification related to a resident. No blank invitations are permitted.

PETS

No unit may have more than one dog, or one cat and the animal cannot wright more than twenty (20) pounds. No animal is allowed to run loose on the property. No animal is allowed in the gated pool area. Owners are responsible for picking up all dog waste. Pets should be walked along the perimeter roadway, along the walk on Beneva road, and on the grass on the west side of the pond.

PEST CONTROL

Each owner is responsible for pest control in their unit. This includes ants, roaches, moths, etc. A rodent control program is in force for the common area. Bait boxes are scattered throughout the grounds.

WILDLIFE FEEDING

Under Federal Law, Migratory Bird Protection Act, feeding of any kind of Florida wildlife is strictly forbidden. This includes all type of birds (egrets, herons, cranes, etc.) squirrels, racoons, etc. Bird feeders are not permitted as the seeds attract rodents. The local sheriff's department enforces this law. This law also states that none of the above should be permitted inside a dwelling.

TRASH AND GARBAGE

The carport storage shed located closest to the road are to be used ONLY for trash cans (2 per shed) and recycling bins. Trash and garbage are picked up every Tuesday, generally very early in the morning and may be set out after 5 PM on Monday. Each unit has a container for recycled materials including newspapers, magazines, plastics, cardboard boxes, etc. Note Cardboard boxes must be flattened. Cans which contained food should be washed before placing in container. All other waste must be placed into a metal or plastic garbage can with a secure top, to prevent racoons and squirrels from getting inside. Return waste containers into shed after trash pickup.

Please place all waste containers AWAY from all mailboxes so as to not interfere with mail delivery.

No food should be put n the garbage container unless it is wrapped in a plastic bag and securely closed at the top. The garbage disposal unit in the kitchen should be used to the maximum. If there is a small quantity of food that cannot be put down the disposal unit it should be kept in the freezer until the pick-up day. Additional instructions for the handling of garbage and recycling are contained in the daily newspaper and the special booklets given to all newcomers.



Lake Arrowhead Condo Owners Association, Inc.

NOTE: The dumpster at the entrance to the condominium property is for **YARD WASTE ONLY**.

AUTOMOBILES

No unit owner, renter, or visitor shall keep or park on the common element's trailers, campers, boats, motorcycles, trucks or any vehicle with visible commercial identification. The general description set forth in our documents is "only customary private passenger vehicles" are permitted. No vehicle parking is permitted on the road other than in the visitor's parking areas.

Because of the presence of children, elderly people and certain handicapped residents, the approved speed limit is 10 mph.

As there is no formal play area in Arrowhead, it is not unusual to have residents walking in the street. Therefore, no game playing, bicycling, skating, skate boarding, rollerblading, ball playing and the like, are permitted for obvious reasons.

VEHICLE REGISTRATION

When a new owner or renter moves in, the identification of their vehicles will be recorded. If necessary, a visual check of the type of vehicle involved may be requested. Any change of ownership, or an addition, must be made known to our Property Manager immediately.

CARPORT – PARKING

Each unit has a right to two parking spaces – one under cover designated by number and another in the common open areas. No parking is permitted on the road except for service vehicles, and then only when they do not constitute a traffic problem. Repair work on vehicle's is not permitted other than that required to get a vehicle to a repair shop. No vehicles which are inoperable, unlicensed, or unsightly shall be parked or left anywhere on Association property. Convenience parking for outsiders is permitted. Anti-theft alarms must be maintained in proper operating order. Oil drippings from a vehicle must be cleaned up promptly by the owner. Vehicles may be washed in the area next to the shop.

Garage or estate sales are not permitted on the condominium property.

ONE-WAY TRAFFIC

Upon entering Arrowhead, traffic must turn to the left and continue around the circle. Exit for all vehicles is gained by continuing around the circle. This traffic pattern was established by the postal authorities at the beginning of the development. (The one-way traffic was suspended only during the time of construction 2004-2006).

PARKING VIOLATIONS

Violations of the established rules cannot be tolerated. Violations will be tagged according to "Lake Arrowhead Procedure for Towing Vehicle Violations, dated 01/25/2000". If non-compliance persists, vehicles will be towed away at the owner's expense.

VISITORS



Lake Arrowhead Condo Owners Association, Inc.

All visitors with vehicles should be informed by the resident (owner or renter) of the Rules and Regulations, and the types of vehicles permitted to park at Arrowhead. There is no place to park campers, trailers, boats, etc. Outside accommodation must be obtained.

CLUBHOUSE

Residents can use the Clubhouse for such community activities as card playing, exercise classes, etc. The Clubhouse is available to residents for their private use. It may not be used by, or for an outside entity of any kind. The activity must be related to the social obligations of the resident. Notice of a planned event should be made known to a member of the Board at least one week beforehand. The resident will be furnished a copy of the Clubhouse policy with each request. The request must be completed, signed, and returned with a check for \$100.00 as a refundable security deposit.

NOISE

Any noise that is a source of annoyance to other owners or occupants is strictly prohibited at any time of the day or night.

FISHING

Fishing is permitted only during daylight hours. Fishing is restricted to residents and their invited guests. Compliance with existing fishing regulations is the responsibility of the fisherman. Under no circumstances should any fish, or animal be introduced into the pond or lake. No boats of any kind can be stored on the condominium property.

EMERGENCIES AND SAFETY

FIRE

Each unit was originally equipped with a smoke detector. The smoke detector is checked by observing the small light on the face of the equipment, If the light is not seen, the detector must be checked. Smoke detectors are mandatory and should be tested periodically. A good time to check them is when daylight savings time begins and ends.

A fire extinguisher is located at the front of each unit. The instructions for its use are on the extinguisher and should be read and understood before you have to use it.

Gas and charcoal grilling are permitted on the ground. However, safety is a concern. The Fire Marshall recommends that grilling be done at least 5 feet clearance from combustible materials. Grilling is allowed between buildings.

Only electric grilling is allowed on lanais.

ACCIDENTS

Our stairways and walkways are lighted. Even so, great care must be exercised when elderly people use them. Burned out bulbs should be reported in an Action Request Form (located at the office or online) to the Property Manager immediately.

OUTSIDE WATER TURN OFF



Lake Arrowhead Condo Owners Association, Inc.

If a unit owner will be away from their unit for more than two days, they must shut off the water to their unit at the outside turn off. A unit owner who fails to comply with this rule shall be responsible for any damage caused to the common elements or another unit.

INSURANCE

Arrowhead carries insurance to cover our property and risks. The condo policy does not cover any losses to property within individual units. This means from the painted wall surface. Outside air conditioning compressors area covered by the Association Master policy against peril. Arrowhead is in a "Zone C" classification regarding flood potential, and the flood insurance is not required. Zone C is in the highest classified rating.

PLANTS

Plants may be placed on the second-floor walkways; however, not in a manner as to impede or reduce the exit for emergency use. Doubts can be clarified by referring to the approved policy and the use of common sense. No hanging plants should be hung above the entranceway to the downstairs condo. This is to avoid dropping water on the persons using the downstairs entrance. **It is critical that all plants, including those on lanais, must have a drip pan to hold excess water.**

BUILDING

TRADES people are allowed from 7:30 AM and must be out by 5:00 PM except in an emergency. No alterations with regard to the buildings, including lanais, can be made without Board permission. This includes exterior painting, construction alteration, hurricane shutters, signs that can be viewed from the exterior, etc. A realtor "Open House" sign can be placed at the entrance from Beneva and another to indicate the location of the unit.

No wires, TV or short-wave antennas, masts, or other similar items, shall be erected, constructed, or maintained on the exterior of any building. No clothesline, hangers, or drying facilities are permitted on the exterior of the buildings or in the common areas.

VEGETATION

The selection, maintenance, location of shrubs, trees, flowers, and other vegetation are the exclusive responsibility of the Board through the Ground Committee, maintenance staff, and manager. Flowers are for the beautification of the condominium property and should not be picked for personal use. However, owners at their own expense may plant flowers, shrubs, etc. in the common area planters adjacent to their buildings. All owners of the building should be included in the decision-making process.

All vegetation must be approved by the Board and the Grounds committee. This will avoid:

- 1) Vegetation not conducive to Florida and Arrowhead
- 2) Vegetation that requires excessive care.
- 3) Vegetation banned by the Florida State Agricultural Department.

STORAGE

Carports, lanais, and walkways are not to be used to storage. This includes bicycles, skateboards,



Lake Arrowhead Condo Owners Association, Inc.

beach/pool gear, boxes, appliances, etc. Each unit has an inside closet and/or attics plus a storage shed outside.

HOLIDAY DECORATIONS

Residents are encouraged to decorate during the holiday season. Residents may decorate the deck areas of their units. Residents are not to decorate the common areas, such as in the planters around their units. Only the Association vis the Board can decorate in the common areas. After the holiday has passed decorations should be removed in a timely manner.



Lake Arrowhead Condo Owners Association, Inc.

SARASOTA COUNTY HEALTH DEPARTMENT

RULES AND REGULATIONS FOR THE POOL

POOL RULES

1. Bathers must shower before entering the pool.
2. No food, drinks, or pets are allowed in the pool or on the deck area.
3. Bathing load is no more than fifteen (15) persons at a time.
4. No diving is permitted

GENERAL GUIDELINES FOR CONDOMINIUM RESIDENTS AND THEIR GUESTS

1. Bathers must wear appropriate swimming attire.
2. Suntan oils and lotions must be washed off before entering the pool.
3. No glass containers of any kind are allowed in the pool area.
4. A responsible adult must accompany children under 15 at all times.
5. No ball playing, running, or disturbing noise is permitted. This includes radios - unless the listener uses earphones.
6. Those who use pool umbrellas should be sure that they close them when finished using them to prevent wind damage.
7. Persons using the pool do so at their own risk.
8. The pool is for the exclusive use of Lake Arrowhead residents and their guests.
9. No smoking is permitted in the pool area.
10. The maximum number of persons in the pool at one time is 15. Therefore, bathers should be thoughtful about using rafts or other floating objects, especially during the winter season. Bathers must remove rafts if they interfere with the use of the pool by others.
11. All furniture must remain on the deck or the clubhouse porch.
12. Bathers who use suntan oils or lotions must cover their chairs with a towel.
13. No alcoholic beverages are allowed in the pool.
14. Pool open hours are posted on the entrance gates.
15. Guests must be accompanied by a unit owner.

DISTRIBUTION OF RULES

A COPY OF THESE RULES SHALL BE DISTRIBUTED TO EACH OWNER AND KEPT WITHIN EACH UNIT AT ALL TIMES. EVERY PERSON OCCUPYING A UNIT OR USING THE CONDOMINIUM PROPERTY IS OBLIGATED TO FAMILIARIZE THEMSELVES WITH AND OBEY THESE RULES.



Lake Arrowhead Condo Owners Association, Inc.

PROCEDURE FOR TOWING VEHICLE VIOLATORS

BACKGROUND

In the Declaration of Condominium under RESTRICTIONS (C), it states: trailers, campers, boats, trucks, motor bikes or motorcycles are not permitted to be kept over night on the condominium property. Customary private passenger vehicles are permitted.

VIOLATION. A vehicle violating these restrictions should be reported to the Property Manager or Board of Directors and a violation notice will be placed on the vehicle (see attached sample). If the vehicle is visiting a unit owner or renter, the resident will be called and told to have the vehicle removed. Two violation notices will be posted on the vehicle before calling a towing service. Copies of the violation with all dates must be retained.

TOWING SERVICE. Upman's towing and Rescue Service has been advised of the possibility of using their services. A notice to this effect is posted at the entrance to the condo property. All costs for towing will be charged to the violator.

PROCEDURE FOR TOWING

1. Property Manager will be advised, given details of the problem and then will determine if the vehicle should be towed. Details should include a complete description of the vehicle, location, steps previously taken to correct the problem.
2. When the tow truck arrives a representative from the Property Manager and at least one Board member will be present to offer any information needed by the towing company,
3. In the event there is opposition by the violator, the police may be summoned if deemed necessary.



Lake Arrowhead Condo Owners Association, Inc.
POLICY ON TEMPORARY RESIDENTS

In an effort to avoid embarrassing situation caused by either ignorance or a misunderstanding of the restrictions in our condo documents, we hope this communication will clarify these restrictions.

Article XI. (e) (Restrictions) states: No parcel or unit will be sold or leased without the written consent of the Board of Directors. No unit will be leased for any term less than twelve (12) months. The unit owner proposing to sell, or lease will apply in writing to the Board and the communication must be accompanied by the proper documentation and a check for \$100.00

Article XI (f) (Restrictions) states: "Temporary" occupant shall mean one who occupies a unit for no more than thirty days in any one calendar year. Permission for a longer stay (no more than 90 days in any one calendar year) may be given by the Board of Directors.

Documents to initiate the above procedure can be secured by communicating with the Property Manager.

Adopted January 2000



Lake Arrowhead Condo Owners Association, Inc.
PROCEDURE FOR EMERGENCIES

If you discover a fire inside your unit or in any of the buildings, do the following:

- A. In the case of a small flair-up, a fire extinguisher is located at the front of each unity. The instructions for its use are on the extinguisher and should be read and understood before you have to use it.
- B. USING 911 NUMBER, a good message would be My name is _____ and I am reporting an emergency at the Lake Arrowhead Condominium located on Beneva road between Proctor and Clark. My address is _____.
- C. Make sure everyone in the building is alerted and out of the building.
- D. Once you have complied with these instruction, retire to a safe distance to permit the fire department to operate.
- E. Do not, under any circumstances, re-enter the building until the authorities in charge give you permission.



Lake Arrowhead Condo Owners Association, Inc.

COLLECTION PRACTICES AND POLICY

A sound administrative policy for collection of money owed to the condominium association for maintenance fees is basic to good management.

MAINTENANCE FEES

Payments may be made by check, money order or via ACH if set up with our Property Manager.

DUE DATE First (1st) of the month

DELINQUENT Tenth (10th) day of the month

COLLECTION Fifteenth (15th) of the month. If payment is not received by the 15th of the month the Property Manager will turn the matter over to our attorney for collection. All costs will correspond to the delinquent owner. Payments will be applied to the oldest debt in accordance with the law.

If payments are late more than once you must set-up to have payments paid via ACH to the Property Manager.



Lake Arrowhead Condo Owners Association, Inc.
FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

- Q. What are my voting rights in the condominium association?
- A. **One (1) vote per unit.**
- Q. What restrictions exist in the condominium documents on my right to use my unit?
- A. **See Attached Rules and Regulations.**
- Q. What restrictions exist in the condominium documents on the leasing of my unit?
- A. **No unit shall be leased for a period of less than 12 months. No subleasing is permitted. Any new occupant for a period over 30 days must be presented to the Board of Directors. Visitors are limited to 30 days, however, the Board may extend the stay up to 90 days on special request.**
- Q. How much are my assessments to the condominium association for my unit and when are they due?
- A. **Assessments for each year are established at the annual budget meeting to be enforced the following calendar year. They are due on the first (1st) of each month. For calendar year 2022 the assessment is \$427 per month.**
- Q. Do I have to be a member in any other association?
- A. **No.**
- Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities?
- A. **No.**
- Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000?
- A. **No.**

NOTE. THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES/LEASING CONTRACT AND THE CONDOMINIUM DOCUMENTS.



Lake Arrowhead Condo Owners Association, Inc.
INSURANCE COVERAGE

The following is an excerpt from Florida Statute 718.11(11) covering owner's responsibility for certain condominium problems.

- All interior floors, walls, and ceilings - paint, finish, covering, wallpaper and decoration of.
- All built-in shelves, cabinets, counters, storage areas and closets. All interior doors, walls, partitions, and room dividers.
- Refrigerators, stoves, ovens, disposals, dishwashers, and other kitchen equipment.
- All bathroom fixtures, equipment and apparatus (i.e., bathtub, toilet, sink, cabinets). Additions made to the unit or alterations.
- All exterior windows and screening, electrical fixtures (i.e., switches, outlets). All plumbing fixtures.
- All water heaters, water filters, mechanical, ventilation, heating, and air conditioning equipment IF IT SERVES THE INDIVIDUAL UNIT.
- All telephone and television outlets and switches.
- All personal property within the unit or limited common elements

All unit owners should review their condominium unit owner's insurance policies in light of the existing law. Reading over your copy of the condominium By-Laws can be very helpful.



Lake Arrowhead Condo Owners Association, Inc.
ACTION REQUEST FORM

Action Request Form –

- Submit Action Request to the office. Choose whether it is a Maintenance or Board Agenda Item
- One item per request to have this flow work properly. If more than one is listed only the first will be acknowledged as submitted.
- Personal Note: Remember the adage if you don't have something nice to say – yeah that applies please.
- All requests will be reviewed on Fridays.
- Determination will be made as to whether it is an Association or a member responsibility.
- For Association items each will be evaluated and either 'Approved' or 'Rejected'
- If approved, it will then be scheduled
- You will be notified of the status and scheduled week
- When work is completed, you will be notified



Lake Arrowhead Condo Owners Association, Inc.

OWNER INFORMATION FOR ONLINE DIRECTORY

This directory is available on the condominium website.

- www.lakearrowheadcondominium.com
- "Residents" section password: Resident.AC

If you do not complete this form, only your unit number and name will be included.

Please keep in mind that information will be available on our password protected page.

UNIT NUMBER: _____

OWNER INFORMATION

Name: _____

Phone _____

Email _____

MAILING ADDRESS

Address _____

City _____

State _____ Zip _____

OWNER INFORMATION

Please sign below to indicate agreement with the above information appearing in the Directory.

Signature Date

Signature Date

TENANT INFORMATION

LEASE TERM From: _____

To: _____

Name: _____

Phone _____

Email _____

Please return to Property Manager office.



Lake Arrowhead Condo Owners Association, Inc.
VEHICLE REGISTRATION

UNIT NUMBER: _____

EACH UNIT HAS A RIGHT TO ONE (1) CARPORT SPACE AND ONE (1) SPACE IN THE GENERAL OPEN AREA.
THIS RESTRICTION TO TWO (2) VEHICLES APPLIES TO THE OWNER AND ANY OTHER OCCUPANT OF THE
UNIT.

PLEASE FURNISH THE FOLLOWING INFORMATION AND RETURN IT TO THE PROPERTY MANAGER OFFICE.

CAR 1 MAKE: _____ YEAR: _____

MODEL: _____

COLOR: _____

LICENSE: _____

OWNER ON REGISTRATION: _____

CAR 2 MAKE: _____ YEAR: _____

MODEL: _____

COLOR: _____

LICENSE: _____

OWNER ON REGISTRATION: _____

COMMENTS:

