

**HARBOUR OAKS HOA - LEASE RENEWAL APPLICATION**  
 c/o Capital Realty Advisors, Inc., 600 Sandtree Drive, Suite 109, Palm Beach Gardens, FL 33403  
 Phone: 561-624-5888 Fax: 561-624-5827

**PLEASE COMPLETE AND RETURN TO THE ABOVE ADDRESS**

*INITIAL EACH ITEM BELOW AS YOUR ACKNOWLEDGEMENT OF COMPLETION*

1.	Signed copy of Rules & Regulations by owner & tenant.	
2.	Lease Renewal Contract	
3.	Tenant Contact/Emergency Form	
4.	A photo of your vehicle showing the license plate number <u>if you have a new vehicle</u>	
5.	A photo of your pet and vet certificate if you have a new pet.	

APPLICANT & OWNER ACKNOWLEDGEMENT

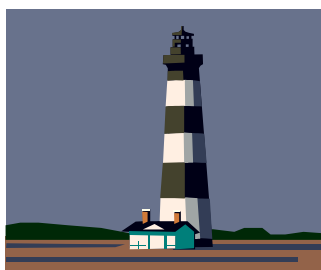
**By my/our signature below, I/we hereby certify:**

- 1. I/we have read, understand and agree to abide by all Harbour Oaks HOA Rules & Regulations.**
- 2. That all information in this lease renewal is true and I/we understand that false or misleading information constitutes grounds for rejection and revocation of my right to reside on this property.**
- 3. No persons other than those on the original lease application will reside in the unit. Anyone moving into the unit at a later date will be required to complete a lease application and is subject to association approval.**
- 4. I/we understand that a mandatory interview/orientation is required prior to approval of any change of tenant.**
- 5. Any common area damage and/or association attorney fees relating to damage caused by tenant and guests, will be the responsibility of the unit owner and paid to the association from the common area security deposit.**
- 6. I/we understand that the Association has the right to deny any lease renewal until any delinquent assessment is paid and/or until any violation of the home owner's documents is corrected.**
- 7. During the term of the lease, if the owner becomes delinquent in the payment of any regular or special assessments due, the association shall notify the lessee and the lessee shall make the rental payment payable to the Association to cover unpaid maintenance fees. Said payments shall be delivered to the management company at above address.**

**OWNERS SIGNATURE:** \_\_\_\_\_ / \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**APPLICANT SIGNATURE:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Harbour Oaks Homeowners Association

## Rules & Regulations

**Please be advised that this is an abbreviated version of the Harbour Oaks Rules & Regulations. For further clarification, please refer to the governing documents, in their entirety, for Harbour Oaks HOA and MacArthur Foundation. Please initial each item after you have read it.**

1.         /Single Family Residence: Units shall be used solely as a single family residence. Non-related residents are limited to no more than 2 occupants per unit. Units cannot be sub-leased at any time.

2.         /Board of Directors Meetings: Harbour Oaks Homeowners Association is a private membership organization. Under the privacy rules, only Homeowners or Individuals invited by the Board to make presentations are permitted to attend.

3.         /Pets: Owners are limited to Two Pets (Dogs and/or Cats) per Unit. **b)** Pets are not permitted in the Pool, Picnic, Playground, or Tot Park Areas, as well as the Club House or Gymnasium at any time. Pets in all other Common Areas must be on a leash, regardless of size. **c) Pet owners are required to clean up after their pets.** **d)** Pit Bull's, German Shepard's, Rottweiler's, Doberman Pincher, or any dogs demonstrating a mean or violent temperament are **not** permitted, as well as dogs that display obnoxious behavior (constantly barking).

Pet owners shall remedy any of the above, or upon written notice from the Association, pet owner will be required to dispose of the pet.

4.         /Garage: Garages are to be used to park at least one vehicle. For safety and security purposes please keep your garage door closed.

5.         /Vehicles:

**a)** Motorcycles, Trailers, Boats, Recreational or Commercial Vehicles (i.e. trucks with logo's or equipment exposed) of any type are **not** permitted except within your garage.

**b)** Vehicles 17 feet in length, 80 inches in height, double axle, double wheeled, or raised suspension vehicles **must** be parked outside the property.

**c)** Open bed pickup trucks, **with** custom covers only, are permitted to be parked on community property, driveways and parking spaces. Uncovered pickup trucks **must** be parked in your garage or off the property. The Association has the right to authorize towing at the sole cost to the owner of the vehicle.

**d)** Vehicles parked over (1) one week in any community space, without approval, or vehicles parked blocking the access of Emergency and Sanitation vehicles in alley ways, will be towed.

6.           /Rental & Resale: All sales and rentals must have a Certificate of Approval by the Board of Directors and an orientation interview prior to moving in. The Association requires 10 days to process any application.
7.           /Use of Common Areas: Any social invitee who is not related to an owner or tenant, must be accompanied by the owner or tenant in the use of all common areas to include the Clubhouse, Pool and Gym. Family members and guests in residence have full use of the facilities.
8.           /Refuse: All garbage and refuse must be placed in closed garbage containers and lids must be firmly attached. Do not overfill. Place cans for pick up, only after 6 pm Tuesday and Friday nights. Sturdy plastic bags securely closed may be placed for pick up only on Wednesday and Saturday morning. All garbage containers and recycle bins must be placed back in your garage no later than 6 pm on the day of pick up.
9.           /Signs: No sign of any kind, For Sale, For Rent and/or Open House is permitted on any window inside or outside, or any other part of the Unit or Common Area without prior written approval of the Board.
10.           /Garage/Yard Sales: Garage and Yard sales are prohibited.
11.           /Architectural Review: Any modifications or structural changes to the exterior including antennas, satellite dishes or Accordion Hurricane Shutters, must have an application submitted to the ARC Review Committee.
12.           /Nuisance: Any noise or other condition that will disturb the peace, quite, safety, comfort or serenity of any other resident is prohibited.
13.           /Open Houses: Open Houses are permitted 12-5 pm on Saturday and Sunday only. All other showings must be by appointment.
14.           /Hurricane Season: Each Unit Owner who is absent May thru December must prepare their unit by removing all wind movable objects from the patio and decks. All other Owners must prepare their Unit 24 hours in advance.
15.           /Holiday Lighting: All holiday lighting and decorations must be removed from public view no later than January 15<sup>th</sup>, following the Christmas holiday.

**Fines and Appeals:** Violations of any of the above and all other Rules and Regulations listed in the Harbour Oaks Documents are subjected to a fine. The owner is solely responsible to the Association for their violations as well as the violations of their renters and guests. The owner also has the right to a hearing in front of the Grievance Committee, who can set the fines up to \$100 per day up to \$1,000 per violation.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Owners \_\_\_\_\_ Date

\_\_\_\_\_/\_\_\_\_\_  
Signature of Tenants \_\_\_\_\_ Date

\_\_\_\_\_/\_\_\_\_\_  
Witness \_\_\_\_\_ Title

**HARBOUR OAKS HOA**  
**TENANT CONTACT / EMERGENCY FORM**

The purpose of having this information is solely to protect you none of this information would be shared or sold to any other party.

**Please Print:**

**Tenant(s) Last/First Name:** \_\_\_\_\_

**Harbour Oaks Address:** \_\_\_\_\_

**Phone Number(s):** \_\_\_\_\_

**Alternate Phone Number(s):** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Emergency Contact:** The contact should be someone who can be contacted in the event of an emergency.

**Name:** \_\_\_\_\_ **Phone #s:** \_\_\_\_\_