

THE GRAND RESERVE CONDOMINIUM
ASSOCIATION, INC



New Renter Packet

13810 Sutton Park Drive North
Jacksonville, Fl 32224

Office 904-223-6089

Fax 904-992-4645

Office Hours:

Monday – Friday 9am – 5pm

Grand Reserve Condominium Association, Inc

13810 Sutton Park Drive North, Jacksonville, FL 32224
904-223-6089 Fax: 904-992-4645

Rules and Regulations

Introduction

The GRAND RESERVE CONDOMINIUM ASSOCIATION ("ASSOCIATION") was designed and developed to serve the primary residence for most of its dwelling unit owners. As in any society, common rules of courtesy must be observed in order that the common good of all of the residents is served.

The following are reasonable Rules and Regulations for the residential portion of the ASSOCIATION which are intended to aid the residents, their family, renters/guests and invitees in determining a reasonable method of conduct and to provide information regarding the use of services and facilities owned and employed by the residents of the ASSOCIATION.

These Rules and Regulations are established by the Board of Directors pursuant to the Declaration, Covenants, Restrictions, Bylaws of the Association and Florida Statute 718.

These Rules and Regulations can be changed, as necessary, from time to time, to reflect the needs of the majority of the residents. If a Condo Owner has any suggestions for adjustments to the Rules and Regulations, the matter should be brought to the attention of the ASSOCIATIONS Property Manager or members of the ASSOCIATIONS Board of Directors in writing.

Every Condo Owner in the ASSOCIATION is expected to read and understand these Rules and Regulations. Every Condo Owner is responsible for ensuring their family, renters/guests and invitees are aware of these Rules and Regulations and complying with them.

The Board of Directors of the ASSOCIATION is authorized to impose penalties or "fines" and to take any reasonable action required to ensure that these Rules and Regulations, intended for the quiet enjoyment by the resident, are properly observed. All costs incurred in enforcing these Regulations may be charged against the individual Condo Owner. In the event the Condo Owner fails to pay for costs incurred in enforcing these Rules and Regulations, the Board of Directors shall have the right to impose a special assessment on the Condo Owners.

It is the responsibility of the Condo Owner to communicate these Rules and Regulations to the renter.

"These Rules and Regulations do not replace or supersede the use restrictions contained in the Declaration of condominium of The Grand Reserve Condominium Association, Inc." but are to be used in conjunction with them.

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Telephone Directory

Emergency	911 call center – 904-630-0500
Police Department	904-630-0500 / 904-828-5463 (Zone 3 substation)
Fire Department	Station 50, Rescue 50 12701 Beach Blvd 904-630-0259 (non-emergency)
Jacksonville City Link	904-630-2488 (City of Jacksonville Information line)
Comcast Cable	904-703-6300 904-625-2975 Gabby Daclouche
JEA	904-665-6000
TECO Gas	904-739-1211

*To report issues at The Grand Reserve please call the office number at 904-223-6089 the on call service will notify management not a board member. If necessary, management may contact a board member.

ALTERATION OF RESIDENCES

A. An owner/resident may not alter any portion of a living unit which in any way affects the common area of the ASSOCIATION property, with out the express written consent of the Board of Directors. The ASSOCIATION'S Property Management Office should be contacted if there are any questions in this matter.

ARCHITECTURAL CONTROL

A. All requests to build, construct, alter, change, or redesign the common area, the existing structure or the additional of a peripheral structure (e.g. screen doors, awnings, hurricane shutters) shall not be permitted with out the Board of Directors written approval. Any changes/modifications/replacement, etc. of any floor covering in units located on the second or third floors MUST receive prior written approval by the Architectural Committee and the Board of Directors. This is a safety issue and failure to comply may result in severe consequences.

The Board of Directors may impose reasonable rules and regulations as a conditional precedent to the construction including, but not limited to, providing the ASSOCIATION with drawings, details, and design drawings. The ASSOCIATION may also inspect the property and require the project to be completed within a set time frame. The cost of the inspection is at the discretion of the Board of Directors, may be borne by the individual Condo Owner.

Nothing in this section will allow a Condo Owner to alter a structure without the necessary governmental permits.

B. The Condo Owner will be responsible for all damage caused by the construction to the common area.

C. If the Architectural Committee finds that the construction, reconstruction, alteration, or refinishing was not done in compliance with the approved plans, it shall notify the owner within 30 days of its inspection, in writing, of the non-compliance and specifying the particulars of non-compliance, and shall require the owner to remedy such non-compliance.

D. Failure to allow the provisions set forth in this section may result in the imposition of fines against violators or legal action to enforce compliance.

ASSOCIATIONS INDEPENDENT CONTRACTORS AND EMPLOYERS

The ASSOCIATION'S employees/independent contractors are agents of the Association as a whole and their direction provided solely by the ASSOCIATION'S Property Manager. Employees and independent contractors of the ASSOCIATION shall not be directed in their regular work efforts by residents, guests or invitee's.

Employees performing services for the ASSOCIATION shall not perform duties for individual residents of the ASSOCIATION.

All employees of the ASSOCIATION are managed by the ASSOCIATION Property Manager and any comments regarding their performance or demeanor should be directed to the ASSOCIATIONS Property Management Office.

BUSINESS: Home based occupations that meet all applicable zoning requirements may be operated out of the units, provided that: (i) there are no employees working within the units, (ii) no signage (iii) customers are not coming and going from the Unit and (iv) such use meets all other municipal code requirements.

COSTS INCURRED IN ENFORCING THESE RULES AND REGULATIONS

All costs, including, but not limited to, court costs, attorneys fees, management fees, incurred in enforcing these Rules and Regulations shall be paid by the owner responsible. Non-payment of the costs of enforcement may result in the individual owner being sent to collections.

DAMAGE TO COMMON AREA

Any damage caused by Condo Owners/Renters, their family, guests, invitees or pets to the common area is the responsibility of the resident.

The Condo Owner will pay for all costs of repairs, loss or replacement as a result of any such damage. The Board may fine an individual unit owner who violates the Rules, Regulations, Bylaws and/or Declarations of the Grand Reserve.

DECALS/PASSES

A. Decals must be displayed by affixing them to the rear passenger's bottom right hand corner window.

All overnight and/or guest passes must be displayed through the front windshield at all times. Passes may be obtained from the Management office.

B. NO person shall assign or transfer a decal or pass to another. The Property Management office assigns all Condo Owner decals. Any vehicle without an authorized decal or pass will be subject to a fine, and or towing.

C. The Grand Reserve Information sheet must be completed in its entirety and returned to The Grand Reserve Office within two weeks. Decals will not be issued without this information.

DELIVERIES, SERVICES/TRADESPEOPLE HOUSECLEANERS

A. Deliveries, service/trades people and housecleaners who violate these rules and regulations, or who are found in areas other than those authorized, may be immediately expelled from the ASSOCIATIONS property and barred from future access to the ASSOCIATIONS property.

B. Condo Owners are responsible for obtaining access for their deliveries, service/trades people and housecleaners.

C. Hours for deliveries, service/trades people and housecleaners will be limited to Monday thru Saturday. Absolutely no deliveries, service/trades people, will be admitted on Sundays or holidays UNLESS IT IS AN EMERGENCY. Food Deliveries will be accepted.

ENFORCEMENT OF RULES

A. The ASSOCIATION has the right to enforce the ASSOCIATIONS Rules and Regulations. This right includes requesting the violator to cease the offending action and if necessary, taking legal action to obtain compliance. Once a resident initiates a written complaint that a violation has occurred, the Compliance Committee and/or Board of Directors will investigate the allegations and may take action against the offending resident, including but not limited to, fining or instituting legal action.

B. The Board will comply with the requirements set forth and adopted at the May 12, 2007 Board Meeting.

C. Any Complainant will remain anonymous.

ENFORCEMENT

All violations of these rules and regulations shall be reported immediately to the compliance Committee, Board of Directors and /or the management agent. The Compliance Committee's determination shall be disparities in the event of any disagreements concerning violations,

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including without limitation, disagreements regarding the proper interpretation and effect of these rules. In the event that any person, firm or entity subject to these rules and regulations, fails to abide by them, as they are interpreted by the Compliance Committee, such person, firm or entity shall be liable to be fined by the Association for each such failure to comply or other violation of these rules and regulations. The fine will be \$100 (or the maximum amount permitted by the Condominium Act) for each violation (provided however a fine may be levied on the basis of each day of a continuing violation for a total amount not to exceed \$1000.00 (or the maximum set forth in the condominium Act) shall be collected by the Association. If the Board deems it necessary, it may bring action at law or in equity in the name of the Association to enforce these rules and regulations, including any provision herein for fines. In the event any such action is instituted, and reduced to judgment in favor of the Association, the Association shall, in addition, be entitled to recover its costs and attorneys fees incurred in enforcing these rules and regulations.

APPEAL PROCESS

Any Owner receiving a Rules Violation Notice may submit a written appeal to the Compliance Committee. The Owner will then be given an opportunity for a hearing at the next Compliance Committee meeting.

GENERAL INFORMATION

- A. Ingress and egress to the complex is thru authorized entrance.
- B. Jumping over, climbing through fences, gates or shrubbery, or climbing over walls is not permitted.
- C. If any incidents occur, please report them to the local police department. Gathering and compiling information is essential to prevent crime and maintain security.
- D. Laundry, towels, etc. may not be hung over balconies, walls or gates. Outside clotheslines or other outside facilities are not permitted.
- E. Television, satellite dishes and radio antennas or similar type equipment are not permitted.
- F. Aluminum foil, bed sheets or paper on windows is prohibited. Window treatment colors are limited to white and off white only.
- G. All garages are for the storage of vehicles only.
- H. Garage doors are to remain closed at all times.
- I. Any unauthorized person in the complex will be required to leave.

- J. Obstructing and Cluttering of Breezeways and Common Areas will not be permitted. Any items left in Breezeways and Common Areas will be confiscated.

ITEMS PLACED ON THE COMMON AREA

Do not remove pool furniture from the pool. Furnishings, fixtures, accessories, pool furniture, or grills may not be added to any breezeway or common area location.

LANDSCAPE AND MAINTENANCE RULES

A. Residents may not plant or change the plantings in any common areas with out the express written permission approval of the Board of Directors. Any unauthorized landscaping is subject to removal and restoration and any expense incurred in removal and restoration will be charged to the responsible Condo Owners.

OPEN HOUSE AND REALTORS

A. Condo Owners are responsible for notifying the Property Management Office in writing, by email or by FAX at least 48 hours in advance of their intent to list or hold an open house.

B. No signs, posters or billboards of any kind shall be erected or displayed to public view from any portion of any building, lot, automobile, pole, tree or personal property. Including Realtor signage.

PETS

The ASSOCIATION is designed for residents to enjoy their pets.

A. Pets maintained on the premises shall not impose a nuisance or burden on other residents, their family, renters/guests and invitees. No more than two (2) household pets are allowed.

B. Only domestic animals are allowed on the common area or in the unit. The term "domestic animal" is defined as dogs, cats, hamsters, gerbils, fish and birds of a type that are "normally" kept in households. Otherwise, no other animal may be maintained on the premises without the authorization by the ASSOCIATIONS Board of Directors. The board may from time to time adopt rules and regulations restricting pets on the condominium property including, without limitation, limiting the size and weight of dogs and/or cats to be permitted on the condominium property and creating rules with respect to waste disposal. No guest, lessee, or invitee shall bring any animal upon the condominium property. Owners shall be responsible for, and bear the expense of, any damage to person, or property resulting from their pets' actions.

C. All pets which are on the common area must be on a leash (12 feet or less) and controlled by a responsible person at all times when outside the residence. No animal shall be allowed to be tied

up in the common area and left at any time. All damage to common area caused by the animal is the responsibility of the Condo Owner.

D. If any pet creates a continual nuisance to other residents by barking, howling, or by some other manner, the Board of Directors may require the permanent removal of the pet from the residence.

E. If a pet uses the common area (lawns or the surrounding sidewalk, curb or street area, etc.) to relieve themselves the pet's owner is responsible for disposing of the waste in a tightly sealed plastic bag in the proper pet receptacles (for sanitary and health purposes).

F. Feeding of migratory ducks or other waterfowl is not permitted.

POOL

A. No lifeguards on duty. All persons who use the pool do so at their own risk.

B. Posted pool rules are to be observed at all times, as well as these additional rules and regulations.

C. Pool is open from 7:00AM to 10:00PM.

D. Pool furniture is for the convenience of everyone and may not be reserved by placing towels or personal belongings on the furniture.

E. Removal of poolside furniture from the pool area is prohibited.

F. Gates must be closed at all times. Propping open the gates is not permitted.

G. Animals are not permitted in the pool area.

H. "Horseplay" or disturbing the peace is not permitted in the pool area.

I. Nudity is not permitted in the pool/spa areas.

J. Diving is not permitted in any part of the pool/spa.

K. Running is not permitted in any part of the pool or spa area.

L. Glass of any kind, breakable items, or other potentially harmful or dangerous objects are not permitted in the pool areas.

M. Loud playing of radios or stereo equipment at pool area is not permitted.

N. Bicycles, tricycles, skateboards and other similar items are prohibited.

O. Ball Playing, Frisbee playing and other similar activities are prohibited.

P. Floating devices such as air mattresses must be under control and must not interfere with the use of the pool by others.

Q. Personal items (floats, umbrellas, towels, etc.) are not to be left in the pool area unattended for an extended period of time.

R. All persons using the pool shall wear proper swimsuits. NO cut-off suits. No cut-offs or shorts are permitted.

S. Children under the age of 16 are not permitted in the pool area unless accompanied by an adult 18 years or older.

T. Infants, diaper-aged children are not permitted in the pool without swim type diaper, nor will pool area be used as a bathroom by children.

- U. Food and drink are not permitted in the swimming pool. Drinks are allowed in the swimming pool area in plastic containers. All food must be contained in the covered patio area. All trash must be deposited in containers and pool area left clean.
- V. The Pool may not be reserved for private parties.
- W. Showers are required before entering pool, no tanning oil allowed in the pool.
- X. A limit of four guests per unit will be allowed at the pool. Residents must accompany the guests and be able to provide proof of residency at the Grand Reserve.

HOT TUB

- A. Hours of operation are from 7:00AM to 10:00PM.
- B. No one under the age of 16 will be permitted in the Hot Tub.
- C. Please shower prior to entering the Hot Tub.
- D. No Food, Drink, Alcohol or Glass permitted in the Hot Tub area.

FITNESS ROOM

- A. Hours of operation are from 5:00 AM to 11:00 PM.
- B. No one less than 16 years of age is permitted into the fitness room w/o an adult.
- C. Proper attire shall consist of shorts, shirt and sneakers. Swimwear and bare feet are not allowed.
- D. Fitness equipment is for the use of residents of The Grand Reserve only. Guests are not permitted in the fitness room at any time.
- E. A trainer or physical therapist may be allowed with Management approval into the fitness room. Please see management to have your Trainer or Physical Therapist able to gain access to the fitness room.
- F. All residents work out at their own risk. It is recommended that you consult a doctor or trainer to learn the usage and benefits of training and the potential risk of such training.
- G. Please be respectful of others and allow others adequate time to use machines, especially cardiovascular equipment. There is a 30-minute time limit on all cardiovascular machines. If no one is waiting you may continue.
- H. Please wipe down machines with wipes (provided at the front of the fitness room) after each use.

OTHER RECREATIONAL ACTIVITIES

Tennis courts, Basketball court, Volleyball Court & Putting Green

- A. Hours of Operation are from 8:00AM to 10:00PM.
- B. Use at your own risk.
- C. A limit of four guests per unit will be allowed at the Recreational Activities. Residents must accompany the guests and be able to provide proof of residency at the Grand Reserve.
- D. There is a one (1) hour time limit when others are waiting to use the Recreational Activities.

QUIET ENJOYMENT

To ensure quiet enjoyment of premises

- A. Individual Condo Owners are responsible for the conduct of their family, renters, guests and invitees.
- B. No resident or his family, renters, guests or invitees shall permit any activity that may interfere with the rights, comfort, safety and convenience of other residents.
- C. Fireworks and Firearms are prohibited. (Page 44 GRCA Declarations)

Residents, family, renters/guests and invitees of the resident may not produce any loud noise, vibration, music or similar sounds. All noise, including without limitation, talking, singing, television, radio record player, tape recorder, CD/DVD Player or musical instrument, shall be kept at such a volume level that the noise is not audible outside the boundaries of the Unit in which it originates.

Disturbing the peace is prohibited. No offensive conduct including behavior which is abusive, unpleasant, disruptive, and intrusive or otherwise infringes on the rights and sensibilities of others will be tolerated.

Please remember that it is the nature of multi-family properties that dwelling units are built in close proximity to one another (resulting in sharing of common walls, floor and ceilings) and noise is frequently audible from one unit to the next. Please be mindful of your neighbors.

RENTERS

- A. No Unit shall be rented for less than nine (9) months.
- B. Condo Owners of rental units shall deliver a copy of and review these Rules and Regulations to/with renters. Renters are required to sign a form stating they have received and will comply with all Grand Reserve Rules and Regulations.
- C. Condo Owners of rental units are responsible for the renter's compliance with these Rules and Regulations.
- D. Condo Owners of rental units must stress that:
 - a. Parking spaces are owned and provide the parking spot that is owned and the renter may park in.
 - b. Each vehicle must be registered with Management and contain a parking decal within seven (7) days of move in.

- c. No more than two (2) pets per unit. When leaving the confines of the Unit, all pets (including cats) are to be on a leash.

PROCEDURE FOR LEASING UNITS

In accordance with the Declarations of The Grand Reserve Condominiums Association, INC the following procedures are to be followed by owners who wish to lease their units not less than ten (10) days prior to the renters move in:

1. A copy of the fully executed lease and each renewal lease is to be on file with the management office.
2. The original lease addendum completed in its entirety and signed by both the owner and the renter.
3. A one time administration fee of \$150.00. This fee is to be paid each time the renter changes.

MOVING

Moving in to and out of units shall only occur between the hours of 8:00AM and 8:00PM. These times are subject to change at the discretion of the Board of Directors.

Moving trucks should be on one side of the building only. All trucks, moving equipment and items being moved should not at any time be placed on grass or landscaped areas.

RECREATIONAL ACTIVITIES ON COMMON AREA

BICYCLES – No bicycle riding is permitted on the green areas or sidewalks within the Grand Reserve property, but is permitted on the driving and parking areas. No motorized scooters are to be operated by anyone under 16 years of age. Caution should be used near the main entrances, as bicycle riding can be hazardous in traffic areas. Children riding tricycles or bicycles with training wheels accompanied by an adult are allowed on sidewalks and other than around the lake and pool area.

RESPONSIBILITY FOR FAMILY, RENTERS/GUEST AND INVITEES

Condo Owners are responsible for their own actions and those of their family, guests, renters and invitees.

SECURITY PROCEDURES FOR CONDO OWNERS

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- A. Each Condo Owner shall have on file a current Security Sheet, which will remain confidential, to be updated annually.
- B. Each Condo Owner MUST leave a duplicate key or a direct phone number to reach the owner. All keys are kept in a secure place and only available to Management and Staff. In the event a key is not available and it is absolutely necessary to enter the unit, The Grand Reserve will enter the unit in whatever manner is necessary. Any repairs necessary will be repaired in a timely manner by the Unit Owner at the Unit Owner's expense.

SIGNS

No signs, posters or billboards of any kind shall be erected or displayed to public view from any portion of any building lot, automobile, pole, tree or personal property. (Pg.46 – GRCA DECLARATIONS.)

SOLICITATION

- A. Solicitation within the Grand Reserve is not permitted.
- B. No leaflets, flyers, brochures or other advertisements shall be attached to any mailbox or left on any part of the property.

STORAGE OF DANGEROUS ITEMS

Resident will store no materials on the common area or lanais, exclusive use common area or in the dwelling units that are highly flammable. This includes paints, chemicals, gas cans, gasoline motors, or other similar containers.

TRASH COLLECTION

All refuse, waste, bottles, cans, newspapers, magazines and garbage in secure, sealed, plastic bags shall be deposited in the trash compactor. Placing garbage/trash outside of a Unit is in violation and subject to a fine.

All recyclables are to be placed in the marked containers just outside the compactor. If the containers are full contact the Management office. DO NOT place your items outside of the recycle containers.

No large items of any kind are to be left at the compactor area for any reason. If you need to dispose of these items please contact the management office for direction. Anyone caught placing large items in front of the trash compactor will be fined \$100.

The trash compactor is located near the front gate. Please enter carefully and observe that traffic is one-way.

VEHICLES/PARKING/PEDESTRIAN

- A. Speed limit within The Grand Reserve is 15 MPH.
- B. Vehicles must be properly parked within the parking spot deeded to their specific unit only.

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- C. Residents that park their vehicles in the visitor's parking spaces are subject to being towed.
- D. Oversized vehicles and commercial vehicles (motor homes, campers, large trucks, etc.) are not to be parked at The Grand Reserve.
- E. Vehicles with logos/advertising are considered commercial and are not permitted to be parked in the normal owner parking spots, visitors or garage parking spots. The Grand Reserve provides leased "Specialty Parking" for these vehicles. Please see the management office for further information.
- F. Inoperable vehicles and motor cycles are not to be parked in common areas. All vehicles must be properly licensed in accordance with Florida law.
- G. Inoperable vehicles and vehicles with expire tags will be towed away at Condo Owners expense.
- H. No repairs, restorations or storage of any motor vehicle, boat (or similar watercraft), trailer or other vehicle is permitted in any portion of the common area.
- I. The Grand Reserve provides "Specialty Parking Spots" for lease.
- J. Blowing of horns, racing of engines, loud mufflers, loud car radios or similar noise is not permitted.
- K. Work on vehicles is not permitted at any time.
- L. One vehicle per parking spot. If two vehicles are parked within one parking spot it is subject to towing.
- M. Vehicles may not be double parked. Any unattended vehicle which is double parked may be towed without notice.
- N. All vehicles or other items parked or stored in violation of the rules will be subject to tow away or such other action deemed necessary by the BOD or its agent. All costs including attorney's fees will be charged to the Condo Owner of the unauthorized vehicle or the Condo Owner of the applicable unit.
- O. Bicyclists shall obey all rules road; ride the same direction as traffic, next to the curb, single file, and never impede traffic.
- P. All vehicle codes of the Department of Vehicles, state of Florida are to be observed.
- Q. No person(except authorized persons action pursuant to instruction from the Board of Directors) shall erect or place any barrier, sign, or marking on any street or remove, tamper with or destroy any barrier, sign or maker lawfully placed on any such street.
- R. The Board of Directors shall have the duty and right to cause official traffic control devices (stop signs, speed bumps, parking instructions, loading zone markers, etc.) to be laced and maintained or replaced, relocated or discontinued within the Grand Reserve when and as required.
- S. Parking is not allowed at ANY TIME in the traffic circles in front of all buildings. This is a fire lane and Violators will be towed!

FRONT GATES

- A. The front gates are security monitored by video at all times.
- B. Anyone that is caught hitting the gate will be charged a \$100 Maintenance Fee per occurrence.

- C. If the gate is hit and requires repairs thru a separate vendor. The responsible party will be billed for all charges and is subject to late fee's and interest. Late fees will be charged at \$25 per month and 15% per annum.
- D. All residents that live at The Grand Reserve must obtain a parking decal.
 - a. Decals are \$8.00 and available at the Management office.

Those who do not obtain a parking decal within one week of residency
are subject to a \$100 fine
to the unit owner the vehicles are affiliated with.

ENFORCEABILITY

All provisions of the Declaration of Condominium are enforceable, and run with the land and are effective until the Condominium is terminated, the terms and conditions of the Declaration may be enforced by the Association, and by owner.

IF ANY PROVISIONS OF THESE RULES AND REGUALTION SHALL BE HELD TO BE INVALID ILLEGAL OR UNENFORCEABLE OR IN CONFLICT WITH THE LAW OF ANY JURSDICTION, THE VALIDITY, LEGALITY AND ENFORCEABILITY OF THE REMAINING PROVISIONS SHALL NOT IN ANYWAY BE AFFECTED OR IMPAIRED THEREBY.

**THE GRAND RESERVE CONDOMINIUM ASSOCIATION, INC.
APPLICANT FORM/ADDENDUM TO LEASE**

Date: _____

To: Board of Administration
13810 Sutton Park Drive North
Jacksonville, FL 32224

Subject to the approval of the registration by the Board of Administration of The Grand Reserve Condominium Association, Inc. (the "Board"), the undersigned owner of Unit _____ ("Owner") _____ and ("Applicant") (See reverse side of form) have entered into a lease, a true and correct copy of which is attached hereto as Exhibit A, to lease Unit _____, for a term of _____ (year (s)) beginning _____ and ending _____ (the lease).

To facilitate consideration of this application for approval of the Lease, the undersigned represents that the following information is factual and true. Any falsification or misrepresentation of the facts set forth in this application will result in automatic rejection of this application and/ or revocation of any approval thereof. We consent to any further inquiry concerning this application, which the Board of Administration may make, or cause to be made.

I, _____ ("Applicant") have received a copy of The Grand Reserve Condominium Association, INC Policy and Procedures. As the Applicant, I agree to read and abide by the rules as they are stated in The Grand Reserve policies and Procedures. _____
(Applicant to initial here)

The Applicant understands that the Applicant will be bound by the provision of The Grand Reserve Condominium documents and agrees to abide by them. _____ **(Applicant to initial here)**

The Owner understand that the approval of the proposed lease agreement by the Board of The Grand Reserve Condominium Association, Inc., shall not release the Owner as member of the Association from any obligation under the Declaration, Articles of Incorporation, By-Laws and any rules and regulations of the association as they may be amended from time to time.

The Owner and Applicant each understands that any violation of the terms, provisions, conditions, covenants and restrictions of the Declaration of The Grand Reserve Condominium Association, Inc., Articles of Incorporation, By-Laws and any rules and regulations, will give rise to cause of action on behalf of The Grand Reserve Condominium against the undersigned. In the event that The Grand Reserve Condominium institutes such enforcement processing and prevails in the same, all cost and attorney's fees incurred in the connection with such proceedings shall be jointly and severally be recoverable from the undersigned.

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APPLICANT FORM/ADDENDUM TO LEASE

The Owner of the unit understands that upon leasing the unit he/she forfeits all use of the amenities, including but not limited to, parking spaces, entry to the pool and fitness areas and any sport facilities.

The unit shall be occupied by no more than (2) two persons per bedroom, and shall not be sublet or assigned without prior written Board approval, Applicant understands that the number of his/her vehicles cannot exceed the deeded parking spaces of Owner. Parking shall be in garage number _____ or the following parking space(s) _____ and _____. **Please initial here**_____

PARKING BY LESSEE IN VISITORS SPACES IS NOT ALLOWED AND VEHICLES ARE SUBJECT TO BEING TOWED AT LESSEE OR OWNERS EXPENSE. LEGIBLE COPY OF DRIVERS LICENSE OR PHOTO I.D. REQUIRED WITH APPLICATION.

Vehicle decals must be displayed by affixing them to the rear passenger's bottom right hand corner window. These decals can only be obtained through the office during normal business hours. All Visitors must park in VISITOR PARKING ONLY and must have a visitor pass visibly displayed in the car or it will be towed at owners expense.

Applicant is limited to two (2) pets of accepted breed and full grown weight not to exceed (30) pounds per pet.

Each owner is required to provide access to their unit at anytime and in the event of an emergency. The best way to facilitate this is to provide a key to the association.

Moving in to and out of units shall only occur between the hours of 8:00AM and 8:00PM. Moving trucks should be on one side of the building only.

All leases must be for an initial term of not less than nine (9) months, except with written Board approval. If lease is vacated during nine month period, any new occupant lease must be approved by the Board, Within ten (10) days after executing a lease agreement for the lease of a Unit, the Owner shall provide the Board with a copy of the lease and the name of the lessee and all other people occupying the Unit. Any unit owner that is more than 2 months delinquent in their HOA dues, are required to submit their rent to the office to bring the account to current. The Owner must provide the lessee copies of the Declaration, Bylaws, and the rules and regulations.

Attached is the processing fee of **\$150.00** made payable to the Grand Reserve Condominium Association, Inc. If the application is accompanied by a criminal background check the processing fee is only **\$75.00**. This application must be completed and submitted with the processing fee and a copy of the fully executed contract (lease) no later than ten (10) working days prior to the move in of lessee.

THE GRAND RESERVE CONDOMINIUM ASSOCIATION, INC.
APPLICANT FORM/ADDENDUM TO LEASE

Attached is a security deposit of **\$200.00** which is to be held in an escrow account and is deemed refundable, unless any violations are committed against the association governing documents. If there are fines for the committed violations, those monies will be deducted from security deposit in escrow and must be replenished within 14 days or the amount of the security deposit is doubled for the next lease period.

Owner/ Lessee shall also provide copies of the keys of the unit for access.

_____	_____	_____
Applicant	Phone Number	Date

_____	_____	_____
Applicant	Phone Number	Date

_____	_____	_____
Owner	Property Manager	Date

Office Use:

Approved____ Disapproved____ dated this _____day of _____, 2012.

Board of Directors Officer_____

The Grand Reserve Condominium Association, Inc.

13810 Sutton Park Drive North Jacksonville, Florida 32224

(904) 223-6089 Fax: (904) 992-4645

Agreement to Policies and Procedures

Date: _____

Unit _____

I have received a copy of The Grand Reserve Condominium Association, INC Policy and Procedures. I agree to read and abide by the rules as they are stated in The Grand Reserve Policies and Procedures. I understand that I live in a condominium community and if I have any questions I will present them to the Grand Reserve Management Office.

I understand that I am bound by the provisions of The Grand Reserve Policies and Procedures as a resident living at The Grand Reserve.

Renter – Signature

Co-Renter - Signature

Renter - Printed Name

Co-Renter – Printed Name

Phone Number

Phone Number

Received on date:

By:

NEW TENANT INFORMATION PACKET

UNIT # : _____

TENANT INFO	PET INFORMATION
FIRST NAME:	NAME:
LAST NAME:	PET OF WHO: RENTER / OWNER (circle)
CELL # EM / NE	TYPE OF PET:
WORK # EM / NE	BREED:
OTHER # EM / NE	COLOR:
EMAIL:	WEIGHT:
LEASE START: LEASE END:	
RESIDENT/CHILDREN INFO	NAME:
FIRST NAME:	PET OF WHO: RENTER / OWNER (circle)
LAST NAME:	TYPE OF PET:
RESIDENT OF WHO: RENTER / OWNER (circle)	BREED:
CELL # EM / NE	COLOR:
WORK # EM / NE	WEIGHT:
OTHER # EM / NE	
VEHICLE INFORMATION	OWNER AND PROPERTY MANAGEMENT
MAKE:	OWNER
MODEL:	NAME: EM / NE
TYPE:	CELL # EM / NE
YEAR:	WORK # EM / NE
COLOR:	OTHER #
PLATE # / STATE:	EMAIL:
DECAL # ISSUED:	CURRENT MAILING ADDRESS:
	PROPERTY MANAGEMENT
MAKE:	NAME: EM / NE
MODEL:	CELL # EM / NE
TYPE:	WORK # EM / NE
YEAR:	OTHER #
COLOR:	EMAIL:
PLATE # / STATE:	CURRENT MAILING ADDRESS:
DECAL # ISSUED:	

PLEASE NOTE: ALL INFORMATION MUST BE FILLED OUT IN FULL FOR APPROVAL

