

**Example Condominium Owners' Association**  
**ORIENTATION- copy for COA and copy for buyer/renter**

Forms to be submitted by applicant:

- Completed Application
- \$100.00 processing fee

Forms and Documents Occupant must have and SIGN off on having read:

Rules and Regulations for HOA and COA-emphasis on only two cars/unit in condo area and pet policy. Point out difference between HOA (Property Manager) and COA (board of Directors). Unit owner/ renter is responsible for guests.

- \*The **Declaration of The Shores of Long Bayou Condominium Association**\_\_\_\_
- \*The **Declaration of The Shores of Long Bayou Homeowners' Association**
- Copy Rules and Regulations
- Association Q&A

\*certified copies can be purchased from the property manager for fifty dollars (\$50.00)

Moving In:

- All boxes must be broken down and recycle
- Elevator pads must be used.
- UTE/UTD key must be used for holding elevator door open
- Keys: stairwell, pool,\* elevator, mailbox**
- Location of dumpsters, Pick up days-nothing left on floor

\*There is a \$5.00 charge for a pool key

See the president of your building for:

- President must have key to unit
- Use of elevator code- please keep confidential for security
- Clubhouse USE and Procedures (SEE HANDBOOK)
- Pest Control- (SEE PRESIDENT)
- Homestead Exemption - if new to Florida- statute 196.031 \$25,000
- Common Areas (SEE HANDBOOK)
- Commodes
- Hurricane preparedness- elevator shutdown
- Speed Limit- 15 mph PARKING**

Property Manager

- Property manager for HOA- clubhouse, 8:00-12:00 Mon-Fri 727-395 9497
- Car decals for owners
- Please remind your president to send new owner information to the HOA manager

\_\_\_\_\_  
Representative of Association  
Name

\_\_\_\_\_  
Buyer or Renter

DATE \_\_\_\_\_