



## NEW OWNER(s) PACKET CHECKLIST

Please include this check list with completed package.

- Copy of Warranty Deed.
- Initialed and executed Pet Rules and Restrictions.
- Vehicle Registration Form. Copy of vehicle registrations must be presented.
- Owner and Tenant Contact Information.
- Amenity Access Registration
- HOA Payment Options
- Key Release
- Acknowledgement of Receipt of Rules and Regulations.
- Fee for new entry device(s) @ \$ \_\_\_\_\_ each.  
Check in the amount of \$ \_\_\_\_\_
- Rental Application Packet (if new owner is leasing unit, or if unit is purchased subject to a lease, please obtain a Rental Application Packet from Management Office).

Should you have any questions, please contact the onsite Management Office.

Summer House Condominium  
Management Office  
700 Ocean Place  
Ponte Vedra Beach, Florida 32082  
[www.mysummerhousedream.com](http://www.mysummerhousedream.com) (Website)  
[shresident1@hotmail.com](mailto:shresident1@hotmail.com) (Email)  
904-285-4200 (Office)  
904-273-2552 (Fax)

## **PET RULES AND RESTRICTIONS at SUMMER HOUSE CONDOMINIUM**

I hereby acknowledge and agree my understanding of the following rules and restrictions at Summer House Condominium:

- No more than two (2) pets (to be limited to domesticated dogs or cats, or one of each) may be kept in a Unit by a Unit Owner at any time. Any pet permitted shall only be allowed remain in the Unit if such pet is permitted to be so kept by applicable laws and regulations and is not left unattended on balconies and/or any other portions of the Condominium Property.
- No potbellied pigs, exotic animals of any kind, including snakes, no pit bull dogs, Rottweiler, Doberman pinchers, or any other animals determined in the Board's sole discretion to be dangerous may be brought onto or kept on the Condominium at any time by the resident of the subject unit, or its invitees. Any pet which, in the Board's sole discretion, presents an immediate danger to the health, safety or property of the community may be removed by the Board without prior notice to the pet's owner.
- Neither the Board of Directors nor the Association shall be liable for any personal injury, death or property damage resulting from a violation of the foregoing, and any occupant of a unit committing such a violation shall fully indemnify and hold harmless the Board of Directors, each Unit Owner and the Association in such regard.
- All Owners must pick up all solid waste of their pets and dispose of such wastes appropriately. All pets (including cats) must be kept on a leash of a length that affords reasonable control over the pet at all times when outside the Unit.
- Any landscaping or other damage to the Common Elements caused by a resident's pet must be promptly repaired by the Unit Owner and/or the resident of record. The Association retains the right to effect said repairs and charge the Unit Owner therefore.
- Pets shall only be walked or taken upon those portions of the Common Elements designated by the Association, if any, from time to time for such purposes. In no event shall said pets ever be allowed to be walked or taken on or about any recreational facilities contained within the Condominium (Pool, pool area, Clubhouse, Fitness Center, Tennis Courts, Common Area Facilities).
- In addition to all other rights and remedies of the Association in the Condominium Documents, a Violation of the provisions of this subsection shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as provided in the By-Laws and any applicable rules and regulations) and /or to require any pet to be permanently removed from the Condominium Property.
- Fish or caged domestic (household type) birds may be kept in the Units subject to the provisions hereof, but may not be kept in the balconies or in any of the Common Elements.

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



## Vehicle Registration

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

Unit No: \_\_\_\_\_

Owner: \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_ Cell Phone \_\_\_\_\_

Non-Resident Emergency Contact Person \_\_\_\_\_

Emergency # \_\_\_\_\_

### VEHICLE INFORMATION

Year	Make/Model	Color	Tag Number	*Decal #
			Expiration Date	
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Issued by Management

**Proof of Residence is required on file before decals are issued.**

**The parking decal must be affixed to the lower left corner  
of the rear window.**

**No other location is permissible.**

### Signature \_\_\_\_\_

By accepting this Parking pass the applicant agrees to follow all rules and regulations contained in the Association's Declaration of the Condominium.

**In order to receive a decal the following items are necessary.**

1. Vehicle Registration Form must be completed and all other required documentation (such as current lease, proof of ownership) must be on file.
2. Proper Identification, proof of insurance, current registration and proof of residence.
3. Vehicle must be operational and tag current.



## Owner and Tenant Contact Information

**UNIT NO:** \_\_\_\_\_

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

**Owner(s)** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Mailing** \_\_\_\_\_

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

### **Owner(s) Contact Information:**

**Home:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Work:** \_\_\_\_\_

### **Other Emergency Contact:** \_\_\_\_\_

*(This information is valuable in case of an emergency in the unit, please print name and contact information of a local friend, relative, neighbor, property manager, etc.)*

**Owner's Email:** \_\_\_\_\_

*(may list more than one email address for each owner)*

### **OCCUPANCY** (only mark one with an "x")

**STATUS:**  Owner Occupied  Second Home / Vacation  
 Unit is Leased  Unit is Vacant

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### **If Unit is leased, please complete below:**

#### **Name of Adult**

**Tenant on lease:** \_\_\_\_\_

**Phone Nos:** \_\_\_\_\_ **Alt.:** \_\_\_\_\_

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

#### **Name of Adult**

**Tenant on lease:** \_\_\_\_\_

**Phone Nos:** \_\_\_\_\_ **Alt.:** \_\_\_\_\_

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

**Emergency Contact:** \_\_\_\_\_



## AMENITY ACCESS REGISTRATION

Entry devices are not transferable without an updated Amenity Access Registration form on file. Devices without updated registration on file are subject to deactivation and a reprogramming fee.

Access Cards - \$25.00 each

### Resident Information

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Unit #: \_\_\_\_\_

Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

This unit is (check one): [ ] owner occupied [ ] renter occupied [ ] unoccupied

*If unit is renter occupied:* (must have completed Tenant package and provided a copy of lease).

Lease Term From: \_\_\_\_\_ To: \_\_\_\_\_

Rental Agent: \_\_\_\_\_

Rental Agent Phone #: \_\_\_\_\_

### Devices

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Device 1: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 2: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 3: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

Device 4: \_\_\_\_\_ Person Using Device: \_\_\_\_\_

I understand that I am being issued an entrance device that it is to be used only by me. Any misuse of this entrance device, as evidenced by personal observation, surveillance cameras and/or gate access activity reports is considered a violation of the provisions of the Declaration of Covenants, Conditions & Regulations, By-Laws and Rules and Regulations of Summer House Condominium. At the time of purchase of this unit, I reviewed and agreed to abide by the provisions of these documents, and I am aware that that failure to do so may result in suspension of access to the property and additional penalties for non-compliance, including fines, as provided in the governing documents.

I have been made aware that all entrance devices to this unit will be deactivated upon the sale of my property / termination of my lease.

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

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



## KEY RELEASE

UNIT NO: \_\_\_\_\_ DATE: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I hereby acknowledge that Summer House in Old Ponte Vedra Condominium Association, Inc. (the "Association") requires that a key to the subject unit be provided for purposes of any emergencies that may develop.

I fully understand that the Association, or its employees, or agents, are in no way responsible for damages or theft to my condominium unit or my belongings. I further agree that in the event of a key loss/damage or lock damage, I will be responsible for changing and/or replacing the lock, if desired (all costs associated therewith will be the responsibility of the owner/tenant), and a copy of the new key must be provided to the Association.

During an emergency, the Association will diligently contact owner/tenant prior to entrance but in no way is obligated to do so if it determines that time is of the essence in order to protect the Association's property or that of any members whose unit may be damaged as a result of this unit.

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Owner

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Date

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Owner

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Date



## **Acknowledgement of Receipt of Rules and Regulations of Summer House Condominium**

I have received a copy and have familiarized myself with the Declaration of Covenants, Conditions & Regulations, By-Laws and Rules and Regulations of Summer House in Old Ponte Vedra Condominium with special attention to Section XVI – Use and Occupancy Restrictions.

I understand that all residents, as well as guests, must comply with these governing documents and that failure to do may result in sanctions up to and including eviction.

With the exception of emergency situations resulting from common areas, I understand that all requests for repair or service to my unit are the responsibility of the Owner and not the Association. I hereby understand that I am responsible for all keys (entrance keys, access cards, remotes, and/or mailbox keys) and a fee will be incurred for the replacement of such keys. Owner further acknowledges that he/she will be responsible for any lockouts from their unit and shall call a locksmith at their expense.

I understand, in particular, that I will be subject to a fine if I leave trash outside my unit or dispose of inappropriate items in the compactor, obstruct fire equipment or leave firewood outside, place any items other than outdoor furniture at any visible location on my porch or entrance landing (including towels, shoes, coolers and sports equipment) or park any vehicle on grass.

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Print Name (s)

Signature: \_\_\_\_\_

Unit #: \_\_\_\_\_ Date: \_\_\_\_\_

**SUMMER HOUSE IN OLD PONTE VEDRA  
CONDOMINIUM ASSOCIATION, INC.**

**Voting Certificate Instructions**

A Voting Certificate is being provided to determine who the voting representative will be for your unit.

**If your unit is owned by more than one person (even if *husband and wife*), a corporation, or a partnership, a Voting Certificate is required.**

Please note the following information about the Voting Certificate:

1. A Voting Certificate is for the purpose of establishing who is authorized to vote for a unit owned by more than one person, a corporation or a partnership.
2. A voting certificate is **not needed** if the unit is owned by only one person.
3. **If a unit is owned by more than one person, the Voting Certificate must be signed by all of the owners of the unit or the appropriate corporate officer.**
3. A Voting Certificate is **NOT A PROXY OR BALLOT** and may not be used as such. Only an \_\_\_\_\_ owner or the appropriate corporate officer may be named on the Voting Certificate, **not a third party**.
4. A voting certificate is valid unless revoked in writing by a subsequent certificate.

Please return the Voting Certificate, if required to:

Summer House in Old Ponte Vedra Condominium Association, Inc.  
700 Ocean Place  
Ponte Vedra Beach, FL 32082

If you have any questions regarding the Voting Certificate, please feel free to call the Management Office at (904) 285-4200.

**VOTING CERTIFICATE**  
**SUMMER HOUSE IN OLD PONTE VEDRA**  
**CONDOMINIUM ASSOCIATION, INC.**

TO: The Secretary of Summer House in Old Ponte Vedra  
Condominium Association, Inc.

Dated \_\_\_\_\_

The undersigned state they are the owners of Unit # \_\_\_\_\_ Unit Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
of the above Association.

Pursuant to the documents of Summer House in Old Ponte Vedra Condominium Association, Inc.,  
the undersigned do hereby designate the following person as voting member for the  
aforementioned Unit:

\_\_\_\_\_  
**(Insert Name of One Unit Owner Only  
Or One Officer or Partner Only  
Designated as the Voting Representative for Your Unit)**

**ALL OWNERS OF THE UNIT MUST SIGN BELOW  
(if unit is owned by more than one person and/or husband  
and wife)**

\_\_\_\_\_  
**(OWNER)**

\_\_\_\_\_  
**(OWNER)**

\_\_\_\_\_  
**(OWNER)**

**Or if Unit is owned by a Corporation:**

Officers of the Corporation which owns the above described unit must sign below:

\_\_\_\_\_  
**President/V.P.**

\_\_\_\_\_  
**Secretary/Asst.Sect.**

**Or if Unit is owned by a partnership:**

I am a General Partner of the general or limited partnership which owns the above described unit.

\_\_\_\_\_  
**General Partner**

**Or if Unit is owned by a Trust:**

I am a trustee of the trust which owns the above described unit.

\_\_\_\_\_  
**Trustee**

Summer House in Old Ponte Vedra Condominium Association, Inc  
700 Ocean Place  
Ponte Vedra Beach FL 32082

**APPLICATION AND REVIEW FORM**  
**FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

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

Unit#: \_\_\_\_\_

Owner mailing address if other than Unit:  
\_\_\_\_\_

Nature of Improvement:  
\_\_\_\_\_  
\_\_\_\_\_

Color and Construction Material:

*A detailed drawing of all improvements must be attached to the application to show location and dimensions. For flooring replacement requests, please be sure to include a photo of the current flooring and photos and documentation of the requested replacement flooring.*

Contractor:

Planned Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

I understand I must receive the written approval from the Association Architectural Review Committee **before the commencement of any work.** I have read, understand and agree to be bound by the Hold Harmless Acknowledgement and the Other Conditions on page 2 of this application form.

Signature of Homeowner  
*(This form must be signed here and on page 2 to be considered.)*

Date Submitted

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**Architectural Review Committee (ARC) Action**

Approved as submitted.  
 Approved subject to: See page 2 of application.  
 Disapproved: See page 2 of application.

Architectural Review Chairman Signature:

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

This work must be completed by \_\_\_\_\_ or the approval shall be deemed withdrawn and you must reapply for permission to do the work.

Final Inspection Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Summer House in Old Ponte Vedra Condominium Association, Inc.**  
**APPLICATION AND REVIEW FORM**  
**FOR ARCHITECTURAL IMPROVEMENT OR EXTERIOR CHANGE**  
**HOLD HARMLESS ACKNOWLEDGEMENT**

There shall be no liability on the Board of Directors, the Architectural Review Committee (hereinafter referred to as the ARC), the Management Company, nor any authorized committee representative of the Association for any loss, damage or injury arising out of, or in any way connected with, the performance of the duties of the ARC.

I agree to hold harmless the Board of Directors and/or Architectural Review Committee in their review of any matter submitted to such Committee. Neither the ARC nor the Board of Directors is responsible for passing on safety, whether structural or otherwise, on conformance with building codes or other governmental laws and regulations, nor shall any such Committee's approval of an improvement of property be deemed approval of such matters.

**OTHER CONDITIONS**

1. I will pay for and secure any/all necessary licenses and permits as may be required by law and will not start on the improvement until I have obtained all required approvals and permits. Approval of the improvement or change by the Association DOES NOT constitute approval by local governmental entities, including but not limited to local building or zoning departments; nor drainage design, nor structural soundness.
2. I will be responsible for future maintenance and repairs of the improvement or change. The Association will NOT maintain the improvement or change, nor will the Association be responsible for repairing any damage to the improvement or change, nor any damage caused as a result of the improvement or change. In the event the construction of the requested improvement or change causes damage to any other property within the community, I will bear the full responsibility for that damage.
3. I will be responsible for immediate, proper disposal of any/all trash, debris, material, etc. generated as a result of the work. Use of Association trash receptacles is prohibited.
4. All applications, denied or approved, are further subject to the Association governing documents: Declaration of Covenants, Conditions and Restrictions, By-Laws and Articles of Incorporation. Any improvement which, although mistakenly approved by the Board of Directors and/or ARC, is in contravention of a provision of the Declaration, Rules and Regulations or any governmental code, regulation, statute or ordinance is deemed denied regardless of the consent previously given and such consent shall not be a waiver of the Association's right to enforce said covenant, rule or regulation as if the request for the improvement had been denied.
5. I must contact the Association for a final inspection when the improvement or change is complete and I authorize entry onto my property for exterior inspection. Failure to notify the ARC or refusal to allow inspection shall result in the withdrawal of the ARC's approval of my request.
6. I will be responsible for the Association's reasonable attorney fees and costs related to my failure to obtain approval or to properly complete the improvement regardless of whether my request or application is later approved.
7. The Association may request additional information relating to my improvement prior to approving this request and/or prior to the completion of the improvement and I will immediately comply with any such request(s). Failure to comply shall result in the withdrawal of the ARC approval, if previously granted, and waiver of any time limits imposed upon the Association.
8. If the improvement as built or completed does not conform to the improvement as approved by the ARC, upon written request of the ARC, I will at my own expense and cost, promptly restore the property to substantially the same condition as existed prior to commencement of the improvement.

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Signature of Homeowner

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Date submitted

*(This application must be signed here and on page 1 to be considered.)*

**APPLICATION APPROVED SUBJECT**

**TO:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION DISAPPROVED FOR THE FOLLOWING  
REASONS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Assessment Payment Options



**FirstService**  
RESIDENTIAL

Dear Owner:

Welcome to the FirstService Residential family! As the leading residential property management company in the country, we are excited to serve you and bring you the exceptional service and property management solutions we have been known for – for almost 30 years.

As part of this transition, your account has a 14-digit account number. Please keep a record of this account number as it will be very helpful to you, particularly should you need to call our 24-hour Customer Care Center for assistance.

. With just a few clicks, you can communicate with your property manager, board members and neighbors, access community forms and documents, pay association fees, and so much more.

Connect to [www.mysummerhousedream.com](http://www.mysummerhousedream.com)  
to view financials, meeting minutes, or view owner resources. You may also email  
the management team or submit a work order request.

Your FirstService Residential Connect™ Resident Portal is just another way that FirstService Residential makes a difference, every day, in the communities we manage.

### How to Register for Your New Resident Portal

Step 1: Log onto <https://SummerHouseinOldPonteVedra.connectresident.com>

Step 2: Click **Resident Access** and select the option to **Register**

Step 3: You may register with both your mobile phone number and email address

The Resident Portal is being provided in addition to your current community site, [www.mysummerhousedream.com](http://www.mysummerhousedream.com). If you need assistance registering your FirstService Residential Connect™ Resident Portal, please contact our Customer Care Center at 1.866.378.1099, 24 hours a day, 7 days a week.

Making payments is easy!

- Pay online through ClickPay by visiting your FirstService Residential Connect™ Resident Portal or visit [www.fsresidential.com](http://www.fsresidential.com). Click on “Make A Payment”.
- Pay over the phone by calling 1.888.354.0135 and pressing Option 1. You will be connected with a ClickPay Resident Support Specialist.
- While we recommend electronic payments, you may pay by check using your payment coupon.

**Important:**

If you prefer to use your personal bill payment service through your bank, be sure to update your account number and the mailing address to:

**Summer House In Old Ponte Vedra Condominium  
P.O. Box 30348  
Tampa, FL 33630-3348**

If you have any questions, please speak to your community association manager or contact our Customer Care Center at 1.866.378.1099. Multi-lingual specialists are available 24 hours a day, 7 days a week.

Again, welcome to the FirstService Residential family!

Sincerely,

Your Management Team

**Shannon Kolacz**  
Community Association Manager  
Shannon.Kolacz@fsresidential.com

**Stacy Hudgens**  
Assistant Community Manager  
Stacy.Hudgens@fsresidential.com