

**CINNAMON COVE TERRACE V  
CONDOMINIUM ASSOCIATION, INC.**

C/O Sandcastle Property Management and Brokerage, LLC  
16266 San Carlos Blvd, Suite 10  
Fort Myers, Florida 33908  
Phone: (239) 466-3330  
Fax: (239) 466-0918

April 7, 2014

To: All Unit Owners of Cinnamon Cove Terrace V  
Re: New Rental Policy Effective April 4, 2014

Dear Unit Owner:

At the Annual Meeting that was held on March 7, 2014, your Board of Directors announced that they were composing a rental policy for all unit owners per the new Documents that were adopted. Enclosed please find the information needed to lease your unit or have a guest in your unit. Please note the following guidelines for renters and guests per the Board of Directors:

- No guest or renter may have a pet;
- No lease may be for a period of less than 30 consecutive days, up to a maximum of 4 times per year;
- All renters must submit a signed lease application, signed rules and regulations, the necessary forms to obtain a background check, and a non-refundable fee in the amount of \$125 made out to Sandcastle Property Management which includes the application fee and the fee for a background check;
- All renters must submit a valid copy of their drivers license with each application submitted;
- All guests must complete the guest form and a signed copy of the rules and regulations;
- All guest forms and lease applications must be submitted at least 15 days prior to occupancy;
- Unit owners are responsible for ensuring that the lessee and their guests as well as the guest of the unit owner abide by the Associations Declaration of Covenants and Restrictions and Rules and Regulations.

All applications and forms are subject to Board approval. All forms can be found on the Cinnamon Cove Terrace V website at <http://www.terracev.com/cms/>. A copy may also be obtained at the offices of Sandcastle Property Management by calling and requesting them at 239-466-3330.

Please feel free to e-mail me with any questions you may have at [lori@sandcastlepmb.com](mailto:lori@sandcastlepmb.com).

FOR THE BOARD OF DIRECTORS,



Lori Cline, CAM, CMCA, AMS  
Managing Agent

Cinnamon Cove Terrace V  
**Rules and Regulations**

1. The occupants and owners of each unit shall abide by all laws, ordinances and regulations of all governmental bodies, and all regulations that may be passed from time to time by the Association's Board of Directors
2. All occupants under eighteen (18) years of age shall be supervised by an adult to insure that they do not become a source of unreasonable annoyance to other residents.
3. No trailers, mobile homes, campers, boats, recreational vehicles or commercial trucks shall be parked in or on the common properties overnight. Bicycles are not permitted in the courtyard at any time and must be stored in storage shed overnight. The Board of Directors are to be notified of vehicles parked overnight in the visitor parking lot.
4. Guests and tenants are not permitted to have pets.
5. The occupants of the condominium units shall not permit loud and objectionable noises or noxious odors from their individual units.
6. No wire, antennas, clothes, or similar items shall be erected or maintained on the exterior of the buildings or on the lanais. Small digital Wi-Fi receivers installed on the Lanais may be approved by the Board of directors.
7. The Board of Directors, or its agents, shall have the right to enter any condominium unit at any reasonable time for the purpose of maintenance and /or inspection.
8. No unit occupant shall dispose of trash and garbage other than in receptacles provided. All cardboard and packing materials are to be broken down and placed in the proper containers.
9. No occupant shall in any way obstruct the common way of ingress and egress to the other units or the common elements.
10. A Grill is provided at the South end of the carports for use of all owners and renters, with the responsibility to clean and cover after each use. Any problems are to be reported to the Board.
11. Building 5 is fortunate to have two entrances to our building. We should not enter, exit, or drive through the property at Buildings 3 and 4.

**Exceptions:** Upon prior written application by the unit owner or occupant, the Board of Directors may make such limited exceptions to the foregoing restrictions as may be deemed appropriate to the discretion of the Board, for the sole purpose of avoiding undue hardship or inequity.

I have read the foregoing rules and agree to abide by them.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

UNIT# \_\_\_\_\_

**CINNAMON COVE TERRACE V  
CONDOMINIUM ASSOCIATION  
C/O SANDCASTLE PROPERTY MANAGEMENT  
16266 SAN CARLOS BLVD, SUITE 10  
FORT MYERS, FL 33908**

**GUEST FORM**

(PLEASE PRINT OR TYPE)

Unit: \_\_\_\_\_ Address: \_\_\_\_\_

Unit will be used during the following dates: \_\_\_\_\_

Guest Name(s): \_\_\_\_\_

Guest(s) Relation to Owner: \_\_\_\_\_

Number of people who will occupy the unit: \_\_\_\_\_

**A copy of the Association Rules and Regulations has been provided and the guest has been instructed to follow these rules and regulations.**

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

Owners Printed Name: \_\_\_\_\_

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

Form is to be forwarded to:

Sandcastle Property Management  
16266 San Carlos Blvd., Suite 10  
Fort Myers, FL 33908  
239-466-3330 (PHONE)  
239-466-0918 (FAX)  
[lori@sandcastlepmb.com](mailto:lori@sandcastlepmb.com)

**This form must be submitted to Cinnamon Cove Terrace V  
Condominium Association Board of Directors at least (15) days prior  
to the arrival of any guest.**

**PETS are not permitted to accompany guests.**

**Cinnamon Cove Terrace V Condominium Association, Inc.**

Sandcastle Property Management  
16266 San Carlos Blvd, Suite 10  
Fort Myers, Florida 33908  
Phone: 239-466-3330 \*\* Fax: 239-466-0918  
[Lori@sandcastlepmb.com](mailto:Lori@sandcastlepmb.com)  
[www.sandcastlepmb.com](http://www.sandcastlepmb.com)

**NOTICE OF LEASE APPLICATION**

**This form must be submitted to Cinnamon Cove Terrace V Condominium Association Board of Directors at least (15) days prior to the start of any lease. PETS are not permitted in leased units.**

- NO LEASE MAY BE FOR A PERIOD OF LESS THAN THIRTY (30) CONSECUTIVE DAYS UP TO A MAXIMUM OF 4 TIMES PER YEAR;
- USE OF UNIT IS LIMITED TO SINGLE FAMILY RESIDENCY;
- OCCUPANCY OF THE UNIT IS LIMITED TO LESSEE AND HIS/HER IMMEDIATE FAMILY LISTED BELOW;
- **RENTERS MAY NOT HAVE PETS.**

For a lease, in compliance with the Declaration of Covenants and Restrictions of the Association named above, I (we) serve notice as Owners(s) or Agent of the referenced unit below. I (we) intend to offer said for lease in accordance with the attached lease agreement.

I (we) understand and hereby agree that I (we) are fully responsible for ensuring the lessee and their guests abide by the Association's Declaration of Covenants and Restrictions and Rules and Regulations. I (we) further agree to provide Lessee with copies of the same.

**LEASED UNIT ADDRESS** \_\_\_\_\_ **UNIT#:** \_\_\_\_\_

**LEASE PERIOD FROM** \_\_\_\_\_ **TO** \_\_\_\_\_

**UNIT OWNER INFORMATION (LESSOR)**

NAME: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_ PHONE: ( ) \_\_\_\_ - \_\_\_\_\_

EMAIL: \_\_\_\_\_

**LESSEE INFORMATION #1**

NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: ( ) \_\_\_\_ - \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ PHONE: ( ) \_\_\_\_ - \_\_\_\_\_

VEHICLE 1: Yr/Make/Model: \_\_\_\_\_ License #: \_\_\_\_\_ STATE: \_\_\_\_\_

**LESSEE INFORMATION #2**

NAME: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_ PHONE: ( ) \_\_\_\_ - \_\_\_\_\_

EMPLOYER: \_\_\_\_\_ PHONE: ( ) \_\_\_\_ - \_\_\_\_\_

VEHICLE 1: Yr/Make/Model: \_\_\_\_\_ License #: \_\_\_\_\_ STATE: \_\_\_\_\_

**SINGLE FAMILY RESIDENCE ONLY:** Will anyone other than those listed above occupy this unit? \_\_\_\_ No \_\_\_\_ Yes  
Number of permanent occupants: \_\_\_\_\_ If yes, whom? Specify Name/Relationship:

<u>Name</u>	<u>Relationship</u>
_____	_____
_____	_____
_____	_____

**EMERGENCY CONTACT:**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_

**TWO (2) PERSONAL REFERENCES: (local if possible)**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_  
NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_

I have received and read a copy of the Terrace V Condominium Association, Inc. Declarations of Covenants, Rules and Regulations and Use Restrictions. I understand these Declarations of Covenants, Rules and Regulations and Use Restrictions and agree to abide by them as long as I reside at Cinnamon Cove Terrace V Condominium Association. I do understand that failure to do so provides cause for immediate action as therein provided, or termination under appropriate circumstances.

\_\_\_\_\_  
Applicant's Signature #1      Date

\_\_\_\_\_  
Applicant's Signature #1      Date      \_\_\_\_\_      \_\_\_\_\_  
Unit Owner's Signature      Date

**LEASING AGENT INFORMATION:**

FIRM HANDLING LEASE: \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
AGENT NAME: \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**THE FOLLOWING ITEMS MUST BE SUBMITTED TO SANDCASTLE PROPERTY MANAGEMENT FOR PROCESSING:**

1. Completed Cinnamon Cove Terrace V Lease Application.
2. Copy of the signed lease/rental agreement.
3. Copy of signed Rules and Regulations
4. Copy of Drivers License
5. \$125.00 Non-Refundable fee for background check and Processing Fee with completed application payable to Sandcastle Property Management