

Bedford Park HOA Lease Renewal Application

c/o Harbor Management of South FL, Inc.
641 University Blvd., Ste 205
Jupiter, FL 33458

LEASE RENEWAL INSTRUCTIONS

ALL APPLICATIONS MUST BE SUBMITTED TO:

**Bedford Park
c/o Harbor Management
641 University Blvd., Ste 205
Jupiter, FL 33458**

In order for a Certificate of Approval to be issued, the following items must be submitted to the Harbor Office. – Not less than fourteen days prior to the effective starting date of the lease for any Unit:

- ✓ A completed application
- ✓ Clear copy of each tenant(s) driver's license.
- ✓ A copy of the lease renewal
- ✓ A completed and signed acknowledgement of Covenants & Restrictions
- ✓ Approval will be issued within fourteen (14) days of receipt of application, contingent upon therebeing no outstanding assessments due on the unit and no open violations

****ALL ITEMS MUST BE SUBMITTED ALONG WITH THIS CHECKLIST OR YOUR APPLICATION WILL NOT BE PROCESSED****

Please Note:

- ***The Association does not conduct any form of background check or screening of the person(s) signing the lease.***
- ***Replacement Pool magnetic keycards* are available for \$25.00 each. Keycards will be automatically deactivated by 12pm the day following the expiration of the annual lease agreement, unless or until a signed lease agreement has been received by the Association.***

Updated: 8/8/2022

Lease Renewal Application

Property Address: _____

Owner Name: _____

Phone Number: _____

Email: _____

Lease Start Date: _____ ***Lease End Date:*** _____

Tenant Name: _____ Phone: _____

Tenant E-mail: _____ Cell: _____

Tenant Name: _____ Phone: _____

Tenant Email: _____ Cell: _____

Please list the names and relationship of all persons, other than applicant(s) who will be residing in the unit:

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Name _____ Relationship _____

Please list all pets that will be residing in the unit:

Name _____ Type/Breed _____ License # _____

Name _____ Type/Breed _____ License # _____

For management use only:

No Open Violations exist for leased property. _____

Lease Agreement states that Lease is for term of not less than four (4) months _____

Lease Agreement states the party who will be responsible for the HOA assessments _____

Certificate of Acknowledgement for Leases

An Additional Condition of Approval to the required Certificate of Acknowledgement, to facilitate occupancy of a unit by lease, whereby the Owner and Tenant shall be required to sign this agreement prior to occupancy, with Bedford Park at Tradition, providing that should the Owner fail to make necessary assessment payments in accordance with Bedford Park at Tradition Documents, that Bedford Park at Tradition shall have the authority to contact the Tenant, advise them of the delinquency of the Owner, and the Tenant shall be required to make rent payments to Bedford Park at Tradition.

Such rent payments made to Bedford Park at Tradition shall be deemed payments of rents, and to the extent that they bring the Unit current, will result in the reinstatement of all services.

Upon rent payments to Bedford Park at Tradition to bring the account current, including all payments identified in this agreement, any excess funds will be forwarded to the Owner, and Tenant be advised that all further rent payments should be to the Owner while the Owner is current on all of its obligations as set forth herein.

Owner Signature: _____ Date _____

Tenant Signature: _____ Date _____

Tenant Signature: _____ Date _____

Vehicle Registration Form

Property Address: _____

Description of Vehicle(s):

Vehicle #1:	Make:	Model:	Year:	Color:	Tag State:
Vehicle #2:	Make:	Model:	Year:	Color:	Tag State:
Vehicle #3:	Make:	Model:	Year:	Color:	Tag State:

Please Note:

- All information on this form must be completed.
- Any changes in use or appearance of the above described vehicle(s) must be submitted to the Board of Directors with a new application.
- It is clearly understood that cars must be parked in the driveways and/or garages.
- Except for designated “curb cut” areas, parking in the streets or on the grass is not permitted.

Signature: _____

Date: _____

Signature: _____

Date: _____

Bedford Park Rules and Regulations

The purpose of these rules is not to anticipate all acceptable and unacceptable behavior in advance, or to eliminate all improvements or activities that fall outside of "the norm". Instead, they are intended to inform residents of the basic expectations of your Board and ACC committee regarding the adherence to rules that have been established to protect each Unit owner's enjoyment of life in the Bedford Park Community.

General Restricted Activities - Unless expressly authorized, and then subject to such conditions as may be imposed by the Board, the following activities are prohibited:

- a. Parking of commercial vehicles or equipment, mobile homes, recreational vehicles, golf carts, boats or other watercraft, trailers, storage vehicles, or inoperable vehicles in places other than enclosed garages; construction, service and delivery vehicles shall be exempt from this provision during normal business hours for such period of time as is reasonably necessary to provide service or to make a delivery to a Unit or Common Area; parking of any type of vehicle on streets that do not have curb cuts designated for that purpose (exception: the portion of Westlawn Blvd that is designated as a "one-way");
- b. Raising, breeding, or keeping animals except that no more than 4 dogs, cats, or other usual and common household pets may be permitted in a Unit. However, those pets which are permitted to roam free, or, in the Board's sole discretion, make objectionable noise, endanger the health or safety of, or constitute a nuisance or inconvenience to the occupants of other Units shall be removed upon the Board's request. If the pet owner fails to honor such request, the Board may remove the pet. Dogs shall be kept on a leash or otherwise confined in a manner acceptable to the Board whenever outside the Unit. Pets must be registered, licensed, and inoculated as required by law;
- c. Any activity that emits foul or obnoxious odors outside the Unit or creates noise or other conditions that tend to disturb the peace or threaten the safety of the occupants of other Units.
- d. Outside burning of trash, leaves, debris, or other materials;
- e. Pursuit of hobbies or other activities that tend to cause an unclean, unhealthy, or untidy condition to exist outside of Unit or within vision of other Unit owners;
- f. Any noxious or offensive activity which in the reasonable determination of the Board tends to cause embarrassment, discomfort, annoyance, or nuisance to persons using the Common Area or to the occupants of other Units;
- g. Other than that required by the Association, on-site storage of fuel, except that a reasonable amount may be stored on each Unit for emergency purposes and the operation of tools or equipment;
- h. Any activities which disturb or destroy the vegetation, wildlife, wetlands, or air quality or which use excessive amounts of water or which result in unreasonable levels of sound or light pollution;
- i. Conversion of any garage or exterior space to a finished space for use as an apartment or other integral part of the living area of any Unit;
- j. Any modification of anything, permanently or temporarily, on the outside portions of the Unit, whether such portion is improved or unimproved, except in strict compliance with the provisions of Article XIII of the Declaration - Architectural Control Committee. This shall include, without limitation, signs, basketball hoops, swing sets and similar sports and play equipment, clotheslines, woodpiles, dog runs, animal pens, garbage cans, hedges, fences, walls, above-the-ground pools, docks, piers, and similar structures, and satellite dishes and antennas.
- k. Tampering, adjusting, or touching sprinkler monitoring equipment installed and maintained by the Association; Unit owner will be held responsible if the Board determines that landscaping deterioration has occurred due to a violation of this clause;
- l. Use or discharge of any radio, loudspeaker, horn, whistle, bell, or other sound device so as to be audible to occupants of other Units, except alarm devices used exclusively for security purposes;
- m. Use and discharge of firecrackers and other fireworks or firearms; however, the Board shall have no obligation to take action to prevent or stop such discharge;
- n. Any activity that violates local, state, or federal law or regulations; however, the Board shall have no obligation to take enforcement action in the event of a violation;

- o. Accumulation of rubbish, trash, garbage, except on regular pick-up days, and then only in approved containers (containers may be put out the night before pick up and must be put out of sight immediately after each pickup).
- p. Any activity that violates local, state, or federal law or regulations; however, the Board shall have no obligation to take enforcement action in the event of a violation;
- q. Accumulation of rubbish, trash, garbage, except on regular pick up days, and then only in approved containers (containers may be put out the night before pick up and must be put out of sight immediately after each pickup).
- r. Commercial moving vans, containers, or receptacles of any kind used in connection with a move into a residence for delivery of furniture or other personal items shall only be permitted to remain outside the residence for 1 overnight period, unless otherwise approved by the Board in writing.
- s. No owner/renter of a Unit may or permit any assembling or disassembling of motor vehicles except within his own garage. Each Unit owner is required to clean his driveway of any oil or other fluid discharged by his motor vehicle.
- t. All complaints regarding the management of the Association property, the action of Unit owners/renters, their families, guests, or invitees shall be made in writing to the Association and must be signed by the complaining Unit owner.

Pool and Pool Area - The Bedford Park Pool facility may be used only by homeowners, tenants, and their invitees. Admittance is accessed by an assigned magnetic keycard. Entry gates are not to be propped open at any time to allow access to visiting guests. Authorized users must sign in and be in attendance when invitees are present.

- a. A maximum of six Guests per Unit address are allowed at any given time. Children under the age of 16 must be accompanied by an adult (≥ 18 years of age) at all times. Abuse of the swimming pool facility and its equipment may constitute grounds for immediate restriction of use and deactivation of keycard. Pool hours are from dawn to dusk. Use of pool is at your own risk.
- b. **Conduct** - At NO time may a homeowner, tenant, or any invitee cause a nuisance or disturb the peace, quiet, comfort, safety, or security of other occupants or the surrounding property. Smoking of any kind is not permitted. Any noxious or offensive activity which in the reasonable determination of the Board tends to cause embarrassment, discomfort, annoyance, or nuisance to persons using the Pool facility or to the occupants of surrounding Units is prohibited. Use of radios, CD players, tape decks, or other sound emitting devices is prohibited if *any* occupant of the Pool facility objects. Diving is not permitted under any circumstances. Pool hours and all posted signs must be strictly observed.
- c. **Pool Area Amenities** - Tables, chairs, or any Association equipment of any kind may not be removed from the premises. All such equipment must be returned to their original set up position after use.
- d. **Responsibility** - Each homeowner and/or tenant is responsible for any and all damages caused either directly or indirectly by themselves or their invitees. Costs will be assessed to them directly. All trash and refuse must be properly discarded into garbage cans.
- e. **Prohibited Entrance** - The following may not be brought or used anywhere within the Pool Facility Area:
 - a. Any pet or animal of any kind
 - b. bicycles, skateboards, roller skates, in-line skates, scooters, or any wheeled sports equipment. Golfcarts are also prohibited.
 - c. any type of ball or floatation device, except for arm floats and "noodles".
 - d. alcoholic beverages and glass containers
 - e. food of any kind is restricted to the clubhouse and adjacent covered sitting area
- f. **Sanitary Requirements** - Young children or adults needing appropriate rubber pants or "swimmies" are required to wear them both in and out of the pool. All suntan lotions, hair conditioning products, etc. should be showered off before entering the pool.

Prohibited Conditions - The following shall be prohibited at Bedford Park at Tradition:

- a. Plants, animals, devices, or other things of any sort whose activities or existence in any way is noxious, dangerous, unsightly, unpleasant, or of a nature as may diminish or destroy the order, beauty, or enjoyment of Bedford Park at Tradition;
- b. Structures, equipment, decorations, or other items on the exterior portions of a Unit which have become rusty, dilapidated, or otherwise fallen into disrepair;

Swimming Pool Rules and Regulations

The Bedford Park Pool facility may be used only by homeowners, tenants, and their invitees. Admittance is accessed by an assigned magnetic keycard. Entry gates are not to be propped open at any time to allow access to visiting guests. Authorized users *must sign in and be in attendance when invitees are present*. A maximum of six (6) guests per Unit address are allowed at any given time. Children under the age of 16 must be accompanied by an adult (≥18 years of age) at all times. Abuse of the swimming pool facility and its equipment may constitute grounds for immediate restriction of use and deactivation of keycard. Pool hours are from dawn to dusk.

Conduct - At NO time may a homeowner, tenant, or any invitee cause a nuisance or disturb the peace, quiet, comfort, safety, or security of other occupants or the surrounding property. Smoking of any kind is not permitted. Any noxious or offensive activity which in the reasonable determination of the Board tends to cause embarrassment, discomfort, annoyance, or nuisance to persons using the Pool facility or to the occupants of surrounding Units is prohibited. Use of radios, CD players, tape decks, or other sound emitting devices is prohibited if *any* occupant of the Pool facility objects. Diving is not permitted under any circumstances. Pool hours and all posted signs must be strictly observed.

Pool Area Amenities - Tables, chairs, or any Association equipment of any kind may not be removed from the premises. All such equipment must be returned to their original set up position after use.

Responsibility - Each homeowner and/or tenant is responsible for any and all damages caused either directly or indirectly by themselves or their invitees. Costs will be assessed to them directly. All trash and refuse must be properly discarded into garbage cans.

Prohibited Entrance - The following may not be brought or used anywhere within the Pool Facility Area:

- a. any pet or animal of any kind
- b. Bicycles, skateboards, roller skates, in-line skates, scooters, or any sports equipment with wheels. Golf carts are also prohibited.
- c. any type of ball or flotation device, except for arm floats and “noodles”
- d. alcoholic beverages* (insurance policy restriction) and glass containers
- e. food of any kind is restricted to the clubhouse & adjacent covered sitting area

Sanitary Requirements - Young children or adults needing appropriate rubber pants or “swimmies” are required to wear them both in and out of the pool. All suntan lotions, hair conditioning products, etc. should be showered off before entering the pool.

Indemnification - The undersigned Homeowner(s)/Tenant(s) acknowledges that the use of the Bedford Park at Tradition Homeowner Association, Inc.’s swimming pool by themselves or their invitees ***SHALL BE AT THEIR OWN RISK***. Notice is further given that there is ***not*** a lifeguard at the Pool. The undersigned Homeowner(s)/Tenant(s) hereby agree to abide by the aforementioned rules and regulations and further agrees to hold harmless the Bedford Park at Tradition Homeowners Association, Inc., its Directors, Officers, and Members for any claim(s) arising from the use of the Pool and its amenities located on Joseph Lane within the Bedford Community.

Signature _____ Date _____

Signature _____ Date _____

Golf Cart Policy

RULES:

1. Golf carts currently in use must be registered within 30 days of the date of this Policy. If there is a conflict a later date may be arranged with the Association's managing agent. All other golf carts must be registered within 30 days of obtaining the golf cart.
2. Drivers must be at least 16 years of age and have a valid driver's license.
3. Golf carts must adhere to the same driving and parking rules and laws as automobiles. Golf carts may also park in any parking spaces designated by the Association for golf carts.
4. Driving or parking on sidewalks or grassy areas is prohibited.
5. Golf carts may only be driven between dawn and dusk unless equipped with headlights and brake lights in operating condition.
6. Drivers must pull over and yield to passing vehicles.
7. All passengers must be properly seated while the golf cart is in motion and may not be transported in a negligent manner or in a manner inconsistent with the golf cart manufacturer's recommendations. The number of passengers shall not exceed the seating capacity of the golf cart, including the driver.

REGISTRATION:

1. A registration form and a release of liability and indemnification agreement (the "Registration Form") must be completed by each person who intends to use a golf cart on the private streets within Bedford Park at Tradition. Only Owners, as defined in the Declaration, or their current lessee and/or spouses, within Bedford Park at Tradition shall be entitled to register and operate a golf cart in Bedford Park at Tradition. A lessee must provide the Association with an updated lease prior to the end of the current lease to maintain the current registration. If an updated lease is not provided, the lessee must re-register their golf cart for a new registration fee.
2. Upon receipt of the completed Registration Form and compliance with the requirements of this Policy, each registered cart will be issued two reflective numbered stickers. These stickers must be permanently affixed to the front and back and centered on the body of the golf cart. These stickers must be prominently displayed on the golf cart at all times. All replacement stickers must also adhere to these rules regarding the placement of stickers on the golf carts.
3. A one-time \$20.00 registration fee must be paid by the registrant to cover sticker costs and any ongoing registration and administrative costs. Any additional future administrative costs encountered and determined by the Association's Board of Directors to be relative to authorized golf cart operation will be borne equally by all registered golf cart users.
4. At the time of registration, the registrant must provide a certificate of insurance establishing that the operation of the golf cart is covered by a liability insurance policy with a combined single limit of at least \$100,000 per occurrence for bodily personal injury, including death, and property damage coverage. The Association shall be named as an additional insured on any policy. The policy shall provide that the Association shall be given at least thirty (30) days' notice prior to the non-renewal, lapse, cancellation, or termination of the policy. Additionally, by completing the Registration Form, the registrant covenants and agrees to maintain this coverage as long as the golf cart is operated in Bedford Park at Tradition.
5. Registration and inspection may be handled by the Association on dates, times, and locations to be determined by the Board. All registrations and inspections shall be coordinated and scheduled through the Association's managing agent.

The registered owner and any user of the golf cart shall be responsible for all loss, damage, injury, claims or other liability resulting from the use of the golf cart within Bedford Park at Tradition, regardless of who may be operating the golf cart at the time the damage, loss or injury occurs

Signature _____ Date _____

Signature _____ Date _____