



PELICAN HARBOR HOMEOWNER ASSOCIATION, INC.
475 Pelican Way
Delray Beach FL 33483
Phone 561-272-1910 Fax 561- 819-6731 Email:
dbillard@campbellproperty.com

To: All Unit Owners, Realtors and Interested Parties
Re: Sales /Rental Application Package

INSTRUCTIONS FOR APPLICATION TO PELICAN HARBOR HOA

1. All applications for sales or rental of a residence must be accompanied by a non-refundable application fee of \$100.00 payable to Pelican Harbor HOA.
 2. **SALE ONLY:** A Capital Contribution in the amount of \$1000.00 must be paid and made part of the closing. Check payable to Pelican Harbor HOA.
 3. All spaces on the application for occupancy form must be completed. Please use N/A if the item is not applicable.
 4. All applicants must sign the page (#3) stating that he or she is in receipt of and read the Rules and Regulations, and will adhere to all covenants.
 5. **SALE ONLY:** Applicant(s) must sign that he or she is in receipt of and has read and understands the Homeowners Documents. (Page #3) The seller is responsible for supplying the purchaser with a set of the Homeowners Documents and Amendments thereto. Copies of these documents are available at the Pelican Harbor Management office for a fee of \$75.00.
 6. A copy of the contract for sale or lease must be submitted with the application.
 7. Please provide a copy of current driver's license for all applicants. Date of birth must be legible.
 8. **SALES AND RENTALS:** Pelican Harbor Applicants need to contact the Pelican Harbor Management Office to schedule a New Resident Orientation. This is required prior to residency (when possible) and the issuance of vehicle bar code.
- Captain's Walk has its own application and orientation process. Applicants need to contact Captain's Walk Management for instructions. (561-265-3272)
9. Once the above items have been completed, please return the package to the above address.

APPLICATION

PELICAN HARBOR HOMEOWNERS ASSOCIATION, INC.

PURCHASE: _____ LEASE: _____ DESIRED OCCUPANCY DATE: _____

CURRENT OWNER INFORMATION

OWNERS' NAMES: _____

ADDRESS OF OWNER: _____

PHONE NO. OF OWNER: _____ CELL: _____

EMAIL ADDRESS: _____

ADDRESS OF RENTAL UNIT: _____

APPLICANT(S) INFORMATION

APPLICANT NAME: _____ SOCIAL SECURITY # _____

PHONE NO: _____ CELL: _____ EMAIL: _____

CO-APPLICANT INFORMATION

NAME: _____

SOCIAL SECURITY #: _____ TEL. NO: _____

CELL: _____ EMAIL: _____

NUMBER OF OCCUPANTS _____ NAME AND AGE OF OTHER FULL TIME OCCUPANT(S): _____

DO YOU OWN A PET? ____ YES ____ NO ____ IF YES, PLEASE SEE PAGE 5

APPLICANT RESIDENCE HISTORY

PRESENT ADDRESS: _____ ZIP CODE _____

TELEPHONE: _____ HOW LONG? _____

PREVIOUS ADDRESS: _____
(CITY, STATE AND ZIP CODE ONLY)

APPLICANT EMPLOYMENT

EMPLOYER: _____

TELEPHONE NO.: _____ COMPANY CONTACT: _____

POSITION HELD: _____ HOW LONG? _____

APPROX. MO. INCOME: \$ _____

CO-APPLICANT EMPLOYER: _____

TELEPHONE NO.: _____ COMPANY CONTACT: _____

POSITION HELD: _____ HOW LONG? _____

APPROX. MO. INCOME: \$ _____

IF NOT EMPLOYED PLEASE STATE APPROXIMATE MONTHLY INCOME _____

APPLICANT CHARACTER REFERENCES

NAME: _____ HOME TEL. NO.: (____) _____

HOW LONG HAVE YOU KNOWN THE PARTY? _____ OFFICE TEL. NO.: (____) _____

ADDRESS: _____

NAME: _____ HOME TEL. NO. : (____) _____

HOW LONG HAVE YOU KNOWN THE PARTY? _____ OFFICE TEL. NO.: (____) _____

ADDRESS: _____

IN CASE OF AN EMERGENCY CONTACT: NAME _____

TEL: _____ CELL: _____

APPLICANT VEHICLE INFORMATION

MAKE OF CAR: _____ MODEL: _____ YEAR: _____ TAG. NO.: _____

STATE REGISTERED IN: _____ COUNTY: _____

MAKE OF CAR: _____ MODEL: _____ YEAR: _____ TAG. NO.: _____

STATE REGISTERED IN: _____ COUNTY: _____

I/WE, THE UNDERSIGNED, owners/tenants received and read a copy of:

_____ The Rules and Regulations of the above listed Association.

_____ The Association Documents and any amendments thereof. (SALE ONLY)

I/ WE, HEREBY AGREE to adhere to all the covenants, rules and regulations legislated during the term of my lease, stay, visit, or length of ownership. I/we also agree to pay any fines levied against me/us as a result of a violation of the rules and regulations or damages to the common areas of the Association and said fine will be collected from the owner's/tenant's security deposit or will be charged against the owner's maintenance account.

BACKGROUND/CREDIT CHECK

I/WE, HEREBY AUTHORIZE Campbell Property Management as agent for the Association to obtain and verify a consumer credit report, along with an investigation of my background which may include information regarding my character, present and prior residential history and past and present employment.

NAME _____ NAME _____

SIGNATURE: _____ SIGNATURE: _____

NEW HOMEOWNER ORIENTATION AND VEHICLE BAR CODE

In order to welcome you into the community, familiarize you with the amenities available as well as the community's rules and regulations, a New Resident Orientation is required. The new residents(s) should contact the Pelican Harbor Office as soon as possible to schedule this Orientation. It is understood that some residents may not be in town prior to their closing, but it is a requirement prior to the issuance of a vehicle bar code. _____ / _____ Applicant **(s) initials** .

PLEASE MAKE SURE YOU HAVE INCLUDED:

- 1. Application (Completed - Leave no blanks. Put "NA" in space if applicable)**
- 2. Application Fee (Non-refundable)**
- 3. A copy of the Lease or Purchase Agreement**
- 4. Signed and initialed page 3**
- 5. Pet Information Page (if applicable)**
- 6. Copy of current driver's license for each occupant**

**PLEASE KEEP THE RULES AND REGUALTIONS FOR YOUR REFERENCE. IT IS NOT
NECESSARY TO RETURN WITH THE APPLICATION**

PET IDENTIFICATION AGREEMENT

As owner/renter of a Pelican Harbor residence, located at: _____

Delray Beach, FL 33483, I/we request permission to bring upon the property, and to keep within the property, a pet which I/we own, described as:

Pet #1) GENERIC SPECIES (dog, cat, etc.) _____ NAME _____
SPECIFIC OR SUB-SPECIE (breed, type, etc.) _____
WEIGHT: HEIGHT: COLOR _____
SEX: IDENTIFYING MARKS _____
REGISTERED/ LICENSED IN COUNTY OF: _____
LICENSE # _____

Pet #2) GENERIC SPECIES (dog, cat, etc.) _____ NAME _____
SPECIFIC OR SUB-SPECIE (breed, type, etc.) _____
WEIGHT: HEIGHT: COLOR _____
SEX: IDENTIFYING MARKS _____
REGISTERED/ LICENSED IN COUNTY OF: _____
LICENSE # _____

(If more than 2 pets please add additional form)

In requesting this permission (and if granted, in accepting it), I/we do so subject to all of the following provisions, rules and regulations of the Association, which provisions and rules and regulations I/we fully understand and by which I/we agree to be fully bound.

1. The pet described is not considered a "dangerous" pet nor is it being raised as an "attack" animal.
2. If granted this permission, I/we will consistently and diligently discipline and supervise said pet in such a manner as to prevent its becoming, in any way whatever, objectionable to or a nuisance to or an offense to others.
3. Said pet shall never be allowed to freely roam any common area of the Association premises on or off a leash. The pet must be in the company of an individual willing and able to fully control it; and that in matters of its exercise and relief, it shall at all times be under prudent control, considerate of the interests and sensibilities of fellow residents, their guests and all others.
4. I/we accept full personal responsibility for any damage or for any task of maintenance "grounds keeping" or "housekeeping" occasioned by the actions or the presence of said pet.
5. Should legal action become necessary for the Association to enforce the above provisions, Rules and Regulations and Covenants, the owner of the unit will be held responsible for any attorney's fees and administrative costs incurred.

PET OWNER(S):

_____/_____
PRINT SIGNATURE PRINT SIGNATURE

DATE: _____
Update: 1.23.19

PELICAN HARBOR HOMEOWNERS ASSOCIATION

MOST COMMON RULES

1. Information on residents' addresses, phone numbers, vehicles, etc. must be kept up to date. Changes should be reported to the management office located at the Yacht Club. Changes should also be reported to the Guard House.
2. Each owner is responsible for the condition and repair of his or her unit, including all landscaping. The Association will maintain neglected property after proper notice, and the cost plus 25% will be automatically assessed to the account of the property.
3. Owners are responsible for their guests' and renters' conduct. Owners who are landlords are considered guests of their tenants when they enter the community.
4. No construction, exterior architectural changes or exterior painting may be made without prior approval of the Board of Directors. Installation or extensions of fences and walls must similarly be approved in advance by the Board of Directors. When a dumpster is necessary for an alteration, proof of insurance must be presented for that supplier. Architectural forms and detailed instructions are available at the Management Office. All exterior changes to a residence must be approved!!

All Association rules and regulations are subject to all City codes and ordinances.

Note: The City of Delray may require a permit for tree removal

5. Damage or destruction of units by any casualty requires the prompt cleaning up of any debris. All repairs and rebuilding shall be substantially in accordance with plans and specifications to the original construction or in accord with new plans approved by the Board.
6. No awnings or shutters shall be attached to the exterior of residential structures without prior approval of the Board. Antennas or any other exterior protruding aerials are not permitted. Dish antennas for TV reception are permitted by law. No article of clothing may be hung or shaken from doors, windows or balconies.
7. No basketball hoop, backstop, net or similar devices may be attached to the exterior surface of any housing unit or placed permanently on the exterior areas. Bicycles and toys are not permitted to stand for any period of time on driveways, roadways or open spaces.
8. Contractor's hours are limited to Monday – Friday 8 am to 6 pm. **Quiet Work only** is permitted on Saturdays, Sundays and Holidays from 9 am to 6 pm. Contractors hired under rule #4 must have ACC approval form on file at the Guard House to gain entry.
9. Household trash pickup is every Wednesday and Saturday. Vegetative and bulk waste is picked up on Wednesdays and recyclables are picked up on Saturdays. **Trash may not be placed by the curb earlier than 9 am the day before pick-up, including vegetation** and bulk, or it will be moved by the maintenance personnel to the inside of the owner's gates and a labor fee of \$25.00 per hour with a one hour minimum will be charged to the owner. If items cannot be removed by maintenance personnel, a hauler will be called to remove the items and the cost will be billed back to the owner.

If you need items removed prior to your scheduled pick-up, please call:

Waste Management 561-202-2463

If Waste Management fails to pick your items the next day, the items must be removed from street view.

10. No advertising, commercial, political or other signs (including flags) are allowed to be displayed at any time on homeowner's property or windows. Property is defined as the exterior of the homeowner's house, the private property/yard of the homeowner, all vehicles belonging to a resident and the exterior of any homeowner's boat that is docked within the Pelican Harbor community. Political signs may be displayed on a homeowner's property for a period of 30 days before and 5 days after an upcoming election. No signs (commercial or political) may be placed at any time on the Association's common property.
11. When property in the community is listed for sale, the owner of the property must have on file with the Association, at the Guard House, a letter identifying the listing agent and the Real Estate Company to be permitted in the community. Open Houses for the public are not permitted. "Broker Only" type houses are permitted. Contact the Management Office for details. "For Sale", "For Rent" or "Open House" signs are prohibited in the community.
12. At the time of sale, lease or transfer of property through any means, an application, with a non-refundable administrative fee of \$100.00, must be submitted to the office. A capital contribution of \$1000.00 per unit must be paid immediately to the

Association upon transfer of property. Including, but not limited to the transfer of real estate by asset purchase agreements or other business entities.

13. Only residents' vehicles and those of their guests and vendors are allowed to enter the community. All residents are required to show a Pelican Harbor decal on their vehicles and a bar-code sticker to pass through the gates. Pelican Harbor decals and bar codes are available for the vehicles of residents of Pelican Harbor, Captain's Walk and Pelican Pointe. Proper forms must be filed at the Association office in order to obtain them.
14. Driving in excess of 20 MPH or reckless driving is not permitted in the community.
15. Parking is prohibited on grassy areas and on streets overnight. (2:00 am to 6:00 am) Violators' cars will be towed away at owner's expense. Overnight parking is permitted at the Yacht Club and West Pool parking lots. Association approval must be obtained for any vehicle parked in the Association parking lots for more than two weeks.
- ~~16.~~ No truck, trailer, camper, cargo van or boat may be parked on the driveways or streets unless it is a commercial vehicle in the process of being loaded or unloaded. Vehicles which exceed the dimensions of parking spaces at the Yacht Club and West Pool may not be parked overnight without prior Association approval. **Unmarked** small capacity pickup trucks and passenger vans are permitted to park on the homeowner's driveway. Any vehicle with commercial advertising is to be completely covered with an appropriate vehicle cover after 6:00 pm.
- ~~17.~~ Owners must register their frequent guests or contractors at the Guard House. Other guests and vendors must be called into the Guard House, in advance of arrival.
18. Unreasonable noises or disturbances are not permitted.
19. Dogs must be leashed when walking on common grounds. Pet waste is to be picked up and removed or placed in the Pet Waste bins located throughout the community. Dogs are not permitted in the Tennis court area, pools or Yacht Club decking, docks or boat slip areas.
20. Pool hours are from sunrise to 10 pm. Please observe the rules posted at the swimming pools. Always shower before entering the pool to prevent clogging of filters from body lotions. Diapered children wearing swim diapers are allowed in both pools.
21. Tennis court reservations are to be made at the Guard House. Proper tennis attire is required. Please observe all rules.
22. Fitness Center and Club House keys are available for sale at the office.
23. The clubhouse may be reserved by residents for private parties. Application forms are available at the office.
24. Records inspection will be limited to four hours per day not to exceed the maximum hours allowed per month per the Florida Law. The current number of hours by law is 8 per month.
25. Owners with locked gates that prohibit workers from gaining access to service utilities or maintaining a zero lot line wall of an adjacent home, must supply method of access with their neighbor or have a key on file with the office.
26. After submission of a tenant application and approval of the Association, an entire Unit may be rented with a minimum rental term of two (2) months. No rooms may be rented individually and no transient tenants are allowed. No sub-leasing of a unit by a tenant is allowed. No lease of a unit shall release or discharge the owner of compliance with any other's duties as a unit owner. There is a maximum of two (2) times per calendar year a unit may be rented.

Approved 5.27.20