

Bedford Park at Tradition HOA, Inc.



Signature
Property Management

459 NW Prima Vista Blvd. | Port St. Lucie, FL 34983

T: 772-219-4474 | F: 772-219-4746

Date Received: _____ Closing or Occupancy Date: _____

Name of Buyer(s) _____

Property

Address: _____

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

Application Checklist

General Submission Requirements:

APPLICATION FULLY EXECUTED WITH REQUIRED SIGNATURES _____

COMMUNITY SPECIFIC REQUIREMENTS (if applicable, see application) _____

FULLY EXECUTED SALES CONTRACT or LEASE _____

APPLICATION FEES and/or DEPOSITS _____

Buyer(s)/Tenant(s) Realtor Info:

Company Name _____

Company Phone _____

Company email _____

Seller(s)/Owner(s) Realtor Info:

Company Name _____

Company Phone _____

Company email _____

Title Company Info (Optional):

Company Name _____

Company Phone _____

Company email _____

Delivery of Certificate of Approval (COA) to:

Title Company email _____ or Pick Up _____

Buyer/Tenant Realtor email _____ or Pick Up _____

Seller/Owner Realtor email _____ or Pick Up _____

Comments: _____

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PRE-RENTAL INSTRUCTIONS

ALL APPLICATIONS MUST BE SUBMITTED TO THE BEDFORD PARK OFFICE LOCATED AT 11011 SW JOSEPH LANE (CLUBHOUSE & POOL AREA)

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

- A. A completed application- **With clear copy of each tenant(s) driver's license included.**
- B. A copy of the lease
- C. A completed and signed acknowledgement of Covenants & Restrictions
- D. A non-refundable application fee of \$150.00 made payable to the Bedford Park at Tradition HOA
- E. A certificate of Approval will be issued within fourteen (14) days of receipt of application, contingent upon there being no outstanding assessments due on the unit.
- F. PRIOR to occupying the premises the Tenant must schedule an orientation with Management. Contact via e-mail to set up appointment- robby@signaturepropertymgmt.com.
- G. The purpose of this orientation includes the following:
 - To review the Associations documents, policies and procedures
 - To complete registration paperwork required for our data records
 - To issue (2) Pool Keycards-the cost of which is included in the application fee
 - To introduce the new resident to the many services available in our community

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 \$50 each. Keycards will be automatically deactivated by 12pm the day following the expiration of the annual lease agreement, unless or until a newly signed lease agreement has been received by the Association.

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Rental Application

Property Address: _____

Owner Name: _____

Phone: _____

Email: _____

Tenant Name: _____ Cell: _____
Tenant E-mail: _____ Cell: _____

Tenant Name: _____

Tenant Email: _____ Cell: _____

Should HOA Correspondence also be sent to Tenant

Address? Lease Start

Date: _____ End: _____

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

Table with 2 columns: Name, Relationship. Three rows of input fields.

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

Table with 3 columns: Name, Type/Breed, License #. Two rows of input fields.

***** For Office Use

Only:*****

Appointment Date _____ Time _____
Check # _____ Amount _____ Copy of Driver's _____
License Attached Date Received _____
By _____

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 _____

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LEASES ONLY

Certificate of

Acknowledgement Additional

Condition of Approval Agreement

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: _____

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VEHICLE REGISTRATION FORM

Address:

Name:

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 of 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.
 - Copy of current / valid Driver's License(s) must be attached.

Signature: _____ Date: _____

Signature: _____ Date: _____

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Acknowledgement of Association Covenants & Restrictions

I/We, acknowledge receipt of the Association's Declaration of Covenants & Restrictions from the Owner as filed with the State of Florida on June 12, 2003. If, for whatever reason, the Owner does not provide said documentation, a copy of our governing documents may be acquired from the Association at a cost of \$100.00. A digital copy of all documents may be *reviewed* free of charge at Signature Property Management or on their website.

I/We, agree to abide by the Covenants & Restrictions as well as any other Rules & Regulations adopted by the Association from time to time.

I/We, , understand that failure to comply with the Association's documents may result in the issuance of a fine, possible legal action, the deactivation of the Pool magnetic keycard issued to the Unit, and the revocation of Pool and Common Area privileges.

Tenant Signature _____ Date _____

Tenant Signature _____ Date _____

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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.

- 1- **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 cub cuts designated for that purpose (exception: that 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;

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- 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. 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.
- q. 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.
- r. 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.

2- **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 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 (\geq 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.

a. **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.

b. **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.

c. **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.

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

- any pet or animal of any kind
- bicycles, skateboards, roller skates, in-line skates, scooters, or any sports equipment with wheels. Golf carts are also prohibited.
- any type of ball or floatation device, except for arm floats and "noodles".
- alcoholic beverages and glass containers
- food of any kind is restricted to the clubhouse and adjacent covered sitting area

e. **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.

3- **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;

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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:

- any pet or animal of any kind
- bicycles, skateboards, roller skates, in-line skates, scooters, or any sports equipment with wheels. Golf carts are also prohibited.
- any type of ball or flotation device, except for arm floats and “noodles”
- alcoholic beverages* (insurance policy restriction) and glass containers
- 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(s)

Date

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As you know, all property owners in Bedford Park at Tradition are members of our **Home Owners Association**. Upon moving into any regulated community, residents are usually at a loss as to how their new **HOA** functions. The following information is not meant to serve as a substitute for the reading and reviewing of our governing documents, but simply as an overview and introduction to some of the specific documents under which we operate.

Bedford Park at Tradition is a Florida corporation under Florida Statute 720. The Association is basically governed by four sets of documents, which we have presented here in declining order of authority.

Florida Statute 720 gives the basic guidelines under which every HOA must operate. They are the minimum standards required. There may be no deviation from these guidelines.

Our **Declaration of Covenants** defines not only what Florida State mandates, but adds those issues that are specific to our community. It delineates the purpose and intent of the developer, responsibilities of the Association in general, its Board of Directors, and its membership. It defines the community's administration, architectural standards, property rights, enforcement, and the means by which we may amend these Covenants.

Our **Articles of Incorporation** not only defines our Association as a Not-For-Profit Florida Corporation under Florida Statute 720, but declares its purpose, powers, membership, configuration of the Board of Directors, and the manner in which we may amend these Articles.

Our **Bylaws** indicate the manner in which our Association is to operate in regards to membership, meetings, quorums, voting, elections, Board powers and duties, accounting, and once again, the manner in which we may amend these Bylaws.

Like all corporations, there are Officers and Directors in place to help facilitate the purpose of our Association. We currently have a five (5) member Board of Directors that meet once a month. However, since our Board of Directors is made up of volunteer residents, the day-to-day handling of Association affairs is managed by our very capable management company, Signature Property Management. Their experienced staff, headed by our personal Property Manager Kelli Burges, is prepared to answer questions, assist with financial set up, deal with complaints, field emergency after-hour problems, and generally assist the Board of Directors and our membership so that Association affairs can be handled in a professional and efficient manner. Please feel free to contact the office either by telephone at 772-345-6377 or by e-mail at robby@signaturepropertymgmt.com.