

Prüfte Alexis HloA

Forms / Info

Pointe Alexis – WORK REQUEST

FOR EMERGENCIES Call RAMPART Properties 24/7 line 727-577-2200

(Type of Work) Irrigation Landscaping Ponds Utilities Other

• Name of person submitting request: _____

Telephone: _____ email: _____

• Location of Work Request _____

Private Lot Villa Common Area

Is this the first report of the problem? Yes No if no, date of last report _____

When the problem was first noticed? _____

Specifics of the problem (use back for more space) _____

Continued on back? Yes No

Owner Signature: _____ Date: _____

FOR VENDOR AND PAHA USE ONLY

Recommended Action: _____

Date: _____

Company to perform the service _____

Immediate service required Service to be provided at next routine service

Vendor Sign off: _____ Date: _____

Vendor to fax this form to Rampart Properties when work is completed

Rampart fax number: 727-576-9605 / Phone number: 727-577-2200

Alexis Homeowners Pointe Association
Pointe Alexis – WORK REQUEST (cont.)

(Type of Work)

- Irrigation Landscaping Ponds Utilities Other

Description:



Pointe Alexis Homeowners Association Request for Architectural Review – Existing Home Modification

Type of Modification: Paint Landscaping Roofing Ext. Renovation
 Other: _____

Property address: _____

Owner's name: _____

Telephone: _____ email: _____

DIY Contractor: _____

The following items must be included with this request for proper and expedient review (please check items included with this form):

- PAINT
 - ___ Body color paint chip (non returnable).
 - ___ Trim color paint chip (non returnable).
 - ___ Stain color chip (non returnable).
- LANDSCAPING
 - ___ Landscaping design, no less than ¼ inch scale.
 - ___ List of plant materials to be used.
 - ___ Determine if existing irrigation system will be affected.
 - ___ Determine if lawn maintenance will be affected.
- ROOFING:
 - ___ Sample of roofing shingles.
 - ___ Copy of Tarpon Springs building permit.
- EXTERIOR RENOVATION:
 - ___ Detailed drawing at no less than ¼ inch scale including design, dimensions, location, colors, and material list. (use back of form if appropriate).
 - ___ Sample of pre-painted or pre-colored siding. **IMPORTANT NOTE: Wood siding not allowed.**
 - ___ Copy of Tarpon Springs building permit if required.
 - ___ Grading plan at no less than ¼ inch scale showing flow of surface water to drainage swales, if applicable.
- OTHER:
 - ___ Provide detailed explanation on rear of this form.

I have read Pointe Alexis Homeowners Association Covenants; Conditions and Restrictions (CC&Rs), and any other guidelines in effect as of this date, and understand the policies and requirements for modifications to the exterior of my property.

Owner Signature: _____ Date: _____

ACC Approval _____ Denied _____ Explanation Attached _____

Pointe Alexis Homeowners Association
Request for Architectural Review – Existing Home Modification

Type of Modification: Paint Landscaping Roofing Ext. Renovation
 Other: _____

Description:



ACC Approval _____ Denied _____ Explanation Attached _____

POINTE ALEXIS HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ASSOCIATION APPROVAL UNIT SALE OR TRANSFER

POINTE ALEXIS HOMEOWNERS ASSOCIATION, INC. must issue written approval for any sale, transfer, rental or lease of a lot or home. The following information must be submitted to the Association twenty (20) days prior to issuance of approval. The Association has ten (10) days to review all completed approval requests. Requests for Association approval must be complete with all required information and attachments; **incomplete requests will not be submitted for review.**

Lot Address: _____ Current Owners: _____

Mailing Address: _____

City/State/Zip Code _____ Telephone: _____

Name(s) of Purchasers: _____
(include names of all persons who will appear on the deed)

Other Occupants of unit: _____
(include names of all other persons who will reside in the unit)

Home is to be used as: Full-time residence Part-time residence Undecided
 Rental unit

Pet Information. How many? _____ Type/description _____

VEHICLE DESCRIPTION—make/year _____ color _____ Tag # _____

VEHICLE DESCRIPTION—make/year _____ color _____ Tag # _____

Purchaser's Current Address: _____

City/State/Zip Code _____ Telephone: _____

Sales Agent (if applicable) _____ Company: _____

Address: _____ Telephone: _____

Anticipated date of closing for this sale: _____

PERSONAL REFERENCES — INCLUDE ONE IN LOCAL AREA IF POSSIBLE

Name _____ Address _____ Telephone _____

Name _____ Address _____ Telephone _____

(Over)

The following information pertains to the application process and ownership at Pointe Alexis Homeowners Association, Inc.

1. A processing fee of \$50.00 must accompany this application. (Make checks payable to Pointe Alexis Homeowners Association, Inc.)
2. The Association is allowed up to ten (10) days from the date of receipt of a completed application with all required attachments to process the application.
3. Current owner must be an Association member in good standing and current on payment of assessments.
4. Purchaser understands that the minimum rental/lease period is three months.
5. Purchaser will be provided with two pool facility cards and two keys for clubhouse interior access.
6. **A copy of the purchase agreement must accompany this request for approval form. After the new owners have taken title, a copy of the deed must be provided to the Association for the official records to be amended to reflect a change in ownership.**

ACKNOWLEDGMENT OF RECEIPT OF GOVERNING DOCUMENTS

I (We) have received and agree to abide by the governing documents of the Pointe Alexis Homeowners Association, Inc., which consist of the Amended and Restated Declaration, Articles of Incorporation, By-laws, Rules & Regulations. I (We) further certify that the information provided in this request for Association approval is complete and correct to the best of my (our) knowledge.

Purchaser's Signature _____

Date: _____

Purchaser's Signature _____

Date: _____

This request for approval of sale or transfer has been submitted to the Pointe Alexis Homeowners Association, Inc. by the current owner. After processing, a copy of the executed approval form will be returned to the current owner.

Current Owner's Signature _____

Date: _____

Return this completed form to:

*Rampart Properties, Inc.
9887 Fourth Street North, Suite 301
St. Petersburg, FL 33702*

Do Not Write Below This Line

Association Approval

Pointe Alexis Homeowners Association, Inc. has APPROVED this application

Pointe Alexis Homeowners Association, Inc. has DISAPPROVED this application

POINTE ALEXIS HOMEOWNERS ASSOCIATION, INC.

By _____

Date _____

Title _____

POINTE ALEXIS HOMEOWNERS ASSOCIATION, INC.

REQUEST FOR ASSOCIATION APPROVAL
RENTAL OR LEASE

Pointe Alexis Homeowners Association, Inc. requires written approval from the Association for any sale, transfer, rental or lease of a home. The following information must be provided and submitted to the Association twenty (20) days prior to issuance of approval. The Association has ten (10) days to review all completed approval requests. Requests for Association approval must be complete with all required information and attachments; incomplete requests will not be submitted for review.

LOT ADDRESS: OWNER(S):

Mailing Address: Telephone

LESSEE(S): (include names of all persons appearing on lease)

Other Occupants: (names of all other persons who will reside in the unit with lessee)

Pets (how many) (Type/Description)

Lessee(s) current address:

City State Zip Telephone

How long has lessee(s) lived at current address:

RENTAL/LEASE TERM: From To (Fill in dates. Minimum lease/rental period is three (3) months)

Rental Agent (if applicable): Company:

Address Telephone

Lessee(s) place of employment: How long?

Address Telephone

Spouse(s) place of employment (if applicable): How long?

Address Telephone

VEHICLE DESCRIPTION—make/year color Tag #

VEHICLE DESCRIPTION—make/year color Tag #

Personal References — Include one in local area, if possible.

Name Address Telephone

Name Address Telephone

(Over)

1. A processing fee of \$50.00 must accompany this application.
(Make checks payable to Pointe Alexis Homeowners Association, Inc.)
2. The Association has up to ten (10) days from the date an approval request is received to process the application.
3. Owner must be an association member in good standing and current on payment of assessments.
4. Minimum lease/rental period is: three months.
5. No subleasing is permitted.
6. Lessee shall be provided with owner's two recreation facility cards and 2 keys for clubhouse interior access.
7. When a dwelling is rented or leased, a tenant shall have all use rights in the Association property and the common areas otherwise readily available for use generally by the lot owners and the lot owner shall not have such rights.
8. Lessee must sign this approval request form as a condition of approval. The Unit Owner must provide their Lessee with a copy of all applicable use restrictions and regulations in effect for Pointe Alexis Homeowners Association, Inc..
9. A copy of the lease agreement must accompany this application.

**ACKNOWLEDGMENT OF GOVERNING DOCUMENTS
POINTE ALEXIS HOMEOWNERS ASSOCIATION, INC.**

I (We) have received, read, understand and agree to abide by all governing documents and rules and regulations in effect for the Point Alexis Homeowners Association, Inc. I (We) further certify that the information provided in this request for Association approval is complete and correct to the best of my (our) knowledge.

Lessee's Signature _____ Date _____

Lessee's Signature _____ Date _____

While the Lessee acknowledges compliance with the use restrictions & regulations of the Pointe Alexis Homeowners Association, Inc., The Owner will be held responsible for violations of these regulations including, but not limited to, violation fines. The owner is responsible to provide the Association with copies of any lease renewals or extensions prior to the effective date of such renewals or extensions. Return this completed form and processing fee to:

Rampart Properties
9887 Fourth Street N., Ste 301
St. Petersburg, FL 33702

Do Not Write Below This Line

ASSOCIATION APPROVAL

Pointe Alexis Homeowners Association, Inc. has APPROVED this application

Pointe Alexis Homeowners Association, Inc. has DISAPPROVED this application

POINTE ALEXIS HOMEOWNERS ASSOCIATION

By _____ Date _____

Title _____

Pointe Alexis Homeowners Association Private Event Agreement

Part I: PLEASE READ FULLY & KEEP FOR FUTURE REFERENCE

1. Residents of Pointe Alexis Association (aka PAHA) may reserve the Clubhouse for private events. Reservations for private events will be strictly on a first come, first served basis.
 - Reservations may not be made more than three (3) months in advance.
 - All major holidays are excluded from private event reservations.
 - Only Clubhouse main area may be reserved. This area will be closed to other Residents. Other Clubhouse resources however remain open for usage by others.
 - No more than two (2) private events may be held during each calendar month.
 - Resident reserving Clubhouse must be a **PAHA resident in good standing**. "Good standing" is defined as current in all of its obligations to PAHA.
 - Maximum **number of guests** for a private event is **75**.
 - All private events must conclude by 11:00 pm.
2. Resident must sign and return a Private Event Agreement, **Part II**, in advance of the private event, and must comply with all the terms herein.
3. Residents who reserve the Clubhouse for a private event (hereinafter referred to as *Resident-host*) must provide PAHA with a **\$350 damage deposit**, and a **\$100 non-refundable** exclusive use fee.
 - Resident-host must pay for any post-event cleaning if necessary.
 - Cleaning cost not paid will be deducted from the damage deposit.
4. The Clubhouse cannot be reserved for commercial purposes. Included in the term "commercial purposes" are; fund-raising events other than those sponsored or sanctioned by PAHA, merchandise parties (Tupperware, jewelry, insurance, networking, etc), company parties, and other business events. A resident to hold a private event however, inviting co-workers and business associates is permitted provided that the event is for social purposes only.
5. A Resident-host who reserves the Clubhouse for a private event **must be the host of that event**.
 - The facility may not be used for private events hosted by non-residents, even if the Agreement is signed by a Resident. *This will be strictly enforced.*
 - The Resident-host will be held fully responsible for the conduct and actions of his/her guests and contractors while they are within the PAHA community.
 - Resident-host shall be responsible for the clean-up (vacuuming, mopping, cleaning o kitchen appliances, tables, etc) and disposal of food, trash and other debris regardless of size.
 - Resident-host understands that there is limited parking available on the property. Event guests who park in spaces assigned to other owners are subject to have their vehicles towed at their expense.

6. Private events are limited to five (5) hours, not including set-up and clean-up. Any decorations, equipment rentals, furniture, or equipment may be set-up no earlier than the actual date of the event. Removal of all decorations, rental equipment, personal equipment, etc. must take place no later than 05:00 pm the day following the event.
 - Clubhouse furnishings shall not be removed from the facility.
 - Resident-host is responsible for returning the Clubhouse's furnishing in their original configuration.
7. NO sound producing equipment, including but not limited to stereo music, disc jockeys, and live bands is permitted beyond 10:00 pm, nor will it be permitted at any time if it creates a disturbance to neighboring homes.
8. PAHA, at its sole discretion may request an invitation list from the Resident-host no less than 48 hours in advance of the event. Only those guests on the invitation list will be admitted into the community.
9. Resident-host must provide PAHA with a \$350 refundable damage deposit, and a \$100 non-refundable exclusive use fee. These funds will be administered as follows:
 - a) A check in the **amount of \$100**, payable to PAHA as a non-refundable exclusive use fee must be received by PAHA before a reservation can be scheduled.
 - b) A check in the **amount of \$350**, payable to PAHA as a refundable damage deposit must be received by PAHA at least ten days before the scheduled event.
 - A PAHA representative will determine if the cleaning performed after the event is adequate, or if a cleaning service is required. This determination will be made as soon after the party as possible, which may be the next business day.
 - If no damages or extra cleaning requirements are observed, the damage deposit will be returned to Resident-host, or voided as a payment instrument.
 - If there were any damages to the facility, including carpet and upholstery stains, the Resident-host will be informed and PAHA will have the damages repaired as may be required. The Resident-host will be provided with copies of the repair / cleaning bills as soon as available and will provide PAHA with reimbursement payment of those expenses. If Resident-host does not pay the reimbursement costs within five (5) business days of notification, the damage deposit will be cashed, costs deducted, and the balance of the deposit, if any, will be refunded to Resident-host.
 - Should the post event cleaning costs combined with any damage costs exceed the Resident-host deposit of \$350, the Resident-host will be informed of the overage and be required to promptly and fully pay the difference to PAHA. PAHA will pursue all means available to collect excess costs that are not paid within thirty (30) days after written notification to the Resident-host by PAHA.
10. The persons reserving the facility assume full responsibility for all claims and damages arising out of any functions held, and agree to hold harmless and indemnify PAHA from all such claims and damages.

Pointe Alexis Homeowners Association Private Event Agreement

Part II: PLEASE COMPLETE AND RETURN THIS FORM TO PAHA.

Resident-host name: _____ Date: _____

Address: _____

Telephone: _____ email: _____

Purpose of event: _____

Date of the event: _____ Start time: _____ End time: _____ # of guests: _____

If you intend to use the services of a caterer, entertainer, band, rental company or other services, please provide name and telephone number for each.

a) _____

b) _____

c) _____

d) _____

• \$100 non-refundable check number: _____ date: _____
○ Date received by PAHA _____

• \$350 damage deposit check number: _____ date: _____
○ Date received by PAHA _____ Date returned or Voided _____

By signing below, the Resident-host for this event acknowledges that he / she has read understands, and agrees to comply with all Pointe Alexis Homeowners Association rules and regulations, plus all provisions of this Agreement.

Signature Resident-host _____ date: _____

Signature Resident-host _____ date: _____