

Holley By The Sea Improvement Association

6845 Navarre Parkway – Navarre FL 32566

Tel. 850-939-1693 Fax 850-939-5848

Transfer of Usage Checklist

Dear Renter,

Thank you for making Holley By The Sea your home. One of the great perks of living with us is the use of the Recreation Center for you and your family. In order to receive your ID card this packet needs to be completed in its entirety. Below is a checklist to ensure that before returning the packet to the office all information needed is attached. Please, feel free to check the list off as you move along.

- Transfer of Usage Form
 - Must be filled out and signed by the Property Owner or Property Manager
- 2012 Renter Information Form
 - Please print in blue or black ink
 - List all additional household members
 - Rec Center. **The number of eligible household members cannot exceed the number of bedrooms in the home**
 - Eligible members must be verified. Children under the age of 18 must be verified with a Birth Certificate, Military ID or School Record. Anyone over the age of 18 may show a photo ID
- Statement of Liability
 - Eligible members over the age of 18 MUST sign this form in order to receive their ID card. Signatures not on this form will not receive ID cards.
- Copy of the current lease
 - Please bring a copy of the current lease
- Signed copy of the Yard/Lot Maintenance Improvement Policy

The office will not accept packets that are not completed.

Thank You,

Holley By The Sea

OFFICE USE ONLY	
HBTS Staff Receiving Info: _____	Date: _____
Transfer of Usage: _____	Renter Information: _____
Verify IDs: _____	Liability Form: _____
Yard/Lot Maintenance: _____	Current Lease: _____

2012 RENTER INFORMATION

Before an ID card can be issued, you must present a **Transfer of Usage** and **Rental Agreement** with both renter and member or leasing agent signatures.

OFFICE USE
ACCOUNT NUMBER

Block _____ Lot _____

Date _____

PLEASE PRINT

RENTER #1

Name _____ Male _____ Female _____

Mailing Address _____ Email Address _____

City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____

Employer _____ Birth Date _____

Leasing Agent _____ Leasing Period: From _____ To _____

RENTER #2

Name _____ Male _____ Female _____

Mailing Address _____

City _____ State _____ Zip _____

Employer _____ Birth date _____

- Please list additional eligible household member information (name must be on the transfer of usage and rental/lease agreement for usage privileges). The number of tenants with access to the facilities may not exceed the number of bedrooms in the residence. **Birth Certificate, military ID, or School Record with a birth date** must be shown for children under the age of 18 years old. Over 18 must show picture ID. HBTS ID cards will be issued for household members 13 years of age and older.

Name _____ Sex _____ Birth _____ Relationship _____

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Name _____ Sex _____ Birth _____ Relationship _____

Name _____ Sex _____ Birth _____ Relationship _____

Office use Only:

CS Rep Receiving Info: _____ Date: _____

Processed By: _____ Date: _____

STATEMENT OF LIABILITY

I, the undersigned, have read and understand the Rules and Regulations of Holley by the Sea Recreation Center and agree to conform to them.

I, the undersigned, have full knowledge that some or all of the facilities and equipment at Holley by the Sea Recreation Center could be dangerous to ones health and agree to take the utmost care when using the facilities.

I, the undersigned, agree to inspect the facilities and equipment before using them and to bring any deficiencies to the management's attention before using them.

I, the undersigned, take all the responsibility for the safety, welfare and actions of myself and my guest. I further state that I have familiarized my guest with all the rules and regulations of Holley by the Sea Recreation Center and do hereby accept the monetary liability for any damage to the facilities which may result from their usage.

I, the undersigned, hereby release and hold harmless the Holley by the Sea Improvement Association Inc. and their employees from any and all liability or responsibility for damages or injuries to myself or any member of my party except for gross negligence.

I, the undersigned, acknowledge that the Association is not responsible for any theft, loss or damage to personal property or personal contents of a locker and agrees to hold harmless and indemnify the Association of any loss, claim or damage arising from the use of the facilities.

I HAVE RECEIVED A COPY OF THE COVENANTS AND WILL ADHERE TO THEM.

ALL TENANTS AGE 18 AND OVER, PLEASE SIGN ON THE LINE BELOW.

Renter

Renter

Renter

Renter

HBTS Yard/Lot Maintenance and Improvement Policy

Pursuant to CONSOLIDATION OF DECLARATION OF PROTECTIVE PROPERTY RIGHTS AND RESTRICTIONS OF HOLLEY BY THE SEA AND HOLLEY BY THE SEA IMPROVEMENT ASSOCIATION, INC.- ARTICLE VII GENERAL RESTRICTIONS AND COVENANTS LAND USE AND BUILDING TYPE.

Section 5. Maintenance of Lots and Improvements. The Residents shall be responsible for and shall maintain and keep in good condition the lot and all improvements thereon. In the event of the failure of the Residents to maintain the lot (yard) and/or the improvements thereon in good condition, the Association may make such repairs and perform such maintenance as may be necessary for the general benefit of the remaining owners. The cost thereof shall be assessed against the Owner, and such assessment shall be enforced as other liens herein provided for.

1. For the purposes of this section, the word "lot" is understood to mean a vacant lot for unimproved properties and also is understood to mean "yard" for improved properties where a house has been constructed on the property. "Maintain and keep in good condition" means:

a. *The residents shall maintain sod areas throughout the entire year (front, back and side yards).*

b. During the growing season months (Mar-Oct), the entire lawn (front, back and side) shall be mowed on a regular basis to ensure a neat appearance.

c. Property Owners can obtain information on specific grasses recommended for Northwest Florida plus proper irrigation practices, fertilization recommendations and requirements for maintaining Northwest Florida Grasses, and the importance of understanding the benefits and hazards from the improper use of chemicals for the treatment of pest and weed control while maintaining a healthy Florida Lawn by contacting the Santa Rosa County Extension Office (850-623-3868 or 850-932-9047).

d. Anytime more than 20% of the lawn area is dead or barren, re-sodding may be necessary. This is often the result of poor irrigation practices, excessive/improper fertilization practices or the improper applications of chemicals to the lawn.

e. Grass and landscaped areas shall be kept neat and free from weeds regularly.

f. House, Shed and Garage roofs, soffits, siding, chimneys and attic vents shall be maintained in good condition. Any damage or deterioration shall be repaired within 90 days of notification of a deficiency by the HBTS Architectural Liaison Office.

g. Houses with exterior paint require repainting as part of routine maintenance. The property owner of a house with excessive peeling or fading of the paint will be notified of the requirement for repainting. The owner is responsible for repainting within 90 days of notification by the HBTS Architectural Liaison Office of a deficiency.

Residents Initials: _____ Date: _____

h. Garage doors shall be kept in good repair. Garage doors shall be fully functional and operational as designed.

i. Driveways shall be maintained in good condition. Any driveway with excessive cracking or settlement will be required to be repaired. The owner is responsible to have the driveway repaired within 90 days of receiving notice from the HBTS Architectural Liaison Office of a deficiency.

j. All permitted construction must be completed within one (1) year of issuance of a permit unless the property is in violation at the time the request is submitted; if so, the permitted construction must be completed within three (3) months of issuance of the permit.

k. Derelict, non-functional, or unlicensed vehicle parking is prohibited.

j. Garbage, recycling, and refuse disposal containers must be concealed from public view.

2. Compliance with this policy will be determined according to the following:

a. Once a member of the HBTS Architectural Liaison Office identifies a violation of section 1 of this policy (either by a filed complaint or by observation), the HBTS Architectural Liaison Office will open a compliance case file. The residents/owner/property manager of the property in question will be contacted by letter notification of the problem and to determine the status of any corrective measures planned or being taken by the owner and to request specific action on the part of the owner to correct the problem.

b. If the problem is related to yard or landscape maintenance as described in sections a through e above, HBTS Architectural Liaison Office will visit the property in question on a weekly basis for a period of (2) weeks. If the residents have failed to correct the deficiency within this period of time, HBTS will initiate enforcement according to the HBTS Architectural Control Committee Enforcement Procedures.

c. If the problem is related to a structural deficiency as described in f through j above, HBTS Architectural Liaison Office will inspect the property in question on a monthly basis for a period of three (3) months. If, in the opinion of the HBTS Architectural Liaison Office, the residents have failed to correct the deficiency within this period of time, HBTS will initiate enforcement according to the HBTS Architectural Control Committee Enforcement Procedures.

Residents Signature: _____

Date: _____

HBTS Staff: _____