

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES, REGULATIONS
AND PROCEDURES
MANUAL©



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CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

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CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

TABLE OF CONTENTS

<u>Topic</u>	<u>Page</u>
Introduction and References	2
Unit Leases	3
Lakes/Ponds	3
Lawn Ornaments	4
Seasonal Holiday Decorations	4
Flower Pots	4
Plant Beds	5
Windows, Doors and Buildings	5
Screen and Storm Doors	5
Satellite Dishes	6
Lanais	6
Front Stoops and Steps	6
Yard Sales	6
Hurricane Shutters	7
Hoses	7
Exterior Lighting	7
Garage Doors	7
Barbecues	8
Trash Management	8
Vehicles	8
Pets	9
Right of Entry	9
Clubhouse Procedures and Rules	10, 11
Pool Area Rules	12
Pool Area Entry	13
Pool Area Environment	13
Use of the Pool	14
Use of the Spa/Hot Tub	14
Tennis Court Rules	15
Clubhouse Rental Agreement and Release Form	Appendix 1
Architectural Request Form	Appendix 2

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

INTRODUCTION

The Rules and Regulations contained herein are intended to provide a comfortable and harmonious environment for all residents of Cypress Strand, while maintaining and improving the overall appearance and property values of our community. Most of these rules have been taken from our Declaration of CONDOMINIUM document or higher level authoritative documents such as the TARA Master Association Architecture Review Manual, Manatee County, Florida Ordinance, etc. While it is understood that there are diverse viewpoints regarding Rules and Regulations, the Board has focused on what is best for the maintenance and conservation of the Condominium Property as a whole and for the health, comfort, safety and welfare of all owners. Specifications mentioned in these Rules and Regulations may be obtained from the Management Company or on the Cypress Strand website (www.cypressstrand.com).

PRIMARY REFERENCES

1. DECLARATION OF CONDOMINIUM FOR CYPRESS STRAND, A CONDOMINIUM
2. TARA Master Association Architecture Review Manual (TMA ARC)

Note 1: Rules from our Condominium Declaration are cited by Section number(s) and paragraph references. Rules from other governing documents are cited by the document and paragraph.

Note 2: The Clubhouse Rental Request Form and Architectural Request Form may be found at the end of this manual.

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

GENERAL

Unit Leases

All leases must be in writing and only entire units may be leased.

Sec. 26 (e)

Lease and sale applications are submitted to the Association Manager and require a \$100 processing fee. The Board of Directors, at their discretion, may waive the fee for repeat tenants but renewal leases still require an application submittal.

Sec. 26 (f)

Each unit shall be occupied overnight by no more than six (6) adults at any one time.

Sec. 24 (a)

No unit may be leased more than twelve (12) times in any calendar year. There shall be no maximum length of a lease, but all leases for more than one year shall be deemed to include a provision reserving the right of the Association to approve or disapprove the continuance of the lease at annual intervals. No subleasing or assignment of lease rights by the lessee is permitted. **No lease may be for a period of less than thirty (30) days.**

When a unit is rented for a period of time not less than one month, and not more than one year, the owner must file an application for each rental within that year. If you rent your unit twelve times a year, you must file an application for each individual rental period. If a family member is occupying the unit for a period of not less than one month and up-to-one year, an application must be filed for each period they remain in the unit (whether you collect rent or not).

Sec. 26 (e)(ii)

Effective June 13, 2014, a new Unit Owner would not be able to lease a unit for at least twelve (12) months following the acquisition of the unit unless an already existing lease is in force at the time of transfer. An existing lease is defined as one that has been approved by the Association.

Sec 24 (f)

Lakes

No swimming, fishing, boating, pets, rafting or any other recreational activities shall occur in any lake located on the Condominium property.

Sec. 24 (c)

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Lawn Ornaments

The Architectural Review Committee must approve all lawn ornaments. The one exception to this is a security sign, indicating an alarm system is present, may be displayed as near to the front and rear entrances to a unit as possible. These signs may be displayed 24/7/365 in that they are a crime deterrent.

Sec. 24 (d)

Seasonal Holiday Decorations

Seasonal holiday flags and decorations (i.e. Thanksgiving, Easter, Fourth of July, Memorial Day, Halloween, Labor Day, Christmas, etc.) are permitted for a total of 10 days on either side of the holiday. Seasonal holiday flags may be mounted in the ground only and not on any building or tree. These flags shall not exceed 18" x 18" in size and must be placed as close to the main entrance of the unit as possible. Seasonal decorations are not to be mounted on buildings except for stair rails. Christmas-Chanukah-New Year decorations may be displayed for 40 days beginning December 1 and lasting through January 10 (Jan.16th for Greek Orthodox).

There shall be no alteration of common elements, especially the placing of items on the grassy areas, which may interfere with the landscaping company's right of way.

Sec. 24 (h), Sec. 26 (b)(ii)

Flower Pots

A total of three (3) flower pots, containing live plants only, are permitted for each unit, as follows:

One (1) pot with a minimum size of 12" diameter between the garages.

Two (2) pots with a maximum size of 12" diameter are permitted in front of entryways for the lower units.

Unit owners with side-by-side garages must agree on the pot and plant selected.

No flower pots are permitted on stairs or in front of planting beds. No hanging plants are permitted to hang from poles in the ground or from any exterior part of any building.

Plants must be of reasonable size, shape and condition. Unit owners must prune, water and otherwise maintain plants in a favorable condition. Imitation or plastic plants are not permitted. NOTE: Pots must be placed in garages when high winds are present.

Sec. 24 (d)

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Plant Beds

Unit owners are permitted to plant no more than six (6) flowering Florida friendly plants in the front exterior plant bed only, and not around palm trees. These plants shall be well maintained by the unit owner. In the case of a dead or dying plant, it shall be removed or replaced by the unit owner. The landscaping company is not responsible for damage to these plants. An Architectural Request Form must be submitted for these and future new plantings.

UNDER NO CIRCUMSTANCES MAY ORIGINAL PLANT MATERIAL PROVIDED BY THE DEVELOPER BE REMOVED.

Sec. 24(i), Sec. 27(b) (ii)

Windows, Doors and Buildings

No signs, flags or decorations of any kind are permitted in windows or on garages and entry doors, with the exception of temporary holiday decorations (see separate holiday rules), a single "For Sale" sign and a floral wreath on entry doors. The one "For Sale" sign, no greater than 18" x 24," may only be placed in a front window. For Rent or For Lease signs are not permitted.

With the exceptions of those items mentioned above, nothing is to be mounted to any part of the building, including doorways.

No unit owner shall paint or otherwise decorate or change the appearance of any portion of the exterior of the unit building without Board approval. All interior window coverings must have a neutral or white/off white color or lining as seen from the exterior so as not to change the exterior color appearance thereof.

Sec. 30 (a)

Window film will be permitted providing the existing specifications on file have been followed and an Architectural Request Form has been submitted and approved prior to purchase and installation.

Screen and Storm Doors.

Only a full view, glass/screen storm door may be installed on the front entrance, providing the specifications for an approved full view glass/screen storm door are followed and an Architectural Request Form has been submitted and approved prior to purchase and installation. A full view storm door means that there is a full length glass panel that is removed when converting to a screen door. No crossbars or decorations are allowed on the glass or screen. Hardware of the door should match the brush nickel hardware of the main entrance door.

Sec. 24 (h), Sec. 30 (a), TMA ARC 2.5.1.4

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Satellite Dishes

Satellite dishes may only be mounted on poles in the ground and an Architectural Request Form must be submitted and approved prior to installation.

Sec. 24 (h)

Lanais

Chimes, extreme lighting, storage shelves or storage cabinets, cardboard boxes, any kind of animal cages, clothing (towels, bathing suits, swimming equipment of any kind) draped over chairs or lounges, etc., which cause an unpleasant view or appearance for adjacent residents are not permitted on lanais.

Requests for shades on the lanais or enclosures of lanais must be submitted to the Architectural Review Committee for review. Approval must be received PRIOR to purchase and installation. The Architectural Request Form must contain all specifications (color, type, company, and license).

Architectural Request Forms must be submitted and approved when placing white river rock or white marble stone chips around lanais of the bottom units and established specifications must be followed.

Sec. 24 (d) and (h)

Front Stoops and Steps

No shoes, pool supplies, pet supplies, garden tools, hoses, bags, newspapers, empty flower pots or other like items are permitted on or around the exterior of the units. Doormats must be placed in front of the door, not at the bottom of the stairs, on the stairs, or on the sidewalk.

Sec. 24 (d)

Yard Sales:

Owners and tenants are encouraged to participate in community yard sales scheduled and sponsored by the Association. Yard sales other than Association sponsored yard sales **are not** allowed.

Sec. 24 (d)

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Hurricane shutters

Hurricane shutters on the first floor units may only be installed seven (7) days in advance of a warned hurricane and must be removed no later than seven (7) days after the “all clear” notification.

Unit owners who have storm shutters are responsible for maintaining, repairing or replacing the shutters, screws and retainers (that hold the shutters to the building) when needed. Unit owners wishing to deviate from the existing storm shutters must file an Architectural Request Form and have approval prior to installation (specifications must be included). The name of the company, address and phone number must also be included.

Installation of roll down storm shutters must comply with the specifications already in place at the Management Company and they must also be kept in good working order. An Architectural Request Form must be submitted and approved prior to purchase and installation.

Sec. 30 (c)

Hoses

Hoses must be returned to the garage promptly after use (not left lying around). Hose reels must not be mounted on buildings or placed outside.

Sec. 24 (h)

Exterior Lighting

No additional lighting of any kind (e.g. Malibu lights, lamps, etc.) is permitted.

Sec. 24 (d) and (h)

Garage Doors

For your own safety, garage doors must remain down and closed when unattended. Garage doors must be maintained and repaired at all times and repair work is the responsibility of the unit owner. Repairs must be accomplished expeditiously.

TMA ARC Section 1.2.1

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Barbecues

Due to county and local fire codes, only ELECTRIC GRILLS are permitted on lanais. Charcoal grills are permitted fifteen (15) feet from the front of the building and only on the driveway. The storage of any propane tank larger than 1.5 lbs is prohibited.

Sec. 24 (d) and Article XI, Section 2

East Manatee Fire Rescue District Ordinance 07-B Section 18.2 and 28.1 C.

Trash Management

All units must observe the Waste Management pick up schedule for recycles and trash, which is as follows:

Trash & recycles: Tuesdays

Trash only: Fridays

Holiday schedules are announced as they occur.

Trash must be placed inside a trash can and covered with a lid that is completely sealed. All bags containing garbage or garbage residue must be placed in a trash container with a sealable lid to prevent bird and other animal intrusion. Excess trash may be placed in a secured black plastic bag but should not be placed outside until the morning of pickup. White trash bags for excess trash are not permitted.

Trash in garbage cans with lids and recycle bins (Tuesday pickup) may be placed on the driveway, after sundown, on the Monday and Thursday nights prior to next day pickup and removed by Tuesday and Friday evening. All trash cans and lids should be marked with the unit number on them. No trash is to be placed on grass due to potential damage to sprinkler heads and the grass. No trash with pet excrement is to be stored anywhere other than the owner's own garage until trash pickup.

Sec. 24 (d)

Vehicles

No commercial vehicles, campers, boats, trailers of any kind, vehicles with advertising on them, trucks of any kind with commercial equipment on them (ladders, hoses, etc.) are permitted to remain in the complex overnight. No vehicle may be stored or parked with a cover on it. Unserviceable or nonregistered vehicles must be kept within the garage, not in driveways or on the street.

Owners are responsible for cleaning fluid stains on sidewalks and driveways, damage to shrubs, lawn or irrigation systems caused by their vehicle negligence.

TMA ARC Section 4.1

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Pets

A unit owner, with the approval of the Board of Directors, may have two (2) small (25 lbs. or less) domesticated pets and fish in his/her unit. No birds shall be kept in units unless the unit owner has received prior written approval of the Board of Directors.

Pets must be kept on leashes at all times when outside the unit and owners must clean up pet feces immediately. Annual rabies vaccinations are required for all dogs and cats. Pets are not to be left in vehicles unattended. Non-compliance with these regulations is a violation of Manatee County Law.

In the event that any pet kept on the premises shall constitute a nuisance in the opinion of a majority of the Board of Directors, the said owner, when so notified in writing, shall be required to immediately remove said pet from the premises.

Sec. 24 (g), Manatee County Animal Ordinance

Right of Entry

The association has the irrevocable right of access to each unit at reasonable hours, as may be necessary for the maintenance, repair or replacement of any common elements therein or accessible therefrom or at any hour for making emergency repairs necessary to prevent damage to the common elements or to another unit. Therefore, it is imperative that the association has on file, a person or contact that has a key and access code (for security systems) that we may contact to gain access and avoid breaking into the unit in emergencies.

Sec. 22 (g)

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

CLUBHOUSE PROCEDURES AND RULES

1. The **clubhouse** is available for the exclusive and private social use of residents (owners and tenants), their guests, and Association meetings. Due to liability and wear concerns, the clubhouse is not available for other outside organizations such as civic, religious or business meetings or gatherings, regardless of the sponsor. With the exception of **Association sponsored** functions, private sponsorship for social functions is limited to once per quarter per owner/tenant/household.
2. The clubhouse may be rented by an adult resident who must remain on the premises at all times during the function and until all attendees have left. The clubhouse cannot be reserved for a third party. The maximum number of guests is 50 attendees. A function principally attended by children or teenagers must be well chaperoned by adults of the age of 18 or over.
3. All maintenance fees must be paid in full to reserve or use the clubhouse.
4. The base clubhouse rental deposit of \$50 must be included with the reservation. All reservations are through the Association Manager and approved by the Board of Directors.
5. Deposits are due at least two weeks prior to the date of the function.
6. Reservations can be made no more than three months in advance and the clubhouse will not be considered reserved until the appropriate deposit is paid and Board approval obtained.
7. A clubhouse rental is for use of the clubhouse only. Attendees must remain in the clubhouse during the function and are not to use the swimming pool, tennis court or adjacent common areas.
8. The Board reserves the right to refuse the use of Cypress Strand facilities for functions that are considered questionable.
9. For profit and/or admission fee events are not permitted.
10. No open flames (candles, lamps, etc.) of any kind are allowed to be used inside the clubhouse. Balloons are not allowed in the clubhouse but may be used outside. They must be removed after the function.
11. No staples, thumbtacks or tape of any kind may be used on painted walls or doors.
12. No wet bathing suits or bare feet are permitted in the clubhouse.
13. To clean up after a function, clubhouse renters must sweep the tile floor, clean the kitchen area (including counter tops, microwave, refrigerator etc.) and bathrooms. Furniture must be returned to its proper configuration. All trash (including bathrooms) must be removed and may not be placed in the outside

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

pool trash cans. A clean plastic bag must be placed in the kitchen trash can. Extra bags may be found under the current bag in the trash can or under the counter. If the clubhouse is not adequately cleaned after an event or there is minor damage noticed, some or all of the rental deposit may be retained for cleaning or repair. If significant damage or cleaning exceeds the deposit, renter will be responsible to pay the excess.

14. Conduct must be appropriate and not disturbing to surrounding condos.
15. The Clubhouse Renter Agreement and Release Form is included at the end of this manual.

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

POOL AREA RULES

These Pool Area rules were developed to help assure the safety and enjoyment of all users. Some of the rules may impinge on your personal desires, but the rules are in place to meet the needs of the majority of users. The Pool Area includes the pool deck, pergola, pool, and spa.

All users of the Cypress Strand Pool area are required to know and follow the pool area rules. Questions concerning the rules should be directed to any Board member or the Association Manager.

- Common courtesy is expected of all pool area users.
- At the Board's discretion, pool area users who do not follow the rules or whose conduct is deemed improper may have their pool privileges suspended.
 - Users of the pool area are encouraged to tactfully approach individuals disregarding these rules. If the situation persists, a Board member should be contacted and the name and unit number of the offender reported to the Association Manager. If damage or physical abuse is apparent, the Sheriff's Office (911) should be called immediately.
 - Under no circumstances should users become confrontational over a rule infraction.
- Pool users are requested to immediately inform our Management Company or Board member of any safety or repair issue.
- People not authorized to enter the pool area or anyone in the pool area after hours may be considered trespassing and be prosecuted. In the case of a known late night vandalism or disturbance situation, the Manatee County Sheriff's Department (911) should be called immediately in order for them to arrive on scene and investigate. The Association Manager and a Board Member should also be notified at the earliest opportunity.

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Pool Area Entry

1. The Pool area use is for owners, renters and their guests only.
2. All guests must be accompanied by a sponsoring owner or tenant at all times.
3. Each owner/tenant may not have more than four guests per household in the pool area.
4. Owners and tenants of owners (including their guests) with delinquent maintenance fees will not be permitted in the pool area, pool or spa.
5. Pool access is controlled by a key or a magnetic device (fob/card). Groups without an entry device are not permitted inside the pool area without a resident sponsor. The Pool gate must be kept closed and locked at all times.
6. The Pool, Spa, and Pool area hours are dawn (sunrise) to dusk (30 minutes after sunset). These areas are closed when dark as they are not sufficiently lighted at night.
7. The Pool, Spa, and Pool area will close during inclement weather (rain, threat of lightning, or high winds).
8. A responsible adult (over the age of 18) must accompany and supervise children under the age of 14 in the pool area.
9. No pets are allowed in the pool or pool area.
10. All posted signs must be followed.
11. Pool area users are responsible for the actions of their children and guests. Any damage caused to property will be the financial responsibility of the user.

Pool Area Environment

1. Personal headphones must be used to listen to music.
2. No alcohol of any kind is allowed in the pool area except for Board approved functions.
3. No glass containers are permitted in the pool or pool area.
4. No food is permitted in the pool or within five feet of the pool. Food use is restricted to the large tables under the pergola.
5. All trash must be discarded in trash cans and lids sealed tight.
6. No smoking is allowed in the pool, spa, or pool area.
7. No running, rough play, or profane language is permitted in the pool area.
8. Restrooms must be entered from the rear of the clubhouse, not through it.
9. No one with a wet bathing suit is permitted in the clubhouse.
10. Grills or cooking equipment are not permitted.
11. Rollerblades skateboards or bicycles are not allowed in the pool area.

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

Use of the Pool

1. Warning – There is no lifeguard on duty.
2. Warning – Swim at your own risk.
3. Warning – No diving in the pool.
4. Shower before entering the pool.
5. Swim diapers must be worn by all children who normally wear diapers.
6. No one with a communicable disease or diarrhea may enter the pool.
7. Proper bathing attire is required at all times.
8. Balls (hard or soft), rigid toys and rigid flotation devices are not permitted in the pool. Small children floaties are permitted.
9. Flotation devices are limited to body size inflatable rafts and noodle-type floats and are permitted only during non- crowded periods that will not disturb other pool users.
10. Expectorating or blowing nose or similar unhygienic actions in the pool are prohibited.
11. The pool capacity is 30 persons.

Use of the Spa/Hot Tub

1. Warning – There is no lifeguard on duty.
2. Warning – Use at your own risk.
3. Children under 12 are not permitted in the spa.
4. Children under 16 require adult supervision in the spa.
5. The following people should consult a doctor before using the spa: pregnant women, children, people with health problems, and people using alcohol, narcotics or other drugs that cause drowsiness.
6. Maximum time for use is 15 minutes.
7. Water temperature maximum is 104 degrees.
8. Shower before entering the spa.
9. No one with a communicable disease or diarrhea may enter the spa.
10. No flotation devices are permitted in the spa.
11. No diving or jumping into the spa.
12. Proper bathing attire is required at all times.
13. Spa capacity is five persons.

CYPRESS STRAND CONDOMINIUM
ASSOCIATION
RULES AND REGULATIONS

TENNIS COURT RULES

1. The tennis court is for use by Cypress Strand Condominium residents. Guests are permitted when accompanied by a resident and are limited to three (3) per household.
2. No user activity except tennis is permitted on the court. Skateboards, bicycles, roller skates, radio controlled cars, etc. are not permitted on the court or walkways surrounding the court. Anyone violating this rule is subject to forfeiture of his or her right to use the court.
3. No pets are permitted on the tennis court.
4. No food, glass or alcoholic beverages are permitted on the court.
5. Children under 12 must be accompanied by a parent or person 18 years or older at all times.
6. Tennis shoes must be worn on the court. Shirts must be worn at all times.
7. The court is available on a first-come, first-serve basis. There are no advanced reservations. The "holding" or "saving" of the court is expressly prohibited when players are waiting. Play is limited to 1½ hours when other players are waiting.
8. Tennis may commence daily at 8 a.m. and continue until 9:30 p.m. No play is permitted after 9:30 p.m. The lights will go off automatically at 9:35 p.m.
9. Players are required to observe tennis etiquette, as well as rules of good conduct on and around the court.
10. The pool gate key also opens the tennis court lock. When the pool gate lock is converted to an access device, the key for the tennis court lock will stay the same. When leaving the court, turn off all lights (if applicable) and lock the gate using the chain and lock.

CYPRESS STRAND CONDOMINIUM ASSOCIATION
CLUBHOUSE RENTAL AGREEMENT, RELEASE OF LIABILITY AND
INDEMNIFICATION AGREEMENT

Name: _____ Phone: _____

Address: _____ Cell Phone: _____

Type of Function: _____ Date of Event: _____

No. in Attendance: _____ Date of Application: _____

I /we, the undersigned, agree to abide by the established rules and regulations of the Clubhouse adopted by Cypress Strand Condominium Association, Inc., and further understand that I/we will be responsible for my guests and for all damages to the furnishings, furniture and accessories as noted during the final inspection of the Clubhouse. **(For the period the Clubhouse is rented, attendees are specifically denied use of pool, hot tub or tennis court.)**

In consideration of the Cypress Strand Condominium Association, Inc. allowing rental of the Clubhouse, I/we shall indemnify and hold harmless Cypress Strand Condominium Association, Inc., its Board of Directors, officers, agents, employees, assigns, successors and each resident from all losses, damages, claims, suits, costs, expenses and disbursements of any kind including all legal expenses and attorney fees incurred by Cypress Strand Condominium Association, Inc. based upon any claim, demand, lawsuit or action brought by any person or entity whatsoever with respect to any personal injury (including death) or property damage from any cause, including claims of negligence on the part of Cypress Strand Condominium Association, Inc., with respect to, arising from, or in any way relating to the rental of Cypress Strand Condominium Association's Clubhouse, facilities, equipment and premises.

I/we freely and expressly assume and accept full responsibility for all risk of injury from my/our use of the Cypress Strand Condominium Association's Clubhouse, facilities, equipment and premises and release Cypress Strand Condominium Association, Inc., its Board of Directors, officers, agents, employees, assigns, successors and each resident from all personal injuries sustained or resulting from the use of the Association's Clubhouse, facilities, equipment and premises.

I/we have carefully read this Clubhouse Rental Agreement, Release of Liability and Indemnification Agreement and fully understand its contents. I am/we are aware that this is a release of liability and indemnification agreement as well as a rental agreement between Cypress Strand Condominium Association, Inc. and me/us. I/we accept and agree to all terms outlined therein.

Name of Renting Resident(s): _____

Resident Signature(s): _____

Address: _____ Phone: _____

Reservation Approved by: _____ Date Approved: _____

CYPRESS STRAND CONDOMINIUM ASSOCIATION
CLUBHOUSE RENTAL AGREEMENT, RELEASE OF LIABILITY AND
INDEMNIFICATION AGREEMENT

TO BE COMPLETED BY A REPRESENTATIVE OF THE ASSOCIATION

Before Function

Rental Deposit \$50.00 Received by: _____
Date: _____

After Function

Clean-up fee (if applicable): \$ _____ . __
Damage fee (if applicable): \$ _____ . __
Additional charge (or refund): \$ _____ . __

Additional charge (or refund) received/issued by: _____
Date: _____

CYPRESS STRAND CONDOMINIUM ASSOCIATION
ARCHITECTURAL REQUEST FORM

Please fill out this form to request approval from the Architectural Committee for improvements or additions such as lawn ornaments, screen door, plantings, stair lighting, outdoor shades, satellite dishes, etc. as outlined in the Rules and Regulations.

NAME(S): _____

BUILDING & UNIT #: _____

STREET ADDRESS: _____

TELEPHONE (E-MAIL if you wish): _____

Describe your request with as much detail as you have. Include pertinent photos, back-up, etc..

The Architectural Committee will contact you if clarification is needed.

TO BE COMPLETED BY A REPRESENTATIVE OF THE ASSOCIATION

DATE RECEIVED: _____

APPROVED / DISAPPROVED:

REASON: _____

SIGNATURE: _____ Date: _____