

CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES, REGULATIONS
AND PROCEDURES
MANUAL



REVISED and amended March 2018 to reflect new Legal Documents

Amended January 2019 to update Clubhouse Use Agreement

This is a living document and is subject to change. Contact the Association Manager for the latest revision or visit our web site at: www.cypressstrand.com.

THESE RULES MUST BE LEFT IN THIS UNIT

CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

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CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

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RULES AND REGULATIONS**

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CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Introduction

The Rules and Regulations contained herein are intended to ensure 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 Ordinances, Florida Statutes, 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 Cypress Strand Property as a whole and for the health, comfort, safety and welfare of all owners and residents.

Primary References

- Declaration of Condominium for Cypress Strand, A Condominium “CSD”.
- Rules from the Declaration of Condominium are cited by Section number(s) and paragraph references. Rules from other governing documents are cited by the document and paragraph.
- TARA Master Association Architecture Review Manual “TMA ARC”.
- Manatee County Animal Ordinances “MCO”.
- Florida State Statutes “FS”.
- The Clubhouse Usage Request Form, the Architectural Request Form and the Cypress Strand Responsibility Matrix can be found at the end of this manual.
- For other useful information refer to “Helpful Info” on the Cypress Strand website.

Owner Maintenance Responsibilities

- For a listing of the various maintenance items owners are responsible for, refer to the Cypress Strand Responsibility Matrix attached.

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Unit Leases

- A unit owner must file a written application and a \$100 processing fee for every new lease.
- Lease renewals, including annual renewals, require an application along with a \$25 processing fee, sent to the Management Company.
- The Board must be allowed 20 days for approval before the start of the lease.
- Only entire units may be leased.
- Each unit may be occupied by no more than six (6) adults at any one time.
- No subleasing is permitted.
- No lease may be for a period of less than thirty (30) days.
- If a family member, other than the owner, is occupying the unit for 14 days or more, the owner must file an application for each period they remain in the unit, whether or not rent is collected.
- A new unit owner may not lease that unit for at least twelve (12) months following the purchase of the unit unless an already existing lease is in effect at the time of the transfer.
- An existing lease is defined as one that has been approved by the Board.
- **At the end of the existing lease term (unless it is a renewal of the existing lease) the unit's new owner may not lease that unit for at least twelve (12) months.**
- Tenants who consistently break the rules of the Association will not be allowed to renew their lease within Cypress Strand.

[CSD 10.1, 10.6, 11.5(A)(1), 11.6]

Unit Sales

- Sales applications require a \$100 processing fee from the purchaser and must be submitted in writing to the Management Company and sent to the Board, allowing 20 days for approval.
- Each unit may be occupied by no more than six (6) adults at any one time.

[CSD 10.17, 11.2(A)]

Ownership Restrictions

- Based on the Association's Declaration of Condominium, no business entity of any kind shall be permitted to purchase and own a condominium unit in Cypress Strand. Business entities who owned a unit or multiple units prior to the adoption of the revised Declaration of Condominium are not affected, except that they may not purchase any additional units in the future.
- Also, in accordance with the Association's Declaration of Condominium, no individual or trust may own more than two units in Cypress Strand. Individuals or trusts who owned more than two units prior to the adoption of the revised Declaration of Condominium are not affected except that they may not purchase any additional units in the future.

[CSD 10.17]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Occupancy

- In no event shall permanent occupancy exceed two (2) persons for each bedroom.
- Total occupancy may not exceed six (6) people per unit when temporary guests are visiting.
- Temporary guests shall be defined as individuals gratuitously residing in a unit at the request of the unit owner for not more than fourteen (14) consecutive days or a total of forty-five (45) days in a calendar year.
- Persons residing within a unit for more than fourteen (14) consecutive days or a total of forty-five (45) days in a calendar year shall be considered tenants and must comply with the restrictions set forth in Article 10 in the Declaration of Condominium.

[CSD 10.18]

Lakes and Ponds

- Swimming, fishing, boating, rafting or any other recreational activities are not allowed in or on any lake or pond located on the Cypress Strand property.
- Children and pets must be kept away from lakes and ponds for their own safety.

[CSD 10.3]

Lawn Ornaments

- A security alarm sign may be displayed year round as near as possible to the front and rear entrances to a unit.
- No other lawn ornaments or signs are permitted.

[CSD 10.4]

Seasonal Holiday Decorations

- Christmas, Chanukah and New Year decorations may be displayed between December 1st and January 16th.
- Other holiday decorations are permitted for ten (10) days before and ten (10) days after the holiday.
- Seasonal decor may not be mounted on buildings, except stair-railings.
- Decorations are not permitted on steps or sidewalks.
- Seasonal holiday flags may not exceed 18 x 24 inches and must be placed in the ground as close as possible to the unit entrance.
- No holiday decorations may be placed on common elements, trees or in any grassy area.

[CSD 10.8]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Flower Pots

- One (1) pot with a maximum size of 12" diameter is allowed between the garages.
- Unit owners with side-by-side garages must agree on the pot and plant selected.
- Two (2) pots with a maximum size of 12" diameter, containing live plants only, are permitted in entryways for the lower units.
- Flower pots or other objects are not permitted on stairs or sidewalks.
- No hanging plants are permitted on any exterior part of a building.
- Unit owners must maintain plants in good condition.
- All pots must be placed in garages when high winds are present.

[CSD 10.4]

Screen and Storm Doors

- Only a full view, glass/screen storm door may be installed on the front entrance.
- An Architectural Request Form must be submitted and approved prior to purchase and installation.
- See the Cypress Strand website or the Helpful Information Pages for information about an acceptable door that is available at Lowes.

[CSD 10.8, TMA ARC 2.5.1.4]

Yard Sales

- Yard sales, except for those sponsored by the Association, are not allowed.

[CSD 10.4]

Satellite Dishes

- Satellite dishes one meter (39") or less in diameter must be mounted in the ground behind the building and may not be attached to any part of the building.

[CSD 10.9 (A)(1)]

Lanais

- Items which cause an unpleasant view, noise or odor for adjacent residents are not permitted on lanais.
- An Architectural Request Form (available on the website or at the end of this manual) must be submitted for approval prior to the purchase and installation of shades or other enclosures.
- Architectural Request Forms must contain all specifications (color, type, company, license).

[CSD 10.4, 10.8]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Hurricane Shutters

- Shutters may be installed seven (7) days in advance of an issuance of a hurricane warning and must be removed no later than seven (7) days after the all clear.
- Unit owners are responsible for the installation, removal, and maintenance of the shutters, screws and retainers.

[CSD 5.5]

Hoses

- Hoses must be returned to the garage promptly after use.
- Hose reels may not be mounted on buildings or placed outside.

[CSD 10.8]

Exterior Lighting

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

[CSD 10.8]

Garage Doors

- Garage doors must remain down and closed when unattended.
- Garage doors must be maintained by the owner and repaired promptly.
- Cost of maintenance and repair work is the responsibility of the unit owner.

(TMA ARC 1.2.1)

Outdoor Grills

- Use or storage of any outdoor grill (charcoal, propane, electric) on lanais is prohibited.
- Grills may be stored in the garage.
- Use of grills is permitted ten (10) feet from the front of the building and only on the driveway.
- The use or storage of any propane tank larger than 1.5 pounds is prohibited.

[CSD 10.11, National Fire Prevention Act 1:10.11.6.1 and 6.2, East Manatee Fire Rescue District Ordinance 15-A]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Vehicles

- The following are not permitted to remain in Cypress Strand overnight:
 - commercial vehicles and trucks, of any kind, with commercial equipment or advertising that is visible
 - trucks longer than 18 feet in length
 - motor homes
 - campers, boats, motor homes, trailers of any kind.
- No vehicle may be stored or parked with a cover on it.
- Unserviceable or non-registered vehicles must be kept in the garage.
- Owners are responsible for cleaning and/or repairing any damage caused to driveways, sidewalks or shrubbery by their negligence.

[TMA ARC 4.1]

Pets

- Each unit, with Board approval, may have two small (25 lbs. or less) cats or dogs.
- Pets must be on a leash at all times when outside the unit.
- Owners must immediately pick up pet excrement.
- Trash containing pet excrement must be kept **inside** the owner's garage until the morning of the collection day.
- Manatee County Law requires all dogs and cats to have up-to-date rabies vaccinations.
- Manatee County Law does not permit pets to be left in unattended cars.
- If any pet shall be considered a nuisance, in the opinion of a majority of the Board of Directors, the owner, after being notified in writing, shall be required to immediately remove the pet from the premises.

[CSD 10.7, MCO 2-4 (4A) (11D) (12A) (14A)]

Trash Management

- All garbage containing any food or food residue must be in plastic bags AND placed inside a trash can with a securely closed lid. More than one trash can may be necessary.
- Trash cans and recycle bins may be placed on driveways, after sundown, on the night before collection.
- All trash cans and lids should be marked with the unit number.
- Trash containing pet excrement must be kept inside the owner's garage until the collection day.
- All emptied trash cans and recycle bins must be placed inside the unit's garage no later than sundown on the collection day.

[CSD 10.4, 10.8]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Front Entrances and Steps

- Items which cause an unpleasant view, noise, or odor for adjacent residents are not permitted in front entryways or around the exterior of the units.
- Doormats may be placed in front of the door of upper and lower units.

[CSD 10.2, 10.4, 10.8]

Windows, Doors and Buildings

- Floral decorations are allowed on entry doors year-round.
- No decorations may be attached to windows, sidelights, garages or buildings.
- No decorative items may be placed on stairs of upper units.
- Only one For Sale sign, no larger than 18 x24 inches, may be placed in a front window.
- For Rent and For Lease signs are not permitted.
- Interior window coverings must have a white or off-white color as viewed from outside the building.
- Window film is permitted provided the existing specifications, (found in references below), are followed and the owner has submitted an Architectural Request Form and received Board approval prior to installation.

[CSD 5.3, 5.4, 10.8]

Fining

- If a unit owner or their tenant occupant does not comply with the Cypress Strand rule(s), and the non-compliance necessitates that a Fining Committee be convened, the notice and procedure of such violation is governed by the procedures found in the following documents.

[CSD 14.6, FS 718, TMA ARC 2]

Limited Common / Restricted Access Areas

- For the safety and privacy of our residents, certain areas around each building are classified as Limited Common / Restricted Access Areas. These include the areas between two adjacent buildings and the area behind each building extending out fifteen (15) feet from the building.
- Only those individuals who live in a given building and any contracted maintenance personnel performing required maintenance on or around the building may walk in and have access to these areas. Because of these restrictions, no person or pet, other than a resident of the adjacent buildings, may walk in, have access to or otherwise use these areas.
- Residents' use is limited to common areas such as the swimming pool, spa, tennis courts, clubhouse, roads and sidewalks, including the sidewalk leading from Tara Boulevard to Linger Lodge Road.

[CSD 3.7 (B) (C), 5.3, 5.4]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Right of Access

- The Association has the irrevocable right of access to each unit at reasonable hours, as may be necessary for required 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.

[FS 718.111(5)]

- Each unit owner shall provide a front door key to the Management Company. These keys are kept in a secure keypad controlled lockbox in the Association's locked office. Only the Management Company has the code needed for accessing unit keys kept in the lockbox. In the event of an emergency, a Board member will contact the Management Company to request the code necessary to obtain the key from the lockbox that will allow entry into the unit where the emergency exists. If needed, the Management Company can be reached after hours and on weekends by calling and notifying the operator that an emergency exists.
- In 24 hours or less from the time the lockbox was entered, the Management Company will change the access code on the lockbox as a means of maintaining maximum control and security over the keys in the lockbox.
- From time-to-time the Association is required to enter units to oversee required maintenance such as annual sprinkler head inspections, dryer vent cleaning, etc. To the fullest extent possible, unit owners will be given a minimum 48-hour advanced notice of the required maintenance and the need for them to provide access to their unit if a key has not been provided.
- A unit is NEVER entered by the Association for routine maintenance without the presence of a Board member accompanying the maintenance personnel.
- If an emergency situation is such that entry is necessary and no key is available, or access is prohibited by a front door lockbox, a forced entry will be necessary. Unit owners will be responsible for any resulting expenses.

[CSD 5.7]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Displaying the United States Flag

- In accordance with Florida Statute 718.113, Cypress Strand residents may display the United States flag in an orderly fashion at any time with recommended display days being Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day.
- On the five above noted national holidays the resident may instead display flags that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard.
- Cypress Strand residents who wish to display a United States flag or a designated military flag may do so by completing an Architectural Request Form and submitting it to the Association Board for approval.
- Specific instructions will be provided regarding the specific flag pole holder to be purchased, the approved size of the flag, the required length and color of the flag pole and the specific height and location on the building where the flag pole holder is to be installed.
- Residents are required to maintain their flags and flag poles in good condition. Frayed or torn flags are not allowed.
- This is the only means by which these flags may be displayed.
- Smaller United States flags inserted in the ground in common and limited common areas are not allowed.
- No flags other than the United States flag and the armed forces flags noted above may be displayed at any time.
- In the event of a hurricane warning or watch, flags and flag poles must be removed from their holders and stored indoors until the threat of dangerous weather has passed.

[FS 718.113]

Water Leaks in Units

- When a leak is detected, it is the owner's responsibility to contact and pay for a reputable plumber (or one listed in our Helpful Information for Cypress Strand Residents) to determine the root cause of the leak. If it is determined that the leak is contained in the portions of the unit maintained by the Association (see bullet 3) the Association should be notified and they will make provisions for the repair and will reimburse the owner for the diagnostic charges.
- The Association is NOT responsible for plumbing services and repair if the leak is due to lack of normal maintenance (i.e. clogged drain line under A/C unit, cracked grout in showers and tubs, leaking toilet seals, broken toilet supply lines, under sink drain leaks, leaking hoses in washing machines, dishwashers or refrigerators.) THESE ITEMS SHOULD BE CHECKED AND MAINTAINED ON AN ANNUAL BASIS BY THE UNIT OWNER.
- The Association will pay for plumbing services and repairs if the leak is contained in the portions of a unit maintained by the Association (i.e. leaking water/sewer pipes, leaking pipes inside wall, ceiling).

[CSD 5.2 (D) (E)]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Pool Area Use

The Pool Area includes the pool, pool deck, pergola and spa.

These rules were developed to assure the safety and enjoyment of all users. Some of the rules may impinge on your personal actions, but the rules are in place to meet the needs of the majority of users. All users of the 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.

- Since there is no lifeguard on duty, use of the pool facilities is **always** at the user's own risk.
- Pool area users are expected to read and follow the rules below and those posted at the pool and spa.
- Pool area use is for owners/tenants and their guests only.
- Smoking, including electronic cigarettes is not permitted in the pool area.
- No glass items are permitted in the pool area.
- Beer, wine and all other alcoholic beverages are not permitted in the pool area.
- Food is to be eaten ONLY at the tables under the pergola.
- Pool area users are responsible for the actions of their children and guests.
- The pool area hours are DAWN to DUSK. These hours are adjusted for Daylight Savings Time.
- A responsible adult over the age of 21 must accompany and supervise children under the age of 16 in the pool and spa area.
- Children younger than 12 are not allowed to be in the spa.
- Any damage caused to property will be the financial responsibility of the unit owner
- Common courtesy is expected of all pool area users.
- Dogs or any other pets are not allowed in the pool area.
- Each household may not have more than four guests per household in the pool area.
- Under no circumstances should users become confrontational over a rule infraction.
- If a situation persists with individuals disregarding the rules, a Board member should be contacted and the name and unit number of the offender and date and time of the infraction should be reported to the Management Company and a Board member.
- If damage or physical abuse is apparent or in the case of a known late night act of vandalism or other disturbance, the Sheriff's Office (911) should be called immediately and asked for assistance. The Association Manager and a Board Member should also be notified at the earliest opportunity.
- Pool users are requested to immediately inform our Management Company or a Board member of any safety or repair issue.
- 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.
- Owners and tenants of owners with delinquent Association fees will not be permitted in the pool area.
- Rollerblades, skateboards and bicycles are not allowed in the pool area.

[CSD 10.19]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Tennis Court Rules

- Use of the tennis court is for Cypress Strand residents only.
- Guests are permitted when accompanied by a resident and are limited to three (3) per household.
- The pool bathroom key also opens the tennis court lock.
- Only tennis is permitted on the court.
- The tennis court is not to be used as a playground area for children or pets.
- Skateboards, bicycles, roller skates, radio-controlled cars, sport balls of any kind, etc. are prohibited on the court and on surrounding walkways. Violators of this rule are subject to forfeiture of tennis court use.
- Dogs or any other pets are not permitted on the tennis court.
- Food, glass or alcoholic beverages are not permitted on the tennis court.
- Children under 12 must be accompanied at all times by a parent or other responsible adult 21 years or older.
- Tennis shoes and shirts must be worn on the court at all times.
- The court is available on a first-come, first-serve basis, with no advanced reservations. The “holding” or “saving” of the court is expressly prohibited when players are waiting.
- Play is limited to 1 1/2 hours when other players are waiting.
- Tennis may commence daily at 8 a.m. and continue until 9:30 p.m. No play is permitted after 9:30 p.m., and lights go off automatically at 9:35 p.m.
- Players are required to observe tennis etiquette, including rules of good conduct on-and-around the court.

[CSD 10.19]

CYPRESS STRAND CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

Clubhouse Procedures and Rules

- The clubhouse is for the exclusive use of the Association owners/tenants and their guests for private functions.
- Clubhouse use is limited to once per quarter per household.
- Outside organizations such as civic, religious or business events may not use the clubhouse regardless of the sponsor.
- For profit and/or admission fee events are not permitted.
- The clubhouse may not be reserved for a non-resident or other third party.
- Clubhouse users must be 21 or older.
- An adult resident using the clubhouse must remain on the premises during the entire function and until all attendees have left.
- Events principally attended by children or teens must be adequately chaperoned by an adult aged 21 or older.
- The maximum number of participants is 50.
- The Board reserves the right to refuse the use of the clubhouse for events that are considered unsuitable.
- All Association fees must be paid in full to reserve or use the clubhouse.
- Reservations must be made through the Association Manager and approved by the Board of Directors.
- A deposit of \$50 must be included with the completed clubhouse reservation request. This deposit will be returned after the event if the clubhouse has not been damaged and has been left clean and tidy.
- Reservations may not be made more than three months in advance.
- Deposits are due at least two weeks before the date of the function.
- Clubhouse use does not allow the use of the pool, tennis court or adjacent common areas.
- The Clubhouse Use Agreement and Release Form is included at the end of this manual

[CSD 10.19]

Use of the Clubhouse

- Open flames such as candles and lamps are not allowed inside the clubhouse.
- Decorations used inside and outside must be removed at the end of the event.
- Balloons may be used inside only if they are weighted so they float below the ceiling fans.
- Staples, thumbtacks, tape or adhesives of any kind may not be used on walls and doors.
- Conduct of event participants must not disturb nearby condo residents.

[CSD 10.19]

**CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS**

Cypress Strand Responsibility Matrix

EXTERIOR FEATURES	OPERATION	Responsible Party	
		Association	Unit Owner
A/C CONDENSER	Maintenance, replacement		X
A/C MAINTENANCE	Maintain drain lines free of clogs and other debris		X
BACKFLOWS	Maintenance, repair (annually)	X	
BUILDING EXTERIOR (STUCCO), ENTRANCE PADS & STAIRWELLS	Power washing - annually - maintenance, painting	X	
CEILING REPAIR/PAINTING INSIDE UNIT	Maintenance due to roof leaks	X	
DOWNSPOUTS	Maintenance	X	
DRIVEWAYS	Power washing - annually - maintenance	X	
FRONT DOOR	Painting	X	
FRONT DOOR	Lock change		X
GARAGE DOOR	Painting	X	
GARAGE DOOR OPENER	Maintenance, replacement		X

**CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS**

EXTERIOR FEATURES continued	OPERATION	Responsible Party	
		Association	Unit Owner
GUTTERS	Annual cleaning, maintenance, replacement	X	
LANAI SCREENING	Maintenance, replacement		X
LANDSCAPING	Mowing, edging, irrigation	X	
LANDSCAPING	Tree trimming (as needed)	X	
LANDSCAPING	Plant/tree replacement, mulching (as needed)	X	
LIGHT FIXTURES - BUILDING EXTERIOR (BETWEEN GARAGES)	Maintenance, replacement	X	
LIGHT FIXTURES - DOWNSTAIRS UNITS ABOVE FRONT DOOR	Maintenance, replacement (per specifications)		X
LIGHT FIXTURES - STREET LIGHT OUTAGE	Contact management company	X	
MAIL CENTER	Maintenance, painting	X	
MAILBOX UNIT	Key replacement		X
MAINTENANCE - INDOOR UNIT	For specific indoor maintenance items please review 5.2 of the Declaration of Condominium		X
MUD DAUBERS	Removing/ Washing/ Cleaning		X
POOL, POOL FENCE, CHAIRS, TABLES, PERGOLA, UMBRELLAS	Maintenance, painting, replacement	X	

CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS

EXTERIOR FEATURES continued	OPERATION	Responsible Party	
		Association	Unit Owner
STORM DOORS	Maintenance, replacement (per specifications)		X
TILE ROOF	Power washing/Roof-A-Cide treatment (every 24 months), maintenance, replacement as needed	X	
WALKWAYS	Power washing - annually - maintenance, replacement - as needed	X	
WINDOWS	Exterior - windows washed annually	X	
WINDOW SCREENS	Maintenance and repair		X

**CYPRESS STRAND CONDOMINIUM ASSOCIATION
RULES AND REGULATIONS**

INTERIOR FEATURES	OPERATION	Responsible Party	
		Association	Unit Owner
A/C AIR HANDLER, THERMOSTAT, DEHUMIDISTAT	Maintenance, replacement		X
A/C MAINTENANCE	Maintain drain lines free of clogs and other debris		X
DISHWASHER	Install burst proof hoses		X
DRYER DUCTS	Cleaning every other year	X	
DRYER DUCTS	Cleaning after each use (if unit is rented, this also applies to tenant)		X
REFRIGERATOR	Install burst proof hoses at ice-maker line		X
SHOWER	Re-caulk upstairs shower to prevent leaks		X
SINKS	Install burst proof hoses		X
TOILETS	Install burst proof hoses		X
WINDOWS	Interior - cleaning (as needed)		X

CYPRESS STRAND CONDOMINIUM ASSOCIATION
ARCHITECTURAL REQUEST FORM

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: _____

CYPRESS STRAND CONDOMINIUM ASSOCIATION
ARCHITECTURAL REQUEST FORM

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

Clubhouse Use Agreement and Release Form page 1 of 2

Name: _____ Phone: _____
Address: _____ Date of Event: _____
Type of Function: _____ No. in Attendance: _____
Date of Application: _____
Time Requested to include set-up and clean-up: _____

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/our guests and for all damages to the furnishings, furniture and accessories as noted during the final inspection of the Clubhouse. **(For the time the Clubhouse is reserved, attendees are specifically denied use of pool, hot tub or tennis court.)**

In consideration of the Cypress Strand Condominium Association, Inc. allowing use 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 use 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 Use 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 user agreement between Cypress Strand Condominium Association, Inc. and me/us. I/we accept and agree to all terms outlined therein.

Name of Resident(s): _____
Resident Signature(s): _____
Address: _____ Phone: _____
Reservation Approved by: _____ Date Approved: _____

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

Clubhouse Use Agreement and Release Form page 2 of 2

TO BE COMPLETED BY A REPRESENTATIVE OF THE ASSOCIATION

Before Function

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: _____