

**TROPICS ON VENETIAN BAY CONDOMINIUM
ASSOCIATION, INC.**

C/O SEACREST SOUTHWEST
1044 CASTELLO DRIVE, SUITE #206
NAPLES, FLORIDA 34103-1900
(239) 261-3440

Purchase Application Check-Off Sheet

If your application does not have the following attached, it will be returned to you, delaying your approval:

- A completed and legible **Purchase Application**. Please make sure the applicant(s) has signed the application.
- Two completed **Character Reference Forms** (see attached.) (Not applicable to previously approved tenants or current owners within Tropics.) Please have these forms completed and signed by someone (**non-related**) that has known the applicant(s) for a considerable amount of time.
- A legible copy of the complete **Sales Contract**, signed by both parties.
- **\$150 non-refundable Application Fee.** (Not applicable to current owners within Tropics.) If paying by check or money order, please make payable to: Tropics on Venetian Bay.

Office Hours: Monday through Friday 8:00 am to 5:00 pm.

If you have any questions regarding the application procedure, please contact our Sales/Lease Administrator, at the number shown above. **Thank you.**

Tropics on Venetian Bay Condominium Association, Inc.

C/o SEACREST SOUTHWEST

1044 Castello Drive, Suite 206, Naples, Florida 34103

(239) 261-3440

APPLICATION TO PURCHASE OR TRANSFER

Unit #: _____

Applicant's Name: _____ Spouse's Name: _____

Present Address: _____

Email Address: _____

U.S. Citizen: **Y / N** Sex: _____ Marital status: _____ Phone: (____) _____

(#1) Auto License Number: _____ Make/Model: _____ Body Style: _____ (2dr/4dr)

(#2) Auto License Number: _____ Make/Model: _____ Body Style: _____ (2dr/4dr)

Names and ages of children to occupy: _____

Business or Profession: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Membership in other clubs and societies: _____

Have you ever been rejected, expelled or dropped from membership in any club? **Y / N**

If so state particulars: _____

REFERENCES: List two, local if possible. Please have references complete and sign Character Reference forms.

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

Name: _____ Phone: (____) _____

Address: _____ City: _____ State: _____ Zip: _____

FINANCIAL REFERENCES: List two, local if possible.

Name: _____ Phone: (____) _____

Name: _____ Phone: (____) _____

Firm Handling Closing: _____ Phone: (____) _____

Seller's Name: _____ Expected Closing Date: _____

If this application is accepted, I agree to be bound and abide by the Declaration of Condominium, Articles of Incorporation, By-Laws and Rules and Regulations of Tropics on Venetian Bay Condominium Association, Inc. A \$150.00 non-refundable application fee must be submitted with this application at least 20 days prior to proposed closing date. Make check payable to Tropics on Venetian Bay Condominium Association, Inc.

Please mail or deliver application to:

Seacrest Southwest
1044 Castello Drive, Suite #2016
Naples, Florida, 34103-1900

Applicant Signature

Date

Co-Applicant Signature

Date

ACTION TAKEN BY THE BOARD OF DIRECTORS:

APPROVED

DISAPPROVED

Date: _____

By: _____
BOARD MEMBER/MANAGER OFFICE

ANY APPROVAL IS VOID IN THE EVENT OF FALSE STATEMENTS IN THE ABOVE APPLICATION

SEACREST SOUTHWEST

1044 CASTELLO DRIVE, SUITE #206
NAPLES, FLORIDA 34103-1900
(239) 261-3440

Character Reference Form

_____, 20____.
(Date)

Reference's Name (Please print): _____

Street Address: _____

City, State & Zip: _____

Telephone #: _____

RE: Applicant's Name: _____

Association Applying to: The Tropics on Venetian Bay Condominium Association, Inc.

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Condominium or Homeowners' Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the Applicant. This completed Character Reference Form MUST be sent with the application for the Board to approve their lease or sale.

Thank you for your assistance in this matter

Very truly yours,

Sales & Lease Coordinator

How do you know the applicant(s)? _____

For how long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your opinion? Yes No

Please describe the applicant(s) character and stability, as you know them:

Reference's Signature

SEACREST SOUTHWEST

1044 CASTELLO DRIVE, SUITE #206
NAPLES, FLORIDA 34103-1900
(239) 261-3440

Character Reference Form

_____, 20____.
(Date)

Reference's Name (Please print): _____

Street Address: _____

City, State & Zip: _____

Telephone #: _____

RE: Applicant's Name: _____

Association Applying to: The Tropics on Venetian Bay Condominium Association, Inc.

To Whom It May Concern:

The applicant(s) named above is applying for membership in a Condominium or Homeowners' Association in Southwest Florida. The Board of Directors would appreciate it if you would furnish us with whatever information you consider pertinent regarding the character and stability of the applicant(s).

Upon completion, please return this form to the Applicant. This completed Character Reference Form MUST be sent with the application for the Board to approve their lease or sale.

Thank you for your assistance in this matter

Very truly yours,

Sales & Lease Coordinator

How do you know the applicant(s)? _____

For how long have you known the applicant(s)? _____

Would the applicant(s) make a good neighbor, in your opinion? Yes No

Please describe the applicant(s) character and stability, as you know them:

Reference's Signature

THE TROPICS ON VENETIAN BAY

RULES AND REGULATIONS

A GUIDELINE FOR OWNERS, GUESTS AND LESSEES

REVISED APRIL 2017

**AN ELECTRONIC DEFIBRILATOR
IS LOCATED INSIDE A CABINET
MOUNTED ON THE WALL OPPOSITE THE
ELEVATOR IN BUILDING #2
CALL 911**

INTRODUCTION

The TROPICS' FOUNDING DOCUMENTS AND THE BOARD OF DIRECTORS HAVE ESTABLISHED RULES AND REGULATIONS WHICH ALL OWNERS, GUESTS AND LESSEES OF THE TROPICS MUST COMPLY WITH. THE FOLLOWING SUMMARY IS NOT INTENDED TO BE ALL INCLUSIVE OR A SUBSTITUTE FOR THE COMPLETE RULES AND REGULATIONS AS SET FORTH IN THE OFFICIAL DOCUMENTS OF THE TROPICS OR AS THEY HAVE BEEN ESTABLISHED BY THE BOARD OF DIRECTORS. THE BOARD HAS AUTHORITY TO LEVY \$100.00 FINES FOR REGULATION VIOLATIONS AND COLLECT LEGAL FEES FOR ENFORCEMENT OF REGULATIONS.

THE BUSINESS OF THE TROPICS IS MANAGED BY ITS BOARD OF DIRECTORS. THE SITE IS MANAGED BY SOUTHWEST PROPERTY MANAGEMENT, INC. (SWPM). SWPM, THROUGH A SUB CONTRACTOR, PROVIDES ON SITE SUPERVISION AND LIGHT MAINTENANCE SERVICES. KEVIN HIBBARD PRESENTLY PERFORM THESE FUNCTIONS BETWEEN 7:30 AND 3:30 ON WEEK DAYS. KEVIN RECEIVES HIS DIRECTIONS FROM SWPM AND/OR THE BOARD OF DIRECTORS. MAKE ALL REQUESTS FOR THEIR ASSISTANCE THROUGH EITHER A BOARD OFFICER OR SWPM.

GENERAL

- 1. IT IS INTENDED THAT EACH UNIT BE USED ONLY AS A SINGLE-FAMILY RESIDENCE AND MAY BE OCCUPIED BY OWNERS, IMMEDIATE FAMILY MEMBERS AND GUESTS. WHEN A UNIT IS OWNED BY A CORPORATION IT MAY BE OCCUPIED BY CERTAIN CORPORATE OFFICERS AND EMPLOYEES PROVIDED A LIST OF SUCH OCCUPANTS IS PROVIDED IN ADVANCE TO THE BOARD. EACH OWNER MUST FAMILIARIZE THEMSELVES WITH THE DECLARATION OF CONDOMINIUM TO ENSURE THAT OCCUPANCY LIMITATIONS ARE NOT VIOLATED. IN NO CASE MAY, MORE THAN ONE FAMILY OCCUPY A UNIT AT THE SAME TIME OR MORE THAN TWO PEOPLE AND AN INFANT OCCUPY ANY BEDROOM.**
- 2. PARKING IS FOR NON-COMMERCIAL VEHICLES ONLY. NO CAMPERS, MOTOR HOMES, TRAILERS OF ANY DESCRIPTION, MOTOR CYCLES, BOATS, RECREATION VEHICLES ARE PERMITTED, EXCEPT VANS APPROVED BY THE BOARD FOR SPECIFIC PERIODS OF TIME.**
- 3. ALL OWNERS MUST NOTIFY BUILDING SUPERINTENDENT OF THEIR, AND/OR ANY GUESTS, EXPECTED ARRIVAL AND DEPARTURE DATES.**

- 4. OWNERS MUST RECEIVE WRITTEN PERMISSION OF THE BOARD TO KEEP ANY PET. NEW OWNERS ARE ALLOWED TO HAVE A DOG WEIGHING LESS THAN 30 POUNDS. HOWEVER, IF THE DOG EXPIRES THE OWNER IS NOT ALLOWED TO REPLACE THE DOG UNLESS WRITTEN PERMISSION IS GIVEN TO THE OWNER BY THE BOARD. PERMISSION TO HAVE A PET MAY BE REVOKED BY THE BOARD AT ANY TIME. PETS MUST BE RESTRAINED AT ALL TIMES AND ARE NOT TO DISTURB OR ANNOY OTHERS. NO GUESTS, LESSEES OR INVITEES SHALL BRING ANY ANIMAL UPON THE PROPERTY OF THE TROPICS.**
- 5. ALL NOISE SHALL BE KEPT AT A VOLUME LEVEL THAT IS NOT AUDIBLE OUTSIDE THE BOUNDARIES OF THE UNIT IN WHICH IT ORIGINATES.**
- 6. ALL CHILDREN UNDER THE AGE OF TWELVE MUST BE ACCOMPANIED AND SUPERVISED BY A RESPONSIBLE ADULT WHEN IN THE COMMON AREAS.**
- 7. ALL REFUSE MUST BE BAGGED BEFORE BEING DEPOSITED IN THE TRASH CONTAINERS. NEWSPAPERS AND GLASS OR PLASTIC CONTAINERS MUST BE DEPOSITED IN THE MARKED CONTAINERS FOR COLLECTION AND RECYCLING.**

- 8. NOTHING SHALL BE DROPPED, THROWN OR SWEEPED FROM THE BALCONIES. NO COOKING, CLOTHES DRYING OR UNSIGHTLY OBJECTS WILL BE PERMITTED ON THE BALCONIES.**

- 9. OWNERS ARE EXPECTED TO REMOVE OR HAVE REMOVED ALL FURNITURE FROM THEIR BALCONIES WHEN LEAVING FOR THE SEASON. IF AN OWNER, LESSEE OR GUEST LEAVES DURING HURRICANE SEASON THEY SHALL DESIGNATE SOMEONE TO REMOVE ALL BELONGINGS FROM THEIR BALCONIES IN THE EVENT OF A HURRICANE WARNING.**

- 10. OWNERS ARE RESPONSIBLE FOR INFORMING ANY CONTRACTOR WORKING ON THEIR UNIT OF THE RULES THEY MUST FOLLOW WHEN PERFORMING THEIR SERVICES. A COPY OF THE RULES IS ATTACHED TO THIS DOCUMENT.**

STRUCTURAL

- 1. THE MANAGEMENT SHALL KEEP A KEY TO EACH UNIT. ANY OWNER WHO CHANGES LOCKS MUST PROVIDE A DUPLICATE KEY TO MANAGEMENT AT THE TIME OF THE LOCK CHANGE.**
- 2. ALL WINDOW AND DOOR COVERINGS MUST BE OF A NEUTRAL COLOR WHICH MUST BE APPROVED BY THE BOARD.**
- 3. WHENEVER STORM SHUTTERS ARE INSTALLED ON WINDOWS OR DOORS THEY MUST BE OF A DESIGN COMPATIBLE WITH THE TROPICS AND BE APPROVED BY THE BOARD.**
- 4. ALL FLOORS WITH HARD SURFACES MUST HAVE AN UNDERLAYMENT OF SOUND DEADENING MATERIAL APPROVED BY THE BOARD.**
- 5. NO SIGNS ARE PERMITTED WITHOUT APPROVAL OF THE BOARD.**
- 6. ANY DAMAGE, DESTRUCTION OR MARKING OF THE COMMON ELEMENTS CAUSED BY AN OWNER, THEIR LESSEE OR A GUEST SHALL BE REPAIRED AT THE EXPENSE OF THE OWNER.**

7. ANY CHANGES TO THE COMMON ELEMENTS OR THE BYLAWS REQUIRE APPROVAL OF 75% OF ALL OWNERS.

LEASING

1. ONLY AN ENTIRE UNIT MAY BE LEASED.

2. ANY LESSEE MUST BE AT LEAST 21 YEARS OF AGE.

3. ALL LEASES MUST BE ON A BOARD APPROVED FORM AND THE LEASE MUST BE APPROVED BY THE BOARD.

4. THE BOARD WILL HOLD THE UNIT OWNER RESPONSIBLE IF THE TENANT DEFAULTS OR VIOLATES ANY REQUIREMENT, RULE OR REGULATION OF THE ASSOCIATION.

5. NO UNIT MAY BE LEASED FOR LESS THAN 90 DAYS OR MORE THAN ONCE A YEAR. A YEAR SHALL BEGIN ON SEPTEMBER 1ST AND END ON AUGUST 31ST.

6. A UNIT LEASING OWNER MUST PLACE \$250.00 IN AN ESCROW ACCOUNT WHICH MAY BE USED BY THE ASSOCIATION TO REPAIR ANY DAMAGE TO COMMON AREAS OF THE CONDOMINIUM.

- 7. ANY OWNER WISHING TO LEASE THEIR UNIT MUST MAKE AN APPLICATION THROUGH SWPM ON A FORM APPROVED BY THE BOARD. EACH APPLICATION REQUIRES PAYMENT OF A \$150.00 PROCESSING FEE. SWPM WILL INVESTIGATE THE SUITABILITY OF THE PROPOSED TENENT AND ADVISE THE OWNER OF ITS FINDINGS IN A TIMELY MANNER. NO LEASE MAY BE EXECUTED WITHOUT THE APPROVAL OF THE BOARD OR THE BOARDS AGENT.**

- 8. NO SUBLEASING IS PERMITTED UNDER ANY CIRCUMSTANCES.**

POOL

- 1. POOL HOURS ARE FROM 8:00AM TO 9:00PM. THE POOL IS OPEN FOR ADULTS ONLY FROM 2:00PM TO 3:00PM. CHILDRENS HOUR IS FROM 9:00AM TO 10:00AM. THE PURPOSE OF THE ADULTS HOUR IS TO ACCOMMODATE THOSE WHO PREFER SOME POOL TIME SET ASIDE FOR A QUIET AND RELAXED INTERLUDE. THE PURPOSE OF THE CHILDRENS HOUR IS TO ALLOW CHILDREN A SPECIAL TIME IN WHICH INFLATABLE TOYS AND FREE PLAY IS ALLOWED. ALL OBJECTS SUCH AS BALLS, FLOATS AND TOYS ARE NOT PERMITTED IN THE POOL AREA EXCEPT DURING THE CHILDRENS HOUR.**

- 2. BABIES WHO ARE NOT POTTY TRAINED MAY NOT USE THE POOL AND ADULT SUPERVISION IS REQUIRED FOR CHILDREN UNDER TWELVE.**
- 3. ADULTS AND CHILDREN USING THE POOL DO SO AT THEIR OWN RISK.**
- 4. EVERYONE IS TO SHOWER AND REMOVE THEIR SUNTAN OILS BEFORE ENTERING THE POOL AND TO COVER THEIR POOLSIDE CHAIR WITH A TOWEL BEFORE USE.**
- 5. LONG HAIR MUST BE COVERED WITH A BATHING CAP OR TIGHTLY PINNED UP.**
- 6. NO PETS ARE ALLOWED AT THE POOL.**
- 7. EXCESSIVE NOISE, RUNNING OR DIVING ARE NOT ALLOWED AT THE POOL.**
- 8. NO GLASS OBJECTS OF ANY KIND ARE ALLOWED IN THE POOL AREA.**
- 9. POOL AREA USERS ARE TO PLACE ALL TRASH IN THE POOL SIDE CONTAINER AND RETURN ALL CHAIRS AND TABLES TO THEIR ORIGINAL POSITIONS BEFORE LEAVING THE AREA.**

MISCELLANEOUS

- 1. THE BARBEQUE GRILLE, LOCATED BEHIND THE ENTRANCE BUILDING, IS TO BE CLEANED AFTER EACH USE. TOOLS FOR CLEANING AND A BARBEQUE SPIT ARE LOCATED IN THE STORAGE ROOM NEXT TO THE POOL.**
- 2. ACCESS TO THE BEACH IS PROVIDED ALONG A PAVER BRICK WALKWAY BEGINNING ACROSS THE ROAD FROM BUILDING 3. THE ACCESS CODE WILL BE CHANGED FROM TIME TO TIME. CHECK WITH KEVIN FOR THE CURRENT CODE.**

HELPFUL HINTS AND SUGGESTIONS ARRIVAL CHECKLIST FOR ALL

- 1. IT IS BEST TO REMOVE SHOES BEFORE ENTERING UNIT TO AVOID TRACKING SAND AND BLACK TRACKS FROM PAVEMENT**
- 2. SET THERMOSTAT/HUMISTAT TO YOUR COMFORT LEVEL**
- 3. TURN ON ICEMAKER BY LOWERING WIRE LEVER**
- 4. FLUSH TOILETS THREE TIMES AND BRUSH TO CLEAN**
- 5. TURN ON WATER FAUCETS TO WASHING MACHINE**
- 6. PLEASE CHECK TO SEE TRASH BIN IS IN PLACE BEFORE DROPPING TRASH DOWN CHUTE**
- 7. DO NOT USE COLORED TOILET DISINFECTANT WHICH WILL STAIN THE BOWL**

ADDED SUGGESTIONS FOR LEASEES AND GUESTS

- 1. GUESTS MUST USE THE PARKING SPACE ASSIGNED TO THEIR UNIT OR A GUEST SPACE**
- 2. RETURN WINDOW COVERINGS TO ORIGINAL POSITION WHEN LEAVING**
- 3. PLEASE SWEEP BALCONIES**
- 4. ENTRANCE GATE OPENERS ARE AVAILABLE**
- 5. CHECK WITH THE OWNER ON HOW TO ENTER THE TROPICS**
- 6. A MAP OF THE DEEDED BEACH ACCESS IS AVAILABLE**

HELPFUL HINTS AND SUGGESTIONS FOR DEPARTING

- 1. RETURN ALL FURNITURE TO INSIDE, LEAVE BALCONY EMPTY**
- 2. WASH ALL DISHES AND RETURN THEM TO THE CABINETS**
- 3. RUN AND FLUSH THE DISPOSAL**
- 4. DUMP ALL ICE FROM THE FREEZER AND RAISE THE LEVER ARM**
- 5. DISPOSE OF ALL PERISHABLES IN THE REFRIGERATOR**
- 6. IF USING BIKES, RETURN TO THE STOREROOM**
- 7. POUR A LITTLE BLEACH INTO ALL TOILETS AND TANKS**
- 8. TURN OFF WATER TO CLOTHES WASHER**
- 9. SET HUMISTAT TO 60 DEGREES**
- 10. SET THE THERMOSTAT TO 85 DEGREES**
- 11. LEAVE THE KEYS TO THE STORAGE ROOM, MAILBOX, AND GATE OPENER ON THE COUNTERTOP**
- 12. TURN OFF ALL LIGHTS EXCEPT SECURITY**

Seacrest Southwest
1044 Castello Drive, suite 206, Naples, FL 34103
(239) 261-3440 Fax (239) 261-2013

FREQUENTLY ASKED QUESTIONS AND ANSWER SHEET

Tropics on Venetian Bay Condominium Association, Inc.

As of January 1, 2025

Name of Association

Q: How can I receive a copy of the Condominium Documents, Declaration of Condominium, Articles of Incorporation and By-Laws?

A: The seller should have furnished you a copy.

Q: Are there rules and regulations that I must abide by?

A: Yes. You can obtain a copy from our office at no charge.

Q: May I sell, rent, or loan my unit and are there rules in this regard?

A: Yes. A copy of the rules will explain the sales, rentals, and loan restrictions. All purchasers and renters must be approved by the Board of Directors or their Agent before closing or occupancy. Sales and Rental applications may be obtained from our office. Notify the Manager's Office of guests in your unit when the owner is not in residence. Units may be rented for not less than ninety (90) days, once per year. A \$250 security deposit is required. No pets are allowed.

Q: How much are my assessments and when are they due?

A: Unit A-1 / \$9,788 Quarterly Unit A-2 / \$9,825 Quarterly
Unit B-1 / \$11,963 Quarterly Unit B-2 / \$12,113 Quarterly

Q: Are the buildings insured?

A: The Association provides casualty insurance for all buildings, liability insurance for all common elements and flood insurance.

Q: As a member of the Association, what are my voting rights?

A: Each unit owner is allowed one (1) vote at all membership meetings and is qualified to run for election to the Board of Directors.

This is a summary of some of the questions asked. Please refer to the Condominium Documents for details about your Association's operation.

NOTE: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

DBPR 33-032