COLONIAL RIDGE CAMBRIDGE INC.

C/o CMC Management, Inc., 2950 Jog Road, Greenacres, FL 33467
561-641-1016 ~ 561-641-9118 Fax

NO PETS OF ANY KIND

Application for Purchase ☐ OR Lease ☐

Desired date of occupancy or closing _____ 5505 No. Ocean Blvd., Bldg. _____, Unit #_____

Applicant Name(s): _____ **Phone** _____

_____ **Phone** _____

Email Address: _____

Email Address: _____

<u>All applicants for purchase or lease are subject to approval of the Association.</u>
THE FOLLOWING ITEMS MUST BE INCLUDED WITH THIS APPLICATION
Out of state and foreign background checks will incur additional fee.

- ☐ **APPLICATION FEE**: $100.00 <u>NON-REFUNDABLE</u> Check or Money Order made payable to Colonial Ridge Cambridge. Separate $100.00 Application & Fee required for unmarried co-applicants.
- ☐ **PROCESSING FEE:** $100.00 <u>NON-REFUNDABLE</u> Check or Money order made payable to <u>CMC MANAGEMENT.</u>
- ☐ Copy of your Driver's License(s)
- ☐ Copy of vehicle registration(s)
- ☐ Copy of purchase or rental contract
- ☐ ***Lease requirement: Owner(s) account must be current and violations corrected.***

FOR PURCHASERS: TITLE COMPANY OR CLOSING ATTORNEY MUST REQUEST AN ESTOPPEL BEFORE CLOSING TO DETERMINE MONIES OWED TO THE ASSOCIATION BY THE OWNER OF THE PROPERTY. IF THIS PROCESS IS NEGLECTED, THE NEW OWNER MAY END UP BEING LIABLE FOR DELINQUENCY-ESTOPPELS AND QUESTIONS CAN BE OBTAINED AT <u>www.condocerts.com.</u> **A Certificate of Approval, which is required to close, will be provided to the purchaser after the interview.** ***You must supply the Management Company with a copy of your Warranty Deed and mailing address after closing. Purchaser is also required to inform the management company of any changes in mailing address. Current owner must provide governing documents to purchaser or they can be purchased at www.condocerts.com.***

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED - PLEASE KEEP ALL PAGES INTACT & PLEASE ALLOW UP TO 30 DAYS FOR PROCESSING.

Owner Maintenance fees are due the 1st of each month
$50 Late fee incurs on the 10th of the month

CMC PROPERTY MANAGEMENT

COLONIAL RIDGE CAMBRIDGE, INC.

UNMARRIED CO-APPLICANTS USE SEPARATE APPLICATION

Date_____ Home Phone _____ Desired Date Of Occupancy_____

Apt. No._____ Bldg. No._____ Purchase _____ OR Lease _____

Name_____SS # _____-_____-_____ DOB_____/_____/_____
Last First MI Jr/Sr Prior

Spouse_____SS #_____-_____-_____ DOB_____/_____/_____
Last First MI Jr/Sr. Prior

Other_____SS #_____-_____-_____ DOB_____/_____/_____
Last First MI Jr/Sr. Prior

Occupants_____SS #_____-_____-_____ DOB_____/_____/_____

Present Address_____
Street Apt # City State Zip Code

Present Landlord or Mortgage Co_____Phone (_____)_____

Length of Residence:_____/_____ TO _____/_____ Monthly Rent/Mort$_____ #Pets_____Type_____Weight_____
Mo Yr. Mo. Yr.

Previous Landlord_____Phone(_____)_____

Length of Residence _____/_____ TO _____/_____ Monthly Rent $_____
Mo. Yr. Mo. Yr.

Present Employer_____ City & St._____PH ( )_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per_____
Mo. Yr. Mo. Yr.

Previous Employer_____ City & St._____PH (____)_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per _____
Mo. Yr. Mo. Yr.

Spouse Present Employer _____ City & St_____ PH (_____)_____

Position_____Dates Employed _____/_____ TO _____/_____ Income $_____per _____
Mo. Yr. Mo. Yr.

In Case of Emergency Notify_____(_____)_____
Name Relationship Address Phone Number

MILITARY STATUS: ACTIVE? YES_____ NO_____

Have you ever left owing money to an owner or landlord? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
Have you ever been arrested for a felony? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
Have you ever been convicted of a felony? Applicant: Yes _____ No _____ Spouse: Yes _____ No _____
If you have answered yes to any of the above questions, please explain the circumstances regarding the situation on back of this sheet.

AUTHORIZATION OF RELEASE OF INFORMATION: Applicant(s) represents that all of the above information and statements on the application for rental are true and complete, and hereby authorizes verification of any and all information relating to residential history (rental or mortgage), employment history, criminal history records, court records, and credit records. This application must be signed before it can be processed by management. **Applicant acknowledges that false or omitted information herein may constitute grounds for rejection of this application, termination of right of occupancy, and/or forfeiture of fees or deposits and may constitute a criminal offense under the laws of this State.** No oral agreements have been made.

_____ _____ _____ _____
Applicant's Signature Date Spouse's Signature Date

COLONIAL RIDGE CAMBRIDGE, INC.
C/o CMC Management, Inc., 2950 Jog Road, Greenacres, FL 33467
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CONDITION FOR LEASE APPROVAL

Please Read Carefully and sign where indicated

In the event the Owner is delinquent in the payment of assessments (which includes maintenances fees and any other charges owed to the Association, the Association has the right to notify the Lessee of the delinquency and in such event, the Lessee shall be obligated to commence paying all future rent payments to the Association, until the delinquent assessments and related charges are paid in full to the Association. At such time that the Lessee is paying his rent to the Association, the Unit Owner may not evict the Lessee for non-payment of rent. However, if the Lessee does not pay the rent to the Association as required herein, the Association shall have the authority to evict the Lessee. In such an event, the Unit Owner shall be obligated to reimburse the Association for the costs and attorneys fees incurred by the Association.

****This form must be signed by both the Unit Owner and the Lessee****

I am over 18 years of age and the owner of the unit mentioned above. I have read, understand and agree to the Condition for Lease approval above.

.

5505 No. Ocean Blvd., Bldg ____, Unit #_____

Term of Lease: Start date: _____ End date: _____

UNIT OWNER INFORMATION:

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

TENANT/LESSEE INFORMATION:

I am over 18 years of age or older, and a member of the household that will reside at the above address/unit. I have read and understand the above conditions

Name _____ **Phone #** _____
PRINT

_____ **Date:** _____
SIGNATURE

.....

FOR SCREENING COMMITTEE USE ONLY:

Screened by: _____ _____ _____
PRINT NAME **SIGNATURE** **DATE**

COLONIAL RIDGE CAMBRIDGE

c/o CMC Management, Inc., 2950 Jog Road, Greenacres, FL 33467
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NEW UNIT-OWNER INFORMATION

Date: _____

ADDRESS: 5505 No. Ocean Blvd., Bldg ____, Unit #_____

OWNER(S) NAME(S): _____

ALTERNATE ADDRESS: _____

_____

*HOME PHONE # _____ CELL PHONE # _____

*E-MAIL: _____ ALT/PHONE # _____

Do you live in your unit full time? ❒ YES ❒ NO

If yes, please name the individuals of all who are living with you in your unit:

Name: _____ Relationship _____Birthdate_____

Name: _____ Relationship _____Birthdate_____

Name: _____ Relationship _____Birthdate_____

Are you renting out your unit? ❒ YES (Term of lease from _____ to_____) ❒ NO

If yes, please supply names of individuals who have been approved to live in your unit, and include their contact information:

Name: _____ Birthdate_____ Phone #_____

Name: _____ Birthdate_____ Phone #_____

Name: _____ Birthdate_____ Phone #_____

Name: _____ Birthdate_____ Phone #_____

EMERGENCY CONTACT: Please indicate a local individual who may be contacted in an emergency:

Name: _____ Address: _____

Phone # _____ Cell # _____

****Your information shall be kept on file and may be used to contact you by the Association Board of Directors or Management, however, the Association has no intention of sharing your private e-mail addresses and phone numbers as part of the official records without your permission.***

COLONIAL RIDGE CAMBRIDGE, INC.

C/o Century Management Consultants, Inc.
2950 Jog Road, Greenacres, FL 33467

561-641-1016 ~ 561-641-9118 Fax

FOR PURCHASERS:

All purchasers of units in the Colonial Ridge Cambridge, Inc. are subject to all the rules of the Governing Documents, its By-Laws, Restrictions, Rules and Regulations. I/we have been provided with the Association's Governing Documents. I have also read and understand the Restrictions and Rules and Regulations of this Association, and promise to abide by them.

_____	_____
Signature of Applicant	Signature of Co - Applicant
_____	_____
Signature of Witness	Date

FOR RENTERS:

All renters of units in The Colonial Ridge Cambridge, Inc. are subject to all the rules of the Governing Document, Restrictions, and Rules and Regulations. I/we have been provided with, have read and understand The Rules and Regulations, and promise to abide by them.

_____	_____
Signature of Applicant	Signature of Co - Applicant
_____	_____
Signature of Witness	Date

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OWNER☐ OR RENTER☐

VEHICLE REGISTRATION: Vehicles that shall be parked on the property

DATE _____ UNIT # _____ PARKING SPACE #_____

Vehicle Owner
Name _____

HOME PHONE_____ WORK PHONE_____ CELL PHONE_____

Vehicle #1
Tag #_____

Color/Year/Make/Model _____

Colonial Ridge Maintenance Club
House Rules & Regulations
2022

www.crcfla.com

Proposed: September 23, 2021	Adopted: September 23, 2021	Updated: January 20, 2022

INTRODUCTION

All Owners, renters and their guests should enjoy Colonial Ridge Club and all of our facilities by remembering these simple rules:

1. Consideration and respect for your neighbors.
2. Good taste.
3. A positive attitude.
4. Be a volunteer and help out when you can.

The following represent a combination of rules and regulations for both the **common ground** and **overall rules and regulations pertinent to the complex.**

A portion of these rules are mandated in the Property Leases, Building Corporation By-laws, CRMC By-laws and some are in accordance with State and Municipal codes, all of which are incorporated by reference herein. The balance have been formulated using experience in communal living as a guide. References to "Shareholder" and "Owner" shall mean the same and are used interchangeably.

All Owners, renters and their guests are bound by these rules and regulations and those of their Building Corporation, and shall be given copies of same with the understanding that they shall comply with all of the terms and requirements herein. It is the Owner's responsibility to make certain that guests and/or renters are given copies of these rules and regulations.

VEHICLES & PARKING

A. The individual parking spaces are the responsibility of the individual Building Corporations' Directors and Shareholders. Parking spaces in front of the clubhouse and pool area are the responsibility of CRMC and are to be used for temporary parking. Guests' spots at the individual buildings are exclusive to that building only. Owners' guests and renters from other Building Corporations should not park in guest spots of other buildings. No owner, their guests or renters from other buildings should park in guest spots of other buildings.

B. Cars are to be parked facing the bumpers, unless they are being loaded or unloaded. If a vehicle is unattended for an extended period of time, a key should be left in their residence in the event the vehicle has to be moved.

C. Customized vehicle covers are permitted, provided they are secured properly at all times.

D. Parking spaces in front of each building are assigned by the Board of Directors of said building to their Shareholders. Visitors of Owners may use the guest spot(s) in areas designated by the Building Corporation Board, and, if such spots are not available, visitors are asked to park at the designated spots in front of the Clubhouse.

E. At Building Corporation's discretion, parking tags are issued to residents after filling out a parking document with a copy of their registration and license. Each resident will receive two (2) hanging parking tags — one for their car and one to be issued to a guest temporarily.

F. If there are parking violators, abusers will initially have notices placed on their vehicles calling attention they are parked in a "reserved" spot. If the violator has left the vehicle in the reserved space without any identifying decal, guest hanging tag or any other identifier related to any resident of the building, Big City Towing, with signage at either end of the community, may be called and will remove the vehicle under Florida Statutes 715.07 and 713.78.*

G. Officers of individual Building Corporations, or their designee, have the right to call for towing after a parking violation has occurred at their building. This may be done after proper notice has been given to the violator.

H. Colonial Ridge Club does not allow members, renters or visitors to have trucks, trailers, commercial vehicles, motorcycles, golf carts, mopeds, skateboards, roller blades and scooters on the premises. Member's or renter's visitors who arrive in trucks will be permitted on CRC property for a 24 hour period.

I. No Resident shall store or leave campers, motor homes, RV's, trailers, any boat, personal watercraft and boat trailers on the Association Property. Unlicensed or inoperable vehicles are prohibited.

J. SUVs are allowed with the understanding they will be for personal use only. No commercial use of such vehicles is allowed.

K. The posted speed limit is 10 mph and must be observed.

L. Hosing of vehicles by residents, mainly for the removal of salt deposits, is permitted. Soap or any suds-producing cleaners may not be used in front of buildings. Car washing, with vehicle washing detergents, is allowed in the parking spot in front of the Club House closest to A1A.

M. No vehicle which cannot operate on its own power shall be allowed to remain on CRC property. No repair of vehicles, except inflation or changing of tires and/or jump-starting vehicle battery, shall be made on the CRC property.

ABSENTEE OWNERS

A. Absentee Owners will not allow anyone to use the club facilities unless the visitors are actually occupying said Owner's apartment.

PETS (ANIMALS)

A. Pets are not permitted on any part of the property or in any unit of Colonial Ridge Club, unless the shareholder has official legal documentation for a service animal or emotional support animal (ESA) which is validated and approved by the Building Corporation's Board.

HURRICANE/WINDSTORM PRECAUTIONS

A. It is very important when residents plan to be away for more than 7 days, they ensure all furniture, door mats, bicycles, flower pots, etc., which may have been placed on the exterior portion of the building, be removed and placed inside the unit. Failure to do so, resulting in damage, shall be the responsibility of the Owner. Not doing so places the responsibility upon the remaining residents and can be a considerable task. If the aforementioned items are not removed, they can either be destroyed or become lethal weapons once the high winds and heavy rains commence.

EXTERIOR AREAS OF BUILDINGS (Porches, railings, walkways, stairs, bushes, pool, fence)

A. Articles of personal use, such as clothing, towels, bathing suits, and laundry are not to be left outside the above-mentioned facilities.

B. Signs (including, but not limited to, advertising and political messages) are not allowed on the common grounds, buildings, apartments or vehicles.

C. Decorations of any kind are not permitted to be affixed to the outer walls of any of buildings, except as sponsored by the Building Corporation during holidays.

GARBAGE, TRASH & RECYCLING

A. **Garbage & Trash:** Each building shall have a large plastic garbage bin. All garbage from units shall be put in plastic bags that are tied before placing in the building garbage bin. Under no circumstances shall individual plastic bags containing soft or wet garbage be put at curbside. Garbage bins may be placed at curbside after dark the night before for collection on Tuesday and Friday mornings. Under no circumstances is soft or wet waste to be put out the night before pick-up. No garbage or trash is to be placed in the recycling bins. Please read the memoranda on the bulletin board in the Mailroom or ask one of your Building Corporation officers for a copy of the same. The memoranda will give you details as to what and what may not be placed in the recycling bins.

B. **Recycling Bins:** Blue for glass, cans, plastic, etc. (no plastic bags); Yellow for newspapers, cardboard, paper, etc. Please see complete SWA list on Mailroom Bulletin Board. The bins, located either to the rear or the side of each building, and are placed at curbside the morning of

collection or after dark the night before. The placement of these bins is done by volunteers; no particular person is assigned to do so. Any help in putting out and taking in the bins is appreciated.

C. **Palm branches & brush** are picked up on Tuesdays. Do not put out any palm branches or brush until Monday night or Tuesday morning. Otherwise place near trash bins behind your building or put in black bags and place near trash bins until the Tuesday collection day.

D. **Please help!** The transport of trash and recycling bins is done by volunteers — no particular person is assigned. Your help in taking out and returning the bins is appreciated!

LAUNDRY ROOMS

A. Each Building Corporation has its own laundry room(s) and the use thereof is coordinated by the individual buildings. The care of the rooms is the responsibility of each Building Corporation. Again, this is a Building Corporation responsibility and not a responsibility of CRMC. A designated area should be made in each laundry room to post rules and regulations, Building Corporation information and events.

MAILROOM & BULLETIN BOARD

A. The Mailroom is located at the west end of the Richmond building. The purpose of the board is to carry information of interest to the residents, i.e. parties, etc. Information relating to matters affecting the complex is also posted, i.e. changes in dates of garbage and/or recycling collections and lawn care.

B. Sales of apartments, rentals, and personal effects, furniture, etc. are also set forth. This information should appear on a three by five card and confined to the small bulletin board nearest the door. Sale of apartments can also be listed on the Colonial Ridge Club website at www.crcfla.com.

C. All postings appearing on the board must have the name of the person posting same.

D. Respect residents' use of the bulletin board. Do not deface or remove any postings.

E. Please turn out light and close the door when leaving the Mailroom.

CLUBHOUSE

A. The Clubhouse, kitchen, and library are for the personal enjoyment of Colonial Ridge Club residents and guests. At no time shall the Clubhouse be used for external events such as business, religious, charity, political or non-Owner events. After use, the Clubhouse and its facilities should be returned to a neat and clean condition.

B. A year-round working BBQ grill is available at the Clubhouse for members use. Maintenance and cleaning of the grill is the responsibility of the members who use it. Use of grills must adhere to Florida Fire Code 633.202 “Florida Fire Prevention Code.”**

C. **Smoking is prohibited in the Clubhouse, Boardwalk, Gazebo and on the Pool Deck.** Smoking is only permitted and must be confined to the southwest front outside corner of the Clubhouse. A ”smoking area” sign is posted in the designated area.

D. SHUFFLEBOARD/BOCCE
   A. Equipment is provided and stored in cabinet behind Clubhouse. The court and the equipment are available all year.
      - Sweep court as needed.
      - Do not walk on court, use the path.
      - After use, replace sticks, discs, or balls in cabinet.
      - Children must be supervised by adults.
      - Closing time is 10:00 p.m.
      - Please report any damage to a member of the CRMC Board.

BEACH AREA & GAZEBO

A. Boats of any size and surf boards or shell shall not be stored on the beach or in the gazebo.

B. Reasonable care must be exercised to avoid damage to the boardwalk, beach, and gazebo.

C. Additionally, it is requested that the shower, as well as hoses, be used prudently. Florida’s water supply is always critical and anything we can do to avoid any water use restrictions is appreciated.

D. When food and/or drinks are taken to the beach or to the gazebo, please make certain to discard any cartons and/or cans in the garbage container located on the stair landing where the tar removal items are kept. Should the container be filled, please take the items home. Do not leave trash on the beach or on the boardwalk. Beach chairs shall not be left on the beach or gazebo.

E. No glass or pets are permitted on the beach or gazebo.

F. **Beach/Gazebo Gate:** The code to the gate that leads to the beach and gazebo is for residents (owners or renters) only and not to be shared with visitors not occupying a unit.

POOL AREA

A. The pool requires a high level of housekeeping to comply with applicable Town, County and State laws. The rules posted at the pool are as follows:
   - Pool Load: 27
   - Pool Hours: Sun up to 10:00 p.m.
   - Shower before entering pool. No soap or shampoo allowed, as it clogs the drain.
   - No child under 3 years of age allowed in pool without "swimmies" and diapers.
   - With the exception of "noodles," no floats or toys allowed in the pool.
   - As per State of Florida Administrative Code Rule 64e-9008,*** no food or beverages are permitted in pool or wet deck area, which is a minimum width of 4 feet around the perimeter of the pool.
   - No glass or pets are permitted in the fenced area of the pool.
   - No clothing or towels may be placed on the fence around the perimeter of the pool.
   - No scuba equipment or boards allowed.
   - No diving or jumping off the edge of the pool.
   - Use pool at your own risk.
   - No lifeguard on duty.

Management reserves the right to deny anyone's use of pool or facilities for cause or violations of rules.

SELLING & LEASING

We recognize there will naturally be turnover of units, either approved sales or rentals, and we therefore must balance the need for Shareholders to show and sell/lease their units with the ongoing privacy and safety of the entire community.

A. **For Sale/Rent Signage:** Signage is restricted to 4" x 6" signs mounted on posts outside the front and rear entry gates of Colonial Ridge Club. No signage is allowed within the confines of the property, including on buildings, doors or windows. Sale of apartments can also be listed on the Colonial Ridge Club website at www.crcfla.com.

B. **Showing of available units:** Shareholders and their designated real estate professionals are permitted to show units to prospective buyers/renters <u>by appointment only.</u> "Open houses" are not permitted as they provide unfettered public access to an otherwise private, gated community and impede the privacy and security of our Shareholders and residents.

C. **Approval of sales & rentals:** All prospective buyers and renters are subject to the approval process outlined in the bylaws and house rules of CRMC and each individual Building Corporation.

D. **HOPA (55+ requirement):** All Shareholders, renters and residents are subject to applicable Housing for Older Persons Act (HOPA)**** restrictions, which vary by each Building Corporation. Check with your Building Corporation president for your Building Corporation's HOPA requirements.

HAZARDOUS & FLAMMABLE MATERIALS

No flammable, combustible, or explosive fluid, chemical or substance shall be kept in any unit, except those approved by local and state fire codes for normal household use. No one may use or store personal, gas or charcoal grills or portable generators in any unit or patio in accordance with local and state fire regulations.

No fireworks or discharge of any type of firearm shall be permitted on Association property.

ALTERATION & MODIFICATIONS

Shareholders who make renovations to their units must obtain the proper permits from the Town of Ocean Ridge and follow all applicable building codes, which are available at the Town's website (https://www.oceanridgeflorida.com/departments/building_and__zoning/index.php).

When renovation projects require the use of a dumpster or other receptacle for material removal, the receptacle must be placed in the unit's designated parking space or other space designated and approved by your Building Corporation President. Whenever possible, a soft-sided receptacle should be used so as not to leave rust marks or damage to the pavement. Dumpsters must be removed within 30 days unless a requested extension is approved by your Building Corporation President.

Under no circumstances should any item be tossed, thrown or dropped from the second floor into a dumpster, receptacle or to the ground.

LARGE WATER-HOLDING VESSELS

No hot tubs, pools, or any other large water-holding vessels, other than bathtubs, are permitted in any unit without a permit from the Town of Ocean Ridge.

Notes

* Links to Florida statutes regarding vehicle towing:

- **Florida Statute 715.07 "Vehicles or vessels parked on private property; towing."** https://www.flsenate.gov/Laws/Statutes/2017/715.07
- **Florida Statute 713.78 "Liens for recovering, towing, or storing vehicles and vessels."** http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0713/Sections/0713.78.html

** Links about fire safety code:

- **Florida Fire Code 633.202 "Florida Fire Prevention Code"** https://m.flsenate.gov/Statutes/633.202

*** Links about pool safety:

- **Florida Administrative Code Rule 64e-9008 "Supervision and Safety"**
  https://www.flrules.org/Gateway/View_notice.asp?id=17729483

**** Links about Housing for Older Persons Act (HOPA):

- **U.S. Housing & Urban Development "The Fair Housing Act: Housing for Older Persons"**
  https://www.hud.gov/program_offices/fair_housing_equal_opp/fair_housing_act_housing_older_persons
- **Florida Commission on Human Relations "Housing – 55 & Older Communities"**
  https://fchr.myflorida.com/fchr55andolderhousing

COLONIAL RIDGE CAMBRIDGE, INC.
HOUSE RULES
Colonial Ridge Club
5505 N Ocean Boulevard
Ocean Ridge, FL. 33435

The following is hereby designated as Colonial Ridge Cambridge Inc. House Rules and amends and supplements the prior Rules and Regulations, adopted by the Board of Directors. The Board of Directors having the power to make and change House Rules whenever the Board deems it advisable, and the Board hereby adopts the following as House Rules effective January 16, 2023:

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Sale and Transfer of Shares:

1. When a Stockholder offers shares of stock for sale, all Stockholders must be notified and given an opportunity to purchase before the shares are offered personally or through an agent.

2. Those who wish to purchase shares and become owners must complete the application form. The Board of Directors and/or the Executive Committee of the Board will review the application and shall arrange for an interview with the purchaser(s).

3. The Board of Directors shall have the authority by resolution to collect, from the purchaser, before the transfer of any stock, reasonable fees to cover the Corporation's expenses for a title search and attorney's fees if the purchaser chooses not to avail themselves of such services.

4. When shares are inherited, or when there is a death of a spouse or co-owner, proof of inheritance or death must be filed with the Secretary of the Cambridge Corporation prior to the issuance of a new stock certificate. A death certificate and/or required documents must be presented to and be filed with the appropriate office of the Palm Beach County Clerk before a revised certificate is issued.

5. Prospective owners will attest in writing that they have read CRMC rules & regulations and Cambridge Bylaws and House Rules and agree to abide by them.

6. Prior felony convictions of new buyers will not be permitted and will be a basis to reject potential buyers by the Board. Additionally, upon request, new buyers must demonstrate financial capabilities to pay monthly maintenance costs. Credit scores below 700 or prior bankruptcy will require review and acceptance by the Board and may be used as a basis to reject a potential buyer.

7. Mortgages greater than 75% of the purchase price shall not be permitted. This shall apply to all new sales listings after January 16, 2023.

Owners:

- The monthly maintenance charge is payable in advance and must be received prior to when said payment is due. Delinquent payments are subject to a $50.00 fee for the first two weeks late and a fee of $100.00 for every month thereafter as well as any legal fees incurred by Cambridge in pursuit of delinquent payments.

- Any unit in arrears over 60 days shall be sent to our attorney and subject to foreclosure. Owner is not permitted to use any facilities such as gazebo/boardwalk/private beach, pool, clubhouse, laundry room, any common areas if in arrears over 60 days.

- If a unit goes into short sale or foreclosure, unit owner is still responsible for the payment of the monthly maintenance, assessments until it is sold and all legal fees incurred.

- Owners are expected to keep their units in good condition and make repairs if needed. Any construction, remodeling, etc. plans must reviewed by board and permits provided if required prior to any work being done if a permit is required.

- Building insurance is provided under HOA dues, however, insurance coverage associated with liability and dwelling contents of individual units is highly recommended.

Rentals:

1. After one year of ownership, a shareholder may choose to rent. Florida Dept of Revenue requires a 10 percent tax fee for rentals under 6 months. Please confirm current regulations and laws.

2. Renters are subject to approval by the Board of Directors or its designated representatives. Background check will be performed on all new renters at the owners expense. Renters must complete an application form along with a $100 application fee to be submitted to the board for review and approval prior to occupancy.
3. Units may be rented twice per calendar year for a minimum of 3 months each time.

4. AirBnB's and other similar rental services are not permitted under any circumstances.

5. Age restriction: 21 and under are not permitted as permanent residents for renters. Rental guests under 21 may visit for a maximum of two weeks.

6. Owners are responsible for providing guests with the Cambridge House Rules and Colonial Ridge Management Corporation (CRMC) House Rules and Regulations which outline building and property guidelines and expectations of guests.

7. Within thirty (30) days after receipt of the application to rent a unit, the Cambridge Board of Directors shall approve or disapprove the prospective rental of the unit for "Good Cause." The Owner and Prospective Renter will be notified in writing of the Approval or Disapproval of rental. Disapproval shall be considered for "Good Cause," if it is based on any of the following:

    a. The application and information submitted for approval on its face, or subsequent investigation thereof, indicates that the person seeking approval may conduct himself/herself or may use the dwelling in a manner inconsistent with the governing documents applicable to the dwelling;
    b. The person seeking approval takes possession or occupies the premises prior to approval by the Association as provided herein;
    c. The person seeking approval has a credit score below 650, has a record of financial irresponsibility, including without limitation, prior bankruptcies, foreclosures, evictions or bad debts or the person does not appear to have adequate financial resources available to meet his/her obligations as reasonably determined by the Board;
    d. The person seeking approval has a history of disruptive behavior or disregard for the rights and property of others or disrespect for this or another Association's "Rules and Regulations", as evidenced by his/her

conduct in other social organizations or associations, or by his/her conduct in this Association as a tenant, owner, occupant or visitor of a dwelling;

e. The person seeking approval failed to provide the information required to process the application in a timely manner or included inaccurate or false information in the application; and/or
f. The person seeking approval has a record of any felony convictions.

Guests:

1. When a Owner is not in residence and expects to have guests, a member of the Board of Directors is to be notified of names, dates and number of persons to occupy the unit.

2. No more than (4) occupants, all over 21 years of age are permitted in a rented unit, one of which shall be the renter.

3. Persons 21 years of age and under are not permitted unless the owner is present. 21 and under may visit OWNERS for a period of 2 weeks maximum.

4. Owners are responsible for the conduct of their renters and guests. If rules are violated the owner will be notified immediately. If violation continues owner will be assessed a fee of $100 a month for the duration of the violation, with the corporation to take further actions at any time if and as required.

5. Absentee Owners or renters will not allow anyone to use the Colonial Ridge Club facilities unless the visitors are actually occupying the said Owner's or renter's apartment.

6. Owners are responsible for the conduct of their renters and guests. If rules are violated the Owner will be notified immediately and Owners will be responsible to inform their guests of the violations. If violations persist, the Cambridge Board can elect to take further actions at any time, including eviction of guests.

7. Owners are responsible for providing guests with the Cambridge House Rules and Colonial Ridge Management Corporation (CRMC) House Rules and Regulations which outline building and property guidelines and expectations of guests.

Access to Units:

1. Access to units is necessary in case of an emergency. Owner must leave a key that provides entry with a designated representative of the building along with a car key if your car is left on site; when you are not here. Also, the names,

addresses and telephone numbers of where Owner can be contacted when not in residence.

2. Owners are responsible for carrying adequate insurance covering liability, fire, water, smoke or other damage. If Owner does not carry adequate insurance, they will be 100% responsible for all costs not covered by insurance. Any such damage not paid when due shall become a lien against such owner's apartment and shall be treated as provided for in the By-laws and Proprietary lease.

Miscellaneous:

- Cambridge is a **non-smoking** building. Smoking is not permitted **anywhere** on this property, please check with the CRMC rules for designated smoking areas.

- No pets are allowed.

- No signs of any type, including professional, sales or rental signs are permitted in windows, on building, grounds or vehicles.

- The parking space that was designated for you is your personal parking area-one per unit.

- Except for loading or unloading, cars shall not be backed into the parking area. No trucks are allowed except for overnight when moving.

- No parking of trucks, campers, trailers, RVs, motorcycles, motorbikes, mopeds, scooters or boats are permitted, except for short periods for loading or unloading purposes.

- Contractor vehicles are not permitted to park overnight and are limited to be on site 8am-6pm M-F, except in cases of emergency. Per the town of Ocean Ridge, contractors are permitted to work on site on Saturdays 8am-1pm, no work permitted on Sundays except for case of emergency.
  *please check with town of Ocean Ridge to ensure there have been no changes to the above contractor approved work hours.

- Vehicle covers are allowed and must be secured so that they do not come loose.

- No more than two chairs, one small table and a doormat shall be allowed on the walkway by your unit and are to be removed when and must not obstruct the walkway. These items must be removed/stored when not in use pursuant to applicable fire code. Any fire code citations will be the responsibility of the cited owner.

- Water must be turned off at main valve when you are gone for longer than 2 weeks.

- Laundry room hours are 8:00 a.m. to 10:00 p.m. Please help to keep it clean and remember to empty the dryer filter after using.

- Please follow the rules set forth by the Colonial Ridge Management Corp. for use of your garbage disposal and our sanitary sewer systems. These are older sewer systems so please do not dispose of coffee grinds, eggshells, thick paper, diapers in the garbage disposal.

- No articles of clothing, towels or bathing suits are to be left outside your unit or hanging over the rails.

- Beach chairs and beach equipment are allowed to dry but may not be left outside permanently.

- No hot tubs, pools or any other water holding vessels, other than bathtubs are allowed in any unit. Violation will result in fine of $100/day.

- Trash is to be in a bag and put into the garbage pails marked Cambridge in the side of building 5 and rear of building 6 and will be brought out for collections on Tuesday and Friday mornings

- Recycle bins are on the side of Cambridge building 5, please review the information provided for acceptable items. Recycle cans are collected every Friday morning.

**Reference is made to the CRMC Rules & Regulations.*
These rules are incorporated by reference to these Cambridge, Inc. Rules. If there are any conflicts between CRMC and Cambridge, Inc. rules, the Cambridge, Inc. rules shall govern. Exceptions to any rules requires the permission of the Cambridge board.

By my/our signature(s) below, I/we acknowledge that I/we have received a copy of the Colonial Ridge Cambridge House Rules, and I/we have read, understand and promise to abide by these Rules which are subject to change.

Date: _____

Applicant Signature: _____

Co-applicant Signature: _____

TO BE FILLED OUT BY APPLICANT(S)
(Please type information or print clearly)
FOR CMC OFFICE USE ONLY

☐ This is a Purchase or ☐ This is a Rental

Association: _____

If Purchase, projected closing date: _____

If Rental, Lease Term from _____ to _____

Address of Unit: _____

Applicant Name: _____

Co-Applicant Name: _____

Billing Address if different from Unit Address: _____

_____

Phone # _____ Phone #_____

Email: _____

Email: _____

****

This form is to be submitted to the Accounting Department by the Manager after approval of application.

COLONIAL RIDGE CAMBRIDGE ASSOCIATION, INC.
C/o CENTURY MANAGEMENT CONSULTANTS, INC.
2950 JOG ROAD, GREENACRES, FL 33467
561-641-1016 PHONE ~ 561-641-9118 FAX
INFO@CMCMANAGEMENT.BIZ

ACKNOWLEDGEMENT AND AUTHORIZATION FOR BACKGROUND CHECK

I acknowledge receipt of the separate documents entitled "DISCLOSURE REGARDING BACKGROUND INVESTIGATION AND A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT", and certify that I have read and understand both of these documents. I/we hereby authorize the obtaining of "consumer reports" including but not limited to credit, eviction and criminal backgrounds. To this end, I/we hereby authorize, without reservation, any law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer or insurance company to furnish any and all background information requested by Background Screeners of America, 18344 Oxnard Street, Suite 101, Tarzana, CA 91356: Tel. #1-877-251-5656; **www.backgroundscreenersofamerica.com** and/or Employer, Homeowner Association, Condominium Association or Cooperative Association. I further agree that a facsimile (fax), electronic or photographic copy of this Authorization shall be as valid as the original, and will hold harmless CMC Management, their employees agents and/or affiliates, i.e. HOAs etc., and Background Screeners of America, their employees or agents and other organizations that provide information, from any and all liabilities arising out of the use of such information in connection with Background Screeners of America.

BACKGROUND INFORMATION – to be completed by all applicants 18 years of age or older. Unmarried co-applicants must fill out separate Acknowledgement/background information form.

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

SPOUSE:

Last Name: _____ First: _____ Middle: _____

Other Name (Alias) _____

Social Security #_____ Date of Birth _____

Driver's License # _____ State issued: _____

Present Address: _____City_____

State: _____ Zip Code _____ Phone: _____

*Email: _____

Signature: _____ Date: _____

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
  - a person has taken adverse action against you because of information in your credit report;
  - you are the victim of identity theft and place a fraud alert in your file;
  - your file contains inaccurate information as a result of fraud;
  - you are on public assistance;
  - you are unemployed but expect to apply for employment within 60 days.

  In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need -- usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You many limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
1.a. Banks, savings associations, and credit unions with total assets of over $10 billion and their affiliates	a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552
b. Such affiliates that are not banks, savings associations, or credit unions also should list,	b. Federal Trade Commission: Consumer Response Center – FCRA

in addition to the CFPB:	Washington, DC 20580 (877) 382-4357
2. To the extent not included in item 1 above: a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations d. Federal Credit Unions	 a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050 b. Federal Reserve Consumer Help Center P.O. Box. 1200 Minneapolis, MN 55480 c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106 d. National Credit Union Administration Office of Consumer Protection (OCP) Division of Consumer Compliance and Outreach (DCCO) 1775 Duke Street Alexandria, VA 22314
3. Air carriers	Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590
4. Creditors Subject to the Surface Transportation Board	Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423
5. Creditors Subject to the Packers and Stockyards Act, 1921	Nearest Packers and Stockyards Administration area supervisor
6. Small Business Investment Companies	Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., 8th Floor Washington, DC 20416
7. Brokers and Dealers	Securities and Exchange Commission 100 F Street, N.E.

	Washington, DC 20549
8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations	Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090
9. Retailers, Finance Companies, and All Other Creditors Not Listed Above	FTC Regional Office for region in which the creditor operates or Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 (877) 382-4357

COLONIAL RIDGE MAINTENANCE CORPORATION, INC.
CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS

We are asking that you help us improve how Colonial Ridge Club communicates with you and all shareholders by **consenting to receive official notices** about meetings, budgets and other important information by email.

This is critical to help us:

1. Communicate quickly and efficiently.
2. Provide a way for you to reach us directly.
3. Save money on mailing costs (potentially hundreds of dollars each year!).

To do so, complete the attached form OR simply send an email to crmcfla@gmail.com and say you "consent to receive official communication by email." Please include your building and unit number.

Thanks!

- Jim Rattray
CRMC Board Secretary

PS: And also please create an account to access shareholder information at the Colonial Ridge Club website: https://www.crcfla.com

COLONIAL RIDGE MAINTENANCE CORPORATION, INC.
CONSENT TO RECEIVE ELECTRONIC NOTICE OF MEETINGS

The undersigned, being all the Unit Owners of:

Unit No. _____, at **Building Name** _____,

pursuant to Florida Statutes, hereby consent in writing to receiving notice by electronic transmission for certain meetings of the Board of Directors, Committees, and Annual and Special Meetings of the Members of Colonial Ridge Maintenance Corp. ("Association") to the fullest extent permitted by law. The undersigned understands that the electronic mail ("email") address(es), as indicated herein, will be an official record of the Association and subject to inspection by Unit Owners, as provided by law.

The undersigned designates the following email address(es) for such purposes (if more than four names listed on stock certificate, please add below):

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

Name: _____ Email Address: _____

The undersigned understands and agrees that mailed/paper notice will not be provided to the Unit Owners unless the Unit Owners file a revocation of consent to receive electronic notice of meetings, or an equivalent affirmation, with the Association.

All Owners of the Unit Please Print Name, Sign and Affix Date below:

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

Print Name: _____ Signature: _____ Date: _____

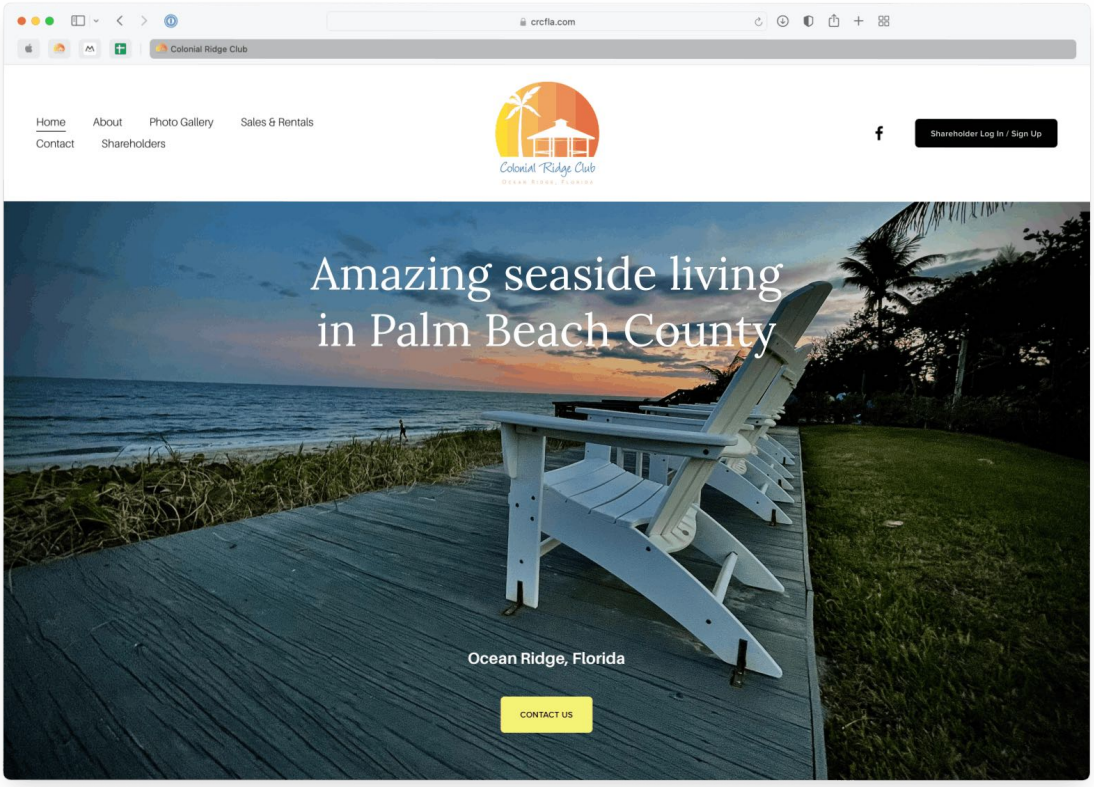
Print Name: _____ Signature: _____ Date: _____

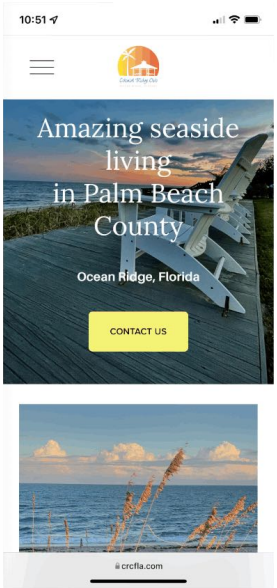
I/We understand that this consent can be revoked at any time by notifying CRMC at crmcfla@gmail.com.

COLONIAL RIDGE CLUB'S

NEW WEBSITE

crcfla.com





Create your account today!

Keep up with all the happenings at Colonial Ridge Club on our **new website – on your desktop or phone.**

Log in today and let us know what other features you'd enjoy!

crcfla.com

PUBLIC PAGES (anyone can access):

- **Home**
- **About**
- **Photo Gallery** – images from our community
- **Sales & Rentals** – list your unit for sale or rent
- **Contact**

SHAREHOLDERS PAGES (using your account):

- **Welcome**
- **Social Club** – blog posts from Jeri Bove'
- **Calendar** – list of events
- **Events** – event details
- **Directory** – up-to-date & email opt-in form
- **House Rules**
- **Documents, Agendas & Minutes** – includes CRMC bylaws
- **Construction & Maintenance Committee** – report issues, see projects & photos
- **CRMC Board** – get in touch with your volunteer leaders
- **Community Map**

Colonial Ridge Club
Ocean Ridge, Florida

October 2021