



**Pointe West Master Property Owners' Association**

c/o Elliott Merrill Community Management  
835 20<sup>th</sup> Place, Vero Beach, FL 32960  
Phone: 772-569-9853 – Fax: 772-569-4300  
[hannahm@elliottmerrill.com](mailto:hannahm@elliottmerrill.com)

**Application for Rental / Lease**

**THIS APPLICATION REQUIRES AT LEAST 15 DAYS FOR APPROVAL**

**\$25 Application Fee Required (make check payable to Pointe West Master Property Owners' Assoc.)**

Applications for Lease are subject to the approval of the Board of Directors of Pointe West Master Association, Inc.

This Application must be received by the Association **at least 15 days prior to occupancy**, and in no event shall a unit be occupied prior to the approval of this Application by the Board of Directors. **This application for Approval of Lease must be accompanied by a properly executed Lease Contract and a \$25.00 application processing fee to be processed for approval.**

A SIGNED copy of this application accompanied by the lease, application fee, and signed acknowledgment of Rules and Regulations must be returned to Elliott Merrill at least 15 days prior to the lease start date.

IF PREVIOUS RENTER AT POINTE WEST MASTER PROPERTY OWNERS' ASSOCIATION PLEASE STATE THE NAME, ADDRESS AND DATE PREVIOUSLY RENTED:

\_\_\_\_\_

**Dates of Rental / Lease - From:** \_\_\_\_\_ **To:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_

**Current Owner:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Name of Applicant:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Co-Applicant Name:** \_\_\_\_\_

**Current Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name and Age of Children to Reside in Home:**

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Emergency Contact - Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Employment Information:**

**Applicant Occupation:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Address of Employer:** \_\_\_\_\_

**Co-Applicant Occupation:** \_\_\_\_\_

**Employer Name:** \_\_\_\_\_ **Address of Employer:** \_\_\_\_\_

**Rental References: Prior 2 Year Rentals:**

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

If this application is approved, I/We agree to abide by the rules and regulations and the Declaration of Covenants establishing Pointe West Master Property Owners' Association.

A complete copy of the Association Rules has been provided to me/us by the owner or agent. I/We acknowledge that I/We have read the attached rules and accept the covenant it represents. **(Please include initialed and signed copy of the Rules and Regulations.)**

I/We understand that the Board of Directors may take up to 15 days after receiving this application to complete action on this matter.

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

*(Applicant)*

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

*(Co-Applicant)*

**Realty Company:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

*Agent Signature*

## POINTE WEST MASTER ASSOCIATION RULES 2019

This is an abbreviated set of the Rules. Refer to the Declaration of Covenants for a complete set.

Any modifications to the exterior of your house, including roofs, rain gutters, paint, landscaping, shutters, etc., requires approval of the Architectural Review Committee.

### **Parking and vehicular restrictions (Section 13.1)**

Parking is restricted to private automobiles and passenger-type vans, jeeps and pick-up trucks having a capacity of no more than two (2) tons, and only within the parking areas designated and/or designated for such purposes.

No commercial vehicles, campers, recreational vehicles, boats, boat trailers or house trailers are to be parked or stored on any Lot.

Boats, jet-skis, wave runners, golf carts and other types of recreational vehicles, shall be kept in a garage at all times when not in use. Parking of these types of vehicles is not permitted in driveways or streets. Motorcycles are permitted; however, they must be parked in a garage.

No parking on lawns is permitted.

All vehicles parked in open view shall have a current registration.

Inoperable vehicles shall not be allowed to remain on the property for more than two days. No major maintenance or repairs may be performed unless it is within the confines of a garage.

Golf carts are allowed but must adhere to the golf cart policy. Any other unlicensed motorized vehicle is not allowed.

### **Occupants Bound (Section 13.2)**

Owners are responsible for their tenants, family and guests' actions and are responsible for informing their tenants, family and guests of the rules and regulations set forth in the Declaration of Covenants.

### **Animals and Pets (Section 13.3)**

Household pets are to be kept leashed at all times when out on designated common property. Owners are responsible for picking up any excrement from the pet. Pets that become a nuisance or endanger the health of others will be removed upon the request of the Board.

No person will keep any dog or other animal within Pointe West if there is reason to believe that the dog or animal may cause harm to a person or other domestic animal.

In the event a pet behaves in an aggressive manner or has previously attacked a person or pet, causing injury and the Board makes a determination that such pet poses a danger to persons or animals within Pointe West, the owner of such pet shall permanently remove it from Pointe West. Prior to making a determination that a pet poses a danger to persons or animals within Pointe West, the Board shall afford the Owner thereof a reasonable opportunity to be heard on the matter and the Board may, in its discretion, in lieu of requiring the removal of the pet, impose such reasonable conditions on the keeping of the pet as the Board may deem appropriate.

### **Nuisances (Section 13.4)**

Nothing shall be stored or kept that will emit foul or obnoxious odors or that will cause any noise or other condition that might disturb the peace, quiet, safety, comfort, or serenity of the occupants. No outside burning of wood, leaves, trash, garbage or household refuse is permitted. No noxious, illegal or offensive activity shall be carried on upon any portion of the Properties, nor shall anything be done thereon tending to cause embarrassment, discomfort, annoyance, or nuisance to any person using any portion of the Properties.

### **Trash (Section 13.6)**

Garbage/Trash must be kept in appropriate receptacles/containers and shall not be visible. Owners shall not leave trash out for pick up prior to 7:00 PM on the night prior to pick up and must remove receptacles as soon as practicable after pick up.

### **Unightly or Unkempt Conditions (Section 13.7)**

It shall be the responsibility of each Owner to prevent any unclean, unhealthy, unsightly, or unkempt condition on his or her property.

**Subdivision of Lot and Time Sharing (Section 13.9)**

No lot shall be used for any type of timeshare or vacation club program.

**Garages, Carports and Outbuildings (Section 13.12)**

No tent, utility shed, shack, trailer, outbuilding or other unattached structure shall be placed.

**Leasing of Lots (Section 13.19)**

Leasing is defined as regular exclusive occupancy of a Lot of any person or persons other than the Owner for which the Owner receives any consideration or benefit.

Lots may be rented only in their entirety, no fraction or portion may be rented. There shall be no subleasing of Lots or assignment of leases unless prior written approval is obtained by the Master Association. The Master Association may charge each Owner an administrative fee for reviewing and approving proposed leases.\*

A Lot may not be leased more often than twice during any calendar year. \*\* This applies to any dwellings or Lots leased by the Declarant, its’ successors and/or assigns.

No lease may be less than thirty (30) days. All short term (i.e., less than one (1) year leasing activities must be coordinated with the Master Association.

\*Prior to a Lot being leased, a Lease Application must be submitted and approved by the Master Association

\*\*North Village and South Village sub-Associations restrict lease activity to no more than once per year.

**Landscaping (Section 13.20)**

Installation and removal of landscaping and trees is not allowed without prior approval of the Architectural Review Committee.

**Golf Cart Paths (Section 13.24)**

No persons are permitted to jog, bicycle, or walk along the golf cart paths or any other portion of the Club property. Additionally, no golf carts are allowed to be driven on the course or cart paths unless you are playing golf.

**Signs (Section 13.26.1)**

NO SIGN, BILLBOARD OR ADVERTISEMENT of any kind, including, without limitation, “for sale” signs, \* and those of Realtors and subcontractors shall be erected.

\*This includes “FOR RENT” signs, “FOR LEASE” signs and “OPEN HOUSE” signs.

**Driveways, Walkways and Mailboxes (Section 13.26.2)**

All driveways, walkways and mailboxes shall be maintained in the style originally established. Mailboxes shall be uniform and be of the same type and quality as approved.

**Air Conditioning Units (13.26.5)**

No window air conditioning units may be installed on any Lot.

**Artificial Vegetation, Flags and Similar Items (Section 13.26.71)**

The Architectural Review Committee must approve all artificial vegetation, fountains, flags and similar items in accordance with Article XII; however, nothing shall prohibit the appropriate display of the American flag.

**Fences (Section 13.26.9)**

No dog runs, animal pens, fences or walls are permitted on any Lot, except as approved by the Architectural Review Committee. (Application must be submitted prior to installation).

**Play Equipment, etc. (Section 13.26.10)**

All bicycles, tricycles, scooters, skateboards, portable basketball hoops and other play equipment, wading pools, baby strollers, etc., shall be stored so as not to be visible from streets. Swing sets, basketball hoops and backboards and similar play equipment may be erected provided it is approved by the Architectural Review Committee.

**Hurricane Shutters (Second Amendment – Section 13.26.13)**

Owner has the right to erect or place hurricane shutters upon a Lot or structure thereon no earlier than 72 hours prior to the entry of a windstorm or hurricane into the geographic area or box at which point insurance carriers will no longer write or issue property insurance policies due to the approaching windstorm or hurricane. All hurricane shutters must be removed no later than 72 hours after the exit of said windstorm or hurricane. ALL HURRICANE SHUTTERS MUST BE APPROVED BY THE ARCHITECTURAL REVIEW COMMITTEE. (The ARC guidelines for approved hurricane shutters are available.)

**No Garage Conversions (Section 13.27)**

No garage shall be converted into habitable living space within the Properties, unless a new garage is also constructed and approved by the ARC in accordance with Article XII.

The use of golf carts is permitted within the community of Pointe West, but limited to the rules outlined below:

The golf cart policy is intended for the safety and wellbeing of everyone residing and guests visiting the Community.

Operator must be a licensed driver; children under the age of 16 are prohibited from driving a cart within Pointe West.

To be used within Pointe West carts must be equipped with headlights, mirrors, and brake lights.

Private carts must be insured. (Check with your insurance agent, you may have coverage under your homeowners' policy.)

Private carts must be kept in the garage at all times when not in use.

Homeowners that are not golf members are not permitted on the course with a private golf cart at any time. NO EXCEPTIONS.

Carts are not to be driven or parked on sidewalks or grass at any time.

Failure to comply with the golf cart policy may result in the police being contacted.

**Roofs**

Architectural (dimensional) shingles, 30-year grade minimum\* or metal to be approved by the ARC. No homes with identical roof colors can be next to each other. \*

\*Indian River County Policy 18.1

**I/We acknowledge that I/we have read and understand the Rules and Regulations of Pointe West Master Property Owners' Association. I/we understand that I/we must abide by these rules and regulations in order to be tenants in Pointe West Master Property Owners' Association.**

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Co-Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Approved By Board of Directors**

Date: \_\_\_\_\_ Name of Board Member: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

**Application Disapproved By Board of Directors**

Date: \_\_\_\_\_ Name of Board Member: \_\_\_\_\_

Signature and Title: \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_