

**COUNTRYSIDE ESTATES R.O. ASSOCIATION INC.**

**Forms to be completed if:**

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<b>A</b>	<b>Person wants to buy a Lot/Property Certificate</b>	<b># of PGS</b>	<b>B</b>	<b>Person wants to Rent</b>	<b># of PGS</b>
	1 Resident Owned Community Living Information Sheet	1		1 Resident Owned Community Living Information Sheet	1
	2 Procedures for Rental and/or Occupancy of Units - Long Term and Seasonal	1			
	3 Application For Membership Certificate * Must be filled out completely.	4		2 Rental Application Forms * Must be completed by all Potential Tenants (Park Owned Units & Members Allowed to Rent their Property)	5
	* Must be approved by the Board at a meeting or by collecting Board Members Signatures or Email Confirmations.			* Must be approved by the Board at a meeting or by collecting Board Members Signatures or Email Confirmations.	
	* Kimpton's Office must receive a written approval by the Board.				
	4 Consumer Authorization & Release (Background Check) * Must be completed by all Potential Owners	2		3 Consumer Authorization & Release (Background Check) * Must be completed by all Potential Tenants (Park Owned Units & Members Units)	2
	* Require Photocopy of Drivers License & \$100 Cash Fee			* Require Photocopy of Drivers License & \$100 Cash Fee	
	5 Bylaws/ Rules & Regulations/ Master Occupancy Agreement <b>Acknowledgement Form</b>	1		4 Rules & Regulations - <b>ONLY if TENANT IS APPROVED</b>	
	Bylaws - <b>27 pages</b>	1			
	Rules & Regulations - <b>15 pages</b>	1		Rules & Regulations - <b>15 pages</b>	
	Master Occupancy Agreement - <b>31 pages</b>	1			
	<b>NOTE: All Forms to be returned to office for BOD approval</b>			<b>NOTE: All Forms to be returned to office for BOD approval</b>	
	<b><u>Legal Documents for KIMPTON</u></b>				
	1 Sales Agreement	1			
	1 Seller Information Sheet	1			
	1 Buyer Information Sheet	1			
		15			8

## Countryside Estates Transactions

- APPROVAL FROM PARK (SIGNED APPROVAL SHEET)
- SALES AGREEMENT (SIGNED BY BOTH SELLER AND BUYER)
- SELLER HAS PRODUCED TITLE TO MOBILE HOME
- SELLER AND BUYER INFO SHEETS (FILLED OUT BY BOTH SELLER & BUYER)
- DEPOSITS MADE TO WILLIAM J. KIMPTON PA 605 PALM BLVD. SUITE B  
DUNEDIN, FL 346988
- QUESTIONS CALL OR EMAIL TIM OR JUDY 727.733.7500  
[judy@kimptonlaw.com](mailto:judy@kimptonlaw.com) or [tim@kimptonlaw.com](mailto:tim@kimptonlaw.com)

Countryside Estates RO Assoc  
Procedures for Rental and/or Occupancy of Units –  
Long Term and Seasonal

March 2023

To All Members,

1. In response to several derogations in the matter of renting/occupying properties in the park and to prevent any misunderstandings in the future, your Board of Directors would like to remind and clarify the Master Occupancy Agreement, Rules and Regulations and establish procedures pertaining to such.

- a) Application forms must be filled out, background checks completed, and fees paid before any consideration will be reviewed. Available from the office and the Secretary
- b) All renters must be approved by the Board prior to occupancy – seasonal or long term.
- c) Long term rentals are allowed – under the following conditions.
  - i) There will be no long-term rentals by new owners who bought a unit after January 03, 2022 and until such time there is less than 10 non park owned rental properties in the park currently 29 units are listed as rentals,
  - ii) New ownership must occupy his/ her unit for 24 months prior to consider renting it if there are less than 10 non park owned rental properties in the park-currently 29,
  - iii) Unit owner and tenant agree to and sign the 3-month, 6 month and 9-month probation period letter before occupancy.
- d) Seasonal rentals are allowed – under the following conditions.
  - i) Season is October thru April and cannot exceed 6 months total,
  - ii) All application forms and checks must be completed along with board approval prior to occupancy – 30 days' notice must be given to the park prior to occupancy. Office phone # 727-796-8934 or boardsecce@outlook.com
  - iii) Returning seasonal guests may forego the application/checks but 30 days' notice of arrival must still be given to office manager prior to arrival,
  - iv) Seasonal renters must comply with all park rules and regulations, and it is the responsibility of the unit owners that they have a copy and are aware.
- e) Unit owners are 100% responsible for their tenant up to and including evictions and/or expenses or compliance issues.

2. We thank you in advance for your compliance to these stipulations and in joining our efforts to make our « resident owned » park safe, secure and comfortable for our members and residents.

Steven McGill, President  
Countryside Estates RO Assoc.



PKG OK  
11/23  
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## Countryside Estates R.O. Association Inc

### Resident Owned Community Living

Living in a Resident Owned Community (ROC) is different from living in an investor-owned park. This type of community living is unique – unit owners in ROCs are *members* of a ROC and *owners* of a business. As a ROC member it is important for you to understand that:

- The ROC is a non-profit organization incorporated under applicable FLORIDA laws. It is owned by its members. Individual unit owners do not own the land underneath their homes; the ROC does. Despite its non-profit status, the ROC is run much like a business.
- The ROC has member-approved Bylaws, which spell out how the business is governed.
- The ROC is democratically governed by a one-member, one vote system. Each member has equal decision-making authority.
- New unit owners moving into the community are required to become members, binding them to the Bylaws and Rules & Regulations.
- Members elect a Board of Directors to carry out the day-to-day tasks of running a business. The Board can appoint committees on a need basis to take on other tasks.
- Members have control over big decisions, such as approving the annual budget if required to do so, electing a Board and amending the Bylaws.

The Board, officers and directors must adhere to the ROC's Bylaws and Rules Regulations, as well as to state and federal laws. They are also ROC members, and are accountable to their fellow members. They must run the ROC in a fair, consistent, democratic and businesslike manner.

ROC membership has rewards, rights and responsibilities. The strength of a ROC is directly related to the participation and commitment of its members. By participating in the ROC, members can help reduce costs, build a vibrant neighbourhood, and grow as leaders.

**Countryside Estates R.O. Association Inc**  
**Bylaws/ Rules & Regulations / Master Occupancy Agreement**  
*Acknowledgement Form*

I / We \_\_\_\_\_ are applying for membership in Countryside Estates R.O. Association Inc. (the «Corporation»), which is the member-owned association operating the Park Community known as Countryside Estates, as a condition to ownership of the unit located at LOT# \_\_\_\_\_ . I / We have received and read a copy of the Corporation's Bylaws, Rules & Regulations, and Occupancy Agreement governing our occupancy of lot # \_\_\_\_\_ and our conduct at Countryside Estates. If I / We do not follow these Bylaws and Rules, I / We understand that this could be grounds for expulsion from membership and/or eviction from the Community.

By signing and dating this form, I / We acknowledge that I / We will obey the Bylaws, Rules and Regulations, and Occupancy Agreement of Countryside Estates R.O. Association Inc.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Countryside Estates R.O. Association Inc**  
**Application for Membership Certificate**

**All information must be filled out completely. Incomplete applications will be returned to the applicant(s). If a question does not apply, place « n/a » in the space provided. Please print all information legibly.**

Applying for: \_\_\_\_\_

Current owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Co-Applicant: \_\_\_\_\_

Name(s) on Title:  
\_\_\_\_\_

Current address: \_\_\_\_\_ (street)  
\_\_\_\_\_ (city, state, zip)

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Current landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**If less than three (3) years at current address, list previous addresses:**

Address (street, city, state, zip)  
\_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

Address (street, city, state, zip)  
\_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Co-applicant employer:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

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

**Please list all *monthly* income:**

**Applicant income:**

Income amount: \$ \_\_\_\_\_

Income amount: \$ \_\_\_\_\_

Income amount: \$ \_\_\_\_\_

**Total monthly income: \$** \_\_\_\_\_

**Co-applicant income:**

Income amount: \$ \_\_\_\_\_

Income amount: \$ \_\_\_\_\_

Income amount: \$ \_\_\_\_\_

**Total monthly income: \$** \_\_\_\_\_

Number of persons who plan to occupy home: \_\_\_\_\_

(Not more than two (2) – As per our Rules & Regulations)

Are you or your co-applicant required to register as a sex offender?

Yes \_\_\_\_ No \_\_\_\_

**Do you have pets? Yes** \_\_\_\_ **No** \_\_\_\_

If seeking an accommodation to our Rules and Regulations for a service animal see Florida Statute 413.08 for guidance

If seeking an accommodation to our Rules and Regulations for an emotional support animal see Florida Statute 760.27 for guidance

Please list three (3) personal (not professional) references (References may not include relatives).

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

Relationship: \_\_\_\_\_

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

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Please read the following information before signing this application:**

I / we understand that I / we may not move in until approval is made. I / we understand that the home must be lived in by the new owner purchasing and cannot be rented before twenty four (24) months of occupancy. After that period, it will be possible to rent but only if the amount of units rented by owners in the park, are less than ten (10).

I / we understand that at least one household member must be aged fifty-five (55) or older, and any other resident shall be fifty (50) years or older. I / we understand that this application in no way guarantees my/our acceptance into the Association/ Community. I / we authorize the Association to obtain information from current / former employers, friends and current / previous landlords. I / we hold harmless the Association, employees and unit owners, from any action arising from these inquiries.

**The Association does not discriminate based on sex, race, religious creed, color, marital status, familial status, physical or mental handicap, blindness, hearing impairment, ancestry, receipt of public assistance, veteran status or membership in the armed forces, national origin or on account of that person's sexual orientation in the approval of its members.**

**If any information in this application is found to be false, this is immediate grounds for denial of membership.**



**Disclaimer:** I / we understand that should I / we be accepted as a member of the Association, misrepresentation of information on this Application for Membership may be grounds for member expulsion according to the Association Bylaws. Such expulsion should result in the loss of membership. By signing this application, I /we attest that this is accurate and true information to the best of my / our knowledge.

**Applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-applicant signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTE:** Applications that are incomplete, illegible and / or are not accompanied by the proper documentation will be returned to the applicant(s) and considered as NOT having applied for buying a Membership Certificate.

I / we understood by all parties involved that if this application is approved, the next step will be to contact our Park Attorney to finalize this transaction.

### ***Final decision***

***This application was approved/disapproved by 1) a meeting of the Board of Directors or 2) by network consultation on Date: \_\_\_\_\_***

***Recorded in Minutes on \_\_\_\_\_ Initial \_\_\_\_\_***

***Copy of the minutes are held at the Park's office and can be seen, upon request, by any member of this community.***

***Sign by:*** \_\_\_\_\_ ***Date:*** \_\_\_\_\_

***Title***