



Bayshore Association Management, Inc.  
430 NW Lake Whitney Place  
Port St. Lucie, FL 34986  
Phone # (772) 871-0004  
Fax # (772) 871-0005

## Instruction Page

A package can only be processed by Bayshore Association Management, Inc. when complete. If application is submitted incomplete, it will be held uninvestigated until the rest of the required information is received.

A complete package includes:

- All application forms
- Copy of signed contract including name of realtor and title company, in the case of a sale

Or

- A copy of the Lease Agreement, in the case of a lease
- The following NON-REFUNDABLE fee made payable to Bayshore Association Management: Processing Fee in the amount of \$100.00. No "Rush Processing" will be considered.

Application must be received at least 30 days prior to move-in

PLEASE see the attached page for important instructions pertaining to the Portofino Shores Association.

Revised 3/5/08

*EXPERIENCE \* RELIABILITY \* INTEGRITY*

. . . . .Customer Copy . . . . .

# Portofino Shores H.O.A., Inc.

## Lease/Resale Package

The following fee(s) made payable to: **Portofino Shores H.O.A., Inc.**

- **A NON-REFUNDABLE Application fee in the amount of \$100.00 for both leases and re-sales.**
- Refundable maintenance deposit of \$500.00 for leases.

**Approvals will NOT be considered if there are property violations or outstanding balances on the account.**

Copies of driver's license(s) and social security numbers are to be included with this application for all residents 18 and older in the household. **A Criminal Background Check is required.**

Copies of vehicle registrations for all vehicles.

Personal interviews are required and will be conducted by appointment, on the 2<sup>nd</sup> & 4<sup>th</sup> Thursdays at 7:30 p.m.

Gate access cards & pool keys can be purchased from the Board, by appointment, after approval is granted.

Move in times are allowed on Monday through Friday from 8:00 until 5:00. Written requests for alternative times must be made in advance and approved by the Board of Directors.

Revised 3/5/2008

**PORTOFINO SHORES HOA, INC.**  
**C/O BAYSHORE ASSOCIATION MANAGEMENT, INC.**  
**430 NW LAKE WHITNEY PLACE**  
**PORT ST. LUCIE, FL 34986**  
**Phone: (772) 871-0004                      Fax: (772)871-0005**

**LEASE/RESALE APPLICATION**

{APPLICATION REQUIRES BOARD APPROVAL, IF ADDITIONAL SPACE IS NEEDED PLEASE USE OTHER SIDE}

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

**APPLICANT & CO-APPLICANT INFORMATION:**

Name: \_\_\_\_\_ Social Sec #: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Applicant)

Name: \_\_\_\_\_ Social Sec #: \_\_\_\_\_ Date of Birth \_\_\_\_\_  
(Co-Applicant)

Number of children if any: \_\_\_\_\_. List Names & ages: \_\_\_\_\_

Any other occupants other than immediate family? \_\_\_\_\_. If so, please list the name, relationship, and date of birth:  
\_\_\_\_\_

Present Address: \_\_\_\_\_  
(Street, City, State, & Zip)

Will the home be occupied by applicant? \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicants employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Co-Applicant's employers name: \_\_\_\_\_ No. of years there \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Please list the name & number of the nearest relative in case of an emergency:

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

I/WE FULLY AUTHORIZE INVESTIGATION OF ALL ANSWERS AND REFERENCES GIVEN.

I/WE HEREBY AGREE TO ABIDE BY ALL DOCUMENTS AND RULES & REGULATIONS OF PORTOFINO SHORES HOA, INC., A COPY OF WHICH DOCUMENT I HAVE RECEIVED FROM LESSOR/SELLER.

{IF SELLER FAILS TO PROVIDE A SET OF DOCUMENTS TO BUYER, A COPY WILL BE MADE AVAILABLE BY THE ASSOCIATION MANAGEMENT COMPANY AT A COST OF \$50.00 PER DOCUMENT COPY.}

*PLEASE NOTE: Leases must be a minimum of six months (6) and no more than two (2) per year. A copy of the sales contract or lease must be attached to this application. Renters are not permitted to sub-lease at any time.*

Owner and/or Lessee agree to the terms of the attached contract/lease are within the requirements of Portofino Shores HOA, Inc. Rules & Regulations pertaining thereto.

PURCHASER/LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_

PURCHASER/LESSEE: \_\_\_\_\_ DATE: \_\_\_\_\_

PORTOFINO SHORES HOA, INC.  
C/O BAYSHORE ASSOCIATION MANAGEMENT, INC.  
430 NW LAKE WHITNEY PLACE  
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Phone: (772) 871-0004 Fax: (772)871-0005

**VEHICLE REGISTRATION FORM**

Date: \_\_\_\_\_ Property Address: \_\_\_\_\_

Name: \_\_\_\_\_ Social Sec #: \_\_\_\_\_  
(Both husband & spouse) Social Sec #: \_\_\_\_\_

Present Address: \_\_\_\_\_  
(Street, City, State, & Zip)

**VEHICLE # 1:**

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Year: \_\_\_\_\_  
Color: \_\_\_\_\_  
Vin #: \_\_\_\_\_  
Tag #: \_\_\_\_\_  
State: \_\_\_\_\_

**VEHICLE # 2:**

Make: \_\_\_\_\_  
Model: \_\_\_\_\_  
Year: \_\_\_\_\_  
Color: \_\_\_\_\_  
Vin #: \_\_\_\_\_  
Tag #: \_\_\_\_\_  
State: \_\_\_\_\_

Vehicles are registered to: \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**PLEASE NOTE: ALL INFORMATION ON THIS FORM MUST BE COMPLETED.**

**ANY CHANGES IN USE OR APPEARANCE OF THE ABOVE DESCRIBED VEHICLE(S) MUST BE SUBMITTED TO THE BOARD OF DIRECTORS WITH A NEW APPLICATION.**

**IT IS CLEARLY UNDERSTOOD THAT CARS MUST BE PARKED IN THE DRIVEWAYS AND/OR GARAGES. PARKING IN THE STREETS IS NOT PERMITTED.**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

**Portofino Shores H.O.A., Inc.**  
**C/O BAYSHORE ASSOCIATION MANAGEMENT, INC.**  
**430 NW LAKE WHITNEY PLACE**  
**PORT ST. LUCIE, FL 34986**  
**PH. (772) 871-0004 FAX (772) 871-0005**

**PLEASE ADVISE US OF ANY ANIMALS TO BE RESIDING IN THE HOME**

Pet(s)? Yes \_\_\_\_\_ No \_\_\_\_\_

Pet Type(s):

Pet #1 \_\_\_\_\_

Pet #2 \_\_\_\_\_

- \* **No pets shall be kept, bred, or maintained for any commercial purpose.**
- \* **Dogs which are household pets shall at all times, whenever they are outside a unit, be confined on a leash held by a responsible person.**
- \* **An owner shall immediately pick up and remove any solid animal waste deposited by his pet on the properties, including the common areas and the exclusive neighborhood common area.**

**Disclosure Summary**  
**For Portofino Shores HOA, Inc.**

1. As a purchaser of property in this community, you will be obligated to be a member of a homeowners association.
2. There have been or will be recorded restrictive covenants governing the use and occupancy of properties in this community.
3. You will be obligated to pay assessments to the association, which assessments are subject to periodic change.
4. Your failure to pay these assessments could result in a lien on your property.
5. There is an obligation to pay rent or land use fees for recreational or other commonly used facilities as an obligation of membership in the homeowners association.
6. The restrictive covenants cannot be amended without the approval of the association membership.
7. The statements contained in this disclosure form are only summary in nature, and, as a prospective purchaser, you should refer to the covenants and the association governing documents.
8. These documents are matters of public record and can be obtained from the record office in the county where the property is located.

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Signature of Buyer

\_\_\_\_\_  
Date



5720 Spanish River Road  
Fort Pierce, Florida 34951  
772-460-1660

**SCREENING COMMITTEE FORM**

Applicants Name: \_\_\_\_\_

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

Previous Address: \_\_\_\_\_

Length of time: \_\_\_\_\_

Employed by: \_\_\_\_\_

Length of time: \_\_\_\_\_

Employed by: \_\_\_\_\_

Length of time: \_\_\_\_\_

Children: YES \_\_\_\_\_ NO: \_\_\_\_\_ If yes, number of children: \_\_\_\_\_

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

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

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

Pet(s): YES \_\_\_\_\_ NO \_\_\_\_\_ Number of pets: \_\_\_\_\_

Type of pet(s): \_\_\_\_\_

Move-in Date: \_\_\_\_\_

Revision: 12/20/2007



## Resident Access Form

Lot # \_\_\_\_\_ Property Address: \_\_\_\_\_

Legal Owner Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_

(IF DIFFERENT THAN ABOVE)

Number of Children in home \_\_\_\_\_ Total number of people living at address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

### RENTER/LESSEE INFORMATION

Renter's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Number of Children in home \_\_\_\_\_ Total number of people living at address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Emergency Contact Number \_\_\_\_\_

Real Estate Agent \_\_\_\_\_

### NAME OF PERSON ASSIGNED AN ENTRY GATE CARD

Name \_\_\_\_\_ Gate Card # \_\_\_\_\_

Name \_\_\_\_\_ Gate Card # \_\_\_\_\_

Name \_\_\_\_\_ Gate Card # \_\_\_\_\_

### VEHICLES REGISTERED AT PORTOFINO SHORES:

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Sticker# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Sticker# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Sticker# \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ Year \_\_\_\_\_ Lic.PI# \_\_\_\_\_ Sticker# \_\_\_\_\_

### PERMANENT VISITOR LIST: (visitors, children not living at home, relatives, friends)

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_ Name \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

**Portofino Shores, HOA, Inc.**  
**C/O BAYSHORE ASSOCIATION MANAGEMENT, INC.**  
**P.O. Box 880038**  
**PORT ST. LUCIE, FL 34988**  
**PH. (772) 871-0004 FAX (772) 871-0005**

## ***NOTICE OF ACKNOWLEDGMENT***

AS REQUIRED by the Amendment to the Declaration of Restrictions and Protective Covenants, Article IX, Section 19 d & f:

d: "Any and all lease agreements between an Owner and Lessee of a lot shall be in writing, shall provide for a term of not less than twelve (12) months, and must provide that the lease shall be subject, in all respects, to the terms and provisions of this Declaration, the Articles of Incorporation, Bylaws and the Rules and Regulations of the Association. Any failure by the lessee under such lease agreement to comply with such terms and conditions shall be a material default and breach of the lease agreement.

f: "Acceptance of Responsibility. Prior to the leasing of any home or property within Portofino Shores, the Homeowner will be required to sign a "Notice of Acknowledgement" formally accepting financial responsibility for any damages caused by the tenant or lessee, whether civil or criminal, leading to an out of pocket expense for the Association or another homeowner."

Property Address:

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Tenant(s) / Lessee(s):

---

(Print names)

Landlord

/

Lessor:

---

(Print name)

- *I agree to abide by the requirements described above.*

- *I will provide lessee with a set of Community Documents.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*Landlord / Lessor*



## **RULES AND REGULATIONS**

Security Guards are here for our protection, as they enforce our rules we ask that all residents treat them with respect.

No vehicles are to be parked that block the sidewalks between 7:00 a.m. to 10:00 p.m. No parking on the street from midnight till 7:00 a.m. No parking on the grass at any time.

No mechanical work may be done on vehicles in the driveway.

Garbage cans are not to be put out at the curb until dusk the night before pick up, Monday and Thursday. Garbage cans are to be placed out of sight after pick up. Place your recyclables out Monday and yard trimmings on Wednesday.

Shutters are to be removed after each storm threat is over.

No pots and statues of any kind in front of the home unless approved by Architectural Review Board "ARC".

Absolutely no commercial vehicle is to be parked on driveway at any time except for delivery.

Dogs must be leashed and the walker must pick up after them.

No sub leasing.

If you are leasing you must comply with community standards (lawn maintenance, shrubs, beds to be free of weeds). \_\_\_\_\_

Speed limit is 20 MPH.

Residents having parties must provide written names of their guests to Security 24 hours prior to the event.

Basketball equipment is to put away after every use and is only allowed on the driveway, not on the street.

No signs are allowed on vehicles, in windows or on the lawn.

Have you read the Bylaws? YES \_\_\_\_\_ NO \_\_\_\_\_  
Do you have any pets? YES \_\_\_\_\_ NO \_\_\_\_\_  
Do you have any Commercial Vehicles? YES \_\_\_\_\_ NO \_\_\_\_\_  
How many renters (Children included)? \_\_\_\_\_  
If we contact your landlord will they give you a favorable recommendation?  
YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature Date

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

Revision Date: 10/30/2007



5720 Spanish River Road  
Fort Pierce, Florida 34951  
772-460-1660

**GENERAL AUTHORIZATION**

*Please present a separate page for each applicant.*

Applicant Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
Social Security Number: \_\_\_\_\_ Home Phone #: \_\_\_\_\_

Present Address:

Street: \_\_\_\_\_ Apt #: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

I hereby authorize Portofino Shores, HOA, Inc. to obtain and verify a social security number search and a criminal report history.

I agree to indemnify and hold harmless Portofino Shores, HOA, Inc., their employees, officer and directors, affiliates, subcontractors, and agents from any loss, expense, or damage which may result directly or indirectly from information or reports obtained.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
Applicant



**COMPLAINT FORM**

**REPORTING PARTY:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_

**COMPLETE DESCRIPTION OF YOUR COMPLAINT i.e. FREQUENCY OF VIOLATION(S), LOCATION OF VIOLATION, TYPE OF VIOLATION, MAKE, MODEL & COLOR OF VEHICLE, LICENSE PLATE, ATTACH ANY PHOTOS.**

**PLEASE PRINT  
INFORMATION OF SUSPECTED VIOLATOR**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**DATE AND TIME OF OCCURRENCE:** \_\_\_\_\_

**DETAILS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SIGNATURE REQUIRED OF COMPLAINANT:** \_\_\_\_\_

**YOUR INFORMATION WILL BE KEPT CONFIDENTIAL**

**PERSON RECEIVING COMPLAINT:**

**NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**REVISED 1/14/08 FORMS SUBJECT TO CHANGE**



## **Clubhouse Rules & Procedure Revised 8-24-2007**

### **Pool Rules**

Hours of operation: 8:00 a.m. - 8:00 p.m. 365 days per year (may vary by season).

1. There is no lifeguard on duty. Swim and use of Pool/Clubhouse facilities at own risk. All members and their guests are required to abide by these rules.
2. The pool is for the exclusive use of residents. 5 guests per household are permitted at any one time. The pool has a maximum capacity of 78 persons, which will be adhered to. Extra guests will be permitted at the discretion of the pool monitor based upon pool activity and pool capacity. Residents will be given first priority. Residents are responsible for the supervision and conduct of their guests. Residents are NOT considered guests. No resident can be guest of another resident. No person who has had the pool privileges revoked or suspended may be a guest of a member.
3. Any person under the age of 16 is a minor and must be accompanied by a parent or relative who is 21 years of age or older. No parent or adult relative may supervise more than three minors at any time. No one under the age of 21 is allowed to supervise minors, regardless of parent permission. If a child cannot swim, he/she must be supervised by an adult at all times.
4. Clubhouse ID and pool key must be presented when asked by Clubhouse Pool monitors, HOA Board members or Security. Every member and their guests are to be registered with the Pool Monitors.
5. Everyone, including minors, must wear a bathing suit and use the pool-side shower before entering the pool. Children not yet toilet trained, must wear a swim diaper. No cut-offs. No pampers, diapers or pads of any sort are allowed – only those specifically designed for water pools.

6. No glass containers, soda cans, chewing gums, drugs or alcohol are allowed in the pool area. Re-closeable plastic containers/bottles are permitted. No person may enter the pool in an intoxicated condition.
7. No running, horseplay, splashing, sexually offensive behavior, urinating, nudity, profanity or other unacceptable or offensive behavior is allowed.
8. Voices shall be kept at normal conversation levels.
9. No diving, back jumps, flips or cannon-ball jumps are allowed.
10. People with sores and/or band-aides are not permitted in the pool.
11. Pool furniture is not to be removed from the pool area.
12. No tanning oil is allowed in the pool. Residents are responsible to clean their tanning oils off the pool furniture when leaving so others will not get it on their clothes.
13. The gates to the pool are to remain closed and locked at all times. They are not to be left open, opened for those without keys, propped open or otherwise left unsecured.
14. All bobby pins, hair pins and other such items that can clog the filter are to be removed before entering the pool. Shoulder length hair must be tied back.
15. Objects, such as Frisbees, volleyballs and the like, are not allowed in the pool area; feather-weight objects, such as beach balls may be used with discretion; however, such objects must not disturb other persons in the pool area.
16. Only rubber coated sinking devices may be used for underwater games. No rocks or metal objects are to be thrown in as such items can cause damage to the pool.
17. Users are responsible for removing all items they bring to the pool at the time they leave the area.
18. Wheeled vehicles, except strollers and wheelchairs, are not permitted in the pool area. Wheelchair users need to be assisted by an adult.

19. The pool may be closed at any time due to inclement weather, breakdown of equipment, operational defects and other unforeseen circumstances. The Clubhouse/Pool monitors have the authority to make the decision to close the pool when they believe that, for instance due to inclement weather, it would be unsafe to keep the pool open.
20. Radios, tape players or other acoustical devices are only permitted when used in conjunction with personal headsets.
21. No pets are allowed within the pool area.

### **Work Out Facility Rules**

Hours of operation: may vary by season

1. Must be 18 or older to use the facility. Those 16 or 17 may be accompanied by a parent or relative who is 21 or older. No adult relative may supervise more than two minors at any time. ID and key must be presented when asked by security, HOA Board member or Clubhouse attendee. No one under the age of 21 is allowed to supervise minors, regardless of parental permission.
2. Pick up after yourself.
3. Clean the machines you use.
4. Wear proper work out clothing and footwear.
5. Use the equipment properly and for its intended use.
6. Do not be overly noisy.
7. No food or glass bottles.

Anyone violating any of the above rules will be sanctioned and/or refused use of all common area facilities for a minimum of three months. No property owner (or their tenants) may use any of the common area facilities if their home is in arrears of HOA dues. No exceptions.

*I have read the above Portofino Shores' Clubhouse Rules & Procedures. My signature below signifies that I and those residing with me, as well as my guests, will obey all policies put in place.*

**Homeowner's printed name** \_\_\_\_\_

**Homeowner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Resident's printed name  
(if different than above):** \_\_\_\_\_

**Resident's Signature (if different than above):** \_\_\_\_\_ **Date:** \_\_\_\_\_

\_\_\_\_\_  
**Resident's address**

**Phone #** \_\_\_\_\_ **Emerg.Phone #** \_\_\_\_\_

**Names of all persons residing at this address:**

\_\_\_\_\_ picture# \_\_\_\_\_  
\_\_\_\_\_ picture# \_\_\_\_\_  
\_\_\_\_\_ picture# \_\_\_\_\_  
\_\_\_\_\_ picture# \_\_\_\_\_  
\_\_\_\_\_ picture# \_\_\_\_\_  
\_\_\_\_\_ picture# \_\_\_\_\_

<b>Key # Purchased:</b> _____ <b>Amount Paid: \$</b> _____
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