

ANCHORAGE



ON THE ST. LUCIE

Dear Realtor or Renter,

The Board of Directors has established a Screening Committee to interview prospective tenants. Interviews will be held by appointment only at the Anchorage Clubhouse. An interview will not be scheduled until the complete entire package has been submitted to the office.

To rent a unit at the Anchorage, you MUST have the following on file:

- Completed Resident Information form
- Completed Lease Application form for each applicant, which must be signed and notarized.
- Notarized signed copy of Rules & Regulations for Special Parking/Storage Area for Boats and Boat Trailers.
- Bank Reference letter
- Two personal reference letters
- Letter from previous landlord with a telephone number
- Copy of each resident's driver's license
- Copy of each vehicle's registration
- Copy of each vehicle's insurance
- Color photographs (front, back and both sides) of each vehicle
- Copy of Lease Agreement/Contract
- If pet owner:
 - Photograph of pet
 - Signed Vet Certificate stating pet is current on shots, present weight and weight at maturity (pets are not to exceed 25 lbs)
- \$150 Screening fee per person (unless married) (Check made payable to Anchorage)
- \$25 background check fee for all residents over the age of 18 years (Check made payable to Anchorage)
- Completed Federal Background Services Request form
- Two passport photographs (can be obtained at Walgreens) of all residents (not a copy of passport)

1. Please note NO motorhomes, trucks, motorcycles, mopeds or motorbikes are allowed in the community.
2. No more than four persons may occupy the unit.
3. If anyone should occupy the unit before being screened, the owner could be charged \$100.00 a day, not to exceed \$1,000.00. Please do not expect immediate occupancy.
4. Certificate of Approval or Disapproval will be issued to applicant within five working days of receipt of a complete application package and interview. Please do not expect immediate occupancy.
5. We will not approve a felon or someone who has a previous eviction.

If you have questions concerning these procedures, please contact the office at 772-335-1925. The office is open from 9:00 am to 12:00 am on Monday, Wednesday and Friday.

Sincerely,

Alicia Brown

Alicia Brown, LCAM
For the Board of Directors

**ANCHORAGE ON THE ST. LUCIE
CONDOMINIUM ASSOCIATION, INC.
RESIDENT INFORMATION**

DATE _____

Unit No. _____ Anchorage Phone No. _____ Gate Code _____

Tenant(s) Name _____

Local Address/PO Box _____

Address

City _____ State _____ Zip _____

Phone Number(s) _____

Out of Town Mailing Address _____

Address

City _____ State _____ Zip _____

Phone Number(s) _____

Email Address: _____

I DO DO NOT give my consent to the Association to publish the above information in the directory.

I DO DO NOT give my consent to the Association to send me email communications.

Emergency Person Or Contact Who Has Access To Your Unit While You Are Absent:

Name _____ Phone Number _____

Name _____ Phone Number _____

Pet: Type _____ Age _____ Weight _____

Automobile(s) Model: _____ Model: _____

Year: _____ Year: _____

Color: _____ Color: _____

Lic. No.: _____ Lic. No.: _____

State: _____ State: _____

Anchorage Tag No.: _____ Anchorage Tag No.: _____

APPLICATION FOR LEASE

Print or Type ONLY

Date: _____

Bldg. No. _____ Unit No. _____ Address of Unit _____

Name _____ Birth Date _____ SS# _____

Spouse _____ Birth Date _____ SS# _____

No. of people to occupy unit: Adults (over age 18) _____

Names & Ages of Children to occupy unit: _____

Description of Pet (breed, size, color, weight, etc.) _____

In case of emergency notify _____

Name	Address	Phone

Part I - Residence History

Present Address & Phone No _____

Apt./Condo Name _____ Phone _____ Dates Residing _____

Landlord/Mortgage Holder _____ Phone No. _____

Address _____ Mtg. No. _____

Part II - Employment & Bank References

Employer _____ Phone _____

How Long _____ Dept. or Position _____ Monthly Income _____

Address _____

Spouse Employer _____ Phone _____

How Long _____ Dept. or Position _____ Monthly Income _____

Address _____

Bank Name _____ Phone _____

How Long _____ () Checking () Savings

Address _____

Part III - Character References Letter is Required.

Name _____ Home Phone _____

Address _____ Office Phone _____

Name _____ Home Phone _____

Address _____ Office Phone _____

Part IV - Vehicle History No Trucks

Driver's License No. _____ No. Cars () 1 () 2

Make _____ Model _____ Year _____ Plate No. _____ State _____

Make _____ Model _____ Year _____ Plate No. _____ State _____

I am aware that if the Landlord should become delinquent in the quarterly assessments, the Association attorney will collect my rental payment in lieu of the delinquent quarterly assessment.

Dated: This _____ day of _____ of 20_____.

Signature: _____
Tenant (Notarized)

Signature: _____
Tenant (Notarized)

The foregoing instrument(s) was acknowledged before me, by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____ and _____ of The Anchorage on the St. Lucie Condominium Association, Inc., a Florida corporation, on behalf of the corporation. He/She took an oath, and is personally known to me.

NOTARY PUBLIC SIGNATURE (SEAL)

PRINTED NAME OF NOTARY PUBLIC

MY COMMISSION EXPIRES

By signing, the applicant recognizes and authorizes that the Association or their agent, may investigate the information supplied by the applicant and a full disclosure of pertinent facts may be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics and mode of living, as applicable.

Applicant Signature _____
Spouse Signature _____

**Rules and Regulations for
Special Parking/Storage Area for Boats and Boat Trailers**

All owners and/or their guests shall comply with the following rules and regulations, and the Association may promulgate any other rules and regulations as from time to time.

1. The maximum allowable lengths of boats and boat trailers permitted to park in this designated area must not exceed the following:
Boats: 25 Feet & Boat Trailers: 27 Feet
2. A charge of thirty-five dollars (\$35.00) per month shall be imposed upon each parking space within this area. There will also be a fifty-dollar (\$50.00) refundable deposit. A six (6) month lease will be required for each rental space. An up to date proof of required liability insurance and registration is also necessary.
3. The property manager will be responsible for assigning parking spaces in this area. They will keep all the necessary records and all persons desiring space in this area must make arrangements with the property manager before parking vehicle in this area. Those persons must provide all necessary required liability insurance and registration, which must be given to the property manager, before the boat and/or boat trailer can be permitted to park in this area.
4. The cost of repairs for damage caused by any boat and/or boat trailer in this area, shall be the owner's responsibility. This cost will be deducted from the security deposit. Any cost above the fifty dollars (\$50.00) is still the responsibility of the owner.
5. The above rules and regulations will be followed in addition to any other prior Rules and Regulations set forth, pertaining to the Anchorage on the St. Lucie.
6. Any boat, boat trailers or other vehicles parked in the storage area without permission, expired license or insurance certificate will be towed away at owner's expense.
7. Assigned spaces shall be given on a first come - first serve basis. In the event that there are no spaces available, then a waiting list will be established.

I hereby acknowledge receipt of the Rules and Regulations Summary for the Anchorage On The St. Lucie and agree to abide by the guidelines set forth therein.

Signature Tenant	Unit Number	Date
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Signature Tenant	Unit Number	Date
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The foregoing instrument(s) was acknowledged before me, by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____ and _____ of The Anchorage on the St. Lucie Condominium Association, Inc., a Florida corporation, on behalf of the corporation. He/She took an oath, and is personally known to me.

NOTARY PUBLIC SIGNATURE

NOTARY PRINTED SIGNATURE

MY COMMISSION EXPIRES

SEAL

1. The Anchorage Social Committee has first priority in scheduling parties/events. The Social events are open to all owners, lessees and guests, space permitting.
2. A unit owner or lessee may reserve the club house and/or the patio by completing a reservation form at the front office. A two-week notice and approval by the Board is required. A guest may not reserve the Social Room. The person reserving the social rooms is responsible for cleanup and any damages to the facilities.
3. The pool cannot be used by party guests.

During Board of Directors and Social Committee scheduled parties/events the 10:00 p.m. closing time is not enforced, provided the other residents are not disturbed.

**ANCHORAGE ON THE ST. LUCIE
2514 SE ANCHORAGE COVE
PORT ST LUCIE, FL 34952
772 335-1925 VOICE AND FAX
anchorageonthestlucie@gmail.com**

BANK VERIFICATION LETTER

Tenant Name (Print): _____

Tenant Signature: _____

Potential Address at Anchorage: _____

Bank Name: _____
(Print)

Bank Representative Name: _____
(Print)

Bank Address: _____

Bank Phone: _____

Statement from Bank:

Mr./Mrs./Ms. _____

has an account in good standing with our bank.

Signature Bank Representative

The foregoing instrument(s) was acknowledged before me, by means of _____ physical presence or _____ online notarization, this _____ day of _____, 20____ by _____ and _____ of The Anchorage on the St. Lucie Condominium Association, Inc., a Florida corporation, on behalf of the corporation. He/She took an oath, and is personally known to me.

(SEAL)
NOTARY PUBLIC SIGNATURE

PRINTED NAME OF NOTARY PUBLIC

MY COMMISSION EXPIRES

ADVANTAGE PROPERTY MANAGEMENT

ASSOCIATION: ANCHORAGE ON THE ST LUCIE

PERSONAL INFORMATION NEEDED FOR BACKGROUND CHECK

Please supply the following information to facilitate a background check on you.

_____	_____	_____	____-____-____	____/____/____
Last Name	First Name	Middle Name	Social Security Number	Date of Birth
_____		_____		_____
Other Name(s) Maiden/Married		Driver's License Number		State

Email Address				

Date of Birth ____/____/____	Telephone (____) _____
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**DISCLOSURE REGARDING
BACKGROUND INVESTIGATION**

Advantage Property Management ("the Company") may obtain a "consumer report" about you from a consumer reporting agency for employment purposes. A "consumer" report is a background screening report that may contain information regarding your criminal history, driving history, and other information about you. It may bear upon your character, general reputation, personal characteristics, and/or mode of living.

AUTHORIZATION REGARDING BACKGROUND INVESTIGATION

By signing below, I acknowledge receipt of the following separate documents (and certify that I have read and understood them):

- DISCLOSURE REGARDING BACKGROUND INVESTIGATION;
- A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT; and
- ADDITIONAL STATE LAW NOTICES.

By signing below, I also authorize _____ to obtain "consumer reports" (deemed "investigative consumer reports" under California law) about me at any time during the hiring process and throughout my employment, if applicable.

Signature: _____ Date: _____

Printed Name: _____

Anchorage on the St. Lucie

Rules and Regulations

and

Useful Information

2019

EMERGENCY – 911

Anchorage Office..... (772) 335-1925
Anchorage Fax..... (772) 335-1925
Advantage Property Manager..... (772) 334-8900
Anchorage Email.....anchorageonthestlucie@gmail.com

Anchorage on the St. Lucie
2514 S.E. Anchorage Cove
Port St. Lucie, FL 34952

**This book must remain in your unit at all times so that unit owners, lessees,
and their guests may refer to it as needed.**

**Rules and Regulations for
The Anchorage on the St. Lucie Condominium Association, Inc.**

INTRODUCTION

The following documents govern the operation of The Anchorage on the St. Lucie Condominium Association Inc. (the "Association"):

1. Declaration of Condominium
2. Articles of Incorporation
3. By Laws
4. Rules and Regulations, which includes policies.
5. Florida Statutes Chapter 718 the Condominium Act
6. Chapter 617 Not for Profit Corporation Act
7. Florida Administrative Code, Chapters 61B-15 through 61B-24

These Rules and Regulations apply to all unit owners, lessees, guests, occupants, and invitees. There are no exceptions. All unit owners and lessees should familiarize themselves with these Rules and Regulations. It is the responsibility of unit owners to inform their lessees, guests, occupants, and invitees of these Rules and Regulations and to provide them with copies. The unit owner is responsible for any violations by their lessees, guests, occupants, and invitees.

The Board of Directors for the Association is responsible for the enforcement of all Rules and Regulations. However, any unit owner may report a violation to the person violating the rule or to the office/manager in writing.

The Association will make every effort to enforce these Rules and Regulations. The unit owner and violator are liable for all attorney's fees and costs incurred by the Association to enforce the Rules and Regulations.

Use of Common Areas and Condominium Property

1. No unit owners, lessees, or other persons shall direct or instruct the Association's employees, contractors, or management company.
2. There shall be no objects or obstructions placed on any common area, sidewalk, entrance, passage, hallway or like portions of the common elements. Prohibited objects are, but not limited to, bicycles, fishing poles, shoes, plants, carts, chairs, tables, etc.
3. All personal items shall be stored either within the unit or in the storage spaces provided in the Condominium to each unit for such purpose, except as specified below.
4. The only personal items that may be placed on balconies, patios, or lanais shall be tables, chairs, plants, and clocks, and works of art. Works of art must be mounted on the walls. Items which shall not be placed on unit balconies include, but are not limited to, coolers, fishing poles and equipment, bicycles, exercise equipment, toys, and barbecues.
5. No personal property including, but not limited plants and furniture, may be placed in the hallways.
6. No resident shall permit anything to be swept or thrown from windows, balconies, or door.
7. No flammable, combustible, or explosive materials shall be kept in any unit or storage area.
8. No cooking shall be permitted nor shall any goods or beverages be consumed outside of a unit except in those areas designated for those purposes by the Association.
9. No cooking or fires shall be permitted on patios, lanais, or balconies or outside of a unit excepting in the areas designated for those purposes by the Association.
10. Residents who plan to be absent during hurricane season MUST arrange to secure the unit properly before leaving, designating a responsible individual to care for the unit. Should the unit suffer hurricane damage, the unit owner must provide the Association with name of said firm or individual.
11. An access key to each unit shall be provided to the Association. The Association may use the key in accordance with Chapter 718, Florida Statutes, or the Declaration of Condominium. Unit owners may leave a list of authorized personnel that may check out the key. However, the key shall not leave the condominium property. If the Association is unable to access a unit when necessary because a key has not been provided, it will contact a locksmith and the fee will be charged to the unit owner.
12. When a unit is to be unoccupied for more than one week, water to the unit must be shut off at the main for that unit. The circuit breaker to the hot water heater should be shut off as well.
13. All garbage and trash shall be properly disposed of in trash receptacles provided for that purpose. For sanitary reasons, all trash shall be placed in plastic bags and tied securely before being placed in trash receptacles. Boxes should be broken down before placing them in trash receptacles. Contractors delivering new furniture or carpeting must remove old furniture or carpeting from the condominium property. If this cannot be done, the resident should contact the waste management company to arrange a special pick up. There will be a charge for this service. Large items such as furniture, stoves, etc are not to be placed inside the dumpster or by the dumpster. The unit owner must make special arrangements to have the large items removed.
14. Bicycles shall be parked in the unit or in the designated areas on the condominium property. Bicycles shall not be parked or stored on balconies, patios, lanais or in hallways. Residents must obtain a bicycle permit from the Association to park bicycles in designated areas on the condominium property.
15. No sign, advertisement, notice, or other lettering shall be exhibited, displayed, inscribed, painted, or affixed on or upon any part of the unit, condominium property, or vehicle, including, but not limited to, "for sale", "for rent", and "open house" signs.
16. The lakes and conservation areas are passive open space. Neither swimming nor operation of any vessels is permitted in the lakes, except for model sailboats and model electric motor vessels are permitted at the unit owner's sole risk. The lakes are subject to substantial fluctuation. Beware of Alligators.
17. Skateboarding and hover boards are not permitted on the condominium property. Roller-blading is permitted only during daylight hours, at person's sole risk.
18. Dishwashers and washing machines are not to be run from 10:00 p.m. to 8:00 a.m.
19. Each unit is restricted to residential use as a residence by the unit owner thereof, the immediate family, guest, lessees, and invitees. All common areas are similarly restricted to the use of these persons. At no time, may the unit be used by more persons than for which it is designed, 5 persons in the villa, and 4 persons in a two bedroom apartment.
20. There will be no walking through landscaping.
21. The condominium property shall be kept free and clear of rubbish, debris, and other unsightly material. No garbage cans or other articles, including but not limited to, flags, banners, linens, cloth, clothing, curtains, rugs, mops, or laundry of any kind, or any other article shall be shaken or hung from windows, doors, stairways,

patios, lanais, or balconies, nor exposed to or any part of the common element or porches within the unit. The flag of the United States of America may be placed on the patios, lanais, or balconies subject to the provisions of Florida Statute.

22. The common elements, limited common elements and condominium property shall be kept free and clear of rubbish, debris, and other unsightly material.
23. Carpet is not permitted on the patios or lanais.

Physical Alterations

1. No unit owner shall make or permit to be made any alteration, addition or modification to his unit without the prior written approval of the Association. No unit owner shall cause any improvements or changes to be made to the exterior of the unit, building, patio, lanai, or balcony, including painting, without approval from the Association.
2. A unit owner or occupant shall not cause or permit anything to be affixed to, hung, displayed or placed on the exterior walls, doors, balconies or windows of the building (except as noted below).
3. No window tinting or reflective material shall be installed without prior consent of the Association. An architectural review form must be submitted to the Association for approval.
4. Unit owners must obtain approval from the Association to install: 1) hurricane shutters, 2) air conditioners or replacement air conditioners, 3) hard-surface floor coverings 4) glass enclosures on balconies or 5) replacement of cabinets and any electrical alterations. Approval must be obtained prior to the work beginning.
5. Each unit owner is allowed to place a suitable floor mat in front of his/her entrance door. The mat shall not be larger than 2 feet by 3 feet. The mat cannot be unsightly or create tripping hazards.
6. Each unit owner is allowed to place one suitable holiday and/or religious decoration of moderate size for a period not to exceed thirty (30) days in any one calendar year on the entry door. The decoration must not cover more than 1/3 of the door surface.
7. Installation of storm or hurricane shutters shall be of a type and color approved by the Association. Unit owners wishing to install shutters may pick up an approval form from the Association's office. Plywood covering on windows and doors is not be permitted.
8. Generators are not permitted, except for the generator purchased by the Association for the clubhouse.

Maintenance

1. Each unit owner shall maintain, repair, and replace at his expense all portions of his unit including but not limited to all doors, windows, glass, screens, electric panels, electric wiring, electric outlets and fixtures, heaters, hot water heaters, refrigerators, dishwashers, smoke detectors, and other appliances, drains, plumbing fixtures and connection, interior surface of all walls, floors and ceilings, and all other portions of his unit. The unit owner shall maintain and repair the air conditioner air handler and condenser, refrigerant and electrical lines and with respect to the villas, the limited common element patio area and limited common element courtyard.

Nuisances

1. No resident shall make or permit disturbing or unreasonably loud noises which interfere with the rights, comforts or conveniences of other residents.
2. No resident shall play or permit to be played any musical instrument in such a manner as to disturb or annoy any other resident.
3. No radio, television or any other device is permitted in any unit that interferes with the television or radio reception of another unit.
4. No nuisances shall be allowed on the condominium property, nor shall any use or practice be allowed which is a source of annoyance to residents of units or which interferes with the peaceful possession or proper use of the condominium property by its residents.
5. No improper, offensive or unlawful use shall be made of the condominium property.

Vehicle Restrictions

1. Except for vans constructed as private passenger vehicles with permanent rear seats and side windows, other vehicles commonly used as private passenger vehicles, and cars used by governmental law enforcement agencies, no commercial vehicle, truck, pick-up truck, motorcycle, motorbike or moped, recreational vehicle, boat, boat trailer, camper or like vehicle shall be parked on condominium property except as provided for by the condominium. **VIOLATORS WILL BE TOWED OR BOOTED AT OWNER'S EXPENSE.**
2. All vehicles kept on the condominium property shall be operational, in good condition and have a currently valid license plate. Vehicles which cannot operate on their own power or which do not have current valid license plates and insurance shall not be permitted on the Condominium property for more than twenty-four hours. Vehicles with an unsightly appearance, rust damage, leaking oil or other noxious fluid shall not be permitted on the condominium property. Questions of unsightly appearance shall be determined at the discretion of the Board of Directors which decision shall be final.
3. No repairs of vehicles shall be made on the condominium property except for emergency repairs. No vehicle shall be placed on blocks, jacks or similar devices.
4. Doors of any garages constructed upon the condominium property shall be kept closed at all times except when a vehicle is entering or leaving said garage.
5. No resident is entitled to park more than two (2) vehicles on the condominium property. All vehicles shall park in the proper designated area, i.e., resident, guest, handicapped. Unit owners, guests, and lessees having more than one (1) vehicle must park one (1) vehicle in designated area and the other in guest or undesignated area, not two (2) guest or undesignated spaces.
6. Boats and boat trailers, operational and properly registered and insured, are permitted to park in the special parking/storage area, subject to the rules and regulations set forth herein, for a monthly fee. *See rules and regulations for Special Parking/Storage Area for Boats and Trailers.*
7. All vehicles parked overnight on the condominium property must be registered and display a parking permit. Guests that arrive after the office is closed shall register their vehicles on the first day the office is open.
8. No resident will be entitled to park more than two (2) vehicles on the condominium property, due to the limited parking space available. All vehicles must be registered.
9. When approaching gate come to a full stop, making sure gate is stopped in the open position before proceeding through the gate. Unit Owner's entrance gate and exit gate will reopen if not completely closed, if you stop over the gate sensor. **DO NOT TRY TO BEAT GATE.**
10. Pick-up trucks are permitted from 5:00 a.m. to 10:00 p.m. The Association may revoke this privilege at any time. Trucks will be towed or booted after 10:00 p.m.
11. All vehicles shall park **HEAD IN FIRST.**
12. Washing of vehicles shall only be permitted in the vicinity of exterior hose bibs provided in the boat storage area.

Pets

1. Unit owners and lessees may have one (1) domestic pet or animal. Guests are not allowed to bring pets on the condominium property.
2. A pet shall not weigh more than twenty-five (25) pounds.
3. Pets may be kept only if they do not become a nuisance or annoy neighbors. A determination by the Board of the Association that an animal or pet kept or harbored in a unit is a nuisance shall be conclusive and binding on all parties. When notice of removal of any registered pet is given, said pet shall be removed within forty-eight (48) hours of the giving of the notice. All others shall be removed immediately.
4. All pets shall be registered with the office and furnish documents showing rabies shot and proof of registration. The office must be notified of changes in pets.
5. No pet shall be kept on the private balconies when the unit owner is not in the unit.
6. All pets shall be kept on a leash not to exceed six feet when outside the unit on the condominium property
7. Residents must pick up all solid wastes of their pets and dispose of them properly in the provided dog stations throughout the community or the dumpster. **VIOLATORS WILL BE GIVEN ONLY ONE WARNING, AND THEN TURNED OVER TO FINE COMMITTEE. A FINE OF UP TO ONE HUNDRED DOLLARS PER INCIDENT CAN BE IMPOSED ON VIOLATORS AND YOU COULD BE ASKED TO REMOVE THE DOG FROM THE PROPERTY.**
8. Pets shall not be allowed in or on the pool or pool deck.

Sales and Leases

1. The Board of Directors shall approve all unit sales or leases within five (5) days of receipt of a completed rental package. If a lessee moves in to a unit before receiving approval from the Association, the Association may impose a fine in the amount of \$100.00 per day. This is in addition to all other remedies available to the Association, including, but not limited to, disapproving the lease.
2. All leases shall be for a period of not less than six (6) months and one (1) day.
3. There shall be no sub-leasing.
4. A one hundred dollar (\$100.00) application fee shall be submitted with all lease and sale applications per person if not of the same immediate family.
5. The Association becomes a third party to all sales and leases.
6. A nine hundred-dollar (\$900.00) security deposit for common grounds is required from unit owners who lease their units. This security will be refunded when the unit is no longer leased.
7. A guest occupying a unit for more than thirty (30) days shall not be deemed a guest but, rather, shall be deemed a lessee and shall be subject to the provisions for lessees. A lease approval package and a hundred dollar (\$100.00) application fee must be submitted to the Association. A background check is required for all persons over the age of 18 which will be at the cost of the applicant. A nine hundred dollar (\$900.00) common grounds security deposit must be submitted to the Association as well.
8. Lessees returning seasonally shall be re-screened upon their return and a one hundred dollar (\$100.00) application fee per person shall be collected unless they are the same immediate family of the unit owner.

Medco Keys and Car Entry Remotes

1. **Medco Keys For The Common Elements**
 - a. The locks and keys of all common element entranceways are controlled by a certified Medco security lock system.
 - b. Only the unit owner, his family, a registered lessee, guest or sales agent of the unit owner shall possess a Medco security key.
 - c. The Board of Directors and/or its duly appointed representatives shall have the authority to take possession of, in a peaceful manner, any Anchorage Medco security key held by any person who is not entitled to possess a security key.
 - d. Unit owners may secure additional keys only at the Association office.
 - e. A fee of fifty dollars (\$50.00) is required for each additional Medco key. All additional keys shall remain the property of the Association and the exact numbered key must be returned in order to receive back the fifty-dollar (\$50.00) fee.
 - f. If a Medco key is lost, it shall be reported to the Association. If a replacement key is desired, it is considered an additional key and there shall be a fee of fifty dollars (\$50.00). The fee will be returned when the key is returned to the Association.
 - g. Medco keys should be transferred to the new owners of a unit. The Association is not responsible for providing Medco keys to new owners. If new owners need a key, there will be a fee of \$50.00. The fee will be returned when the key is returned to the Association.
2. **Car Security Remote Entry System**
 - a. The vehicle entry gate may be opened with Hand Held Security Remote. Each remote is numbered and programmed into the electronic system.
 - b. Only the unit owner, his family, a registered lessee, or guest shall possess an Anchorage Security Remote.
 - c. The Board of Directors and/or their duly appointed representative shall have the authority to take possession of, in a peaceful manner, any Anchorage Security Remote held by any person who is not entitled to possess a Security Remote (or unprogram said remote from security system).
 - d. Unit owners may purchase additional or replacement Security Remotes only at the Association office.
 - e. Security Remotes should be transferred to the new owners of a unit. The Association is not responsible for providing Security Remotes to new owners. If new owners need a Security Remote, it must be purchased from the Association.
 - f. If the Security Remote is lost or damaged, the Unit Owners may purchase a remote for an amount to be determined by the Board of Directors. All Security Remotes are the property of the owner and purchase fees are non-refundable.
 - g. Lost or damaged remotes shall be reported to the Association so they can be deprogrammed from the system.

Guests and Visitors

1. Unit owners and lessees shall notify the Association office when they will be away from their units for periods greater than seven (7) days.
2. If unit owners and lessees are away from their unit and have guests, the guests are allowed to stay in the unit for seven (7) days while a unit owner or lessee is not present. The Association must be notified either in person, in writing or via telephone, of the name of the guests and their period of occupancy.

Board Meetings

1. All meetings shall be posted in the locked bulletin board located by the mailboxes. This notice shall include the date, time, place and agenda of the meeting. This includes budget, special, regular, annual, or election meetings.
2. Any unit owner who wishes to have the board discuss a new agenda item shall submit a request in writing to the Association office five (5) days in advance of a duly posted meeting. The Board of Directors, at its sole discretion, may place the issue on the agenda but is not required to do so.
3. Unit owners have the right to speak, subject to certain conditions, at a Board of Directors' meeting. Meeting procedures allow each unit owner to speak for three (3) minutes. Unit owners wishing to speak at a meeting must sign-in at the beginning of the meeting.

Annual Meeting

1. Notice of an annual meeting shall be given in writing and also posted in the locked bulletin board by the mailbox. This notice shall include the date, time, place and agenda of the meeting.
2. The annual members meeting shall elect Directors and transact any other condominium business provided a quorum is established.
3. Each residential unit shall have one vote.
4. Voting for Directors shall be by ballot.
5. Voting for other non-ballot items shall be done in person or by proxy.
6. A voting certificate (to name the authorized voter) is required for units owned by more than one individual or corporation. However, a unit owned by a husband and wife does not require a voting certificate.
7. Only unit owners shall be permitted to attend member meetings.
8. Proxies shall be valid only for the meeting specified and only for ninety (90) days (if a meeting is postponed).

Swimming Pool, Spa & Sundeck

1. All persons using the swimming pool and spa do so at their own risk. No lifeguard on duty.
2. Pool and spa hours are dawn to dusk.
3. A shower is required before entering the pool or spa. Persons in diapers or those that are not toilet trained must wear rubber pants or waterproof pull-ups.
4. No food, gum, bottles or glass containers of any kind are permitted in pool or spa area.
5. No food or glass is permitted inside the pool or pool area. Drinks in unbreakable containers are allowed on the deck area but not within four (4) feet from the pool.
6. Food and drinks in unbreakable containers are permitted in patio area outside pool enclosed area. Clean up after use is mandatory.
7. Unit owners and lessees must request permission from the Association to use any type of barbecue for a private party in the pool patio area. Private barbecues will be scheduled in pool patio area once the time and date has been approved by the Board of Directors. The Social Committee has first priority in scheduling barbecues and social events, not to include Board of Directors' meetings.
8. No object of any kind, including rafts, balls, Frisbees, and floats are permitted in the swimming pool or spa, except float aids for non-swimmers that are attached to the body.
9. Running, diving, jumping and ball playing in the pool, spa and deck area are prohibited.
10. No pets allowed in pool, spa or deck area.
11. Playing radios, portable TV's, tape decks or other devices, which annoy other residents and guests will not be tolerated and will be asked to remove them or asked to be shut off.
12. Chairs, tables and chaise lounges may not be removed from the swimming pool area and must be kept four (4) feet from edge of pool. Chaise lounge chairs cannot be reserved.
13. Anyone with a skin, ear or other infection cannot use the pool or spa for health and safety reasons.
14. When using suntan lotion, please cover lounge chair with towel.
15. No smoking in pool or spa area.

16. No saving lounges or chairs with towels or personal items if you leave the pool or spa area. If you leave the area your property can be removed from lounges or chairs.
17. The maximum load for pool bathing is (39) thirty-nine persons.
18. The maximum load for spa bathing is (9) nine persons.
19. No persons under twelve (12) years of age are allowed in the spa/Jacuzzi due to safety and health reasons.
20. All persons under sixteen (16) years of age must be accompanied by responsible adult twenty-one (21) years or older in the pool area.
21. Guests are limited to two (2) per adult resident.
22. Pregnant women, persons under 18, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness should not use spa/pool without first consulting a doctor.

Enclosed Recreation Units

1. All Enclosed Recreation Units

- a. Recreation unit hours are 9:00 a.m. until 10:00 p.m. except for pool & spa hours which are dawn to dusk.
- b. Cooking shall not be permitted nor shall any goods or beverages be consumed outside of the unit except in area designated for those purposes by the Association.
- c. Wet bathing suits are not allowed in clubhouse, except in the men and women's lavatories next to pool area. Please use exit & entrance door for lavatories when using pool or spa.
- d. No smoking is permitted in the clubhouse, including, but not limited to, any recreational association unit, pool, tennis courts or rest rooms.
- e. Bathers are required to wear footwear and cover over their bathing suits in any enclosed recreation unit.
- f. No pets are allowed in any enclosed recreation area.
- g. Persons under sixteen (16) years of age must be accompanied by responsible adult twenty-one (21) years or older in all recreation areas.

2. Pool Table

- a. Persons under the age of sixteen (16) are not permitted in any recreation area unless supervised by an adult. Only supervised children from the age of twelve (12) and above are permitted to use the pool table and/or any other recreational equipment.
- b. Play must be limited to one (1) hour when others are waiting to play.
- c. At conclusion of play, cues and balls must be replaced in the rack.
- d. Unit owners and lessees are responsible for any damage to table or equipment caused by them or their lessees, guests, or invitees.

3. Exercise Room

- a. At conclusion of activity, equipment must be returned to proper place.
- b. Activity must be limited to one (1) hour when others are waiting to use the equipment.
- c. Persons under age sixteen (16) are not permitted unless supervised by an adult twenty-one (21) years or older.
- d. Unit owners and lessees are responsible for any damage to equipment caused by them or their lessees, guests, or invitees.
- e. USE EQUIPMENT AT YOUR OWN RISK.

Tennis Courts

1. The tennis courts are for the exclusive use of unit owners, lessees, and guests of unit owners and lessees. The unit owners and lessees must be with their guests at the tennis courts.
2. All players must wear proper tennis shoes.
3. Complete and proper tennis attire must be worn at all times. Gym shorts, cut-offs, jeans, bathing suits, etc. will not be permitted. Shirts must be worn at all times.
4. Play is limited to one (1) hour if others are waiting to play.
5. Food and beverages are not allowed on the courts.
6. All persons under twelve (12) years of age must be accompanied by responsible adult twenty-one (21) years or older.

Reserving Clubhouse, Social Room and Patio Area

1. The Anchorage Social Committee has first priority in scheduling parties/events.
2. Social Committee events are open to all units owners, lessees and guests, space permitting.
3. A unit owner or lessee may reserve the clubhouse by completing a reservation form at the front office. In order to make a reservation, the unit owner must provide two-week's notice to the Association and obtain and approval from the Board of Directors. A guest may not reserve the clubhouse. The person reserving the clubhouse is responsible for clean up and any damages to the facilities.
4. The swimming pool cannot be used by guests attending reserved parties or events.
5. Parties and events held by the Association or Social Committee may extend past 10:00 p.m., provided other residents are not disturbed.

Rules and Regulations for Special Parking/Storage Area for Boats and Boat Trailers

All persons authorized to use the special parking/storage area must comply with the following rules and regulations and any additional rules and regulations adopted from time to time.

1. All boats and trailers must be approved by the Association before they can be parked in the special parking/storage area.
2. All boats and trailers must be properly insured and registered. Proof of insurance and registration must be provided to the Association upon request.
3. The Association may charge a fee for the use of a parking space in the special parking/storage area.
4. The Association will be responsible for assigning parking spaces in this area. They will keep all the necessary records and all persons desiring space in this area must make arrangements with the property manager before parking vehicle in this area.
5. The cost of repairs for damage caused by any boat and/or boat trailer in the special parking/storage area shall be the owner's responsibility. This cost will be deducted from the security deposit. Any cost above the fifty dollars (\$50.00) is still the responsibility of the owner.
6. Any boat or boat trailers parked in the special parking/storage area without permission or without proper insurance and registration will be towed away at the unit owner's expense.
7. Spaces shall be given on a first come - first serve basis. In the event that there are no spaces available, a waiting list will be established.

I hereby acknowledge receipt of the Rules & Regulations Summary for the Anchorage on the St. Lucie and agree to abide by the guidelines set forth therein.

_____	_____	_____
Owner	Unit Number	Date

_____	_____	_____
Owner	Unit Number	Date

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ as owner of the unit. _____ are personally known to me.

NOTARY PUBLIC SIGNATURE

NOTARY PRINTED SIGNATURE

MY COMMISSION EXPIRES

SEAL

Useful Information

Things to remember when closing your condo

1. Switch off circuit breaker on water heater.
2. Shut off main water valve.
3. Discontinue paper delivery or have a neighbor take it in.
4. Mail: The mailman will give you forms for forwarding or holding your mail at the post office.
5. Contact the telephone company for temporary disconnect of telephone.
6. Air conditioning: Find the setting that will give you a minimum temperature of 75 to 80 degrees and leave it there. Higher temperatures invite mildew. Someone should check the A/C periodically. Change filters every twelve (12) weeks. If you have a hydrometer, it should read 55 to 60 degrees relative humidity.
7. Bug Spray: Spray or have sprayed all areas, including drains, closets, and cabinets before leaving. If needed, leave a can of spray to be used every six (6) weeks, or arrange for the exterminator to get in.
8. Toilets: Cover top of bowl with saran wrap. Leave seat and cover up, or have someone come in once a week, turn on the main valve, flush the toilet, wait until the tank fills and shut off the water again.
9. Refrigerator: If refrigerator is empty, it can be left running. The dealer says this is better for the sealed unit. Turn off icemaker.
10. Dishwasher: Wedge door open about one inch. Before starting up upon return pour in one cup of water, because of the water-cooled seal in bottom of dishwasher.
11. Disposal: Pour a small amount of corn oil into disposal. Turn on and off quickly. Add more corn oil.
12. Stove: Throw circuit breaker to off position.
13. Lights: For protective purposes, leave a light on a timer or a 40-watt light bulb burning constantly.
14. Shutters: Close them up but remember darkness will promote mildew. Because of this, use a lower thermostat setting of 75 to 80 degrees.
15. Doors: Leave open enough to assure proper circulation. This includes room, closet, cabinet and shower doors.
16. Trash: Remove all trash from unit.
17. Don't forget your live plants. If you have someone watering them, leave the proper instructions.
18. Each Unit Owner who plans to be absent from his Unit during the hurricane season must prepare his Unit prior to his departure by (1) removing all furniture, plants and other objects from his patio, lanai, or balcony prior to his departure; and (2) designating a responsible individual to care for his Unit, should the Unit suffer hurricane damage, furnishing the Association with name of said firm or individual. Such firm or individual shall contact the Association for clearance to install or remove hurricane shutters.

Advantage Property Management

The Anchorage on the St. Lucie has contracts with Advantage Property Management, Inc. to “manage” the condominium association. This “management” consists of on-site and off-site personnel and services. The Anchorage manager is usually on site from 9:00 A.M. to 12:00 P.M. Monday, Wednesday, and Friday and is on 24 hour call for emergencies. One Advantage employee will be on-site Monday through Friday to provide the repairs/maintenance of common elements.

The Manager carries out the policies of the Board of Directors and enforces all rules and regulations. The Manager attends all Board of Directors meetings and is responsible for the room set-up, providing necessary information on agenda items, and writing meeting minutes. The Management Company is responsible for all phases of the Annual Members’ Meeting. The Manager attends all budget committee meetings and is responsible for the annual budget and the reserve study. The Manager supervises the office procedures, cleaning, repair/maintenance, and all service contracts. Service contracts include landscaping, entry guard system, fire alarm/pump inspection, refuse pickup, and pest control. They monitor vendor prices and service to obtain the best rates, e.g., insurance policies for the common elements.

Advantage Property Management financial services include:

1. Maintain all Anchorage bank accounts. This includes deposits, issuing of checks (two signatures are required) and monthly reports.
2. Issue unit owner assessments and deposit payments.
3. Provide the Board of Directors a monthly financial report (i.e., balance sheet, operating statement, cash disbursement journal, accounts receivable pre-payment and arrears lists, and general ledger trial balance sheet).
4. Maintain charge accounts at local stores that require frequent purchases.
5. Verify and pay all bills.

Acknowledgement of Receipt:

Print Name

Signature

Print Name

Signature

**ANCHORAGE ON THE ST. LUCIE
2514 S.E. ANCHORAGE COVE
PORT ST. LUCIE, FL 34952**

HURRICANE POLICY

Topic: Procedures for Hurricane Preparation and Recovery

Purpose: To establish procedures, rules, and responsibilities of unit owners, Board of Directors, and Management Company necessary for securing the condominium building to minimize damage and facilitate recovery after the storm.

Preparation Phase:

Unit Owners

If a unit owner is to be away for one week or more during the hurricane season, June 1 to November 30, they are required to:

1. Close and lock storm shutters.
2. Remove all items from balconies, lanais, and patios. Move valuable furniture and objects away from windows.
3. Close and lock sliding doors and windows. Unit owners may wish to place towels between door/windows and tracks.
4. Shut off main water valve and the circuit breaker to the hot water heater.
5. Set refrigerator/freezer for highest setting-tape seals.
6. Perishable foods must be removed from the refrigerator/freezer and unit.
7. Inform the Management Company of their absence and a point of contact. A key to the unit must be provided so the unit can be inspected during the Preparation and Recovery phase.
8. Maintain duplicate records of important papers such as insurance etc. in a waterproof bag.

Unit owners who are living in their units:

1. Check flashlights, radios, and batteries. Do not use candles.
2. Top off your automobile's gas tank.
3. Check your medical supplies, prescriptions, and diet needs.
4. Keep sufficient cash on hand.
5. Put valuables in a safe deposit box.
6. Purchase bottled water and non-perishable food.
7. Activate pet plan.
8. Maintain duplicate records of important papers such as insurance etc.in a waterproof bag.
9. Check on your neighbors. Know who has departed and who is staying.
10. Set refrigerator/freezer for highest setting-tape seals.
11. The strongest room in the condo is often the bathroom or walk in closet near the center of the unit.

12. List of Supplies:

Manual can opener

Disposable cups

Paper towels/baby wipes

Ice

Gallon Zip Lock Bags for making ice and waterproofing items

Large garbage bags to collect refuse and water proof items

Food supplies for seven days

½ gallon of water per person for seven days

Bleach for water purification

Soap in a plastic container

Toiletries

Bug Repellent

Pet food, cat/dog litter, Pet carrier

Film for camera

Cash

Prescriptions

Needle and thread

First Aid Kit

Batteries

Rope or heavy cord

Own a non A/C power phone

Board of Directors

1. Authorize the Management Company to proceed with Hurricane Preparation Phases.
2. Establish a pre-agreement with the Management Company to hire contractors to assist in the initial assessment of damage and initial clean up.

Management Company

1. Assure gasoline for generator is available.
2. Ensure flashlights and batteries are available.
3. Assure working order of the generator.
4. Shut off the irrigation system.
5. Call Pool Company to service pool.
6. Assure all drains are clear for maximum water discharge.
7. Assure adequate emergency marking and repair items are on hand.
8. Check all areas for items that could take flight and remove or secure them.
9. Remove all tables, chairs, umbrellas, spa cover from pool area and store in the clubhouse.
10. Cover computer and other equipment in the office with tarp.
11. Secure the entrance and exit gates in the open position.

Recovery Phase Board of Directors/Management

Board of Directors

1. The Board of Directors will direct/coordinate the initial assessment and repair effort of the Management Company and authorized contractors.
2. In consultation with the Management Company, set the priorities of effort and determine the course of action for ensuring an effective plan of action for repair and recovery from the damage to units and buildings.
3. Organize and provide escorts for Management Company contractor personnel.
4. Establish communication with Management Company and maintain binder with all expenses and invoices.
5. Contact insurance company and establish procedures for initiating the claims process.
6. Ensure safety from criminal activities and safety from electrical hazards.
7. A recovery center will be established at the Club House.

Administrative Management

1. Ensure there is an up to date version of all master data base records which can be easily transferred to readily transported media (CD, memory stick, etc)
2. Take the computer to a place of safekeeping.
3. Ensure Emergency Contact information is current and taken to a place of safe keeping for subsequent use.
4. Be prepared to take digital photos.

IMPORTANT PHONE NUMBERS

FEMA 1-800-621-3362
FPL 1-800-468-8243
Red Cross (772) 461-3950
Bell South 611
City of Port St. Lucie 871- 5225
City of Port St. Lucie Utilities 871-5330
Post Office 1-800-ask-usps
St. Lucie County Emergency Management 461-5201
St. Lucie County Switchboard 462-1100
Council on Aging 465-5220
Adult Day Care 465-5220
Elder Care Help Line 465-1485
Port St. Lucie Hospital 335-4000
Lawnwood 461-4000
Animal Control 871-5042
Insurance Commissioner 1-800-342-2762
Hurricane Help 1-800-528-7094