



CASTAWAY COVE WAVE II
c/o Elliott Merrill Community Management
835 20th Place
Vero Beach, FL 32960
Phone: 772-569-9853 Fax: 772-569-4300
Website: www.CastawayCove.org

Instructions for Homeowner Property Rentals:

All Homeowners must submit the following items to Elliot Merrill no less than one week prior to the commencement of any property lease:

- Tenant Lease, 3 Month Term or Greater – Signed
- Tenant will Abide by All HOA Rules & Regulations Form – Signed
- Tenant Registration Form – Completed & Signed
- Check for \$100 made out to Castaway Cove Wave II

Email all completed forms (copies attached) to Jolene Southwick at Elliott Merrill (jolenes@elliottmerrill.com) or fax to 772-569-4300. Send all checks to: Elliott Merrill Community Management, Attn: J. Southwick, 835 20th Place, Vero Beach, FL 32960. Contact Jolene for additional copies of forms if needed.

Elliott Merrill will review submitted forms / lease and will respond in a timely manner via email. This process is required for any additional leases or the renewal of a lease.

All leases must be for 3 months or greater. No short-term leases are permitted and will be subject to fines of up to \$5,000.00 for each violation.

The HOA Board recommends a background check to be conducted on all prospective tenants to keep the community and the homeowner safe. Please contact Elliott Merrill for background check company recommendations.

Copies of these instructions, along with the attached forms, will also be posted on our website at: www.castawaycove.org/community-documents/



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Tenant Will Abide by All Community Rules and Regulations Form

The attached is a “quick glance” of some of our Deed Restrictions that surface periodically. This list is not the complete Homeowner Rules and Regulations. Please refer to your complete set of Homeowners documents to determine what our community permits and what must be approved by the Architectural Review Committee (ARC). Documents & Forms available on community website: <http://www.castawaycove.org/community-documents/>

TENANT(S) AND HOMEOWNER AGREE TO ABIDE BY THE FOLLOWING RULES & REGULATIONS:

ARCHITECTURAL CONTROL AND REVIEW: Any and all improvements, additions or changes to a home or property, including without limitation, any building, fence, wall, pool, pond, enclosure, tower, decorative building, paint color (including same color), roof, driveway, landscaping, must be submitted on the proper form to the Architectural Review Committee (ARC) and approved by the ARC before any work commences. All plans and specifications are evaluated as to harmony, location, and conformance with the Architectural Planning Criteria of the Association. Failure to comply can result in its removal by the homeowner at their expense. A copy of the Application for Home Improvement maybe requested from the management company. Once the Application is completed, it should be submitted to the Architectural Review Committee, c/o Elliott Merrill Community Management.

WORK RESTRICTION: Construction work can only be conducted between the hours of 7:30 am to 6 pm, Monday through Saturday and excludes Sunday. Service trucks and work, on an emergency basis, e.g. air conditioning, heating, electric or plumbing is permitted.

MAINTENANCE OF PROPERTY: All homeowners are to maintain their property including shrubs and trees. Sod must be replaced if destroyed other than during times of water restrictions or draught. Sheds, signs, clotheslines, drying of clothes for laundry is not permitted. Residence and visitors are not permitted to park vehicles on the lawn or property of another.

NUISANCES: Nothing shall be done or maintained on any lot which may become a nuisance or annoyance to another homeowner.

TRASH OR WASTE: Trash, trash containers, recycled items, recycle bins and yard debris is to be placed at the road only the evening before its regularly scheduled pick up day. Similarly, these receptacles are to be removed promptly from the road following the retrieval service. Trash containers are to be stored in a location not visible from the street or surrounding lots. Pick up day is MONDAY. Receptacles may be placed at curb Sunday evening and removed promptly after pick up on Monday.

SIGNS: Signs of any kind are not allowed. Signs are not to be displayed to the public view on any lot for any reason except “Open House, which cannot exceed 5 square feet and can only be displayed for the duration of the actual time of the open house. No yard signs.

GAME OR PLAY STRUCTURE: Structures such as swings, game, or for play may only be placed or erected in front of the rear lot line of a home and not create a disturbance to surrounding home owners.

BASKETBALL BACKBOARDS: Basketball backboards must be portable and placed only on the side of the home. Basketball backboards or hoops may not be placed on the front of the home.

MOTOR VEHICLES BOATS TRAILERS AND LAWNMOWERS: Trailers and habitable motor vehicles shall not be kept or stored on any part of the property except within an enclosed garage. Boats on or off trailers, trailers or lawnmowers may not be kept or stored on any part of the property except in an enclosed garage.

TENANT(S) INITIAL _____



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Tenant Will Abide by All Community Rules and Regulations Form (continued)

TRUCKS: Trucks of any nature may not be left outdoors overnight and must be parked in an enclosed garage.

PARKING: Parking along the side of the road overnight is not permitted as it presents a hazard. Vehicles should either be parked in the garage or in the driveway.

UNLICENSED VEHICLES: Any unlicensed, motorized vehicle, such as bikes, scooters, 3 or 4 wheelers, go-carts, or other similar vehicles are not permitted.

DRIVING SPEED: The driving speed in Castaway Cove Wave II is 15 MPH. All drivers are to abide by this limit, as well as other street signage such as STOP signs for the safety of all residence and guests.

ANIMALS AND PETS: All animals shall be not kept or maintained on any part of the property except dogs, cats, and pet birds, which must be kept in reasonable numbers, i.e., not to exceed more than 2 of each as household pets and not for commercial use or purpose. All pets must be kept on a leash at all times when outside of an enclosure and must not become a nuisance by barking and other acts, nor permitted to intrude on the property of another. Owners must carry a receptacle and pick up dog waste at the time of excrement.

RENTAL RESTRICTIONS: All rental leases must be for terms of 3 months or greater. Homeowner must submit signed lease, signed tenant registration form, and signed rules & regulations compliance form to Elliott Merrill for approval, prior to the start of any lease. Elliott Merrill will also collect a \$100 processing fee for each lease. No short-term leases are permitted and will be subject to fines of up to \$5,000.00 for each violation. The HOA Board recommends a background check be conducted on all prospective tenants to keep the community and the homeowner safe. Contact Jolene Southwick at Elliott Merrill for lease forms and background check company recommendations. Jolene's email is jolenes@elliottmerrill.com.

DUSK UNTIL DAWN LIGHTING: Homeowners must keep lamppost or ARC approved front yard lighting ON from dusk until dawn.

For a complete understanding of castaway cove rules and regulations refer to HOA documents found at community website: www.castawaycove.org/community-documents/

TENANT(S) ACKNOWLEDGE UNDERSTANDING AND ACCEPTANCE OF RULES & REGULATIONS OUTLINED ABOVE:

TENANT AGREED & ACCEPTED: _____ DATE: _____

TENANT AGREED & ACCEPTED: _____ DATE: _____

HOMEOWNER AGREED & ACCEPTED: _____ DATE: _____

HOMEOWNER AGREED & ACCEPTED: _____ DATE: _____

This Rules & Regulations Form must be submitted to Elliott Merrill (jolenes@elliottmerrill.com) along with the following:

- Tenant Registration Form
- Signed Lease for 3 Months or greater
- Check for \$100 made out to Castaway Cove Wave II



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Tenant Registration Form

EMCM: 835 20th Place Vero Beach, FL 32960 Phone: 772-569-9853 Fax: 772-569-4300 Email: jolenes@elliottmerrill.com

Tenant names: _____

Property address: _____

Tenant mailing address (if different): _____

Tenant home phone #: _____

Tenant cell phone #: _____

Names and ages of children or others residing at the property: _____

Tenant vehicles (make, model, year, color): _____

Tenant email address: _____

(3 Month Minimum.) Start date and end date of lease/rent: _____

Lot owners Name: _____

Lot owners address: _____

Lot owners cell phone: _____

Lot owner's email address: _____

Local property managers name, address and phone #: _____

Local Property managers email address: _____

As the lot owner in Castaway Cove Wave II Homeowners Association, I understand that I am fully responsible for the tenants, their family, their pets, and guest actions and will pay the fines levied against the lot for violations of the community's governing documents. I also understand I am responsible for giving the tenants a copy of the Community Covenants and Restrictions & Community Rules and Regulations and making sure they understand them. I authorize Castaway Cove Wave II Homeowners Association and Elliott Merrill to interact with the tenant and/or management company for this property as well. These governing documents can be found on the community website at: <http://castawaycove.org/community-documents/>

Signature of lot owner: _____ Date: _____

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