



# Ambassador Community Management

## **SUNFLOWER GARDENS CONDOMINIUM ASSOCIATION** **SALE PACKAGE**

**THIS IS A 55 YEARS OF AGE AND OLDER COMMUNITY.**  
**ALL RESIDENTS MUST BE 55 OR OLDER**

The attached application forms **MUST** be completed in full by each adult applicant. (other than Husband/Wife or Parent/Dependant child which is considered one application) and returned to Ambassador Community Management along with a **\$100.00** Check or money order for each application made payable to **SUNFLOWER GARDENS CONDOMINIUM**. This application fee is non-refundable.

In addition, the following items and or terms are required to accompany the application forms and fee.

1. Signed copy of the Sales Contract along with photo ID for each adult occupant.
2. Copy of a current Credit Report
3. No pets are allowed at any time.
4. Use of the unit is for single family residence only
5. No commercial vehicles, truck, etc. are allowed on property overnight.
6. The current owner must provide the buyer with the Association Documents and Rules & Regulations
7. No more than 2 occupants per bedroom are allowed to occupy unit.
8. Moving in and out of a unit must be completed between the hours of 9am and 8pm through the rear Entrance Monday - Saturday

**There is a required Down payment and must equal 20% of purchase price or \$15,000.00 whichever is greater. Must pay deposit of six months worth of maintenance - deposit will be refunded after 12 months providing all maintenance payments have been made.**

This Sales packet is considered incomplete and will not be accepted until all information has been received. The Association is allowed thirty (30) days to process and approve all applications.

Upon receipt and verification of all materials submitted, a personal interview with the Board of Directors will be scheduled. The applicant(s) will be notified of the date, time and place of the personal interview.  
**OCCUPANCY PRIOR TO BOARD APPROVAL IS PROHIBITED!**

APPLICATION FOR SALE APPROVAL

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

TO: HAWAIIAN GARDENS TWIN LAKES PHASE III ASSOCIATION  
3431 NW 50<sup>TH</sup> AVENUE, LAUDERDALE LAKES, FLORIDA 33319

RE: SUNFLOWER GARDENS CONDOMINIUM INC. -UNIT NO: \_\_\_\_\_

PURCHASER: \_\_\_\_\_

Gentlemen:

Pursuant to the Declaration of Condominium affecting the above unit, application is hereby made to the appropriate condominium association for approval of the proposed sale of said unit to the undersigned. A copy of the contract of purchase and sale or lease has been furnished to you. The undersigned warrant that said contract reflects a bona fide sale and that the answers to the following Questionnaire are true and accurate and have been furnished with the intent that the Condominium Association rely thereon and favorably consider the same.

We fully understand

1. That we will be required to appear at your office for a personal interview when notified and will do so.
2. That final evidence of approval will only be issued upon actual presentation to you of the executed instrument of conveyance, which must be in a form satisfactory to the association.
3. That approval will not be issued unless all maintenance instalments and other sums, which may be due, the association as to the above referenced unit, are current.
4. That all of the right, title and interest which we may acquire in such unit by reason of such sale are defined and set forth in the Declaration of Condominium including all of its Exhibits. We will incur the duties and obligations of a unit owner as therein defined which duties and obligations we agree and bind ourselves to keep and preform. Further, by accepting conveyance as to such unit, we will ratify, confirm and approve the Declaration of Condominium including all of its Exhibits.

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QUESTIONNAIRE

(PLEASE ANSWER ALL QUESTIONS)

1. Names, ages and relationship of all applicants (those whose names will appear as grantees in the Deed)

Applicant A \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Applicant B \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

2. Applicant's mailing address:

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3. Applicant's present residence and telephone number:

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**READ FIRST:** Complete all questions and fill in all blanks. All information supplied is subject to verification. If any question is not answered/left blank, or answered falsely, this application may be returned, not processed, and/or not approved. Missing information will cause delays. Once submitted, order can be cancelled but your fee will not be refunded. Rev. 06/2014

**\*\* THIS APPLICATION IS FOR A SINGLE PERSON OR A MARRIED COUPLE ONLY! \*\***

### APPLICATION FOR OCCUPANCY

Association Name: Sunflower Gardens

Circle one: Purchase - Lease - Occupant - Unit.# \_\_\_\_\_ Bldg.# \_\_\_\_\_ Address applied for: \_\_\_\_\_

Full Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Circle One: Single - Married - Separated - Divorced - How Long? \_\_\_\_\_ Other legal or maiden name \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_\_\_ Date (s) \_\_\_\_\_ County/State Convicted in \_\_\_\_\_

Charge (s) \_\_\_\_\_

Applicant's Cell Number(s) \_\_\_\_\_ Applicant's Email Address \_\_\_\_\_

Spouse \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_

Other legal or maiden name \_\_\_\_\_ Have you ever been convicted of a crime? \_\_\_\_\_ Date (s) \_\_\_\_\_

County/State Convicted in \_\_\_\_\_ Charge (s) \_\_\_\_\_

Spouse's Cell Number(s) \_\_\_\_\_ Spouse's Email Address \_\_\_\_\_

No. of people who will occupy unit – Adults (over age 18) \_\_\_\_\_ Description of Pets \_\_\_\_\_

Names and ages of others who will occupy unit \_\_\_\_\_

In case of emergency notify \_\_\_\_\_ Address \_\_\_\_\_ Phone \_\_\_\_\_

### **PART I – RESIDENCE HISTORY**

A. **Present address** \_\_\_\_\_ Phone \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Are you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Are you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

B. **Previous address** \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Were you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Were you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

C. **Previous address** \_\_\_\_\_  
(Include unit/apt number, city, state and zip code)

Apt. or Condo Name \_\_\_\_\_ Phone \_\_\_\_\_ Dates of Residency: From \_\_\_\_\_ to \_\_\_\_\_

Circle one: Own Home - Parent/Family Member - Rented Home - Rented Apt - Other \_\_\_\_\_ Rent/Mtg Amount \_\_\_\_\_

Were you on the Lease? \_\_\_\_\_ If not, who is the leaseholder? \_\_\_\_\_ Were you on the Deed? \_\_\_\_\_ If yes, under what name? \_\_\_\_\_

Name of Landlord \_\_\_\_\_ Phone \_\_\_\_\_ Email address \_\_\_\_\_

Circle one: Is your Landlord the: Owner of the property - Realtor - Family Member - Roommate - Property Manager - Other \_\_\_\_\_

**PART II – EMPLOYMENT REFERENCES**

**\*Include a recent copy of an earnings statement to expedite processing\***

A. Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

B. Spouse Employed by \_\_\_\_\_ Phone \_\_\_\_\_  
Dates of Employment: From: \_\_\_\_\_ To: \_\_\_\_\_ Position \_\_\_\_\_ Fax \_\_\_\_\_  
Monthly Gross Income \_\_\_\_\_ Address \_\_\_\_\_

**PART III – BANK REFERENCES**

**\*Include a recent copy of a bank statement to expedite processing\***

A. Bank Name \_\_\_\_\_ Checking Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

B. Bank Name \_\_\_\_\_ Savings Acct. # \_\_\_\_\_ Phone \_\_\_\_\_  
Address \_\_\_\_\_ Fax \_\_\_\_\_

**PART IV – CHARACTER REFERENCES (No Family Members)**

1. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

2. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

3. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

4. Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Address \_\_\_\_\_ Business Phone \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Are you using a realtor? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes: Realtor's name \_\_\_\_\_  
Email Address \_\_\_\_\_ Cellular Phone \_\_\_\_\_

Driver's License Number (Primary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Driver's License Number (Secondary Applicant) \_\_\_\_\_ State Issued \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

Make \_\_\_\_\_ Type \_\_\_\_\_ Year \_\_\_\_\_ License Plate No. \_\_\_\_\_

If this application is not legible or is not completely and accurately filled out, Associated Credit (and the Association) will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility.

By signing the applicant recognizes that the Association and Associated Credit will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The investigation may be made of the applicant's character, general reputation, personal characteristics, credit standing, police arrest record and mode of living as applicable. This form is for the exclusive use of Associated Credit Reporting, Inc.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_ Spouse's Signature \_\_\_\_\_ Date \_\_\_\_\_

# ASSOCIATED CREDIT REPORTING, INC.

Established 1985

4690 NW 103rd Avenue, Sunrise, Florida 33351  
www.associatedcreditreporting.com

Phone: 754-216-0025  
Toll Free: 800-676-7640  
Fax: 954-635-2157  
Toll Free Fax: 800-235-7185

## \*\*\*AUTHORIZATION FORM\*\*\*

I/We hereby authorize **Associated Credit Reporting, Inc.** to obtain data to verify any and all information they request with regards to my/our Application for Occupancy, specifically the verification of my bank account(s), residential history, criminal record history, employment verification and character references.

I/We hereby waive any privileges I/we may have with respect to the said information in reference to its release to the aforesaid party. Information obtained for this report is to be released to the authorized party designated on the Application for Occupancy, for their exclusive use only. **PLEASE INCLUDE COPY OF DRIVER'S LICENSE TO CONFIRM IDENTITY.** If you do not have a driver's license, please include a copy of your Passport or current government issued identification card.

I/We acknowledge our rights as stated in the Fair Credit Report Act that I/we are entitled to a copy of the report upon proper written request and can dispute any inaccurate information for re-verification. I/We understand that Associated Credit Reporting, Inc. is not directly involved in the approval or denial of any applicant. The information received by Associated Credit Reporting, Inc. shall be held in strict confidence, protected as governed under the Fair Credit Reporting Act, and will never be released to any third party other than the designated recipient. I/We further understand that this is a non-refundable process.

By signing below, I/We further state the Application for Occupancy and Authorization Form were signed by me/us and was not originated with fraudulent intent by me/us or any other person and that the signature(s) below are my/our own proper legal signature. I/We certify (or declare) under penalty of perjury that I/We agree to the foregoing and; that all answers and information contained on the Application for Occupancy are true and correct and will hold Associated Credit Reporting, Inc. harmless from the result of the investigation.

\_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
(Spouse's Signature)

\_\_\_\_\_  
(Applicant's Name Printed)

\_\_\_\_\_  
(Spouse's Name Printed)

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

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



## **ADDENDUM No.1 to Rules and Regulations**

Revised March 6, 2015

### **HAWAIIAN GARDENS TWIN LAKES PHASE III**

#### **RULES GOVERNING THE RENTAL OF CONDO UNITS**

These rules supersede all previously adopted rules and amendments.

Whereas:

Under Article 11.1 of the By-Laws, the Board of Directors may adopt rules regarding the details of operations and use of the premises to the condition that these rules do not conflict with the said By-Laws, Sunflower Gardens is reserved for people aged 55 and over, Sunflower Gardens owners' want to live in a quiet, peaceful environment and enjoy common facilities available to them, Rental of condo units must be considered an occasional accommodation for owners and not an objective in itself, The six (6) boards of Directors of Hawaiian Gardens Phase III, Sunflower, tulip, Usnee, Sunflower, Willow and Yucca Gardens agreed to uniform regulations relative to the rental of condominium units.

The Board of Directors orders as follows regarding the rental of condo units:

The term rental is not limited to rent to an outsider for pecuniary compensation, it means any kind of occupation by third parties who are not the parents, children, and grandchildren of the owner, either with or without pay of any kind.

1. An owner cannot rent his condo unit for a period of 2 years (24 months) from the date of purchase contract of his condo unit.
2. Any rental application must be submitted to the Board of Directors for approval on the form provided for that purpose.
3. An owner may rent his condo unit only once between October 15 and April 15, for a minimum period of three (3) months.
4. No rental is allowed between April 15 and October 15.
5. A rental is only allowed for two people, one of which must be aged at least 55 years.
6. No families with children are allowed to rent a condo unit.

7. Tenants can , with the approval of the owner, receive visitors during their stay for a maximum of 14 days, consecutive or not. The total number of visitors shall not exceed 2 persons for units of one bedroom and 4 persons for units of 2 bedrooms.
8. At least 2 weeks before the arrival of visitors, tenants shall provide written notice to a member of the Board, the names and dates of the stay of the visitors.
9. At any time, the Board may withdraw the right to visitors if it considers the behavior of visitors disrupts the tranquility and harmony that owners wish to retain.
10. No tenants shall have any animal whatsoever.
11. For each rental, the owner shall designate a contact person (sponsor) who must be an owner of Sunflower Gardens (occasionally an owner of Phase 3) and be present on site during the rental period. This person shall respond for the owner to the Board of Directors during the rental period.
12. Application forms for rental approval must be signed by the owner, the tenant and the sponsor. This application must be submitted to the Board of Directors at least one month before the scheduled date for the start of the rental period and be accompanied by a check in the amount of \$100.00 made payable to Sunflower Gardens Condominium, covering the cost of opening a file and verification. Applications for approval and fee of \$100.00 are applicable to each rental, thus recurring year after year, even if it is the same tenant.
13. The owner must provide all keys necessary to the tenant before his arrival (think of a double for the sponsor) and a copy of the General Rules and Regulations of Sunflower Gardens. The keys left to the Board of Directors for emergency situations and those for the common areas will never be handed to tenants.

Adopted by the Board of Directors at the meeting of March 6, 2015.

The Board of Directors

Read and accepted \_\_\_\_\_



## **ADDENDUM No.1 aux règlements généraux**

Révision du 6 mars 2015

### **HAWAIIAN GARDENS TWIN LAKES PHASE III**

#### **REGLES RELATIVES A LA LOCATION D'UNITES DE CONDO.**

Les présentes règles annulent et remplacent toutes règles et amendements adoptées antérieurement.

Attendu que :

- selon l'article 11.1 des « By-Laws », le conseil d'administration peut adopter des règles en ce qui concerne les détails des opérations et d'utilisation des lieux à la condition que ces règles ne viennent pas en contradiction avec ces dites « By-Laws »,
- Hawaiian Gardens Phase III est réservé à des personnes de 55 ans et plus,
- les propriétaires d'Hawaiian Gardens Phase III désirent vivre dans un environnement calme, paisible et profiter pleinement des installations communes mises à leur disposition,
- la location d'unités de condo doit être considérée comme un accommodement occasionnel pour les propriétaires et non comme un objectif en soi.
- L'ensemble des conseils d'administration d'Hawaiian Gardens Phase III, Sunflower, Tulip, Usnee, Sunflower, Willow et Yuca Gardens, ont convenu d'uniformiser les règles relatives à la location d'unité de condo.

Le conseil d'administration décrète ce qui suit en ce qui concerne la location d'unités de condo.

Le terme location ne se limite pas à la location à un tiers moyennant une rémunération pécuniaire; il signifie tout genre d'occupation par des tiers n'étant pas les parents, enfants et petits-enfants du propriétaire, que ce soit avec ou sans rémunération.

1. Tout propriétaire ne peut se prévaloir de l'autorisation de louer son unité de condo pour une période de 2 ans (24 mois) à partir de la date de l'achat contractuel de son unité de condo.
2. Toute demande de location doit être préalablement déposée au conseil d'administration pour approbation sur la formule prévue à cet effet.
3. Tout propriétaire peut louer son unité de condo une seule fois entre le 15 octobre et le 15 avril, pour une durée minimum de trois (3) mois
4. Aucune location ne peut être effectuée entre le 15 avril et le 15 octobre.



5. Une location n'est permise que pour deux personnes seulement, dont l'une doit être âgée d'au moins 55 ans.
6. Aucune famille avec enfants ne peut être autorisée à louer une unité de condo.
7. Les locataires peuvent, avec l'approbation du propriétaire, accueillir des visiteurs durant leur séjour pour une période maximale de 14 jours, consécutifs ou non. Le nombre total de visiteurs ne doit pas excéder 2 personnes pour les unités d'une chambre à coucher et de 4 pour celles de deux chambres à coucher.
8. Au moins deux semaines avant l'arrivée de ses visiteurs, les locataires doivent communiquer par un avis écrit remis à un membre du conseil d'administration, le nom ainsi que les dates du séjour de ces derniers.
9. En tout temps, le conseil d'administration peut retirer ce droit de visite s'il considère que le comportement des visiteurs perturbe la quiétude et l'harmonie que souhaitent conserver les propriétaires.
10. Il est interdit à tout locataire d'avoir quelque animal que ce soit.
11. Pour chaque location, le propriétaire doit désigner un répondant qui doit être propriétaire d'une unité de condo dans Sunflower Gardens, (occasionnellement un propriétaire de la phase trois) et être présent durant la période de location. Cette personne aura les responsabilités du propriétaire face au conseil d'administration durant la période de location.
12. Les formules de demande d'approbation de location doivent être signées par le propriétaire, le locataire ainsi que par le répondant. Cette demande doit être soumise au conseil d'administration au moins un mois avant la date prévue pour le début de la location. Cette demande doit être accompagnée d'un chèque au montant de 100.00\$ fait à l'ordre de Sunflower Gardens Condominium, couvrant les frais d'ouverture de dossier et de vérification. Les demandes d'approbation et les frais de dossier de 100.00\$ sont applicables à chaque location, donc récurrents d'année en année, même s'il s'agit du même locataire.
13. Le propriétaire doit remettre toutes les clés nécessaires au locataire avant son arrivée (prévoir un double pour le répondant) ainsi qu'une copie des règlements généraux de Sunflower Gardens. Les clés laissées en garde au conseil d'administration pour les urgences ainsi que celles des espaces communs ne pourront en aucun cas être remises aux locataires

Adopté par le conseil d'administration lors de la réunion du 6 mars 2015

Le conseil d'administration

Lu et accepté \_\_\_\_\_



## **Rules and Regulations**

We, the owners of Sunflower Gardens Condominium Inc., in order to create an atmosphere of good will and harmony and to assist each other collectively, agree that these rules and regulations must be observed so as to avoid unpleasant situations and misunderstandings.

### **1. GENERAL**

- a) Catwalks, elevators entrances, breezeways and stairways are for pedestrian traffic only.
- b) Smoking is strictly forbidden in the breezeway, on catwalks and any common areas attached to the building
- c) Any behaviour which could be a source of annoyance to owners, their quality of life or disrespectful of others will not be tolerated by the Board of Directors. This in order to assure peaceful possession of the property.
- d) Garbage and refuses must be tied in plastic bags and placed in the dumpster or in the chutes provided in the building. Newspaper must be placed in the green container in the dumpster room for recycling. Boxes must be broken down before going into the dumpster. Large or bulk items pick-up days are posted on the building bulletin board in the breezeway.
- e) Washers and dryers are not permitted in any apartment. Use the laundry rooms and keep them clean after use (clean the lint filter of the dryer).
- f) Clotheslines, wood dryers or any other type of dryers are strictly forbidden in the Florida rooms. It is also prohibited to dry carpets, towels, rags etc. on the front shrubs or on the 2<sup>nd</sup> and 3<sup>rd</sup> floor handrails.
- g) Use of Phase ladders by unit owners is prohibited without the authorization of the Sunflower Gardens Board of Directors.
- h) No animals or pets of any kind shall be kept in any apartment or on the property of the condominium.
- i) It is forbidden to store flammable products inside condo units and in lockers.
- j) Satellite dish installation must be approved by the Board of Directors and must be installed exclusively on the support provided and the cables must be run through the piping provided.
- k) It is strictly forbidden to tamper with the dedicated T.V. / Internet cables and wall outlets.

- l) One of the owners must be at least 55 years of age.
- m) No modification on the exterior of the building (windows, doors, colors, etc.) can be carried out without the approval from the Board of Directors.
- n) No unit owner, except authorized personnel, is to direct Maintenance companies under contract with Phase III. Unit owners should not solicit any employee of said companies for any private business in connection with their apartment during working hours.

2. **CARD ROOM**

- a) The Card Room must be reserved in advance
- b) Religious or political functions are strictly forbidden in the Card Room.
- c) The room must be left clean and tidy after usage.
- d) No storage of any kind is allowed in the Card Room.

3. **VEHICLES**

- a) One parking space is assigned to each condo unit. If you own a second vehicle, you must use a visitor's space. A third vehicle is not permitted.
- b) Guests must use only parking spaces identified as GUEST and for periods not exceeding 24 hours. If the stay of your guest is to exceed 24 hours, you must inform the Board of Directors.
- c) All vehicles must be parked head in. It is forbidden to back up a vehicle into a parking space. This is mandatory in order to prevent exhaust fumes from going into the apartments and to protect the landscaping.
- d) No mechanical or other work is permitted in the parking areas or in the driveway or any other common grounds (gardens, catwalk, etc.).
- e) Recreational vehicles, trailers or commercial vehicles may not be parked in the parking areas of Sunflower Gardens.
- f) Car wash is permitted at the two end parking spots of the building. Hoses are provided. However, their use is prohibited during municipal water restriction periods.

4. **GUESTS**

- a) Unit owners are responsible for their guests' behaviour in accordance with the rules and regulations.
- b) Any damage caused to our property or equipment by a guest, is the responsibility of the unit owner.

- c) In the owners' absence, only the direct line (father, mother, brothers, sisters, children and grand-children) family members may occupy the apartment. The owner must inform the Board of Directors of the names of their family members who will occupy the apartment in their absence, their arrival date and the duration of their stay. The overall objective being to achieve a better security control of our apartments. Occupying an apartment for more than 30 consecutive days, in the owners' absence will be deemed as the annual lease subject to the leasing rules.

5. **LEASING**

- a) Any buyer cannot use the authorization of leasing his condo for a period of 2 years (24 months) starting from the contractual buying date of his condo.
- b) An apartment may be leased only one time during the period of ownership.
- c) The lease may not be for more than one year and has to be with the same tenant.
- d) The application for lease and / or sale shall be submitted on the form approved by the Board of Directors.
- e) **REFER to ADDENDUM No. 1** to General Rules and Regulations, revised March 6, 2015

6. **COMMON AREAS**

- a) Bicycles, roller skates, skateboards, ball playing, jogging or running is prohibited on the ground of Phase III. It is also mandatory to wear shoes and T-shirts on all walking areas.
- b) No chairs, lounges, blankets or sitting on grass areas or walks is allowed on the property and around the building.
- c) Planting of any kind by unit owners is prohibited.
- d) The BBQ area is available for picnics only. Users are responsible for cleanup and trash disposal.
- e) The workshop (3rd floor) can be used by unit owners to carry out light personal work. Users are responsible for cleanup. Irrelevant work (contracting out), is not permitted in the workshop. Personal storage is not allowed in the workshop.
- f) The use of power tools or other noisy equipment in the workshop and other common areas is limited from 09:00 am to 04:00 pm Monday to Saturday and is forbidden on Sunday.

7. **SWIMMING POOL**

- a) Rules posted at poolside must be completely adhered to.
- b) Diapers and training pants are not allowed in the pool. A small portable pool is available for toddlers.

- c) Showers must be taken before entering the pool.
- d) No jumping or diving is permitted into the pool.
- e) Use of the pool is at the individual's own risk.
- f) No food or drinks are allowed around the pool area except during a Phase function (i.e. Valentine day party). Water in plastic bottle is permitted
- g) No breakable items are permitted around the pool and BBQ areas.
- h) Poolside chairs are primarily for the use of unit owners and may not be reserved. When space is limited, unit owners should provide chairs for their guests.

8. **CLUB HOUSE**

- a) When the main room is being used for a function at which an assessment is charged, the fitness, card and billiard rooms shall be deemed closed.
- b) No equipment may be removed from the clubhouse without the permission from the Phase Executive Board. Equipment or chairs shall be returned on the same day.
- c) No religious or political functions are permitted in the clubhouse.
- d) Guests under 18 years of age are not allowed to use any clubhouse equipment unless accompanied by a parent or guardian.

THE BOARD OF DIRECTORS  
SUNFLOWER GARDENS CONDOMINIUM

REVISED MARCH 6, 2015



## Règlements Généraux

Nous, les propriétaires de Sunflower Gardens Condominium Inc., dans le but de créer une atmosphère de bonne entente, d'harmonie et d'entraide mutuelle, convenons que ces règlements doivent être observés afin d'éviter des malentendus ou des situations déplaisantes.

### 1. GÉNÉRAL

- a) Les promenades, les entrées d'ascenseurs, les escaliers et les passages sont à l'usage des piétons seulement.
- b) Il est strictement interdit de fumer dans le breezeway, les passerelles ou toute autre pièce ou partie commune de l'édifice.
- c) Tout comportement pouvant nuire à la qualité de vie, la tranquillité et le respect des autres, ne sera pas toléré par le conseil d'administration. Ceci dans le but d'assurer aux résidents une vie paisible.
- d) Les déchets et ordures doivent être placés dans des sacs de plastiques attachés et déposés dans le conteneur prévu à cette fin ou dans la chute. Les boîtes doivent être défaits avant d'être déposés dans le conteneur. Les journaux doivent être déposés dans le bac vert à recyclage. Les jours de cueillette de gros articles sont affichés sur le tableau situé à l'entrée principale (breezeway).
- e) Les laveuses et sècheuses sont interdites dans les appartements. Utilisez les salles de lavage et gardez les propres. Videz le panier à charpie de la sècheuse après usage.
- f) Les cordes à linge ou toute forme de séchoir en bois ou autres sont interdits dans les Florida room. Il est également interdit de faire sécher des tapis, serviettes, guenilles ou quoi que ce soit sur les rampes de galeries ou sur les haies.
- g) Il est interdit d'utiliser les échelles de la Phase sans la permission spécifique de la direction de Sunflower Gardens
- h) Il est strictement défendu de garder des animaux de toute sortes dans les appartements ou à quelque endroit sur la propriété.
- i) Il est interdit d'entreposer des matières inflammables à l'intérieur des condos ou des casiers.

- j) L'installation d'une antenne satellite pour la télévision doit être autorisée par le conseil d'administration et doit être installée sur les supports prévus à cette fin et les fils doivent obligatoirement passer par les canalisations prévues.
- k) Il est strictement interdit de modifier le câblage et les prises T.V. / Internet.
- l) Un des propriétaires devrait être âgé de 55 ans ou plus.
- m) Aucune modification à l'extérieur (portes, fenêtres, couleurs, etc.) ne peut être effectuée sans l'autorisation du conseil d'administration.
- n) Aucun propriétaire d'unité de condo, à l'exception du personnel autorisé, ne doit donner de directives aux compagnies de maintenance sous contrat avec la Phase 3. De plus, aucune sollicitation du personnel des dites compagnies ne doit être faite pour tout travail personnel en relation avec leur appartement, durant les heures normales de travail de ces employés

## 2. SALLE DE L'ÉDIFICE SUNFLOWER (CARD ROOM)

- a) La salle doit être réservée à l'avance.
- b) Aucune activité politique ou religieuse n'est permise dans cette salle.
- c) La salle doit être rangée et laissée propre après usage.
- d) Aucun entreposage d'effets personnels n'est autorisé dans cette salle.

## 3. LES VÉHICULES

- a) Un espace de stationnement est assigné à chaque unité de condo. Si vous possédez un deuxième véhicule, vous devez utiliser un espace visiteur. Un troisième véhicule n'est pas permis.
- b) Les invités doivent uniquement utiliser les espaces qui leurs sont réservés et identifiés à cet effet et pour 24 heures consécutives. Si le séjour de l'invité se prolonge au-delà de 24 heures, vous devez en aviser le conseil d'administration.
- c) Tous les véhicules doivent être stationnés l'avant en premier. Il est défendu de stationner à reculons, ceci dans le but d'éviter que les gaz d'échappement pénètrent dans les appartements ainsi que de protéger la végétation.
- d) Aucune réparation mécanique ou autre n'est permise dans les aires de stationnement ou dans tout autre lieu commun (cour, allée, etc.)
- e) Il est interdit de stationner tout type de véhicule commercial, véhicule récréatif ou roulotte dans le stationnement de Sunflower Gardens.
- f) Le lavage des autos des résidents seulement est permis dans les espaces prévus aux extrémités du stationnement. Des boyaux sont prévus à cette fin. Cependant l'usage des boyaux est interdit lors des périodes de restrictions municipales.

#### 4. LES INVITÉS

- a) Les propriétaires d'unités sont tenus responsables du comportement de leurs invités en conformité avec les règlements.
- b) Tout dommage occasionné à l'équipement ou à la propriété par un invité est imputable au propriétaire.
- c) En l'absence du propriétaire, seul les membres de la lignée familiale immédiate (pères, mères, enfants, frères, sœurs, petits-enfants) ont le droit d'occuper l'appartement. Le propriétaire devra informer le conseil d'administration du nom des membres de sa famille qui occuperont le condo en son absence, de leur arrivée et de la durée du séjour. Ceci dans le but d'exercer un meilleur contrôle pour la sécurité. Le séjour d'un membre de la famille qui se prolonge au-delà d'un mois sera considéré comme la location annuelle.

#### 5. LA LOCATION

- a) Tout propriétaire ne peut se prévaloir de l'autorisation de louer son condo pour une période de 2 ans (24 mois) à partir de la date d'achat contractuel de son condo
- b) Un condo ne peut être loué qu'une seule fois par son propriétaire.
- c) La location ne peut être pour plus d'un an à un même locataire.
- d) L'application pour location doit être soumise au conseil d'administration pour approbation.
- e) **VOIR ADDENDUM No. 1** aux règlements généraux de location, révisé le 6 mars 2015.

#### 6. LES LIEUX COMMUNS

- a) Il est interdit d'utiliser les trottoirs pour y faire de la bicyclette, planche et patins à roulette, y jouer à la balle ou faire de la course à pied. Le port d'un T-shirt est obligatoire pour y circuler.
- b) Il est interdit d'utiliser les chaises de parterre, couvertures et autres sur la pelouse ou aux accès pédestres de la propriété et de l'édifice.
- c) Les plantations de toutes natures sont interdites.
- d) L'aire de BBQ doit être utilisée strictement à cette fin. Les usagers sont responsables du nettoyage et de la disposition des ordures.
- e) La salle de bricolage (workshop) du 3<sup>ème</sup> étage est à la disposition des propriétaires pour y effectuer de menus travaux. La salle doit être nettoyée après usage. Les travaux non pertinents à notre édifice ou la Phase 3 (contracting out) n'y sont pas permis. Aucun entreposage d'effets personnels n'est autorisé dans cette salle.
- f) L'utilisation d'outils motorisés ou tout autre équipement bruyant dans l'atelier ainsi que sur les espaces communs est limitée de 09 :00 am à 04 :00 pm du lundi au samedi et est interdite le dimanche



## 7. LA PISCINE

- a) Les règlements affichés doivent être respectés en tout point
- b) Les couches et les culotte d'entraînement ne sont pas permises dans la piscine. Une piscine portative est prévue à cette fin pour les enfants.
- c) La douche est obligatoire avant d'entrer dans la piscine.
- d) Il est interdit de sauter ou de plonger dans la piscine.
- e) L'utilisation de la piscine est à vos risques.
- f) Breuvages et nourritures sont interdits aux abords de la piscine, à l'exception des activités communes de la Phase (ex : fête de la St-Valentin). Les bouteilles d'eau en plastique sont permises.
- g) Tout objet cassable est interdit à la piscine et au BBQ.
- h) Les chaises près de la piscine sont en premier lieu à l'usage des propriétaires et ne doivent en aucun temps être réservées. Quand l'espace est limité, les propriétaires doivent fournir les chaises pour les visiteurs.

## 8. LE PAVILLON (club house)

- a) Lorsqu'un évènement payant s'y déroule, les salles d'exercices, de cartes et de billards doivent être fermées.
- b) Aucun équipement ou chaise ne peut être emprunté sans la permission du conseil d'administration de la Phase. Le cas échéant, tout doit être retourné la journée prévue.
- c) Aucune activité politique ou religieuse n'est permise.
- d) Aucun visiteur de moins de 18 ans n'est autorisé à utiliser les équipements sans être accompagné d'un adulte.

LE CONSEIL D'ADMINISTRATION  
SUNFLOWER GARDENS CONDOMINIUM

RÉVISION, 6 MARS, 2015