

**Sunset Stream Recreation Association  
APPLICATION FOR APPROVAL  
TO LEASE A UNIT  
CHECKLIST**

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

(Homeowners, please note you can black out rental amounts if you feel more comfortable)

Please initial EACH item below stating you have included it.

\_\_\_\_\_ Complete application

\_\_\_\_\_ A copy of the signed lease agreement

\_\_\_\_\_ Check or money order in the amount of \$100.00 payable to Sunset Stream  
Recreation Association

**The information as described above must be submitted at least twenty (20) days prior to the intended starting lease date. Failure to submit may result in violation.**

Application and required forms are to be submitted to:  
Resort Management  
ATTN: Ginna Garcia  
9250 Corkscrew Road, Suite #9  
Estero, FL 33928

# Sunset Stream Recreation Association

APPLICATION FOR APPROVAL TO LEASE  
C/O Resort Management  
9250 Corkscrew Rd., Suite 9  
Estero, FL 33928  
239-307-5247  
Ggarcia@resortgroupinc.com

Units may not be leased for a period of less than thirty (30) days and no more than one (1) year.

**INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Date of Application \_\_\_\_\_ Lease Dates \_\_\_\_\_

Unit Owner Name \_\_\_\_\_

Unit Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Name of Lessee(s) \_\_\_\_\_

Current Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Own ( ) Rent ( ) How long? \_\_\_\_\_

Phone Numbers \_\_\_\_\_ Email Address \_\_\_\_\_

No. of persons to be in residence: \_\_\_\_\_ NOTE: Occupancy is restricted to no more than two (2) persons per bedroom, including children.

Previous rental(s) in Spring Run \_\_\_\_\_ Date \_\_\_\_\_ Unit # \_\_\_\_\_

**RENTERS, LESSEES OR GUESTS ARE NOT ALLOWED TO HAVE PETS,  
HAVE ANY VISITING PETS OR PET SIT AT ANY TIME.**

Owners Initials for pet rule \_\_\_\_\_ Lessee(s) Initials for pet rule \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Yr \_\_\_\_\_ Color \_\_\_\_\_ License plate # \_\_\_\_\_ State \_\_\_\_\_

Vehicle Make/Model \_\_\_\_\_ Yr \_\_\_\_\_ Color \_\_\_\_\_ License plate # \_\_\_\_\_ State \_\_\_\_\_

Tenant(s) are allowed 2 vehicles maximum per unit. Vehicles that exceed the driveway or parking space in length may not be parked overnight in any parking area.

Bicycles must be stored in bicycle racks provided – not under the carport.

**RENTERS, LESSEES AND GUESTS ARE NOT ALLOWED TO HAVE MOTORCYCLES ON THE PROPERTY.**

**NO TRAILERS OF ANY KIND ARE ALLOWED ON THE PROPERTY WHETHER BY OWNERS, LESSEES OR LONG-TERM GUESTS.**

Sunset Stream Recreation Association  
Application for Approval for Lease

My initials below indicate that I/WE have read and understand each item as stated:

- \_\_\_\_\_ I/WE DECLARE THE FOREGOING INFORMATION TO BE TRUE AND CORRECT.
- \_\_\_\_\_ I/WE UNDERSTAND THE **APPLICATION FEE IS NON-REFUNDABLE.**
- \_\_\_\_\_ I/WE AM/ARE AWARE OF AND AGREE TO ABIDE BY THE DECLARATION OF CONDOMINIUM, ARTICLES OF INCORPORATION, BYLAWS AND ALL PROPERLY PROMULGATED RULES AND REGULATIONS OF THE ASSOCIATION.
- \_\_\_\_\_ I/WE ACKNOWLEDGE THAT THE ASSOCIATION MAY TERMINATE A LEASE UPON DEFAULT BY THE TENANT IN OBSERVING ANY OF THE PROVISIONS IN THE DOCUMENTS.
- \_\_\_\_\_ I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THE RULES AND REGULATIONS.
- \_\_\_\_\_ I/WE ACKNOWLEDGE RECEIPT OF A COPY OF THE SPECIFIC RULES PERTAINING TO RECYCLING AND GARBAGE COLLECTION.
- \_\_\_\_\_ I/WE UNDERSTAND THE NECESSARY CONFIDENTIAL INFORMATION WILL REMAIN CONFIDENTIAL AND WILL ONLY BE USED BY THE ASSOCIATION'S OFFICERS AND/OR THE ASSOCIATION'S DESIGNEE.
- \_\_\_\_\_ I/WE UNDERSTAND – ONLY OWNERS ARE ALLOWED TO HAVE PETS. **RENTERS, LESSEES AND GUESTS ARE NOT PERMITTED TO BRING PETS INTO THE UNITS EVEN IF JUST VISITING FOR ANY LENGTH OF TIME.**

FL Statute 718.116(11): If the unit is occupied by a tenant and the unit owner is delinquent in paying any monetary obligation due to the association, the association may make a written demand that the tenant pay the future monetary obligations related to the condominium unit to the association, and the tenant must make such payment.

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

Co-Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of the approval is sent to: \_\_\_\_\_  
(Email, fax or mailing address)

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**APPLICANTS DO NOT WRITE BELOW LINE**

Application Approved \_\_\_\_\_ Disapproved \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_  
Name and Title

Application completed: Yes ( ) No ( ) Application Fees Submitted: Yes ( ) No ( ) Check or money order

Copy of lease attached: Yes ( ) No ( ) Fees Current: Yes ( ) No ( )

Information verification completed by: \_\_\_\_\_

Reason for action taken: \_\_\_\_\_

SUNSET STREAM RECREATION ASSOCIATION, INC.

# *SpringRun*

**SUNSET STREAM  
RECREATION ASSOCIATION, INC.**

**RULES AND REGULATIONS**

SUNSET STREAM RECREATION ASSOCIATION, INC.

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## **INTRODUCTION**

### **Purpose:**

This publication is intended to provide all Unit Owners of the Sunset Stream Recreation Association (SSRA), Inc. a quick reference for some of the Rules and Regulations governing activities within the SSRA and the Spring Run Golf Club Community (SRGC) Association at The Brooks, Bonita Springs, Florida.

This publication does not represent all the By-laws, Rules and Regulations, or other governing documents of the SSRA and SRGC. This publication is not a verbatim description of wordage in the governing documents. In some cases, a condensed or simplified version of the governing requirements is presented. All unit owners are expected to be familiar with and refer to their copy of the Declaration of Condominium for Sunset Stream, the Rules and Regulations for Sunset Stream Recreation Association, the Declaration of Covenants, Conditions and Restrictions for Spring Run Golf Club, the Rules and Regulations for Spring Run Golf Club, and other pertinent documents for a complete description of all By-laws, Declarations, Rules, Regulations, Covenants, and other governing requirements.

### **Application:**

This publication applies to all Sunset Stream Recreation Association (SSRA), Inc., unit owners. SSRA unit owners are identified as any person or persons, entity or entities, who are the record owner of the fee simple title to any parcel in Sunset Stream. Sunset Stream is composed of a total of one hundred and eighteen (118) units and refers to the following identified properties:

#### **Sunset Stream Section I**

23571 Sandycreek Terrace (Units 1201-1210)  
23561 Sandycreek Terrace (Units 1301-1310)  
23566 Sandycreek Terrace (Units 1401-1410)  
23576 Sandycreek Terrace (Units 1501-1510)

#### **Sunset Stream Section II**

23601 Sandycreek Terrace (Units 901-910)  
23591 Sandycreek Terrace (Units 1001-1010)  
23581 Sandycreek Terrace (Units 1101-1110)  
23580 Sandycreek Terrace (Units 1601-1610)

#### **Sunset Stream Section III**

9161 Spring Run Blvd. (Units 1701-1710)  
9175 Spring Run Blvd. (Units 1801-1810)  
9189 Spring Run Blvd. (Units 1901-1910)  
9209 Spring Run Blvd. (Units 2001-2008)

SUNSET STREAM RECREATION ASSOCIATION, INC.

**Responsibility:**

All Unit owners identified above are responsible for proper compliance with all Rules and Regulations of both SSRA and SRGC. Additionally, Unit owners are responsible for ensuring that family members, guests, invitees or lessees of Unit owners adhere to these Rules and Regulations.

**Codes:**

SRGC	Spring Run Golf Club (Regulation Documents)
SSRA	Sunset Stream Recreation Association (Regulation Documents and/or Board of Directors)
DofC	Declaration of Condominium for Sunset Stream Condominium Association
DCCR	Declaration of Covenants, Conditions and Restrictions for Sunset Stream
DCCRS	Supplement Declaration of Covenants, Conditions, and Restrictions (SSRA)
R&R	Rules and Regulations of Sunset Stream Condominium Association
A/R&R	Amendment to the Rules and Regulations of Sunset Stream Condominium Association
BLSS	By-Laws of Sunset Stream Condominium Association
BLSSRA	By-Laws of Sunset Stream Recreation Association
SSP	Sunset Stream Prospectus
RM	Resort Management

**LEASING OF CONDOMINIUM**

**Rule/Regulation**

Leasing/rental of residences is permitted when done in accordance with Sections 12 and 13, Declaration of Condominium for Sunset Stream.

SSRA Rules and Regulations will become part of the lease.

Lease minimum period is thirty (30) days.

**No** Pets are permitted in leased unit.

Guests are not permitted to keep pets in units.

**All leases must be registered with both SSRA and the SRGC thirty (30) days prior to the arrival of tenants or guests. SRGC will not process lease agreements without prior approval from SSRA/RM.**

**NOTE:** This regulation applies to leases/rentals by unit owner or via leasing/rental agent.

**NOTE:**

SRGC - Application Fee = None

SRGC - Member Transfer Fee = \$372.00

SSRA - Application Fee = \$100.00

**Penalty for Failure to Comply** – Any Lease entered into without approval of the SSRA and the SRGC will be treated NULL and the SSRA shall have the power to evict the lessee without securing consent from the unit owner. SSRA shall also have the power to evict the lessee in the event the lessee commits a breach of any rule, regulation, covenant or other governing document.

**SALES OF CONDOMINIUM**

**Rule/Regulation**

Sales of a Unit owner's residence must be reported to both SRGC and SSRA. SSRA Rules and Regulations will become part of the sale documents.

**All sales must be registered with both SSRA and the SRGC at least thirty (30) days prior to closing date of the sale. SRGC will not process sales agreements without prior approval from SSRA/RM.**

**NOTE:** This regulation applies to all unit sales whether direct sale by unit owner or sale through a real estate agency.

**NOTE:**

SRGC - Transfer Fee = \$2,500.00

SSRA - Application Fee= \$100.00

**Penalty for Failure to Comply** - Any sale or transfer of property not approved by the SSRA shall be VOID unless subsequently approved in writing by the SSRA.

**SIGNS:**

Signs such as "For Sale", "For Rent", and "Open House" are prohibited in Spring Run. This restriction applies to windows, private property, common areas, and areas viewed from the golf course.

Open House visits are permitted on Saturday & Sundays only.

**NOTE:** SRGC permits information sheet listings of property for sale and/or open house announcements to be distributed through the Spring Run Gatehouse.

**Penalty for Failure to Comply**

1st Violation: Written Warning

2nd Violation: \$100.00 fine to SSRA

3rd Violation: \$100.00 fine to SSRA and loss of Club privileges



**PETS AND ANIMALS**

**Rule/Regulation**

No unit owner is permitted to keep a domestic pet (dog, cat or other usual or non-exotic household pet), whether permanent or temporary, in his/her unit without prior written permission of SSRA.

Unit owners are permitted only two (2) pets per unit.

A pet approval form is required for each pet. Such approval for a pet in one instance shall not be deemed to institute blanket permission in any other instance. Each pet needs permission. (See Pet Approval Form attached.)

**Pit bulls are not permitted on any portion of Spring Run Golf Club, Sunset Stream Recreation Association, or in a unit owner's condominium.**

Any pet must be carried or kept on a leash when outside the unit.

Owners shall immediately pick up and remove any solid waste deposited by his/her pet.

The owner shall indemnify the SSRA and hold it harmless against any loss or liability or character arising from having any animal in the unit. If any animal becomes a source of unreasonable annoyance to other unit owners, the unit owner who has the offending pet must correct the problem. If it is not corrected, upon written notice by SSRA, the unit owner who has the offending pet will be required to remove the animal from the unit.

Pets are not to be left unattended on porches or balconies. The common areas and SSRA property shall not be used to accommodate pets.

**Penalty for Failure to Comply** - Any such pet permission may be revoked at any time at the sole discretion of SSRA. Legal civil action through SSRA attorney.

**No pets are permitted in leased units.**

**Guests are not permitted to keep pets in units.**

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00. SSRA shall have the power to evict the lessee without securing consent to such eviction in the event the lessee commits a breach of any rule, regulation, covenant or other governing requirement. Legal civil action through SSRA attorney.

**VEHICLES, PARKING AND CARPORTS**

**Rule/Regulation**

Carports are for approved motorized vehicles only.

**NOTE:** Vans, sport utility vehicles and pick-up trucks are considered motorized vehicles. Inoperable vehicles, commercial vehicles, golf carts, recreational vehicles, all-terrain vehicles, motorcycles, motorbikes, bicycles, watercraft, house trailers, camping trailers and other similar type vehicles are not permitted to be parked in carport areas or in parking areas.

A vehicle, or other possession, belonging to a unit owner, family member, lessee, invitee, or guest shall not be positioned in such a manner as to impede or prevent access to another unit owner's parking space.

No vehicles shall be kept in a state of disrepair in carport or parking areas (i.e., repairing of automobiles is not permitted).

Bicycles may not be stored on any common or limited common areas (such as lanai, entryway, sidewalks, grass areas, parking spaces, or carports). Bicycles are permitted but must be stored in a bicycle rack provided by SSRA.

**NOTE:** Bicycles must be placed inside owner's unit during hurricane season. (June 1 -November 31)

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00. Prohibited vehicles may be towed. Legal civil action through SSRA attorney.

Except in an emergency, a unit owner shall not cause or permit the blowing of any horn from any vehicle.

No carport shall be permanently enclosed, and no carport shall be converted into a living space or storage area.

**Penalty for Failure to Comply** - Legal civil action through SSRA attorney.

**NEIGHBORLINESS AND GOOD CITIZENSHIP**

**Rule/Regulation**

Any unit owner, family member, guest, invitee, or lessee shall not make or permit any noises that will disturb or annoy the occupants of any homes or do anything or permit anything to be done which will interfere with the rights, comfort, enjoyment, or convenience of any other unit owners.

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00. Legal civil action through SSRA attorney.

Each unit owner shall be held responsible for the actions of their family members, guests, and lessees. Any damage to the SSRA property or equipment caused by a unit owner, family member, guest, invitee, or lessee shall be repaired or replaced at the expense of the unit owner.

**Penalty for Failure to Comply** - Legal civil action through SSRA attorney.

**UNIT EXTERIOR AND COMMON AREAS**

**Rule/Regulation**

Walkways and driveways shall not be obstructed nor used for any purpose other than for ingress and egress to and from the condominium unit.

Articles shall not be allowed to stand on any portion of the common areas without prior approval from SSRA (i.e., articles such as beach chairs, pool paraphernalia, bicycles, exercise equipment, trash/trash containers, etc., are not to be stored on lanais or in entryways).

The exterior of the unit, and all other areas appurtenant to the unit, may not be painted, decorated, or modified by a unit owner in any manner without prior written approval by the SSRA.

Lanais are to be used for the purpose for which they are intended, i.e., screened porch areas for relaxation, entertainment, and social enjoyment. Lanais are not to be used for the storage of bicycles, exercise equipment, hurricane shutters, or other household or personal property not in conformance with the intended use. Storage cabinets of any kind are not allowed on screen lanais. Glassed-in lanais, provided they remain closed, are not governed by this rule but are expected to be presentable from the view of the outside.

Roll-down hurricane shutters may be installed on the outside of the windows and the lanai. Fabric type storm shades must be mounted inside the unit. SSRA must approved all plans, color, and specifications in writing. The color of the shutters must be white.

**NOTE:** Architectural Review required for installation of glass to enclose lanai and roll-down hurricane shutters.

SUNSET STREAM RECREATION ASSOCIATION, INC.

All indoor window treatments visible to the outside must be white or have a white backing to present a uniform look.

Articles are not to be hung from the doors, windows, or screened porches. Articles are not to be placed on the outside windowsills.

Subject to the provisions of Section 163.04 of the Florida Statutes, no rugs, mops, brooms, laundry of any kind or any other similar type article shall be shaken, hung, or exposed so as visible outside the unit or lanai.

Nothing shall be hung or attached to outside windowsills and/or windows (e.g., pennants, banners, flags, pictures, etc., are not to be visible in windows).

Modifications shall not be made to the landscaping including the entryway without prior written approval from the SSRA.

No clotheslines or other similar device shall be allowed to be displayed outside.

Balconies, terraces, porches, walkways and stairways shall be used only for the purposes intended. They shall not be used for hanging or drying clothes, outdoor cooking, cleaning of rugs or other household items, or for storage of bicycles or other personal property.

Additions, modifications, or changes to the structure of the unit and/or limited common elements (front porch, lanai) as well as landscaping, requires approval from the SSRA and may require approval from the Spring Run Architectural Review Committee. The following are examples, but not a complete list, of items requiring approval.

- Hurricane shutters; fabric roll-down hurricane shades
- Glass enclosure of lanai
- Satellite dishes
- Tile on lanai floor
- Awnings
- Exterior lighting
- Screened doors

**NOTE:** Architectural Review required.

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00.

## SUNSET STREAM RECREATION ASSOCIATION, INC.

### **Rule/Regulation**

The service, repair and replacement of air conditioning units and line sets in Sunset Stream are the sole responsibility of the condominium owner. Line set replacements must be properly secured, enclosed in an appropriate raceway and painted to match the building. ARC forms are to be filed with the Sunset Stream ARC or an elected board member if the ARC Chair is unavailable. In the event of emergency replacements, the ARC form may be filed after replacement has occurred. ARC forms are available from the Spring Run web- site or RM.

### **Rule/Regulation**

Unit owners must provide proof of air conditioning maintenance twice a year which includes that the a/c system is free of leaks including but not limited to duck work, condenser, and drip pan; and that the condensate/drain lines are free of debris and obstructions and appropriately draining to their proper location. Further, each proof of inspection must be filed with RM and our Sunset Stream representative, Pat Lebar ([patandjackl@yahoo.com](mailto:patandjackl@yahoo.com)). Preferred dates for maintenance are May 1 and no later than November 30.

### **Rule/Regulation**

All Unit owners are responsible to turn their water off when they are not in residence. The water shut off valve must be raised and labeled outside of the unit.

## **EXTERIOR DECORATIONS**

### **Rule/Regulation**

Unit owners shall not be allowed to put their mail receptacle, name, or street address, on any portion of the condominium unit except in the manner approved by the SSRA.

Holiday decorations are permitted. Decorations are limited to door wreaths, bows, or plaques that can be hung on doors. Holes are not permitted on the exterior part of the doors or walls. Sports decorations are not permitted. ARC approval is not required.

Holiday decorations are allowed for the following national holidays: Christmas, Valentine's Day, St Patrick's Day, Easter, 4th of July, Halloween, and Thanksgiving. The decorations can be placed out two weeks prior to the holiday and must be removed two weeks after the holiday.

One (1) pot of live flowers is permitted on limited common areas (first floor entryway, second floor landing but not on steps). The pot color should be neutral (tan, beige, or terracotta). Flowers and pots are to be maintained while in residence and to be moved indoors when not in residence.

Plants, furniture, and accessories are permitted on unit owner's lanai.

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00. Legal civil action through SSRA attorney.

## **SWIMMING POOL AREA**

### **Rule/Regulation**

The swimming pool is for the exclusive use of the unit owners, family members, lessees, and guests.

Food and beverage is permitted in unbreakable containers (no glass allowed) to be consumed in the covered area only.

*Clarification: Alcohol is allowed in the pool area only in plastic or non-glass containers. No drinks or food of any kind are allowed in the swimming pool or within four (4) feet of the pool.*

Smoking is not permitted inside the pool fenced area.

**NOTE:** Proper attire is required when coming to-from the pool and in the pool area (e.g., sandals and cover-ups to and from, no thong swimming suits).

**Penalty for Failure to Comply** - Use of common area privileges may be withdrawn by SSRA. Legal civil action through SSRA attorney.

## **SAFETY**

### **Rule/Regulation**

Food and beverage may not be prepared or consumed except in the home or in such other areas as may from time to time be designated by the SSRA.

Charcoal grills, propane grills, or a propane tank cannot be used in units or on lanais or stored in the condominium unit or common areas. Any flammable oils or liquids such as gasoline, kerosene, naphtha, or benzene, or any other explosives or articles deemed hazardous to life, limb, or property are not permitted.

**NOTE:** Grills are available for all unit owners in the common area outside the swimming pool and Buildings 15 & 18.

Unit owners who plan to be absent from their units during hurricane season must prepare their unit prior to departure by removing all furniture, potted plants, and other movable objects from the entry way or lanai, and by designating a responsible individual or home watch company to care for the unit when not in residence for more than one month.

**Penalty for Failure to Comply** - Property owner can be fined \$100.00/day up to \$1,000.00. Legal civil action through SSRA attorney.

**SSRA ASSOCIATION ACTIVITIES**

**Rule/Regulation**

SSRA, RM, or a home watch must retain a passkey to each unit and the SSRA must be made aware of the location of said key. If a unit owner alters any lock or installs a new lock on any door leading into their unit, a key must be provided for the use of SSRA.

Agents and employees of SSRA and any contractor or workman authorized by SSRA may enter any home at any reasonable hour of the day for the purpose permitted under the Declaration. Entry must be prearranged with the unit owner, except under circumstances deemed an emergency by SSRA or RM. In emergency cases, access is deemed permitted regardless of the hour.

**Penalty for Failure to Comply** – If a key/access is not provided, the unit owner shall pay all costs incurred by the SSRA in gaining access and any damage caused by delay in gaining access.

Unit owners shall not be allowed to have any employee or agent of SSRA perform any private business of the unit owner, except as shall have been approved in writing by the SSRA.

**VIOLATIONS AND COMPLAINTS**

**Rule/Regulation**

Any violations of the Rules and Regulations, Covenants, or other Regulation Documents relating to the Sunset Stream Condominium Association shall be submitted in writing through the appropriate Sunset Stream Neighborhood Representative to the SSRA.

Complaints regarding the management of the condominium or the actions of other unit owners shall be made in writing through the appropriate Sunset Stream Neighborhood Representative to the SSRA.

**CHANGES TO SSRA RULES AND REGULATIONS**

**Rule/Regulation**

These Rules and Regulations may be amended at any time by a majority vote of the SSRA Board of Directors.

## SUNSET STREAM RECREATION ASSOCIATION, INC.

### **ROLES AND RESPONSIBILITIES**

#### **Sunset Stream Recreation Association (and Board of Directors)**

1. Make and collect assessments against members of the Association to defray the costs, expenses and losses of the Recreation Association and to use the funds in the exercise of its powers and duties.
2. Protect, maintain, repair, replace, and operate the Recreation Association property.
3. Purchase insurance for the protection of the Recreation Association and its members.
4. Repair and reconstruct improvements after casualty and make further improvements of the Recreation Association property.
5. Make, amend and enforce reasonable Rules and Regulations as set forth in the Declaration of Condominium.
6. Approve or disapprove the transfer, leasing and occupancy of units, as provided in the Declaration of Condominium.
7. Enforce the provisions of the laws of the State of Florida applicable to the Community and the Governing Documents.
8. Contract for the management and maintenance of the Community and the Recreation Association property and delegate any powers and duties of the Association in connection therewith, except such as are specifically required by law or by the Declaration of Condominium to be exercised by the Board of Directors of the membership of the Recreation Association.
9. Employ accountants, attorneys, architects, and other professional personnel to perform the services required for proper operation of the Recreation Association.
10. Borrow money as necessary to perform its other functions hereunder.
11. Grant, modify or move any easement in the manner provided in the Declaration of Condominium.

#### **Resort Management**

1. Arrange for collection of quarterly maintenance assessments for weekly deposit with an approved bank
2. Credit collected funds to proper accounts weekly.
3. Pay all bills on behalf of Association from the Association checking account twice/month.
4. Prepare monthly financial reports for distribution to the Board of Directors.
5. Compile a proposed annual budget for review by the Board of Directors.
6. Conduct weekly inspections of the property.
7. Obtain competitive bids for major replacement and repair projects.
8. Secure technicians for repairs and service,
9. Administer the enforcement of Association Rules and Regulations by giving notification to violators of the infractions being made, as directed in writing by Board of Directors.
10. Prepare and file the corporate annual report to the Secretary of State.
11. Prepare and mail correspondence to the owners at large.
12. Make available all necessary accounting records and pertinent information to Association's accountant for the preparation of corporate tax returns and annual financial statements.
13. Process all sales and rentals of units in accordance with the Association documents.



**COMPLAINT PROCESS**

**Step 1.** Complainant contacts appropriate Sunset Stream Section Neighborhood Representative and provides information concerning the abuse of specific Rule/Regulation or the problem situation. (NOTE: Neighborhood Representative may request that complaint be presented in written format identifying the specific date, time, and description of offense or problem, and unit address of the offending party or identification of the offending party.)

**Step 2.** Appropriate Sunset Stream Section Neighborhood Representative contacts offending unit owner or offending party and discusses the complaint.

- If complaint is corrected, no further action is required.
- If complaint is not corrected, Neighborhood Representative submits complaint to the President of Sunset Stream Recreation Association.

**Step 3.** President of SSRA contacts offending unit owner or offending party and discusses the complaint.

- If complaint is corrected, no further action is required.
- If complaint is not corrected, President of SSRA submits complaint to RM for disposition.

**Step 4.** RM contacts offending unit owner or offending party and discusses the complaint.

- If complaint is corrected, no further action is required.
- If complaint is not corrected, RM submits complaint to SSRA attorney for processing through appropriate legal civil action.

SUNSET STREAM RECREATION ASSOCIATION, INC.

<b>RECORD OF REVISIONS</b>		
Source/Reference	Date of Execution	Change Implemented
SSRA Board of Directors (Rev. A dated 2/2/10)	3/3/08	Lanais are to be used for the purpose for which they are intended, i.e., screened porch areas for relaxation, entertainment, and social enjoyment. Lanais are not to be used for the storage of bicycles, exercise equipment, hurricane shutters, or other household or personal property not in conformance with the intended use. Storage cabinets of any kind are not allowed on screen lanais. Glass enclosed lanais, as long as they remain closed, are not governed by this rule but are expected to be presentable from the view of the outside.
SRGC (Rev. A dated 2/2/10)	5/28/09	Holiday and Seasonal Decorations: Spring Run ARC and Neighborhood ARC approval is not required. Holiday and seasonal decorations, including banners, may be displayed up to two (2) weeks before a holiday and must be removed no later than two (2) weeks following a holiday.
SSRA Board of Directors Clarification on alcohol in pool area. (Rev. A dated 2/2/10)	11/9/09	Alcohol is allowed in the pool area only in plastic or non-glass containers. No drinks or food of any kind are allowed in the swimming pool or within four (4) feet of the pool.
SSRA Board of Directors (Rev. A dated 2/2/10)	1/2/10	Update Sandcastle Community Management Address: 9150 Galleria Court, Ste. 201 Naples, FL 34109
SSRA Board of Directors Revision to window glass Tinting and window film guidelines (Rev. A dated 2/7/12)	2/7/12	Tinting material is applied to the inside of the glass. Colors are bronze, gray, green or smoke. Mirrored reflective film or mirrored reflective glass is NOT permitted. *includes lanai glass and acrylic enclosures
SSRA Board of Directors Amended R&R 4 (Rev. dated 3/7/13)	3/7/13	Only the lower inside units are allowed to have no more than two (2) folding chairs on the porch areas to be stored in the alcove out of site when not in use.

SUNSET STREAM RECREATION ASSOCIATION, INC.

<p>SSRA Board of Directors ARC - Amendment to the ARC procedures for A/C units. (Rev. dated 2/14)</p>	<p>The service, repair and replacement of air conditioning units and line sets in Sunset Stream are the sole responsibility of the condominium owner. Line set replacements must be properly secured, enclosed in an appropriate raceway and painted to match the building. ARC forms are to be filed with the Sunset Stream ARC or an elected board member if the ARC Chair is unavailable. In the event of emergency replacements, the ARC form may be filed after replacement has occurred. ARC forms are available from the Spring Run web-site or APMS.</p>
<p>SSRA Board of Directors HVAC - Amendment to add inspection report for a/c units.  (Rev. dated 3/16)</p>	<p>All owners of Sunset Stream Recreation Association shall provide a yearly air conditioning maintenance report to include that the a/c system is free of leaks including but not limited to duct work, condenser, and drip pan: and that the condensate/drain lines are free of debris and obstructions and appropriately draining to their proper location. Further, that the proof of inspection must be filed with SCM office no later than November 30, 2016. This requirement will continue annually on November 30<sup>th</sup> of each subsequent year.</p>
<p>SSRA Board of Directors (Rev. dated 1/20)</p>	<p>Removed Sandcastle Community Mgmt and replaced with APMS (Advance Property Mgmt Services, Inc). Cleaned up document formatting</p>
<p>SSRA Board of Directors (Rev. dated 2/2021)</p>	<p>Removed Advanced Property Management Services, Inc. (APMS) and replaced with Resort Management (RM). Unit owners must provide proof of air conditioning maintenance twice a year. All Unit owners are responsible to turn their water off when they are not in residence. Fabric roll-down hurricane shades.</p>

