



SANCTUARY NEW RESIDENT CHECK LIST

Address: _____

Before a resident can receive any service from the Sanctuary at Bay Hill Condominium Association **the following will be required:**

- ✓ Owner's Name, mailing address, contact number and e-mail
- ✓ Owner's Lease Addendum (signed by owner and resident)
- ✓ Evidence of Insurance (interior/Owner's Insurance)
- ✓ Confirm Assessment's Fees are current
- ✓ No open violations
- ✓ Use Rules and Permission to Tow (signed by resident)
- ✓ Tenant's Name, contact number, and email
- ✓ Pet information, if applicable
- ✓ Management company info, if applicable
- ✓ Signed and dated lease or notarized statement from the owner authorizing the use of the unit
- ✓ Make, Model, tag and registration for all cars
- ✓ Copy of keys to unit

Prices:

Gate cards \$25 each (**nonrefundable**)

Gate remotes \$45 each (**nonrefundable**)

Check or money order accepted – No cash

Admin Fee Due at Registration before move in; \$100 Paid with Check # _____

NO STREET PARKING ALLOWED

- All vehicles must be in operable condition and must be displaying a current tag in the proper place on their license plate.
- You need to be parked in **YOUR** designated garage, driveway or in a parking space.
- Parking in the **STREET, GRASS** or where there are **YELLOW LINES** is **PROHIBITED** and your car can be **TOWED** at your expense.
- Your car should only be in a **SINGLE SPACE**, parking over the line into a second space can be cause for **towing**.
- **It is your responsibility to inform your guests/ visitors of these rules.**
- If you need additional parking for yourself or for your guest/ there is some **overflow parking** located on the back of the property next to the maintenance shop. Do not park on the drive or directly in front of the shop (on the concrete) or you can be towed. Do not **Double Park, Park past the Posts** or in the **GRASS** or **Landscaping** or you can be **TOWED**.
- Please do not make any **parking arrangements** with anyone on the staff other than **Lori or Ruth** in the office or **YOU CAN BE TOWED**.

**RULES, REGULATIONS AND PERMISSION TO TOW
AUTHORIZATION**

I have received a copy and have been informed to read the Rules and Regulations of the Sanctuary at Bay Hill. I have been informed that, if I have any questions regarding these Rules and Regulations given to me by the Association, I have been instructed to contact the office at 407-352-7623. I have been provided with a copy of the parking Rules and Regulations and further agree that if I break these Rules I can be towed with no warning at my expense, and it is my responsibility to inform all of my visiting guests of these Rules and Regulations pertaining to the community and for parking. I understand that from time to time the Board of Directors may change or amend these Rules as necessary to improve the operation of this community.

I, the undersigned, do hereby give my consent to tow my vehicle if it is in violation of the rules of this Association and due diligence has been rendered.

I further understand that if a violation results in fines or fees associated with noncompliance to any Rule Violation that all costs including to recover my vehicle are mine, and the association will not reimburse monetary losses or damages.

Tenant/Owner: _____
Print Name Date

Tenant/Owner: _____
Signature

Management: _____
Signature Date



**NO AIRBNB'S
PERMITTED ON PROPERTY**

I have read and understand that the Sanctuary at Bay Hill Condominiums does not allow any unit Owner or Tenant to run an Airbnb or anything similar to an Airbnb. By signing this form I agree that I will not operate my unit as an Airbnb or anything similar to an Airbnb.

Unit Address: _____

Tenant/ Owner Signature: _____ Date: _____

Print Name: _____

Management Signature: _____

AMENITIES RULES AND REGULATIONS

Tennis Court:

1. Use tennis court at your own risk.
2. **Closes at 10PM**
3. Proper foot wear.
4. No food, glass or alcoholic beverages.
5. No pets.
6. No bicycles, roller blades or skate boards.
7. Children under the age of 12 must be accompanied by an adult.
8. No Strollers.
9. Do not abuse the net or other equipment.
10. Pick up before exiting court.

We ask that the tennis court be used for what it is (a place to play tennis). This is not an area for small children or animals to run and play in a fenced-in area.

Pool:

1. **Open from dawn, closes at 10PM.**
2. No life guard on duty. Swim at your own risk.
3. No glass containers.
4. No food in pool or on deck.
5. Proper swimming attire required; No cutoffs, T-Backs or diapers.
6. No running, jumping or horseplay in pool area.
7. **Children under the age of 14 must be accompanied by an adult.**
8. **Guests must be accompanied by a resident.**
9. No bicycles, roller skates, or skateboards.
10. No pets allowed.
11. Pick up before exiting swimming pool.

Basketball Court:

1. Use at your own risk.
2. **Closes at 10PM**
3. Pick up before exiting basketball court.

Playgrounds:

1. Use at your own risk.
2. Report any misuse or issues with damaged playground equipment.
3. Pick up before exiting playground.

Fitness Center:

1. For Residents and their guests only.
2. **No one under age of 16 allowed on equipment.**
3. Wipe down and turn off equipment after use.
4. Keep TV volume at a reasonable level.
5. Report all faulty equipment to 407-352-7623.
6. If you are the last one to leave, please turn off TV.

Only one key issued to each property. **If key is lost there is a \$5 replacement fee.**

**I agree to the terms of the use of the Sanctuary at Bay Hill Amenities Rules and Regulations.
If I do not follow these rules it may result in loss of privilege to any of these amenities.**

Unit number: _____

Signature of Owner/Tenant: _____ Date: _____

Printed Owner/ Tenant: _____

Management Office Signature: _____ Date: _____

Tennis Court/Fitness Center Key: _____

Pool Armbands Issued: _____

The Tennis Court/ Fitness Center key and pool armbands should be returned to office before moving. Come to office to receive new Pool Armbands at the beginning of every year.



Access Control Technologies
1028 West Washington St. Orlando, FL 32805
(407) 422-8850 Fax: (407) 649-8352

Attn: SPS-Programming Department

Sentex Maintenance Information Form
ACT CAN NOT ACCEPT RESIDENT PHONE CALL REQUESTS

Date: _____

Full Property / Community name: Sanctuary at Bay Hill Condominium Association

Generating party contact name: Lori Coolidge

Generating party phone number: 407-352-7623

Homeowner's/Tenant's Name (NAME TO BE ENTERED ON DISPLAY)

Last Name, First Initial: _____

Address: _____

Phone Number including area code: _____

(Gate Remote Controllers, or Gate Card Serial Number(s) (5 Digits): _____

Is this a new home? Yes No

If not, is the previous owner to be removed? Yes No

Previous owner's name: _____

Previous owner's access code: _____

Previous owner's remote, laser label, or gate card numbers: _____

Please check this box if you **do not** want your name on the gate roster:

(Note: If you name is not on gate roster, unexpected visitors will not be able to gain access to community.)

Additional notes for SPS Maintenance or Autolock Schedule Requested

All entries received prior to 2:00 pm will be entered that day.
All others will be entered the next business morning.

RESIDENTIAL INFORMATION FORM

Email Address(es):

(1) _____

(2) _____

(3) _____

Vehicle(s):

Tag: _____ Make: _____ Model: _____

Tag: _____ Make: _____ Model: _____

Tag: _____ Make: _____ Model: _____

Address: _____

Name(s):

Phone Number:

Signature:

Gate Cards and Gate Remotes: List all Gate Devices. Numbers are located on the back of card and remotes.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Gate Code _____

PET REGISTRATION

Date: _____

Residents Name (s): _____ Unit #: _____

Unit owner/Tenant will provide the Sanctuary at Bay Hill with a **photograph** of pet and proof of vaccinations. Please complete one form per animal. Per the rules and regulations, the maximum weight is **50 pounds**, and **no aggressive** breeds are permitted. You are responsible to clean up after your pet. All pets when outside will be on a leash. Fines will be strictly imposed.

No Mix or variation of any of these breeds are permitted:

Akita	Alaskan Malamutes
Chow Chow	Doberman Pinschers
Pit Bull	Presa Canario
Rottweiler	Staffordshire Terrier
Wolf Hybrid	Bull Terrier
German Shepherd	Huskies

PET INFORMATION:

Name: _____

Species and Breed: _____

Weight (Lbs.): _____ Age: _____

Color of Pet: _____

Owner Signature: _____

Resident Signature: _____