

CB CONDO UNIT OCCUPANCY FORM for *SHORT-TERM RENTALS*

To be completed by Owner no later than the first working day after renter takes occupancy

Owner's Name: _____ Unit _____ Date Submitted: _____

Owner's Phone Number: _____ Email: _____

1. Name(s), address(es), *local* phone number(s) (or cell number) & email address of the renter(s):

2. Name, phone number and email address of the rental agent and agency, if applicable.

3. Number of persons expected to occupy the unit.

2 Bedroom unit (max 4) _____ 3 Bedroom unit (max 6) _____

4. Dates of the rental: From _____ to _____

5. A Copy of the Short Form of the Coakley Bay Rules and Regulations was provided in writing to the renters? _____ YES

6. I certify that the renter has received a copy of the attached Quick Summary of the Rules and Regulations, and that the renter is able and willing to abide by these Rules and Regulations.

I acknowledge that I am responsible for ensuring compliance regardless of whether the rental is handled personally or through a Rental Agent or Agency. I have posted a copy of the Tenant Rules and Regulations in my unit, have stocked recommended cleaning items and laundry detergents -- and have posted a list of these items in plain sight of the tenants.

I acknowledge that all matters pertaining to rentals shall be handled directly between the owner or the owner's agent and the renter. Neither the Manager nor any staff member shall become involved in any way as an intermediary between a renter and an owner or agent.

_____ I certify that the above is true and accurate.

Unit Owner or authorized Rental Agent (Check here or type "YES" to Certify)

Return This Form to:

Email to: office@coakleybay.com

Or send by fax to: (340) 773-1772

Questions? (340) 773-9600

2-Page "Quick Summary" of the Coakley Bay Condo Rules

For Guests, Renters & Owners

The "2-Page Quick Summary" of Coakley Bay Rules For Owners to Provide to Renters

Number of people occupying a unit can't exceed 4 persons in a 2-bedroom unit, and 6 persons in a 3-bedroom.

Noise levels The noise level from radios, stereos, TVs, parties, or whatever else you may do, must not be annoying or disturbing to your neighbors. No loud noise, loud music or other increased levels of noise or music is allowed during the "quiet time" which is defined as being between 9:00 p.m. to 7:30 a.m. on weekdays and 10 p.m. and 10:00 a.m. on weekends & holidays.

Protect our 2 separate water systems: 1) potable water which we use for cooking, drinking and washing, and 2) treated wastewater used to flush toilets and water plantings. They can't take any but the normal bathroom and kitchen wastes. *No chlorine bleaches, paint, solvents, rags, diapers, medications, cigarette butts, sanitary napkins and the like.* The microorganisms that purify the water simply cannot break some of these things down & **chlorine bleaches, will kill them outright.** Nothing other than body waste and toilet paper shall be put into the toilets. Use of kitchen disposals should be kept to a minimum. The garbage can should be used instead.

Galleries (Balconies) are not for the hanging things. Drying racks no more than 4 feet in height may be used, but clotheslines are prohibited. Only appropriate gas grills, furniture, plants and decorative items may be kept on the galleries. No wood or charcoal grills! **Walkways, stairways and entrances** can't be used for the storage of personal property, hanging of towels, etc.

Pool hours are 6:30-8:00 a.m. for *quiet* lap swimming, 8 a.m. to 8 p.m. otherwise -- no exceptions. Use of the pool area is available primarily for residents, their in-unit guests and employees. Non-residents may be invited to use the pool, however they must be accompanied by their host/hostess. The use of the Pool by unauthorized persons poses safety and security risks to all residents. Therefore, a key or code will be provided to each Owner for the use of the Owner, Renters, in-unit guests of an Owner or Renter, and--only when accompanied by them--outside guests of the Owner or Renter. There are to be no exceptions to this Rule. Non-swimmers must be accompanied by a swimmer. Children under 12 years of age must be accompanied by a responsible adult. Toddlers in diapers are not permitted in the pool. The operation of radios, tape decks and CD players is not permitted unless earphones are used. Masks, snorkels, and individual rafts are the only devices permitted in the pool. No running, throwing of balls or other objects, or boisterous play of any kind in the pool area. Glass containers of any kind are prohibited. Bicycles, skates, and skateboards are prohibited. Only proper bathing attire (bathing suits) is allowed in the pool.

Sweeping, watering plants or mopping? Sweepings should be picked up and disposed of inside your unit, not swept over the side where they could be blown onto someone else's gallery. Likewise plant watering. Trash should be bagged and put in metal containers by the drives. **Roofs are off-limits!** No one is permitted on the roof of any Coakley Bay building.

Vehicles in marked parking spaces only. The parking area adjacent to Building A is reserved for Buildings A, B, and C. Restaurant patrons and pool users should use the parking areas marked for the restaurant. If you have 2 vehicles, don't park both of them in the close-in spaces. If your vehicle is left at Coakley Bay while you are off-island, park away from the buildings. For emergencies the Manager shall be furnished with a set of keys--clearly tagged by the owner with the owner's name, and the make, style and license number of the vehicle.

Laundry facilities are provided in the basements of buildings A, E, G, H, J and M. These facilities are for the personal use of the residents of Coakley Bay and their guests only. The washing machines and dryers are token-operated; tokens are available at the Office.

Pets are not permitted in the restaurant or pool areas. Renters are not permitted to keep a pet of any kind. Owners may keep one pet having a mature weight of no more than 16 pounds, A pet cat or dog outside its unit must be on a leash & have a tag with the owner's name and unit. Droppings shall be picked up immediately, bagged and placed in a refuse can. Pet owners shall be liable for any damage that may be caused by their pets.

Mailboxes are assigned for each unit at Coakley Bay. Matters pertaining to the boxes and their keys shall be handled directly with the U.S. Postal Service. The Manager/ Staff are not permitted to handle the mailbox keys. Larger packages or items which need to be signed for will be accepted and held at the Office.

On the approach of a hurricane start early. All hurricane shutters must be closed, and all furniture, plants and other objects not firmly secured be cleared from galleries. Winds of hurricane force are capable turning any loose object into a dangerous or even lethal flying missile that could pose a threat to adjacent units. It is the responsibility of each unit owner to take such precautions as may be necessary to minimize the potential for hurricane damage. For 1 June through 30 November: for occupied units, on the approach of a hurricane, occupants are encouraged to "button up" as early as possible, and certainly no later than at such time as the winds have risen to 30 mph. For unoccupied units, all hurricane shutters shall be closed for the entire period, all entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects. For units unoccupied but under the care of someone on island each owner shall provide the Manager with the name & phone number of the person caring for the unit. When winds of hurricane force are predicted within 48 hours all hurricane shutters shall be closed and all entryways, and all galleries not enclosed by hurricane shutters shall be cleared of all furniture, plants and other objects.

Numbers to Know:

Coakley Bay Association	773.9600, 773.9624, 773.1772
Cultured Pelican Restaurant (Dennis)	773.3333
General Manager	719.3319, 513.2710, x 816
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Monique's Beauty Salon	778.5889
Police Ambulance & Fire (Direct)	911
Police Ambulance & Fire (From Cell Phone)	772.9111
Juan Luis Hospital (Poison Control)	778.6311
Innovative Phone & Cable (Business)	779.9999
Innovative Phone & Cable (Phone Repair)	912
Directory Assistance	913
Time	929
Innovative Power Net (DSL)	714.3700
WAPA (Water & Power)	773.2550

Doors Keys have to be provided to the Manager for entry into a unit when the owner is not readily available. It will occasionally become necessary, perhaps on short notice, to enter a particular unit to gain access to utilities, to stop flooding or for maintenance or repair of the exterior of a building. Therefore, the owner of each unit shall provide the Manager with two sets of entry keys.

Alterations to units must be approved by the General Manager. Forms are available. All work shall be done between the hours of 8:00 am -- 5:00 pm Monday through Friday--none on holidays.

Want storage? Submit a request in writing to the General Manager. You will be given information of the availability and requirements.

One generator per unit is authorized for emergency power during electric power outages. with a maximum noise level of 75 dB, and can be run only from 6:30 AM to 9:00 PM. One fuel container with a maximum capacity of 5 gallons is allowed within each unit, gallery included.

Employees are not permitted to perform any tasks for individual unit owners or renters during the employee's working hours. Questions or issues should be discussed with the Manager for appropriate action, not employees. Owners are permitted to engage Coakley Bay employees for private projects, provided arrangements for such projects are made directly with the employee and performed outside the employee's working hours. At Coakley Bay's discretion, work can be done in units for \$30.00 per hour, plus materials, and a 15% Administrative charge.

The complete, binding version of the Rules and Regs, the By-Laws, the Declarations and other useful information are at www.coakleybay.org -- this shortened list is for your quick reference