

Town Shores of Gulfport No. 202, Inc.

CHATHAM House

3018 59th Street South

Gulfport, FL 33707

GUEST DEFINITIONS AND RULES

Definitions

1. "Owner" is defined as a non-owner, who occupies a unit with the permission of the unit owner as a tenant, without paying remuneration to the unit owner. "Owner" shall be considered either singular or plural, as may be required.
2. "Guest is defined as a non-Owner who occupies the unit during the day/overnight with the permission of the unit Owner(s), without providing any form of remuneration to the unit Owner for 30 days per calendar year (does not have to be consecutive).
3. "Immediate Family" is defined as the parents, siblings, or children (and their respective spouses) of the unit Owner.
4. "Single Family" is defined as one or more persons, related by blood, marriage, or adoption, living together as a single housekeeping unit.
5. "Permanent Guest" is defined as an occupant, other than the Owner, who is not a lessee, but who resides with the Owner on a full-time basis after 30 days per calendar year (does not have to be consecutive).
6. "Association" is defined as the condominium association known as "Town Shores of Gulfport No. 202, Inc." (a/k/a Chatham House) and/or its Board of Directors, as applicable.
7. "Governing Documents" is defined as the Declaration of Condominium, By-Laws, and Articles of Incorporation, including amendments of the Chatham Building.

Unit Owner in Residence

1. When an Owner is in residence, any person may occupy the unit as a Guest at any time.
2. After 30 days of occupancy per year (does not have to be consecutive) a Guest will be considered to be a "Permanent Guest", and as such, will be required to submit an application for occupancy on the form to be provided by the Association, and will be subject to screening interview (including associated costs) and approval by the Association.

Unit Owner not in Residence

When an Owner is not in residence, Immediate Family of the Owner(s) may occupy the unit as a Guest, subject to the following requirements:

1. Immediate Family may occupy the unit in the absence of an Owner, but no individual under the age of 18 years may occupy the unit as a Guest unless accompanied by a parent or guardian.
2. If the Owner wishes to allow the use of their unit by an Immediate Family member Guest in the Owner's absence, the Owner must notify the Association, by completing the Guest Form and submitting said form to the Board of Directors. If form isn't available a written statement or email will be accepted but must include the following information:
 - the name(s) of the Guest(s),
 - dates of arrival and of departure,;
 - make, model, and tag number for any vehicle which will be parked on the premises.
 - any other information that the Board of Directors may reasonably require.

The Guest form or written communication must be received by the Board of Directors at least 24 hours prior to the occupancy.

3. Upon arrival, if an Owner is not in residence, the Guest(s) will be expected to check in with a Chatham BOD member and provide a letter of identification from the Owner. The Owner must provide keys and ID tags (Guest) to the unit. The Association nor BOD will NOT provide keys or access to the unit to the Guests of the Owner.

Procedural Requirements

1. Any Guest, including a Permanent Guest, but not including Immediate Family, who occupies the unit for more than 30 days per calendar year, when the Owner is not in residence, is deemed to be a 'tenant', whether or not any consideration is being exchanged for the use of the unit. This situation requires a lease for full one year, an interview (including fees) only if the rental threshold (7) has not been achieved. This situation means the owner has given up all use of the unit (along with use of all TS amenities) for the duration of the lease.

Remedies

Failure to provide notice to the Association and failure by a Guest to abide by the requirements of the Governing Documents, shall entitle the Association to evict such guest, or bring any other legal or equitable action against the owner to remove such Guests from the condominium property, and to recover from the owner and/or the Guest/tenant, jointly and severally, the Association's costs and reasonable attorney's fees incurred in connection with such eviction or other legal or equitable action, whether suit be brought or not, and/or to prohibit such guests from accessing the condominium property or utilizing , the unit or any of the recreational facilities. These remedies shall be cumulative and in addition to any other remedy the Association may have against the owner or the Guests.

CHATHAM HOUSE OF TOWN SHORES
GUEST INFORMATION SHEET - short term

30 day overnight limit per calendar year per unit, while owner not present.

Chatham Unit # _____ **Date** _____

GUEST Name(s) & Address

City _____
ST, zip _____
License Plate _____ ST

Contact Telephone # _____

Emergency contact information:

Name _____
Address _____
Phone _____

How long will you be here? From _____ (MM/DD/YYYY)
To _____ (MM/DD/YYYY)

By signing this form you are accepting responsibility for any damages the building might incur due to your negligence while in residence.

Guest(s) cannot bring pets or animals with them. Every owner is responsible for guests understanding all Chatham Rules and Regulations so as to avoid any infractions.

Maximum total stay for guest is thirty (30) days per calendar year. We hope your stay at the Chatham is an enjoyable one!

Signature _____

Date _____

CHATHAM HOUSE OF TOWN SHORES #202

To all our residents:

We have new forms that have to be filled out before you have guests in your condo while you are not there. This form is to assure the Board of Directors that the people occupying your condo have your permission to be there and how long they will be staying and what type of and license plate of the vehicle they have. The guest may not bring their pets or animals with them. The Board **MUST have this information before anyone arrives. This form can be emailed/given to any board member/dropped Chatham Office 4th Floor (right of elevator).**

We also have a new “Before Going Away” checklist. It has more detailed information on who will be checking your Condo while you are away. You **MUST designate someone on your behalf to check your condo monthly (at least) in case of water leaks, or any damage that may hurt some other condo. This form may be picked up from a Board Member before you leave for any length of time.**

Thank you for your cooperation in these two matters. The Board of Directors want to be sure our property is safe for those who are here permanently and those who are not.

TOWN SHORES OF GULFPORT #202, INC.

CHATHAM BUILDING UNIT PERMANENT GUEST APPLICATION

Has the current owner provided you a copy of the "Blue Book" ? Yes___ No___

Have you read the Blue Book? Yes ___ No___

Pets: The current Chatham Bylaws allow for one pet per unit twenty pounds or less.

Do you have a pet? What kind _____ Weight _____

Motor vehicles: The current Chatham declaration provides one dedicated parking space per unit. Guest spaces in Chatham Parking lot are reserved for guests.

Vehicle Information: Make _____ Model_____Year____Plate # _____ State_____

Application is hereby made for approval of the Board of Directors of the condominium as a permanent guest. I/We represent that the above information is true and consent to further inquiry concerning this information. I/We agree to abide by the Rules and Regulations provided during this interview. I/We understand that Chatham is an "Exempt" (Adult) community and that the units must be occupied by at least one person 55 years of age or older and that no children under the age of 18 are permitted to take up residency.

Applicants' printed name _____

Date:_____ Applicants' signature _____

Approval by the Association

Date approved: _____ Approved: _____

\$50 Application fee _____ Paid BOD Interviewer Printed Name and Signature

\$50 Background check _____ Paid

BOD Interviewer Printed Name and Signature

**Any individual staying in a unit for more than 30 days PER YEAR is considered
A Permanent Guest, see Amendment.**