

## TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM

### NOTTINGHAM HOUSE

#### New Buyer Under Contract Information

We want to be sure any interested buyer(s) understand(s) that a unit in the Nottingham cannot be owned by a corporation, a limited partnership, a limited liability company nor similar non-natural person(s); one owner is 55+ and a unit cannot be rented until at least 1 (one) year after the date of purchase.

Attached is the Adopted Budget, which includes the monthly COA fee for this unit. Our current milestone study and SIRS is on the Town Shores Nottingham website.

I have also attached a copy of our house rule regarding guests when an owner is not present, our contractor rules, and the current Master Association Rules & Regulations, which apply to all Master Association property within Town Shores.

Smoking is permitted in individual condos and private terraces but not anywhere on our common property. Pets are not permitted unless it is certified as an ESAA (Emotional Support Assistance Animal) or a DAA (Disability Assistance Animal), in which case we require the following:

- A request prepared by the owner and addressed to the Association via US Mail.
- Documentation verifying that the owner is disabled under the Fair Housing Act, describing the needed accommodation, and showing the relationship between the disability and the requested accommodation.
- Documentation of the above should come from a licensed medical professional, mental health provider, therapist or other person who can verify the disability and explain how an assistance animal is needed to overcome or deal with the disability.
- If the application indicates that the assistance animal is a DAA, we will request that the owner provide what task the animal is trained to perform for her/him.

All other information is addressed in our Blue Book and House Rules which can be downloaded at [www.townshorescommunity.com](http://www.townshorescommunity.com). The buyer(s) can log in using the following: email = [nott.secr@gmail.com](mailto:nott.secr@gmail.com) / password = Nottingham#216, and he/she is expected to review both the Blue Book and Green Book (and agree to abide by those rules) prior to our meet and greet.

I have also attached our forms which need to be completed and returned to me before we (David Goldman, President, and I) schedule a meet and greet with the potential buyer(s). The proof of age form requires a copy of at least one owner's driver's license. The voting certificate must be signed by all owners if the unit is being purchased jointly. We will complete and send the Resale Approval Form (needed at closing) after the interview.

Together with the above forms, we will need two checks, both made payable to Town Shores of Gulfport #216. One is the interview/administration fee (\$200); and the other is a move-in deposit (\$100), which will be returned or destroyed if no damage to common property has occurred.

I've also included an ACH form, which should be completed and returned with a voided check to Condominium Associations (address at the top right of the form) - **Do not return the form to me.**

Please let me know if you have any additional questions.

Ron Gregory, Nottingham Secretary

**Application for Sale, Gift, or Inheritance Approval**

1. At least one permanent occupant must be age 55 or older. Proof of age is required.
2. Children under the age of 21 are not permitted to be permanent residents.
3. Pets are **NOT** permitted.
4. Use of this unit is for single family residence only. Corporations, partnerships, companies, trusts, etc., are not permitted to lease, rent or purchase.
5. Commercial vehicles, trucks, motorcycles, boats, trailers, RV's etc. are not permitted. Pickup trucks must have a hard-top cover over the truck bed. Only one (1) assigned parking space per unit.
6. Unit Owner or representative must provide to applicant a copy of the Rules and Regulations (green book), Declaration of Condominium and By-Laws (blue book), owner ID tags and guest ID tags and keys. Applicant(s) agree to read and abide by these Rules and Regulations.

**\*\*\*\*Please attach the following:**

- Non-refundable interview/processing fee of \$200
- Make the check payable to Town Shores of Gulfport, No. 216, Inc.
- Copy of the Contract of Sale, gift or inheritance.
- Copy of each applicant's driver's license, state/government ID or passport.
- Copy of a termite inspection, done within 30 days prior to closing.

**PLEASE PRINT OR TYPE****Date:** \_\_\_\_\_**Unit:** \_\_\_\_\_

Purchaser or Inheritor Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Purchaser or Inheritor Name \_\_\_\_\_ Telephone: \_\_\_\_\_

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

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Unit Owner or Representative (Realtor) Name** \_\_\_\_\_

Address \_\_\_\_\_ Telephone: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email \_\_\_\_\_

**Other persons who will occupy the unit with you:**

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

Name \_\_\_\_\_ Age \_\_\_\_\_ Relationship \_\_\_\_\_

I hereby agree for myself and on behalf of all persons who may occupy this unit that I (we) will abide by all of the restrictions contained in the Declaration of Condominium and By-Laws, Rules and Regulations and future restrictions imposed by the Board of Directors. I understand that subleasing or occupancy of this unit in my absence is prohibited. I understand that one occupant of this unit must be 55 years of age or older, and that no resident may be under the age of 21. I understand that a late fee of \$25.00 will be imposed on any assessment if received past the 10<sup>th</sup> day of the month.

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date \_\_\_\_\_

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM**  
**NOTTINGHAM HOUSE**  
**3210 59<sup>th</sup> St South**  
**Gulfport, Fl 33707**

**REFERENCE INVESTIGATION FORM**

1. Have you ever owned or rented a unit in Town Shores of Gulfport? YES \_\_\_\_\_ NO \_\_\_\_\_

If yes, name of building \_\_\_\_\_

Owned \_\_\_\_\_ Rented \_\_\_\_\_

Most recent date owned and/or rented: From \_\_\_\_\_ To \_\_\_\_\_

2. Have you rented outside of Town Shores during the past 5 years? YES \_\_\_\_\_ NO \_\_\_\_\_

Landlord and/or Realty Name: \_\_\_\_\_

Landlord and Realty Telephone #: \_\_\_\_\_

Address of Residence \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date of Birth

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Date of Birth

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM**  
**NOTTINGHAM HOUSE**  
**3210 59<sup>th</sup> St South**  
**Gulfport, Fl 33707**

**NOTTINGHAM SALES INTERVIEW 55 AND OVER STATEMENT**

**We/I,**\_\_\_\_\_ understand that Town Shores of Gulfport #216, Inc. known as the Nottingham House is a 55 and over Association. We/I understand that at least one (1) person whose age is 55 and over must reside in this unit. Any violation of this rule will cause our Association to lose its current 55 and over status and will force the Association to begin eviction proceedings.

We/I also understand and have read all the Declaration/Articles of Incorporation/By-Laws/House Rules of the Association and the Master Association and agree to abide by all of them.

We/I understand that the Nottingham House has a 12-month ownership amendment requirement prior to renting out a unit and we/I hereby agree to abide by this amendment.

By signing below, we/I will abide by this, and other rules as set forth in our documents.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM**  
**NOTTINGHAM HOUSE**  
**3210 59<sup>th</sup> St South**  
**Gulfport, Fl 33707**

**PROOF OF AGE FORM**

To the owners/renters of Unit # \_\_\_\_\_

Our Declaration of Condominiums and By-Laws were amended to meet a requirement for an exemption from the Fair Housing Act of 1988. The exemption is needed to provide housing for older people.

One of the terms of the exemption requires eighty (80) percent of the units to have at least ONE permanent resident age 55 or older.

According to Kathleen Conghlin, at attorney for HUD, the Association must verify and keep records on file to prove that the age requirements for the exemption are being met on a continuing basis. The purpose of this document is to provide the proof.

1. \_\_\_\_\_ Place an X here if there is at least **ONE** permanent occupant in the unit age 55 or older.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of owner, leaser or renter)

2. \_\_\_\_\_ Place an X here if there is **NO** permanent occupant in the unit age 55 or older.

\_\_\_\_\_ Date: \_\_\_\_\_

(Signature of owner, leaser or renter)

If you have placed an X in item 1, please attach proof of age for qualifying occupants indicated by one of acceptable documents listed below.

Provide a COPY of ONE of the following:

Valid driver's license, birth certificate, passport, military ID, immigration card; any state, local national or international documents containing birth date.

**TOWN SHORES OF GULFPORT #216, INC. A CONDOMINIUM**

NOTTINGHAM HOUSE  
3210 59<sup>th</sup> St South  
Gulfport, Fl 33707

**OWNER UPDATE FORM**

**OWNER INFORMATION**

**UNIT #** \_\_\_\_\_

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

OWNER 1 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

OWNER 1 EMAIL: \_\_\_\_\_ OWNER 1 PHONE: \_\_\_\_\_

OWNER 2 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

OWNER 2 EMAIL: \_\_\_\_\_ OWNER 2 PHONE: \_\_\_\_\_

OWNER 3 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

OWNER 3 EMAIL: \_\_\_\_\_ OWNER 3 PHONE: \_\_\_\_\_

OWNER 4 NAME: \_\_\_\_\_ DOB: \_\_\_\_\_

OWNER 4 EMAIL: \_\_\_\_\_ OWNER 4 PHONE: \_\_\_\_\_

***Does the Building have a current key or code to enter your Unit?*** \_\_\_\_\_

***Is there Someone in the Building that has your key or code in the event of an Emergency?*** \_\_\_\_\_

***Name (Printed):*** \_\_\_\_\_ ***Unit #:*** \_\_\_\_\_

**MAILING ADDRESS (If applicable):**

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV: \_\_\_\_\_ ZIP/POSTAL: \_\_\_\_\_

**DATES THAT YOU ARE USUALLY AWAY FROM THE NOTTINGHAM**

***FROM:*** \_\_\_\_\_ ***TO:*** \_\_\_\_\_

**EMERGENCY CONTACT INFORMATION**

NAME: \_\_\_\_\_ RELATIONSHIP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE/PROV: \_\_\_\_\_ ZIP/POSTAL: \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Please return this completed form to the Nottingham Secretary. This form will remain on file and valid until the office is notified in writing of a change.



**Town Shores of Gulfport No. 216, Inc.**

**INSTRUCTIONS:**

Enter Unit  
Number Here



Choose Owner  
to be Voting  
Member Here



Date Document  
Here



**All Owners of  
the Unit Must  
Sign Here**



**STATE OF: FLORIDA**

**COUNTY OF: PINELLAS**

**This certifies that the undersigned are the record owners of a  
Majority present vested interest in Unit # \_\_\_\_\_  
at Town Shores of Gulfport No. 216, Inc.**

**We hereby designate \_\_\_\_\_  
as the voting member of the Town Shores of Gulfport No. 216,  
Inc. Annual Members' Meeting and he/she shall be the only  
person to represent all of the owners with the authority to  
cast binding votes or proxies on our behalf pursuant to the  
Bylaws of the Association.**

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

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**

\_\_\_\_\_  
**Signature of Owner**



## Voting Certificate Information

A voting certificate specifies who the voting member is for your unit **if your unit is owned by more than one person**. Please note the following information about voting certificates:

1. A voting certificate is for the purpose of establishing who is authorized to vote when unit is owned by **more than one person**.
2. A voting certificate is **not a proxy** and may not be used as such. Only an owner may be named as a voting member on a voting certificate, not a third party. 723.078(2)(b)2.a
3. A voting certificate must be signed by **all** the owners of the unit.
4. The following examples illustrate the proper use of a voting certificate.
  - a. Unit owned by John Jones. No voting certificate is required.
  - b. Unit owned by Tom Doe and his brother, Jim Doe. A voting certificate is required designating either Tome or Jim as the voting member. Both brothers must sign as owners.
  - c. Unit owned by Bill and Mary Rose, husband and wife. A voting certificate is required designating either Bill or Mary as the voting member. Both husband and wife need to sign as owners.
5. A *Voting Certificate* is enclosed for your use, if needed. If you are attending the meeting, you may bring the Voting Certificate with you. Otherwise, please return the new voting certificate to the Association Secretary before the Annual Members Meeting.
  - Mail to:  
Secretary, Board of Directors  
Nottingham  
Town Shores of Gulfport, No. 216, Inc  
3210 59<sup>th</sup> Street S  
Gulfport, FL 33707
  - Hand deliver to: Ron Gregory, Secretary, Nottingham Board of Directors
6. The person designated on this Certificate shall remain in effect for all future elections until a new Voting Certificate is received by the Association designating a new person.

# TOWN SHORES OF GULFPORT #216, INC A CONDOMINIUM

## CONSENT TO ELECTRONIC COMMUNICATIONS

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

UNIT # \_\_\_\_\_

Pursuant to Florida Statute Section 718.111(12). unit owners must consent in writing to receive electronic transmission from the Nottingham House. Please fill out, sign and promptly return this form to the Nottingham Secretary.

\_\_\_\_ **I/We Give permission** for the Nottingham House to provide all notices, including but not limited to meeting notices, assessment invoices, enforcement notices, late notices, and any other notices furnished by the condominium whether or not pursuant to the Condominium Act or applicable law received via:

Owner 1: EMAIL \_\_\_\_\_ Text Message \_\_\_\_\_ Do Not Give Permission \_\_\_\_\_

Owner 2: EMAIL \_\_\_\_\_ Text Message \_\_\_\_\_ Do Not Give Permission \_\_\_\_\_

Owner 3: EMAIL \_\_\_\_\_ Text Message \_\_\_\_\_ Do Not Give Permission \_\_\_\_\_

Owner 4: EMAIL \_\_\_\_\_ Text Message \_\_\_\_\_ Do Not Give Permission \_\_\_\_\_

Owner 1 Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner 2 Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner 3 Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner 4 Name (Print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this completed form to the Nottingham Secretary. This form will remain on file and valid until the Secretary is notified in writing of a change.

TOWN SHORES OF GULFPORT, #216, INC. A CONDOMINIUM  
NOTTINGHAM HOUSE  
6075 SHORE BLVD S  
GULFPORT, FL 33707

**Synopsis of Rules and Regulations – Owners**

The following is a condensed version of the Rules and Regulations of the Nottingham Declaration of Condo/Bylaws (Blue Book) and/or the House Rules (Green Book) to which Owners have agreed to follow by signing their purchase contracts. It is required that Owners abide by them and advise their RENTER(s) and/or Guest(s) that they, too, must respect these rules. This condensation does not include all the responsibilities of ownership, as it is intended only to outline certain regulations.

1. The owner is responsible for all maintenance and repair of the unit interior. The owner will not change the exterior of the building. No structural changes or alterations shall be made in any unit, including, but not limited to, any which would result in an increase in the number of rooms. Only licensed and insured contractors may make any plumbing or electrical installations and/or repairs. All flooring coverings from the second through sixth floor must be installed over a sound absorbing element consistent with the type of floor covering being installed.
2. The owner may not lease or rent the unit during the first year of ownership. Units may be rented only once in any 12-month period. The minimum rental/lease term is six (6) months and one (1) day. A copy of the lease/rent contract must be provided to the Board.
3. The owner will advise the Board of Directors, in writing, the names and addresses of any person to whom they intend to lease the unit.
4. All rentals/lease must be approved in writing by the Board. The Board may require a standard rental/lease form be used. No subletting of a unit is permitted. No guests or visitors are permitted in a rented/leased unit during the absence of the renter/lessee.
5. Owners and Renters are not permitted to have children less than 21 years of age as permanent residents. No more than two (2) people in one-bedroom units or more than four (4) people in two bedroom units.
6. Parking shall be limited to standard size non-commercial vehicles, to include automobiles, and sport pick-up trucks as specified in: O.R. 4180 pg. 1831-revised 11/28/05 and recorded 14763-1046. If you have two vehicles, a second space can be rented for \$15 per month. No car washing permitted in any parking area. Please instruct guests where to park. Do not leave unattended or running vehicles at the entrance. The 15-minute parking space near the entrance is for loading and unloading vehicles.
7. Appropriate street apparel must be worn when outside the unit. Footwear must always be worn when outside the unit, except in the pool area. Men, women, and children must wear shirts or beach cover-ups when going to and from the pool area. Pool rules are posted at the pools.

8. ID tags are to be in your possession when in the recreational areas, and at the Clubhouse. Red tags for residents, yellow tags for guests. Extra guest tags may be purchased at the Town Shores Office at the Clubhouse.
9. NO PETS ALLOWED.
10. Laundry rooms are on the 2<sup>nd</sup> and 5<sup>th</sup> floors. Use only two washers at a time. Use only one dryer at a time unless no one else is washing at that time. \$1.00 per washer, \$.25 per dryer (24 minutes).
  - a. No laundry of clothing may be hung on building railings or be visible from outside.
11. Dispose of trash, properly wrapped, in containers in the Trash Room on the 1<sup>st</sup> floor. Perishable food items should be disposed in the garbage disposal, or double wrapped to prevent leakage. Containers are provided for the recycling of newspapers, plastic, and aluminum cans. Glass is not recycled. Cardboard boxes should be broken down and flattened. Trash pick-up days are Monday, Wednesday, and Friday.
12. No disturbing, nuisance, or injurious use of a unit. Unit may not be used for any business activity.
13. Elevator padding must be used when moving furniture or large articles. Contact Nottingham Board members to request installation of padding/protection. Only hold the elevator door open by using the open-door button <>. Do not block the door open or the elevator may shut down. Child guests should not play with the elevator nor run along the walkways. When moving in, new residents are required to place a \$100 (refundable) damage deposit with the Board.
14. Do not turn off the AC power in the unit. Turning off the electricity will trip the fire alarm system. The owner will be charged for the service call to re-set the system.
15. In case of fire in your unit, call 911 and pull the nearest Fire Alarm box.
16. Please provide the Board Secretary with your phone number and emergency contact information.
17. Florida statute allows access to your unit by the Board of Directors for emergency purposes. Please provide a key to your unit to the Board of Directors.

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Signature(s) of Owners

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Date

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Printed Name(s) of Owners

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For Nottingham Board

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Date

## **Town Shores of Gulfport, No. 216, Inc. A Condominium -- Nottingham**

### **FREQUENTLY ASKED QUESTIONS**

**Q. What are my voting rights in the condominium association?**

**A. Each unit is entitled to one (1) vote.**

**Q. What restrictions exist in the condominium documents on my right to use my unit?**

**A. See Blue Book O.R. 4180 Pg. 1870 Article X House Rules: O.R. 5474 Pg. 1624 O.R. 5699 Pg. (1758-1760); O.R. 7794 Pg. 999; No Pets.**

**Q. What restrictions exist in the condominium documents on leasing my unit?**

**A. See Blue Book O.R. Pg. (1829-1830) Rental or Lease; O.R. 6474 Pg. 1624 #6; [4180 Pg. 1869 O.R. 5699 Pg. 1765 & O.R. 6421 Pg. 1054 Additional House Rules.]**

**Q. How much is my assessment to the condominium association for my type of unit, and when is it due?**

**A. The fee is due on the 1<sup>st</sup> of each month and is based on square footage as listed in the table below.**

<b>2025 HOA FEES</b>		
<b>Unit</b>	<b>No Carport</b>	<b>With Carport</b>
<b>4, 5, 10, 11, 12</b>	<b>\$651</b>	<b>\$657</b>
<b>6, 7, 8, 9</b>	<b>\$682</b>	<b>\$688</b>
<b>1</b>	<b>\$745</b>	<b>\$751</b>
<b>2, 3, 14, 15</b>	<b>\$760</b>	<b>\$766</b>

**Q. Do I have to be a member of other associations? If so, what is the name of the association and what are my voting rights in this association? How much are my assessments?**

**A. Each unit at Town Shores has a 1/1327 share in the Town Shores Master Association, Inc. Each association is considered the membership and appoints two-unit owners as their delegates to the Master Association Board of Directors. The assessment fees for the Master Association are included in your monthly building association assessments.**

**Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?**

**A. Other than the Master Association assessments listed in the previous questions, excluding Dock Slip rental, and Kayak storage fees by Town Shores Master Association.**

**Q. Is the condominium association or mandatory membership association involved in any court cases in which it may face liability of more than \$100,000?**

**A. None.**

**Note: The statements contained herein are only summary in nature. A prospective purchaser should refer to all references, exhibits hereto, the sales contract, and the condominium documents.**