

Leasing Guidelines

The following items are required by a homeowner leasing their unit.

___ **Lease Data Sheet.**

___ **\$100 NON-REFUNDABLE lease administration fee made payable to "Villa San Marco Condominiums"**

___ Verification that a copy of the Association's Rules and Regulations, Parking and Vehicle Rules and Regulations has been provided to the Tenants, read by the Tenants, and the Tenants agree to abide by all rules and regulations must be submitted. **(Rules and Regulations Verification)**

Owner should perform necessary due diligence in conducting criminal background and credit check of the prospective Tenant

[Villa San Marco Condominiums](#)
[100 Villa Club Dr](#)
[St. Augustine, FL 32086](#)
[villasanmarco100@gmail.com](#)

Villa San Marco Condominium Association, Inc

REGISTRATION FORM

Unit #: _____ Fee: \$100.00 Check No: _____ Date: _____

Strictly enforced: RENTERS OR LESSEES MUST PRESENT VEHICLE INFORMATION

Owner Information

Name: _____

Mailing Address: _____

Contact Telephone: _____ (Home/Mobile) _____ (Email)

Rental Property Management Company (if applicable)

Manager Name: _____ Agency: _____

Address: _____

Contact Telephone: _____ (Office) _____ (Mobile) _____ (Email)

Lessee(s)

1. Name: _____

Address: _____

Contact Telephone: _____ (Home/Mobile) _____ (Email)

2. Name: _____

Address: _____

Contact Telephone: _____ (Home/Mobile) _____ (Email)

Household Information* - Maximum allowed is 2 persons per bedroom

Number of Adults: _____ Number of Children: _____

Vehicle Information – List all that will be parked on the property.**

Vehicle 1

Make/Model: _____ Color/Tag Number: _____ Office Use Only: Decal # _____

Vehicle 2

Make/Model: _____ Color/Tag Number: _____ Office Use Only: Decal # _____

Attach additional sheet if needed for any of the above.

A copy of the signed lease and any supporting documents are attached hereto.

Lessor Signature: _____ Print: _____ Date: _____

Lessor Signature: _____ Print: _____ Date: _____

Villa San Marco Condominium Association, Inc.

Rules and Regulations Verification

Address of leased property: _____

I/We, with our signatures acknowledge that we have received, read, and understood the:

Villa San Marco Rules and Regulations

Villa San Marco Registration Form

I/We, as tenants and residents, agree to abide by and be bound by these Rules and Regulations.

Tenant Signature: _____ Date: _____

Tenant Signature: _____ Date: _____

Owner/Landlord: _____ Date: _____



CONDENSED RULES AND REGULATIONS

Dear Owner and Resident:

We all share a common need to maintain a pleasant and friendly place to live here at *Villa San Marco*. The following pages contain a condensed version of those rules that should be helpful in making our community a place that all residents can call home. *Villa San Marco's Declaration of Condominium, By-laws, and Regulations* are the source for this list. However, not all of the rules are included here, only those we think will be most useful to you and your neighbors.

I. CONDO LIVING RULES

As residents you are expected to exercise appropriate restraint, moderation, tolerance, and consideration in your conduct and living habits since they may affect your neighbors. Likewise, you should expect reciprocal consideration from your neighbors. Therefore, please observe the well-known Golden Rule: that is, be as considerate to your neighbors as you would like them to be to you.

1. USE OF UNIT

- a. **Rubbish, Trash, and Garbage:** Rubbish and trash is to be put in sealed bags and placed in the trash compactor. **Garbage**, because it spoils and attracts bugs, is also to be put in bags that are sealed; but then it must be taken immediately to the dumpster and put into it. (**Board resolution:** Residents who violate the above provisions shall incur a "trash removal administrative" charge of up to \$1000.. The owner will be notified of the charge and it will be posted to the unit's books as an additional amount owed.) This includes items left on the ground anywhere near the compactor.

II. PETS

- a. **Limit:** The Board's limit is 2 pets per unit. However, some owners do not allow pets so check with the owner.
- b. **Leashing:** While out of the unit, pets must be on a leash at all times and under the control of a responsible person. Residents who violate the above provisions shall incur a "pet violation" charge of \$100 for each occurrence. The owner will be notified of the charge and it will be posted to the unit's books as an additional amount owed.)
- c. **Poop:** The pet's owner or the person responsible for the pet while outside the unit must immediately pick up any of the animal's feces and deposit it in the waste stations located throughout the property. Residents who violate the above provisions shall incur a "pet violation" charge of \$100 for each occurrence. The owner will be notified of the charge and it will be posted to the unit's books as an additional amount owed.)
- d. **Noise:** While in the community, whether in the unit or outside, the owner is responsible to control the length and loudness of his/her dog's barking so that it does not become a disruptive nuisance to the other residents.
- e. **Breed:** No potbellied pigs, snakes, pit bulldogs, Rottweiler, or Doberman Pinschers may be brought onto the property or kept in a unit at any time.



Villa San Marco Condominium Association

100 Villa Club Drive, St Augustine, FL 32084

904-342-7466 – Office

IV. COMMON AREAS

These areas include the amenities and grounds available to residents and their guests.

1. POOL AREA (Capacity 26 people)

- a. **Hours open:** from Dawn to Dusk
- b. **Who can use the pool:** Residents and no more than two (2) guests
- c. **Guests** must be accompanied by their resident "sponsor" at all times.
- d. **No alcohol, food, drinks, or glass of any kind is permitted at the pool.**
- e. **No running, rough play and NO DIVING** is permitted in the pool area.
- f. **No lifeguard will be on duty** therefore all persons swim at their own risk. **It is strongly recommended that no one use the pool alone.**
- g. **Infants and toddlers** wearing diapers must also wear a swim diaper when in the pool.
- h. **Children under age of 18** must be accompanied and supervised by a responsible adult at all time while at the pool.
- i. **Tubes, floats,** and other similar pool toys are permitted in the pool, BUT they must not interfere with other persons using the pool at the same time. If the pool is crowded, they must be removed.
- j. **Those listening to radios or other media players** in the pool area must not interfere with other persons using the pool at the same time.
- k. **No smoking** is allowed within the pool enclosed area.

4. VEHICLES/PARKING

- a. **Parking spaces:** There are 237 unassigned parking spaces. Owners, tenants, guests, and others having business with the Association or residents may park in any unassigned, available space. Only vehicles showing the handicapped cards can use the designated handicapped parking spaces.
- b. **Other vehicles:** Disabled or "stored" vehicles, as well as boats, trailers, and RVs are not permitted on the property. No commercial vehicles are to be parked overnight without written consent of the Board of Directors.
- c. **Spaces in front of garage doors:** Only the residents assigned to that garage may park in front of its door. Other vehicles parking there are subject to towing, at the owner's expense.
- d. **Vehicle maintenance:** Vehicle maintenance or repair is not permitted on the property. Vehicles may be washed, but only at the wash station next to the maintenance garage.
- e. **No parking is permitted** on lawn areas or along curbs painted yellow. Parking tickets (may carry a \$100 fine) will be issued for the following violations (or towing) may occur: parking in prohibited space, using 2 spaces for one vehicle, parking in front of another person's garage, double parking behind another vehicle, inoperable vehicles left unattended for 2 or more days, or with flats tires or oil leaks, or invalid or expired license tags.

HELPFUL INFORMATION



Villa San Marco Condominium Association

100 Villa Club Drive, St Augustine, FL 32084

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For all non-emergency situations that may occur, such as: Suspicious activity on property; sound of gun shots; trespassers', etc. Please first contact the St Johns County non-emergency hotline at 904-824-8304 then call the office at 904-342-7466

If you would like to contact the county regarding feral cats and it is after office hours, you can put a complaint in online at <http://www.sjcfcl.us/CodeEnforcement/PRIDE.aspx>.

To dispose of large items that are not intended to go in the compactor, please bring those items to one of the following addresses

Tillman Ridge

Transfer Station

3005 Allen Nease Rd

Elkton, FL. 32033 ([Map](#))

Stratton Rd

Transfer Station

250 N. Stratton Rd

St. Augustine, FL. 32095 ([Map](#))

Transfer Station Hours

Monday – Friday: 7 a.m. – 6 p.m. |

Saturday: 7 a.m. – 1 p.m.

Closed: Sundays, Thanksgiving, Christmas,
and New Year's Day Holidays