

APPLICATION FOR OCCUPANCY
WITH CURRENT OWNER OR LEASE HOLDER
HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC.

ATTENTION: INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

INSTRUCTIONS:

- This application and the attached application for occupancy and authorization forms must be completed in detail by each proposed occupant and/or lessee. All Individual persons over the age of 18 that will occupy the unit must pay a separate fee for background screening and complete the application as an applicant providing all additional documents. (Please note there is a place for up to 2 applicants per packet, please make necessary copies prior to completion)
- The Association has 30 days to complete its processing from the date of receipt the fully completed application, all fees and any supplemental information required. If a question is not answered adequately or left blank, this application may be returned, not processed, and not approved.
- All past due maintenance fees and assessments must be paid up to date prior to processing of this application.
- **ADDITIONAL DOCUMENTS REQUIRED:** PLEASE SUBMIT WITH YOUR APPLICATION THE FOLLOWING DOCUMENTS REQUIRED BY THE ASSOCIATION FOR EACH APPLICANT 18 YEARS OF AGE OR OLDER:
 - A letter of acknowledgement from the current unit owner signed and dated which indicates that they are aware of the occupancy, how long the occupancy will be for, and for what purpose the occupants are residing.
 - A legible copy of the valid Drivers' License and Social Security Card for all applicants along with copies of all vehicle registrations parked on the property. Parking tags must be displayed in the vehicle rearview mirror or is subject to towing.
- ****Any applicants, who are members of the Armed Forces, Reserves, or Florida or National Guard, please provide proof via current photo identification****

****FEES REQUIRED: **WE ACCEPT CHECKS, MONEY ORDERS APPLICATION FEES****

1. \$150.00 non-refundable screening fee must be attached to this application made payable to Harbor's Edge Condominium Association Inc. per applicant 18 years of age or older to be screened.

Please submit this application on a one-sided, letter-sized paper or you can email the package to:

secretary@clqcondo.com

or mail it to:

Harbor's Edge Condominium Association

2870 NE 14 Street CSWY, Pompano Beach, FL 33062

or you can drop it off:

Association **YELLOW MAILBOX** Located at in the lobby area:

2870 NE 14 Street CSWY, Pompano Beach, FL 33062

OCCUPANCY RESTRICTIONS:

1. Minimum Lease/Occupancy period is per Declarations and Bylaws of the Association.
2. No more than one (1) Lease in a twelve (12) months period is permitted. All renewals of annual leases are subject to re-approval by the Board of Directors 60 days before effective date.
3. Leases are not permitted during the first twelve (12) months of ownership.
4. All units shall be used for residential purposes only. Rental occupancy is limited to four persons in a two bedroom unit and two persons in a single bedroom unit.
5. No commercial vehicles, boats, trailers, or campers are allowed to be parked on the Condominium premises. Refer to the Declaration and Bylaws and Rules and Regulations for other conditions that may apply.

MUST PRINT OR TYPE ALL THE INFORMATION ON THIS FORM

(Answer all questions. If all questions are not answered (or N/A is listed where information is not provided), the application will be rejected, and new fees will be required to resubmit as mentioned above.)

MOVE-IN DATE: _____

Property Address _____

Current Owner's Name _____ Tel. No. _____

Current Owner's Email: _____

NAME OF OCCUPANT(S):

1- Last Name, First Name: _____

Email Address: _____

2- Last Name, First Name: _____

Email Address: _____

ACKNOWLEDGMENT:

Have you ever had an eviction filed against you?

Applicant: YES: ___ NO:

Applicant 2: YES: NO:

Have you ever left owing money to any owner or landlord?

Applicant: YES: ___ NO:

Applicant 2: YES: NO:

Have you applied for residency anywhere in the past two (2) years, but did not move in?

Applicant: YES: ___ NO

Applicant 2: YES: NO:

Have you ever had adjudication withheld or been convicted of a crime:

Applicant: YES: ___ NO: _____

Applicant 2: YES: ___ NO:

Are you an active member of the armed forces, a reservist, or member of the Florida or National Guard? Applicant:

YES: _ NO: ___ Applicant 2: YES: _____ NO:

AGREEMENT:

1. In making this foregoing application, I represent to the Board of Directors that the purpose of the occupancy of a Unit in HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. is as follows:

Permanent _____ Seasonal Residence _____ Other _____

2. I hereby agree for myself and on behalf of all persons who may use the unit which I seek to occupy that I will abide by all of the restrictions contained in the By-Laws, Rules and Regulations, Association Documents and restrictions which are or may in the future be imposed by the HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC.

3. I have received a copy of all Rules & Regulations and are attached in this document.

4. I understand that the acceptance for occupancy of a unit at HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. is conditioned upon the truth and accuracy of this application and upon the approval of the Board of Directors. Any Misrepresentation or falsification of any information on these forms will result in the automatic disqualification of your application. Occupancy prior to Board of Directors approval is prohibited.

5. I understand that the Board of Directors of HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. will request an investigation of my background. Accordingly, I authorize the Board of Directors, Management and Screening Company, to make such investigation, and agree that the information contained in this and the attached application may be used in such investigation, and that the Board of Directors, Officers and Management of HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. itself shall be held harmless from any action or claim by me in connection with the use of the information contained herein or any investigation conducted by the Board of Directors.

In making the foregoing application I am aware that the decision of HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. will be final and no reason may be given for any action taken by the Board of Directors. I agree to be governed by the determination of the Board of Directors.

If this application is not legible or is not completely filled out, The Association or Management Company will not be liable or responsible for any inaccurate information in the investigation and related report (to the Association) caused by such omissions or illegibility. By signing, the applicant recognizes that the Association and the Management Company will investigate the information supplied by the applicant, and a full disclosure of pertinent facts will be made to the Association. The Association, the Management Company, and any parties or party considering renting to the above named applicant(s) will not be liable or responsible for inaccurate information gathered, in the background report, or any other report in regards to this application. It is also agreed that if for any reason the application is rejected, the Management Company, or any other parties will not be held responsible. If applicant brings any parties to court, applicant will be held fully responsible for all attorneys' fees.

I HEREBY CERTIFY THAT I HAVE RECEIVED AND READ THE RULES & REGULATIONS OF HARBOR'S EDGE CONDOMINIUM ASSOCIATION, INC. AND I AGREE TO ABIDE BY THE RULES & REGULATIONS, THE DECLARATION AND THE BY-LAWS OF THE ASSOCIATION.

APPLICANT'S SIGNATURE DATE:

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International Applicants Only

In addition to your completed application you must also provide the additional documents listed below;

- Copy of Passport for all applicants over the age of 18,
- Copy of Visa for all applicants over the age of 18.
- Copy of 3 most recent Bank Statements
- Copy of 1 month of Pay Stubs

Harbor's Edge

CONDOMINIUM ASSOCIATION OF POMPANO BEACH, INC.

WELCOME TO HARBOR'S EDGE

May 29, 2025

RULES AND REGULATIONS

These Rules and Regulations have been adopted by the Board of Directors in accordance with the Association's Declaration and Bylaws to support a safe, respectful, and cohesive living environment. They are intended to complement the Association's governing documents and relevant municipal codes. All residents, owners, and guests are required to adhere to these rules. For a comprehensive understanding of all applicable policies, Co-Owners and Residents are encouraged to review the Association's full Declaration and Bylaws.

If you have any inquiry or maintenance need, contact the Association Call Center. They will evaluate your call and route it to the proper individual or service department. Do not call maintenance directly. If you are renting a unit, contact your landlord for resolution, not the association.

Neighbor Disputes and Personal Safety

The Association encourages all unit owners and residents to address any concerns or disputes with neighbors in a constructive, respectful, and professional manner. While individuals may have differing viewpoints, the right to "agree to disagree" must always be exercised with civility. Should a disagreement remain unresolved, residents are advised to pursue resolution through the appropriate legal channels.

If at any time a resident feels threatened—whether physically, emotionally, or in any other form—they are strongly encouraged to contact local law enforcement. The Broward County Sheriff's Office (BSO) can be reached at (954) 786-4200. In the event of an emergency, dial 911. Law enforcement personnel are best equipped to assist in matters involving personal safety and can provide appropriate protection and legal guidance. Always request a police report for documentation purposes.

The Board of Director, 2025-2026

Chris Dimitriyadi, President: president@clqcondo.com

Roger Bassett, Vice President: vp@clqcondo.com

Haley Baleotis, Secretary: secretary@clqcondo.com

Patricia Brunig, Treasurer: treasurer@clqcondo.com

Jean Sylvestro, Director: director1@clqcondo.com

Angela Radmer, Director: director2@clqcondo.com

Letty Bondurant, Director: director3@clqcondo.com

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1.0 RESIDENCES

- All new residents must undergo a background check, complete an interview, and **receive written approval** from the Board **prior to occupancy**.
- Lessees must submit a refundable common area damage deposit equal to one month's rent.
- A minimum credit score of **700** is required for all applicants.
- Owners must provide prior written notice to the Board before permitting guests in unoccupied units.
- Guests staying over 30 days will be treated as residents and must be screened.
- Units are for residential use only.
- Maximum occupancy: four (4) people in two-bedroom units and two (2) people in one-bedroom units.
- Subleasing is strictly prohibited.
- Only approved owners or lessees may occupy the unit.
- Leasing is not permitted within the first year of ownership.
- **Refer to the Declaration – Bylaws for complete regulations that may apply.**

2.0 MOVING IN/OUT

- Moving is allowed Monday through Friday, from 8:00 AM to 4:00 PM, Saturdays 9:00 AM – 4:00PM. Moves are not permitted on Sundays or National Holidays.
- One-time moving-in fee of \$250 for leasing tenants, payable to: Harbor's Edge Condominium Association Inc., with a Bank Cashier's Check or Money Order; buyers pay the fee through clqcondo.condocerts.com when the Estoppel letter is issued by the association.
- Residents must notify the Secretary of the Board at least 72 hours in advance of any move to ensure elevator padding is installed.
- Due to elevator size, **large furniture must be moved using stairwells only, NO EXCEPTION. No furniture should be forced in the elevator or allowed to rest on elevator inner surface.**
- All boxes must be flattened and placed beside the dumpster. Do not place boxes inside dumpsters. Fines will apply for overfilling.
- **Refer to the Declaration – Bylaws for complete regulations that may apply.**

3.0 CONSTRUCTION AND REMODELING

- Submit ARC application, permits, and contractor documentation before work begins. ARC application are available at www.clqcondo.com. Submit the completed application via pdf to secretary@clqcondo.com.
- Only licensed and insured contractors may perform the contracted work.
- Work allowed Monday–Friday, 8:00 AM - 4:00 PM, Saturday 9:00AM – 4:00PM, No Sundays or holidays.
- Debris must be removed daily. Association D
- dumpsters may not be used for construction debris.
- Walkways, catwalks must remain unobstructed; protect elevators floors and walls when used.
- Post-inspections may result in charges at \$150/hour for required cleaning, plus cost of repair of damage(s). These cost's will be charged to the Unit Owner.
- Refer to the Declarations – Bylaws for complete regulations that may apply including section: D

4.0 PARKING

- Use assigned spaces or guest spots. Reverse parking is permitted.
- Vehicle must display association-issued parking tags or risk being towed. The fee for replacement of lost association-issued parking tags is \$250.00 per tag.
- Only assigned spots are guaranteed. No commercial vehicles, trailers, or boats allowed.
- Vehicles must be operational, registered, and free of signage.
- If the vehicle is covered, the cover must be in good condition with visible license plates and tags.
- No recreational equipment is allowed in parking areas or catwalks.
- Refer to the Declarations – Bylaws for complete regulations that may apply including section: L

5.0 PETS

- Up to three pets allowed: one dog (≤ 35 lbs.) and two cats.
- No pets allowed for guests or visitors.
- Grandfathered units may not replace pets once deceased.
- A one-time fee of \$500 per dog and/or \$100 per cat is required, along with a signed pet agreement. If you already have a dog or cat as of May 29, 2025, your pet is grandfathered in—but any new or replacement pets will not be.
- Dogs must be leashed (6 ft max), not left unattended or tethered.
- Dogs are prohibited in common areas. Pet waste must be cleaned immediately.
- Elevator use: small dogs carried; large dogs remain behind owner.
- Dogs may relieve themselves only in designated areas.
- ESA/service animals require prior Board approval along with Board approved documentation.
- Refer to the Declarations – Bylaws for complete regulations that may apply including section: D

6.0 CAR WASH AREA

- Residents may wash vehicles in designated area from 8:00 AM to 8:00 PM.
- Clean up after using the area and be courteous to others.

7.0 BICYCLES AND MOTORBIKES

- No riding on sidewalks, walkways, dock, pool deck, or lawns.
- No storage on stairwell path areas, walkways & catwalk of 70" width or less.
- Only one registered Gas-Powered scooter/motorbike allowed per unit.
- Gas-Powered scooter/motorbike not allowed storage on balconies or patios, walkways or catwalks.
- Vehicles must be maintained and parked in designated areas.
- Skateboards, rollerblades, scooters not permitted in common areas.
- Refer to the Declarations – Bylaws for complete regulations that may apply including section: R

8.0 COMMON AREA MAINTENANCE

- Association maintains uniformity and cleanliness of common areas.
- No external antennas or modifications without Board approval.
- Do not place items in catwalks or stairwells unless otherwise indicated.
- No signage or littering in common areas.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

9.0 ELEVATORS

- Use elevators responsibly. Do not press unnecessary floors.
- Access via Medco key, MyQ access code, phone application.
- Be dry and wear clean footwear when entering from pool area.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

10.0 NOISE

- Quiet hours are:
 - Monday – Friday mornings: Quiet hours are from 10:00 PM to 7:00 AM
 - Friday & Saturday nights: Quiet hours are from 11:00 PM to Sunday 9:00 AM
 - Sunday night: Quiet hours are from 10:00 PM to Monday 7:00 AM
- Avoid loud music, TVs, or conversations.
- Minimize noise from barking dogs by moving your dog away from your unit entrance door so they are not barking at passersby on the catwalk even when the door is closed. Avoid moving furniture or wearing hard footwear.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

11.0 TRASH DISPOSAL

- Trash rooms open 8:00 AM – 10:00 PM.
- All trash must be bagged and tied. Break down boxes.
- Do not leave trash in hallways or chute rooms.
- Bulk items must be disposed of off-site. Violators may be fined.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

12.0 LAUNDRY ROOMS

- Open 24/7 for residents and their guests.
- No overloading or washing large household items.
- Clean lint traps and machines after use.
- Use CSC mobile app or per instructions on washing machine.
- No Washing Dogs or other pets in the laundry room sink.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

13.0 WINDOWS AND DOORS

- Only white-backed professional window treatments allowed.
- ARC approval and permits required for replacements.
- Window tint must be gray, frames white. No signs in windows.
- Refer to the Declarations – Bylaws for complete regulations that may apply including section: D

14.0 PATIOS, BALCONIES, AND CATWALKS

- Do not hang items on concrete/stucco wall.
- Do not place furniture on walkways, catwalks (End Units in Building C & D exempt beyond the 70” width)
- Dispose of cigarette butts properly. No gas grills allowed.
- Do not alter light fixtures; they are Association property.
- In the event of a Hurricane > Category 1 all items must be removed from patios, balconies, walkways, catwalks.
- Refer to the Declarations – Bylaws for complete regulations that may apply

15.0 ATTIRE

- Footwear is required in all areas except in and around the deck area of the pool.
- Attire in Common Areas: Please use discretion and good judgement.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

16.0 CLUBHOUSE

- The clubhouse is available for use by residents in good standing. Pets are not permitted inside the clubhouse at any time.
- Reservations are limited to gatherings of no more than 25 guests. Please note that **use of the pool is not included** with clubhouse reservations.
- Unit owners may reserve the clubhouse by submitting a completed Clubhouse Reservation Application. Tenants must coordinate their reservation request through their landlord or property manager.
- The reserving resident must be present during the event. **A cleaning fee may be assessed if the clubhouse is not properly cleaned after use.**
- Refer to the Declarations – Bylaws for complete regulations that may apply.

17.0 GYM

- Gym is for adult residents only. No guests or children.

- Use at your own risk. Clean equipment after use.
- All users must sign a “Gym Waiver” before using the gym facilities.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

18.0 DOCKS

- For resident owners only. Lessees not permitted.
- No diving, swimming.
- Boats must be operational. No repairs on site.
- Refer to Dock Rules and Regulations and Contract.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

19.0 SECURITY

- Keep stairwell doors closed and (locked on ground floors). Do not allow unauthorized access.
- Security cameras monitor key areas.
- Doorbell cameras are encouraged.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

20.0 FIRE SAFETY

- 2 bedroom units must have 3 working smoke alarms, 1 bedroom units must have 2 working smoke alarms.
- Test Alarm Regularly and replace batteries annually.
- Call 911 in case of fire. Use pull stations. Exit via stairwells.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

21.0 MAIL & PACKAGE DELIVERIES

- Mailboxes located near elevators by building letter.
- Lessees must obtain mailbox keys from unit owners.
- The Association is not responsible for package deliveries.

22.0 KEYS

- Association requires a unit key for emergencies and pest control.
- If locks are changed, provide a new key or code.
- Provide vehicle keys or contact if car left unattended during absence.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

23.0 PEST CONTROL

- Basic Pest Control Provided by Association. Maintenance accompanies contractors.
- Residents may opt out if no issue exists.
- Leaks, damage, and issues discovered during visits will be reported.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

24.0 UTILITIES & INTERNET

- Comcast Basic Internet included.
- Water Included
- No satellite dishes or antennas allowed.
- Internet and Cable Wiring entry into the unit only allowed as specified by the Board.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

25.0 CONTACT INFORMATION

- Keep your phone and email updated with the Board
- Used for association records, contact and elevator access.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

26.0 AIR CONDITIONING MAINTENANCE

- Change filters every 3 months.
- Add bleach to the drain return line every 2 months.
- Keep the thermostat at 78°F when away.
- Roof Access contact maintenance thru the call center.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

27.0 INSURANCE REQUIREMENTS

- Maintain HO-6 insurance. List Association as 'Additional Insured'.
- Provide updated policy annually.
- Master policy and flood certificates available on HOA Resident Center Documents.
- Refer to the Declarations – Bylaws for complete regulations that may apply.

28.0 WASHER/DRYER POLICY

- Refer to the Declarations – Bylaws for complete regulations that may apply including section: N

29.0 ASSOCIATION CONTACT INFORMATION

- Harbor's Edge Condominium Association of Pompano Beach
- 2870 NE 14 Street Causeway, Pompano Beach, FL 33062
- 24/7 Call Center: 1-704-594-5704
- The Board of Director Officers

President: president@clqcondo.com

Vice President: vp@clqcondo.com

Secretary: secretary@clqcondo.com

Treasurer: treasurer@clqcondo.com

30.0 RESIDENT ACKNOWLEDGEMENT

I/We, the undersigned, acknowledge that we have received, read, and understand the Harbor’s Edge Condominium Association Rules and Regulations as revised May 29, 2025. We agree to comply with the rules and assume full responsibility for ensuring that our family members, guests, and tenants also comply.

We understand that violations may result in fines, legal action, or other penalties as authorized by the Association's bylaws.

Unit Owner Name:

Applicant Name:

Additional Applicant Name:

Applicant Signature:

Additional Applicant Signature:

Date: _____

Unit Number & Building: _____

Phone Number: _____

Applicant Email Address:

Additional Applicant Email Address: _____