

# **ATTENTION:**

**We DO NOT accept any part of applications including contracts/leases/photos or documents of any kind via e-mail.**

**Please mail or deliver your completed application to:**

**Village of Sandalwood Lakes South  
HOA, Inc.**

**801 Northpoint Parkway, Suite #83  
West Palm Beach, FL 33407**

**Office hours are:  
Monday – Friday 9:00 a.m. – 5:00 p.m.**

# VILLAGE OF SANDALWOOD LAKES SOUTH HOMEOWNERS ASSOCIATION, INC.

c/o Randall Andersen, LCAM  
801 Northpoint Parkway, Suite #83, West Palm Beach, FL 33407  
Telephone: (561) 721-6411

## APPLICATION FOR OCCUPANT APPROVAL (INDIVIDUAL FORM)

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The procedures for all occupant approvals are as follows:

1. **This complete Occupant Application must be submitted to the Village of Sandalwood Lakes South Homeowners Association, Inc. (“Association”) at least thirty 30 days prior to the desired date of occupancy for processing. An Application and all attachments will not be accepted until fully completed. A personal orientation interview is required.**
2. **Allowing any occupant(s) to move in prior to notice that the occupant(s) has been approved is strictly prohibited and is considered a violation.**
3. **After the receipt of the fully completed Application, with all amounts owed paid, documents needed, background reports obtained, and a personal interview, a decision on approval of the occupant(s) will be made which can take up to thirty (30) days.**
4. All Application questions must be answered accurately, honestly and completely.
5. This Application must be returned with **two (2) separate payments** for the following amounts:
  - (a) **\$250.00** Administrative Fee:

This is a non-refundable fee which should be paid to the Village of Sandalwood Lakes South Homeowners Association, Inc.
  - (b) **\$150.00** Per any adult person who wishes to live at the residence:

This is a non-refundable fee for a credit/criminal background screening of all adults. The fee should be paid to the Village of Sandalwood Lakes South Homeowners Association, Inc.
6. A copy of the **driver’s license(s)** or other photo identification for all occupant(s), **registration(s)** for all vehicles to be kept in the community, **and photographs of all vehicle(s) and license plate(s)**, must be submitted with this Application.

**PLEASE PRINT or TYPE ALL INFORMATION ON THESE FORMS**

(If Management is unable to read this Application it will be returned, which may delay processing and final determination. If you need additional space, please write on the back of the Application.)

Owner's Full Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

Date of Purchase of Property: \_\_\_\_\_ Numbers of Assigned Parking Spaces (2): \_\_\_\_\_

Owner's Current Address: \_\_\_\_\_

Owner's Residential Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Owner's E-Mail Address: \_\_\_\_\_

Contact Info: Cell #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PROSPECTIVE OCCUPANT INFORMATION**

**OCCUPANT 1:** Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date License Issued: \_\_\_\_\_

Are you an active member of the US Military Yes: \_\_\_\_\_ No \_\_\_\_\_, If yes, please provide proof.

Current Mailing Address: \_\_\_\_\_  
Full Street Address City, State, Zip Code Country of Residence

Contact Info: Cell #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PREVIOUS ADDRESSES (LAST 5 YEARS)**

1: \_\_\_\_\_  
Full Street Address City, State, Zip Code Dates at address (m/d/yy) Start to End

2: \_\_\_\_\_  
Full Street Address City, State, Zip Code Dates at address (m/d/yy) Start to End

**EMPLOYMENT REFERENCE**

Current Employer: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Current Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Employer Business Address: \_\_\_\_\_

**PREVIOUS EMPLOYMENT (IF LESS THAN 5 YEARS WITH THE CURRENT EMPLOYER)**

Previous Employer: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Employer Business Address: \_\_\_\_\_

Current Position: \_\_\_\_\_ How long: \_\_\_\_\_

**EMERGENCY CONTACTS (NAME, ADDRESS, AND TELEPHONE NUMBER)**

1: \_\_\_\_\_

2: \_\_\_\_\_

**PETS**

No more than one (1) pet may be kept in a Unit which may not exceed twenty (20) pounds at maturity. All pets must be controlled by a leash and all droppings must be cleaned up. Please provide current **vaccination** records and a photograph of the pet.

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex: \_\_\_\_\_

Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Animal License Tag Number: \_\_\_\_\_

**OCCUPANT 2:** Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State Issued: \_\_\_\_\_ Date License Issued: \_\_\_\_\_

Are you an active member of the US Military Yes: \_\_\_\_\_ No \_\_\_\_\_, If yes, please provide proof.

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

Full Street Address City, State, Zip Code Country of Residence

Contact Info: Cell #: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**PREVIOUS ADDRESSES (LAST 5 YEARS)**

1: \_\_\_\_\_

Full Street Address City, State, Zip Code Dates at address (m/d/yy) Start to End

2: \_\_\_\_\_

Full Street Address City, State, Zip Code Dates at address (m/d/yy) Start to End

**EMPLOYMENT REFERENCE**

Current Employer: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Current Position: \_\_\_\_\_ How long: \_\_\_\_\_ Monthly Gross Income: \_\_\_\_\_

Employer Business Address: \_\_\_\_\_

**PREVIOUS EMPLOYMENT (IF LESS THAN 5 YEARS WITH THE CURRENT EMPLOYER)**

Previous Employer: \_\_\_\_\_

Business Telephone: \_\_\_\_\_ Supervisor/Manager: \_\_\_\_\_

Employer Business Address: \_\_\_\_\_

Current Position: \_\_\_\_\_ How long: \_\_\_\_\_

**EMERGENCY CONTACTS (NAME, ADDRESS, AND TELEPHONE NUMBER)**

1: \_\_\_\_\_

2: \_\_\_\_\_

**PETS**

No more than one (1) pet may be kept in a Unit which may not exceed twenty (20) pounds at maturity. All pets must be controlled by a leash and all droppings must be cleaned up. Please provide current **vaccination** records and a photograph of the pet.

Species: \_\_\_\_\_ Breed: \_\_\_\_\_ Sex: \_\_\_\_\_

Color: \_\_\_\_\_ Weight: \_\_\_\_\_ Age: \_\_\_\_\_

Palm Beach County Animal License Tag Number: \_\_\_\_\_

**CRIMINAL BACKGROUND**

**Have any of the occupant(s) ever been convicted, pled no contest or pled guilty to a felony and if so, please identify the name of occupant(s) and specify the charge, the deposition and date of the offense? Use the area below to identify the individual(s) and to explain any matters that you feel may require additional explanation for any of the prospective occupant(s). (If additional space is needed, continue on the reverse side of this Application.)**

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**TENANCY BACKGROUND**

**Have any of the prospective occupant(s) ever been evicted from a premises for any reason other than non-payment of rent, and if so, please identify in the area below the name(s) of individual(s) and to explain any matters that you feel may require additional explanation for any of the occupant(s)? (If additional space is needed, continue on reverse side of this Application).**

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**OCCUPANCY ACKNOWLEDGMENT**

Only the following person(s) are seeking residency/occupancy at the home which is the subject of the Application:

<b><u>Full Name</u></b>	<b><u>Date of Birth</u></b>	<b><u>SS# (if 18 or older)</u></b>	<b><u>Relationship to Other Occupants</u></b>
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No one outside of the above-mentioned person(s) will occupy the unit for more than thirty (30) days. All parties are aware that failure to comply with the occupancy requirements of the Association could lead to penalty fines levied against the owner and/or the payment of any resulting Association's attorney's fees and costs.

**VEHICLE INFORMATION**

Please provide information regarding any vehicles which will be kept at the Village of Sandalwood Lakes South Community by any occupant(s).

**Vehicle #1**

**Vehicle #2**

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Make: \_\_\_\_\_ Model: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

Year: \_\_\_\_\_ Color: \_\_\_\_\_

License Plate #: \_\_\_\_\_

License Plate #: \_\_\_\_\_

Driver's License # \_\_\_\_\_

Driver's License # \_\_\_\_\_

State: \_\_\_\_\_

State: \_\_\_\_\_

Owner: \_\_\_\_\_

Owner: \_\_\_\_\_

**OWNER AND OCCUPANT AGREEMENT AND CERTIFICATION**

A. I/We understand that consideration for occupancy is conditioned upon the truth and accuracy of this Application, and all documents which are part of this Application. I/We understand that the Association may cause to be instituted an investigation of my credit and criminal background. Accordingly, I authorize the Association, and any company requested to conduct such an investigation, including Resident Check or Rent Perfect, to make and obtain such investigation and agree that the information contained therein may be used.

B. I/We agree that the Association, including any Directors, Officers, Agents, Employees and all other persons acting on its behalf, shall be held harmless from any action or claims by the undersigned Occupant(s)/Owner in connection with the use of the information contained herein or any investigation conducted by the Association, and any company requested to conduct such an investigation by the Association, including Resident Check or Rent Perfect. I/We further agree to forever release and discharge from any claims, liability, causes of action, compensation, known or unknown the Association and its Directors, Officers, Agents, Employees and all other persons acting on its behalf, and any company requested to conduct such an investigation by the Association, including Resident Check or Rent Perfect, regarding furnishing information as a result of such investigation or arising out of disclosure of any such information concerning said investigation.

C. I/We hereby agree for us and on behalf of all persons who may use the townhome which is the subject of this Application that we will abide by all the restrictions and provisions contained in the Declaration of Covenants and Restrictions, the By-Laws , the Articles of Incorporation, and the Rules of the Association (“Governing Documents”). A copy of the Governing Documents has been provided by the Owner and the Occupant(s) has **initialed** a copy of each page of the attached Rules and Regulations of the Association.

D. I/We also agree and acknowledge that if it is discovered that I/We or any party listed herein have violated any Association documents, or misrepresented any information contained on this Application, the Association has the authority and may immediately terminate the occupancy and proceed with immediate eviction.

**Occupant #1 Signature:** \_\_\_\_\_

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

**Occupant #2 Signature:** \_\_\_\_\_

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

**Unit Owner Signature:** \_\_\_\_\_

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



**REVISED AND RESTATED  
RULES AND REGULATIONS  
FOR  
VILLAGE OF SANDALWOOD LAKES SOUTH HOMEOWNERS ASSOCIATION, INC.**

The definitions contained in the Declaration of Covenants and Restrictions for Village of Sandalwood Lakes South are incorporated herein as part of these Rules and Regulations.

**RULES & REGULATIONS**

1. The owners and lessees of each single family townhouse unit in Village of Sandalwood Lakes South shall abide by each and every term and provision of the Declaration of Covenants and Restrictions for Village of Sandalwood Lakes South, the Articles of Incorporation, the By-Laws of the Village of Sandalwood Lakes South Homeowners Association, Inc., and all Rules and Regulations of the Association.
2. Complaints regarding the management of the Association property, or regarding the actions of other townhouse unit owners, their families, guests, or lessees shall be made in writing to the Association and shall be signed by the complaining townhouse unit owner.
3. These Rules and Regulations may be modified, added to, or repealed, in whole or in part at any time by the Board of Directors. Any consent or approval given under these Rules and Regulations by the Association may be revocable at any time by the Board.
4. The Board of Directors shall have the authority to enforce these Rules and Regulations against any owner or resident who violates the same. Enforcement shall be according to the applicable law and provisions set forth in the Declaration of Covenants and Restriction for the Village of Sandalwood Lakes South Homeowners Association.

**TOWNHOUSE UNIT**

5. Occupancy of a townhouse unit is limited to a single family which is defined as one (1) person or a group of two (2) or more persons, each of whom is related to each of the others by blood, marriage or adoption, who reside together as a single household; or one (1) unmarried couple and the children of either or both of them who reside together as a single household.
6. No townhouse unit owner, lessee, occupant or guest shall make or permit any noise that will disturb or annoy the occupants of any other townhouse unit, or do or permit anything to be done which will interfere with the rights, comfort or convenience of other townhouse unit occupants.
7. Any damage to the common elements, property, or equipment of the Association caused by any townhouse unit owner, his family member, guest, or lessee shall be repaired or replaced at the expense of such townhouse unit owner.

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8. Each townhouse unit owner who intends to be absent from his unit during hurricane season (June 1 through November 30 of each year) shall prepare his unit prior to his departure by doing the following:
  - a. Removing all furniture, potted plants, and other movable objects from his courtyard and balconies; and
  - b. Designating a responsible person or firm to care for the unit should it suffer hurricane damage. At no time shall hurricane shutters be permanently installed without prior written consent of Board.
9. Hurricane shutters may be put up if there has been a hurricane watch issued for Palm Beach County. All shutters must be taken down within fifteen (15) days once a storm has passed unless another hurricane watch is issued for Palm Beach County.
10. Holiday lighting is permitted on the fence providing owners or lessees use clips for the lights. No nails are permitted. Holiday lighting is permitted from December 1<sup>st</sup> through January 15<sup>th</sup>.
11. All draperies, curtains, shades, or other window coverings installed in the unit shall have a light neutral backing unless otherwise approved by the Board.
12. The exterior walls, roof mansard, soffit, and courtyard fencing shall not be painted, stained, or modified in any manner without prior written consent of the Association.
13. No transmitting or receiving aerial antenna, satellite dish or security camera shall be attached, mounted, or hung from the exterior of the roof, the mansard, the walls, or the soffit of any townhouse unit or any part of the common areas without the prior written consent of the Board.
14. No signs, advertisements or similar items shall be placed or affixed to the building, fence or on Common Area, with the exception of security signs placed on Common Area.
15. No one shall be allowed on the flat roof or modify the mansard siding of the buildings without written approval of the Association.

### **PATIO & FENCES**

16. No clothesline or other similar device shall be allowed on any portion of the common areas. No clothes or other similar articles shall be hung on balconies or outdoors for any purpose except within the townhouse unit courtyard, below the top of the fence, and not visible from the exterior of the townhouse unit.
17. Vegetation inside a patio area cannot touch the fence, roof, mansard, soffit, etc. All vegetation must be trimmed and maintained.
18. The only items that can be attached to the fence of a unit are a security light, one name and/or unit number, a doorbell and one American flag.

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## **CARS & PARKING**

19. No motorcycle, all-terrain vehicle (excluding passenger cars with four-wheel drive, i.e. Jeeps, Broncos, Blazers, and similar vehicles), moped, golf cart, go-cart, truck, trailer, boat, personal watercraft, van, camper, motor home, bus, commercial or other similar vehicle shall be permitted within the confines of the Village of Sandalwood Lakes South, except for trucks delivering goods or furnishing services. The Association shall have the right to authorize the towing of any vehicle in violation of this rule with the costs to be borne by the vehicle owner or violator.
20. The sidewalks, walkways, streets and parking areas shall not be obstructed or used for any other purpose other than for ingress to and egress from the townhouse units and other areas of Village of Sandalwood Lakes South. No motorcycles, bicycles, tricycles, scooters, baby carriages or other similar vehicles or toys shall be allowed to remain in the common areas.
21. Motorized Vehicles (e.g., cars, trucks, vans) are NEVER to be driven on the grass or areas that are NOT paved and utilized for the purpose of motor vehicle traffic.
22. Each townhouse unit owner and lessee will use ONLY the two (2) parking spaces assigned to the townhouse unit and will not park or position a vehicle so as to prevent access to another townhouse unit owner's parking space or park in a guest space. The townhouse unit owners, their families, guests, licensees, and lessees will comply with the posted parking and traffic regulations installed by the Association for the safety, convenience, and welfare of all townhouse unit owners in Village of Sandalwood Lakes South.
23. No townhouse unit owner, tenant or occupant shall do or permit any assembling of motor vehicles except for ordinary maintenance such as the changing of a tire or battery. Each townhouse unit owner, tenant or occupant shall be required to clean his parking spaces of any oil or other fluid discharged by a motor vehicle, which said owner allowed to park in designated area.
24. Any motor vehicle not licensed and registered with the Department of Motor Vehicles is prohibited in Village of Sandalwood Lakes South. A copy of vehicle registrations and photographs of all resident vehicles and license plate(s) shall be provided to the Association. All vehicles shall be in working condition.

## **GARBAGE/RECYCLING**

25. All garbage and refuse from the townhouse units shall be in plastic bags, securely tied and deposited in the garbage containers intended for such purposes. No littering shall be done or permitted on the Association property. Townhouse unit owners, tenants or occupants who place items for disposal outside of a garbage or recycling container may be fined. Cardboard boxes MUST be broken down.
26. Home improvement waste (e.g., cardboard boxes, wood, carpet, tiles, drywall, etc.), furniture and appliances are to be disposed of at an off-site location by the owner or contractor and shall not be placed in or around the garbage containers (e.g., dumpsters).

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## **PETS**

27. Each unit may have only one pet weighing less than 20 pounds at maturity and **MUST** be on a leash at all times and controlled. All pet waste must be picked up immediately and disposed of properly. If a dog or any other animal disturbs other unit owners by barking or otherwise, the unit owner shall remedy the problem or upon written notice, be required to remove the animal from the townhouse unit. Information requested by the Association regarding any pet shall be provided along with a copy of current vaccination records and a photograph of the pet.

## **FIREWORKS, BOUNCE HOUSES, WATER SLIDES & ABOVE GROUND POOLS**

28. No fireworks, bounce houses, water slides or above ground pools shall be permitted in the Village of Sandalwood Lakes South community. Installation of hot tubs or use of kiddie pools must receive approval by the Board of Directors prior to installation or use.

## **LEASE, OCCUPANCY & PURCHASE OF TOWNHOUSE UNITS**

29. No owner may lease a home without the prior written approval from the Association. Except for lease renewals, no tenant(s) or occupant(s) shall move into a home prior to approval of a lease by the Association. If possession of the home is taken prior to approval by the Association, any lease may be terminated and at the owner's expense the unauthorized tenant(s) and occupant(s) may be evicted.
30. An owner intending to lease a home shall submit a properly completed Application to the Association, and such other information concerning the tenant(s) and occupant(s) as Association may reasonably require. The Association may conduct an investigative background check for all of the tenant(s) and occupant(s) which may include obtaining criminal and financial information. The Association may charge reasonable fees as determined by the Board for the Application and background check. A complete lease application package must be submitted at least thirty (30) day prior to the desired day of occupancy for processing. A copy of the written Lease or Lease renewal must be submitted with an Application. An Application will not be accepted until fully completed with all attachments and supporting documents obtained.
31. The Association requires a refundable security deposit in the amount of \$1,000.00 for all leases which can be used to pay for the costs for removal of tenant's trash; unpaid amounts owed to the Association; and any repair or damage to the common areas or other portions of the properties caused by any tenant(s) and occupant(s) or their children, guests, and visitors. Any security deposit not claimed by the owner within twelve (12) months of the end of any lease term is forfeited to the Association.

32. Owner shall provide tenant(s) and occupant(s) with a copy of the Association governing documents, which include the Declaration, By-Laws and Articles of Incorporation, and Rules and Regulations. Each prospective tenant(s) and occupant(s) shall certify in writing to the Association acknowledging that he or she agrees to abide by the Association governing documents and Rules.
33. Only the entire townhouse may be leased. Subleasing and rental of rooms is prohibited.
34. A townhouse unit must be owned for a period of at least two (2) years prior to the owner leasing the unit measured from the date that the owner receives title to the unit. A minimum permitted lease or renewal period is six (6) months. A maximum permitted lease or renewal period is one (1) year.
35. If the unit is owned by an entity (corporation, partnership, limited liability company, trust, etc.), all occupants must be designated to the Association and have the relationship to each other as required for a single family occupancy. Occupants are subject to all leasing restrictions, completion of an Application, a criminal and financial background check, and Association approval. The Association may charge reasonable fees as determined by the Board for the Application.
36. A non-relative of an owner residing in a townhouse unit for longer than thirty (30) days where the owner is not present shall be deemed to be leasing the unit subject to all leasing restrictions, completion of an Application, a criminal and financial background check, and Association approval. The Association may charge reasonable fees as determined by the Board for the Application.
37. A copy of valid driver's license or photo identification for each prospective tenant/occupant eighteen (18) years of age or older must be provided.
38. All purchasers of townhouse units shall complete a Purchaser/Owner Application and provide a fully completed contract for sale. The Association may charge reasonable fees as determined by the Board for the Application.

### **WATER USE AND CONSUMPTION**

39. All townhouse unit owners shall be prudent and reasonable in the use and consumption of water and sewer utility services. Excessive water consumption will not be permitted.
40. To prevent excessive water consumption, locks are located on spigots outside unit patios and are only to be unlocked for water usage by the Association's maintenance personnel or property manager or designee as provided by the Board of Directors.
41. Motor vehicles, boats, personal watercrafts and trailers shall not be washed with water from any spigots, including patio spigots, in the Village of Sandalwood Lakes South community. Hoses shall not extend outside of Unit's fenced patio area.
42. The use of sprinklers or hand held watering devices to irrigate the Common Area shall not be permitted by residents.

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43. The Association may pursue any remedy available for non-compliance and violation of water use and consumption rules, including but not limited to, imposing fines.

### **TOWING**

44. Any vehicle parked in violation of the Association's Governing Documents or Rules and Regulations shall be subject to being towed or booted at the expense of the vehicle's owner.
45. Any vehicle parked in or on parking spaces, streets, sidewalks or walkways in such a manner as to block the passage of other vehicles shall be subject to being immediately towed without notice at the owner's expense.
46. For other violations of the Declaration and/or Rules and Regulations related to vehicles, the Association's authorized agent shall post a warning sticker on the vehicle with the date on which it will be towed or booted at the owner's expense if the violation has not been corrected within forty-eight (48) hours. The warning sticker shall also include the date, time, and towing company name.
47. A repeat violation for the vehicle is subject to being immediately towed or booted at the owner's expense without further notice.
48. Violations which may cause a vehicle to be towed or booted include, but are not limited to the following:
- a. The vehicle is of a type which is not permitted in the community as referenced in rule #19 above;
  - b. Obstructing sidewalks, walkways, streets, or parking areas;
  - c. The vehicle or any of its tires is on grass or other paved areas not utilized for motor vehicles;
  - d. The vehicle is parked in an unassigned parking or guest parking space;
  - e. The vehicle is parked so as to prevent access to a resident's parking space;
  - f. Maintenance or repairs are being performed upon a motor vehicle other than ordinary maintenance such as changing of a tire or battery;
  - g. A motor vehicle which is not licensed and is not current on registration;
  - h. A vehicle which has failed to comply with posted parking and traffic regulations within the community;
  - i. Parking in a fire lane or a no parking zone; and/or
  - j. Blocking access to a dumpster/trash receptacle.
49. In addition or as an alternative to towing or booting a vehicle, the Association can pursue any other remedy available for non-compliance and violations of the Association's Governing Documents or Rules and Regulations, including but not limited to imposing fines.

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