

Ocean Gallery Property Management

4600 A1A South

St. Augustine, Fl. 32080

Dear Homeowners,

Attached you will find several important documents of which you need to be aware.

Changes have been made to our guest pass system to ease the process for family members to access the property and a process has been created to provide the community with the contact information of those on the property that are renting directly from the owner.

On one page you will find a document "Guest pass for family members" that allows you to list those relatives (10 names maximum) that visit the property during the year, this will allow your immediate family to enter the property without a guest pass request being called in to the community for each visit.

On another sheet is a copy of the "Rules and Regulation of Ocean Gallery". These rules and regulations have been around since the start of the community and from time to time the board members may amend or change these rules and regulations. The only change to this document is the last item listed which requires a "lease approval process" similar to the "purchase approval process" that has been in the governing documents for over 30 years.

The other documents are related to and are examples of the Lease Approval Process and the directions of how to get a guest pass for those individuals renting directly on their own.

**THE NEW GUEST PASS SYSTEM IS EFFECTIVE May 1, 2016**

Please contact the property management office if you have any questions

Sincerely,

The Ocean Gallery Property Management Office



## Ocean Gallery Renter Registration Form Procedure

1. Owner provides Information for Property Management Office at least one week in advance:
  - a. Renter or Owner must fill out Registration Form
  - b. Send Form with Abbreviated Rules & Regulations to Guest for review and signature.
2. Completed Form and Lease Approval Fee (\$50.00) is returned to Management Office, 4600 A1A South, St. Augustine, FL 32080 Fax: 904-471-1166  
Email: [ogguestpass@gmail.com](mailto:ogguestpass@gmail.com)
3. Management Office makes a Guest Pass and notifies Community Service
4. Renter arrives at Gate House, checks in, Guard provides Guest Pass and directions to Unit.
5. In cases of last minute rentals during regular business hours, Management will arrange for a 24-hour pass to allow Management the time to receive registration form. Upon receipt of registration form and approval, a pass will be issued for the remainder of the rental period.
6. If the Management office is closed, Community Services staff will contact the owner to authorize a 24-hour pass.

**Ocean Gallery**  
**Vehicle Registration Procedure**

All vehicles must have a vehicle pass to enter Ocean Gallery. The procedure for obtaining passes is as follows:

- 1) **OWNERS** – Owners can obtain a vehicle decal or a pass by registering the vehicle with Property Management. Rented vehicles or vehicles not owned by an Ocean Gallery resident must be registered for each stay at Ocean Gallery.
- 2) **Owner’s Family and Friends**
  - a. *One to Three day visit with owner present.* Owner must notify gate of names of visiting individuals. Gate will issue the appropriate pass. No formal registration is required.
  - b. *Multiple day pass (more than three days) with owner present.* Owner must register visitor with Property Management (See attached registration form). Owner can provide a list of immediate family who regularly visit Ocean Gallery to expedite processing (registration not required). Immediate family is spouse, children, children of spouses, grandchildren, siblings and parents of spouses.
  - c. *Visitors without owner present.* Owner must register visitor prior to visit. (See registration form).
  - d. *Special Needs Pass.* Exceptions to the above can be made by Property Management for special circumstances (e.g., health care, etc.)

**Note: If office is closed, gate will issue a 24 hour pass.**

3) **Vendors/Deliveries**

The gate must be notified of all deliveries, service providers, contractors, etc. for your unit. A special pass may be issued to vendors performing extended work at Ocean Gallery.

4) **RENTAL GUESTS**

- a. *Rentals by Ocean Gallery Rental Office.* The Rental Office will handle the registering, processing and issuing of vehicle passes.
- b. *Rental by Owners.* The owner will be responsible for completing the guest registration form and for paying the fee required for all renters (currently \$50), as detailed in the attached Ocean Gallery Registration Form. If the owner does not complete this process, the renter will not be allowed on Ocean Gallery Property.

5) **GUESTS OF RENTAL GUESTS**

- a. For day visits, renter must advise the gate of visiting individuals.
- b. For visitors staying overnight or multiple days, renter must register visitor prior to visit.
- c. The Rental Office or owner for direct rents is responsible for advising the renter of this procedure. In addition, renters must comply with occupancy limits.

These procedures enable Ocean Gallery to control and monitor vehicles and people entering Ocean Gallery. This is for the safety and security of all residents.

# OCEAN GALLERY GUEST REGISTRATION FORM

(Submit to Management Office)

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**MAILING ADDRESS**

Ocean Gallery  
4600 A1A South  
St. Augustine, FL 32080  
Email: [ogguestpass@gmail.com](mailto:ogguestpass@gmail.com)

Telephone: 904-471-6655

Fax: 904-471-1166

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**OWNER INFORMATION**

Unit #: \_\_\_\_\_ Phone # in Unit: \_\_\_\_\_ Submission Date: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_

GUEST INFORMATION PLEASE CHECK ONE:  RENTER  VISITOR – NON RENTER

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name of Guest(s) \_\_\_\_\_ Email: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cellphone: \_\_\_\_\_

**Vehicle Information (must be provided within 24 hours after arrival)**

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_

Make: \_\_\_\_\_ Color: \_\_\_\_\_ Year: \_\_\_\_\_ State: \_\_\_\_\_

**Please acknowledge :**

◊ Total number of Occupants in unit \_\_\_\_\_

**◊ RECEIPT AND ACKNOWLEDGEMENT OF OGPOA RULES**

I affirm by my signature below that I have received the one page abbreviated Rules & Regulations governing Ocean Gallery and policy as page 3 of this form. I have reviewed the Rules and hereby agree on behalf of all persons using the premises under my permission, to abide by these rules and the requests and direction of Board representatives under penalty of eviction for failure to comply with the Rules, Staff or Board. A complete set of OGPOA Rules are available in the Office.

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

*Signature on form is **mandatory** prior to PASS approval received via Faxed or scanned & emailed.*

Management Approval & Pass Date Issued: \_\_\_\_\_

Lease Approval Fee Date Received: \_\_\_\_\_

**OCEAN GALLERY**  
**ABBREVIATED RULES & REGULATIONS**

We ask that all guests follow the Rules and Regulations. The Management Office will answer questions regarding Rules and Regulations. All other issues should be addressed to the unit Owner.

1. Please respect your neighbors by keeping loud noises of all types to a minimum. The walls are not sound proof. Quiet hours are 10:00 PM to 8:00AM.
2. All vehicles must display an approved guest parking pass on the driver's side dashboard. Trailers are only allowed for loading and unloading, and may not remain overnight.
3. Parents or Guardians must supervise their children at all times while on property, including at swimming pools, beach and all common areas. Use of roller blades, skateboards, roller skates and hoverboards are prohibited on Ocean Gallery property. Children under 16 years of age must be accompanied by a responsible adult. You must be at least 18 years old to enter or use any of the recreational facilities. No child under 10 is permitted to use the fitness room or the hot tubs.
4. Please dispose of garbage and trash in the large dumpsters assigned to the units in your area. Do not leave garbage outside your door. Cardboard must be broken down flat then put directly into dumpster. We do not currently have re-cycling .
5. Please do not put garbage, laundry, towels, or clotheslines on the balcony. Do not sweep or blow dust, dirt, bugs, water, etc. off your balconies.
6. A large charcoal grill is available at the Clubhouse pool area for use during applicable hours. No individual gas or charcoal grills are allowed.
7. Swimming pools and hot tubs are available for residents in Village Del Prado, Village Las Palmas, and all Vistas. Village Del Lago uses the Clubhouse pool. The Clubhouse pool and hot tub is the only one available to ALL residents and guests.
8. Occupancy is by law limited to 6 persons in a 2 bedroom and 8 persons in a 3 bedroom.
9. Luggage carts are available for use in the Vistas to and from your vehicle only and must be returned to the building immediately after each use. Do not use carts to move items to and from the pool or beach.
10. Ocean Gallery is located in a protected wildlife and nature preserve. No fishing, swimming or boating is allowed in the ponds. All occupants must comply with Florida Law regarding marine and other wildlife and plants, including the dunes. No person may disturb or in any way endanger any protected species, either animal or plant. Entering the protected area is not permitted. Access to the beach is restricted to the walkways only. No lighting of any kind (including flashlights) is allowed on the beach between sunset and sunrise. Only yellow light bulbs, 50 watts or less are allowed on balconies and patios.
11. In the event there is a problem or repair inside the Unit, the Renter must notify the Owner as soon as possible. If the problem may involve other units, the Renter must also notify the Management Office (904-471-6655) as soon as possible. In the event the Owner cannot be reached by the Renter, contact the Management Office immediately. (In the event the Owner is unavailable, OGPOA and/or Management reserve the right to enter the Owner's Unit to facilitate repair and mitigate damages.
- 12. For other emergencies, dial 911.**
13. The Pool and Spa have posted rules for health and safety at each location.
14. The full list of Rules & Regulations is available in the Management Office. Disorderly conduct and Violation of these rules may result in fines against the Unit Owner or eviction of the guest.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit address

## GUEST LIST FOR FAMILY MEMBERS

(The following people are pre-authorized to access my unit upon their arrival. I, as the owner, am responsible to amend this list as needed. No more than 10 names are permitted)

Unit Owner Name

Unit Number

Guest 1

Guest 2

Guest 3

Guest 4

Guest 5

Guest 6

Guest 7

Guest 8

Guest 9

Guest 10

SUBMIT