



### **Renting Your Stonebridge Property Membership Transfer Procedures/Guidelines**

When a member and his/her permanent family are **not** in residence, resident members may temporarily delegate the right to use the Club facilities to tenants. These privileges may be transferred a maximum of four (4) times in a calendar year with a minimum of thirty (30) days each time. To allow sufficient time for processing, all completed paperwork must be in at least thirty (30) days prior to the start of the lease. Any application received less than thirty (30) days in advance may experience a delay in processing.

**If the membership is not being transferred, the first page of the Stonebridge Application still needs to be completed along with an approval request for leasing to the proper Management Company.**

The following are steps involved in renting and transferring of the membership:

1. All forms and applicable checks must be filled out and submitted to the designated Property Management Company in full as follows: (All checks to Stonebridge must be made payable to "Stonebridge Country Club")

- **For Carrington**

1. The Stonebridge Rental Application needs to be completed and submitted to Stonebridge Country Club along with a check of \$450.00 to transfer the membership.
2. For property management approval, you must complete an approval application and submit it to Vesta Properties Mgt. with a check of \$100.00.

(\$100.00 Check made payable to Complete Property Management)

Complete Property Management 239-403-4006  
Attention: Lee Burgin 2239-403-4008 (fax)  
3050 North Horseshoe Drive #172  
Naples, FL 34104

- **For Middleburg, Willow Bend, & Ashton Oaks**

1. The Stonebridge Rental Application needs to be completed and submitted to Stonebridge Country Club along with a check of \$450.00 to transfer the membership.
2. For property management approval, you must complete an approval application and submit it to C. Allen Properties with a check of \$100.00 plus an additional check for \$35.00 made payable to Willowbend@Stonebridge.

(\$100.00 Check made payable to Complete property Management)

Complete Property Management 239-403-4006  
Attention: Lee Burgin 2239-403-4008 (fax)  
3050 North Horseshoe Drive #172  
Naples, FL 34104

- **For Heatherwood**

1. The Stonebridge Rental Application needs to be completed and submitted to Stonebridge Country Club along with a check of \$450.00 to transfer the membership.
2. For property management approval, you must complete an approval application and submit it to Paramount Property Mgt. with a check of \$100.00.

(\$100.00 Check made payable to Sandcastle Mgt.)

Paramount Property Management 239- 631-5237 ext. 6  
Attention: Guillermo Ruiz  
5629 Strand Blvd. # 412  
Naples, FL 34110

- **For Braeburn**

1. The Stonebridge Rental Application needs to be completed and submitted to Stonebridge Country Club along with a check of \$450.00 to transfer the membership.
2. For property management approval, you must complete an approval application and submit it to Paramount Property Management with a check of \$100.00.

(\$100.00 Check made payable Braeburn)

Paramount Property Management 239- 631-5237 ext. 6  
Attention: Guillermo Ruiz  
5629 Strand Blvd. # 412  
Naples, FL 34110



## Member Transfer Form

Please attach payment in the amount of \$450.00 made payable to Stonebridge Country Club and print legibly.

Lease Date From:	Date To:
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Owner Name and Member Number:
Owner Email Address:
Address and Neighborhood of Leasing Property:
Leasing Property Phone:

Tenant Name:	
Co-Tenant Name:	
Tenant Home Address:	
Tenant Home Phone:	Tenant Cell Phone:
Tenant Email Address:	
Tenant Billing Email Address:	



**RESIDENT MEMBER ACKNOWLEDGMENT**

**Section 25. Leasing of Units.**

**A. Definition. "Leasing"**, for purposes of this Declaration, is defined as regular, exclusive occupancy of a Unit by any person or persons other than the Member for which the Member receives any consideration or benefit, including, but not limited to a fee, service, gratuity, or emolument.

**B. Leasing Provisions.**

(i) General. Units may be rented only in their entirety; no fraction or portion may be rented. There shall be no subleasing of Units or assignment of leases unless prior written approval is obtained from the Board of Directors. The Board of Directors may delegate this requirement to the applicable Neighborhood Association.

All leases shall be in writing and shall state that the lessor is required to comply with this Declaration, the Bylaws, and Rules and Regulations of the Association and the Neighborhood Documents, and shall be consistent with the requirements of the neighborhood or condominium declaration to which the Unit is subject.

Leases shall be for a term no less than thirty (30) days and no Unit may be rented more than four (4) times in any one calendar year. A Supplemental Declaration or Neighborhood Documents may further limit an Owner's ability to lease his or her Unit(s). The Member must make available to the lessee copies of this Declaration, the Bylaws, and the Rules and Regulations.

(ii) Compliance with Declaration, Bylaws, and Rules and Regulations. Every Owner shall be responsible if the occupants of his or her Unit fail to comply with this Declaration, the Bylaws, or the Rules and Regulations adopted pursuant thereto, notwithstanding the fact that such occupants of a Unit are fully liable and may be sanctioned for any violation of this Declaration, the Bylaws, and the Rules and Regulations adopted pursuant thereto.

Tenant(s) Name(s) \_\_\_\_\_

Lease Dates \_\_\_\_\_

I have agreed to lease my property in the Stonebridge Country Club Community to the above named tenant and desire to delegate my privileges use.

I am transferring all privileges and retain no privileges for myself or authorized users. I understand all privileges associated with this property have been delegated to the tenant. I understand that I or my authorized users are not permitted use of the Club facilities including the tennis courts, the golf course, the fitness room, and the pool area. I understand that I or my authorized users may not dine in the facilities, attend any special events, fitness classes, or social activities.

I understand that my homeowner's association governing documents may have limitations other than ones imposed by the master and I am responsible for contacting my management company or neighborhood representative to understand my association use rights and privileges. I have filled out all necessary paperwork with my homeowner's association and my account is in good standing with them.

I understand that I am responsible for payment in full of any monies not paid by my tenant. I understand my Stonebridge account must be in good standing for approval.

**TENANT ACKNOWLEDGMENT**

I understand that as a tenant of Stonebridge Country Club, I may be permitted to use the facilities of the Club for the term of my lease of the Resident member's property in the Stonebridge Country Club community, in accordance with the Declaration, Conditions, and Restrictions for Stonebridge Country Club ("Declaration") and subject to the Club's approval of my application, which it may withhold in its sole discretion. I understand and agree that such privileges use shall be subject to the terms and conditions of the Declaration, such rules and regulations relating to use of and conduct on the Club facilities as Club Management may establish from time to time (the "Rules and Regulations"), and the Club's receipt of the applicable membership fee.

I acknowledge that as a tenant of a Resident member, I acquire only the privilege of using the Club facilities in accordance with the privilege extended as described above. I agree to comply with all of the terms and provisions of club documents, as they may be amended, and to be responsible for compliance by my authorized users and guests. I acknowledge that the property and facilities of the Club are currently operated by Stonebridge Country Club ("Club Management") and are made available for use by the members upon payment of such fees and other charges (collectively, "club fees") as Club Management may establish from time to time. I agree to be responsible for all club fees, which I or my authorized users incur in the use of the Club facilities. I understand that failure to pay any amounts due may result in suspension or termination of my use privileges. I further agree that if I am delinquent in paying any amounts due, Club Management shall be entitled to recover late charges, interest, and all costs and expenses which it reasonably incurs in attempting to collect the unpaid amounts, including attorneys' fees and court costs, whether or not suit is filed.

As a condition of using the Club facilities, I agree to all risks associated with the use of the Club facilities, including risks associated with use of or proximity to the golf course (e.g., being hit by a golf ball, struck by lightning, falling) and agree to release and indemnify Club Management from and against any and all losses, expenses, liens, claims, demands, and causes of action of every kind and character for death, personal injury, property damage or any other liability, damages, fines, or penalties, including costs, attorneys' fees and settlements, whether or not based on the acts or omissions of Club Management, resulting from, arising out of or in any way connected with the use of the Club facilities by myself, my authorized users, or guests. As used in this paragraph, "Club Management" shall include Stonebridge Country Club Community, its successors, assignees, and employees, and all persons, corporations, partnerships, and other entities with which it is or may in the future become affiliated. This paragraph shall survive the termination of my use privileges with respect to any property damage, personal injury, or death occurring prior to such termination. I acknowledge and understand that Club Management shall not be responsible for any loss or damage to any personal property which I, my authorized users, or guests may use or store on the Club premises, whether in lockers or elsewhere. I also acknowledge and understand that I shall be liable for any property damage or personal injury at the Club, or at any activity or function operated, organized, arranged, or sponsored by the Club, which I, my authorized users, or guests may cause. If I arrange or sponsor any activity or function on the Club premises, I shall be responsible for any such damage or injury even if such damage or injury was not caused by me.

Upon signing this application I understand and agree to the terms as described in the Club's policy concerning tenant use of club privileges.

X \_\_\_\_\_  
Signature of Tenant

\_\_\_\_\_  
Date

**ACH DEBIT AUTHORIZATION FORM**  
**Authorization Agreement for Pre-Arranged Payments**

I (we) herby authorize Stonebridge Country Club, hereinafter called COMPANY, to initiate debit entries to my (our) Checking or Savings Account indicated below and the depository named below, hereinafter called DEPOSITORY, to debit the same to such account.

I (we) acknowledge that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law. ACH transactions will take place **on or after the 15<sup>th</sup> of the month.**

<b>DEPOSITORY NAME &amp; ADDRESS:</b>	<b>ROUTING NUMBER:</b>
CHECKING <input type="checkbox"/> SAVINGS <input type="checkbox"/>	<b>ACCOUNT NUMBER:</b>

This authorization is to remain in full force and effect until COMPANY has received written notification from me (or either of us) of its termination in such time and in such manner as to afford COMPANY and DEPOSITORY a reasonable opportunity to act on it prior to charging account.

**PLEASE ATTACH A VOIDED CHECK FOR ACCOUNT VERIFICATION PURPOSES.**

<b>Stonebridge Account Number (Admin will supply):</b>	<b>Today's Date:</b>
<b>Name (please print)</b>	<b>Name (please print)</b>
<b>Signature</b>	<b>Signature</b>

**JEFFREY MAPLE**  
**SUZANNE MAPLE**  
 123 Pear Lane  
 Anyplace, VA 20000

PAY TO THE ORDER OF \_\_\_\_\_ \$

ANYPLACE BANK  
 Anyplace, VA 20000

For \_\_\_\_\_

**Routing number**      **Account number**

1:250250025 202020 86 1234

1234  
15-00000000

DOLLARS

**Do not include the check number.**

Note. The routing and account numbers may be in different places on your check.