

GULF SHORES CONDOMINIUM

HOUSE RULES AND INFORMATION



**255 THE ESPLANADE
VENICE, FLORIDA**

GULF SHORES HOUSE RULES and INFORMATION

The Board of Directors is pleased that you have chosen Gulf Shores as your home. We are committed to making Gulf Shores a source of pride and enjoyment for all owners and guests. In support of this commitment a set of House Rules has been adopted by the Board.

The primary purpose of this booklet is to provide a handy reference. Owners, renters and lenders are expected to **become familiar** with and comply with all the rules and are to educate their guests to avoid awkward situations.

The booklet gives helpful information, as well as the House Rules. These rules and information are not all inclusive, but rely on the sound judgment and proper behavior of all Gulf Shores residents.

The booklet summarizes many of the requirements defined in the official Gulf Shores **(1) ARTICLES OF INCORPORATION (2) THE DECLARATION OF CONDOMINIUM AND (3) THE BY-LAWS**. The Gulf Shores Board of Directors has used its best efforts to maintain the Rules Book. The booklet also highlights the rights and responsibilities of the residents. These summaries are not, however, a substitute for those official documents which together with the Florida Statutes, described in detail how Gulf Shores Association is managed.

THIS BOOKLET IS MEANT TO BE A GENERAL GUIDE, NOT AN OFFICIAL DOCUMENT. Upon adoption of these rules and regulations, all prior rules and regulations of the Gulf Shores Condo Association are revoked.

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AUTOMOBILES/PARKING

Each unit has ONE assigned numbered space that is reserved for the exclusive use of that unit. Use of any other assigned space must be with written permission of that owner and sent to the property management company.

GUEST SPACES must be used **ONLY** by guest **NOT** by owners. Owners, renters, or lenders may **NOT** use **GUEST** spaces unless formally authorized by resolution of the board. During peak season (**NOVEMBER THRU MAY**) the board may post additional rules/regulations regarding guest spaces. Owners must fill out identification cards for overnight guests with cars and place inside windshields (cards were distributed to each owner). Failure to follow the rules may result in towing.

As required by law the board will attempt to make reasonable accommodations for handicapped drivers. Request for special accommodations have to be made in writing to either the housing director or the management company.

Car covers are not permitted for safety reasons.

Vehicles must never be left unattended in the parking lot unless parked in the appropriate space. Violation of this rule can result in removal of vehicle at owner's expense.

No auto repairs may be performed on any vehicles in parking space and each owner will be responsible for any damage to parking space resulting from leaking fluids.

Pickup trucks, full sized vans and large SUV's are not permitted to park UNDER carports unless the owner submits vehicle specs to the **BOARD IN ADVANCE** to demonstrate compliance with size restrictions.

VEHICLE SIZE LIMITS:

Vehicles are not permitted to use carport spaces if they exceed 216 inches long or 80 inches wide or if the wheelbase is greater than 125 inches. Vehicles exceeding any of these dimensions will be assigned a guest space without a carport. This guest space will be numbered and reserved for that owner. The owner's original space will be temporarily designated as a guest space. Vehicles that violate this rule will be subject to removal at the OWNER'S expense.

PLEASE DO NOT EXCEED SPEED LIMIT OF 5 MPH ON PREMISES.

BICYCLES

Bicycles need to be stored in one of the following places:

Racks provided above the 10th floor in the north and south towers (whenever available).

Outside rack available on the north side of the parking lot.

Inside the owner's unit.

ALL BICYCLES MUST HAVE IDENTIFICATION TAGS INDICATING NAME AND UNIT NUMBER. BICYCLES ARE THE OWNER'S RESPONSIBILITY AT ALL TIMES. BICYCLES SHOULD BE STORED IN OWNER'S UNIT WHENEVER OWNER IS NOT OCCUPYING THE UNIT FOR EXTENDED PERIODS OF TIME.

CLUBROOM

PROPER dress (foot coverings and tops) is required at all times.

Any business use of the clubroom must be approved by the president at least 7 days prior to the proposed business use.

A request must be written on the clubroom calendar in advance when planning to use the clubroom for a private function. Private functions are subject to rescheduling if the clubroom is needed for Association business or activities.

The owner is responsible to leave the clubroom in good order after a private function. Owners who use the clubroom for any activity are responsible to leave it in good order.

ELEVATORS

Elevators are key operated for everyone's personal safety and security. Owners should be in control of the elevator keys **AT ALL TIMES**.

Proper attire is required at all times (foot coverings and bathing suit covers).

Children under 12 years of age must always be accompanied by an adult.

Smoking is prohibited at any time in the elevators.

When visitors call from the downstairs intercom, pressing "6" on your land phone sends the elevator to the 1st floor where it will open for your visitor.

Both the north and south elevators are designated as **FREIGHT** elevators. Unit owners are responsible for notifying the maintenance men if a delivery is expected. **PRIOR NOTICE** is essential because the elevators need to be **PADDED** to prevent any damage. This rule applies to all deliveries (appliances, furniture and materials needed for construction projects, etc) **FAILURE TO NOTIFY THE MAINTENANCE MEN MEANS OWNERS MUST PUT THE PADS AND WOODEN FLOOR IN PLACE THEMSELVES (THE PADS AND WOODEN FLOOR ARE IN THE STORAGE ROOM ON THE NORTH END OF THE FIFTH FLOOR)** the storage room key will open the door. Please return the pads and the wooden floor as soon as the delivery is completed. Unit owners will be held responsible for any damage to the elevator or common areas because of the delivery.

PLEASE BE CONSIDERATE TO EVERYONE IN THE BUILDING BY USING THE PROPER ETIQUETTE ON THE ELEVATORS. UNIT OWNERS MUST BE RESPONSIBLE FOR THEMSELVES AS WELL AS THEIR DELIVERY PERSONNEL AS IT AFFECTS THE SECURITY OF THE ELEVATORS.

GARBAGE AND RECYCLE DISPOSAL

Garbage pick-up is on **TUESDAY and FRIDAY** between 6:00 AM and 8:00 AM.

Please secure all garbage in **TIED BAGS** before disposing in the garbage dumpster. This will help to control odors, insects, animals, etc. in the trash room and will provide a healthier environment. Please close the trash room door after use.

Recycling pick-up is on **TUESDAY**:

RECYCLING:

All **PAPERS** go in the **BLUE BINS** in the trash rooms.

All **GLASS, CANS and PLASTICS** go in the **BROWN BINS** in the trash rooms (please rinse containers).

All **CARDBOARD** must be **FLATTENED & PLACED BETWEEN** the blue and brown bins.

CONSTRUCTION REFUGE and DELIVERY WRAPPINGS:

ALL DELIVERY WRAPPINGS from furniture, appliances, carpeting, etc must be removed from premises and **MUST NOT** be disposed of in **GULF SHORES** trash rooms.

ALL CONSTRUCTION REFUSE from construction projects **MUST NOT** be disposed of in **GULF SHORES** trash rooms.

ABSOLUTELY NO PAINT CANS (EVEN EMPTY ONES).

Disposal of construction refuge and delivery refuge **CANNOT** be disposed of at **GULF SHORES** (this is a **TOWN OF VENICE RULE**) the town disposal workers will NOT pick up this type of trash.

IMPORTANT: OWNERS NOT DELIVERY OR CONSTRUCTION PERSONNEL are responsible for following these rules. It is the responsibility of the owners to inform the delivery services and construction workers of the rules.

THANK YOU FOR YOUR COOPERATION

GENERAL RECOMMENDATIONS AND RESPONSIBILITIES OF OCCUPANTS

DEPARTURE RECOMMENDATIONS:

1. Units should be left thoroughly cleaned.
2. All open food such as cereals, pastas, flour, sugar etc should be placed in air tight containers.
3. Refrigerators should be left thoroughly clean. If refrigerator is left off the door should be left ajar and if left on the temperature should be left very low ice maker must be off.
4. Stove should be cleaned (especially the oven).
5. Unplug all appliances.
6. It is advisable to close all window treatments and remove screens.

7. Secure all windows and doors.
8. Air conditioner should be set at 80 degrees and adjust humidistat to avoid mildew and mold (good time to change filter).
9. Water supply must be left on.
10. Turn off electrical power to hot water heater.

IN CASES OF EXTENDED ABSENCE FROM UNIT IT IS RECOMMENDED THAT AN APPOINTED PERSON INSPECT THE UNIT AT LEAST ONCE A WEEK (FOR SAFETY AND MAINTENANCE) ESPECIALLY DURING THE HURRICANE SEASON (MAY THRU NOVEMBER). THE BOARD TAKES NO RESPONSIBILITY FOR THE INTERIOR OF THE UNIT FOR DAMAGE FROM WIND, RAIN, ETC.

GENERAL RESPONSIBILITIES:

1. Window covering must be white or off white as seen from the outside.
2. No signs, advertisements or notices of any type shall be displayed.
3. Televisions, radios, stereos, etc must be tuned to a level of sound that is not disturbing to other.
4. No exterior antennas shall be displayed.
5. Footwear and tops must be worn in common areas at all times.
6. All accidents in common areas must be reported in writing to the BOARD. The board assumes no liability for damages or accidents WITHIN the units.
7. **UNIT OWNERS ARE RESPONSIBLE FOR INSURING THEIR UNITS FOR EXPOSURES NOT COVERED BY THE ASSOCIATION'S INSURANCE POLICY.**

HURRICANE SHUTTER SPECIFICATIONS

Owners wishing to install hurricane shutters must comply with **GULF SHORES HURRICANE SHUTTER SPECIFICATIONS**. This is in compliance with Florida Statutes.

LAUNDRY ROOM

Laundry rooms are located at the south end of each walkway.

Laundry facilities can be used between the hours of 7:00 AM – 10:00 PM.

Laundry room rules are posted in each laundry room. **PLEASE** read and follow these rules.

Door should remain **OPEN** when being used and **CLOSED** after use.

LAUNDRY FACILITIES ARE FOR OWNERS AND AUTHORIZED OCCUPANTS ONLY (NEVER FOR NON-RESIDENTS).

LUGGAGE CART

The luggage cart is located in the utility room on the **FIFTH FLOOR NORTH** and the laundry room key will open the door.

Return the cart to the utility room as soon as possible. Please do not leave the cart unattended on the walkway.

The cart is for everyone's use and your consideration is appreciated.

MAINTENANCE/ASSOCIATION EMPLOYEES

No **OWNER OR RESIDENT** other than the **MAINTENANCE DIRECTOR OR PRESIDENT OF THE BOARD** will direct, supervise or in any way attempt to assert control over any employee of the association.

Association employees are not permitted to do **ANY PERSONAL WORK** for owners or residents inside or outside of a unit during **SCHEDULED WORK HOURS**.

SEE MAINTENANCE REQUESTS/MAINTENANCE EMERGENCIES for additional information.

MAINTENANCE REQUESTS

PROCEDURE FOR WRITTEN WORK ORDERS:

1. **MUST** be written **NOT** given verbally to anyone.
2. Forms located in clubroom kitchen in the drawer between refrigerator and stove.
3. Fill in the form completely (blank items could delay the process).
4. If forms cannot be found a written note stating **NAME, UNIT NUMBER, DATE** and a detailed **DESCRIPTION** of the request is needed.
5. The request must be put in the **MAIL SLOT** in the clubroom office (1st door on the right as you enter).
6. Next fill in the **MAINTENANCE LOG** on the large clipboard located next to the bulletin board in the clubroom (state name, date, and description of work).
7. Written requests on the **MAINTENANCE LOG** will prompt a follow-up response. The log is reviewed weekly by the maintenance men or the maintenance director or president of the board or property management company. This serves as a public record of status and performance and can be discussed at **BOARD** meetings, if necessary.

PLEASE DO NOT MAKE VERBAL REQUESTS OR SUGGESTIONS TO BOARD MEMBERS, DIRECTOR OF MAINTENANCE OR THE MAINTENANCE MEN. IF SOMETHING IS IMPORTANT PASS IT ALONG IN WRITING.

MAINTENANCE REQUESTS/MAINTENANCE EMERGENCIES

The following are classified as maintenance emergencies and **SHOULD** be reported immediately either by phone or personally to a maintenance man or the maintenance director or **KEY-CALDWELL AT 941-408-8293**:

1. **BOTH** elevators not working is an emergency. One elevator not working is not an emergency.

2. **WATER LEAKS** that do not stop when the main water shut off valve in the unit is turned off. The shut off valve is located in the kitchen near the stove.
3. **BROKEN GLASS** from the sliding glass doors in the clubroom.
4. **ANY** general emergency that **THREATENS** the immediate safety of residents and or **THREATENS** damage to the building or to the building facilities.

MAINTENANCE items **NOT** to be reported: The following items are the responsibility of the unit owner. Owners must deal with these items. Renters and lenders must report these items to the unit owner.

1. **ANY** malfunction of the unit air conditioning or heating.
2. **ANY** malfunction of the unit water heater.
3. **ANY** malfunction of the unit dishwasher, refrigerator or stove.
4. **ANY** malfunction of the unit toilets, sinks or showers.
5. **ANY** other emergency that occurs **INSIDE** the unit is the owner's responsibility.

PETS

NO PETS ARE ALLOWED ON THE PREMISES.

POOL

Sarasota County Department of Health inspects the pool against **FLORIDA STATE HEALTH & SAFETY REGULATIONS**. Rules noted with an asterisk (*) are state regulations which could result, if not followed, in closure of the pool. Any owner observing a violation of a rule which has an asterisk should notify the offender of the rule and report the infraction to the property management company for follow-up action.

Pool area is open between 9:00 AM and 9:00 PM. Enter and exit the pool area thru the gates (**NOT** thru the clubroom). Pool users may use the clubroom toilets with the proper dress (foot coverings & tops over bathing suits).

POOL RULES:

1. * **SHOWER** at poolside before using pool.
2. * Children under 12 years old must be accompanied by an adult **AT ALL TIMES**.
3. **NO FOOD** permitted in pool area except **BOARD** approved functions.
4. * **NO GLASS** permitted in pool area.
5. Drinks (not in glass containers) allowed 4 feet from pool curb (**FLORIDA CODE 10D-5.116 (2)**).
6. No toys or floatation devices except exercise **NOODLES**.
7. No running, ball playing, diving or jumping permitted in or around the pool area.
8. **DIAPERED** individuals are **NOT** permitted in the pool at any time.
9. Bathing suits area considered proper attire when in the pool.
10. Standing or sitting on safety ropes not permitted (rope must be reattached before leaving pool).
11. Guests not living in the building must be accompanied by residents of the unit when at poolside.

12. Beach chairs must be covered with a towel before use.
13. All fencing must remain clear of towels and beachwear.
14. **ALWAYS HOSE OFF FEET WHEN ENTERING POOL AREA FROM THE BEACH.**

THESE RULES WERE ESTABLISHED FOR THE SAFETY AND PROTECTION OF ALL.

UMBRELLAS must be lowered before leaving area. When umbrellas are left unattended it could lead to wind damage.

The pool will be heated to a target temperature of 82-86 degrees. During the cooler months the pool will be covered at night to save electricity and to keep the pump working efficiently.

*When pool cover is **ON (NO ONE IS PERMITTED IN POOL/AREA AS REQUIRED BY FLORIDA CODE 10D-5.111 (4))**. Gates and clubroom doors must be **LOCKED** when **POOL IS COVERED**. **AT NO TIME IS THE POOL TO BE PARTIALLY COVERED.**

The pool cover may be removed by a resident if pool use is desired. The resident is **TOTALLY RESPONSIBLE** for **RE-COVERING** the pool after use. If a lessee, renter or guest does not comply (the owner will be held responsible).

REGISTRATION ON ARRIVAL

ALL RENTERS OR GUESTS using a unit on a rental or lend basis (without the owner present) must register in the visitor's book located in the clubroom within 24 hours of arrival.

THIS IS A SAFETY PROCUTION (A WAY TO EDENTIFY PEOPLE IN THE UNITS IN CASE OF AN EMERGENCY AS SUGGESTED BY THE VENICE FIRE DEPARTMENT.

REMODELING

ALL ALTERATIONS OR STRUCTURAL REMODELING MUST HAVE BOARD APPROVAL AS STATED IN GULF SHORE BY-LAWS. Whenever, there is a change to the interior of the unit that could affect the **COMMON ELEMENT** or any work that would require a permit (please follow this procedure).

PROCEDURE TO BE FOLLOWED:

1. **OBTAIN** a Gulf Shores Condominium form called a **REQUEST FOR ARCHITECTURAL MODIFICATION** from the property management company or in the Gulf Shores Clubroom.
2. **SUBMIT** the completed form to the property management company for **BOARD** approval **PRIOR** to **SIGNING** any construction contracts.
3. **PLEASE INCLUDE SPECIFIC DETAILS** on the request form. **OMISSIONS** of specific details will result in a **DELAYED APPROVAL.**

Construction hours are from **8:00 AM – 5:00 PM MONDAY – FRIDAY**. Exceptions to this time must have prior **BOARD** approval.

Contractors must be directed by **OWNERS** to clean up all debris on a daily basis. **ALL REFUSE MUST BE DISPOSED OF OFF PREMISES (NOT IN GULF SHORES TRASH ROOMS OR DUMMPSTERS)**. See waste disposal rules.

ABSOLUTELY no work is to be done on the **WALKWAYS**.

OWNERS PRESENT OR NOT PRESENT ARE RESPONSIBLE FOR COMPLIANCE TO ALL APPLICABLE RULES REGARDING REMODELING. FAILURE BY THE OWNER TO ABIDE BY THESE RULES WILL RESULT IN THE HALTING OF THE PROJECT BY THE BOARD. THE BOARD RESERVES THE RIGHT TO INSPECT THE PROJECT TO ASCERTAN COMPLIANCE.

MODIFICATIONS to units that do not involve alterations or structural changes (such as painting, wallpapering or carpeting) **DO NOT REQUIRE** use of the **REQUEST FOR ARCHITECTURAL MODIFICAITON FORM**.

NO CONSTRUCTION WORK WILL OBSTRUCT OR INTERFERE WITH THE RIGHT AND SAFETY OF OTHERS.

ROOF ACCESS

Owners are entitled to roof access only if the unit air conditioner needs to be repaired or serviced. **ADVANCE NOTICE MUST BE GIVEN TO THE MAINTENANCE MEN** (call 941-716-5224 or speak to them in person). The maintenance men need to unlock the roof access door. In an **EMERGENCY** a board member can arrange for roof access.

ROOF ACCESS is not authorized for any other reason (it is off limits in order to protect the **ROOF WARRANT**). The association maintains a log of ever entry to the roof for security and information purposes.

RULES ENFORCEMENT

All state, county and municipal laws regarding use of elevator, pool, stairwells, etc must be observed by all **UNIT OWNERS, RENTERS, LENDERS AND GUESTS**. Failure to do so will result in penalties.

THE BOARD MAY LEVY FINES AGAINST A UNIT OWNER NOT TO EXCEE THE MAXIMUM AMOUNT PERMITTD BY LAW FOR EACH VIOLATION OF THE GULF SHORES ARTICLES OF INCORPORATION, THE DECLARATION OF CONDOMINIUM, THE BY-LAWS AND THE BOOK OF HOUSE RULES. FINES SHALL BE PAID WITHIN A REASONABLE TIME AFTER BEING ASSESSED. FINES WHICH ARE NOT PAID WITHIN A REASONABLE THIME SHALL ENTITLE THE BOARD TO BEGIN LEGAL PROCEEDINGS AGAINST THE UNIT OWNER.

SECURITY

Elevators are key operated for **SAFTETY AND SECURITY** reasons. Owners should be in control of the elevator keys **AT ALL TIMES**. Persons with keys or those leaving the building should not allow stranger

to enter the elevators. The laundry room key opens the first floor stairwell door. Please make sure the door closes tightly for security reasons. All entrance door must be kept locked at all times. No entrance door may be blocked open while unattended, as this will allow unauthorized entry to the building.

Elevator keys open pool/beach gate locks. Please make sure the pool/beach gates are closed securely when leaving the pool area.

No one should be allowed access to the building for the purpose of soliciting or distributing advertising and other literature.

Each unit owner or resident is responsible for ensuring that delivery personnel leave the secure areas.

Whenever the unit front door lock is changed which requires a new key, a copy of the new key **MUST** be given immediately to the **ASSOCIATION**.

BEING RESPONSIBLE FOR THESE SECURITY MEASURES CREATES A SAFE ENVIRONMENT FOR ALL RESIDENTS.

STORAGE LOCKERS

Every unit has a designated storage locker located either on the north or south side of each floor (except the 1st floor, which are on various floors). Items must be **INSIDE** the locker (items left outside the locker on the floor are subject to removal/disposal **WITHOUT** notice.

TRANSFER OF UNIT (LEASES, RENTALS AND LENDS)

The responsibility of leasing, renting and lending is totally the responsibility of the unit owner. **OWNERS MUST** comply with the rules and any **VIOLATION** of the rules regarding leases, rentals and lends including failure to provide the necessary applications on time will result in fines up to \$50.00 per day of violation up to a maximum of \$1000.00 as provided by **FLORIDA LAW AND GULF SHORES BY-LAWS**. Any exception to the rules requires the prior approval of the **BOARD OF DIRECTORS**.

LEASES

Minimum leasing term is twelve (12) months.

Leases may not sub-leased

A fee of \$100.00 must be submitted with lease application signed by both owner and lessee. The owner must furnish a copy of the **HOUSE RULES** to the lessee who must agree to abide by them. The lessee must know the unit will be occupied by a single family unit consisting of no more than four (4) persons. If the lease is a renewal between the same parties no additional charge will be made.

RENTALS

Minimum rental term is three (3) months not to exceed four (4) times in one calendar year.

Rentals may not be sub-rented.

A fee of \$100.00 must be submitted with rental application signed by both the owner and the renter. The owner must furnish a copy of the **HOUSE RULES** to the renter who must agree to abide by them. The renter must know the unit will be occupied by a single family unit consisting of no more than four (4) persons.

LENDS

A lend is when a unit is occupied in the absence of the owner. A unit may be lent no more than three (3) times per year and the maximum of each stay is no longer than twenty one (21) days for each lend. All lends will be limited to a single family unit consisting of no more than four (4) persons.

ALL APPLICATIONS MUST BE RECEIVED BY KEYS-CALDWELL AT LEAST FIVE (5) DAYS PRIOR TO THE LEASE, RENTAL OR LEND.

PLEASE DIRECT ALL QUESTIONS TO THE HOUSING DIRECTOR ON THE BOARD OR TO KEYS-CALDWELL.

WALKWAYS & STAIRWELLS

The **VENICE FIRE DEPARTMENT** rules state that **NOTHING** can be placed or stored on the walkways, railings or stairways. The walkways and stairwells must be cleared **AT ALL TIMES**.

No advertising can be affixed to the building including walkway, stairwells, elevators, etc.

Smoking is prohibited by law in any enclosed **COMMON AREA**.