

**FIVE TOWNS OF ST. PETERSBURG #302
DARTMOUTH ASSOCIATION
5501 80TH STREET N.
ST. PETERSBURG, FLORIDA 33709**

RULES AND REGULATIONS

Restated MARCH 2015

- 1. PEACEFUL ENJOYMENT:** Owners shall not use or permit the use of their premises in any manner which would be disturbing or be a nuisance to other owners, or in such a way as to be injurious to the Association property. Please be a good neighbor and no loud noises between 11 pm and 8 am.
- 2. BOARD MEETINGS:** Unit owners are invited and encouraged to attend Board of Directors meetings and to volunteer to serve on the Board and other committees. Items that are listed on the agenda may be addressed during the meeting by unit owners. If there is an item a unit owner would like to request the Board to address, it should be submitted to the President, Secretary or Management in writing and signed at least a week before the scheduled meeting.
- 3. RENOVATIONS:** No structural changes or alterations shall be made to the building or in any unit, including air conditioners replacement, except upon the approval of the Board of Directors. When having work done by any person(s), the clean-up of the building and all affected areas is the responsibility of the owner/resident. If you have any renovations, removal or replacement of appliances by contractor please advise them that it is their responsibility to haul all debris away, nothing can go into the dumpsters. Contractors must provide proof of state license and insurance including workman's comp., prior to starting any work or delivery of materials. Proof must be provided to the Board before work is started.
- 4. UNIT OWNER RESPONSIBILITY:** Maintenance and repairs inside unit are the responsibility of the owner. Damage to common elements or other units from leaks etc., will be charged to negligent unit owner. The Board has the right of entry to repair such problems and will charge the unit owner for such repairs.
- 5. SECURITY:** Security requires all storage, laundry and roof doors to remain locked. Contact a Board member if workman requires roof entrance.
- 6. PARKING:** All parking spaces are assigned. There is only one space per unit, no parking space for second vehicle. Please provide written notices to the Board if you permit someone to use your parking space, guest spots are provided. Backing into spaces is prohibited. No vehicles larger than ½ ton. No commercial vehicles over night.
- 7. BUILDING MAINTENANCE:** Management employs the building cleaning crew, and a duty list is posted in our lobby. If you have a complaint about building maintenance, report it to the Board, not the worker.

8. AC DRAINS: To keep building drains open, please do the following; pour ¼ cup of white vinegar with a cup of water down the a/c drain twice yearly. Have air conditioning/heating units checked regularly to prevent leaks and damage to yours or other units. When going away for more than a day, turn off both water supply valves; keep all water hoses and valves repaired to prevent leaks and damage to units.

9. TRASH: All trash must be bagged and fastened securely before being placed in the chute. Do not overload bags. Cut and collapse all boxes, then place in back dumpster, not the chute. Do not drop glass, light bulbs, or other breakable items down the chute, wrap and hand carry them to the dumpster. We also encourage recycling. Recyclables should be taken to the bins at Magnolia and Oleander clubhouses.

10. ALARMS: Due to common walls and floors and the safety of all residents it is mandatory to have a properly functioning smoke detector in all units. Check smoke alarms working ability, change batteries when time changes, Spring and Fall.

11. SMOKING: No smoking or lighted materials are to be in the elevator, lobbies or stairways. Please dispose of cigarette butts properly in the ash tray provided on each floor.

12. PETS: You are allowed one dog or cat less than 20lbs. If you are currently a resident and have 2 pets, once a loss of a pet has occurred you may not replace your second pet. Pets are not allowed in the pool or laundry areas. They must be walked on either end of the building, not the front or back and must be on a leash. All waste must be picked up after your pet and disposed of properly. Birds, reptiles or exotic pets are not allowed. Once you are a resident, if you acquire a pet, you must notify the Board. (leash law attached)

13. POOL: Cover-ups must be worn over bathing suits, shoes and cover-ups must be worn outside the pool area. Place a towel on the lounge chair before using. No eating or drinking is allowed in the pool enclosure. All children 14 and under must be accompanied by an adult.

14. GUESTS: Guests spending the night with the unit owner for more than a few days should notify the Board. Guest passes are available at the Five Towns Office; guests may use the facilities, but MUST have passes. If you are not in residence you must notify a Board member at least 24 hours before the guest(s) arrival; the guest must notify same on arrival. The unit owner is responsible for and to ensure that their guests follow all the rules of Five Towns and Dartmouth Association. If you have young children visiting you may want to tape the emergency switch in your unit to keep from it being set off accidentally. The unit owner MUST provide a key to their guests. The Board will not supply keys.

15. STORAGE: Only articles that can be placed on shelves and floor space under shelves may be stored. No furniture. The name and unit # MUST be on all stored items. Bikes MUST be stored in the bike rack in the parking lot or in your unit. These storage rooms are for Dartmouth residents only.

16. DEPARTURE NOTICE: If going away for more than a few days please leave car keys on a table in your unit; leave a phone number where you can be reached in case of emergency with a Board member. Please inform a Board member if you have anyone staying with you for a few

days or more, remember there are people living alone and they feel intimidated when they see strangers around the building.

17. MOVING: A deposit of \$100 is required when moving in or out to cover any damage that may occur to Association property including the elevator. You can burn out the motor if you keep pushing the door open as it tries to close. There will be an inspection including the elevator after the move, and the deposit will be returned if there is no damage.

18. SAFETY: No front doors mats are allowed due to insurance reasons. No plants real or artificial are to be put on the walkways or stairwells or any common areas no exceptions.

19. PATIOS: (Ground floor units) Not to exceed 4ft. in depth and not longer then the unit. A diagram should be submitted to the Board prior to installation.

20. LAUNDRY: Laundry rooms are for Dartmouth residents only.

21. RENTALS: Are not to exceed 10 units at anytime. All renters must be interviewed by the Board of Directors prior to occupancy.

This set of rules supersedes all previous rules written or verbal

DARTMOUTH BUILDING VIOLATION POLICY

<u>ACTION</u>	<u>RECOURSE</u>
1 st Violation	Verbal Warning
2 nd Violation or No Remedy	Written Warning with time to Cure (30 days)
No Remedy from Written Warning	\$50.00 Fine Letter issued with Hearing Date (2 weeks, non-Board Members Committee)
No Remedy after 5 Days of Hearing	Additional \$50.00 Added
Every 5 Days until Violation is Remedied	Additional \$50.00 Added
Maximum Fine Aggregate Per Governing Documents	\$1,000.00

NOTE: All violations regardless of the type or severity shall incur fines of \$50.00, rising in increments of \$50.00 in accordance with the above schedule.

POLICY EFFECTIVE DATE: May 2, 2008

A Manual of Resolutions Covering
POLICIES AND PROCEDURES
By the Board of Directors of the
Dartmouth Condominium Association
5501 80th Street N.
St. Petersburg, FL 33709

The following policies and procedures are adopted as Board resolutions at their March 14th, 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

I. Re: payment of fees and dues required of members of the Association.

POLICY: all fees due the Association are to be paid by the 10th of the month in which they are due and if unpaid by the 10th they are subject to late fee(s).

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: 718.111(4), 718.115(2), and 718.116(1)(a)

PROCEDURE:

All fees and or assessments due the Association are Payable to the Office on or before the 10th day of the month;

On the 11th day, any fees not paid will have a LATE FEE, as determined by the Board and presently fixed at \$25.00, added to the delinquent account.

In the event that dues or fees are delinquent after the end of the first month, a bill including the late fee and all arrears, will be sent to the owner of the account as a part of the next month's billing;

If an account continues to be delinquent into subsequent months, for each month that the account is delinquent as additional fee, as determined by the Board, currently \$25.00, will be added to the account.

If the account is not settled after the second consecutive month of delinquency, and before the next month's billing cycle, a certified letter will be sent to the owner of the account stating the current state of the account and the time limit for payment of all dues and fees in full.

If after the third consecutive month of delinquency the account remains unsettled, collection of past due fees will be turned over to the Association attorney for collection.

The owner of the account that is delinquent shall then be responsible for all arrears, accrued late fees, attorney fees, and further collection costs.

Dartmouth Condominium Association

The following policies and procedures are adopted as Board resolutions at their March 14th 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

POLICY: it shall be permissible to install hurricane shutters on the windows and doors of the Dartmouth building.

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: 718.113(5) and 718.115(1)(e).

PROCEDURE

Individual unit owners must submit an application for the installation of hurricane shutters to the Board of Directors.

Shutters must be installed in accord with all building code requirements, with any permits that may be necessary, and basic construction integrity once affixed to the Dartmouth building.

Shutters shall be white in color and should reasonably match shutters that are already installed on the Dartmouth building.

The installing company must provide proof to the Association of adequate liability and workman's compensation insurance.

The unit owner is ultimately responsible for any damage to the building, any of its grounds during installation, and any such damage must be repaired in a reasonably immediate time period returning the exterior of the building to match the existing condition.

Installers must remove all construction debris from the site and Association dumpsters must **NOT** be used for disposal.

Awning type hurricane window covering is not permitted.

Dartmouth Condominium Association

The following policies and procedures are adopted as Board resolutions at their March 14th 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

II. Re: Modification made by owners to the units that they own.

POLICY: the replacement windows, that is, windows that replace existing windows in the external walls of the unit, when installed by that unit's owner or his/her legal representative, is permissible.

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: 718.113(3)

PROCEDURE

Unit owners or their legal representatives must submit an application to replace any and all windows in their unit(s) to the Board of Directors.

Installers are to provide proof of adequate liability and workman's compensation insurance. The windows to be installed must conform to all local building codes, must follow accepted installation procedures including obtaining and displaying any needed permits **at the time of installation**.

The color and construction of the replacing window is to reasonably match the windows that exist in the Dartmouth building. Special care is to be taken in affixing the windows to the building to exclude the intrusion of the elements.

The unit owner is ultimately responsible for any damage to the building and grounds during installation and any such damage must be repaired in a reasonably immediate time period returning the exterior of the building to match the existing condition.

Installers must remove all construction debris from the site and the Association dumpsters **must not** be used for disposal.

Dartmouth Condominium Association

The following policies and procedures are adopted as Board resolutions at their March 14th 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

POLICY: the installation of replacement air conditioning units, that is, air conditioners that replace existing units in the external walls of the unit, or on the roof when installed by that unit's owner or his/her legal representative, is permissible.

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: 718.113(3)

PROCEDURE

1. Unit owners or their legal representatives must submit an application to replace any and all air conditioners in their unit(s) to the Board of Directors.
2. Installers are to provide proof of adequate liability and workman's compensation insurance. The installation of the replacing air conditioners must follow accepted installation procedures and all local building codes **at the time of installation**, including obtaining and displaying any needed permits and taking special care in affixing the windows to the building to exclude the intrusion of the elements environmental hazards.
3. The color and condition of the exterior part of the building when replacing air conditioners **must** reasonably match the exterior that exist in the Dartmouth building.
4. The contracting unit owner is ultimately responsible for any damage to the building or grounds done during installation.
5. Installers must remove all construction debris from the site and the Association dumpsters must not be used for disposal.

Dartmouth Condominium Association

The following policies and procedures are adopted as Board resolutions at their March 14th 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

III. Re: housing a pet in a unit of the Dartmouth Building.

POLICY: the care and welfare of a resident pet is regulated by the Board of Directors in order to maintain the best interests of the Association as a whole while protecting the rights of individual pet owners.

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: In accord with 718.1255(1) through (4)

PROCEDURE

All dogs/cats which are resident pets are to be walked in the area designated for this purpose.

Immediate retrieving and disposing of all excrement produced by a resident pet is the responsibility of the pet owner.

Should a resident pet be the object of a complaint by one or more Association members, on the grounds of noise, sanitation, or any other cause, that complaint must be made in writing and submitted to the Board of Directors and read into the Minutes of the Board at its next regularly scheduled meeting.

An appropriate investigation by an ad hoc committee of the Board shall be made in a reasonable time thereafter, with a report recommending action at a regularly scheduled meeting of the Board and within three months of the date that the complaint entered the Board's Minutes.

If the Board determines that the complaint is justified, the owner of the pet will have 60 days to remove the pet from the premises, during which time the owner of the pet may appeal the decision.

The appeal must be heard within 30 days of the complaint's being submitted to the President of the Board, the owner and the complainant each have the right to appear before the Board at a special meeting held specifically for hearing the evidence.

The hearing will adjourn at a reasonable time to allow all sides to be heard, after which a motion will be put before the Board either to sustain the original decision or rescind it, after which that decision is final.

If the decision is to sustain the original decision, the owner of the pet has the remainder of the original 60 days to remove the pet, otherwise the pet remains with its owner with instructions on any requirements for behavioral modifications that may be warranted.

Dartmouth Condominium Association

The following policies and procedures are adopted as Board resolutions at their March 14th 2007 Board meeting, stated in order to facilitate the work of the Board and ease the processes required to meet the needs of the members of the Association.

V. Re: the management of the Board's affairs and the keeping of records

POLICY: All records shall be kept for 7 years and shall be shredded at time of disposal. All documents relating to matters of a personal nature and contribute to the Board's deliberations, both in official meetings and in the regular implementation of the Board's decisions, are to be kept private. All personal information of each unit owner in their file will be available to the Board of Directors and management only.

REFERENCE TO FLORIDA STATE STATUTES Chapter 718, The Condominium Act: 718.111(12) c1.

PROCEDURE

All information related to the application for the purchase of a unit shall be expunged of any personal identifying data (e.g., social security number, bank account numbers, etc.), before being filed.

Any written document relating to, supportive of, or evidentiary with Board discussion and action and that names an individual or group of individuals associated with the Association shall be attached to a copy of the Minutes of the related Board meeting and sealed, with instructions that no one except a Board member has the right to read the contents of that which is sealed.

Any claims of wrong doing, challenges to the character or welfare of any member, derogation of ability or action, or any other ill characterization of a member of the Association this is brought to the Board shall be duly received, evaluated, acted upon and then expunged, with the Minutes reflecting only the decision taken by the Board.

All files kept on the owners of units shall be devoid of any personal correspondence, electronic or hardcopy, relating to owners or the activities owners perform in the proper upkeep and maintenance of their units.

All personal correspondence of any sort, electronic or hard copy shall not be attached in any way to the papers that reflect the work of the Board of Directors or the conduct of the Association.