

***SAND DOLLAR SHORES  
CONDOMINIUM  
ASSOCIATION, INC.  
7420 SOUTH OCEAN DRIVE  
JENSEN BEACH, FLORIDA 34957  
OFFICE (772) 229-5352  
FAX (772) 229-0655  
Email: [snddlsh@comcast.net](mailto:snddlsh@comcast.net)  
Website: [www.sanddollarshores.net](http://www.sanddollarshores.net)***

## ***Rules & Regulations***

## **PURPOSE AND SCOPE**

The Sand Dollar Shores Condominium Association grounds and administrative rules contained herein are in compliance with the provisions of the Certificate of Incorporation, the Declaration of Condominium of the Sand Dollar Shores Condominium Association, Inc., and as authorized under the provisions of Chapter 718 of the Florida Statutes (The Condominium Act). These rules are adopted for the purpose of ensuring that all owners may enjoy and be proud of the building and facilities under conditions which provide maximum comfort, convenience and safety.

The Association and its Property Management Company, in accordance with provisions of the Documents of Sand Dollar Shores Condominium, will enforce these rules. The Board of Directors or its management agent(s) will issue violation notices, to the owner. If a violation is not corrected, a hearing before the Board of Directors may be scheduled and fines up to the maximum provided by law may be imposed in accordance with chapter 718.303, Florida Statutes.

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**I. OWNERS RESPONSIBILITIES:**

Each owner or his/her properly authorized and approved renter/lessee shall be responsible for the actions and conduct of his/her family members and for guests as they relate to compliance with the Declaration of Condominium and the Sand Dollar Shores Rules and Regulations.

**II. VISTIORS AND GUESTS**

- A. VISITORS – Anyone visiting the condominium unit while the owner or renter is in residence. If the visitor is staying more than one day, he/she will need to obtain a vehicle ID sticker by the next working day. Visitors may not have pets at any time.
- B. GUESTS – Anyone using the owner’s condominium unit while the owner is not in residence and not paying for the use of the condominium unit. Owners must complete a Guest Notification Form and submit it to the Association office prior to the guests arrival. Guests must register in the office within 24 hours (48 hours on weekends) and obtain a vehicle ID sticker. The Owner shall make available to their Guests a copy of the Rules and Regulations and provide them with necessary keys and gate openers. No more than six people are allowed overnight. Guests are not allowed pets at any time. Any person who is not an owner, but will be occupying a unit for 21 days or more, will be considered a renter/lessee and is subject to all the terms and conditions associated with leasing a unit, including filing a Lease Application and the payment of applicable fees. Guests may not have pets at any time.

**III. RENTERS / LESSEES**

- A. All Lease Applications must be submitted to the Association (30) days prior to occupancy along with the required processing fee.
- B. Owners shall not lease their condominium units for less than 30 days. Renters/Lessees are not permitted to sublease.
- C. No condominium unit or part thereof shall be permitted by the owner or his lessee be used as a hotel, transient apartment, or motel.
- D. A leased condominium unit shall not be occupied overnight by more than six (6) people.
- E. The lease of any condominium unit shall be approved by the Board of Directors. A unit owner processing a request for approval to lease shall certify that the renter/lessee has been provided a copy of the Sand Dollar Shores Rules and Regulations, that the renter/lessee has read the same, and agreed to comply. The owner submitting an application for lease of a unit shall accompany said application with a copy of the proposed lease. No unit may be leased to a corporation, company, partnership or any other business or commercial organization.
- F. The unit owner is responsible for all damages to common elements including building, equipment and furnishings caused by his/her lessee.
- G. Renters/Lessees must register with the Condominium office within 24 hours (48 hours on weekends) of arrival and obtain vehicle I.D. stickers.
- H. Pets are prohibited on premises at anytime for renters/lessees.

- I. Owners are responsible for providing their renters with a gate remote opener.
- J. Unit owners must have all fees and assessments current before rental approval will be granted.

**IV. USE AND CARE OF PUBLIC AREAS**

- A. All porches, walkways, balconies, and stairwells must be kept clean and free of all personal items and debris. Clothing, towels, shoes, toys, bicycles, chairs, and other articles shall not be placed in passageways. No laundry, bathing suits, towels, or other items shall be placed on railings, clothes lines or racks, on walkways or private balconies.
- B. Children shall not be permitted to play or loiter in the stairways, elevators, walkways, driveways, or parking areas.
- C. Public areas may not be decorated except with the written approval of the Board of Directors.
- D. All waste, trash and garbage that is prohibited from garbage deposits, (see Rule IX F) must be tightly wrapped or bagged and securely tied before depositing in the trash containers or trash chute. The trash chute is to be used only from 8:00 a.m. to 10:00 p.m. Boxes are to be broken down. Recycled items are to be deposited in the appropriate containers in the first floor trash rooms.
- E. Door to door solicitation shall not be permitted unless prior written approval has been granted by the Board of Directors. This includes not-for-profit organizations.
- F. Bulletin boards adjacent to the elevators are for condominium business ONLY. They are not to be used for private notices. Such notices may be posted on the bulletin board in the club house.
- G. By order of the Fire Marshall stairwells must remain clear at all times. All items left in the stairwell will be disposed of.

**V. PARKING AREAS AND DRIVEWAYS**

The property is monitored 24/7 by video security.

- A. The following are prohibited:
  - 1. Assigned parking spaces.
  - 2. Unnecessary horn blowing.
  - 3. Loud engine or exhaust noise.
  - 4. Speeds above 10 miles per hour.
  - 5. Repairs or service work on vehicles in parking area.
  - 6. Backing into parking spaces unless to temporarily unload vehicle.
  - 7. Overnight parking without vehicle permit.
  - 8. Parking of: motor homes, motorcycles, vehicles in an old or deteriorating condition, boats, trailers or watercraft.

9. Parking or storage of vehicles for more than 30 days unless by prior written permission from the Board of Directors. These vehicles must be parked in the west side parking area only.
10. Washing of vehicles except in designated areas.
11. Parking by Fire Gates.
12. Parking on grass.

B. Parking area and driveways are Tow away zones, 24/7. Unauthorized vehicles may be towed at the owner's expense.

**NOTE:**

Overnight parking for one night only may be obtained from Board of Directors or its Management Agent for the purposes of loading or unloading motor homes, travel trailers, household goods, containers, or other vehicles otherwise prohibited. Additional days can be arranged with the Association Office. These vehicles must be parked in the back of the parking lot.

**VI. ELEVATORS:**

- A. Smoking is not permitted in elevators.
- B. Floors in elevators must be kept dry. All spills are to be cleaned up by the responsible person.
- C. Notices may not be posted in elevators without Management approval.

**VII. CATWALKS, BALCONIES, WINDOWS AND DOORS:**

- A. The following are prohibited:
  1. Sweeping, pouring, tossing, or shaking of refuse from catwalks, windows, or balconies.
  2. Feeding of birds or animals from catwalks, balconies, or windows.
  3. Grilling on catwalks, balconies, or wooden crossover canopies at the beach.
  4. Signs on windows or doors.

**VIII. INSTALLATION OF HURICANE SHUTTERS AND WEST SIDE DOORS:**

- A. **Hurricane Shutters:** all owners of units above the ground floor are required at their own cost and expense, to install, maintain and replace hurricane shutters on all windows and on the perimeter of all balconies of units.
- B. Specifications about the design, color and style of the shutters have been adopted by the Board of Directors as follows: **Balcony:** Color: White; Specs: Dade County Standard; Style: Accordion; Installation: Perimeter only. **Windows:** Color: White; Specs: Dade County Standards; Style: Accordion or Roll-Up; Installation: Surface.

- C. **West Side Screen and Storm Doors:** Screen or Storm doors are mandatory on all units at the owner's expense. Owner must maintain these doors and keep in good condition. Color must be White. Note: Hurricane shutters are not required on the west side entry doors. **Window Screens:** Color: Black or Brown; Style: no designated design.

**IX. BUILDING, STRUCTURE AND CONDOMINIUM UNIT MAINTENANCE:**

- A. Exterior structural alterations are prohibited without prior approval of the Board of Directors.
- B. Each unit owner is responsible for maintenance of the interior of his/her unit.
- C. No condominium unit owner shall install any antenna system outside his/her unit.
- D. All requests for maintenance for common area elements shall be made to the Property Management office, not to maintenance employees. (Forms can be obtained in the Property Management Office).
- E. Unit owners bear the responsibility to see that window and balcony hurricane shutters are closed as follows:
  - 1. During hurricane season, June 1 through November 30, all shutters must be closed at all times whenever the unit is unoccupied over night.
  - 2. At all other times, all shutters must be closed whenever the unit is to be unoccupied for more than four (4) days.
  - 3. Owners are also responsible to see that the balcony and window shutters are maintained in good operating condition and do afford the full protection expected by such shutters.
  - 4. Unit owners must notify the office if they do not expect their shutters to be repaired before hurricane season begins. They must provide the office with a copy of their hurricane shutter contract.
- F. Garbage disposal units in kitchens must be used as follows:
  - 1. Before using garbage disposal unit run cold water for one minute. While running cold water, turn on the garbage disposal and slowly flush appropriate food. Continue running cold water for one minute after turning off the garbage disposal.
  - 2. Never put any of the following or other items that are likely to clog drainpipes, in the garbage disposal unit; including the following:
    - a. Coffee grounds;
    - b. Dough;
    - c. Grease (meat drippings, etc.) of any kind;
    - d. Pasta (spaghetti, macaroni, etc.) of any kind;
    - e. Pastry;
    - f. Rice.

- G. Owners are responsible for the disposal of construction waste and personal household items such as carpet, dryers, furniture, heaters, washing machines and hot water heaters. These items may not be placed in the building trash containers. You can contact the office for the phone number for trash pickup. You are responsible for the cost of the pick-up.
- H. All washing machine hoses shall be a high-pressure hose wrapped with a braided stainless steel outer layer or a no burst polymer hose.
- I. In Buildings B through E, whenever a condo unit becomes, and is, vacant (i.e. no one is in the unit) over night, the main water inlet valve(s) must be turned off (closed). In Building A, whenever the installation allows the water inlet valves to the hot water tank, the clothes washer and the toilets must be similarly turned off.
- J. Each condominium unit is required to have and maintain a catch pan under the hot water tank. This pan must be connected to the drain provided for such purpose. Condominium units on the ground floor of buildings A through E, that currently (April 2008) do not have a catch pan under their hot water tank, are only required to install a new catch pan when a new hot water tank is installed. By accepting this special provision, the affected ground floor units must also accept the monetary responsibility for any water leakage damage caused to other units and to common property.
- K. The hot water tank in each condominium unit must be replaced within ten (10) years of its installation or sooner if its condition dictates.

**X. SWIMMING POOL AND AREA:**

- A. Swimming pool facilities are for the use of owners, renters, and their guests and visitors.
- B. Any person with skin rashes or skin conditions or communicable disease is not permitted to use the pool. Everyone must shower before entering the pool.
- C. Glass containers are not permitted in pool area.
- D. Trash shall be deposited in trash receptacles. Cigarettes, cigars, and pipe ashes shall be placed in sand receptacles.
- E. Pets are not permitted in the pool area.
- F. Furniture or equipment may not be removed from the pool area.
- G. Swimming is prohibited before dawn or after dark.
- H. Rafts, scuba fins, snorkels or scuba equipment, swim rings or inner tubes are not permitted in the pool.
- I. Ball playing, running, shouting or excessive noise is not permitted.
- J. Furniture in the pool area shall be covered with a large towel before being used by swimmers using lotions or creams.
- K. Radios are to be used with headphones only.

- L. Children under 12 must be supervised by a parent. State Law prohibits babies with diapers from being in the pool. No infants, age two (2) or under are allowed in the pool.
- M. Food is not permitted in the pool area.
- N. Alcoholic beverages are not permitted in the pool area.

**XI. RESALES OF CONDOMINIUM UNITS:**

- A. Prospective buyers of condo units must be approved by the Board of Directors, 30 days prior to closing.
- B. The seller will supply to the buyer:
  - 1. Condominium Documents and the By-Laws.
  - 2. Operating budget and monthly maintenance charges.
  - 3. Rules and Regulations
  - 4. All keys and gate openers
- C. Buyer will be required to indicate by signature that the above have been received and that they have read the Rules and Regulations and have agreed to abide by them.
- D. A copy of each executed conveyance shall be delivered to the Board of Directors within 10 days after the date of closing.
- E. Resale's to other unit owners need not have the approval of the Board of Directors. Owners buying another unit shall notify the Board of their intent to purchase prior to closing. A copy of the executed conveyance shall be delivered to the Board of Directors within 10 days after closing.

**XII. CONDOMINIUM UNIT RESTRICTIONS:**

**A. NOISE AND DISTURBANCES:**

- 1. Residents shall not cause or permit any disturbing noise in the building nor initiate anything to be done to interfere with the rights, comfort or convenience of other residents.
- 2. The Board will only take action on noise disturbances when a written complaint is filed with the SDSCA office, by the affected party. Action will consist of the property manager communicating with the violators and if there is no improvement a fine may be levied.
- 3. In order to minimize transmission of noise, at least three-fourths of the floor area of each room of the high traffic areas and under the dining room table and chairs (except the kitchen and bathrooms), shall be covered by rugs or carpets, or other means of adequate sound proofing insulation. Felt and / or rubber pads are to be placed under all chair and table legs on hard surfaces. Effective May 17, 2010, all new installations of wood or tile flooring will include an underlying sound barrier of at least one-half inch (1/2") cork or other comparable sound proofing.
- 4. Installation, repair or maintenance work requiring hammering, drilling, sawing, or other similar noise making is not permitted before 8:00 A.M. or after 6:00 P.M., Monday – Saturday, except emergency repair work.



### **XIII. DOGS AND OTHER PETS:**

1. Unit owners are the only people allowed to have a dog or pet on Sand Dollar Shores property. Pets shall be on a leash at all times while being walked in the public areas. The leash must be held. Extendable leashes must be retracted keeping pets close to the owner's side, especially when other persons are nearby or in the elevator. Anytime a pet defecates, it becomes the owner's responsibility to pick up and dispose of the waste in a building trash container.
2. CONDUCT AND BEHAVIOR OF THE PET IS THE OWNER'S RESPONSIBILITY. Excessive noise (barking), aggressive behavior, nuisance and other annoying characteristics will not be tolerated. OWNER MANAGEMENT OF THE PET WILL BE ENFORCED.
3. Complaints regarding pet behavior described above should be made to the pet owner. If no positive response is observed relative to the complaint then the Property Management Office is to be notified.
4. Unit owners may have no more than one pet in their condominium unit at any time. All unit owners must register their pet prior to arrival at the condominium unit by completing and filing the Pet Registration Form in the Association office.
5. All dogs must wear a photo identification tag at all times when on the common grounds. Photo ID's will be issued in the office at the time of registration.
6. Owners must be in residence at all times that a pet is present on the property. Pets can not be left in the care of guests, tenants or other family members.
7. Failure to follow these rules by the unit owners; their renter/lessees, guests or visitors will subject the unit owner to fines.

**REMINDER:** St. Lucie County has a leash law for pets, which includes the beach.

### **XIV. ASSESSMENTS & MAINTENANCE CHARGES:**

1. Quarterly maintenance fees are due and payable 10 days of the due date.
2. All late fees will be assessed interest at a rate of 10% per annum.

### **XV. CONTRACTOR RULES OF CONDUCT:**

All contractors are expected to respect the rights of the Unit Owners and *their* property. The following rules apply:

1. Each Condominium Owner is responsible for all work done within his/her unit. If the work is not done properly and results in damage to others, the unit owner may be held legally responsible for these damages.
2. Contractors are welcome to the property Monday through Saturday from 8:00 A.M. to 6:00 P.M. There are no restrictions for emergency services.
3. Only St. Lucie County Licensed contractors will perform construction and maintenance work at Sand Dollar Shores, with the exception of minor routine work.
4. All Contractors must register at the Sand Dollar Shores Office, in the Clubhouse, prior to or upon

arrival and complete the Contractor Registration Form.

5. Contractors may use loading and unloading zones only for those purposes. All parking should be located in the lined areas. Oversize vehicles must be parked against the west side of the parking area, unless proximity to the buildings is necessary to perform the services.
6. All work and services should be performed in as neat and orderly fashion as possible. All common areas must remain open and access to the units may not be impeded. Elevators must remain accessible to the residents.
7. Coverings should be laid to prevent wind-blown debris, paint, stain and all other materials from being spread throughout the area. Unnecessary noise and odors should be avoided.
8. All construction materials, packing supplies, coverings, etc. are to be removed from the common areas upon completion of the work, daily. Discarded building materials, doors, screens, cabinets, etc., may not be placed in Association dumpsters. All spills, stains, dirt and dust must be completely cleaned up and removed.
9. Association shopping carts are for the exclusive use of residents and may not be used by contractors.
10. During and after all work, the safety of the residents and their property must be a foremost priority.

#### **XVI. CLUBHOUSE RULES**

**POLICY:** The purpose of the clubhouse is for the use and enjoyment of the owners, renters and their guests. We expect and encourage the use of the facility for meetings, social gatherings and for individual use. Each owner/user is responsible for the protection and care of the property.

The following rules apply and we ask that all owners/users adhere to them. In addition, we ask you to observe others as they use the facility. Please report any misuse to the property manager or a Board Member.

1. The clubhouse is for the use of Sand Dollar Shores owners, renters and their guest.
2. The clubhouse is designated as a NON- SMOKING facility.
3. An adult must be present at all times with children under the age of 18.
4. The clubhouse is not to be used for commercial activities, without Board approval.
5. Clubhouse usage may be restricted during Board Authorized Activities. Board authorized activities include, but are not limited to: Board of Directors Meetings and Workshops, Committee Events/Meetings and/or Social Events/Meetings.
6. Entertainment or performance requires Board approval.
7. Tables, chairs and other furniture may be temporarily moved to accommodate an activity but must be replaced in their original locations at the end of the activity.
8. Trash must be picked up by the participants of an activity and is to be disposed of in the available receptacles.
9. Food or beverages may not be left in the clubhouse.

10. The last person leaving the Clubhouse is responsible for turning off the equipment and lights.
11. Proper attire: street clothes, bathing suit cover-ups, shirts and shoes are required for anyone using the clubhouse. No wet clothing is permitted.
12. Noise levels that are not respectful of others who are using the clubhouse are not permitted. Decorum and quiet are also required when leaving the facility so as not to annoy neighboring residents.
13. The clubhouse must not be used for sleeping over night.
14. Pets are not allowed.
15. Persons under the age of 21 years of age may not consume alcohol in the clubhouse. No alcohol is to be in the clubhouse at any time unless a person 21 years of age or older is present.
16. Alcohol will not be provided or sold by Sand Dollar Shores. All Sand Dollar Shores functions will be on a "B.Y.O.B" (bring your own bottle) basis.

**A. KITCHEN**

1. May only be used for scheduled Board approved activities.
2. Shall not be used for residents to cook.
3. The refrigerator must be cleaned out after each activity.

**B. OUTDOOR GRILL**

1. The outdoor grill must be cleaned after each use.
2. Turn off valve on gas tank after each activity.
3. Do not place the cover on the grill until the grill has cooled.

**C. EXERCISE ROOM**

1. All use of equipment is at the operator's risk.
2. Children under the age of 18 are not permitted in the room.
3. Food or beverages are not permitted in the exercise room except for bottled water.
4. Machines are to be turned "off" when not in use.
5. All music devices must have headphones so as to not disturb others.
6. Lights are to be turned off by the last person leaving the room.
7. Equipment must be wiped down after use to remove any perspiration of the user.

## **XVII. STORAGE ROOM RULES:**

Each building has a first floor common storage room for condo units within that building and, on floors two through eight, a “storage room” with individual condo unit storage lockers. These storage rooms must be maintained properly to ensure the safety of all who have items stored there.

### **A. FIRST FLOOR STORAGE ROOM:**

Failure to comply with any of these rules may result in the item(s) being removed.

In the common area, only the following items may be stored:

1. Bicycles, however they may not block a storage locker door; and bicycles may not be locked together. Failure to comply will result in the lock(s) being cut and the bicycles separated.
2. Boxed containers (A, B & C Buildings only) – plastic containers with tops are best, due to the humidity.
3. All items must be clearly marked with the owner’s last name and condo unit number (e.g., Jones, A123);
4. Renters may not use the storage room;

### **B. STORAGE LOCKERS:**

1. All storage lockers must have a condo unit number clearly marked on the door.
2. The “storage rooms” on floors two through eight may not have anything stored outside of the lockers as this creates a fire hazard.

## **XVIII. CONDOMINIUM UNIT – OWNERS HOMEOWNERS INSURANCE**

Florida law requires that each unit owner to have Condo-Unit Homeowners insurance coverage provided by a licensed insurance company. Self insurance is not permitted.

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