

HARBOR OAKS PLACE  
CONDOMINIUM ASSOCIATION, INC.  
30 TURNER STREET  
CLEARWATER, FLORIDA 33756  
TELEPHONE/Fax: 727 442.0308



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January 18, 2011

All Residents

Regarding: Revised Rules and Regulations for Harbor Oaks Place, Inc.

Attached are the republished Rules and Regulations adopted by the Board of Directors at the Annual Membership Meeting on January 18, 2011.

Please keep these documents in a safe place and available to review when you have questions and to share with your visitors and guests.

These Rules and Regulations add information that was inadvertently left out of previously published Guidelines. Also, these Guidelines will be filed as "governing documents" with Qualified Property Management, our property management company, and be in effect from this point forward.

Please let us know if you have any questions.

We wish you many happy years at Harbor Oaks

Place.

Respectfully,

Harbor Oaks Place, Inc. Board of Directors

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30 TURNER STREET  
CLEARWATER, FLORIDA  
33756

A CONDOMINIUM RESIDENCE  
FOR  
PERSONS 55 YEARS AND OLDER

# Emergency Procedures

## Guidelines

## IN CASE OF FIRE

1. Do not ignore the Fire Alarm. Test the Door for Heat with the back of your hand.
2. If you feel heat within five (5) Seconds do not open the door. Use wet towels to seal cracks in the door.
4. Take a colored sheet or Towel, and go to your balcony and wait for help.
5. If you do not feel heat on your exit door, carefully open the door to check for smoke.
6. If the hallway is clear; go to the nearest stairwell.
7. Do not use the elevator.
8. If you are able, go to the parking lot at the rear of the building. If you cannot descend the stairs wait for help in the stairwell.

# Harbor Oaks Place

## Emergency Guidelines

We had an informative session with the Clearwater Fire Department representative giving us valuable information on emergency preparedness. If you were unable to attend this special meeting there is a video tape of the session available. Please contact a member of the Board of Directors to borrow the tape. Pamphlets from the Fire Department on High Rise Safety are also available; again please contact a Board member. Please take the time to read this important information.

### IN CASE OF A FIRE

- IF the building fire alarm sounds DO NOT IGNORE IT. Never assume it is a false alarm
- Test your exit door to the hallway before you open it. Feel the door with the back of your hand, not the palm, for heat. If your hand feels warmth within 5 seconds DO NOT OPEN THE DOOR.
- if the door is not warm to the touch, carefully open it a small amount to check for smoke in the hallway.
- If the hallway is safe to access, go immediately to the nearest stairwell. DO NOT USE THE ELEVATOR. If you cannot go down the stairs, stay in the stairwell until someone comes to assist you.
- If you are able to descend the stairs, exit the building and go to the designated meeting place, - THE PARKING LOT AT THE REAR OF THE BUILDING. Check in with your Floor monitor. Floor monitors will account for all residents on their floor.
- If there is smoke in the hallway, use wet towels to seal the cracks around the door. DO NOT LOCK YOUR DOOR. Go to the balcony taking a bright towel or bed sheet with you and, tie it to the handrail of the balcony.
- Remain on the balcony until help comes.

### Fire in your Unit

- Call 911 to report the Fire. Be prepared to give the address and unit number. If you cannot control the fire, go the hallway. Close your door; pull the fire alarm on your way to the stairwell exit.
- DO NOT USE THE ELEVATOR



## HURRICANES

- HAVE A PLAN. Do not wait until a severe storm is approaching.
- We live in an evacuation zone. In spite of the fact that our first floor is approximately 40 feet above sea level and the building is capable of withstanding extremely high winds, residents of the condominium would be ordered to evacuate at the same time as beach residents.
  - Residents would have to go to designated shelters, motels or to private homes.
- Pets are not allowed in most shelters.
- If residents are not forced to evacuate there could be inconvenience and hardships.
- Electric power may fail. Emergency generator runs only emergency lighting and one emergency elevator.
- Water may be unsafe for drinking.
- Be prepared to be isolated for hours or even days.
- Please keep your floor monitor advised of your plans.
- If you leave, place a pillow outside your door indicating the unit has been evacuated.

# Harbor Oaks Place

## New Resident Information

### Contents

Board of Directors Welcome letter

Resident Rules & Regulations

Move-In Rules and Regulations

Contractor Guidelines

Guest Registration Form & Guest Parking Permit

Resident Telephone Directory

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30 TURNER STREET  
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To: New Resident

RE: Welcome

The Board of Directors welcomes you as a new resident. We sincerely hope you enjoy your new home and will become active in the community activities.

Please read the Harbor Oaks Place *Resident Rules and Regulations*, the *Move-in Rules and Regulations*, the *Contractor Guidelines*, and the *Guest Registration information* which are included in this package. There is a great deal of important information that will simplify your move and help you enjoy living in this beautiful waterfront community.

A member of the Welcoming Committee will contact you shortly after your move-in to schedule an appointment with you to discuss the Rules and Regulations and answer your questions. In the meantime, the following information may be helpful:

- Each unit has a private storage area on the first floor, and there is a bicycle storage area in the east end of the building. If you have trouble locating these storage areas, please contact a Board Member or a member of the maintenance staff for assistance.
- The mail room is located off the east hall of the first floor. Your name will be placed on the mail box with your unit number. There is a box for outgoing mail at the entrance of the mail room.

The condominium office is located next to the mail room. The office is not open on a regular schedule. There is a slot in the door for messages to the Board of Directors, or you will find the Directors telephone numbers on the resident telephone list or the list posted on the bulletin board. You can also contact our Association Property Manager, Brian Buxton, at (727) 869-9700.

- The bulletin boards near the office list current notices regarding meetings, minutes of the most recent meeting, social calendar, and other items of interest.
- The swimming pool area is locked when not in use. The key to the pool entry gate is hanging on the wall at the end of the west hall.

These are just a few quick guidelines of Harbor Oaks Place. If you have any further questions, please do not hesitate to contact us for any additional information or assistance.

Again, welcome to Harbor Oaks Place.

Sincerely,

Harbor Oaks Place  
Board of Directors



### Security

- The Security of our building is only as good as the residents and owners are willing to make it.
- There is a phone directory in the front outer lobby for guests, and the rear service entrance for deliveries and service people.
- We all need to take personal responsibility to ask people whom we do not know to identify themselves, the unit owner, and unit number they are visiting.
- We should also brief our guests and visitors to expect and to cooperate with the identification process.
- The identification request **must** be done in a friendly and courteous manner.
- If you are not comfortable with the visitor's response, call the Association Manager or a member of the Board of Directors.
- Do not open the exterior door for anyone. Refer them to the phone directory.
- Do not prop any obstacles to keep doors open.

### Parking

- Each unit is assigned one numbered parking space. The number will match the unit number. If you need additional parking space and are able to obtain authorization from another resident to use their space, please notify the condominium office in writing.
- Visitor parking spaces are limited in number and are to be used only by guests (one week or less) and visitors of the residents. These spaces are not for the use of residents. Guests will display a Harbor Oaks Place Parking Permit in the front or rear window of their vehicle. A guest Parking Permit is included in this package and additional permits are available in the condominium office.
- Short-term parking spaces at the east end of the building are to be used for car washing and short-term (2 hour or less) parking by residents and visitors. Spaces in front to the building are also for short-term use of residents. Any car left in the short-term parking area overnight must be moved by 9 am. the following morning.
- No unattended personal or commercial vehicle is allowed to park along the curb next to the building. Street parking is available for residents, visitors, and guests on both sides of Turner Street. Residents are responsible for observing these requests and ensuring that their visitors and guests comply.

### Parking Lot

- Only one vehicle is permitted in each parking space.
- Vehicle washing is permitted at the east end of the building in the designated area.
- Mechanical work and maintenance of vehicles is not permitted on the property.

### Deliveries

- No deliveries are to be made to the front entrance of the building. Please inform any persons making deliveries to use the rear entrance. Shopping carts are for use at the rear entrance.
- Loading areas should be kept clear for deliveries, emergency vehicles, and service vehicles. Please do not park in this area unless you are unloading packages and intend to move your vehicle promptly.
- Arrangements for deliveries of large items after regular hours must be made in advance.

### Swimming Pool

- Pool capacity is 19 persons.  
Swimming pool gate key is hanging on a hook next to the exit door to pool.
- Use the pool at your own risk
- No glassware or food in the pool/deck area.
- Shower before entering the pool.
- No roughhousing
- No excessive noise.
- No chairs/lounges are to be reserved. Please do not leave towels or personal belongings on the chairs or lounges if you are leaving the pool area for more than 15 minutes.
- When leaving the pool, you must dry off before entering the building. When pool is being serviced, please leave the pool area.
- Please keep the pool area clean. Use ashtrays and trash disposal container.
- When leaving the pool area, replace the deck furniture to its original position,
- Last person to leave the pool area should replace the pool rope, close and secure the umbrellas, and lock the gate.

## Building Exterior

- Hurricane shutters may be installed or replaced providing they conform to specifications issued by the Board of Directors. A copy of these specifications is available in the office.

## Hallways

- Walking barefoot in the hallways or anywhere in the building outside of your unit is not permitted.
- Proper cover-ups over bathing suits are required when entering the building. These requirements apply to residents and guests including children.
- Do not leave shoes outside of your unit door.
- Keep personal decor on the outer side of your unit door limited and in coordination with carpet and wall colors.

## Elevators

- Do not attempt to hold the doors open or stop them from closing **except with** the elevator controls.
- Should you be trapped in the elevator, press the alarm button. The maintenance staff and Directors are familiar with the procedure for manual opening of the door to assist passengers. If there is no response in three minutes, use the Emergency Telephone to contact the answering service. The elevator company will be notified.
- Only the service/freight elevator is to be used for transport of furniture and other bulky items which might cause damage. Delivery of such items **must** be reported to the office to permit installation of the protective pads and removal of the ceiling panels if necessary.
- If there is a prolong power failure, the emergency generator starts automatically. It provides power for emergency lighting and one elevator.

## Intercom Entry System

- Dial (6) to admit guests from either entrance.

## Office

- The office of the Association is located directly adjacent to the mailroom.
- A mail slot in the door can be used to deliver miscellaneous documents.
- The office is not manned on a regular basis, but appointments can be made by calling the Board member that the resident wishes to meet with to discuss condominium business.
- All official records of the Association are kept in the office.
- If you need copies, they can be made at a cost of 25 cents per copy,

### Common Grounds and Outdoor Areas

- Personal adornments, decorative items, statues, plantings, etc. are not to be placed on the Condominium grounds without the approval of the Board of Directors.

### Smoking

- No smoking is allowed within the building area, common elements, social room, library, etc.
- This regulation does not apply to private residences areas.

### Kitchen Vent Fans

- To minimize the leakage or penetration of cooking odors into the main hallways and other units, residents are urged to make maximum use of stove vent fans. Your neighbors do not want to know what you are cooking, and we don't all enjoy the same things.

### Plumbing Leaks in Units

- Owners are urged to promptly repair leaky faucets and leaky toilets to avoid wasting water and, perhaps just as important, to avoid increased maintenance fees due to increased water and sewer charges.

### Unit Doors and Outside Doors, Locks and Keys

- Residents are supplied keys to enter the building, their unit, the storage area, and the double door entrance from the garage loading area. Additional outside door keys require a \$100.00 deposit. All other locked areas are accessible with authorization.
- Individual unit entry doors are to be kept closed to enable maintenance of proper temperatures and air circulation in the hallways, to minimize the circulation of cooking odors, to avoid transmittal of noise, and to enhance security.
- In the interests of security, it is recommended that individual unit entry doors normally be kept locked.
- A key to each unit is kept in a secure place in the office in case of emergency. Please see that a copy of your unit key has been provided. In the event of an emergency and forcible entry is necessary because no key was provided by the unit owner, any cost incurred as a result of emergency entry will be the unit owners expense.
- In this regard; Florida Statutes, 718.11 1 (5) states, "RIGHT OF ACCESS TO UNITS.--The association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit or units."
- It is noted that a number of water leaks have occurred in the building, some of which were of a magnitude that would have required forcible entry had a key not been available

### Emergency Information

- A contact number of a relative or other emergency contact information is filed in the Association's office. It is important that this information is up to date. Please contact the Management Company or a Director if you have a change to report. It is helpful if as many contacts are provided as possible.

### Bicycles

- Please store all bicycles in the bicycle storage area of the building.
- Bicycles should be tagged with your name and unit number.

### Birds and Wild Animals

- Feeding of Birds or Wild animals from the balconies or anywhere on the property of Harbor Oaks is strictly forbidden.

### Pets

- Only pets weighing 20 lbs or less will be allowed at Harbor Oaks. Pets must be carried from the owner's unit to and from the outside of the building.
- Pets are not permitted on the floor of any common areas of the building.
- The designated latrine area for pets is the grassed area at the West end of the parking lot and the area beyond the fence on the North side of the parking lot. It is the pet owner's responsibility to pick up all pet droppings on the condominium grounds and dispose of the waste in a sanitary manner.
- Because of the inevitability of "accidents", the fouling of grounds and walks in front of the building and the tracking in of dirt and chaff particularly in wet weather, pet owners are requested to use the rear entrance. Accidents within the building, at the entrance, or on the walkways are to be cleaned up immediately by the owner, and the owner is responsible for any repair or cleaning expense involved.
- Cat owners must secure cat litter in proper packaging when disposing of litter down the trash chute. This is for sanitary reasons and safety concerns for Maintenance Personnel who may be working in the disposal area.
- No resident of Harbor Oaks Place shall keep in his/her unit more than two pets (2 cats or 2 dogs or one cat and one dog), and no pet weighing more than 20 (twenty) pounds is permitted in the common elements of the building. (continued on next page)



- The permission to have a pet at Harbor Oaks is at the discretion of the Board of Directors. Any continued violation of the pet rules, including barking and other disturbances, can result in the revocation or approval; this will mean the pet will have to be removed from the property.

### Balconies

- Reference is made to Page 12, Section 5 and 6 of the Declaration of Condominium.
- As a matter of safety, no objects are to be placed on the perimeter walls of any balcony except for properly secured seasonal decorations and flags.
- In view of recommendations of the Fire Marshal against open tire grills such as oil, coke, coal, or gas, their use is prohibited. The enclosure of balconies is not permitted. See Page 13, Section 11 of the Declaration of Condominium.
- Residents are not permitted to drape items over the balcony railings or mount items that extend beyond the vertical plane of the building.
- Carpeting cannot be used as floor covering on the balcony; this causes damage to the concrete construction of the balcony.
- Do not leave furniture and plants on your balcony when going out of town, or you will be away overnight, Sudden high winds can cause serious damage with flying objects lifted from a balcony or terrace.

### Washer and Dryers

- Washers and dryers in units are no longer permitted. The wastewater **plumbing was not designed** to accommodate washers, and there is no vent system for dryers. **The replacement of washers and/ or dryers will not be permitted.**
- There is a laundry room on each residential floor equipped with a coin operated washer and dryer. Please help keep your laundry area and the appliances clean. Empty dryer filter after each load.
- Under no circumstances should Tide be used. It creates excessive suds that can cause plumbing problems.

### Unit Inspections

- In accordance with Florida Statues, there will be periodic inspections of individual units to check for water leaks, to ascertain if the garbage disposal is working properly, to inspect the limited common areas, and to ensure the unit is maintained in a safe and acceptable condition.

### Trash Disposal

- The Trash chute **should not** be used between 9 p.m. and 9 a.m. Adherence to this request extends a courtesy to your neighbors eliminating noise disturbances to their units during these hours. Chute entrances are located on each residence floor in the room adjoining the laundry room. (continued on next page)

- Garbage disposal should be used to the maximum rather than using the chute.
- Garbage items that must be disposed of by using the chute must be securely wrapped and/or bagged.
- Please note that the end of the chute makes a 90 degree turn before the rubbish goes into the dumpster. Because of the potential of rubbish being trapped, please don't put large items in the chute, Also, this 90 degree turn (to reiterate) can cause injury to persons working in the room.
- Card board boxes are to be flattened and disposed of directly into the dumpster.
- **DO NOT SEND LOOSE TRASH DOWN THE CHUTE.**
- **DO NOT DISPOSE OF GLASS OR PAINT DOWN THE CHUTE.**
- These measures will assist materially in minimizing odors and enhancing insect control.
- Reference is made to the Declaration of Condominium, Page 12, Paragraph XVII, Section 7.

### **Unit Air Conditioners**

- No less than twice per year you should pour a 1/2 cup of bleach into the condensation drain of your A/C unit. The drain is behind the upper right hand panel in most units. Some A/C service companies have added a drain connection on the exterior of the unit. Flush with a cup of water five minutes after the application of the Clorox.
- The A/C & Heating unit filter should be replaced regularly to maintain efficient performance.

### **Insurance Coverage**

- The Association carries full insurance on the building, common elements, and fixtures.
- Personal possessions of unit owners are not covered by the Association insurance policy, and should be insured by the unit owner or lessee.
- Floor, wall and ceiling coverings, and fixtures and equipment within the unit are not covered by the Association insurance policy, and should be insured by the unit owner.
- Any questions must be directed to the Property Manager regarding the requirements for the unit owner's required insurance.

### **Sale, Transfer, Or Lease Of Unit**

Reference is made to Declaration of Condominium, Page 14, Paragraph XVIII, and to Articles of Incorporation, Page 4, Section IV, and paragraph 4.3.

- Sale or transfer of a unit necessitates the accomplishment of an application (blank forms available from Association office) to which is attached a completed Sales Contract (agreement, etc.), proof of age for **all occupants**, and submission to the Board of Directors for approval. Subsequent to closing, a certified copy of the recorded deed or other instrument must be provided to the Board of Directors at

which time the transfer of Association membership from the seller(s) to the buyer(s) becomes effective. Similarly, leases and renewals of leases require accomplishment of an application, to which is attached a copy of the leasing agreement, proof of age, and submission to the Board of Directors for approval.

### Social Rooms

- The refrigerator in the social room kitchen may be used for no longer than 48 hours. After 48, hours any food left in the refrigerator will be discarded.
- In the event of a breakdown of your refrigerator, the Social room refrigerator would be available for temporary use. Contact the Social chairperson or a Board Director to make these arrangements. (continued on Page 30).

### Library

- The library operates with donated books, magazines, etc. The success of the library is totally dependent on resident support. Any items taken from the library are considered loans and are to be returned.

### Smoke Detectors and Fire Alarms

- The NFPA Fire Code requires that every living unit within the condominium be equipped with a smoke detector which when activated, shall initiate an alarm which is audible in the sleeping rooms of that unit. In an existing structure, such-as Harbor Oaks Place, such detectors may be battery operated as long as they are properly maintained with workable batteries.
- It is the responsibility of each owner to install and maintain such detectors. Individual alarm buzzers are also available for those who have difficulty hearing the hallway fire alarms. Contact Maintenance Personnel for additional information.

### Recycling

- Containers for the deposit of newspaper, plastic bottles and aluminum cans are located in the rear garage entrance. Please review the Clearwater Recycling information regarding articles which are recyclable.

### Recreation Areas

- Recreation areas are available for all residents and their guest to enjoy.
- Proper care of the Condominium property and equipment is expected.
- Children under 18 years of age who are visiting the residents must be accompanied by an adult when using the recreation room, library, exercise room, ping-pong table and billiard room, and the swimming pool.
- Use the Saunas with caution. Please read the posted instructions.
- Children are required to give up lounge chairs at the poolside if there are none available for adults.

## Complaints and Suggestions

- At a Board of Directors meeting on 24 February 1976, the policy was established that complaints and suggestions should be in writing and signed by the originator.
- Only a registered letter commands a written reply.
- Complaints or comments should be directed to the Board of Directors and may be dropped through the slot in the office door.

## Floor Monitors

The passing of information or request for action usually is initiated by the Board of Directors. The person initiating a notification calls the Floor Monitor on each floor and passes the appropriate message to each.

- Floor monitors and alternatives are appointed by the Board of Directors.
- Floor monitors are responsible for passing information to the residents on his/her floor by telephone or in person. This may include requests to pass information as requested by the Board of Directors.
- If a resident cannot be reached on first contact and the Monitor has not been notified the resident is out of town, etc, the Floor Monitor must continue to try to make contact until all residents on the floor have been notified.
- Residents should inform their Floor Monitor when they are going to be away over night. If the Floor Monitor tries to reach you and they are unsuccessful, you must have given your Floor Monitor an alternate or emergency telephone number in order to be notified.
- Floor Monitors could also be called upon to assist residents in an emergency situation.

## Social Committee

- A social Committee is responsible for the development of a social activities calendar for the residents, for the funding of these activities, for the administration and upkeep of the library, for the collection and utilization of funds from various activities. By law, the Social Club cannot receive any financial support from the Association.

## Resident Volunteers

- Put your experience and talents to work.
- Run for an office on the Board of Directors
- Volunteer to work on a committee. When the Board of Directors requests assistance of the residents, be ready to serve.

**Let's work together to keep Harbor Oaks Place a great place to live.**

# Harbor Oaks Place

## Move-in Guidelines

January 2011

## Harbor Oaks Place Move-in Guidelines

- If possible all moving should be confined to the hours 8:00 a.m. to 5:00 p.m. Monday through Friday. Please contact a member of the Board of Directors to reserve the moving date. The following policy must be adhered to.
- Only the garage entrance at the back of the building can be used for delivery purposes. Do not use any other access door. Inner doors between garage and elevators are to be kept locked when not attended to; this is to prevent a breach of security in the building.
- Only the service/freight (west) elevator is to be used. This elevator will be prepared with protective padding in advance for your move-in. The building maintenance personnel or Directors will give you instructions on use of the elevator.
- Extra large boxes, packing materials, appliances, furniture, carpeting, etc. are to be removed from the premises and not placed in the Harbor Oaks dumpster or left on the property. Scraps and other debris dropped in the hallways and elevators are to be cleaned up.
- Packing boxes must be broken down, tied in packages and taken to trash area in the garage. Do not try to send boxes, construction materials, or any bulky items down the trash chute.
- Grocery carts and moving materials are stored in the area just inside the garage area. This equipment is available for use by residents and contractors, etc. All items are to be returned to the storage area after use and not left in the hallways or passage ways.
- If you are having construction work done in the unit, please see the CONTRACTOR GUIDELINES.
- Resident is responsible for any costs incurred by the Condominium Association for any damages to the common elements

### Loading Dock

- Access to the building through the loading dock is normally limited to the period of Monday through Friday between the hours of 8:00 A.M. and 5:00 P.M.
- For this reason, moving of household goods into or out of the building should be so scheduled and coordinated with the Maintenance Personnel.
- Special access during other periods for such purposes as party catering and other special needs may be accommodated providing advance arrangements are made with the Maintenance Personnel or a member of the Board of Directors. In this regard, residents should inform service personnel, movers, etc. that use of the front entrance to the building for deliveries, unloading, etc. is prohibited. Similarly, parking of service vehicles is not allowed in the front drive.

### Moving Of Furniture, Major Appliances, And Other Bulky Items

1. When arranging for the moving of furniture, major appliances, and other bulky items into or out of the building, the following procedures and rules are to be observed by the Harbor Oaks Place resident and by the moving company, dealer, etc, delivering or picking up the item(s).

Grocery carts and moving equipment are stored in the area just inside the garage. This equipment is available for use by residents and contractors, etc. who may be doing work in your unit. All items should be returned to storage area after use and not left in the hall or passageway. If possible, all moving should be confined to the hours 8:00 A.M. to 5:00 P.M. Monday through Friday. If moving on weekends or evening hours is necessary, special arrangements must be made in advance with a member of the Board of Directors and the Maintenance Personnel (see paragraph 2 below). Moving before 8:00 A.M. and after 5:00 P.M. on any day is not permitted.

2. The Maintenance Personnel must safeguard the interests of Harbor Oaks Place in any move. In order to do so, he makes sure that the garage door is opened and closed as required; he monitors the moving to ensure that the procedures and rules outlined above are observed, and he properly documents any damage to the common elements occurring during the move. For any moving taking place outside of normal working hours (8:00 A.M. to 5:00 P.M., Monday through Friday), the Maintenance Personnel must be contacted in advance to ensure his presence during the move and to establish his charges (\$15.00/hour) for the time necessary to accomplish these duties; such charges are payable directly to him.

3. Any costs incurred by Harbor Oaks Place, Inc. for the repair of damages to the common elements during the move or by failure to observe the requirements of paragraph 1. c. above are payable by the resident.

# Harbor Oaks Place

## Contractor Guidelines



## Contractor Guidelines

- 1 Hours for contractor and movers are 8 a.m. to 5 p.m., Monday through Friday. Holidays are excluded.
2. Contractors/movers are to use the back center doors. These doors are not to be left open unattended. Contractors should unload at the garage door and then move the vehicle to allow others to use the loading area.
3. The contractor will remove all replaced material (rugs, doors, counter tops, appliances, etc) from the premises.
4. The contractor will clean up any mess in the hallways and/ or common areas of the condominium that was created by the contractor.
5. The service/ freight elevator only will be used by the contractor/movers. The Condominium office must be contacted in advance to arrange a move date or a delivery date of large items. The freight elevator will be padded in preparation of the delivery of furniture, new appliances, etc.
6. The contractor or resident will be held liable for any damage to the common areas. Full cooperation is expected from the unit owner to see that damage is repaired.
7. Any contractor who does not comply and cooperate with these guidelines will not be allowed to continue to work at Harbor Oaks Place.
8. The owner should be aware that using a contractor who does not have Workman's Comp coverage is subject to a possible suit should the Contractor or employee be injured while working in the owners unit.
9. It is the responsibility of the unit owner to ensure that all applicable building codes and permits are followed by their selected contractor.
10. Contractors should be aware that installations of hard wood flooring or tile require an underlay to protect the sound conditioning in the building.

**Harbor Oaks Place**

**Guest Policy**

## Visitor/Guest Policy

Harbor Oaks Place is primarily a residence for people over 55 years of age. Frequent occupancy of units by visiting children and adults under the age of 55 is disruptive to the peace and tranquility that our residents expect and to which they are entitled.

**Children** - The total number of overnight stays by children (under the age of 18) in a unit is limited to 14 days in a 30 day period, and no more than 30 days in a calendar year.

### **Guests when owner is not present**

Overnight stays when at least one member of the visiting party is not a 55 or over, are limited to 14 days in a 30 day period and 30 days in a calendar year.

Those persons not staying overnight shall be considered Visitors. Those persons visiting overnight shall be considered Guests. Owners are responsible for Visitors and Guests compliance with the guidelines of Harbor Oaks Place. Guests staying in a unit when the owner is not present are expected to comply with the following procedures:

1. On the day of arrival guests must submit a complete Guest Registration Form to the office. A Guest Registration form is included in this package and additional forms are available upon request.
2. Guests must comply with all the guidelines of Harbor Oaks Place. It is the owner's responsibility to provide guests with a current copy. Extra copies are available upon request at the cost of the Association.
3. Guests are not permitted to bring pets into the building.
4. Children of Visitors and Guests must be supervised at all times when in the common areas.

## Harbor Oaks Place Guest Register

Unit Number: \_\_\_\_\_

### Guest Names and Address:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### Please list the name and age of minors:

Name: \_\_\_\_\_ Age: \_\_\_\_\_

Name: \_\_\_\_\_ Age: \_\_\_\_\_

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

### Emergency Contact:

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

It is understood that all guests will be familiar with the Guidelines of Harbor Oaks Place, Inc. A copy should be made available to you by the unit owner. Please read and comply with these rules/regulations which include the following;

1. Guests are not permitted to bring pets.
2. Use the rear service doors if using carts for luggage, groceries, etc.
3. Deposit all wet garbage into disposal.
4. Any garbage that is to go down the trash chute should be wrapped or bagged well.
5. Use tied plastic bags for all trash deposited in chute.
6. Do not hang anything over balcony rails.
7. Comply with pool rules as posted.
8. Note instructions posted in laundry rooms. Tide detergent is not permitted to be used it creates building plumbing problems.
9. Please empty lint trap in the dryers after each load.
10. Please keep the laundry room clean.

The residents of Harbor Oaks Place welcome you and want your stay to be enjoyable. This is our home, and we appreciate the respect and cooperation you display.

Guest Signature: \_\_\_\_\_

HARBOR OAKS PLACE  
VISITOR PARKING PERMIT

UNIT # \_\_\_\_\_

VALID THROUGH

DATE \_\_\_\_\_

**Please refer to the Amendments located on the back pages of the Official Condominium Documents for further information.**

## Leaving the Condo Check List

Turn off the water heater

Turn office maker in refrigerator

Unplug TV's & Lamps

Unplug Coffee Maker

Install fresh batteries in smoke detectors

Clean the dishwasher. Blot up any water in the bottom. Prop the door open. Put two tablespoons of RV antifreeze in the bottom to keep the rubber washers from drying out... Run through a cycle prior to using.

Run ice cubes through the garbage disposal Flush with baking soda & water Spray with WD-40 Put stopper in place

Close all windows

Close & secure hurricane shutters

Close & lock sliding glass doors Close all blinds

Attach operation instructions to the thermostat

Set thermostat @74 °

Set humidistat @ 65%

Install new air filter

Toilets - Flush three or four times to clear all debris, Pour a cup of chlorine bleach in each bowl  
Cling wrap both bowls & tanks

Turn off water

Open all closet doors & dresser drawers, Don't leave clothes on wire hangers  
Cancel newspaper subscriptions

Notify the post office of summer mailing address for forwarding

EMERGENCY DATA

UNIT #: \_\_\_\_\_

NAME: \_\_\_\_\_ TELEPHONE \_\_\_\_\_

(AND IF APPLICABLE, LIST ADDITIONAL NAME(S) BELOW)

NAME: \_\_\_\_\_

AUTO STATE AND TAG NUMBER: \_\_\_\_\_

MAKE OF AUTO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

TELEPHONE \_\_\_\_\_

NOTIFY IN CASE OF EMERGENCY

\_\_\_\_\_  
ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

OR

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

STATE: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_



IMPORTANT TELEPHONE' NUMBER 3 4:16

Verizon Telephone (formerly GTE) residential service..	800-483-4200
Progress Energy .....	727-443-2641
Pinellas County Utilities .....	727-464-4000
City of Clearwater .....	562-4600
City of Safety Harbor...	724-1555
City of Dunedin .....	298-3024
Pasco County .....	847-8131
Bright House Cable .....	727-562-5025
Homestead Exemptions Information .....	727-464-3294
Auto Tags.....	727-562-3262
Voting Information .....	727-464-3551
Pinellas County School Board .....	727-586-1818
BEI Waste Services.....	727-572-6800
Waste Management .....	800-255-7172
Solar Sanitation .....	727-535-0447
Central Sanitation .....	727-536-4937
Hillsborough Gas .....	813-626-9111
Clearwater Gas.....	727-562-4600
TECO.....	813-223-0800

## SOCIAL ROOMS (Continued from Page 15)

- The Social Room is for the use and enjoyment of the residents. The room may be reserved as far in advance as desired for those events open to all residents. Reservation requests for other events will not be confirmed more than two months in advance and then only after it has been determined there is no conflict with plans for in-house use of the facility. Reservations are made with a member of the Social Committee or member of the Board of Directors, who in turn posts it on the Bulletin Board calendar of events.
- Food, drinks, and supplies may be stored in the Social Room kitchen a maximum of 48 hours in advance of an event providing it does not interfere with any prior scheduled event. Furniture arrangements and special decorations are under similar restrictions.
- After a house event, all kitchen utensils and equipment are to be cleaned and put away and garbage and trash are to be disposed of in appropriate containers to eliminate odors and to avoid attraction of insects.
- After informal "get-togethers" such as Happy Hour, etc., furniture, if moved, should be restored to its normal arrangement.
- Furniture and table arrangements for private functions are a responsibility of the Host and/or Hostess.
- After a private event, the Social Room and Kitchen are to be returned to their original condition.
- Food and drinks may not be left in the refrigerator or cabinets and the garbage receptacle is to be emptied.
- Assistance by the Maintenance Personnel is permitted only during other than normal working hours as may be arranged between the Host/Hostess and the Maintenance Personnel.
- The individual(s) holding the private affair is responsible for cleanup of any other rooms, halls, etc. including the Rest Rooms in those instances where cleanup exceeds the normal.