

HARBOR OAKS PLACE 2024 GUIDELINES / RULES

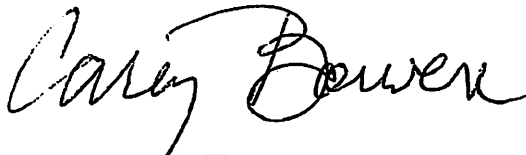
All associations have restrictions that are designed to protect property values and maintain a high quality of life. They help ensure that the residents' expectations for their homes are fulfilled.

By Resolution of the Board, these Guidelines / Rules, that are reasonable and will treat owners similarly, were adopted by the Board at the January 17, 2024 Board Meeting.

David Kronenwetter, President

A handwritten signature in black ink that reads "David Kronenwetter" followed by the word "President" written in a smaller, cursive script.

Carey Bowen, Vice President

A handwritten signature in black ink that reads "Carey Bowen" in a cursive script.

Dan Golla, Treasurer

A handwritten signature in black ink that reads "Dan Golla" in a cursive script.

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Water Leak - What to Know/Do

Balconies

- Please **NO**:
 - Tile or carpeting (Exempted: breathable outdoor mats)
 - Items draped over balcony railing or placed on perimeter walls (Exempted: appropriate display of the flag/seasonal decorations using temporary fastening devices)
 - Items being hung/tossed/ejected from balcony (food, cigarette ashes/butts, saliva, etc.)
 - Items mounted that extend beyond the vertical plane of the building
- Electric grills only
- Damp mop floor to prevent excess water from running thru scuppers
- Bring furniture in when away for an extended period

Bicycle Storage

- Limited bicycle storage (outside NE corner of building) is provided if space is available
 - Tag bike with name and unit number
- If space is not available, place name on waiting list posted on the Community bulletin board

Building Access / Security

- Enter building and pool via FOBs
- Notify a Board member if a FOB is lost
- Additional FOBs \$40; maximum of 4/unit
- Visitors to call from Lobby Directory; request identification; press 6 to admit
- Only open exterior doors for people you know; otherwise, refer them to the Directory to contact individual directly for entrance
- Ask unknown individual(s), in a courteous manner, to identify themselves and unit owner they are visiting
- Do not prop open exterior doors
- Contact Board with telephone number change

Bulletin Boards (Community & Mailroom)

- Residents may post notices for activities/events; remove them after a two-week period
- Board approval, prior to posting, is not required currently
- Move/remove only your own posting

Committee Formation

- Request approval from Board; 3 committee members minimum
 - For funding: Present plan, with estimated costs, start and complete dates to Board for review
- Board will specify funding amount, if approved
- Provide monthly updates to Board

Common Areas

- Proper care of HOP property is expected
- Keep hallways clear and obstruction free
- No storage of personal items in any common area
- HOP is a non-smoking facility (including pool area)
- Limit personal décor outside your unit to aesthetically pleasing, non-offensive decorations or they may be removed; items not considered adornments are prohibited outside the unit
- Moving/removing/rearranging Board approved items/decorations that do not belong to you, without permission, is prohibited as well as personal items/decorations from individual floor tables
- Personal adornments, plantings, etc. are not to be placed on HOP grounds or common areas without Board approval or they will be removed
- Residents are financially responsible for damages they/their guests/visitors cause
- Visiting children under 18 must be accompanied by an adult when in the Game Room, Exercise Room, Hallways, Library, Pool, and Social Room
- Footwear always required
- Wear proper bathing suit cover-ups from/to your unit

Exercise Room

- Use caution when using equipment
- Use towels and wipe equipment with sanitizer when finished
- Note broken/worn equipment on Maintenance Log located on the Community Bulletin Board
- Return equipment to original position/location

Game Room

- Cover pool table when finished
- Properly store all equipment

Library

- Maintained by Social Club and volunteers
- Operates with donated books, magazines, puzzles, games, etc.
- Items are considered borrowed when taken and are to be returned

Pool

- Hours: dawn to dusk
- Capacity: 19 people
- Shower before entering the pool
- As a courtesy to fellow residents, please **NO**:
 - Conduct that disturbs the peaceful enjoyment of others (loud music, etc.)
 - Glassware
 - Large floatation devices
 - Reserving chairs/lounges
 - Food or drinks in the pool
 - Diving
 - Climbing on pool rope
- Place floatation devices between your seating area and fence when not in use
- Close/secure umbrellas
- Reconnect pool rope
- Return furniture to original place/position
- Dry off before entering building
- Close gate securely
- Leave pool area when pool is being serviced

Sauna

- Use with caution and read posted instructions
- Must be at least 18 to use the sauna

Social Room

- Resident may reserve the room by placing name, unit number and time on Activity Calendar (located on the Community Bulletin Board outside office); resident is responsible for cleanup of all rooms used
- Social Club has priority for HOP event dates
- Contact the Social Club Coordinator prior to removing any decorations
- All kitchen utensils/equipment are to be cleaned and stored in their proper location
- Take garbage/trash to the dumpster
- Restore kitchen, furniture, etc. to their normal place
- Food, drinks and supplies for planned events by residents are restricted to a 48-hour max as is furniture arrangement and special decorations
- Refrigerator may be temporarily used by residents if unit refrigerator malfunctions; contact the Social Club Coordinator to make arrangement

Complaints / Suggestions

- Direct signed document to the Board
- Place through the Office door slot
- Send via registered letter to the Board for a written response

Contractor Guidelines (Unit owners or their representative to supervise contractors when moving material/equipment through common areas, including WEST elevator)

- Worker's Compensation required
- Contractor to read/sign Contractor Guideline form; unit owner to submit to Board prior to start date
- Complete Work Intent Form (**Required for projects costing over \$500**)
 - Contractor sign/date document; unit owner to submit to Board prior to start date
- Hours 8:00AM - 5:00 PM Monday - Friday (No work on Federal Holidays; see Community Bulletin Board for dates)
- Enter/exit thru back garage door only
- Inner-exterior doors are to be kept closed when unattended
- Contact Maintenance Personnel for pad installation and elevator operation
- Unload at the garage area and immediately move vehicle(s)
- Sign-in daily on Vendor sign-in sheet located on inner door
- Use **WEST** elevator only for equipment/materials
- Board approval required for installation of hardwood/tile flooring and underlay (samples to be provided to the Board); IIC rating of 60 or greater is mandatory
- Remove all replaced materials from HOP premises
- Cover common area floors (elevator to condo unit) with construction grade paper (no clear plastic permitted) and clean debris from common areas
- Cleaning of tools to be done in the stone area on the east side of the building
- Sawing/cutting of materials to be done on owner's balcony (Exception: if materials are too long to fit in the elevator, use the stone area on the west side of the garage)
- Use electric and water from unit not from common areas
- Follow all applicable building codes/permits and provide copy of permit(s) to Board

Contractor Guidelines (Cont'd.)

- Liable for damage to HOP property
- Architectural Change Request Form required for structural changes (Discuss with HOP Board)
- Failure to comply with these guidelines disqualifies you from working at HOP

Deliveries / Loading Dock

- 8:00 - 5:00 Monday thru Friday **only at rear entrance** (Exempted: FedEx, Amazon, UPS)
- For large items, request installation of pads on Maintenance Log located on the Community Bulletin Board
- Use only **WEST** freight elevator
- Contact the Board in advance for special access (catered events and other special needs)

Elevators

- **EAST** elevator will operate during a power failure (generator will automatically start)
- Use elevator door open/door close control panel to hold doors open or to close
- Use WEST elevator for furniture/other large items and request pads
- Press alarm button if stuck on elevator
 - If no response within 5 minutes, use emergency phone

Emergency Information

- Have a current Emergency Information Sheet on file in the office
- **Fire Outside Your Unit - Do Not Ignore Fire Alarm**
 - Before opening the door, feel it with the **BACK** of your hand
 - If it feels warm within 5 seconds, **DO NOT** open the door
 - Get wet towels to seal cracks around the door
 - **DO NOT** lock your door
 - Get a bright color piece of material, go to your balcony, and tie the material to the railing
 - Remain on your balcony until help arrives
 - If the door is not warm, open slowly to check for smoke; if there is no smoke, evacuate **via stairs** immediately
 - Remain in the stairwell until help arrives if you are unable to descend the stairs
 - Otherwise, descend the stairs and go to the parking lot in the rear and check in with your Floor Monitor
- **Fire Inside Your Unit**
 - If you cannot control the fire, leave, close the door but leave **unlocked**
 - Pull hallway fire alarm
 - Evacuate **via stairs**
 - Call 911 and give address and unit number
 - Remain in the stairwell until help arrives if you are unable to descend the stairs
 - If able, descend the stairs and go to the front of the building and check in with your Floor Monitor
 - Contact a Board Member

- **Hurricane (HOP is in a Non-Evacuation Zone Unless a Mandatory Evacuation is Issued)**
 - **Plan to STAY**
 - Advise Floor Monitor or Board member
 - Prepare for unpleasanties (loss of power, unsafe drinking water, etc.)
 - Generator provides emergency hall lighting and power to the **EAST** elevator
 - **Plan to EVACUATE**
 - Advise Floor Monitor or Board member
 - Place a pillow outside your door when you evacuate
 - **Residents with special needs** should **pre-register** with Pinellas County Emergency Management (727-464-3800) by completing the Pinellas County Evacuation Assistance/Special Needs Registration form or calling Clearwater Fire & Rescue 727-562-4334

NOTE: Pets are not allowed in most shelters

Floor Monitors (Thank You To Our Volunteers)

- Assist in emergency situations when necessary
- Inform residents in person of information/request for action initiated by the Board
- If resident is away, request they provide you with an emergency contact number

Forms (See Community Bulletin Board Area or Request from Board)

- | | |
|--------------------------------|-------------------------|
| • Contractor Agreement | Attachment #1 ----- P13 |
| • Emergency Information | Attachment #2 ----- P14 |
| • Guest Register | Attachment #3 ----- P15 |
| • Guest/Visitor Parking Permit | Attachment #4 ----- P16 |
| • Moving Information | Attachment #5 ----- P17 |
| • Work Intent | Attachment #6 ----- P18 |

Garbage/Trash Disposal/Recycling

- Use trash chute between 9:00AM - 9:00PM
- **Securely wrap** all trash (including kitty litter)
- Please **NO**
 - Plastic wrap, garbage bags, plastic bags (Publix/Walmart) in recycle bins
 - Glass or paint put down the chute
- Place recycling items in designated bins in garage area
- Take cardboard boxes to recycle area, **break down and place in recycle bin**
- Furniture and other heavy items that do not go in the dumpster:
 - Call 727-562-4920 to schedule pickup on Friday
 - Place items on the east side of the building between the entrance/exit drives Thursday PM or Friday AM

General Info for Owners

- Mandatory
 - Smoke detectors in each bedroom and hallway
 - Water detectors under sink areas and in A/C area (under toilets suggested as well)
 - Notify Board one week in advance of guest(s) arrival if you are not in residence (maximum stay limit is 21 days/month but no more than 30 days per calendar year; at least one person must be over 55 years of age (Exempted: Owner's children)
- Minimize weekend noise on "DIY Handy-Man" projects (8:00AM - 5:00PM)
- **As a courtesy to fellow residents, please NO:**
 - Items draped over balcony railing or placed on perimeter walls (exempted are properly secured seasonal decorations such as lights, flags)
 - Items mounted that extend beyond the vertical plane of the building
 - Items being hung/tossed/ejected from balcony (food, cigarette ashes/butts, saliva, etc.)
 - Washers and dryers newly installed or replaced
 - Carts of any kind left outside unit door or in the hallway
 - Unlicensed vehicles on HOP property
 - Shoes left outside your unit door
- Unit key or door code should be kept in the office (will be in a secure area) for emergency entrance or advise Board of contact individual for access
- Keep emergency contact information current for office file
- Keep entry doors closed/locked (for security reasons and to maintain proper temperatures/air circulation in hallways)
- Hurricane shutters/windows /sliding glass doors may be replaced per HOP specifications
- Notify/provide emergency contact number to Floor Monitor when leaving for an extended period
- Board can conduct periodic inspections of units
- Car washing area located on the east end of the building

Guests & Visitors

We welcome them and want their stay to be enjoyable. This is our home. We would appreciate their respectful cooperation and ask that they exhibit the customary code of polite conduct and follow HOP guidelines. Children under 18 are to be supervised in all common areas. They are not permitted to bring pets into HOP (Exempted: Owner's children)

- Maximum stay limit: 21 days/month but no more than 30 days per calendar year regardless if owner is or is not present
- At least one person must be over 55 years of age if owner is not present (Exempted: Owner's children)

Visitor(s) (For the Day)

- Park in the visitor designated parking area and display Guest/Visitor Parking Permit on car dashboard or back window

Guest(s) (Staying More Than 3 Nights)

- Complete the Guest/Visitor Registration Form ASAP and put thru the office mail slot
- Complete the Guest/Visitor Parking Permit Form; park in designated guest/visitor parking area
- Use the rear service doors if using carts for luggage, groceries, etc.
- Securely wrap/bag all garbage tossed down the garbage chute (located in the Laundry Room); use the kitchen garbage disposal when appropriate
- Do not hang/toss/eject anything over the balcony railing (towels, clothing, food, cigarette ashes/butts, saliva, etc.)

Insurance

- Association carries full insurance on the building, common elements, and fixtures
- Individual insurance suggested for interior and personal possessions coverage
 - Direct questions regarding requirements to the Property Manager
 - You are responsible to repair water damage to your interior caused by the unit above you (Exempted: Drywall)
- No resident shall allow anything to be done in their unit that would increase the insurance rate for the HOP facility or result in the cancellation thereof

Laundry Room Etiquette

- Hours: 24/7 (Preferred 7:00AM- 10:00PM)
- As a courtesy to fellow residents, remove clothes from washer and dryer **promptly**
 - A resident, waiting to do their laundry, may remove and place your items on the table 30 minutes after your cycle is complete
- Washers/dryers for resident and guests/visitors' laundry **only**
- Clean lint vent and leave room clean and neat

Maintenance Personnel

- Report directly and only to the Board and Property Manager
- Responsible for maintaining all Common Areas
- Residents are to write **(not verbally ask)** any requests for service on the Maintenance Log located on the Community Bulletin Board

Moving Guidelines

- Coordinate date with Board
- Complete Moving Information Sheet and submit to the Board prior to move date
- Place date on Maintenance Log located on the Community bulletin board for elevator pads installation
- \$200 refundable deposit required prior to move date in case of damage to HOP property
 - Resident responsible for costs exceeding the deposit
 - Refund made after move is completed and property inspected by the Board
- 8:00AM- 5:00 PM Monday - Friday
 - Not permitted on Federal holidays (See Community Bulletin Board for dates)
 - Contact Board for special arrangements
- Use **WEST** elevator only
- Enter/exit thru **rear garage door only**
- Inner-exterior doors are to be monitored and kept closed when unattended
- Check with Maintenance Personnel for elevator operation
- Grocery carts, luggage rack and a dolly in storage area are available for your use; return to storage area ASAP
- Clean debris from all common areas
- Break down/tie packing boxes and place in recycle bins in garage area
- Remove extra-large boxes, packing materials, etc. from HOP premises
- Move vehicles ASAP after loading/unloading

Office

- Appointments can be made by contacting a Board member
- Miscellaneous documents may be placed thru the mail slot
- Official documents are kept in the office; copies provided at \$.30/page

Parking/Parking Lot

- Please comply with posted signs (No Parking, Time Limits, Directional)
- Park in your designated spot not in a visitor assigned spot
- Four tires per spot (car;scooters)
- Move vehicle ASAP from loading dock after unloading packages
- Short term parking (2 hours or less) located at East end of building
- Car washing area, for residents and guests/visitors located at East end of building
- Short term parking (2 hours or less) located in front of the building
- Mechanical work/maintenance of vehicles is prohibited
- Vehicles must be licensed

Pet Guidelines

The Board respectfully requests that all pet owners, service/emotional support pet owners as well, adhere to HOP's Pet Guidelines **as a courtesy to fellow residents**:

- Limit of 20 pounds
- Limit of 2 pets
- Vaccination verification required
- Exercise care to reduce disturbances (excessive barking, etc.)
- Carry/transport your pet to and from your unit
- Carts/carriers are to be stored inside your unit
- Leashed and under control outside of your unit
- Exit/enter thru rear or east end of the building
- Use designated latrine areas (grassed area at the northwest end of the parking lot beyond fence)
- Pick up pet droppings and place in the disposal container located at the east end of the building
- Immediately clean up any "accidents" within the building
- Properly package and secure cat litter prior to disposal (for sanitary reasons and safety concerns of Maintenance Personnel working in the disposal area)
- Visitors are not permitted to bring pets into HOP (Exempted: Owner's children)

NOTE: Pet(s) are welcome at HOP at the discretion of the Board of Directors. Enjoy them and allow them to remain by not violating these guidelines as it will result in a fine and/or revocation of your pet approval.

Replacement of Sliding Glass Doors/Windows

- Request specs from Board
- Submit Work Intent Form to Board prior to installation

Rules Enforcement Policy

- Board establishes Rules Enforcement Committee (minimum of three unit owners; non-Board members or relatives)
- Resident notifies Board/Committee of a resident's violation; Board sends resident, via hand delivery or mail, a Notice of Violation
- If not corrected **within 14 days:**
 - Resident schedules a meeting with Committee to resolve the violation
 - Rules Enforcement Committee presents meeting decision to Board
 - Recommends penalty and /or fine, and fine amount (\$100/day; capped at \$1000 totally)
 - Board provides a response to the Committee pertaining to the violation
 - Board sends violator a Notice of Decision, via registered mail, or hand delivered, stating decision, reason(s) behind such decision and fine amount
 - Violator has 5 days to comply

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 Club

- Plan HOP social events
- Host "meet and greet" event for new residents
- Decorate Common Areas at the request of the Board (Exception: Community tables on each floor)
- Maintain the library
- Financially independent from HOP by law

Unit Access

- Florida Statute Chapter 718.111 Paragraph 5A
 - 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.
 - Paragraph 5B – address the right to access an abandoned unit

Vendors (Construction, Electrical, Plumbing, A/C, Phone, Cable etc.)

- 8:00 - 5:00 Monday thru Friday (except in case of an emergency)
- Entrance/exit at rear loading dock
- Sign in on Vendor sign-in sheet located on inner door
- Use only **WEST** elevator for materials
- Keep inner-exterior doors closed
- Clean up common areas

Volunteers

- Serve on the Board of Directors
- Serve as a Floor Monitor
- Chair or serve on a committee
- Lend a helping hand when Board requests assistance

Water Leak - What to Know/Do

- **You are responsible for calling a plumber so keep that number easily accessible**
- Know the location of your water valves, how to turn them off and what they turn off
 - You have valves controlling water for toilets and pipes
 - You have other valves controlling cooling tower water for your A/C
- In the event of a leak **in your unit**
 - Turn off your valves
 - Contact a Board member
 - Call your preferred plumber
 - Soak up water
 - Alert your downstairs neighbor
- In the event of a leak **from the above unit**
 - Contact a Board member (will help determine origin of the leak)
 - Contact your upstairs neighbor

NOTES:

- 1) It is your responsibility to pay for repairing the leak unless the problem is caused by a common HOP pipe. If the leak is determined to be a common area pipe, a Board member must see the problem/damage before repairs are made. If you are away when a leak occurs that affects or may have affected your unit, necessary steps will be taken to enter your unit, determine the cause, contain the leak, minimize water damage, and notify you of associated costs, if any, to repair.
- 2) Consider replacing water supply lines with steel-braided flex hose