

**Pointe Towers House Rules**  
**... Neighborly Reminders ... Care Instructions, as of 07-24-24**

Please provide these Rules, Reminders and Care Instructions to your guests/renters **IN ADVANCE** of their arrival. A first day walk thru of the property with your guests/renters (including children) will assist in adherence to these requirements and quiet enjoyment for all. Thank you.

**SECURITY**

- ☐ Please be sure the first-floor **gates and stairway doors** catch and are locked after you. Please hold the gate so that it will close gently and safely. It is especially important to check that they lock during windy days.
- ☐ Please do not provide building access to **unknown persons**.
- ☐ No items are permitted in the **stairwells**.
- ☐ **No personal items** are permitted in first floor breezeway, storage walkway, around vehicles in the carport, nor in the common elevator landings between units, including on the walls. Items may be hung on owners' doors (provided they do not offend anyone) and use of a doormat is permitted. After reasonable notice, and with the oversight of two representatives (either two board members or one board member and management company), the board and/or management company has the right to remove any personal belongings left in common areas. Neither representative will be responsible for the removal of items.
- ☐ Ring-type doorbell devices, that **audio and/or video record common areas**, are not permitted.

**PARKING**

- ☐ Please observe parking **assignments** (detail attached). Parking is to occur only in marked parking spaces.
- ☐ Only motorized vehicles are permitted to park on the property and all vehicles must have **current license tags**.

**GROUNDS**

- ☐ Nothing is to be attached to the **carport posts**.
- ☐ Bikes are not to be left in any common area other than in the **bike rack** and need to be maintained in useable condition. Bikes should be locked to the bike rack, so they do not become missiles during heavy winds. Do not leave bikes in the rack during storm season unless you are on site to bring them to a secure area.

**COMMON AREAS**

- ☐ To avoid bringing sand into the building, please **rinse the sand off** self and beach gear at the northeast corner (only) of the building (you will see the foot grid). Be careful not to get wet or mar any vehicles while rinsing.
- ☐ **Clean any common area** if you, your guests or workers track in sand, dust, spills or leave other debris, this includes the walls, breezeway and elevator floor, landings and carports areas, etc.
- ☐ **Vehicle and household furniture washing** should occur only at the northeast corner of the building, to the outside of the transformer box, and away from vehicles in the space marked Service.
- ☐ Should you need **access to the roof** please provide 48-72 hours' notice. Identification and log entry will be required. All loose material and debris must be removed.

**ELEVATOR & LANDINGS**

- ☐ **When loading the elevator, moving, renovating, or any actions that may damage the elevator or landings**, the elevator pads must be used, and protective flooring installed. Special care needs to be taken to not damage the ceiling and the stainless-steel frame at each elevator door landing. Before/after pictures are recommended. Care must be taken to avoid any

construction material accumulated in the elevator tracks. We can't risk sand and building material getting into the elevator tracks and/or down the opening where it could damage the shafts and hoists. Daily, or as needed, cleaning of the areas (vacuuming) should take place during any renovations/repairs. Please do not use any cleaners on the stainless steel or laminate; we will leave cleaning of those areas to professionals.

- ☐ **Do not use anything to hold the elevator door open.** This can damage the elevator's operation and/or scratch the stainless-steel frame. The elevator will very quickly respond by opening the door when it recognizes an object passing through the door. There is an elevator stop key that can be logged out for use when longer holds are needed, i.e., moving, transportation of materials, etc.
- ☐ Adult guests/renters should **help their children bring things in/out of the elevator and through the gate** (the wind can make using the gates difficult to use).

**NOISE** - *In our concrete building all noises vibrate loudly and can be transmitted through all seven floors.*

- ☐ When **replacing any flooring** a flooring assembly must be installed and have an impact insulation class rating of not less than 50 when tested in accordance with ASTM E492.
- ☐ All a/c condenser units on the roof must have anti-vibration pads. **Units installed without must be applied during their next service.**
- ☐ **Wind chimes** are not allowed.
- ☐ **Hour Limitations on Sound Sources.** In addition to Pinellas County Ordinances on sound levels, between the hours of 10:00 pm to 7:00 am, the Association does not permit the use of dishwashers, food blenders, disposals, vacuums, washing machines and other equipment and/or appliances, etc. that generate similar sound levels. The sound levels of music, radio, TV-audio, voices, etc. must not also be heard from a neighbor's dwelling (including the balconies) during these same hours. Unless it is an emergency, this shall also include home improvement/repairs sound levels, such as hammering, etc. Home renovations and non-emergency repairs, by third parties, are allowed Monday through Saturday from 8:00 am to 6:00 pm.

## **SHUTTERS**

- ☐ All shutters **must be white** and installed along the inside of the balcony railing and include hoods or valances. No clear dead space shutter or peep holes.
- ☐ First floor shutters must be no more than 2 sets of equal **sizes** on the west side and 1 set on the end-side. Floors 2-7 must be no more than 3 sets of equal sizes on the west side and 1 set on the end-side.

## **BALCONIES/RAILINGS**

- ☐ Do not feed birds from the **balconies**, or throw trash, including cigarette and cigar butts from the balconies.
- ☐ Do not hang or tie items to or over **the railings** or lean materials or furniture against the railings.
- ☐ To protect the railings, and their warranty, do not sit, jump, or extend persons or items over **the railings** to enter/exit the lower units.
- ☐ **No type of metal** should be in contact with the floor; this includes furniture, beach chairs, canisters, etc.
- ☐ **Satellite dishes** should not be seen from the balconies.
- ☐ FWC requires that balcony **lights are not permitted from May 1<sup>st</sup> through October 31<sup>st</sup>** during marine turtle nesting and hatching season. **Light from units EMANATING seaward and shore perpendicular sides** of the units should be **well shielded**. Our building and owner **Units must go dark by 9:00 pm** every night **with no light EMANATING through the sliding glass doors, windows or balconies**. Be aware that the lighting from TVs and all lighting in our Units can emanate from the balconies and side windows. Lighting from the exterior bed and bathrooms, kitchens, and dining rooms are also problematic emanating from and giving the appearance of a moon.

- ☐ **No hibachi, grills or other similar devices** (including gas and charcoal) used for cooking, heating or any other purpose shall be used or kindled on any balcony, under any overhanging portion or within 10ft of any structure or shall be stored on a balcony. Electric grills are permitted provided they do not have an electric igniter or the production of an open flame.

## REPAIRS & RENOVATIONS

- ☐ **IMPORTANT – Owner’s responsibilities to maintain, repair and replace.** Reference 11/15/18 Distribution.
- ☐ Ordinary wear and tear of **exclusively used common elements** are **Owner’s responsibility** to maintain and repair.
- ☐ All renovations/improvements contemplated within a unit **must be approved by the Board of Directors, or its designee**, before the start of the work, by submitting a detailed, written description of the work to the Board. If a permit is required from the city, include a copy of the permit. The approval process will include discussions and completion of the **Repairs & Renovation Checklist** with the owner and contractor pertaining to the care of the Association property, use of common areas, before/after inspection of common areas for any potential damage, etc.
- ☐ Home renovations and non-emergency repairs, by third parties, are allowed Monday through Saturday from 8:00 am to 6:00 pm.
- ☐ All work that involves flooring, plumbing or electrical work, or the relocation of walls, etc., whether or not a building permit is required, must be performed only by **licensed and insured** contractors/vendors. Proof of liability insurance must be provided to the Association prior to work commencing. No load bearing walls may be modified in any way.

## OTHER

- ☐ Pets are not allowed.
- ☐ Lithium-ion power electric bikes and scooters, etc., are not permitted to be stored in Units or on the property.
- ☐ Owners must **turn off the water** to their unit if the unit is going to be vacant for more than **72 hours**. Owners who do not comply with this rule will be responsible for the full cost of repairing damage due to a water leak stemming from their unit.
- ☐ All unit owners are responsible for their air conditioning condensate drain line. This a/c line and air conditioner belongs to the unit owner and all maintenance, repairs and replacements for these items are at the expense of the unit owner. In the event that a leak occurs, the unit owner is responsible for all repairs, replacements and damages that may be caused by that leak.
- ☐ **Permitted Moving Schedule.** Moving in/out of the building is permitted Monday thru Saturday from 8:00 a.m. until 8:00 p.m. The board of directors may grant exceptions, when appropriate. See Moving Detail.
- ☐ The **Guest Registration** form must be completed for guests.
- ☐ **The minimum period for rental** or lease is one month.
- ☐ The **Rental/Lease Information form must be completed** and adhered to on a timely basis.
- ☐ Adherence to Declaration 18(a). Conveyances, **Sales**, and Transfers.
- ☐ Adherence to any other **governing documents** of the Association, City/County/State Ordinances, Statutes, etc.
- ☐ **Fines levied for violations** will be enforced.

## PARKING & MOVING RULES DETAILS

### PARKING

- ☐ Please observe parking assignments.
- ☐ Parking is to occur only in marked parking spaces and must fit within the marked space. Only one vehicle may be parked in the space.
- ☐ All vehicles **must have an Association parking hang tag displayed at all times** with the number facing outward visible from the front dashboard/windshield area of the vehicle. **With the exception of:**
  - Parking tags are NOT required for unit owners, and their occupants who reside in the unit, provided they have registered their vehicle. Owners/occupants utilizing non-registered rental or loaner vehicles, must display a tag.
  - Clearly identifiable work vehicles servicing the building, or a unit, do not need a parking tag. Please see the Board for parking needs during unit renovations.
  - For clarity, vehicles cannot be “registered” for i.e., family and friends, who visit and are not residing in the unit. Renters must always display a tag.

#### Reserved Spaces:

- ☐ Renters are to use the owner's assigned space - not the spaces marked reserved.
- ☐ The reserved spaces are for visitors - not renters, long-term guests, or as additional long-term owner/guest parking. (“Long-term” generally more than two overnights).
- ☐ Each unit may be limited to the use of no more than one reserved space.
- ☐ Clearly identifiable work vehicles servicing the building, or a unit do not need a parking permit. Please see the Board for parking needs during unit renovations.

**Violation of the parking rules may result in the immediate towing of vehicles as ordered by two Association agents.** The board, its members, or management company will not be responsible for towed vehicles.

#### Procedural information:

- ☐ Only original Pointe Towers parking permits may be used, no reprints, etc. Additional permits are available at a cost of \$10.00 each (subject to change).
- ☐ Best efforts will be made to email notify all owners one hour in advance of a tow; however, the Association reserves the right to tow immediately. Owners whose assigned space is improperly occupied may request an immediate tow of the vehicle. The agents shall include two board members or one board member and the management company.
- ☐ Owners who permit others to use their assigned parking space, including other owners, guests, workers, etc. are responsible for ensuring that all parking rules are followed. Along with the user of the space, the assigned owner may also be held responsible for any violations of the user, including, but not limited to Fines, towing fees, etc.

### PERMITTED MOVING SCHEDULE PROCEDURAL INFORMATION:

- ☐ Moving in/out of the building is permitted Monday thru Saturday from 8:00 a.m. until 8:00 p.m. The board of directors may grant exceptions, when appropriate.
- ☐ *Process: Moving requires that the common areas and the elevator are inspected by the Association and movers/occupants before and after. The elevator mats need to be hung and then taken down to be stored. Also, the floor protection must be used. Instruction for the elevator stop key will need to be provided, signed out, and returned. Coordination needs to be made with the movers, where to park, best location to haul in, etc. During various seasons, parking for a moving van is limited on the public streets. All this requires either management company involvement (for a charge) or an Association volunteer.*

## ***NEIGHBORLY REMINDERS ...***

### **MAINTENANCE**

- ☐ We do not have fire sprinklers in our individual units, and it is important to **keep your detectors properly functioning** to minimize the risk to our building and occupants. Please adhere to the distributed April 2013 letter from QFE and follow the advice of experts to change your detector batteries when you change your clocks twice a year for daylight savings time. This will also eliminate the disturbance from the low battery warning chirping that can be heard by nearby units.
- ☐ Follow NFPA's Clothes Dryer Safety recommendations including installation, proper venting material, lint cleaning and ensuring **no restriction of the exhaust vent**.
- ☐ If you leave for an extended period of time, please **shut off the water** to your unit, empty your refrigerator/freezer, and turn off and/or unplug, as appropriate, appliances/electronics to avoid a possible run of power surges throughout the building.
- ☐ Be sure to regularly flush toilets and run water in your sinks and showers to **maintain water in the traps** which will avoid sewer gases in your unit.
- ☐ Your HVAC **lines should be flushed annually** to avoid backup into your unit and other units.
- ☐ **Do NOT flush** any type of personal and baby toilet wipes, personal hygiene products, dental floss, etc. down the toilets. These have been proven to clog the unit and building's sewer pipes and cause sewer backup into units.

### **COMMON AREAS**

- ☐ Do not attach notes to the **entry speaker** box, gate or stainless surfaces, the tape may mar the box and/or gate.
- ☐ Do not place mail trash in the **mail bin** under the mailboxes. The mail bin is for oversized packages.
- ☐ Return the **carts** to the first-floor storage location immediately after use for others' convenience and to avoid being a hazard when left in common areas.  
Wrap all **garbage** in tightly closed plastic bags. Securely close the dumpster doors.
- ☐ Please **hang up the hoses** after use.

### **NOISE**

- ☐ In our concrete building, all noises vibrate loudly and can **transmit up/down several floors**. Please be cognizant that the moving of chairs, furniture, heavy walking (wearing soft shoes can minimize), etc.
- ☐ Hold the **stairwell doors** to close so that they do not slam. Frequent greasing of the knobs and locks will also limit transmitting noises when closing your unit's doors.

### **BALCONIES/RAILINGS**

- ☐ Since the area is subject to sudden winds and rain, close all **windows, doors and shutters** prior to leaving the premises. Those without shutters should bring balcony furniture into their unit.
- ☐ Be aware that jewelry and/or clothing items, etc. could **scratch** or damage the railing.

### **OTHER**

- ☐ Please do not take the daily **newspapers**. They are paid subscriptions by owners.
- ☐ This building is a residential unit. Please maintain **respectable hours**.

## ***CARE INSTRUCTIONS***

**Failure to adhere to instructions may void warranties!**

**Damage to Common & Limited Common Elements will be the responsibility of the owner.**

### **Fastener Installation at the Walls, Floor and Ceiling of a Cathodic Protected Balcony**

- ☐ Try to avoid putting fasteners into the balcony walls and ceiling. Do NOT drill into the “no drill areas” shown on the cathodic protection drawing layout.
- ☐ It is very important to install shutters according to the cathodic protection specifications. No fasteners, except those installed by a certified shutter installer, should be installed onto the floor of the balcony.
- ☐ Any fastener that is installed must be insulated from the surrounding concrete. Please read the cathodic protection specifications for additional detail.

### **Balcony Deck Coating**

- ☐ Clean every three months with a mild soap and water solution that is rinsed thoroughly.
- ☐ Any furniture or standing items must have a rubber foot to it to avoid scratching or damage to the deck coating which can cause a disconnect with the anodes.
- ☐ No type of metal should be in contact with the floor; this includes beach chairs, canisters, etc.
- ☐ Heavy items should not be stored directly on top of the deck coating for any length of time.
- ☐ It is not recommended that you install carpet onto your deck coating.
- ☐ Any deck tiling must meet the contractor’s specifications for cathodic protection systems.

### **Railings**

- ☐ Railings need to be washed using water, mild liquid dish soap (Dawn, etc.) and a soft cloth no less than once every three months. Rails should be rinsed thoroughly once cleaned.

### **Windows & Sliding Glass Doors**

- ☐ Clean the glass with a mild glass cleaning solution (Windex, etc.). Rinse the sand and salt off first to avoid etching the glass.
- ☐ Clean the frame of the door (all the white vinyl) with rubbing alcohol and a clean, soft cloth (not an ammonia-based product such as Windex).
- ☐ Use silicone-based products to lubricate. More frequent opening/closing of the windows results in the windows being easier to open/close.