

# **Pine Croft Condominium Association, Hobe Sound, Florida**

## **Rules & Regulations**

The Pine Croft Condominium Association, Inc. is dedicated to creating and preserving a pleasant, tranquil and safe way of life for its residents. The rules and regulations are designed to protect the interests of all and are applicable to all owners, tenants, residents, and guests.

**ENFORCEMENT:** Senate Bill 1196 became law on July 1, 2010 empowers Condominium Associations the authority to levy fines for the failure of the unit's owner, its occupant or guest to comply with any provision of the association's declaration, bylaws, or reasonable rules. Fines are per day up to \$1000 for a continuing violation and may not become a lien. They may be re-issued yearly for a continuing violation.

**OWNER RECORDS/KEYS:** Every Unit Owner must have a current address, or the address of a legal agent registered with the Association and Management Company. Owners should provide the office with a current key to their unit so that entry is available during emergencies.

**MAINTENANCE FEES:** Maintenance Fees are due and payable on the first of each month. Payments received after the 10th will be assessed a late fee and interest.

**DAMAGE:** All Unit Owners are responsible for damage or destruction caused by family members, friends, guests, tenants or pets to any part of the Pine Croft property including, but not limited to landscaping, pool, pool deck, pavilion, parking lots, RV lot, signs, mailboxes or walkways.

**UNIT WINDOWS, SCREENS AND DOORS:** Any repair or replacement of windows, screens or doors shall be the Unit Owner's responsibility. Screens must be in all windows at all times.

**SMOKE DETECTORS:** Working smoke detectors are required in all Units.

**UNIT ALTERATIONS AND FLOORING:** Owners must complete a Modification Request and obtain Board approval for structural alterations or flooring modifications to their units. Second floor unit owners may not install or permit to be installed tile, wood, laminate or other similar hard surface floor covering unless it has 1/2" cork underlay or other sound abatement material with an STC rating of 70 or better and an IIC rating of 50 or greater. The Association may compel the removal of any flooring installed in violation of this restriction or upon continuous complaint of noise and/or nuisance.

**SELLING PROPERTY UNITS:** A completed sales application with appropriate fees must be submitted to the property manager no less than 14 days before the desired date of occupancy. The Board of Directors must interview prospective buyers before occupancy. Sellers should furnish a copy of all condominium documents to the purchaser.

**LEASING AND/OR RENTING PROPERTY UNITS:** Applicants must submit a signed and dated lease, a completed application and a check for the application and background fees no less than 14 days before the desired date of occupancy. Leases must be for a minimum of six (6) months and a maximum of twelve (12) consecutive months. All leased units must have a current lease or renewal on file. The Association will interview and approve all lessees. Lessees who have repeated violations are subject to additional review and approval of their lease extension by the Board. Failure to submit the paperwork before occupancy will result in a \$100 per day fine.

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**OCCUPANCY:** All units are to be used for residential purposes only and **may NOT exceed 2 persons per bedroom**. Only persons approved by the Board via the application process may live in a unit. ***This includes all owners, family members, renters and guests residing in a unit for more than 14 days without prior approval by the Board.*** Moving into a unit without approval and screening by the Board will result in a fine and/or attorney involvement if unresolved.

**GUESTS & VISITORS:** A Guest is a person who is not an Owner or Lessee of the unit. When the owner or lessee is not present, guests may not in turn invite other guests or visitors to use the facilities of the condominium. **An owner who is not in residence shall notify the Board and/or Management in advance of the proposed occupancy of the condominium unit and will provide a copy of the Rules and Regulations to all guests.**

**CHILDREN:** Parents and Guardians are responsible for the behavior of children residing in or visiting their units. **Due to the danger of alligators, an adult must accompany children under 18 when near the pond. An adult must accompany children under 16 to the pool.**

**NOISE/NUISANCES:** Residents, guests and visitors are to be respectful of their neighbors' rights. The walls and flooring between units are not soundproof. Residents should limit running, jumping and/or any other sounds heard in adjacent units. All residents will reduce the sounds within and outside their units between **the hours of 10:00 pm and 8:00 am.**

**STAIRS & LANDINGS:** All stairs and landings must be kept clean and clear of all items that adversely affect the exterior appearance or the safety of the Condominium. Residents may not hang clothes, towels, rugs or other items on the balcony. Residents may not carpet landings or stairs or use them for storage or for potted or hanging plants.

**FLAGS AND DECORATIVE ITEMS:** The United States flag and/or service flags may be displayed anytime; seasonal flags may be displayed during the appropriate holiday seasons; sports flags or flags from other countries may not be displayed. Decorative items are limited to door mats, small decorative wreaths or door hangers. All other items must be kept within the unit.

**HOLIDAY DECORATIONS:** Decorations for national or religious holidays and permissible and must be removed within 7 days after the holiday. Winter holiday and/or Christmas decorations must be removed by January 12. Decorations must be easily removable and may not be permanently affixed to or alter any of the Common Elements or block or restrict access to any entry way or Common Element. The Board reserves the right to have any objectionable decorations removed.

**SIGNS:** Residents may not post signs in or upon any part of the unit or property. Buildings, common elements, and/or vehicles may not have "For Sale" or "For Rent" or advertising signs displayed. Vehicles containing any of these signs are required to park in the RV area.

**SATELLITE DISHES:** Residents may have Satellite dishes but must acquire Board approval for the location of the installation. The equipment must be attached to your unit. Any signal problems are the owner's responsibility.

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**ENCLOSED PORCHES:** Enclosed porches must be kept neat and clean. Seasonal residents need to remove porch furniture before they depart unless the porches are glass enclosed. The maintenance and repair of porches including screens, doors and interior framing are the responsibility of the Unit Owner.

**COMMITTEES:** The Board of Directors may establish Committees, such as the Multi-Task Liaison, and Compliance Committees to serve in an advisory role to the Board. Each committee will present its reports in writing to the Board.

**DUMPSTERS, TRASH AND RECYCLING:** Residents are responsible for placing refuse in tied plastic bags in dumpster collection points. Paper, newspapers, glass, cans, plastic and cardboard are to be placed in a recycle bin. Flatten all boxes before discarding. **Large household items are not to be put in the dumpsters or left in the dumpster enclosure areas.** Residents are responsible for arranging the removal of large items such as furniture, mattresses, carpet, appliances, or construction material. Rules are posted on dumpster enclosures; violations will result in a \$200 fine.

### **BICYCLES/BICYCLE STORAGE:**

1. Residents may not use bicycles, skateboards, skates, scooters and/or roller blades on sidewalks or on any grass (common) area.
2. All bicycles must be stored in the bicycle storage area or within the unit. They may not be left on or stored temporarily on sidewalks or walkways or in any way obstruct the entrance to a unit. Bicycles that are not properly stored or are not in operable condition are subject to removal by the Association.
3. Per Florida law, a bicycle rider or passenger riding on the bike or in an attached trailer, who is under 16 years of age, must wear a bicycle helmet that is properly fitted and fastened securely upon the passenger's head and meets nationally recognized standards for bicycle helmets.
4. **Bicycles ridden at dusk or after dark must have reflectors and lights attached.**

**BARBECUE AREA:** The Association provides two charcoal grills behind the pool for use by Pine Croft residents (adults only). Persons using these grills are responsible for extinguishing coals and cleaning the grill. Electric grills are allowed inside the unit. Gas and charcoal grills are not to be used on porches, stairs, and landings or anywhere within the confines of the building. Grills must be at least 10 feet from the building while being used and may never left unattended. After grills have cooled, the grill must be stored inside the unit and not left outside. Florida law prohibits propane tanks from being stored on second-story porches or balconies but allows 2 lb. cylinders to be stored on first floor porches.

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**PAVILION:** The Pavilion may be reserved for exclusive use for personal gatherings. Applicants agree to attend and to be responsible for cleanup and financially liable for any damage to the Pavilion, its contents or the Common Property.

**EMPLOYEES/VENDORS:** Residents may not give orders or direction to employees or vendors of the Association. Send all requests for services to the Office in the form of a work order. All requests require board approval.

**HAZARDOUS MATERIALS:** Hazardous materials may not be kept, stored or used anywhere on the property. This includes the storage and use of firecrackers and fireworks.

**UNLAWFUL ACTIVITY:** No activity in violation of local, state or Federal law or local or county ordinances may be conducted in any unit or anywhere on Pine Croft property.

### **COMMON ELEMENTS:**

1. Any property outside of the Unit is "Common Property" and the Board of Directors must approve any physical changes.
2. Residents are entitled to use common elements in accordance with their intended purpose; they may not encumber the rights or privacy of other unit owners.
3. Residents including children may not climb trees.
4. Residents may not destroy any condominium property.
5. Residents may not loiter, play or ride bikes through the RV area.
6. Sidewalks, entranceways, and all common elements must be free of obstruction at all times.

### **LANDSCAPING:**

1. Landscaping is the responsibility of the Association.
2. The Board of Directors has the sole responsibility for deciding when to plant, trim, mulch or remove trees, plants or shrubs.
3. All plantings by residents require advance approval of the Board of Directors. Once planted, they become the property of the Association and are maintained accordingly.
4. All plantings must be a minimum of 12 inches away from the foundation.
5. Large lawn ornaments, figurines, statues and/or birdbaths interfere with the landscaping maintenance and are not permitted on the common property.
6. Residents may keep one potted plant or small ornament outside as long as it does not interfere with the passage on stairways or with the mowing and/or maintenance of the lawns or shrubs. Seasonal residents must remove potted plants before leaving for the summer. All residents must remove outside planters or ornaments if there is a severe storm or hurricane warning.

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### **PETS AND PET OWNERS:**

1. Residents may have one pet weighing less than 25 pounds per unit.
2. Residents must furnish the Association with a copy of all vaccinations as well as a copy of the Martin County animal license within 2 weeks.
3. Residents must walk all pets including cats on a leash.
4. Pet waste must be collected and bagged before it is put into a dumpster.
5. Residents are responsible for all damage to the Common Elements caused by their pets.
6. Residents may not chain or leash pets to any of the Common Elements or unit property.
7. Residents may not cage or leave pets unattended on porches.
8. Owners of service or emotional support animals must request an exception to the size restriction and provide the required documentation to the Office for attorney approval. All other rules and regulations of the Association are applicable for support animals.

**VEHICLES/PARKING:** Each unit owner has an assigned numbered space and is entitled to use up to two guest spots. Unit owners must pay a yearly fee of \$125 for a fourth vehicle and parking spot. Tenants are entitled to an assigned numbered space and to use one guest spot. Tenants with more than two (2) vehicles must pay a yearly fee of \$125 for a third vehicle and \$250 for a fourth vehicle use of a parking spot. Tenant decals expire with the lease expiration and new ones must be obtained with each lease renewal. (Guest parking spots are not assigned or reserved.)

All residents must display the Pine Croft Parking Decal on the vehicle while it is on Pine Croft Condominium property.

Any vehicle that does not have a visible parking decal will be considered in violation of these rules and issued notices and fines in accordance with Pine Croft Condominium fining procedures. All vehicles for three (3) days or more on or within the Pine Croft Condominium community must display a decal or visitor's parking pass obtainable from the Pine Croft Condominium office during normal office hours. Visitor passes are valid for 2 weeks.

Motor vehicles parked on the property are to have a current license, be insured, and kept in good repair. Residents may repair or do maintenance of vehicles in the RV area only. Clean oil spills immediately to prevent damage to the asphalt. Vehicles that are leaking oil will have to park off the property or in the RV area of the property until repaired. Residents may wash vehicles in designated areas – the parking lot between buildings C and H or the RV area.

No parked vehicle may impede the general traffic flow through a parking lot. Vehicles backed into parking spaces may not block or infringe upon the adjoining walkway.

Drivers must obey the fifteen **(15) miles per hour speed limit** in the community as well as **all stop signs**. Please be aware of walkers and children playing.

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The Board of Directors assigns parking spaces in the RV area. Anyone wishing to rent a space in the area must complete an application and provide current registration/license and proof of insurance in their name for the property being stored. Owners who are not current with association dues or have outstanding violation fees will not be allowed to use the area. All items are to be kept and stored inside the owner's boat, vehicle or storage unit. Those who are occupying a space in the area must comply with the rules and regulations in order to continue to store their property there. Fees for each space are \$75 a month or \$900 a year and must be paid annually by January 1st of each year. Failure to pay by 15 days after the due date will result in the property being towed. Owners will be able to rent a space.

**THE ASSOCIATION MAY TOW, AT THE OWNER'S EXPENSE, ANY VEHICLE PARKED ILLEGALLY, ANY VEHICLE WITHOUT A PARKING DECAL, ANY UNLICENSED VEHICLE, ANY VEHICLE DAMAGING THE PARKING SURFACES AND/OR ANY INOPERABLE VEHICLE.**

**VIOLATIONS OR COMPLAINTS:** All complaints must be in writing and sent to the manager or dropped off at the office. Property management will not address Anonymous Violation Reports.

**OTHER RESTRICTIONS:** These rules and regulations do not purport to constitute all of the restrictions affecting Pine Croft owners or residents. Reference the Pine Croft documents for additional information.

### **FINES:**

Violations of the Rules & Regulations are subject to a fine of up to \$1,000 for a continuing violation. For most offenses, a resident will receive a written warning for the first offense and the violation given reasonable time to cure. After a second or continuing offense, the Board of Directors will levy a fine at the next Board of Directors meeting. The person being fined does not have to request a compliance meeting. The meeting of the compliance committee is mandatory. The compliance committee will meet and either impose or reject the fine determining its ability to be enforced. Rentals without leases, unauthorized additional tenants, and furniture left at the dumpster are examples of violations where fines are issued without a written warning.

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## **Pool Rules and Regulations**

1. Pool hours are from daylight to dusk per Florida law and controlled by the gate security system. Gates will not be accessible during prohibited hours.
2. Pool gates are to remain locked at all times. Do not open gates for persons attempting entry without a key fob or key card.
  - Each unit may receive up to two key fobs or cards linked to their name and unit address.
  - Replacement fobs or cards will be available for \$15 each at the Pine Croft office.
  - Any unit owner who is delinquent in paying association dues or has unpaid fines for 90 days or greater will have common element use rights suspended and all fobs and/or key cards will be deactivated. Residents must request re-activation of key fobs and/or key cards once fines and/or Association dues are paid; a \$10 reactivation fee applies.
3. Climbing on or over the pool fence is prohibited.
4. The Board of Directors may revoke pool access for misconduct, repeated rules violations, or any other actions that are not in compliance with the rules and regulations.
5. There is NO lifeguard on duty and all residents use the pool/pool area at their own risk.
6. Pine Croft Condominium, Inc. assumes no responsibility for any accident or injury in connection with such use or for any loss or damage to personal property.
7. Proper swimming attire is required for entry to the pool. Children that are not toilet trained must wear approved disposable coverage.
8. Persons must shower before using the pool.
9. Children under sixteen (16) years of age must be accompanied by an adult 18 years or older and must remain with that adult the entire time they are in the pool area. Parents and supervising adults are responsible for the behavior of the children and guests at the pool.
10. No diving, jumping, running, unnecessary roughness, horseplay, ball playing, and other undue disturbance is allowed; no loud yelling, screaming, or profane language are allowed.
11. Cell phones and/or electronic equipment must be at a low volume; earphones are suggested.
12. Bicycles, skateboards, scooters, skates, roller blades or any other riding toys must be kept outside the pool gates. No animals are allowed in the pool area.
13. State law prohibits the removal or destruction of the emergency equipment or life ring.
14. Residents are responsible for the actions of their guests and members of their household.
15. State law prohibits glass containers in the pool area.
16. Deposit all papers, cigarettes, cigars and refuse in the proper receptacles.
17. Return it to its original position; umbrellas closed and secured before leaving the pool area.
18. Persons with open wounds, sores or infectious diseases may not enter the pool.

## Pine Croft Condominium Rules and Regulations

### **FIREPIT:**

1. Use of the firepit is on a first come first serve basis.
2. No Trash is to be burned.
3. The person setting/lighting or using the fire is requested to bring a gallon of water to the site.
4. Use of lighter fluid or accelerants to start or enhance a fire are prohibited.
5. All persons who use/attend the fire pit that are under the age of 16 must be accompanied by an adult 18 years of age or older at all times.
6. Area must be kept neat and tidy at all times.
7. Before leaving the fire pit, the fire needs to be fully exhausted.

### **SECURITY CAMERAS:**

The Pinecroft Condominium Association is dedicated to ensuring the safety and security of all residents in the community. Therefore, any/all exterior cameras that will be affixed to the exterior of one's residence are considered approved.

### **VOTING/ ANNUAL MEETINGS:**

The board of directors has utilized an electronic voting system called Becker Ballot. It is maintained by the Law Firm our association retains for legal representation. The goal of using electronic voting software is to mitigate mailing errors, and ensure ALL owners have a voice when voting on annual meetings, "by law" changes, or any other vote that may rise. You may still request a paper ballot.

### **Board of Directors:**

In 2023, the Pinecroft Condominium Association Board of Directors is committed to serving the community's residents. The members of the Board of Directors have a critical role in setting the culture and values of the community by their actions to matters of performance, ethics, integrity, legal compliance, transparency and responsiveness to owners, residents and their interests. Throughout 2023 and beyond, the mission of the current Board of Directors is to put owners, residents and the community first by way of open communication, transparency and finding solutions to issues we may face moving forward. Should you or anyone in the community need or want anything please feel free to contact a member of the Board of Directors directly at any time.

The Pinecroft Board of Directors