



MILES GRANT
CONDOMINIUM ONE ASSOCIATION, INC.
HOUSING FOR PERSONS 55 YEARS AND OLDER

RULES AND REGULATIONS
Revised January 2021

OWNERS' DIRECTORY

Managed by
Watson Association Management
1648 SE Port St. Lucie Blvd.
Port St. Lucie, FL 34952
Phone: 772.871.0004 Fax: 772.871.0005

THIS BOOK MUST BE AVAILABLE IN EACH UNIT

D I D Y O U K N O W ?

ABOUT THIS GUIDE

We are all part of a community of 136 condo units. We have rules to help make it pleasant for everyone to live in harmony. The information provided below are issues brought to the attention of the board. Please review your handbook for more information and specifics. If you have any questions or need further clarification, please feel free to contact Watson Assoc. Management or any board member.

REQUEST FORMS

If you have a specific need for your unit or if you see something on the grounds that need attention, please fill out a work order on the Association portal or email the property manager the work order form located on the website for copying. **No action can be taken until this form is received.**

ARCHITECTURAL MODIFICATION FORMS

If you are making changes to your unit such as adding shutters, replacing floors or windows, changing out flooring, replacing A/C units, hot water heaters and the like, an architectural modification form is required to be approved by the board prior to beginning any work. The form to be filled out is located in your handbook(pg. 16) and at the website.

GUEST PARKING

All guest parking must be in a guest space or at the pool. All overnight guests must have a hang tag displaying the unit number on their mirror. Pg. 9, #8

Back in parking is not permitted except while loading and unloading. Pg. 9, #9
If you need a hang tag, please ask a board member and one will be provided.

TRASH & RECYCLING

Furniture, TV's, beds, carpet/flooring and appliances are not garbage and may not be placed in dumpsters. Pg. 8, #5

A recycle area for plastic, aluminum, glass, tin, cardboard and paper is located at the maintenance area adjacent to the pool. Pg. 8, #6

In both areas we ask that you please **break down all boxes** to take up a minimum amount of space.

STREET SIDE VISIBILITY

Per Martin County fire

regulations-walkways, stairways, landings and porches must be clear and clean for safety and appearance. This includes furniture and an excessive number of pots and plants. Pg. 8 #1-3.

These are snapshots of your Rules and Regulations as found in your handbook. We encourage you to review them at your earliest convenience!!!

PREFACE

This booklet is a revision of the January 2019 edition. All prior *Rules and Regulations* are repealed and re-created herein and become effective upon publication. This booklet is issued to each unit. Additional copies, at a cost of \$5.00 per copy, may be obtained by contacting the Secretary of Miles Grant Condominium One.

Reference is made to Sections of the Declaration of Condominium and the Bylaws of Miles Grant Condominium One, Inc. (MGCO) which are repeated or paraphrased for easy reference.

MGCO is a single-family residential community operated in accordance with the HOUSING FOR OLDER PERSONS ACT OF 1995 (HOPA) (Pub.L. 104-76, approved December 28, 1995).

MGCO consists of 136 units in eight residential buildings, a swimming pool, a pool house, and a maintenance building. To protect the property and ensure enjoyable living conditions for all, it is essential that certain rules be formulated, published, and observed. Owners have an obligation to understand and inform their guests and/or tenants of the rules and regulations. Behavior that is objectionable to a majority is not acceptable even though not covered by a specific rule. **All rules and regulations apply to all owners, tenants, and guests.**

GOVERNMENT

All owners are members of Miles Grant Condominium One Association (Association). The Bylaws provide for the election of a five-member Board of Directors (Board) consisting of the following officers: President, Vice President, Secretary, and Treasurer. Standing Committees are Grounds, Buildings and Maintenance, Sales and Leases, and Pool. The Board appoints the Building Captains. The Building Captains are the primary communications link between the owners and the Board. Each unit has one vote for the election of Directors at an annual election in February of each year.

Watson Association Management (Management), in conjunction with the Board, is currently responsible for management of MGCO. They may be reached at: 1648 SE Port St. Lucie Blvd, Port St. Lucie, FL 34952, Phone: 772.871.0004; FAX 772.871.0005.

The Declaration of Condominium and Florida Statutes require the Board (within limits therein imposed) to administer the affairs of the Condominium, specifically: to adopt administrative orders or rules for the protection of the residents and the property, to maintain all common properties, to levy and collect assessments to defray expenses, and to disburse such funds. Maintenance fees are due on the 1st of each month and will be considered late on the 10th. Interest charges of up to 18% per year will be charged for late payments. After 30 days, a \$25.00 late fee will apply. Maintenance fee payments should be mailed to:

Miles Grant Condominium One, Inc.
c/o Centerstate Bank
P.O. Box 859007
Port St. Lucie, FL 34985

The Board's intent is to serve the best interests of all residents so that all can live in harmony. Only by the cooperation of everyone can condominium living be successful and enjoyable. The Regulations will be enforced as follows:

1. Complaints and violations should be reported, in writing, directly to Management.
2. When a violation is reported, the violating owner and/or tenant will be notified personally, in writing, or by telephone of the violation and the corrective action required.
3. If the required corrective action is not taken within 15 days, the Board will initiate enforcement proceedings through its attorney or, at its discretion, may levy fines as follows:
 - A. The Board, acting for the Association, has the power to levy and collect fines of up to fifty dollars (\$50.00) per day up to one thousand dollars (\$1,000) per year for non-compliance with the Declaration of Condominium, the Bylaws, or any properly adopted or promulgated rule or regulation. Unit owners are liable for fines imposed by the Board for any violation of rules and regulations by the unit owner or owners, members of their family, their guests, tenants, or agents.
 - B. Fines may not be levied against a unit owner unless all of the following three (3) conditions are met:
 1. Written notice of the violation is given to the unit owner.
 2. A minimum of seventy-five (75) percent of the Board vote to impose the fine.
 3. The unit owner is given the opportunity for a hearing before the Fine Committee appointed by the Board.
4. Repeat violations of the same rule or regulation will each be considered a separate violation and fines may be levied accordingly.
5. If a violation necessitates immediate action by the Association and the Association incurs an expense, the Association will bill the responsible unit owner for reimbursement.

Each owner is responsible for maintenance of his/her unit. Each owner or tenant will keep his/her unit in a good state of cleanliness and will not sweep or throw debris from the doors, windows or balconies and will not dispose of same on streets or grounds.

All unit owners are required by Florida State Law to have a smoke alarm in good working order in their condominium.

Each owner shall be responsible for purchasing and maintaining Homeowners Insurance and providing an annual certificate of insurance to Management.

The Board or its authorized agent has the right under the Declaration of Condominium to enter any unit at reasonable times for the purpose of inspecting the common elements, gaining access to the common elements, or making repairs or otherwise maintaining the condominium property, or to abate emergency situations which threaten damage to the condominium property. For this purpose each owner is required to provide keys which afford complete access to his/her unit to the Board. This includes a key to a security screen door if installed. Employees of Management are not

allowed to use keys in possession of the Board for other than the above stated purposes. If a key has not been made available and forced entry is required, any damage will be at the owner's expense. If an owner wants his/her unit unlocked for family or service persons, the owner must supply his/her own key to such persons.

SALES AND LEASES

Sales and leases must be approved by the Board. All prospective owners and annual lessees must undergo a personal interview by the Board prior to approval.

If a unit is to be leased or sold, **it is the responsibility of the unit owner, his/her agent or attorney, to obtain the necessary forms from Management which include the following:**

1. Intent to Sell or Lease (Seller)
2. Application to Purchase or Lease
3. Age Verification Statement
4. Residential Screening Request
5. Sales or Lease Agreement

If a lease is to be renewed, the owner must submit the necessary forms each time the lease is renewed. Forms must be properly filled out and returned to Management. A \$100.00 non-refundable fee must accompany all sales and new lease requests. All sales and leases will be subject to a background check for each applicant. The current fee for this process is \$50.00 per person.

In the event of a sale, the owner must submit to the prospective purchaser his condominium documents, including the Declaration of Condominium and its amendments, the Bylaws and their amendments, and the most current version of the *Rules and Regulations*. If the owner does not have a complete set of documents, documents must be purchased from Management for a fee of \$50.00.

In the event of a lease, the owner must provide the tenant with the *Rules and Regulations* or prominently display said *Rules and Regulations* inside his/her unit. Additional copies are available for \$5.00 each.

According to MGCO Declaration of Condominium, Article XI, units are to be used as a single-family residence only and for no other purpose. Therefore, a unit may be leased to a single-family only and may not be used for commercial purposes.

The minimum lease is for three months and can be leased only once per calendar year.

OCCUPANCY OF THE UNITS

Units must be occupied by one person fifty-five (55) years old or greater. **It is important to remember that the requirement is "occupancy" and not "ownership".**

A surviving spouse who is under 55 is exempt from the 55 or older requirement.

No unit may be occupied by persons under 18 years of age. Children under 18 years of age may visit and temporarily reside for a period not to exceed fourteen (14) days each calendar year after the building captain has been notified by Request Form and the board has approved.

Children and grandchildren of the owner and heirs of a deceased owner who are over 18 years of age and under 55 years of age may, with the approval of the Board and **the notification of the Building Captain in writing via the Request Form**, occupy the unit for a period not to exceed ninety (90) days in each calendar year.

All units that are leased must be occupied by one person that is 55 years of age or older.

Guests of the owner who are 18 years of age and under 55 years of age may, with **the notification of the Building Captain in writing via the Request Form and approval by the Board**, occupy the owner's apartment for a period not to exceed **fourteen (14) days in each calendar year**. **If guests are using a unit in an owner's absence, the Building Captain must be notified in writing via the request form. Owner must provide name, address and phone number of guests prior to arrival. This protects the unit owner, the owner's neighbors, and guests.**

RESOLUTION FOR RECORD INSPECTION

The Board has voted the following rules for the inspection and obtaining copies of official records of MGCO. These records are open for inspection by any unit owner or their representative. Each unit owner has the right to inspect records and to obtain copies. These records are only available through the management company by **written request** by mail or in the pool box addressed to Management. Any record request submitted by email will not be processed.

No more than one (1) written request to inspect the records will be permitted from a single member and/or his or her authorized representative, or a single authorized representative irrespective of the number of members said individual represents, **within a thirty (30) day period**. Requests exceeding these limits will be denied in their entirety.

Management then has five (5) business days to respond to the written request. The management company will be available Monday through Friday between 9:00 am and 4:00 pm. Management will provide access to the requester to the file room for the requester to look for said item. Note that Management is obligated to provide unit owners with copies of official records upon request at a reasonable cost, \$.50 per sheet. However, the management company is not obligated to provide copies during the record review. Rather, Management will make copies of the requested records and provide the unit owner with the copies, by mail, or to be picked up by the unit owner at the office within 24 hours. The requester will determine which files they want copied by marking with a paper clip.

To be clear, Management will NOT locate the item requested.

UNIT OWNER PARTICIPATION AT BOARD MEETINGS

Attendance at BOD or Special meetings is limited to unit owners only. The board, at its discretion, may invite experts or professionals for informational purposes.

If a unit owner wishes to add an agenda item, a written request must be submitted to a Board member on the Request Form no less than 10 days prior to a meeting. BOD meetings are usually held on the 3rd Tuesday of the month at the Miles Grant Country Club.

As authorized by Florida Statute 718.112(2) (c), the Board adopts the following rules concerning the frequency, duration and manner of unit owner statements at board meetings.

1. **Unit owners may speak on agenda items only.** A form will be available for owners to sign up at the start of the meeting. The form must be completed and provided to the Secretary, or in the Secretary's absence, to the Vice President, prior to the start of the Board meeting.
2. Unit owner comments will be limited to three (3) minutes.
3. The purpose of this comment period is for the Board to receive input from the members. This is not a period of time for questions. Written questions from owners may be submitted to the Board via the Request Form. The written question will receive a written response.

Owners are also entitled to record or videotape Board meetings. The following rules apply:

1. Any owner wishing to utilize video or audio equipment must notify the Board at least twenty-four (24) hours in advance of the intent to utilize audio or video equipment. The notice will state that the owner will comply with these rules.
2. If the meeting is being videotaped, the equipment must be set up prior to the start of the meeting and in the most inconspicuous location possible. The equipment may not disturb other members or directors in conduct of the meeting.
3. Anyone who chooses to record the meeting other than by video must announce before the meeting starts that the meeting will be recorded. The recording equipment must be in a prominent location so that anyone who enters the room late will note that his or her speech is being recorded.
4. The only equipment that unit owners are authorized to use is equipment that does not produce distracting sound or light emission.
5. Anyone videotaping or recording meetings is not permitted to move about the meeting room in order to facilitate the recording.

PET POLICY

By Certificate of Amendment to the Bylaws of Miles Grant Condominium One, Inc. Article XII, Section C, dated April 1, 2011, "Pets shall not be brought nor housed in any of the condominium property or condominium units. The restrictions of this paragraph shall not apply to pets such as reasonably sized gold or tropical fishes and small, quiet, caged birds and one (1) indoor cat per household."

1. Dogs are not permitted on the property.

2. Cats must be kept indoors. A carrier or leash must be used for transport.
3. Vaccinations and Martin County pet license must be kept up to date.
4. All litter must be in a bag to be disposed of in the **dumpster only**. Owners will be held responsible for any damage to drains if litter or waste from animals is disposed of in toilets.
5. Service dogs and Emotional Support Animals are subject to above rules (# 2 - 4).

COMMON ELEMENTS

1. Walkways, stairways, landings, porches, and areas under stairwells must be kept clean and clear for appearance and safety per Martin County fire regulations.
2. Bicycles are permitted to be stored under stairwells and breezeways only.
3. Furniture is not permitted on lawns except when in actual use. Furniture or other obstructions on walkways, stairs, passageways, or doors liable to interfere with the access to units or operations of emergency services, Fire-Rescue or Police, constitute an unsafe condition and are not permitted.
4. Care should be exercised in carrying garbage or trash from units to the garbage containers to prevent spillage onto walks, stairways, public passageways, or other public areas of the condominium. **All garbage placed in the dumpster must be enclosed in plastic bags.** Restrict dumpster use to the hours between 8:00 am and 11:00 pm.
5. **Furniture, appliances, cabinets, carpet or flooring, and other construction materials, as well as other large household debris are not garbage and may not be placed in the dumpsters!** It is the resident's responsibility to remove such debris from the premises by taking it to the landfill at 9101 SW Busch Street, Palm City, or calling for private pickup.
6. A recycle area for **plastic, aluminum, glass, tin, cardboard, magazines, and newspapers** is located at the maintenance area adjacent to the pool. All cardboard boxes must be broken down to fit into the containers. **Styrofoam IS NOT recyclable!** Items deposited into the containers are to be loose **not in plastic bags**, and **NO PLASTIC BAGS are to be placed in the containers.** In other words, plastic bags **are not** recyclable and must be placed in the **separate container** in the recycle area.
7. Outdoor cooking is strictly forbidden except at the pool where a gas grill is available for residents' use (see Pool under the pavilion for more details).
8. Except for commercial vendors' vehicles, only vehicles designed by the manufacturer as passenger vehicles are allowed on MGCO property. Passenger vans must have factory installed seats front and rear with factory installed viewing windows front, rear, and side windows, (front and rear) as far back as seats are installed. Trucks, commercial vehicles, commercial vans, motorcycles, mopeds, boats, trailers, motor homes, buses, all-terrain vehicles, and motorized bicycles may not park in the confines of MGCO without Board approval. No unregistered vehicle may be kept on the premises. One parking space is assigned and marked for each condominium. The maximum parking spaces for any

condominium unit is two (2) including the assigned space. **Cars must be parked in the residents' own parking space.** Two (2) hang tags are provided per unit to be displayed when parking overnight in guest spaces or at the pool. Replacement tags are available from the Secretary. Let your building captain know if you see an unknown vehicle parked overnight without a hangtag. All vehicles must be kept in good working order so that they do not become an eyesore in the community. The Board's opinion in this case is final. No vehicle maintenance is to be done in the parking areas by the residents or others except minor repairs such as tire changing or battery replacement. Parking or driving on the grass areas is prohibited except with Board approval.

9. Back- in parking is not permitted except for loading and unloading.
10. If cars are to be left over 30 days, the Building Captain should be notified of the person who has a key to the car.
11. No commercial car-wash business may be carried on within the confines of MGCO.
12. Maintenance personnel plan their work schedule daily. Their work schedule should not be interrupted by residents except for emergencies.

BUILDINGS

1. The exterior of the buildings may not be altered in any way without **prior** written approval of the Board. Structural modifications or alterations inside a unit or alterations in the plumbing or water, electrical, or air conditioning equipment may not be made without **prior** written approval of the Board. Written approval is also required for porch alterations or enclosures, replacement windows and doors, storm shutters, gutters, and replacement of carpet with flooring on the second floor. Failure to obtain prior approval for non-emergency replacements may result in a fine. Architectural Modification Request Forms are available at the maintenance building, and at the end of this booklet and also at the website: www.milesgrantphaseone.com
2. The installation of ramps and/or chairlifts must be approved by the Board and are subject to – but not limited to – the following conditions:
 - A. Provision of release, waiver, and indemnity of claims.
 - B. Approval of all other unit owners who share the entrance walkway and stairway.
 - C. All costs of construction and installation, including restoring landscaping, relocating walk-way light, etc. to be paid by owner. It is the requesting owner's responsibility to keep the ramp and/or chairlift well maintained.
 - D. Chairlift and ramp removal are required upon unit sale and/or transfer, unless new owner wishes to retain it and has Board approval. Costs of removal, including restoring landscaping and any needed reconstruction are to be paid by owner.
3. If work on any unit is done by a contractor, the contractor must provide proof of a construction permit if required, provide a certificate of insurance, and must have a current contractor's license.
4. All work, whether done by the unit owner or a contractor must be done from Monday through Saturday. Work hours are between 8:00 am and 6:00 pm, Monday through Friday and 8:00 am through 5:00 pm on Saturday. **No work** is approved for Sunday or legal holidays.

5. All construction materials, including appliances and fixtures and packing materials, are to be disposed of by the unit owner and/or contractor outside of Miles Grant property. **No materials** are to be placed in or around existing dumpsters.
6. Awnings, window guards, ventilators, or window air conditioners may not be installed. Flagstaffs may be installed with Board approval.
7. No antenna or satellite dish may be installed on the outside of the building or protrude through the walls or roof of the building.
8. Signs are not permitted for advertising the sale of property, vehicles, or any other items. Yard sales and soliciting of any kind is not permitted.
9. All air conditioner compressor replacements must be top ventilated. The maximum height cannot exceed 36 inches.
10. No mops, laundry, clothing, cleaning clothes, bathing attire, towels, rugs or door mats may be shaken or hung from any windows, door, or porch, or exposed on any part of the buildings.
11. Bird baths, bird feeders, birdhouses, flower boxes, trellises, and/or stationary objects of any kind may not be placed in any location outside the units. This includes flower boxes on railings. Up to three (3) potted plants of a size and shape which the resident can move in the event we are designated in a hurricane watch area, are permitted per unit.
12. Meter rooms should be kept clear and accessible. No storage is permitted in these areas.
13. Patio blocks may be installed in front of sliding doors on the first-floor porches but may not occupy an area greater than 48 inches wide and 147 inches long.
14. MGCO is responsible for spraying insects outside the building. No spraying program exists for spraying inside the buildings for insects. It is the owner's responsibility to do all interior spraying except for termites.
15. Outdoor carpeting is not permitted on stairways or any outside area.
16. Owners and residents of units may not cause or permit anything to be done to interfere with the rights, comfort or convenience of other owners or residents. Noise of all kinds, particularly radios, stereos, and televisions must be kept low enough so as not to disturb neighbors.
17. Dishwashers, disposals and laundry machines should only be operated between the hours of 8:00 am and 11:00 pm.
18. To minimize transmission of noise from second floor apartments, at least three-fourths (3/4) of the floor areas of every room, except the kitchen and bathrooms, including foyer and halls should be covered by rugs, carpet or other sound deadening material. New flooring must be placed over a sound abatement layer of material of at least 50 decibels.

19. Questions, complaints, and emergencies in the building or request for services should be made to Management. Maintenance sheets are available at the pool. Residents must use these forms when service is required.

GROUND

1. The primary care, trimming, transplanting, or renewal of existing plants or trees is the responsibility of the Board. All plantings on condominium property require prior Board approval and become the property of MGCO.
2. Requests for planting, transplanting, removal or special care must be submitted in writing to the Board or Chairperson of Grounds for approval or appropriate action.
3. In general, trees or plants that will grow over four feet tall and which will obstruct other owners' views will not be approved for planting. Plants or vines that climb or cling to the exterior of buildings or lamp posts will not be permitted. Insurance regulations prohibit obscuring light from lamp posts. Any existing plants or trees are subject to cutting or trimming to conform to the above conditions.

POOL

1. Pool hours are from dawn to dusk. Facilities may be locked during non-use hours. Use of the pool is strictly at swimmers' own risk. **Pool rules are posted.**
2. A telephone for emergency use is located on the East wall of the pool house.
3. Shoes and covering garments over bathing suits are required going to and from pool.
4. No food or beverage is permitted on the pool wet deck (area immediately around the pool) unless during a function approved by the Board or Pool Chairperson. **No glass or breakable containers of any kind are permitted in the pool area at any time.**
5. Smoking is not permitted in the pool area including under the portico when other residents are present. A designated smoking area is located within the gated area on the west side of the pool building facing the parking lot.
6. A gas grill is provided for use by residents on a first come first served basis. A reservation sign-up sheet is located on the bulletin board. Please follow procedures for using and cleaning the grill and allow the grill to cool before covering.
7. Children in diapers must wear diapers designed for swimming (e.g. "Little Swimmers").
8. Children under twelve (12) years of age must be accompanied by an adult.
9. Only pool equipment provided by the association will be permitted in the pool.

10. In order to protect the pool furniture from stains from suntan lotions and oils, all furniture is to be covered with a large beach towel before sitting or lounging.

UNIT OWNERS' RESPONSIBILITIES FOR HURRICANE PREPAREDNESS

1. Be in the know by subscribing to get emergency notification alerts in the Martin County Area:
AlertMartin: Sign-up for emergency alerts: martin.fl.us.

2. Two months before Hurricane Season, June 1, create an emergency evacuation plan:

- a. Know where you will go if evacuated: family, friend, or hurricane shelter.
- b. Know how you will get there in the event of an evacuation order.
- c. How will you communicate to let family and loved ones know if you are safe: phone numbers, e-mails, texts, etc.

3. One month before hurricane season, build a 3-day disaster kit:

- a. At least one gallon of water per household member.
- b. battery powered radio.
- c. cash in case ATMs are not working
- d. extra batteries
- e. flashlights
- f. prescription medicines
- g. whistle to signal for help
- h. bedding: sleeping bag, blankets and sheets
- i. sanitary wipes and personal hygiene items
- j. phone chargers
- k. important family documents
- l. canned goods and can openers
- m. if you have a camp stove make sure it works and you have matches and fuel.
- n. first aid kit

4. During hurricane watch:

- a. bring in loose outdoor items: potted plants, furniture, bicycles, etc. and place debris in dumpster. (The Board or maintenance may be able to assist if necessary.)
- b. protect your units appliances and wiring.
- c. close storm shutters unless you have impact glass.
- d. fill your bathtub with water (in case city turns off water) to flush toilets.
- e. fill your car's gas tank.
- f. make sure your A/C compressor is secure.
- g. Make sure your devices and batteries are charged.

5. Items found loose on common elements will be regarded as potential missiles and may be disposed of in the dumpsters by Building Captains &/or maintenance personnel.

**RESPONSIBILITIES OF THOSE RESIDENTS LEAVING THEIR UNITS EMPTY FOR
A WEEK OR MORE (ESPECIALLY WHEN THAT DEPARTURE OVERLAPS
HURRICANE SEASON, JUNE 1, TO NOVEMBER 30.)***

1. Make sure your current keys are in the possession of the Association.
2. Notify your building captain that your unit will be vacant for a period of time.
3. If leaving a car, make sure that a neighbor has the keys so it can be moved if necessary.
4. Update contact information, phone, e-mail, address, with a Request Form
5. Cover your windows unless impact windows: close shutters
6. Shut off water.
7. Protect your appliances and electrical wiring
8. Bring in loose items from outdoors: potted plants, furniture, bicycles
9. Those with opened patios and attic access need to insure that doors to the attic are secure.

*It is not the Association's responsibility or the property manager's responsibility to handle these things for you. We are not staffed to do so. Furthermore, should your unit and personal items on the common elements not be properly secured, should they cause damage to the common elements or other units, you will be held liable.

These rules and regulations may be added to, amended, or repealed at any time by action of the Board.

Revised January 2026

I/We the undersigned unit owners have read and agree to abide by these rules and regulations as enacted by the residents of this Miles Grant Condominium Phase One Association.

Signature _____ Dated _____
Signature _____ Dated _____
Unit # _____

For the convenience of our residents a copy of the new "Request Form," the "Architectural Modification Request Form" and the "E-Mail Authorization" form have been included in this booklet and on the website. **All requests to Management must be submitted in writing on the appropriate form.**

Request Form
WATSON ASSOCIATION MANAGEMENT
1648 SE Port St. Lucie Blvd, Port St. Lucie, FL 34952
hrothmel@watsonrealtycorp.com

Miles Grant Condominium One Association Inc.
Architectural Modification Request Form

Request must be submitted at least 30 days prior to beginning construction or improvement.

Owner Name: _____

Street Address/unit number: _____

Contact number(s): _____

Email Address: _____

The inclusion of an e-mail address authorizes the BOD to use electronic mail for official responses to this request.

The Rules and Regulations for Miles Grant Condominium One Association Inc. specifies that all improvements and or modifications to units must be approved in writing by the Board of Directors before the improvement or modifications commence. To assist in your compliance with this restriction, complete this form and submit it with your plans and specifications for the proposed improvement. *Product specifications should be included with this application along with:*

City or county buildings permit number
Contractors name and contact information
Contractor license number
Contractor workers' comp and liability insurance

APPROVAL REQUESTED FOR (please check):

- ☐ HVAC replacement
- ☐ Water Heater replacement
- ☐ Window replacement
- ☐ Flooring replacement
- ☐ Shutter installation or replacement
- ☐ Door replacement
- ☐ Porch enclosure

Other: _____

Property Owner Signature: _____ Date: _____

Please submit this request to any one of the active board members or mail it with the required supporting documentation to:

WATSON ASSOCIATION MANAGEMENT
Attention: Miles Grant Condominium One – Hillary Rothmel
hrothmel@watsonrealtvcorp.com
1648 SE Port St. Lucie Blvd
Port St. Lucie, FL 34952

MILES GRANT CONDOMINIUM ONE

c/o Watson Association Management

1648 SE Port St. Lucie Blvd, Port St. Lucie, FL 34952

E-MAIL AUTHORIZATION

If you would like to receive Miles Grant Condominium One information via e-mail, please fill out this e-mail consent form.

Name: _____

Miles Grant Address: _____

E-mail address: _____

E-mail address: _____

I/We CONSENT to accept any association related information via e-mail.

Signature: _____

OWNERS' DIRECTORY AUTHORIZATION

The Miles Grant Condominium One Owners' Directory is updated and distributed periodically to Miles Grant Condominium owners only. **Only supply the information below that you consent to have printed in the directory.**

Owner's Name(s) _____

Miles Grant Address: _____

Primary Phone Number: _____

Alternative or Cell Number: _____

E-Mail Address: _____

I/We CONSENT to have the above information printed in the directory.

Signature: _____

BUILDING CAPTAIN PROGRAM

DUTIES:

Deliver Bills and other notices from Miles Grant CC to unit owners

Meet and Greet new owners and tenants – go over rulebook

Say bye- well wishes to owners moving out

Keep an eye out for what is going on around your building, i.e. cars backed in, trucks overnight

Walk around your building once a week or so

Before a storm walk your building to check for items left outdoors – plants, bicycles, etc.

After storm check – let owners know what's going on if they are not here, i.e. any damages

Attend quarterly meeting of building captains

Recommend attending board meeting at least once per quarter

Head Building Captain:

Pick up bills from MGCC, deliver to each building captain

Hold a meeting of all captains once per quarter

Be a resource for all building captains