

# *Robles Del Mar*

## *Condominium Association*

### Rules and Regulations

### 2016

I \_\_\_\_\_ and \_\_\_\_\_ have received a copy of the Robles Del Mar rules and regulations and have read and understand all rules as written.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please bring this signed page to your interview with a list of any questions you may have.

## This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

**Robles Del Mar  
Condominium Association, Inc.  
Rules and Regulations**

There is a quality of living at Robles Del Mar, which has made this condominium a desirable place of residence. Such quality results from the character of the people who live here, from their willingness to cooperate toward the general good, to working and playing by the rules for an enjoyable community experience.

The rules for living at Robles Del Mar aim to offer instruction rather than set up prohibitions. It seeks to prevent problems before they occur.

The Rules and Regulations at Robles Del Mar Condominium Association Inc. apply to all property described in the Declaration of Condominium, Articles of Incorporation and Bylaws, all as amended from time to time and filed in the office of the Secretary of the State of Florida and Indian River County Records.

Each apartment owner must comply with these rules, which are established in accordance with Florida Condominium Law as well with Robles Del Mar Documents.

It is important for lessees and for guests to understand that the rules apply as firmly to them as to the owners.

**The Robles Del Mar Board of Directors**

**Permitted and Prohibited Use**

1. Individual units of property at Robles Del Mar shall be used only as residences and may be occupied only by the family of an owner, including their servants and guests, or by tenants.
2. No more than five (5) persons may occupy a two-bedroom apartment. No more than six (6) persons may occupy a three-bedroom apartment.
3. Unit owners are responsible for the actions of their guests and tenants, as well as for apprizing them of the Rules and Regulations of the Association.
4. No nuisance shall be tolerated upon the Condominium property. Nor shall any annoyance to other unit owners, which interferes with the safety or quiet enjoyment of their property, be tolerated.
5. Unit owners are responsible for the cost of repairs or replacement resulting from damage to Common or Limited Common Property by a unit owner, family member, guest, tenant or contractor.

### **Pets**

1. Only animals and birds in numbers and kinds, as provided for in the Declaration of Condominium, Articles of Incorporation and Bylaws may be kept in the apartment of the unit owner. All pets must be of a size not to exceed twenty-five (25) pounds in weight.
2. All animals shall be kept on a leash when outside a unit owners apartment, but on Robles Del Mar property. Any animal or bird that becomes a nuisance to other residents will be banned from the property.
3. Pets shall not be allowed on the Plaza, walkways or lawns, except when they are being escorted from and to the buildings via the shortest route. Pets should not be permitted to relieve themselves in the immediate vicinity of any unit and should be taken toward the street or vacant areas. Escorts must immediately clean up after pets.
4. No guests of unit owners or guests of tenants shall be allowed to bring pets onto the property.

### **BOARD OF DIRECTORS POLICY ON WATER LEAKAGE FOR ROBLES DEL MAR CONDOMINIUM ASSOCIATION MEMBERS**

- (A) Whenever water leakage in an apartment is discovered, the unit owner and/or the Association shall determine the source of the leakage.
1. If the source of the leakage is from another apartment's appliances or interior plumbing, that unit owner is responsible for repairs to that apartment, any other apartments and any common elements damaged by the leak.
  2. If the source of the leakage is from defects in common element plumbing, including plumbing embedded in the common element structure of a unit, the Association is responsible for all repairs to apartments and the common elements damaged by the leakage.
  3. If the source of the leakage is from storms or other acts of nature forcing water through the exterior of the building, or from seepage during rainy weather, the unit owners are responsible for repair of all damage to their apartments and the apartment limited common elements. The Association is responsible for repair of all damage to the common elements.
- (B) Unit owners may petition the Association for reimbursement of the cost of repairs to their apartments, providing they prepare a documented case to establish to the satisfaction of the Association that the source of the leakage was a direct result of the Association's failure to use reasonable care in fulfilling its responsibilities for maintaining the common elements.

If a claim is approved by the Association for reimbursement, the Association shall offer reasonable compensation to the unit owner for repairs of the damage that resulted directly from the Associations failure to use reasonable care in maintaining the common elements.

## **Recreational Facilities**

### **Sports Facilities**

1. Only residents and their guests may use the sports facilities, including the swimming pool, the tennis courts and the shuffleboard court.
2. Rules for swimming pool usage are posted on the poolside wall of the clubhouse.
3. Persons going to and from the pool must wear tops or robes and should be reasonably dry before re-entering the buildings, including the clubhouse.
4. As required by Florida Statute, swimmers must shower before entering the pool.
5. Children under the age of 13 years are not allowed in the pool area unless accompanied by an adult.
6. Running, rough play or water sports/games are not permitted in the pool area or on the lawns adjacent to the pool area.
7. Pets are not permitted in the pool area.
8. Pool furniture shall not be removed from the pool area.
9. Only authorized persons may remove the pool cover or cover the pool.
10. When the "Pool is Closed" sign is displayed, or when the cover is on the pool, no one may use the pool.
11. Persons who have applied suntan oils or lotions must cover lounges or chairs with a towel before lying or sitting down.
12. Breakable items, such as drinking glasses, glass bottles, ceramic dishes or plates may not be brought into the pool area.
13. There are no lifeguards on duty; residents and their guests use the swimming pool at their own risk.
14. Residents must accompany children at the pool. Local off-premises guests must be accompanied by a resident to use any recreational facility.
15. Bicycles or roller blades are not permitted on the plaza or pool deck.

### **Clubhouse**

1. Only residents and their guests may use the clubhouse.
2. Only Robles Del Mar residents may use the clubhouse for private purposes. They must make a reservation for such usage by registering their name, the date and time needed on the registration form that can be found in the clubhouse hallway. There will be no charge assessed for the exclusive use of Robles Del Mar residents only.

However, if the clubhouse is being reserved for the sole exclusive use of a resident and their invited outside guests, a completed reservation form must be submitted to any board member along with a non-refundable check made payable to The Robles Del Mar Condominium Association in the amount of \$75.00. All reservations are on a first-come, first-served basis.

3. After using the clubhouse, all garbage (not suitable for removal in the sink garbage disposal) and all trash must be collected in plastic bags and removed from the clubhouse. Plastic bags of trash may be placed in the dumpsters located in the trash rooms in the basement of either building.
4. The clubhouse must be cleaned and restored to its normal condition prior to noon of the day following usage. The owner listed on the reservation calendar shall be held responsible for any damage to the Common Area or for any additional cleaning required to restore the clubhouse to its normal condition. In the event the condition of the clubhouse after the event requires the expenditure of more than the \$75.00 amount charged to reserve the clubhouse, the unit owner that reserved the clubhouse will be held fully responsible for the costs of restoration incurred. Failure to pay any such costs when presented with the charges will result in a suspension of common area privileges until the amount is paid in full.
5. Children under 13 years of age may not use the clubhouse unless an adult accompanies them.
6. An adult resident must attend any party in the clubhouse attended by non-residents, or which is hosted or attended by persons less than 21 years of age.
7. No loud music may be played in either the clubhouse or the pool area.

### **Housekeeping**

1. Balconies must be cleared of furniture and all other articles when apartments are to be unoccupied for extended periods. Balcony doors should be locked. **This is of particular importance during hurricane season (June 1<sup>st</sup> thru November 30<sup>th</sup>).**
2. Apartment entrance doors must be kept closed in order to maximize the effect of the central air conditioning in the hallways.
3. Children are not permitted to run or play in the lobbies, hallways, elevators, stairwells, garages or driveways.
4. Storage lockers are provided for each apartment. Nothing may be stored in the locker area outside of the lockers themselves.
5. Objects may not be thrown or dropped from the balconies, nor may mops, rugs or similar items be shaken from them. Balconies may not be used to hang out articles to dry.
6. Cooking by open flame on the balconies is prohibited.

7. Only garden-type furniture may be placed on the balconies.
8. Balconies must not be used as a storage area.
9. All garbage and refuse to be disposed of in the garbage chutes must be first secured tightly in plastic bags. The chute must be closed after each use.
10. Objects such as large cartons or boxes, which might block the chute, must be deposited directly into the dumpsters located in the basement trash rooms of each building.
11. Carts and luggage carriers are available for transporting heavy or bulky items from the basement to the residence floors and are to be stored in the basement stairwells adjacent to the elevators. In the basement/garage area, use of carts and carriers is strictly restricted to the area immediately in front of the elevators, up to the automobile drive-through. Automobiles to be unloaded should be driven to the area immediately in front of the elevators. Carts or carriers (in order to prevent them from picking up dirt, oil, grease, etc. on their wheels, which in turn will be deposited on the hallway carpeting) should not be used in the garage area where automobiles drive through or are parked. Carts and carriers should be returned promptly to the storage area after use.
12. Smoking is not permitted in the public areas of any building.

#### **Deliveries of Household Effects Contractor Work in Apartments**

1. Management shall be notified at least 48 hours in advance of furniture deliveries, which will require the use of elevators. Protective hangings will be placed on the elevator walls and floor on the anticipated date of delivery. All deliveries shall be made through the parking garage side entrances. Unit owners are encouraged to schedule all moving van and large appliance deliveries on weekdays between the hours of 8:00 AM and 5:00 PM, when maintenance personnel are available, to avoid weekend traffic in deference to their neighbors.
2. Outside contractor work must be scheduled between 8:00 AM and 5:00 PM on weekdays. Such work on Saturday, Sunday or holidays is prohibited, except in emergency situations. Emergency work can be undertaken with the approval of any four (4) Directors. Contract personnel should utilize the side entrances of the parking garage at all times for their tools and materials. Protective hangings should be requested for the elevators or placed by the unit owner if the maintenance man is not on duty. It is the unit owner's responsibility to supervise his contractors, including final cleanup and protection of the common elements.
3. The delivery of household effects and the use of contractors working on Unit Owner residences present the risk of damage to, and clean-up work on, common property of the Association. In order to minimize potential damage and insure that repairs are made and clean up completed, the following procedures are to be adhered to by the Unit Owners when engaged in such activities. In all cases, "Unit Owners" includes their authorized agents and representatives.

## **Deliveries of Household Effects Contractor Work in Apartments (Continued)**

A. Owners should inform the Association **well in advance** of the dates and times the activities will take place. Parties to contact are as follows:

1. Maintenance Person
2. Maintenance Committee
3. Schlitt Property Management, Inc - Manager
4. Board Members

Activities that occur on short notice, beyond the control of a unit owner should be reported, ***as soon as possible***, to one of the above parties.

B. Planned Work on an apartment that will intrude on the common elements or the limited common elements (see Declaration for definitions), including electrical and plumbing utility lines, must be presented to the Board of Directors prior to undertaking **any** work. If the Board of Directors so decides, an architectural/engineering review of the proposed work will be required before any work may proceed, in order to insure the integrity of the common and limited common elements and the preservation of aesthetic qualities of the buildings. The unit owner will be charged the actual cost of this review, conducted by a consulting firm. In all such cases, clearance is required from a majority of the Board of Directors before work may proceed. Unit owners who are in doubt as to whether or not this procedure is required should inquire of the Board of Directors in writing. Examples of improvements that do not require this review procedure are: painting of interior walls and ceilings, replacement of carpeting and replacement of terrace screening.

## **Bulletin Boards**

1. The Bulletin Boards in all buildings are provided for the posting primarily of official association notices such as those required by law or relating to condominium business.
2. Any resident desiring to post a notice on the Bulletin Boards must receive prior approval from the Board of Directors before actually posting the notice.
3. In the event an emergency situation exists, for which a notice should be posted, such notice should be removed as soon as the emergency condition is resolved.

## **Security**

1. Residents are responsible for ascertaining that outside doors are locked behind them when entering or leaving the buildings. **Do not block the doors open and leave the door unattended.** If you give a contractor a building key, you are responsible for the contractor, as well as, the return of your key.
2. Residents should not admit unknown persons or solicitors into the buildings and should promptly notify a member of the Board of Directors or Management of the presence of possible trespassers.

3. Unit owners are responsible for any losses, which result from the release of door keys or remote gate controllers to service personnel, guests, realtors or tenants by the unit owner or by the unit owner's family members.
4. We are aware that some unit owners may have guests that we have never seen before. If you have a guest, please notify one of the members of the board.

### **Sale or Lease**

1. Unit owners may lease their apartments for a minimum of three (3) months, and not more frequently than twice each year. (Refer to Declaration of Condominium, Articles of Incorporation and Bylaws for details.)
2. Tenants may not sublease apartments.
3. Unit owners may not lease, sell or make a gift of their apartments without the approval of the Association. Obtaining such approval requires the following:
  4. Submission by a potential buyer, tenant or transferee of a completed application accompanied by a **\$125.00** registration fee. Each potential buyer or tenant is required to submit to a credit check and criminal background check. Schlitt Property Management will conduct the aforementioned checks. Fees for the checks are \$50.00 each per individual. They are not refundable once completed.
5. Assignment of sale immediately following an approved application of purchase will require an additional assignment registration transfer fee of **\$75.00**. Plus the required criminal and credit checks.
6. An interview of applicants by two (2) or more members of the Board.
7. Granting to the Board of Directors the first right of refusal to the purchase, sale, transfer or leasing of the unit, where, in the best judgment of the Board, such sale, transfer or lease is not in the best interest of the Association as a whole.
8. All leases for each unit each year must be approved by the Board of Directors. Copies of such leases must be provided to the Board accompanied by a **\$125.00** registration fee and criminal background and credit check at \$50.00 for each check.

### **Access to Apartments**

1. A key to each apartment should be made available in the Condominium office so that authorized personnel may have access to the apartment for emergency repair or service purposes.
2. In the event of an emergency, unit owners who refuse to permit such access are responsible for damage to their own apartment, any other apartment, or any other property resulting there from.

## **Management**

1. Complaints should be reported in writing to the Manager who is authorized, within the guidelines established by the Board of Directors, to take corrective action.
2. The Manager shall enforce the regulations set forth herein and those in the Declaration of Condominium, Articles of Incorporation, and Bylaws, as well as all regulations subsequently adopted by the Board of Directors.
3. A unit owner may take issue with a decision of the Manager by writing his or her concerns to the President of the Association.

## **Staff**

1. Maintenance and housekeeping personnel are subject to the supervision of the Board of Directors or the Manager. Residents should report in writing, to the Manager or the President of the Association, any concerns pertaining to such personnel or their workmanship, but not to the personnel themselves.
2. Staff personnel are employed for the general maintenance and housekeeping of the Condominium only. They are not permitted and are not available during their regular working hours or out of hours to perform personal work for residents. A list of potential contractors is available to assist unit owners. Please contact Schlitt Property Management, Inc. at 772-388-6376 or 772-388-6378 for a current list.
3. The Association will charge a resident for time worked when the resident has an emergency situation and requests assistance during the normal working hours of staff personnel. The request for emergency assistance should be directed to a member of the Board of Directors or the Schlitt Property Manager.
4. Should any resident need the performance of any work in their apartment, including emergencies, requiring in excess of thirty minutes of time, they should obtain outside services. Staff personnel are only permitted to do periodic, minor tasks that take thirty (30) minutes or less.

## **Maintenance, Alterations & Improvements**

1. Maintenance of the Common Elements shall be the responsibility of the Association. No material alterations or substantial additions to the Common Elements may be made except as provided for by the Declaration of Condominium, Articles of Incorporation, or Bylaws.
2. Unit owners may not make additions or alterations to the Limited Common Elements without prior written approval of the Board of Directors.
3. Unit owners may not paint or otherwise alter the appearance of the exterior of the buildings or any other Common or Limited Common Elements; nor may they install any permanent wiring, lights, machines or equipment, other than ceiling fans, on their patios or balconies without the prior written approval of the Board of Directors.
4. Common area hallways must remain clear of any obstruction. This may include, but not be limited to, doormats, rugs, furniture, and paintings/pictures on the walls.
5. Defects or damage to the Common or Limited Common Elements for which the Association is responsible for repairs, should be brought, in writing, to the attention of the Board of Directors. Repair work orders, if required, will be issued by the Board.

6. In order to maintain the uniformity of appearance of the buildings, all hurricane storm shutters, which are to be installed on patios or balconies, shall, on the exterior side, be bronze in color and of vertical or roll-up design. **Storm shutters must conform to Dade County hurricane codes which are the statewide standard.**
7. Unit owners, prior to entering into a contract with a provider, must request approval in writing from the Board of Directors to install glass windows or hurricane shutters. Such requests should be accompanied by detailed specifications and drawings of the installation to be made. Unit owners shall be responsible for the costs to repair or replace damage to common or Limited Common Elements, which result from such installations.
1. Unit owners are responsible for the costs of maintenance and repairs of their glass windows, hurricane shutters and screens and shall maintain them so that they do not become a deterrent to the aesthetic appearance of the buildings.
2. Unit owners are responsible for the replacement of the stainless steel bands that are required to secure their individual air conditioning units to the roof top stands. This prevents the unit from falling to the roof during hurricanes and high winds. When the unit owners AC unit is replaced the replacement cost of the new stainless steel bands should be included in your contractor's bid. The respective unit owner is responsible for the charges incurred. In the event that the banding is not replaced the association will replace the banding and bill the respective unit owner for all labor and material required.

### **Finances**

1. The Board of Directors establishes monthly maintenance fees, assessments and reserve fund payments. Maintenance fees are payable on the first day of each month. Payments made after the tenth day of the month will incur a late payment charge of 18% of the maintenance fee, plus interest.
2. A special assessment not paid within the established due date will also incur an 18% late payment charge plus interest.
3. A lien for unpaid maintenance fees, assessments or reserve fund payments will include reasonable legal fees and other costs incurred by the Association for their collection.

### **Parking**

1. Parking spaces are for the use of unit owners, their families, guests and tenants only. Storage of vehicles belonging to others is strictly prohibited.
2. No one is permitted to park in another owner's space unless that owner has given written permission and a copy of which is placed on file in the Association office. Upon the sale of the grantor's unit, such permission becomes void.
3. The Board, from time to time, may assign temporary use of another owner's space to a resident whose space has become unusable for any reason.
4. Two parking spaces are provided for each unit. Vehicles used by employees, domestic help or outside workers must be parked on the outside parking lot, unless it is necessary to use the vehicle for inside work.

5. Unit owners are responsible for keeping their assigned parking spaces, or the spaces which they use temporarily, free of oil and grease at all times.
6. No articles may be stored in the spaces.
7. No boats, trailers, or vehicles such as commercial trucks, campers, motor scooters, motorcycles, or bicycles may be stored in any parking space or on any Common or Limited Common Elements.
8. Bicycles must be stored in the basement room provided. Identification tags clearly depicting the owners name and apartment number must be securely attached to all bicycles.

### Emergencies

#### Medical

1. In the event of an emergency requiring an ambulance, please dial **911**. Provide the responder with the name of the person requiring attention, the address (including building and apartment number), telephone number, the doctor's name (if known), and any other relevant information.
2. If possible, station someone at the entrance to meet and direct the emergency medical personnel when they arrive.
3. In the event that a member of the Staff or Board of Directors is contacted to assist in an emergency situation. The same emergency **911** call procedures will be followed as is detailed in item one (1) and item two (2) above.

#### Fire

1. Know the location of all fire extinguishers and alarm boxes.
2. If the fire is small and containable, use a fire extinguisher a towel or blanket to smother the fire.
3. If the fire is not quickly manageable by you, activate the closest alarm box, and then call **911**. Provide the responder with your name, address (including building and apartment number), and the exact location of the fire.
4. Upon hearing the remote fire alarm, all residents should vacate the building by using the stairways. **Do not use the elevators.** Close the stairway doors to minimize the spread of smoke. If you encounter heavy smoke, crawl along the floor to the exit. Assemble in the outside main lobby's to enable a head count to be taken for rescue purposes. **Do not attempt to stop or silence the fire alarm.**
5. In the event that heavy smoke prevents vacating via the apartment door or stairways, take refuge on the balcony or patio. Avoid entering smoke-filled areas. The fire department is prepared to rescue people from the balcony.

#### Hurricane

Listen to local radio or television stations for advice and instructions concerning an approaching hurricane.

Plan in advance where to re-locate if evacuation of the barrier island becomes necessary. Prepare for at least five (5) days away before residents will be allowed to re-enter the barrier island. Provide for personal needs, including food, water, medication, and sleeping items such as blankets and bedrolls.

Lower/Close hurricane shutters and clear balconies of movable furniture and other items.

Place towels along the inside track of sliding doors to prevent water from blowing into apartment. Seal towels with duct tape if available.

**Lock balcony or patio doors.**

**Tornado**

When a Tornado warning is announced on the radio or television, take refuge in the basement.

**Other**

**In case of an emergency, Schlitt Property Management, Inc, our management service, may be contacted 24 hours a day, 7 days a week by calling 772-388-6378 or 772-589-7777.**

**All unit owners, their families, guests and tenants are required to adhere to these Rules and Regulations.**