



CLEARWATER SAND KEY CLUB, INC., NO. 1, A CONDOMINIUM RULES & REGULATIONS

Last update: 08/16/2016

Revised on: 04/11/2017

Approved at meeting date: 05/18/2017

Effective as of: 05/18/2017

These Rules and Regulations are legally binding upon all owners and their guests or renters. They are promulgated from the Condominium Documents, Florida Condominium Law and local Municipal Ordinances.

Unit owners/tenants shall conform to and abide by the By-Laws and Rules and Regulations which may be adopted or modified in writing from time to time by the Association, and shall be responsible that all persons authorized by the owner to use his property do likewise. *Failure by an owner/tenant to comply shall be grounds for action that may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof.

THE PREVAILING PARTY IN ANY LEGAL ACTION TAKEN TO ENFORCE THE RULES AND REGULATIONS IS ENTITLED TO RECOVER FEES AND COSTS, INCLUDING REASONABLE ATTORNEYS FEES.

ANTENNA

- A TV satellite dish (22 inches or smaller), may be installed. Please get installation instructions from our manager prior to installation. The dish may not be installed by mounting to the building. No Citizen's Band or Short Wave Radio or similar apparatus that would have an adverse effect on the reception of television or radio signals by others shall be permitted in the building or upon the premises.

AUCTIONS

- Auctioning of premises are allowed but the Auction itself may not be held on the premises.

BAR-B-Q/COOKING

- Fire and City Ordinances prohibit the use of electric and charcoal and gas grills on our balconies.
- A gas grill is available on the patio, beach side and is on a first come first served basis. The community grill should be cleaned after each use.

BICYCLES

- There is storage provided in the garage storage room area for bicycles on a first come first serve basis. Bicycles must be tagged; tags are available from the attendants. These are locked facilities.

CAR WASHING

- Car washing is permitted only at the designated area at the Southeast corner of the parking lot. Please recoil the hose on its hanger and turn the water off when finished.

CLUB ROOM

- The club room is for the exclusive use of the owners, tenants and their invited guests.
- The club room may be rented out by residents only for private parties. A \$300 damage deposit is required, refundable after no damage is determined and resident has completely cleaned up the room.
- Children under 10 are not allowed in the club room unless supervised.
- Owners, tenants and their invited guests using the club room shall be responsible for any and all damages to the room caused by themselves or their guests.

DELIQUENT PAYMENTS

- There will be a late fee assessed for any maintenance fees and special assessment fees which are not paid on time. See the CSKC declaration or bylaws.

DELIVERIES

- A delivery is a shipment/delivery from a vendor.
- If you are not going to be present when expecting shipments/deliveries of furniture, mail, etc.; please make sure that these shipments arrive PREPAID and notify office or property attendants prior to delivery whenever possible.
- Furniture or appliance deliveries should be scheduled with office in ample time to avoid conflicts of the elevator use, as well as installation of elevator pads for their protection.
- Carpet covering must be provided by the owner or delivery company for the lobby, elevator and foyer if there is inclement weather or using heavy roller equipment
- Owners/tenants are responsible for immediately removing all packing boxes, paper, insulation and other debris to the dumpsters. **BOXES MUST BE BROKEN DOWN** to preserve space. Maximum size is 2 ft. X 2 ft.
- Association personnel may not participate in any delivery function for loading or unloading.
- Deliveries do not require a deposit, however the owner is responsible for any damage caused by delivery to the common areas.
- No scheduling restrictions.

DISABLED VEHICLES

- Owners must have a valid license tag within 30 days from the date that the previous tag has expired, unless proper application has been made to the Board and the Board has extended that time for good grounds.
- No major repairs may be performed on any vehicle while on the condominium property. Minor repairs: i.e. jumpstarting battery or changing a flat tire are acceptable. Emergency jump start and pump are available from the attendant desk.

EXERCISE ROOM; USE AT YOUR OWN RISK

- Your use constitutes acknowledgement that you understand how to use the equipment properly; that you are in a state of good health requisite to the conditioning you are attempting and that your personal physician has approved your regimen.
- We do not offer training or a trainer and we are not responsible for your misuse of equipment or personal injury.
- The exercise room is available 24 hours a day.
- Noise must not be at a disturbance level to others.
- The room is for the exclusive use of the owners, tenants, and their invited guests.
- Children under 12 are not allowed in the exercise room unless supervised.
- The showers provided in the exercise room are for refreshing or cleaning after exercising. They are not intended for replacement of the deck shower for removal of sand or oils.
- Please wipe down the equipment when you have finished exercising.
- Owners will be responsible for any damage to the equipment or the furnishings. The owner will be required to pay for any repairs/replacements necessary.

FEEDING ANIMALS

- For sanitation safety reasons as well as cleanliness, DO NOT FEED the birds from the terraces/balconies or pool deck or anywhere on the property. Do not leave foodstuff lying about. Bird feeders are prohibited.

GUESTS WHEN OWNER IS ABSENT

- Guests must complete and sign a Registration form upon arrival before entering the unit.
- Unit keys must be provided by owners to guests.
- The owner must notify Management or Attendant in advance of Guests arrival, providing dates of arrival and departure names, and number in party.
- Attendant may use emergency key to open unit door upon owners request for guests to retrieve keys and access unit upon arrival.
- The owner is responsible for their guests so please provide them with the 'Rules & Regulations' and instructions for proper unit care for while they are visiting and notify them of the no pet policy.

GUESTS OR VENDORS WHEN OWNER IS PRESENT

- Owner must notify the attendant prior to guest(s)/vendor(s) arrival. If guest(s)/vendor(s) is/are not listed with attendant at the time of arrival at the front desk, attendant must call owner to get permission to open gate for guest(s)/vendor(s).
- Guest(s)/vendor(s) must sign in with the attendant with name, unit number and number of people, automobile information and arrival time.
- Guest(s)/vendor(s) must sign out with the front desk attendant with time of departure before leaving.

HOLIDAY TREES

- No live or cut Christmas trees may be brought into the building due to the increased risk of fire hazards.

HURRICANE PREPAREDNESS

- All furniture and plants must be removed from the balcony. Water must be shut off at the main (located at the water heater). All breakers MUST be shut off. The Association Office MUST be provided the name and phone number of the designated person to care for the unit during your 'away' time. Emergency contact should be on file for all owners.

KEYS - EMERGENCY UNIT KEYS

- The Association maintains an emergency set of door keys for each unit. This is for emergency access to your unit while you are away in case of water leaks, fire or other bona fide reasons for access to your unit as authorized by Florida Statute as well as the Condominium Documents. Failing that, we will use whatever means necessary, at your expense to gain entry to a condo. Florida Statute is clear in giving authority for the common good to the Association.
- The Association will assist you by granting access to others at your direction, when provided with permission releasing the Association from any liability. Forms are available from the attendants.

KEYS - SAND KEY CLUB BUILDING KEYS

- Owners are responsible to provide building keys to purchaser at closing.
- Additional keys or lost key replacement cost is \$25 per key.
- In the event a key stops working, if the owner turns in the non-working key there is no charge for replacement.
- Do not loan or give your entry keys out. The security of all occupants is violated when keys are given or loaned to service personnel or others.

LEASE/RENTAL

- Any Lease or Rental requires the written approval of the Board of Directors. Approval shall not be unreasonably withheld.
- A standard Rental Application and an Emergency Information Sheet is required. The owner must submit a copy of the rental agreement/lease with the application. Forms completed by all prospective occupants must be completed and submitted at least ten (10) days prior to occupancy along with a \$100 non-refundable Application Fee. The approval of an Occupancy Application shall not release the owner from any obligation under the law, Condominium documents, or rules & regulations.
- The owner must also submit a background check for a first time renter with the application. Upon request a repeat renter may be requested to have a current background check submitted.
- Minimum lease period is ninety (90) days. Lessees may not Sub-lease a unit.
- City required license for lease property.
- Owner is responsible for providing the tenant with unit, building and mailbox keys as well as copies of the "Rules & Regulations", hurricane readiness procedures and vacating procedures.

MECHANICAL, ELECTRICAL & PLUMBING

- Owner must notify the Association of any work to be done in a unit and verify permits insurance and license of contractor prior to contractor arrival.
- The contractor must sign the Notice to all Contractors upon check-in.

- City of Clearwater permits are required for all work. Permits must be presented by the contractor when they arrive and also be displayed in a public area and shown upon request.
- Contractors must also obtain a building permit when required.
- Only Licensed and Insured tradesmen can make repairs and installations.
- Contractors are not to impair the structural soundness of the building or work on elements of the unit that are considered the Association responsibility and/or common areas. If the contractor comes across a repair needed for a common area then the Association must be notified immediately.
- Damage: Any damage to the Association property is to be reported to the Association and fixed by the contractor at the contractor's expense and to the satisfaction of the Association.
- Clean up: Contractors are required to keep the Association property clean of any debris at all times. The Association can charge a cleaning fee if the area is not kept clean.
- Security/Parking: All doors into the building and roof must be kept closed at all times. Service or commercial vehicles may be parked in guest parking while they are on the premises performing work. No overnight parking is permitted.
- Hours of Work: Contractors may work Monday through Friday from 8am-6pm EST. Work permitted on Saturday and holidays must be "soft" work only, (i.e. painting, wallpapering but not loud construction type work.) No work is permitted by contractors on Sunday.
- Work supplies/equipment may not be stored in the foyers, lobby, stairwells, fire halls or fire exits.
- Workers may not use the grocery carts provided for residents in the garage to haul their equipment of any kind.

MOVING

- Moving in or out of the building by a moving company or owner rented/owned moving vehicle is limited to Monday through Saturday, between 8:00 am and 6:00pm.
- All moving must be scheduled with management in ample time to avoid conflicts for the elevator use, as well as install elevator pads for their protection.
- A three hundred dollar (\$300) damage deposit is required prior to moving in or out. After the manager and/or Association attendants determine there has been no damage during the move in/out, the check will be returned to you.
- Carpet covering must be provided by the moving company, the owner or delivery company for the lobby, elevator and foyer if moving in/out during inclement weather or if using heavy roller equipment.
- Owners/tenants are responsible for immediately removing all packing boxes, paper, insulation and other debris to the dumpsters. Boxes must be broken down to preserve space. Maximum size is 2 ft. X 2 ft.
- Association personnel may not participate in any delivery or moving function for loading or unloading.
- A pod may be parked overnight to assist a move-in/move-out with prior permission by management.

PARKING

- Each unit has one reserved, marked covered parking space in the garage.
- Owner must give written permission with the attendant for any unauthorized vehicles to park in assigned space.

- Unreserved parking space is located on the exposed South end of the parking lot and designated as "Guest" parking on a first-come basis, (and/or overflow parking, for owners with more than one vehicle)
- Overnight or all day guests must register their vehicles at the front desk.
- The parking or storage of boats, dune buggies, motorcycles, campers, commercial trucks, or trailers in any parking space or anywhere on the condominium premises is prohibited.
- Service (commercially marked) vehicles may be parked in the unreserved guest area only while they are on the premises performing the work they were hired to do. No overnight parking permitted.
- Unauthorized vehicles will be towed.

PERSONAL ATTIRE

- Bathing suit cover-ups, shirts and shoes must be worn while in the lobby and elevators of the building.

PETS

No Pets allowed.

SERVICE OR EMOTIONAL ANIMALS

- A Service or Emotional Animal must be inoculated as required by law, and licensed by the County; Association within a reasonable time after the accommodation is granted;
- A photograph of the Service or Emotional animal, along with proof of current immunization and proper licensing shall be submitted to the Board of Directors of the Association within a reasonable time after the accommodation is granted;
- No Service or Emotional animal may create a nuisance, unreasonably disturb the peaceful enjoyment of the property by other residents, or pose a danger to other residents. Should the Service or Emotional animal disturb the peaceful enjoyment of the community by other residents, the accommodation will be deemed "unreasonable" and the Association may demand removal of the Service or Emotional animal and/or replacement of the Service or Emotional animal with one that does not create an unreasonable nuisance in the community;
- Service or Emotional animal owners shall be leashed at all times when not in the dwelling unit.

POOL AREA – PLAZA DECK

- No glass should be on the pool deck; use only plastic containers only for food and drinks.
- Everyone is expected to clean up after themselves.
- No running, diving or horseplay on the pool deck.
- Loud music or disturbing noises of any kind are prohibited. Be respectful of your neighbors.
- Children under 10 are not allowed in the pool area without supervision.

POOL – SWIMMING POOL & SPA

- Use of the swimming pool or spa is at your own risk. There is no life guard provided.
- No jumping or diving in pool or spa.
- No food or beverages in pool or spa.
- Use of these facilities are provided for owners and their guests.
- Hours of use are from dawn to 10pm.

- Please shower before entering the pool or spa. Showers are provided behind the bath house and at ground level by the back stairs of the deck.
- Children under 10 are not allowed in the pool area without supervision.
- Diapers are not allowed in the pool or sauna.
- No large rafts or large water toys are allowed.

PROHIBITED AREAS

- For insurance and legal reasons, the roof, elevator shafts, elevator equipment rooms, electrical and power rooms of the building are designated as "off-limits" to all residents and/or guests.

REALTOR RULES WHEN LISTING AND SHOWING A UNIT

- Owners are required to pick up a realtor guideline package when listing their unit and review guidelines with realtor.
- All open houses must be registered and approved by the SKC management at least 3 days in advance. Approval will not be unreasonably withheld.
- It is preferable that the two (2) SKC open house signs be used for an open house, both on the street to advertise the open house and the directional sign at the gate.
- No flyers or notices are allowed to be posted on property.
- A realtor or owner (if it is a sale by owner) does not need an assistant, however a realtor must manage open house traffic so that no one is waiting or loitering in the lobby. This requirement obligates the realtor to be present with their guest at all times and at all locations visited while on the Sand Key Club property.
- Absolutely no real estate business may be conducted in the lobby or other common areas. All real estate business must be conducted in the unit being sold.
- If parking spaces are limited, visitors will need to park elsewhere.

RENOVATIONS TO UNITS

- All owners renovating their units must submit plans to the Board of Directors for written approval prior to any work being carried out.
- All contractors must have insurance for liability and property, workman's compensation and obtain a building permit.
- Contractors must sign the Notice to all Contractors upon check in.
- Tile and hardwood floors must have insulation board or caulk padding laid down underneath to prevent any discomfort to neighbors below.
- Replacement windows and hurricane shutters must meet Hurricane Codes and Standards as laid down by Dade County and Clearwater City planning and laws permit. Permits must be obtained for all windows.
- The windows must be bronze in color and the shutters must be roll down and match pre-existing shutters.
- Permits must be obtained for all work that requires it.
- Owner may not impair the structural soundness of the building.

SECURITY

- All doors into the building must be kept closed and locked at all times. This includes the pool deck gate.

- The property attendants are happy to assist individuals but please use your own key to enter the building.
- Please call the manager or front desk immediately if you question any ones right to be in the building or on the premise
- Do not permit anyone you do not know to enter the building with you.

SHOPPING CARTS

- Please be considerate and observe the return time so carts will be available for your neighbors use.
- Shopping carts are for the residents use only. Do not permit workmen to use the carts for their equipment or removal of debris.
- Association staff is not responsible for returning carts.
- Carts may not be held inside units, stairwells or foyers.

SIGNAGE

- No signs of any kind shall be displayed inside the building, outside on the premises, or on/in cars or other vehicles on the condominium property.

SMOKING

- Smoking is not permitted inside the building except within your private condo unit and outside in designated areas only. If you smoke, please be considerate of the air quality on the pool deck and balconies for your non-smoking neighbors.
- Do not throw cigarette butts from the terraces or balconies.
- Do not put out cigarettes on sidewalks, garage floor or planter boxes.

STAFF

- Sand Key Club staff have specific duties. Please do not distract them from doing their jobs or abuse their willingness to help and assist you. Unusual requests or exceptions from their responsibilities should be made through the manager's office or the Association.

STORAGE LOCKERS

- Each unit is assigned one storage locker.
- Fire laws prohibit storing combustible items.
- Nothing can be stored in the aisles leading to emergency equipment or block the use of other lockers.

TERRACE ENCLOSURE

- Owners must obtain written approval from the Association to enclose their terrace.
- Specifications must be submitted for the manager's review and approval.
- Enclosures are installed at the owners' expense.

TRASH/RUBBISH

- Dumpsters are provided in the garage for your disposal of trash.
- Trash properly compacted or bagged properly and placed in the closet (if your unit still has one in use) for trash, will be collected.

- Garbage (i.e. veggie/fruit peels, meats, etc.) should not be put in the trash compactor or trash closet. Please dispose of in the sink disposal or wrap separately and take to the dumpster.
- Collection from the trash closets is every Monday, Wednesday and Friday 9:00 am to 10:00 am. Owners must sign up for trash collection services.
- Boxes or cartons must be flattened and placed in the dumpster by the owner. Otherwise the dumpster fills too quickly and becomes unsightly as well as takes up room for trash disposal.
- No trash/garbage will be placed in the foyers at any time.
- No grease/fats can be disposed of in the plumbing system. Damage to the plumbing system caused by your doing so will be repaired at the owner's expense.
- Contractors and other service personnel employed for an individual unit must remove their own materials from the premises and may not use our dumpsters. Owners/tenants are responsible for their contractor's compliance.

UNIT MAINTENANCE

- Unit maintenance is the sole responsibility of owners.
- Basic care of units includes but is not limited to:
 - Humidity should be kept between 40% - 60% at all times to avoid mold
 - Units should be checked regularly when vacant for any length of time
 - Spray for pest control one time per year
 - Clean dryer vents one time per year
- Owners must fix any water leak immediately and notify the property manager in the event the leak is coming from outside the unit or if the unit owner is uncertain of the cause of the leak.
- When vacant, shut off the main water supply to avoid any water leaks.

USE OF UNIT

- No unit may be occupied by more than two (2) people per bedroom.
- Units shall not be used for commercial business or one that draws a clientele to the building
- Units may be entered by the Association representative for the purpose of an emergency (personal or otherwise), inspection, maintenance repair, or replacement of the improvements or to determine compliance with the restrictions, reservations, covenants, conditions, easements, by-laws and rules & regulations of the Association.
- Balconies and terraces may not be used for hanging clothing, rugs, towels, etc.
- No items of any kind may be stored in the foyers, hallway, or corridors. This is in violation of Fire Regulations. Items found will be removed without responsibility for loss or damage.
- Children should be supervised at all times for their own safety.
- There is no playing/loitering in the common areas of the property and building. (i.e. garage, hallways, lobby, exercise room, stairways, parking lot, etc.)
- Owners may not obstruct or interfere with the rights of other owners or annoy them by unreasonable noises.

VACATING CONDO

- Be sure to have a listing of procedures and follow closely. You should have received one from your owner or you can request one from the office.

HOURS:

Pool/Spa	Dawn to 10pm daily
Move in/out	8am to 6pm Monday-Saturday
Construction	8am to 6pm Monday-Friday (unit remodel)
Exercise Room	24 hrs. Daily

** DEPOSITS/FEES: \$300 (refundable deposit) Club Room or Pool Deck Rental
 \$300 (refundable deposit) Move in/out
 \$100 fee for Rental Applicant
 \$25 fee for building Key replacement
 Small costs for faxes and copies made through office

Revised April 30, 2017