



**CLEARWATER SAND KEY CLUB, INC., NO. 1, A CONDOMINIUM**  
**Real estate sales, listings, showings and open houses**

**Revised 1/23/25**

The Association's goal is to have an inviting experience for potential buyers without sacrificing the peaceful enjoyment of residents while ensuring security and privacy is maintained. It is important for residents to be able to enjoy the lobby in peace, with a sense of privacy without being subjected to business transactions and non-residents in the lobby waiting for potential clients.

To accomplish this goal, it is important that realtors that are showing and listing at Sand Key Club are familiar with the property, know how to navigate to the unit and plaza deck and follow a protocol that will meet our goals.

By registering the open house in advance our property attendants and management can prepare for potential buyers to call the agent upon arrival. We request a realtor to have on hand a minimum of two people, one to wait in the listed unit and to meet the guest in the lobby within 5 minutes of being contacted by the property attendant.

It is the responsibility of the owner to help preserve and maintain the quality of life for the residents of the Clearwater Sand Key Club by notifying the management and pick up a realtor package and review the content with their realtor prior to showing their unit.

The following guide is to assist realtors and Owners in property sales:

- Enclosed in this packet is:
- A basic map of our parking areas showing guest parking area
- A basic layout of the building
- Open House Registration Form
- Rules and Regulations of Sand Key Club

Thank you for your cooperation and we look forward to supporting the sale of your unit.

**Clearwater Sand Key Club**



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**OWNER RESPONSIBILITIES: (revised 1/23/25)**

1. Owners must pick up a realtor Packet from management for their realtor. Owners must read and understand the realtor's policies in that packet when they are listing their unit.
2. Owners must inform management with the name and contact information of the listing agent.
3. Owners acting as their own selling agent are responsible for the same rules and regulations applied to realtors
4. Owners are responsible for insuring that their realtor reads and understands the Realtor Policies for the Sand Key Club and that their agent conforms to the CSKC rules and regulations.
5. Owners are responsible for ensuring agents know how to navigate CSKC.

## **REALTORS RULES FOR OPEN HOUSES AND SHOWINGS: (Revised 1/23/25)**

1. Open houses are allowed on Sundays from 1pm to 4pm.
2. Any Realtor having a Sunday open house must register with management at least 3 days prior to the event, cut off time 1:00 PM Friday. The attendants will maintain an open house registration list at the front desk for each Sunday listing with the realtor's name, phone number and units being shown that day.
3. A realtor can only place two open house signs in front of the property during the open house. Signs cannot be larger than 24" X 18". No flyers, or any other notices are allowed to be posted on property.
4. All guests for an open house or showing need to park in guest parking and check in at the front desk and provide name, automobile information, unit visiting upon arrival. If parking spaces are limited, visitors will need to park elsewhere.
5. No guests should be left in the lobby for an unreasonable time that would cause the CSKC attendant to monitor guests.
6. Realtors must have sufficient assistance to manage open house traffic so that guests are not left unattended on property. Realtor or assistant must always accompany potential buyers.
7. 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. CSKC lobby chairs may be used by a realtor's assistant while waiting for potential buyers. Realtor must stay the unit being sold, if he or she has more than one unit then the assistant will notify via phone or text of which unit to meet the potential buyers at.
8. Realtors are not allowed to bring in personal chairs or tables.
9. Any questions should be directed at the Condo management. Residents and Attendants are not to be asked questions about the property during showings.
10. Private showings have no time or day constraints, but realtors must be in the property in advance of the potential client and register with the property attendant.
11. If a non-listing agent is showing the property, the listing agent must call the front desk and notify the attendant with the showing agent's name and contact information. The non-listing agent must register at the front desk upon arriving at the property. CSKC Attendant will provide agents with a copy of the CSKC rules and regulations pertaining to realtor open houses and showings.



CLEARWATER SAND KEY CLUB, INC., NO. 1, A CONDOMINIUM  
Open House Realtor Registration FORM (revised 1/23/25)

## Sand Key Club Open House OR NON LISTING AGENT SHOWING REGISTRATION

Date: \_\_\_\_\_

Unit Number Open	Real Estate Agent	Realtor Phone Number

**Should you have any questions or concerns, please contact  
the Sand Key Club Office at 727-596-2103**



CLEARWATER SAND KEY CLUB, INC., NO. 1, A CONDOMINIUM  
Open House Realtor Registration FORM

## Sand Key Club Open House Registration

CSKC Property Attendants will maintain a list of Open Houses for Sunday.  
Deadline for Sunday Open Houses: Friday 1PM.

Revised 1/23/25

Today's Date: \_\_\_\_\_

Agent's Name(s): \_\_\_\_\_

Agent's Company: \_\_\_\_\_

Agent's Phone Number: \_\_\_\_\_

Agent's Assistant: \_\_\_\_\_

SKC Owner Name: \_\_\_\_\_

SKC Owner Phone Number: \_\_\_\_\_

SKC Unit Number: \_\_\_\_\_

Open House Date: \_\_\_\_\_

Price (Optional) \_\_\_\_\_

Please complete, sign and date this form, and give it to management if you wish to have an open house at the Sand Key Club. Realtors are responsible for the privacy and security of owners and other residents. Please be sure you are familiar with the Sand Key Club Realtor Policies and Procedures in advance of the Open House. If for any reason an open house is not approved, Realtors & Owners will be notified via email.

**Signed:** (Real Estate Agent)

\_\_\_\_\_

**Should you have any questions or concerns, please contact  
April at the Sand Key Club Office at 727-596-2103**

**NO FOB NEEDED  
PUSH BUTTON**

EXIT STAIRWAY TO  
BARBEQUE, AREA  
BEACH ACCESS  
AND LOBBY



ENTRANCE TO WEST  
ELEVATOR AND STAIRS



ENTRANCE TO EAST  
ELEVATOR AND STAIRS

CHECKER  
BOARD

SHUFFLE  
BOARD



SPA

POOL

REST  
ROOMS

PUTTING  
GREEN

SPACIOUS POOL DECK WITH  
LOUNGE CHAIRS AT THE READY  
SUITED TO SOCIAL GATHERINGS SUCH AS  
BIRTHDAYS AND OTHER OWNER EVENTS.

CABANAS

PICNIC AREA  
WITH TABLES  
UMBRELLAS

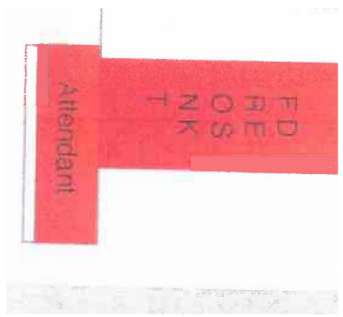
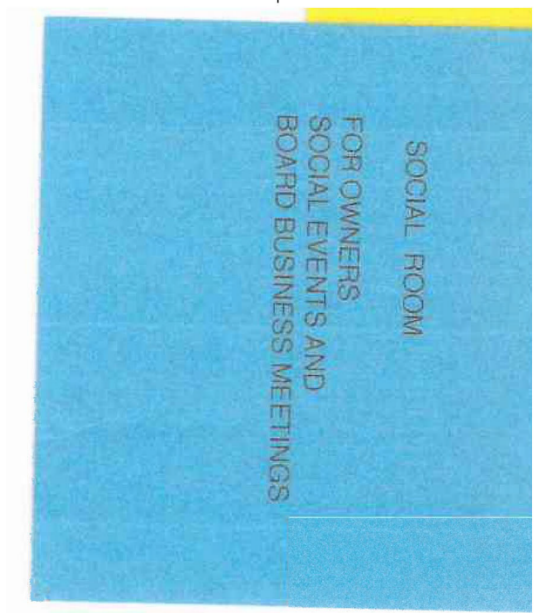
POOL DECK SAND KEY CLUB



FRONT  
ENTRANCE

WEST  
ELEVATOR

UNITS  
ENDING IN  
1,2,3 OR 4



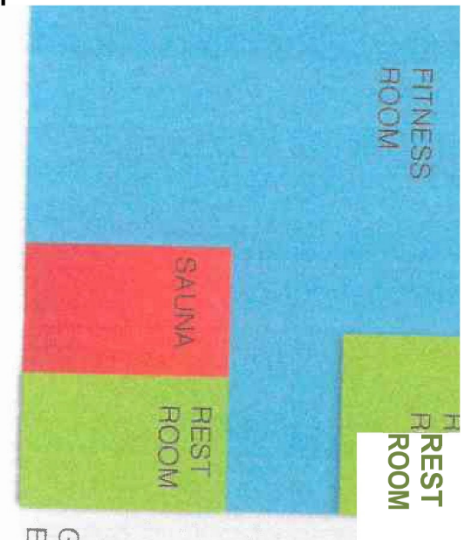
MANAGER'S  
OFFICE

EAST  
ELEVATOR  
UNITS  
ENDING IN  
5,6 7 OR 8

LOBBY

US MAIL

FOR UNITS  
ENDING IN  
1,2,3, OR 4



G  
GARAGE  
E  
ENTRANC

CLUB ROOM

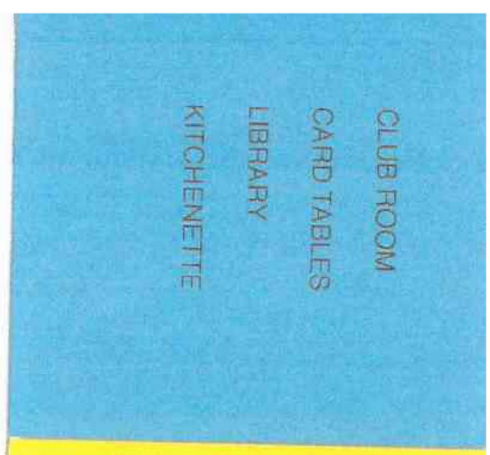
CARD TABLES

LIBRARY

KITCHENETTE

US MAIL

FOR UNITS  
ENDING IN  
5,6,7 OR 8



LOBBY LEVEL SAND KEY CLUB

# PARKING LAYOUT

## FRONT GATE

1201 A3  
P1 A2  
1208 A1

LOBBY ENTRANCE

1008 L1  
405 L2  
403 L3  
1206 L4  
1204 L5  
1208 L6  
101 L7  
1202 L8  
P8 M1  
908 M2  
15 MIN PARKING

P7 604 P4 1101 P2 P6  
M3 M4 M5 M6 M7 M8

### Section (2) 10-15-15

### Section (1) 10-14-15

J1	J2	J3	J4	J5	J6	J7	J8	RECYCLE BINS	K1	K2	K3	K4	K5	K6	K7	K8
202	404	203	605	1004	402	602	701		1205	601	205	502	1106	506	606	501
1006	702	1207	1404	703	1002	801	901	TRASH	301	303	1102	1007	902	807	608	201
H1	H2	H3	H4	H5	H6	H7	H8	POOL PUMPS	T1	T2	T3	T4	T5	T6	T7	T8

Gulf of Mexico

NO PARKING

E6	E7	E8	F1	F2	F3	F4	F5	F6	F7	F8	G1	G2	G3	G4	G5	G6	G7	G8	
208	307	308	105	108	1001	408	503	706	207	406	708	603	802	1005	1105	1104	707	504	
304	808	803	903	1003	P5	1103	1203	106	104	204	805	508	705	806	905	107	907	206	306
E5	E4	E3	E2	E1	D8	D7	D6	D5	D4	D3	D2	D1	C8	C7	C6	C5	C4	C3	C2

A4 904  
A5 102  
A6 407  
A7 1108  
A8 704  
B1 804  
B2 401  
B3 305  
B4 906  
B5 302  
B6 P3  
B7 505  
B8 1107  
C1 607





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

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Last update: 01/23/2025

Approved at meeting date: 01/23/2025 Effective as of: 01/23/2025

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 the people 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, fines assessed by the Board, 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 ATTORNEY FEES.**

### **ANTENNA 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.

### **Beach Wagons (revised 4/1/2024)**

- Beach wagons and their contents must be stored in the owner 's storage bin.

## **BICYCLES (revised 4/1/2024)**

- Bike storage is limited to 40 allotted spaces on a first come first serve basis and limited to a two-bike limit per condo.
- All bikes currently stored, and new additions to the storage rooms must be registered with the front desk.
- The front desk will maintain storage records of the owner's name, make and color of the bike.
- The front desk will issue tags with the owner's name and unit number which need to be fastened to the head tube of the bike.
- Bikes must be maintained by the owners in a street ready condition, or the owners will be asked to remove bikes to make room for owners who intend use their bikes.
- Future wait list shall be maintained by front desk.
- Non-compliance of this policy will lead to removal and disposal of the bike.
- As a reminder, bikes powered with batteries are not allowed to be stored in storage rooms. Fire code does not allow Lithium batteries to be stored there.

## **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.

## **DELINQUENT PAYMENTS (Revised 8/2024)**

- There will be a late fee assessed for any maintenance fees and special assessment fees which are not paid on time.
- Interest shall be applied to all balances on balances over 60 days 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. Arrangements must be made to have items to your apartment.
- 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.

### **VEHICLES (revised 1/23/25)**

- 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., jump starting battery or changing flat tires are acceptable.
- Emergency jump starts, and pumps are available from the attendant desk.
- Vehicles must be kept in a road ready condition; (able to start, no flat tires. etc.)
- Disabled or inoperable vehicles not conforming to this policy will be towed off the property at the owner's expense.

### **Email (new 1/23/25)**

- Email is the preferred vehicle for all communication to and from the Board and the property management with owners.
  - It is the owner's responsibility to sign on and register on the property management's Vantaca portal and verify that their email is on file. First time registration password can be obtained from the building manager, and he can also assist you in the process.
- The Vantaca portal is a very valuable source of information for owners, such as records of your maintenance fees, Association financials, Board meeting minutes, Rules and Regulations, and a host of other information related to you as owner at the Sand Key Club.

## **EV CHARGER POLICY(revised 1/23/25)**

- Applicable Highlights of Florida Law 718.113(8) effective July 1, 2018.
- Owner may install and use EV charging stations WITHIN THE UNIT OWNER'S LIMITED ----- COMMON ELEMENT PARKING SPACE contingent upon the following:
  - Installation cannot cause irreparable damage to condo property
  - Owner is responsible for cost of Installation, Operation, Insurance, Maintenance, Repair and Removal of charging station.
  - Electricity must be separately metered and payable by unit owner.
  - All the above costs if left unpaid by unit owner are enforceable by association as any other assessment - meaning if left unpaid their unit can be foreclosed.
  - For EV charger installations the association requires unit owners to:
    - Comply with applicable building codes or safety standards
    - Comply with architectural standards for dimensions, placement or external appearance.
    - Compliance requires the submission of an application and receipt of approval of the plan prior to commencement.
    - Engage the services of a licensed and registered electrical contractor to complete installation of an EV charging outlet or device. Any charger modification or removal must also be completed by a licensed electrician.
    - Provide a certificate of insurance naming the association as an additional insured on the owners' insurance policy for any claim related to installation, maintenance or use of the EV charging station within 14 days after receiving the association's approval of the installation
    - Reimburse the association for the actual cost of any increased insurance premium amount attributable to the EV charging station within 14 days after receiving the association's --insurance premium notice.
  - Installation Requirements:
    - Utilize a DCC or similar Electrical Vehicle Management System to allow the connection of the EV charger to the main feed of the condo owners unit panel without affecting the load calculation. DCC Amperage should not exceed the charger and/or auto manufacturers' recommendation. Aluminum Conduit with anti-corrosive fittings must be used to protect wire from utility room to parking space
    - Charger or outlet must be affixed 4' or higher on column or pillar adjoining owners assigned parking space
    - Owners with an assigned spot that is not adjacent to a column or pillar must propose an alternative installation method that is acceptable to building management. If an acceptable solution is not available, then a charger may not be installed in that space.
    - A cord hangar or retractable management system to prevent trip hazards while charger is idle or in use.
    - All EV's must be removed from the premises when predicted storm surges are forecasted for the region because of potential fire hazards.

## **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 repair/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 (revised 1/23/25)**

- 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.
- Attendants may use your 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, with exception of verified service dogs.

## **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 with 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.

## **Kayaks and paddle boards (revised 4/1/2024)**

-Kayak and paddle board storage is limited to 20 allotted spaces on a first come first served basis and limited to one per person or limit of two per condo.

-All kayaks and paddle boards currently in storage and any new additions to the storage room must be registered with the front desk.

-Front desk will maintain records of all stored -kayaks and paddle boards.

-Front desk will maintain a wait list.

-Owners are responsible for identifying their kayak or paddle boards with their name and unit number.

-Kayaks and paddle boards must be maintained by owners and kept cleaned of sand before returning them to the storage room.

-Kayak and paddle board paddles need to be secured to the kayak or paddle board or kept in the owner's storage bin.

-Non-compliance of this policy will lead to removal and disposal of the kayak or paddle board.

## **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 for transfer of building keys to purchaser at closing.

-Additional keys or lost key replacement cost is \$25 per key.

-In the event a key fob stops working, if the owner turns in the non-working key fob 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 renters 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 leased 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, & Renovations Revised (1/23/25)**

- Owner must notify the Association of any substantial 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 installation
- 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. A \$500 security deposit is collected at time of application.

- Clean up:** Contractors are required to keep the Association property always cleaned of debris. Any demolition must be removed in large trash cans or heavy duty contractor bags. 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 always closed. 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 in/out (revised 1/23/25)**

-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 five-hundred-dollar (\$500) 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 upon completion.**

-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 to the attendants 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 revised 1/23/2025**

-No Pets allowed. Only pre-approved service or emotional animals are allowed on the property

### **SERVICE OR EMOTIONAL ANIMALS (revised 1/23/25)**

-A service or emotional animal must be inoculated and licensed by the City or County as by required by law.

-A photograph of the service or emotional animal, along with proof of current immunization, proper licensing, and proper prescribed designation shall be submitted to the Board of Directors of the Association within a reasonable time after the accommodation is granted and such a record is kept on file in the Association office

-A spreadsheet containing the name of the animal owner, license information, and a V checked mark that a prescribed designation is on file in the Association office.

-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 must be always leashed when not in the dwelling unit. No animals are allowed on the plaza deck (State law)

## **PLAZA DECK (revised 1/23/25)**

- 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.
- Boomboxes, speakers or similar are not allowed. Sound must be individualized with the use of earphones, earplugs or the equivalent.
- No animals are allowed on the plaza deck
- Children under 10 are not allowed in the pool area without supervision.

## **POOL & SPA**

- Use of the swimming pool or spa is at your own risk. There is no lifeguard 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 dusk.
- 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 spa.
- 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.

## **REAL Estate sales, listings, showings, and open houses**

### **OWNER RESPONSIBILITIES:**

6. Owners must pick up a realtor Packet from management for their realtor. Owners must read and understand the realtor’s policies in that packet when they are listing their unit.
7. Owners must inform management with the name and contact information of the listing agent.
8. Owners acting as their own selling agent are responsible for the same rules and regulations applied to realtors
9. Owners are responsible for insuring that their realtor reads and

understands the Realtor Policies for the Sand Key Club and that their agent conforms to the CSKC rules and regulations.

10. Owners are responsible for ensuring agents know how to navigate CSKC.

### **REALTORS RULES FOR OPEN HOUSES AND SHOWINGS:**

12. Open houses are allowed on Sundays from 1pm to 4pm.
13. Any Realtor having a Sunday open house must register with management at least 3 days prior to the event, cut off time 1:00 PM Friday. The attendants will maintain an open house registration list at the front desk for each Sunday listing with the realtor's name, phone number and units being shown that day.
14. A realtor can only place two open house signs in front of the property during the open house. Signs cannot be larger than 24" X 18". No flyers, or any other notices are allowed to be posted on property.
15. All guests for an open house or showing need to park in guest parking and check in at the front desk and provide name, automobile information, unit visiting upon arrival. If parking spaces are limited, visitors will need to park elsewhere.
16. No guests should be left in the lobby for an unreasonable time that would cause the CSKC attendant to monitor guests.
17. Realtors must have sufficient assistance to manage open house traffic so that guests are not left unattended on property. Realtor or assistant must always accompany potential buyers.
18. 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. CSKC lobby chairs may be used by a realtor's assistant while waiting for potential buyers. Realtor must stay the unit being sold, if he or she has more than one unit then the assistant will notify via phone or text of which unit to meet the potential buyers at.
19. Realtors are not allowed to bring in personal chairs or tables.
20. Any questions should be directed to the Condo management. Residents and Attendants are not to be asked questions about the property during showings.
21. Private showings have no time or day constraints, but realtors must be in the property in advance of the potential client and register with the property attendant.

22.If a non-listing agent is showing the property, the listing agent must call the front desk and notify the attendant with the showing agent's name and contact information. The non-listing agent must register at the front desk upon arriving at the property. CSKC Attendant will provide agents with a copy of the CSKC rules and regulations pertaining to realtor open houses and showings.

### **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 sliders 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 exterior of sliders and windows must be bronze in color
- hurricane shutters must be roll down and match the color of pre-existing shutters.
- Permits must be obtained for all work that requires it.
- Owner may not impair the structural soundness of the building.
- \$500 damage security deposit is collected when application is approved.

### **SECURITY**

- All doors into the building must be kept closed and always locked 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 anyone's 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 neighbor's 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 (revised 4/1/2024)**

- Each unit owner is assigned one storage bin.
- Fire laws prohibit storing any combustible items.
- Large size items that can't be stored in the storage bin may be stored on top of the storage bins but need management approval and recorded on a list maintained by the front desk.
- Any unapproved items left in the aisles outside the storage bins will be discarded.

### **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 and maintained at the owners' expense.

### **TRASH/RUBBISH revised 1/23/25**

- Dumpsters are provided in the garage for your disposal of trash.
- Garbage (i.e. veggie/fruit peels, meats, grease etc.) should be double bagged and put in the trash
- sanitary wipes must not be flushed into the plumbing system
- 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 the owner's neglect 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 (revised 1/23/25)**

-Unit maintenance is the sole responsibility of owners.

-Basic care of units includes but is not limited to:

-Humidity must be always maintained between 40%-60% to avoid mold.

-Units need to be checked regularly when vacant for any length of time.

-Spray or provide other pest controls at least once per year

-Clean dryer vents once per year (provided by condo association)

-Owners must have fixed any water leaks immediately and notify the property manager in the event the leak is coming from outside the unit or even if the unit owner is uncertain of the cause of the leak.

-When the unit is to be vacant for more than 48 hours, water (**must**) be shut off at the main supply to the unit to avoid any accidental water leaks.

-Violation of this policy will result in the owner being responsible for any repair cost incurred by the Association, or cost incurred by other owners affected.

### **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 foyers, hallways, or corridors. This is in violation of Fire Regulations. Items found will be removed without responsibility for loss or damage.

-Children should be always supervised 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 you 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 Dusk daily

Move in/out 8am to 6pm Monday-Saturday

Construction 8am to 6pm Monday-Friday (unit remodel)

Exercise Room 24 hrs. Daily

### **DEPOSITS/FEES: (Revised 1/23/2025)**

\$300 (refundable deposit) Club Room or Pool Deck Rental

\$500 (refundable deposit) Move in/out

\$500 (refundable deposit) Renovations, Plumbing, Electrical

\$100 fee for Lease Rental Applicant

\$25 fee for building Key replacement

Small costs for faxes and copies made through the office