Emerald Shores Condominium Association, Inc.

1405 Highway A1A

Satellite Beach, FL 32937

c/o A and M Management Partners 4865 Revenna Ct. Unit 103 Melbourne, FL 32904

This booklet has been designed to quickly reference various information pertinent to life at Emerald Shores. The HOUSE RULES contained in the booklet are condensed from the EMERALD SHORES BYLAWS. Hopefully, there are no discrepancies between this booklet and the bylaws; if there are, the bylaws prevail. INFORMATION contains helpful hints for all residents of Emerald Shores.

Errors or omissions should be brought to the attention of a board member in writing so corrections can be made in the next update edition.

2026 BOARD OF DIRECTORS

Irv Williams -- President

Matt House -- Vice President

Jo Beth Featherhoff -- Secretary

Mary Beth Franzoni -- Treasurer

Jane Steiner -- Director-at-Large

The Emerald Shores Condominium consists of 23 residential units. The Condominium includes a garage, a recreation (rec.) room, and a heated swimming pool with rest rooms. These facilities are for the exclusive use of owners, tenants and their guests.

A Board of Directors who are unit owners elected by the membership governs the Emerald Shores Condominium Association (ESCA). The Board governs according to the procedures outlined in the Documents and By-laws, which are registered with Brevard County.

As you move into your unit, you should have in your possession the following:

1. Key to the unit
2. Key to your mailbox
3. 3 keys to the Common Areas (stairwells,lobby,garage,gates,rec. rm and rest rms)
4. Remote control for the garage
5. Property Deed and Title Policy
6. Copy of Condominium Documents
7. Parking Passes
8. This booklet

*If you are renting, the owner should furnish all items except #6. Please remember Emerald Shores is a condominium community. This means that although you own or rent your unit, you now live in close proximity to many other people. In many cases you now share common walls, floors, and ceilings with your neighbors, as well as walkways, elevator, garage area and other common areas. This requires that we all make an effort to respect the rights of our neighbors and to abide by the rules and regulations of the Association.

PROPERTY MANAGEMENT

BY APPOINTMENT ONLY

A and M Management Partners

4865 Revenna Ct. Unit 103

Melbourne, FL 32904

If you have a question or problem regarding Emerald Shores, please contact our Community Manager, Jerry Hines, LCAM (321) 591-0108 jerryhammgmt@gmail.com. Correspondence to the Emerald Shores Condominium Association should be mailed to AandM Management Partners at the address above.

The following information has been organized in alphabetical order for your convenience.

HOUSE RULES

ARCHITECTURAL CHANGES

No changes are permitted to the exterior of the unit, except for the installation of storm shutters (see STORM SHUTTERS).

BEACH ACCESS

There is a clean-up station at the beach access. The best way to remove tar from anything is to use mineral spirits, Goop or baby oil. Do not prop open the beach access gate located on the walkway over the dunes.

BICYCLES

Bicycles and scooters, manual and electric, should not be taken on the elevator or parked in the lobby or walkways. They may be kept in your garage parking space. Bicycles, scooters, skates or skateboards cannot be ridden around the pool area, walkways or garage.

CAR WASH

Car wash area including a hose in located near the main garage entrance. Please use only this area. Cars may be washed in this area between the hours of 8:00am and 6:00pm, seven days a week. NO RADIO PLAYING WHILE IN THIS AREA.

CHANGE OF OCCUPANCY

The Management Company should be notified via email one week prior to any move so that pads can be hung in the elevator.

CONSTRUCTION

In accordance with our Declaration of Condominium section 9, no Alterations, Additions or Improvements are allowed in the common areas or in individual units without the written approval of the Board of Directors. You will be required to submit an Architectural Review Committee (ARC) form which contains several detailed requirements which you acknowledge by signing the form. After the Board has received your written request and any other information that it has requested from you, it has 30 days to reply to you with approval or denial of the request. No work may begin until after you have a signed and dated approval form from the Board of Directors. In addition, any electrical or plumbing work in common areas or in

individual units must be performed by licensed contractors and must have a permit from the City of Satellite Beach if required.

All floor surfaces in common areas including the lobby, the elevator and the walkways to and from a work site must be covered daily before work begins. Protective coverings of your choice such as taped down construction paper, tarps, cloths, carpeting, rugs, etc. can be used. The coverings must be removed and the areas thoroughly cleaned DAILY before the end of the work day at 5:00pm. When cleaning the walkways leading to elevator, do not allow any water onto the elevator door or openings. Water coming into the elevator shaft can get into the top of the door and cause electrical failures. You will be billed for what is usually an expensive repair.

Spigots and hoses in the common areas may not be used to wash residue from paint brushes, dry wall tools or construction equipment.

ELEVATOR

The elevator is primarily for use by residents and their guests going about daily activities. It is not rated for extended periods of commercial usage; i.e., constant use by contractors or service people hauling their tools and materials. All contractors and service people must understand that the privilege to use the elevator is extended by the Association -- it is not a right. If repeated abuse and/or use of the elevator is observed, the privilege will be withdrawn and their access will be limited to the stairwells.

For Move In/Move Out or any prolonged use of the elevator, owner or tenant will submit the Elevator Policy form along with a check in the amount of $200 payable to "Emerald Shores Condominium Association, Inc" as a deposit 5 business days prior to the use of the elevator. Once the form and the deposit are received by the Management Company, the owner will receive the elevator stop key. The deposit will be returned to the owner or tenant only when the elevator and adjacent common areas have been inspected and are clear of damage and mess, and the elevator stop key has been returned to the Management Company.

Holding the elevator door open or blocking it from closing in any way without properly using the provided elevator stop key will cause the elevator to malfunction and stop working. Owner or tenant will be responsible for any and all costs associated with elevator malfunctions/repairs.

Owner or tenant understands that this document also covers construction/repair work (cabinet, a/c install & repair, plumbing, flooring, etc.), furniture & appliance delivery and pick-up.

Be considerate in your use of the elevator. Do not hold the elevator while you get mail as others may be waiting. If the elevator malfunctions, push the alarm button to alert anyone in the area. If you are stuck inside the elevator, use the phone to call for help. You may call the Management Company or in case of emergency, dial 911.

Please post a notice in the lobby for any construction or remodeling within your unit. Include the work to be completed, the duration of the project, your name and contact information. Remove the notice when the project has been completed.

EXTERIOR OF UNIT

No plants, ornaments or other decorative objects are to be hung on or from balconies except holiday decorations.

GARAGE

Storage cabinets are allowed in the garage if approved by the Board of Directors. All residents are encouraged to use their storage cabinets. If storage units are not used, then all items must be stored in a safe and orderly manner. You may store only beach or fishing equipment and bicycles. No flammable object or furniture is allowed. Unit owners are subject to a $50.00 fine per item from the Fire Marshall. Be considerate of space. Please park your car with the front wheels against your curb to allow enough room in the open area for other cars to access their spaces. If you back in, be sure not to infringe on your neighbor or into the open center area. For security and safety, check to be sure no one enters the garage while the door is open.

GARBAGE

There are trash chutes located on each floor. All garbage should be bagged securely. No large refuse (appliances, carpeting, furniture, etc.) or recyclable items should be placed in the dumpsters. Recycle bins are for plastic, glass, cans and newspapers and located next to the dumpster. Call Waste Management for bulky pickup of large refuse items. All cardboard containers and boxes must be flattened before being placed in recycling bin. Cut down the boxes as necessary to have bin space available to your neighbors.

GRILLS

According to the Satellite Beach Fire Inspector, the use of barbecue grills, both charcoal and gas, is strictly prohibited beyond the first floor. According to the city code, "LP Gas containers having a water capacity greater than 2.5 lbs. LP gas capacity shall not be located/stored on balconies or floors above the first floor that are attached to a multiple family dwelling of three or more living units located on above the other."

KEYS

Entry keys to common areas (lobby, stairwells, garage, rec room, and gates) are to be obtained from the Management Company. Three (3) keys were issued to each unit. Each key was registered to owner and had a registration number stamped on it. The common area keys are the property of the Association and cannot be duplicated. **Sale of a unit**: at the closing, all three (3) keys must be turned over to the new owner. Seller is responsible to purchase keys as

needed to ensure the three (3) key exchange. Replacement keys will be available at a cost of $200.00 for each key needed. If any key becomes missing, thereby threatening the security of the common areas, it could become the unit owner's responsibility to incur the cost of changing or rekeying all common locks and all one hundred twenty five (125) common keys of the Association. An owner requesting a second key after the initial issue of 3 keys can expect that charge.

Under Florida Statute 718.111(5)(a), a condominium association has an irrevocable right of access to each condominium unit during reasonable hours when necessary for maintenance, repair or replacement of common elements or association-maintained portions of a unit, or to prevent damage to common elements or other units. Our Association has a key vault than can only accessed by the Management Company or a member of the Board of Directors. Two separate keys are required to open the vault. You are requested to provide a key and/or an access code to be kept in the Association key vault for use if you are not here and/or have not arranged for someone to be here to provide access for mandatory inspections or repairs, or in the case of necessary emergency entry required for safety and/or to prevent damage to common elements or other units. If you do not provide a key and/or an access code, the Association will require you to sign a statement acknowledging that you are responsible for any and all costs incurred for a reinspection to complete a mandatory inspection and/or an emergency forced entry. Please be a good neighbor and provide a key and/or access code.

LEASING UNITS

No unit may be leased for an initial period of less than three (3) months. If a unit is leased and the tenant vacates the unit prior to the expiration of three (3) months, the unit may not be occupied by another tenant or lessee with three (3) months from the date that the prior tenant or lessee initially occupied the unit. Furthermore, all leases to include names, license plates and contact information for tenants must be submitted to the Association for approval at least seven (7) business days prior to the tenant or lessee taking possession of the unit. No Move Ins without written board approval.

PARKING

Park only in your own parking spot in the garage. Guests should park in the outside lot. If you loan your garage parking space to another resident, the Board requests that you file written permission with the Management Company. Unidentified vehicles are subject to towing. In addition, the parking spaces many not be used for any other purpose other than parking automobiles; motorcycles; small, non-work trucks; bicycles and scooters.

PETS

Each unit may have only one cat or one dog of a size that can be carried and no more than 20 lbs. There are specific rules regarding pets in the condominium documents that all pet owners should read (section 16.2 of the Declaration of Condominium).

.....violation of the provision of this Paragraph shall entitle the Association to all of its rights and remedies, including, but not limited to, the right to fine Unit Owners (as provided in any applicable rules and regulations) and/or require any pet to be permanently removed from the Condominium Property upon three (3) day notice.

Briefly, you are required to keep your pet on a leash on the premises or carry it by hand. In addition, you are required to clean up after your pet; you are also responsible for any damage or nuisance caused by your pet. If you have a guest with a pet, please advise them that the same rules apply to their pet while they are on property. You will be held responsible for any damage or nuisance that they cause. Pets are not allowed in the rec. room or pool area. Be aware that Satellite Beach does not permit animals on the beach.

PLUMBING

Residents are responsible for plumbing problems within their unit. All plumbing and electrical work in your unit must be performed by licensed professionals as those activities can affect the entire building's systems.

It is recommended that owners periodically check the integrity and operability of their main water valves in their utility rooms. Also consider shutting off the water in your unit if you are going to be absent for an extended period of time.

RECREATION ROOM

- A. The rec. room is available for use by all residents and their guests during the hours of 7:00am and 10:00pm **(10:00pm to 7:00am is quiet time)** except when the rec room has been reserved for private use or when it is being used for official business of the Assn.
- B. Only the meeting, dining, and kitchen areas can be reserved for private use.
- C. Pool area and restrooms must remain available for all residents and their guests.
- D. Adult residents (owners and renters) may reserve the rec room if they (a) are owners and have not leased their unit, (b) are renters and have an approved lease and current Tenant Information form, (c) are not delinquent in payments or assessments and (d) provide a $200 refundable deposit.
- E. Reservations requests must agree to the following terms; (a) alcoholic beverages must be removed when the reservation had ended and may not be left in the rec room overnight, (b) be always present at the event or be represented by a knowledgeable adult delegate who is a resident and named in the reservation, (c) be responsible for ensuring guests obey the rules, (d) be sure the rec room doors, beach access gate and pool gates are not propped open, (e) attendance will not exceed 15 people, (f) to repay the cost to repair, clean or replace any portion of the facility left dirty, damaged or

missing, (g) to clean the rec room immediately following the event, (h) to release the Association from any liability resulting from the use of the rec room, and (i) agree that the reservation does not include the pool, parking lot or the pool deck.

- F. The rec room may not be used for business or commercial purposes.
- G. Rec room doors must remain locked except during the event hours.
- H. Persons using the rec room are responsible for removing trash and any cleanup.
- I. Wet clothing, towels or other wet items are not permitted on rec room furniture.

Recreation Room Reservation Request Instructions and Reservation Request form is available from the Management Company and must be submitted 10 business days before your requested date. First come, first served.

SERVICE PEOPLE

You are responsible for any service personnel you call onto the premises. You must make arrangements for them to park in visitor parking and ensure they work only during the allowed hours of 9:00am and 5:00pm, Monday thru Friday, excluding holidays. Service people are to be fully clothed including shirt and shoes in common areas and they must be easily indentifiable by wearing logoed company clothing or ID badges. You are responsible for any damage or trash they might leave on common property and ensure they are only on site during allowed hours.

SMOKING

Based on Florida law, there is NO SMOKING in any common areas of the Condominium.

STAIRWELLS

The stairwells are for emergency egress. To provide the maximum security that we all desire within our condominium, all doors leading to the outside at ground level must remain closed and locked. If you do use the stairwells, do not leave the door at the bottom of the stairwell propped open. Use your key.

STORM SHUTTERS

Storm shutters are permitted only with prior permission from the Board of Directors after first consulting the approve guidelines. Contact the Management Company for an application.

SWIMMING POOL

The pool is heated with an outside shower and indoor restrooms and is open daily from 7:00am to 10:00pm. If there is a problem with the pool, contact the Management Company and/or a

board member. Do not attempt to make any adjustments or repairs yourself. Take care to leave the pool area clean. Do not use the garden hose or other objects to prop open the pool exit/entry doors.

Large amounts of sand and crushed shells are being carried into the pool by guests, causing damage to the pool and pool equipment. Per the posted signs, take the opportunity to wash off all sand from your body, shoes and beach equipment before entering the fenced area around the pool. Do not put large objects such as surf boards and inflatable tumbling mats into the pool. Owners are responsible for their guests' compliance with our rules. In accordance with our Condominium documents and Florida state statutes, continued violations may result in fines and limited use of the facility.

Glass is prohibited inside the pool gate and on the pool deck. No eating or drinking in the pool.

We only have pool service twice a week. Please leave the pool area while the crew is here cleaning it.

Kindly abide by all posted signs.

INFORMATION

AIR CONDITIONING

The heater/air conditioning unit belongs to the homeowner. Its operation and maintenance are your responsibility. The compressors are located on the roof of the building. If you are having your unit serviced, you must make arrangement in advance with the Management Company for access to the roof.

APPLIANCES

Refrigerators, stoves, washers, dryers, garbage disposals, microwave ovens, dish washers and hot water heaters are the property of the homeowner. When appliances are replaced, it is your responsibility to have the old one removed from the Emerald Shores premises. You are responsible for any damage caused by your appliances, such as water damage from leaks. It is recommended that you have your dryer vent line cleaned out by a professional service every 2 to 3 years.

CIRCUIT BREAKERS

Electric panels are located in each unit. If you experience a power outage, check the breaker box and check if neighbors are having the same problem before calling an electrician. Electric meters are located in the garage area. F P L has access to this room in order to check the meters and make repairs.

DELIVERIES

Delivery drivers can contact you by calling your phone and you can meet them in the lobby and let them in. If you are expecting a large freight truck or moving van with large items, you should contact the Management Company at least one week in advance so that the pads can be hung in the elevator. Please remember that any damage done to the common property will be your responsibility. Also remember that there is only one elevator, so do not monopolize it during deliveries. If you receive a package by mail that is too large for your mailbox, there is a keyed parcel delivery box in the lobby. The postman will place the key in your mailbox. Use the key to open the delivery box, remove your parcel and leave the key in the lock.

EXTERMINATOR

The condominium provides monthly pest control service. The current contract does not call for the interior treatment of units. You must arrange and pay for this yourself.

FEES

Maintenance fees are due on the first of the month. Assessments may be paid monthly or annually in advance. If the fee is not received by the tenth of the month, a $25.00 late fee will be imposed. Payments by recurring electronic funds ACH debit transfers are preferred. Contact the Community Manager for instructions if you plan to mail your monthly payment with your coupon.

FIRE

In the case of Fire, call 911 or pull the alarm located on your floor, which will automatically notify the fire department. Become familiar with the locations of the alarm boxes on your floor. If you must leave in case of fire, use the stairwell nearest you. DO NOT USE THE ELEVATOR. If you cannot go into the walkway or stairwell, go to your balcony and wait for assistance.

FORMS

Several forms are available from the Management Company to make requests as needed.

- Architectural Review Committee (ARC) Application

- Elevator Policy
- Authorization for Direct Payments (ACH debits)
- Recreation Room Reservation Request Instructions and Reservation Request

HURRICANE PREPARATION

A unit owner or lessee who plans to be absent from their unit during the hurricane season (officially June through November) must prepare their unit prior to departure by:

- Removing all furniture, plants and personal belongings from the balcony areas
- Protect windows and other glass. Close all shutters where applicable.
- Designate a responsible individual to care for their unit during their absence in the event that the unit should suffer hurricane damage. Furnish the Association, Management Company or other designee with the name of such firm or individual.
- Prepare any item including appliances, hot water heater, etc. for possible electrical or water loss.

IN THE EVENT OF AN EVACUATION ORDER all residents who decide to stay on the property should realize that emergency personnel (fire, police, rescue, etc.) may also evacuate the area. Water and power will in all likelihood not be available. Our elevator will be sent to the top floor and turned off in order to prevent possible water intrusion into the elevator shaft or onto the top of the elevator door which has caused failure of electric/electron components in the past. The elevator will remain off until it has been determined that it is safe to turn on the circuit breakers. Be aware that there may be a lengthy period of time that the elevator is unavailable and plan accordingly. Residents should consider these facts when deciding whether or not to stay on the property as help will not be available. Any residents who require special health or medical assistance need to register with the Brevard County Emergency Management (Special Needs Registry) at (321) 637-6670 well before a hurricane is approaching.

The association will only enter an individual unit when failure to do so may cause a hazard to the public or residents of the community and has been instructed by the proper authorities. Owners please be aware that the association or management company can have no responsibility or obligation to enter any individual unit for preparation for a hurricane or evacuation.

Information about evacuation routes and shelter locations are available. If you have questions, whenever possible the Management Company will help you find answers.

INSURANCE

The Association carries various types of insurance on the building and common areas. The owner is responsible for the interior of the unit and all personal property. It is recommended that owners carry a Homeowners Policy.

LOBBY/SECURITY CALL BOX

The lobby can be accessed through the front door with your lobby key or by entering a code on the security box outside the lobby. This code will change from time to time and you will be notified. DO NOT GIVE THIS CODE TO OUTSIDERS. Visitors and service people may be able to use the call box to call your unit. You can open the lobby by pressing '9' on your phone and then hanging up. If that does not work then they can call or text you so that you can come down to the lobby and let them in. If you call '911' for emergency help, try to send someone to meet the emergency vehicle and direct them to your unit. This may save valuable time. If you have a security system in your unit that calls the police or emergency personnel in your absence, contact the Management Company.

LOCAL TELEPHONE NUMBERS

- Ambulance, Fire, Policy Emergency 911
- City of Melbourne (Water and Sewer) (321) 608-7100
- Drivers License Office (321) 264-6935
- Florida Power & Light (321) 723-7795
- Library -- 751 Jamaica Blvd (321) 779-4004
- Marine Patrol (321) 773-4400
- after 5:00pm (800) 342-5367
- Poison Control (800) 282-3171
- Post Office -- Jackson/So Patrick (321) 773-9638
- Satellite Beach City Hall (321) 773-4407
- Schools-Brevard County Superintendent (321) 663-1000
- US Coast Guard (321) 723-9042
- Vehicle Registration (321) 264-6930
- Voter Registration (321) 290-8683
- Waste Management (bulky pick-up) (321) 723-4455

MAILBOXES

Mailboxes are located in the lobby. Mail is delivered each business day. If you lose your key, you must call a locksmith to replace it. Arrangements should be made to have your mail held or picked up by a neighbor in you are going to be away.

MEETINGS

The Board of Directors meets as needed. Notice of the meeting is posted on the bulletin board. All members are encouraged to attend. The Annual Association Meeting is held in December. Owners are notified in writing sixty (60) days prior to this meeting and are provided with an agenda and names of the candidates for the Board prior to the meeting. Voting on the items takes place at the meeting.

POSTING OF NOTICES IN LOBBY

Posting of notices in the lobby is requested when events that can disrupt the peace and easy living here at Emerald Shores are coming up. Events such as moving in/moving out, construction, replacing appliances, changing of windows and sliding glass doors, power washing of balconies, shutter replacement and/or maintenance, cleaning dryer vents, etc. You get the point -- it can be a disruption to our daily routine especially when it involves water or electrical services or the overuse of the elevator by service people.

Please post your note/notice at least 48 hours ahead of the event on the glass door of the cabinet across from the elevator (not on the wall as it can damage the paint) with the details including what will be happening, the date, the time, the duration, your name and contact number, as well the date you are posting the note.

Letting your neighbors know well ahead of time will allow them to modify their daily routines if needed and will be greatly appreciated!

ROOF

The roof is maintained by the Association and is strictly off limits to everyone except authorized personnel.

SALE OF UNIT

As a consideration to the residents, please give notification of intent to sell prior to listing your unit with a Realtor.

SECURITY SYSTEMS

If you put a security system in your unit, be sure to designate a contact person from the building who will accompany the police or emergency personnel into your unit. Please also be sure to provide the code to the Management Company in case entry is required during emergency situations.