



RULES AND REGULATIONS POLICIES AND PROCEDURES AND GENERAL INFORMATION

February 2018

The Royal St. Andrew is our home. The degree of pride and pleasure that is derived from living here is largely dependent on how well each resident abides by the rules as set forth in the Declaration of Condominium, the Bylaws of the Royal St Andrew and policies and procedures adopted by the Board of Directors, the governing body of the Association.

Nothing in these rules shall be construed to contradict or take precedence over the Documents of the Condominium or the Association's Bylaws.

OWNER RESPONSIBILITY

Unit owners shall maintain in good order and when needed repair and/or replace everything within the confines of their unit.

It is recommended by the Board of Directors that owners read the Declaration of Condominium and the Bylaws thoroughly to become fully acquainted with the rights and responsibilities of a unit owner. Copies of these documents are provided to owners when a unit is purchased.

It is the obligation of each owner to assure that guests and tenants observe the rules and regulations, as well as policies and procedures developed by the Association.

MANAGEMENT

The affairs of the Association are managed by the Board of Directors, members of which are elected by residents of the association at the Annual Meeting held the third Monday of February. Each unit is entitled to one vote in the election.

The Board consists of five members: three are elected for a two-year term in the even years and two are elected for a two-year term in the odd years. All serve without any compensation.

The Bylaws provide that the Board of Directors may adopt such administrative rules and regulations/policies and procedures as may be necessary. In general, behavior that is inconsiderate of others is not acceptable.

STAFF

The staff, responsible to the Board, consists of the Manager and the Maintenance staff. They are on duty Monday through Friday from 8:00 a.m. to 5:00 p.m.

If you have a maintenance problem, report your situation to the Manager.

The duties of the Manager and the Maintenance Staff **DO NOT** include the performance of special jobs in individual apartments. If you have need of personal services, it will be up to you to make outside arrangements for this work to be done. Non-emergency services for an individual apartment owner by Royal St. Andrew personnel must only be performed during off-duty hours and by special arrangement including remuneration with such personnel.

OFFICE HOURS

The Association's office is open Monday through Friday from 8:30 a.m. to 5:00 p.m. The Manager's phone number is (941) 953-6033. During these hours any emergency should be reported immediately to the Manager. The Manager is available by telephone 24 hours a day in the event of an emergency. An emergency consists of an event that damages condominium property such as a fire or water damage.

DO NOT CALL AFTER HOURS FOR ROUTINE SERVICES. Routine calls placed to the Manager after hours, on holidays or on weekends will be handled the next business morning.

SECURITY

Security is every resident's responsibility. Entrance doors on Gulfstream and Palm Avenues are locked at all times. Each resident is given one transmitter that opens the entrance doors and the door to the pool deck. Please instruct your guest to use the entry phone at the entrance doors to gain admittance to the lobby and the elevator. Our security depends on this. **DO NOT OPEN THE DOOR TO ADMIT ANYONE YOU DO NOT KNOW.**

The door to the swimming pool deck is locked from the outside at all times. You must use your transmitter to enter the building from the pool area.

The fire doors at the ground level stairwell exits are not to be used except in an emergency. An alarm sounds when either door is opened.

BUILDING ACCESS FOR NON-RESIDENTS

At the Gulfstream Avenue and Palm Avenue entrances to the building are entry phone installations that are connected to all unit telephones. These enable residents to admit visitors without having to go to the lobby. The names of residents and the unit numbers to be dialed are posted on the entry phone system at both entrances. A visitor or guest will be required to call the resident via use of the telephone entry system. If you are on another phone call, and do not have call waiting, you will not receive a tone on the on the phone to indicate you have a guest trying to reach you on the entry phone. **DO NOT** give your code to friends, guests, family, contractors, vendors or caregivers.

Upon receiving or answering the call the resident will have the option of permitting entry to the lobby. This procedure will simply be accomplished by pressing the single digit #9 on the telephone.

WORKMEN/SERVICE PERSONNEL

For security reasons workmen/service personnel are permitted in the building Monday through Friday from 8:30 A.M. to 4:30 P.M. All must report to the office to sign in and out and should be so advised by the resident. At times when the office is closed, the individual resident shall be responsible to admit any workmen or service personnel. Instruct them to sign in and out in the appropriate place designated in the lobby and be responsible to be certain they are out by the prescribed time (4:30 P.M.). These requirements are to assure maintaining security of the building and consideration of other residents by halting noise and

confusion before evening hours. If the activity requires frequent “in and out” of the building by the workers, the resident shall be responsible to arrange approved supervision in the lobby during times when the manager or maintenance personnel are absent.

MOVING IN OR OUT OF BUILDING

Dates for moving into or out of the building must be scheduled for workdays, Monday – Friday 8:30 a.m. to 4:30 p.m. Delivery trucks and moving vans must use the Gulfstream Avenue entrance. The south elevator must be padded for move in/move out. The Manager and/or Maintenance Superintendent must be given at least 24-hours advance notice.

When an owner moves out of the building it is his responsibility to hire a company to remove all furniture and any remaining items in the unit including rubbish you wish to dispose of. **THE DUMPSTER IS NOT TO BE USED FOR EXCESS TRASH.** Contact the office for names of haulers.

HOUSE GUESTS

Each condominium unit is to be used exclusively as a one family residence. If a unit is loaned to relatives/friends, the Manager must be notified in advance of their arrival giving the guests’ names, date of arrival and length of stay. This requirement is to assure the manager that the guests have received permission to stay in the unit. All guests must be registered with the Manager. Residents must supply a copy of the rules and regulations to their guests who must comply with all rules. Owners are responsible for the conduct of persons occupying their units. An entry code will be assigned for use by a registered guest for the duration of their visit. Please note that the guest must make arrangements with their host for entry from the pool deck as an entry code will not work for access from that location.

PERSONAL EMERGENCY DATA

Each resident must provide the Association with information regarding next of kin or the person to be notified in case of any emergency. The Manager or Association officers must be able to notify a responsible person for immediate advice or notification in the event the resident is not available. This confidential information is kept in the office and is updated periodically.

ACCESS TO OWNER’S UNIT

Residents are required to furnish the office with a key to their units. If a resident is away when the air conditioning, pest control or fire alarm services are to be performed, the staff will accompany and give access to such service persons until the work is completed. If there are health concerns relating to these services, please notify the manager.

If you have put a special lock on your apartment or storage room door, it is required for your protection and that of other owners that a duplicate key is kept in the Manager’s office for use in an emergency.

OUT OF RESIDENCE

Residents must notify the office when they will be away from their unit for any length of time. A contact telephone number and address is requested in case of an emergency. When an owner returns to their primary residence, away from the Royal St. Andrew, their code will be suspended.

If a resident expects to be away and leaves a car in the parking area, the car keys should be left on the kitchen counter, so it may be moved in an emergency. The Association can assume no responsibility for damage. The staff will periodically inspect the units of absent owners.

PARKING

Each unit has one assigned parking space marked with the unit number. Limited guest parking is located on the upper parking level and the spaces are marked “guests”. Parking is not permitted in front of the

building doors or in the fire lanes. Stopping for loading/unloading is permitted for a short time only. Any unauthorized vehicles will be towed immediately at the owner's expense.

In using your assigned space in the parking area, you are requested to park within the double lines that outline each space.

Car washing is not permitted on the grounds.

LAUNDRY FACILITIES

Laundry rooms are located on floors 2 and 11 next to the north fire exit doors. Hours for use are 7 A.M. to 8 P.M. Please be considerate in the use of the machines so it does not become necessary to enforce scheduling of their use. When the operating cycles for the washer and dryer are completed remove laundry promptly. Be considerate of others and do not leave clothes or supplies in the laundry room. Instructions for operating the machines are posted in each room. Turn off the light and close the door when leaving.

No smoking in laundry rooms.

CARTS

Carts are available in the lobby for transporting items to and from units. Carts must be promptly returned to the proper areas. Do not leave the cart in the elevator.

WATER HEATERS

It is recommended that unit water heaters be replaced every 8-10 years. Unit owners are responsible for any damage resulting from their water heater breaking and for leaks. Ask the Manager for information on when your water heater was installed if you do not know the date. If you purchase a new unit, please advise the Manager of the date.

SMOKING IN COMMON AREAS

Florida State Laws prohibit smoking in any inside common area of the building.

Florida State Law prohibits smoking in elevators. Residents are advised that a violation of this law is a second-degree misdemeanor and is punishable as provided in the Florida Statute.

NO PETS

Under restrictions Upon Use in the Declaration of Condominium Documents Section 13 (M) the documents state "No cats, dogs or other pets allowed". This policy remains in place.

ASSISTANCE ANIMALS

In compliance with the Federal laws pertaining to assistance animals, in the event that a resident at the Royal St. Andrew has the legitimate documentation to warrant the use of an assistance animal, the following rules will apply. Specifically, the owner must establish the following:

1. That he/she has a disability (definition available with the manager) and
2. That there is a disability related need for the assistance animal.

The condominium Association Board requires written documentation to substantiate the disability and need for the assistance animal. A letter submitted by a health professional is sufficient.

If the Condominium Association Board approves the accommodation of an assistance animal, the

following rules apply;

For the safety and protection of all individuals, assistance animals must be carried or kept on a leash at all times when outside the unit.

Owners are required to carry the implements necessary for cleaning up after their animal. Dog waste must be collected and deposited in the trash and secured in a plastic bag.

Cat litter must be put in a secured plastic bag and deposited in the trash.

Assistance animals will not be permitted in the swimming pool but are allowed on the pool deck.

Due to the concern for neighbors and potential nuisance problems, patios or balconies may not be used for housing assistance animals when the owner is not on the patio or balcony. No dog shall be housed or treated in a manner that results in unreasonable, persistent or continuous barking.

The owner of the assistance animal shall obtain and maintain all licenses, permits, vaccinations, and inoculations for the assistance animal required by any entity, including but not limited to, the State of Florida, County of Sarasota, or the City of Sarasota.

The cost to repair damage to the common areas (hallways, lobbies, furniture, carpeting, doors, shrubs, plants, etc) caused by assistance animals will be billed to the responsible owner and shall be paid within ten (10) days.

Should the assistance animal become a nuisance or exhibit hostility to any person within the condominium, or should the owner otherwise fail to follow the applicable rules concerning assistance animals, such violation(s) will be enforced in accordance with the provisions of the governing documents and all applicable laws. Moreover, in the event of multiple violations, or a clear and substantial threat to the safety of residents based on prior documented behavior of the assistance animal, the owner may be required to remove the assistance animal from the condominium.

WATERBEDS

Waterbeds are not permitted in the building.

DAMAGE TO COMMON PROPERTY

Damage to common property is the responsibility of unit owners whether members of the family, lessees, guests or the owner's suppliers or agents cause such damage. Your help in keeping the carpeting clean in the hallways and lobbies is greatly needed. If you spill or see a spot report this immediately to the Manager so that it can be cleaned.

WATER CONTROL

Know the location of the water shutoff valve in your unit. You are responsible for any water damage caused by overflow from an appliance, hot water heater or faulty fixtures in the unit.

SAFETY

No one shall permit any activity, or keep in a unit, storage area, or in the common elements any flammable items or materials hazardous to health or which would lead to increased insurance rates.

SALE OR LEASE

All prospective residents, either renting or buying, must complete an application and background check

provided by the Association. There is a ~~\$100.00~~ \$150.00 fee charged for application processing. The “Interview Committee” must interview each prospective resident. All leases must be for a minimum of 12 months.

LEASING LIMIT – The Board has established a limit for the number of units that can be rented. Based on 56 units, the cap on rentals is 15% (8 units) that can be rented at any one time. It is the responsibility of the unit owner or listing agent to inform the potential buyer as to this rental limit.

Realtors may show units from 8:30 a.m. to 4:30 p.m. Monday through Friday. Showing at any other time will require that the owner be responsible for admitting and supervising the Realtors. Weekend open houses are permitted once a month.

“Guidelines for Realtors” is available at the office that gives important information about the sale of your unit.

ELEVATOR USE

Please do not hold the elevator at any of the landings since it delays access by others. Workmen and service personnel may only use the south elevator. The south elevator must be padded when construction material is being transported. Owners must inform workmen/service personnel of the rules and regulations regarding elevator use. Owners will be held responsible for damage to the elevator.

TRASH

There are trash chutes located on each floor. These chutes can only be used between 9:00 A.M. and 9:00 P.M. Please keep trash room doors closed at all times. All trash put in the chute must be bagged and sealed. Wet trash must be sealed in plastic bags. Items that cannot be put in the chute should be carried down to the dumpster room.

RECYCLING

City statutes require recycling. Recycling Bins may be used from 9:00 A.M. to 9:00 P.M.

PAPER BINS:

ALL office paper, bulk mail, envelopes, newspapers, magazines, and cardboard.

NO FOOD, LIQUID, PLASTIC BAGS, OR GARBAGE.

COMBINED BIN: GLASS, METAL, PLASTIC

Bottles, Cans, Aluminum and Steel, Drink Cartons, Jars, and Tubs.

NO FOOD, LIQUID, PLASTIC BAGS, OR GARBAGE.

All containers must be rinsed before being deposited in bins. If you do not see an item on this list, put it in the trash for disposal.

SWIMMING POOL REGULATIONS

All persons swimming in the pool do so at their own risk and sole responsibility. Pool and deck are for exclusive use of residents and their guests. Residents are responsible for their guests.

POOL HOURS

DAWN to DUSK

CAPACITY

18 Persons

NO DIVING

EMERGENCY PHONE IS ON WALL BY DOOR TO THE BUILDING

- Shower before entering pool
- Proper swimming attire required
- An adult must accompany children under 12
- Children not toilet-trained must wear approved swim diapers
- No food or drink in pool or closer than 10 feet from the pool
- Beverages allowed in non-breakable containers only
- No running on pool deck
- No lifeguard on duty
- Swimmers must dry completely and put on a cover-up and footwear before entering building
- Violation of Sarasota County Health Code Requirements can result in the shut down of the pool. Please cooperate by complying with all pool regulations.

FIRE

If the fire alarm sounds:

- Close all doors and windows in your unit
- Turn off air conditioner, blowers and fans
- Get a wet towel to cover your face and carry a flashlight
- Close apartment door, but leave it unlocked
- Walk down the stairwell, closing the metal door behind you

DO NOT USE THE ELEVATORS

There are fire extinguishers located at the trash chute door on each floor. It is very important, for your safety, to follow these instructions exactly anytime the fire alarm sounds. It could be a real fire and not a false alarm. If you are unable to walk down the stairs, remain inside the stairwell with the door closed until help arrives or it is determined to be a false alarm.

HURRICANE OR SEVERE STORM

The decision to evacuate or to “ride out” a storm rests with each resident. In the event of a serious storm, the Association will have no way to provide residents with assistance or service. It is suggested that you stay tuned to local radio or television stations for all advisory reports. If electricity should fail, the building generator will only provide power for emergency lights in common areas of the building and for elevators to function until power is restored.

Sarasota County has a “Special Medical Needs” program for handicapped persons. Any resident may register with the Department of Emergency Management for help in evacuation. In the event of a hurricane or other catastrophe, the County will attempt to provide special assistance during the evacuation process. If you anticipate that you may not be able to get evacuation help at the time of the emergency, please fill out the County Questionnaire (available in the office) and send it to the address indicated on the form.

HURRICANE SHUTTER SPECIFICATIONS

Specifications and condominium requirements for owners who intend to install hurricane shutters in their units or on the outside of the building:

1. The Board must be notified prior to shutter installation. The Board or its designated representative reserves the right to inspect the product and installation.

2. All design and installation factors are to meet or exceed requirements of the current Building Codes for high velocity coastal installation. The shutters must have been tested, approved and certified by a licensed independent engineering firm and meet current wind load requirements.
3. The contractor to be used must have been installing shutters in the area of Sarasota for a minimum of five (5) years and licensed by the State, County or City agencies. They must also have proof of liability insurance and workman's compensation insurance.
4. A building permit, if required, must be obtained from the City of Sarasota before installation is allowed.
5. A unit owner may install hurricane shutters on the outside of the building. The color is to be white of the approximate shade as the building exterior and a roll down style.
6. If installing hurricane shutters on the lanais, the shutters are to be located inside of the railing or, if a balcony is enclosed with glass, inside of the glass. The shutters must be white in color as stated in (5) above and can be either accordion or roll down style.

These specifications apply to all shutters installed or replaced after April 1992.

HALL VENTILATION

Unit doors left open into the hall seriously interfere with the effectiveness of the central air conditioning in the halls and lobby. Hallway doors should be kept closed winter and summer. For fresh air open windows and the balcony doors.

NOISE

Please show consideration for your neighbors, particularly in regard to television set, stereos, musical instruments, radios, typewriters, dishwashers, disposals, and personal laundry equipment. The Condominium Documents require that all units must remain fully carpeted as an aid to noise abatement. An owner who desires to install in place of carpeting, any hard surface floor covering must obtain approval from the Board of Directors. A sound absorbent underlayment must be installed under the hard surface floor covering to reduce noise to adjoining apartments.

RENOVATIONS

The Association will require a \$1000.00 deposit for all renovation and remodeling efforts. \$500.00 of the deposit will be returned to the owners provided the renovation/remodeling contractors abide by the rules and regulations provided for contractors (contact office for application & rules). The remainder of the \$1000.00 or (\$500.00) will be kept by the Association as minimum compensation for the excess wear and tear that the common areas suffer during the renovation/remodeling efforts.

Owners are reminded that renovation/remodeling efforts cannot begin unless the Board of Directors has approved an architectural drawing of prospective changes, and the Association manager has received all building permits. (Any alteration of the walls, doors, windows, ceilings, or any movement of electrical, plumbing, air conditioning, and fire alarms will require a building permit).

Current owners will not be assessed the \$1000.00 for maintenance and repairs such as replacement of current carpeting, painting walls, or replacement of a single appliance such as a dishwasher or toilet in the current location. Complete renovation/remodeling of a kitchen or bath will be considered major remodeling and not repair and the \$1000.00 renovation/remodeling deposit will apply, and all the

approvals and permits must be obtained prior to starting the project.

Owners are reminded that they are responsible for their contractors in the building and not the building manager or the maintenance supervisor. Owners must notify the building manager prior to the arrival of contractors/workmen, as to the purpose of the visit. The building manager is not permitted to allow access to any unit without prior notification.

Owners proceeding to alter the configuration of their units without approval of the Association Board of Directors and obtaining required permits would be subject to potential assessment by the Board of Directors and potential further action by the City of Sarasota for not adhering to building codes.

EQUIPMENT BALCONIES

Equipment balconies on each floor are for use by authorized personnel only. Under no circumstances are personal items to be stored on these balconies. Any personal items found will be disposed of immediately.

RULE ENFORCEMENT

In case of a reported or observed violation of the Rules, the Manager will call it to the attention of the unit owner or resident. If the matter is not corrected, the Manager will inform the President or Vice President of the Association for consideration and action.

Any violations observed by others, which are believed to warrant attention, should be reported to the Manager and not initially to members of the Board of Directors.

In case of a disagreement between Owner and Manager concerning a violation, the problem should be summarized in a signed statement, presented to the Board of Directors who will then review the matter and take appropriate action.

REMODELING & RENOVATING AND WINDOW REPLACEMENT GUIDELINES are available at the manager's office and made a part of these Rules and Regulations. Copies should be furnished to the appropriate contractors prior to commencement of any changes.