

**In case of Emergency**

**Dial 911**

**Say “Emergency” and give as much information as possible**

**Then Dial 954.565.6696**

**Inform Security of your emergency**

**Garage Level Phone 954.565.6851**

**Please keep this Booklet in your unit for guests and lessees**

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**Ocean Summit the rules we live by version 1.06**

**4.27.2021**

## **RULES AND REGULATIONS**

### **OCEAN SUMMIT ASSOCIATION INC.**

**Welcome to the Ocean Summit. In order to enhance the safety, security and enjoyment of our owners and guests, the association has enacted certain rules and regulations for everyone to follow.**

These revised rules and regulations have been written by the Board of Directors of the Ocean Summit Association Inc. and approved at its meeting **March 21,2019**.

They are designed to conform to the By-Laws of the Ocean Summit Association, Inc. and the Declaration of Condominium for Ocean Summit including amendments, and do not supersede these documents, nor alter the legal obligations of owners at Ocean Summit.

Violations of these rules by an owners' family, employees, guests and lessees are the responsibility of the owner. Known violations should be directed to the attention of the Office. Disagreements concerning violations will be presented to and judged by the Board of Directors for proper action. Objectionable behavior is not acceptable even if it is not specifically covered in these rules.

## FIRE PROCEDURES FOR RESIDENT

### All Stairwells are Fire Rated Escapes.

1. If you see a fire or smell smoke dial 911 and pull the handle in a fire box. The fire boxes are located opposite the elevators and at both ends of the hall.
2. The Fire Department has instructed Ocean Summit that you must evacuate as soon as the fire alarm sounds.
  - A. Before opening your door, feel the door for heat. If it is cool, open the door slowly, check for smoke and proceed to evacuate the building. Take your key, you may have to return for safety.
  - B. Do not use the elevators. Your life is in peril in an elevator.
  - C. If you smell smoke or feel heat in the fire escape stairwell switch to another stairwell immediately.
3. If you are trapped in your apartment because of smoke or fire call the Security Desk and Fire Department, give your name and apartment number. If the phones are not working, make it known from your balcony that you are trapped in your apartment.
4. If it is your personal option not to evacuate:
  - A. Emergency evacuation announcements (information) will be given to all units.
  - B. An Emergency evacuation plan will be posted on all exit stairwell doors.
5. If you burn food, open your balcony door and windows, **not** the hall doors. Recently installed very sensitive hall smoke detectors will notify the Fire Department.

6. We recommend each unit have a working fire extinguisher.

### **OWNER ASSISTANCE POLICY**

The Ocean Summit has no resources to provide home assistance and is not responsible for personal requirements of owners (see section regarding “maintenance service by building employees”).

### **EMERGENCY CONTACT FORM**

Owners must fill out the “Emergency Contact” form in the Association office.

### **OCCUPANCY OF CONDO**

Article XIII in the Declaration of Condominium states “no Owner or Owners of any private dwelling shall permit use of same for transient, hotel or commercial purposes”.

The maximum number of occupants staying overnight per apartment is as follows:

- One-bedroom apartment, 4 people
- Two-bedroom apartment, 6 people
- Three-bedroom apartment, 8 people

Any number of occupants in excess is a violation under our Declaration of Condominium agreement. Please note that infants and children are included in above totals.

### **GUESTS**

**Limitations and rules regarding guests are found in section XIII of the documents of condominium.** The use of

apartments by guests of owners not in residence will necessitate the owner notifying the office in writing (forms are available at office) at least one week prior to the intended arrival of the guests, giving their names, relationship and dates of their stay. **Owners are responsible for furnishing keys to their unit and guest security cards. Never share your security card with anyone. Additional guest cards are available at the office for a fee. All guests are required to have a security photo taken at the business office upon arrival or security desk if business office is closed. Management will not provide keys. Guests are required to “sign in” at lobby security desk and obtain a temporary parking permit. All visitors must register their cars upon arrival and be announced to the resident.**

**Pool guests are limited to 4. Entertaining more than 4 guests at the pool requires permission from the office. These guests must register at the security desk and be accompanied by an owner to the pool.**

The owner must make the “Rules Book” available to their guest or renter to read so that they are made aware of the rules of Ocean Summit that they must follow. All guests must abide by these Rules or their stay can be terminated. Guests not in compliance with the above instructions will not be admitted. It is the owner’s responsibility that the guest read and abide by all rules.

## **LEASING**

- The association’s Declaration contains significant restrictions on leasing and guest occupancy. The

association has the right to demand that it be provided with certain information about perspective tenants or guests. It is your obligation, as Unit Owners, to understand and comply with these rules.

## **KEYS**

**1. Only the Building Manager and some Board Members have access to the lock box in the Manager's Office which holds our keys.**

2. Owners are required to provide keys to the management in case of emergencies.

3. The keys in the lock box are marked with the unit code.

4. If owners in residence accidentally lock themselves out the office will try to accommodate them. The office will not provide this service to guests or renters who arrive without keys.

5. If the Manager or Board member cannot accommodate the owner a locksmith will be called at the owner's expense.

6. If an owner places an additional device on the entrance door to their unit that will not allow the management access to the unit in case of emergency and management is unable to contact or accommodate the owner for means of access, management will use any means necessary to gain access. Repair of any resulting damages will be billed to the owner.

7. All owners who leave automobiles on Ocean Summit property when not in residence, must leave a key to said vehicle in their unit, in case access is necessary.

### **PETS**

Ocean Summit is a “no pet” building (subject to existing legal rulings).

### **OBSTRUCTIONS**

To comply with Fire Department regulations:

- Sidewalks, entrances, driveways, all passages, patios, courts, elevators, staircases, corridors, vestibules and hallways must not be obstructed in any manner.
- Rugs or mats may not be placed outside unit doors in the hallways.
- No one owning a parking space in the underground parking area shall be permitted in any way to close in the space that they own.

### **BUILDING EXTERIOR**

1. Awnings, projections, screenings or enclosures of any balconies are not permitted.
2. Owners may not place umbrellas of any kind on the balconies.
3. An owner may install a screen door between the living room and the balcony.
4. Balcony tile is no longer permitted. If balcony tile has to be removed for any reason it will be done at owner’s expense. Carpets are not allowed, and it is not permissible to hang anything over the sides



of the balconies. Do not shake rugs, mops, tablecloths, ashes etc. from the balconies.

5. Balcony furnishings (tables, chairs, plants, and all Forms of decorative items) may not extend more than 12 inches above the balcony railing and must be contained within the balcony interior.
6. Balcony privacy screens of any kind are not permitted. Nothing can be attached, hung, or draped from balcony walls.

**Cooking of any kind is not permitted on the balconies or in the common areas other than at the barbecue – see below.** Plants of any type, pots, receptacles or other moveable objects are not permitted on the railings of the balconies.

### **SATELLITE DISHES**

If you plan to install a Satellite Dish on your balcony notify the Office for instructions. It cannot be affixed to the building.

### **BARBECUE**

Barbecue is located at the south side of the Terrace Lounge. Notify security of your intention to use the barbecue and available times. Use according to the posted rules. **Users are responsible for cleaning the grill after use. Use at your own risk.**

## **RESTRICTIONS AGAINST NUISANCES**

An owner, lessee or guest is not allowed to do anything that will interfere with the rights of other occupants of the building or annoy them by unreasonable noises. For example:

1. After 10 pm and until 8 am, keep loud noises and music on a low level. Occupants should be mindful that balconies are adjacent to other peoples' bedrooms and voices carry at night.
2. Refrain from feeding birds.
3. Please use the exhaust fan when cooking.
4. Do not throw objects of any kind over balcony – i.e. tobacco, matches, ashes, cigarette/cigar butts etc. Please use an ashtray.
5. Do not let your balcony or entry doors slam at any time.

## **APARTMENT HALL DOORS**

Owners shall not allow apartment hall doors to remain open.

## **COMMON AREA SAFETY**

No running in the public rooms, corridors, elevators, stairways, recreational areas and the exercise room.

## **PROPERTY DAMAGE AND LOSS**

The Ocean Summit assumes no responsibility for personal property in any private or common area.

Residents and their guests that use the bike room to store any bikes must sign a form available at the business office.

Residents and their guests shall not mark, mar, damage, destroy or deface any part of the building, equipment or furnishings, including all outside furnishings. The owner shall pay the cost of restoring any affected area.

### **OWNER RESPONSIBILITY AND RENOVATIONS**

1. All apartment construction and installation of tile or marble must be approved first by the office.
2. Be sure your plumbing equipment and water tanks are in proper working condition
3. Remove balcony furniture before leaving for an extended time.
4. Air-conditioner drain must be serviced at least once a year.

### **ELEVATORS**

The elevator installation is a very costly one. The following procedures will provide maximum service:

1. Do not push any call button more than once.
2. Do not push up and down call buttons at the same time. Do not push call button for both passenger elevators and service elevator.
3. Playing and joy riding on elevators is prohibited.
4. Use only the service elevator when going to the pool and beach.

5. When in the possession of a shopping cart, large objects, large suitcases or trunks, etc. please use the service elevator.

### **DELIVERIES AND MOVING**

1. All goods and packages must be delivered to the Security Desk in the Lower Lobby. The Ocean Summit Association, Inc. is not responsible for any loss or damage of any such property.
2. **Residents must be present for all large deliveries or the deliveries may be refused.**
3. All moving in and out of apartments must be scheduled with the office. After use, grocery carts and luggage carriers must be placed in the service elevator to be returned to the garage floor for the convenience of other residents. Delivery of large items must be scheduled with the office and lower lobby Security Guard.
4. The Ocean Summit cannot accept deliveries or large packages (24"x24"x24") when the resident is not in town. Additionally, all movers as well as all contractors in general must have a Certificate of Insurance (COI) on file with the Ocean Summit Office or in their possession upon arrival. Delivery of large items must be scheduled with the office and the lower lobby Security Guard. Residents should instruct sellers to email the business office at [apm@theoceansummit.com](mailto:apm@theoceansummit.com) the Certificate of Insurance (COI) prior to delivery. If this is not done, a Certificate of Insurance (COI) must be presented at the time of delivery. If not, the delivery will be denied.

A certificate of Insurance (COI) is required by all moving trucks and contractors working in the building. 5. Moving

trucks and contractor trucks are not permitted inside the lower garage security gate unless specifically allowed by the office and/or the lower security guard.

### **SOLICITATIONS**

There shall be no soliciting by any person, anywhere in the building, for any cause, charity or any purpose whatsoever, except as authorized by the Board of Directors.

### **MAINTENANCE SERVICE BY BUILDING EMPLOYEES**

Ocean Summit Association employees can provide limited maintenance services at a nominal cost. Please schedule with the office. Also available at a reasonable fee are photocopies and fax service. The Association will not accept responsibility for the quality or the reliability of the work performed or damage incurred.

### **CONSTRUCTION, INSTALLATIONS AND OUTSIDE CONTRACTORS**

- **Any construction or installation in a unit requires approval of the office.**
- **Outside contractors must be approved by the office and must meet office rules concerning scheduling, materials and installation.**
- **All construction and installation must meet Florida building codes.**
- **Flooring requires special soundproofing.**
- **Hallway thresh-holds are not to be replaced.**

### **TRASH CHUTE AND RECYCLE INSTRUCTIONS**

All refuse shall be securely tied in paper or plastic bags not to exceed the width of the trash chute and placed in the trash chute located outside the exit door at the service elevator on each floor between the hours of 8 am and 10 pm.

Glass, cans and plastic containers should be deposited in the recycling container placed in each trash room for that purpose. Please rinse everything. Newspapers go in a separate container.

### **ROOF**

No one is allowed on the roof at any time.

### **SMOKING**

All common areas at Ocean Summit are non-smoking areas. There is a marked designated smoking area outside along the south wall near the barbecue.

### **FIRE TOWER DOORS**

It is a strict rule of the Fire Department that all fire tower doors be kept closed and locked allowing exiting only from the building. To conform properly to this law, it is not possible to permit anyone to have means of getting into the building through the fire tower doors. There are no exceptions to this rule. An alarm will go off and alert our security system. No one is allowed to use the East or West fire stairs except for emergencies.

## **ASSOCIATION FACILITIES**

The Community Room and Terrace Lounge are intended primarily for Resident Community Activity. Use for private functions by residents is on a paid and exclusive basis. Association functions shall have precedence over private functions. These facilities may not be reserved more than 60 days prior to the date of intended use.

Residents desiring to make use of any of the limited common areas must apply in writing to the office. Owners may be permitted to invite guests to community functions unless there is a space problem.

There is a reasonable charge for the use of the Terrace Lounge for private functions with an additional charge for the kitchen facilities. The maximum number of guests allowed is 65. The function must be concluded by 11:00 pm.

A guest list must be provided with the number of guests at least one week prior to the scheduled event. An event involving thirty (30) or more guests will require an Ocean Summit guard present at resident expense.

## **ATTIRE**

Owners and their guests **MUST** be properly attired when in the main lobby and other common areas. Persons wearing bathing attire must only use the service elevator except when it is not in service. Bathing attire is not permitted in

either the lobby or passenger elevators. Cover-ups and shoes are required except on beach and pool areas.

### **POOL RULES AND BEACH AREA**

**Pool guests are limited to 4. Entertaining more than 4 guests at the pool requires permission from the office. These guests must register at the security desk and be accompanied by the Owner to the pool.**

- Pool and beach access is through the garage. Do not use the Terrace Door.
- Residents of the 1<sup>st</sup> floor may use the Terrace Door.
- All persons must wear pool swim attire. Jeans, cut-offs, etc. are NOT permitted in the pool.
- No one who is not toilet trained is allowed in the pool. **NO ONE WEARING DIAPERS OF ANY KIND, OR SWIM PANTS, IS ALLOWED IN THE POOL.**
- Keep the beach gate closed.
- No diving, running or ball playing in the pool or on the pool deck.
- No sitting, hanging or playing on the pool ropes or handrails.
- No shouting, screaming, loud music or other disturbing noise.
- An adult must supervise anyone 14 years or younger.
- Cabanas and lounges on the beach are privately owned. They may be used only by their Owners.
- No more than 28 people may be in the pool at the same time.
- Shower before entering the pool. Do not go into the pool wearing lotions or oils.



- When returning from the beach check your body for tar, remove it and rinse your feet and body of any sand before entering the pool deck area.
- Emergency life preservers are provided at the west end of the pool by the stairs.
- **FOOD, DRINKS AND GLASS ARE NOT PERMITTED ON THE POOL DECK. PLASTIC WATER BOTTLES ARE PERMITTED.**
- Food and drinks are permitted on the beach and on the Terrace Lounge deck.
- The pool is open dawn to dusk each day of the week.
- The pool deck lounges are available on a first-come basis. Do not reserve a lounge by placing towels or personal objects on it. Pool furniture must remain on the pool deck.
- The Ocean Summit Association, Inc. assumes no responsibility for personal property left unattended in any common area.
- No floats, rafts, toys and the like are permitted in the pool.
- Float aids attached to the body and noodles are permitted.
- No pool use during threatening weather.
- Swim at your own risk.
- Day Guests may not use the main entrance.
- Residents of the Ocean Summit that invite day guests to the Beach/pool should instruct their guests to park in a visitor parking space and proceed to the lower parking gate at the side of the building, wait until resident will meet them and open the gate for individuals and lead

them to the beach/pool access staircase. Guests will exit the beach/pool area in the same manner.

**The cost of any incident in the pool that causes the pool to be drained, cleaned and refilled due to non-adherence of the above rules will be billed to the responsible unit Owner whether the incident is caused by the Owner or his/her guests or lessees.**

These Regulations comply with the Florida State Health Law.

Please note: Pool rules are available in Spanish, if necessary, just ask at the office or at one of the guard stations.

Anyone using the pool is required to do so in a manner considerate to others and to comply with the regulations which have been formulated for purposes of hygiene and the prevention of added repair, maintenance and insurance costs.

The Pool Supervisor and Security Personnel are authorized by the Management to enforce the rules and regulations in the area. They have the authority to ask anyone to leave who does not comply with the pool rules and regulations.

## **CABANAS ARE PRIVATELY OWNED**

1. The office has information on how to purchase the yellow and white canvas cabana and chaises and will refer you to the Cabana Committee for information.
2. There is a waiting list for the limited spots on the beach. New Owners may go on the list as “floaters”.
3. There is a reasonable monthly charge for tending your cabana while on the sand.
4. The Ocean Summit assumes no responsibility for cabanas on or off the beach.

## **PARKING**

All owners or renters must have a parking sticker or permit clearly displayed (visible) on their vehicle even though they may use a lower deck parking space.

All owners of private parking lower deck spaces who rent their space are asked to fill out a form, obtained at the business office, informing management so that it is made aware of such an arrangement in case of emergency or accident (damage).

Vehicles should be parked facing forward. They should not be backed into the parking space.

Concerning the use of the Upper Deck Parking. This area is used for Resident and Guest parking. At no time will any space be used to park a vehicle that displays a “For Sale” sign. Such vehicles will be subject to immediate towing at the owner’s expense.

Commercial vehicles are not permitted to park on Ocean Summit property unless servicing the building and must be parked in the lower level entrance to the garage. Recreational vehicles are not permitted to park on Ocean Summit property at any time. The Board of Directors has the authority to pass rules restricting parking of vehicles on the common property of Ocean Summit.

### **GENERAL NOTES FROM THE BOARD**

#### **1. PLEASE READ "THE DOCUMENTS"**

2. The Board of Directors has nine volunteer members elected by the owners
3. There are monthly meetings to keep the owners informed and discuss Association matters.
4. If you wish to make a request or suggestion, written submission to the Property Manager is required. The Property Manager will act on it or pass it to the Board for consideration.
5. Committees and Chairs are appointed by the President of the Association: The Chair may present a project to the Board for approval and funding. After approval, the project is implemented by the Manager in concert with the Board and the Committee.
6. There is an annual owner's meeting every March for the election of a portion of the Board of Directors and the Officers

**7. Every owner should endeavor to attend the Annual Meeting as well as the regular monthly meetings of the Board.**

**Ocean Summit the Rules We Live By:  
version 1.06 [4.27.2021]**