

PRIOR TO INTERVIEW SUBMIT THE FOLLOWING ITEMS:

Unit # _____ Date: _____

Submit to Management Co:

- Tenant Credit Information Form
- Questionnaire
- Sales Contract
- Letters of Recommendation
- Application and Application Fee

Submit to Association Secretary:

- Copies of ID/Proof of age
 - * Emergency Contact Form
 - * Key Contact Person and Alternate Address Survey form
- Voting Representative Form
- Request for Auto Payment Form
- Parking Form

GUESTS

If someone is using your condo in your absence, please email the BOD at shoretowersassoc@gmail.com to let them know the names and ages of those using your unit and the make, model, and the license plate number of their car, PRIOR to them occupying your unit. One person MUST be over 55.

AMENITIES

- Social activities include shuffleboard, bocci ball, horseshoes, kayak club, clubhouse parties, pot luck events, cocktail parties, pool tables, etc.
- Shore Drive South Corp. (SDSC) – Rules & Regulations.
- Dock

PARKING

- Guest parking – Is for guests and vendor vehicles only. Vendors must park in Guest Parking.
- Assigned parking spot is _____
- Notify board in writing if anyone is using your parking space.

BUILDING/CONDO

- Limited storage area on each floor. (Bicycles, if you bring them, use them)
- Improvements/remodeling/alterations. Most require BOD approval; many require city permits. Refer questions to Building Advisory Committee or a board member.
- It is the owner’s responsibility to monitor unit, NOT the Association’s responsibility
- Trash and recycling location and rules
- If a garbage disposal is in the unit, please use sparingly if at all. NO GREASE, OIL, etc., down the drain!!
- Bath wipes PROHIBITED as they clog drains
- Insure you have obtained the following keys: unit, mailbox, storage, Club House key fob
- Resident Directory
- If moving furniture, use only the padded elevator. (South elevator only).
- No ornaments on walkways.
- No pets or unit rentals.
- Laundry facilities located on each floor. Please use HE detergent.
- Once a month, add vinegar and 2-4 cups of hot water down the air conditioner line. Refer questions to a board member.
- Review lobby monitor for updates

MISC

- Review Financial information, budget, reserves.
- Our management company is Resource Property Management at 7300 Park Street Seminole FL 33777, PH: 727-581-2662
- Consider volunteering after your first year of ownership

UNIT # _____

Emergency Contact

The Board of Directors recommends that the name and phone number of a relative or friend, whom you would like to be notified in a case of an emergency, be kept on file for each unit owner.

Please fill out the following form which will be kept for emergency purposes.

Please drop in the Association mail box or give it to the Secretary.

Thank you

IN CASE OF AN EMERGENCY, PLEASE CONTACT THE FOLLOWING:

NAME: _____ **RELATIONSHIP:** _____

ADDRESS: _____

PHONE NUMBER: () - _____

DATE: _____

COMMENTS: _____

KEY CONTACT PERSON AND ALTERNATE ADDRESS SURVEY

UNIT # _____

In order to complete and update KEY RECORDS, each owner is requested to supply information that will be maintained by the Vice-President of the Association. Keys are coded and kept in a master box with the code kept in a separate location. In an EMERGENCY, if entrance to an individual's apartment is necessary, two board members or other residents will enter the apartment together to determine the problem and how it can be handled.

Have you turned in an emergency key to the Board of Directors? () YES () NO

Have you added an additional lock to your door? () YES () NO

Have you added an additional lock to your door? () YES () NO

IF NO KEY IS AVAILABLE TO THE BOARD OF DIRECTORS, have you notified the Board of Directors who has the key? () YES () NO

Name: _____ Apt: _____

Residence other than Shore Towers and/or summer travel address:

NAME: _____ APARTMENT: _____

Voting Representative

UNIT # _____

To the Secretary of:

Shore Towers Association
1868 Shore Drive South
South Pasadena, FL 33707

This is to certify that the undersigned, constituting all of the record owners of Unit (Apt) # _____ in Shore Towers Building of Town Apartments No. 103, Inc. A Condominium, have designated:

Name of Voting Representative

as their representative to cast all votes and to express all approvals as such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, Articles and By-Laws of the Association.

The following examples illustrate the proper use of this certificate.

1. Unit owned by John Doe and his brother, Jim Doe. Voting certificate required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON)
2. Unit owned by John Jones. No Voting Certificate required.
3. Unit owned by Bill and Mary Rose, husband and wife. Voting Certificate required designating Bill or Mary as the Voting Representative. (NOT A THIRD PERSON)

This Certificate is made pursuant to the Declaration and the By-Laws and shall revoke any prior Certificates and be valid until revoked by a subsequent Certificate.

DATED the _____ day of _____ 20____

Owner

Owner

Owner

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the owners of the unit as the Voting Representative, not a third person.

REQUEST FOR AUTOMATIC PAYMENT OF MONTHLY MAINTENANCE FEES

UNIT # _____



Association Auto Debit (ACH) Authorization Form

Use this form to Create a "Preauthorized Electronic Payment" for an Association Assessment.

- A separate enrollment form must be completed for each property/unit payment obligation.
- Completed "Auto Debit (ACH) Authorization Form" must be received by the 20th of the month prior to your next payment due date, to take effect. If the 20th is on a weekend or a holiday, RPM must receive this form by the last business day prior to the 20th.
- By submitting this form, you authorized RPM to initiate the ACH debit authorization for the below property/unit owner.
- Mail completed Association Auto Debit Authorization form and a void check (deposit slip for savings) to:

**Resource Property Management, Inc.
7300 Park Street
Seminole, FL 33777**

- If your payment debit date is on a weekend or holiday, your payment will be debited the next business day.
- All questions regarding your association or payments should be directed to Resource Property Management, Inc. at (727) 581-2662.

Association Name: _____

Frequency: Monthly Quarterly Semi-Annually Annually

ACH Debit Date: 3rd

Association Account Number: _____

Unit Owner Name: _____

Routing/Transit Number: _____

- Account Type: Checking Savings

Banking Account Number: _____

Assessment Amount \$: _____ Start Date: _____

Be sure to include a void check (or deposit slip for savings) from your designated debit account.

Authorizing Signature

Date

By signing this authorization, I agree to the following: I hereby authorize RPM to initiate entries to my checking or savings account at the U.S. Financial Institution indicated above for the purpose of making Association Assessment Payments, to include all future amount changes. I also authorize RPM to withdraw these payments from my account. RPM is authorized to accept, from the Association, updates to the debit amount, the account information or the cancellation of this debit. I understand that these debits will continue unless notification is received by RPM in writing of its termination. Authorization must be received by the 20th of the month prior to next payment date to take effect.

**SHORE TOWERS BUILDING OF TOWN APARTMENTS SOUTH NO. 103, INC.,
A CONDOMINIUM**

PARKING

I, _____, was informed by the Shore Towers Board of Directors as an owner of Unit # _____ that I am assigned one parking space. No new resident shall be assigned (2) two parking spaces.

Please provide automobile information below.

Make:	Model or series:
Year:	Color:

By signing below I agree that I am entitled to 1 (one) parking space.

Date signed:
Owner
Owner

Blue Book Areas for Extended Review

Parking

- (i) Parking shall be limited to passenger automobiles and/or passenger station wagons in the parking space allotted. "Passenger_ automobile" shall be defined as a vehicle built primarily for passenger use and classified as a passenger vehicle by the Florida Department of Transportation: No trucks of any type or description and no commercial vehicles are permitted, except that a commercial vehicle may park temporarily to provide service or delivery to a unit or to the Association.
- H. - Parking spaces may be used in accordance with the allocations designated from time to time by the Board of Directors.
- I. - **Parking of automobiles**
- (a). - Parking shall be limited to passenger automobiles and passenger station wagons, in space assigned to each owner. Such vehicles at no time shall be constructed in such a way as to block the vision of those in adjacent parking spaces. Unit owners shall use assigned places only. **Permanent residents shall not regularly use Guest parking spaces for their own automobiles.**
- (b). - No person (Owner or not) shall use another Owner's parking space without permission from said owner.
- (c). - Automobiles may not be hose-washed, nor may major repairs be made on the parking lot.

Pets

10.- No pets (dogs, cats or other animals) shall be allowed to be kept on the premises, nor shall any guests be allowed to bring pets.

Guests

13. - The Unit owners assume full responsibility when relatives and friends occupy a condominium on a non-rental basis, without the owner being present. In addition, all guests must abide by all condominium and Shore Drive South Corp. rules and regulations. All owners must advise the Board of Directors, in writing, the number and names of all guests occupying their unit in their absence, together with their approximate arrival and departure times.

55+ Community

(f) Notwithstanding anything to the contrary contained herein, after the effective date of this amendment, at least one person fifty-five (55) years of age or older must be an occupant of each unit while any person occupies said unit. Persons under the age of fifty-five (55) and more than eighteen (18) years of age may occupy and reside in a unit as long as at least one of the occupants is fifty-five (55) years of age or older. Notwithstanding the language contained above, no person under the age of eighteen (18) shall be allowed to permanently reside in or occupy a residence. For purposes of occupancy by persons under eighteen (18) years of age, "permanent" occupancy shall mean occupancy more than thirty (30) days in any twelve (12) month period. Under no circumstances will hardship exceptions be made that would grant permanent occupancy to persons eighteen (18) years of age or younger.

ADDITIONS AND ALTERATIONS, RESPONSIBILITIES AND PROCEDURES

Approval of the Board of Directors is required on ALL additions and alterations within a unit, as well as changes that affect common elements.

Additions and Alterations include but are not limited to:

Appliance	Electrical Fixtures	Paint
Bathroom Sink	Electrical Outlets	Paneling
Bathtub	Floor Coverings **	Toilets
Cabinets	Kitchen Counter Tops	Wallpaper
Interior Doors	Kitchen Sinks	

**Installing ceramic tile or any floor covering extensively on the floors of your unit may increase noise levels to your neighbors. Be aware if this is a cause for complaints, you will be required to remedy the situation. Before installation, ask the contractor about products/methods that will reduce transmitted noise levels.

**Florida code requires that anything above ground must have a sound barrier either attached or installed first. If flooring has no backing, an underlayment must be installed first.

ADDITIONS AND ALTERATIONS AFFECTING COMMON ELEMENTS

Air conditioners/Condensers/Compressors	Hot/Cold water pipes
Exterior Doors (Front/Back)	Shutters/Awnings
Electrical Wiring	Walls
Furnaces	Windows

Attached is an application which is to be submitted to the Building Advisory Committee/Board for approval prior to the start of work. The Secretary has copies of the application which is to be completed and returned to the Building Director, Donnie Vachon in Unit #409. Ideally, the Building Director should meet with installers prior to work being done to ensure compliance.

** When installing a new air conditioning compressor, instruct the service provider to install the unit 2" protruding outside the building and slanted away from the outside wall to ensure proper drainage. There are still units with old grills; the openings are larger than the openings for the new units. The owner must have the openings framed properly and then stucco, primed, and painted to fill the void between the new unit and the existing opening. Shore Towers will provide the matching exterior paint.

The contractor must supply a valid Pinellas Contractor License and request their insurance company mail a copy of their insurance certificate to the Building Director.

A [building permit](#) is REQUIRED for any project that requires the hiring of a contractor. If in doubt, contact The City of South Pasadena Building Department. Upon completion of the project, the Building Inspector will make an inspection to ensure that work has been done properly and to code requirements.

Remember, however, that some installations affect your neighbors even if no Board approval is necessary; for instance, your neighbors' water or gas may need to be turned off when you replace plumbing fixtures or gas ranges. This requires 48-hour advance notice so that the affected owners are not inconvenienced unnecessarily.

Any demolition or renovation of a unit requires compliance with the Pinellas County Asbestos Requirements. Failure to comply can subject you to financial penalties.

**APPLICATION FOR APPROVAL
ADDITIONS/ALTERATIONS
COMMON ELEMENTS**

Name: _____ **Unit Number** _____

Additions/Alterations to be made:

Name of Contractor: _____

Address: _____ **Phone Number:** () _____

Does s/he have a Pinellas County Contractors License? () YES () NO

Is a building permit required? () YES () NO

If yes, who is getting the permit? () Contractor () Unit Owner

Please attach a copy of the contractors Certificate of Insurance and a copy of his/her Pinellas Contractors License.

Signature of Unit Owner: _____ **Date:** _____

APPROVAL:

Board of Directors _____ **Date:** _____

When installing a new air conditioning compressor, instruct the service provider to install the unit two inches outside the building and slanted away from the outside wall to ensure proper drainage.

There still are units with the old grills; the openings are larger than the openings for the new units. The owner must have the openings framed properly and then stucco, primed, and painted to fill the void between the new unit and the existing opening. Shore Towers will provide the matching exterior paint.

SHORE TOWERS OWNER/CONTRACTOR REQUIREMENTS

OWNER:

- Complete the Additions/Alterations form. Review with the Building Director, Donnie Vachon, before work begins. Then send the form to the Board.
- This form is to be submitted by the owner anytime a contractor is hired to do work in a unit.
- Insure that Building Permit(s), if necessary, are properly displayed facing the walkway.
- 48-hour advance notice to the Board of Directors is required in the event of water/gas turnoff.
- Notify your neighbors if there will be excessive noise so they can plan accordingly.
- Notify the Board/Building Advisory Committee when complete. Building Advisory Committee will inspect completed work and seek Board approval.
- Estimated Start Date: _____

CONTRACTOR:

- Contractor parking is located at the south end of the building. Vehicles can unload at the building next to the Trash Room and be moved once unloaded.
- Dumpster in Trash Room CANNOT be used for construction waste disposal.
- 48-hour advance notice to the Board of Directors is required in the event of water/gas shut-off.
- Be aware of noise limits in order to respect neighbors. Work can only be performed Monday-Saturday from 8-5.
- Florida code requires that anything above ground level must have a sound barrier either attached or installed first. If flooring has no backing, they must install an underlayment first.
- Cutting power tools cannot be used on the walkways.
- All walkways, elevators, lobby and any other common areas must be cleaned daily prior to departure.
- See separate specification sheet when installing a front door, storm or screen door.
- When installing a new air conditioning compressor, instruct the service provider to install the unit 2" protruding outside the building and slanted away from the outside wall to ensure proper drainage. The owner must have the openings framed properly and then stucco, primed, and painted to fill the void between the new unit and the existing opening. Shore Towers will provide the matching exterior paint.
- Arrange for the Building Inspector to approve the completed project when a permit is required.

UPON COMPLETION:

SHORE TOWERS ASSOCIATION
STORM AND SCREEN DOOR SPECIFICATIONS

The purpose of this document is to provide guidance to unit owners in the selection of storm and screen doors installed in the entry doorways to the unit. Owners are required to complete a copy of the attached request form and submit to the Board of Directors for approval.

Construction: The door shall be hung in a surface mounted frame. The door may contain screen panels only, transparent panels only, or a combination of screen and transparent panels. The door may be right or left hand opening to accommodate the designs of the owner and the requirement of the installation. A sketch of the preferred door is attached.

Materials: The materials used in both the door and its frame shall be either aluminum or high impact vinyl. The screen material may be either aluminum or fiberglass. The transparent panels may be either of glass or Lexan.

Finish: the finish of the aluminum doors and frame shall be white enamel to minimize corrosion. Vinyl doors and frames shall be made from white high impact vinyl material.

Size: All door openings are six foot eight inches by thirty six inches.

Decoration: The door shall be plain without decorations.

Kick Panels: Kick or knee panels including the frame shall not exceed thirty (30) percent of the frontal area or the door.

Installation: Doors shall be installed in a professional manner. It is the responsibility of the unit owner to assure this is done to the satisfaction of the Building Director.

Woodwork: Additional woodwork required prior to the installation of the door shall be painted with an exterior grade white primer prior to hanging the door. The surface between the door frame and the jamb and lintel of the door opening shall be caulked prior to hanging the door.

Finish painting: The jamb and lintel of the opening shall be painted with white paint which will be supplied by the Association and available through the Building Director. Paint for the security door (main door) is also available if required.

Board approval required.

POOL ROOM RULES

HOURS 8:00AM TO 10:00PM

- 1) Children under 18 years MUST be accompanied by a Unit owner.
- 2) Share the right to play with other residents when 4 are playing and others waiting — limit play time to one hour.
- 3) **NO SMOKING in the building**
- 4) Keep the table clean — brush before and after use.
- 5) Cues MUST be returned to rack to prevent warping.
- 6) 'National Rule' to be obeyed. One foot on the floor at all times.
- 7) Make certain lights are out and pool room locked when leaving.
- 8) Key to Pool Room may be obtained from your Association, President or Shore Drive South Corporate Board member.

**POOL ROOM USERS ARE RESPONSIBLE FOR EQUIPMENT
BREAKAGE OR DAMAGE.**

POOL AND PATIO RULES

POOL HOURS "DAWN TO DUSK"

**POOL CAPACITY 24 PERSONS MAX.
SHOWER BEFORE ENTERING POOL
SHAMPOO OR SOAP SHALL NOT BE USED.**

WARNING

**NO LIFEGUARD ON DUTY
CHILDREN UNDER 12 MUST HAVE ADULT SUPERVISION**

**NO RAFTS OR TOYS IN POOL
NO PERSONAL EFFECTS ON FENCES
NO FOOD OR DRINKS, GLASSES OR ANIMALS IN POOL OR ON POOL DECK.**

**UNBREAKABLE CONTAINERS ONLY ON PATIO
NO DIAPERS OR DISPOSAL SWIM PANTS ALLOWED UNDER ANY CONDITION.
NO OPEN WOUNDS.**

**NO DIVING,
NO RUNNING OR HORSEPLAY**

**CHAIRS AND LOUNGES SHALL BE TOWELED TO PROTECT FROM
STAINING OILS OR LOTIONS.**

BBQ GRILLS SHALL BE CLEANED AND CLOSED AFTER USE.

USE POOL AT OWN RISK

UNIT OWNERS ARE RESPONSIBLE FOR GUESTS BEHAVIOR & ACTIONS.

SHUFFLEBOARD RULES

HOURS 8:00AM TO 10:00PM

- 1. Court users are responsible for equipment breakage or damage resulting from misuse.**
- 2. Children under 16 MUST be accompanied by a responsible adult.**
- 3. Do not walk on the courts.**
- 4. Erase scores and return equipment to storage box when play is concluded.**
- 5. At night, turn off lights when play is concluded.**
- 6. No profanity or undue noise.**
- 7. Shirts/tops must be worn at all times.**
- 8. No bare feet.**

SHORE TOWERS INTERNET ACCESS

Contact the Shore Towers Association Board of Directors via email:

shoretowersassoc@gmail.com

Access the Shore Towers Association Website:

shoretowersassoc.com

At a meeting of the Board of Directors of Shore Towers Association held

On _____, the Board of Directors voted to approve the

Purchase of Apartment No _____ in Shore Towers Building by:

Purchaser(s) _____

Address _____

City _____ State _____ Zip Code _____

Telephone No (____) _____ - _____

President

Secretary

Witness _____

(Corporate Seal)

At a meeting of the Board of Directors of Shore Towers Association held

On _____, the Board of Directors voted to approve the

Purchase of Apartment No _____ in Shore Towers Building by:

Purchaser(s) _____

Address _____

City _____ State _____ Zip Code _____

Telephone No (____) _____ - _____

President

Secretary

Witness _____

(Corporate Seal)