

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

PRIOR TO INTERVIEW SUBMIT THE FOLLOWING ITEMS:

Submit to Management Co:

- Tenant Credit Information Form
- Questionnaire
- Sales Contract o 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 <mailto: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.

UNIT # _____ DATE _____

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 Issues Group 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

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

Emergency Contact

UNIT # _____

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 President or 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.

PARKING

UNIT # _____

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

UNIT # _____

14.9 Vehicles and Parking. Parking of vehicles on the condominium property shall be limited to non-commercial vehicles, including but not limited to non-commercial automobiles, vans, sport utility vehicles (SUVs), trucks and such other types of non-commercial vehicles as may be identified in the Rules and Regulations. However, the length and width of any such vehicle (including any trailer hitch, bicycle rack or other feature that extends the length or width of the vehicle) shall not exceed the length or inside width of the parking lines 17 (23) of the parking space. (a) No other type of vehicle shall be parked on the condominium property, including but not limited to motorcycles, trailers of any kind (whether boat, house or utility), recreational vehicles (RVs), campers, boats, and such other types of vehicles as may be identified in the Rules and regulations.

H. - Parking spaces may be used in accordance with the allocations designated from time to time by the Board of Directors.

Parking of Vehicles - (a). Parking shall be limited to passenger automobiles and passenger station wagons, in space assigned to each owner. **(I.)** Such vehicles must also be parked front-end in to the space bumper. **(II.)** Such vehicles shall not exceed the length or inside width of the parking lines of the parking space. **(c).** Owners shall use their assigned space only. Permanent residents shall not use Guest parking spaces for their own vehicles. **(e.)** No Person (Owner or otherwise) shall use another Owner's parking space without permission of said owner. The permission must be in writing, using the Second Parking Space Permission Form. Once completed by both Owners, the form must be sent to the Board of Directors email at shoretowersassoc@gmail.com. The Board is NOT responsible for negotiation of parking spaces between Owners. **(f).** Automobiles may not be hose-washed, nor may major repairs be made on the parking lot.

PETS AND ASSISTANCE ANIMALS

14.8. No dogs, cats or other pets or animals shall be permitted in any unit or on the condominium property, even during short visits or temporarily to take care of another person's pet or animal, except for assistance animals as provided herein. A resident with a disability shall be entitled to maintain an assistance animal in the resident's unit and on the condominium property after obtaining approval from the Board of Directors for a reasonable accommodation of the restricting prohibiting pets.

a) No pets (dogs, cats or other animals) shall be allowed to be kept in the units or on the condominium property, nor shall any guest be allowed to bring a pet to the property. **b)** However, a resident with a disability shall be entitled to maintain an assistance animal in the resident's unit and on the condominium property after obtaining approval from the Board of Directors for a reasonable accommodation of the restriction prohibiting pets, subject to the requirements of Section 14.8 of the Declaration and the following provisions:

- i. An assistance animal shall not be left unattended by the owner when outside of a unit.
- ii. An assistance animal shall not be allowed to jump, snarl, or nip another person or animal.
- iii. An assistance animal shall not be allowed to bark continuously or incessantly for a period of twenty (20) minutes or more or intermittently for one (1) hour or more so as to cause a disturbance to any other resident or visitor at any time of day or night.

GUESTS (8)

a) Owners must notify the Board of Directors via email at shoretowersassoc@gmail.com when Guests will be staying in their unit. Owners must provide the dates that the Guests will be arriving and departing along with the number of Guests that will be staying. The Owner assumes full responsibility for the acts of guests during a guest's visit. **b)** At least one Guest must be age fifty-five (55) or older when staying in an Owner's unit that is not being occupied by said Owner during their stay. **c)** The Owner assumes full responsibility for the acts of relatives and friends when relatives and friends occupy a unit on a non-rental basis, with or without the owner being present. In addition, all guests must abide by all Association and Shore Drive South Corp. Rules and Regulations. **d)** The visits by children under age 18 shall be limited to thirty (30) days. The host Owner shall supervise and be responsible for the children during their visit.

55+ Community

14.7 (a) Accordingly, at least one person who is fifty-five (55) years of age or older must be a permanent occupant of each unit while any person occupies said unit. Persons under the age of fifty-five (55) and at least eighteen (18) years of age may occupy a unit as long as at least one of the permanent occupants is fifty-five (55) years of age or older. No person who is under the age of eighteen (18) shall permanently occupy a unit.

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 NOT requiring Board Approval:

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 Issues Group (BIG) 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 Issues Liaison Richie Lieberman in Unit #203, or Karl Bossert in Unit #107. Ideally, the Building Liaison 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 Issues Liaison.

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.

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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.

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

APPLICATION FOR APPROVAL
ADDITIONS/ALTERATIONS
COMMON ELEMENTS

Name: _____ Unit Number _____

Additions/Alterations to be made:

Name of Contractor: _____ Phone Number: _____

Address: _____

Does Contractor 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/hers Pinellas Contractors License.

Signature of Unit Owner: _____ Date: _____

APPROVAL:

Board of Directors _____ Date: _____

When installing a new air conditioning compressor, instruct the service man to install the unit one and half to two inches protruding outside the building. This allows the humidity to fall to the ground not down the side of the building. There still are units with the old grills; the openings are larger than the openings for the new units. The owner must have cinder block installed to fill the void between the new unit and existing opening. The block must be stuccoed to match the building and painted. Shore Towers Association will provide the matching exterior paint.

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

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: _____

Owner Acknowledgment/Agreement

Date

Building Advisory Committee Approval

Date

Board of Directors Approval

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.

Contractor Acknowledgment/Agreement

Date

Owner Acknowledgment/Agreement

Date

UPON COMPLETION:

Building Advisory Committee Approval

Date

Board of Directors Approval

Date

SHORRE 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.

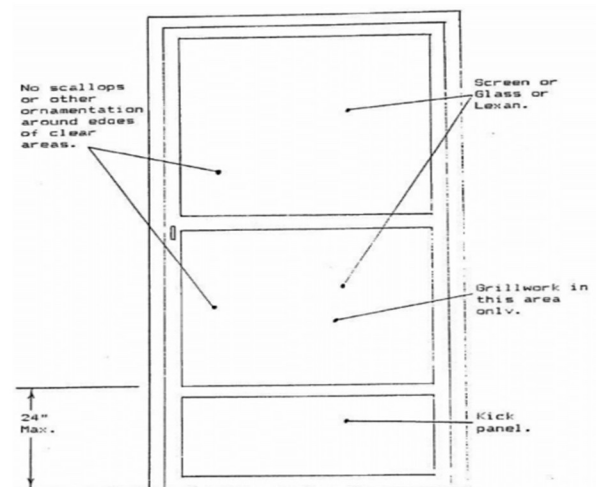
Kick Panels: Kick or knee panels including the frame shall not exceed thirty (30) percent of the frontal area or the door.

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.



The recommended screen door is the Larson Savannah White Mid-View Wood Core Storm Door and it can be purchased from Lowes.

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

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BUYER'S APPROVAL

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)

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