



# **PORT ROYAL OWNERS ASSOCIATION HANDBOOK**

**Updated September 2020**

**Ignorance of the contents of this handbook is no  
excuse for violations of the rules and regulations  
contained herein.**

**[www.portroyalpensacola.com](http://www.portroyalpensacola.com)**



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**\*\*Separate Documents included under “Q” Additional Documents & Forms**

**To better our communication, we have placed information sheets on our website to help with moving, remodeling, contractors/workmen, floor sound deadening, owner and tenant information forms and pet registration form.**  
**[www.portroyalpensacola.com](http://www.portroyalpensacola.com)**

# **PORT ROYAL OWNERS ASSOCIATION PROPERTY INFORMATION AND REGULATIONS**

The benefits of condominium living are many. However, along with the benefits, there are compromises which must be made. Each owner gives up a certain amount of freedom which otherwise might be enjoyed in a single family home. The principles of courtesy, respect for your neighbors, and general good manners will prevent the need for enforcement of rules and penalizing of violators and will go a long way in making our community a pleasant place for all.

## **I. GENERAL INFORMATION**

### **A. PROPERTY/ASSOCIATIONS**

- Port Royal Phase I consists of 60 residential dwelling units, 39 units in the Galvez Tower and 21 units in the three townhome buildings: Kingston Court (Bayfront), Mentor Court (Baylen Slip), and Hargood Court (Western Slip).
- Port Royal Phase II consists of 16 detached single-family building lots at the entrance of the property.
- The Port Royal Community Association is the umbrella association in which Phase I (70%) and Phase II (30%) fund the expenses of the shared common areas, such as the roads/streets, swimming pool, pool area buildings and entry gate.

### **B. PORT ROYAL OWNERS ASSOCIATION, INC. (PROA)**

Port Royal Owners Association, Inc., hereinafter referred to as the association, is a corporation not for profit under the laws of the State of Florida, the Articles of Incorporation having been filed on April 11, 1983. The operation of the association is governed by, and each unit owner, tenant, and other invitee is governed by and must comply with the provisions and requirements of governing documents:

### **C. DOCUMENTS YOU SHOULD HAVE**

- **Chapter 718, Florida Statutes (the Condominium Act), as amended from time to time**
- **PROA - the recorded Declaration of Condominiums\***
- **PROA - the Articles of Incorporation\***
- **PROA - the Bylaws of the Association\***
- **PROA - Association Property Rules and Regulations**
- **PROA - 2010 Amendments to Bylaws (2 Sections) \***
- **2001 Slobodian Court Case\*** (Case #00-0377-CA-01)
- **All city, county, state, federal ordinances, regulations, codes & laws**

Note: Items with asterisk should have been received at closing. If any of these items are needed, please call management.

As an owner of a tower unit or a townhome in Phase I, you become an active member of the Port Royal Owners Association, Inc., entitled to one vote. Association CAM (Common Area Maintenance) fees, assessed annually, are due by the first of the month and will be considered late after the 10<sup>th</sup> of the month. Late fees of \$10.00 and interest at 1½% on the unpaid balance will be applied. Payment schedules and late fees also apply to any special assessments that are levied.

#### **D. BOARD OF DIRECTORS/MANAGEMENT**

The board of directors is responsible for maintaining the balance between individual rights and the collective rights of all owners and residents. Your board meets monthly, and unit owners are welcomed and encouraged to attend. A notice, including the agenda, of meetings is sent electronically to those unit owners who have elected to receive electronic notice and posted in the Galvez Tower Lobby at least 48 hours prior to the meeting.

Minutes are available on our website after the Board approval and following the next monthly meeting, and as requested via e-mail and/or regular mail. The association holds its annual meeting on the third Monday in April at 5:30p.m. in the Galvez Room, (per meeting in 2016, this was changed due to the Board and Owner's being accustomed to regular monthly Board meetings being the third Monday of the month) with notice being sent 60 days and 30 days prior to this meeting. The administration of policies and regulations is the association manager's duty. The regulations are intended to benefit everyone, and if an owner/tenant should see a regulation being ignored, it is that owner's/tenant's obligation to inform the management company directly of the situation.

Suggestions or complaints can be made through written and signed letters to the board of directors and mailed to the management company -

**Etheridge Property Management 908 Gardengate Circle, Pensacola, FL 32504**  
or by way of owner-identified e-mails sent to Association Management,

**Cheryl Kelley:** [ckelley@epmfl.net](mailto:ckelley@epmfl.net)

No complaints should be made to contractors or their employees but to the association manager only. E-mails sent after 2:00 p.m. on Friday and before 9:00 a.m. on Monday will not be read until normal business hours. The managers can be contacted by phone Monday-Thursday, 8:00 a.m. to 5:00 p.m., and Friday 8:00 a.m. to 4:30 p.m., at (850) 484-2611 to discuss any matter relating to administration. For emergency calls after hours, contact the office at 850-484-2611 and you will be directed as to the person on call for that weekend.

**Note: no individual board member is authorized to waive any requirement or make decisions. Please call management if you have any questions.**

#### **E. KEYS**

##### **GALVEZ ROOM, STORAGE ROOM, & ELEVATOR PAD ROOM**

- The above three (3) areas are keyed to one (1) master key

##### **EXERCISE ROOM AND POOL BATHROOM**

- The above two (2) areas are keyed to one (1) master key
- If you need any of these keys, copies are available from the management office for an additional fee of \$5.00.

**UNIT KEYS:** Many units have the original Medeco lock. For those units having the Medeco Security locks, replacement or additional keys must be ordered through the management office at a cost of \$25.00 per key. For emergency purposes, the Medeco locks have a master key on file in the office. If any unit owner has replaced the original Medeco lock with a new lock, the owner must provide a key to the management office for emergency use. If you are unsure of the type of key you have or whether management has a key to your unit, please contact management.

## **F. MAIL**

Mail is delivered to the tower lobby boxes for tower residents and to the central mailbox area at the main entrance for townhome residents. Mailbox keys can be replaced at a cost of \$100.00 through Pensacola Lock and Gunsmith, 1420 W. Garden St, 850.434.2656.

## **G. GATES**

When you purchase or lease a unit, be sure to get the clickers from the previous owner. The gate is part of the common elements and therefore, overseen by the Port Royal Community Association (PRCA). It is monitored by Johnson Communications. If you experience difficulty in operation, please contact Ella Manziak, President of the PRCA. 982.7853

There is a new universal gate code in effect to be used by all Owners and Tenants ONLY! An additional code is available to your guests, contractors, delivery people, realtors, etc. Expect that the universal gate codes will change at routine intervals, with advance email notice to owners. Email notification to owners/tenants will occur when a change in a generic gate code is implemented.

- **MARINA/BAYLEN PROMENADE GATES**

These gates feature a digital coded lock, please contact EPM at 850-484-2611 for the code, as it may change periodically.

## **H. CABLE TV/INTERNET**

Cox Communications' expanded basic cable and internet service is currently provided in monthly CAM fees for both townhome and tower residents. Additional services are available by calling Cox Communications directly. If you have reception problems, call Cox Communications Customer Service.

## **I. FIRE ALARM**

Every unit at Port Royal is equipped with a combination fire alarm and burglary alarm (security) system.

**a. The fire alarm** operates through each unit's security system. Our insurance **requires** that at least the fire alarm portion of these systems be fully functional and actively communicating with a remote monitoring station. In order for the system to communicate alarm signals, either a standard land line must be connected to the system or a cellular communicator must be installed. When connected to a land line, the monthly monitoring fee is covered under the owner's CAM fees. Please note that the existing phone jacks and wiring must be connected by a phone service provider for the system to communicate this way. (The phone line will NOT work with the system if connected to your computer modem.) It is up to you as the owner to decide whether to choose a landline phone or the cellular communicator.

The following is provided for your information:

\$80 – Service call fee for trouble shooting by Security Engineering.

\$200 – Cost to install the cellular communicator. A monthly fee of \$14 is then paid to Security Engineering to cover the cellular monitoring.

Any set up or equipment fees are the responsibility of the owner.

When the fire alarm in a unit is sounded, Security Engineering will attempt to call the resident through emergency numbers that have been provided them. An alarm

within a unit will not be heard in other units or common areas but Tower occupants should hear a fire alarm in the common area. Upon arrival the Fire Department will decide whether to initiate evacuation procedures, but you should exercise caution if you smell smoke.

Elevators are wired to the fire alarms. Once the fire alarm has sounded, elevators are sent to the second floor and doors remain closed until the firemen arrive.

If the fire alarm is activated, do not attempt to enter the elevator.

**USE THE STAIRWELLS.**

Failure to activate your fire alarm system could result in voiding your personal contents and liability insurance. It could also place major liability upon you if you have a fire in your unit which causes damage or injury in another unit **ESPECIALLY** if your fire alarm is not activated. The fire alarm system must be kept activated at all times.

Please contact Security Engineering (at no cost) at 850-484-9300 to verify that the system is communicating and to ensure that the proper contact information is on file.

**b. The burglary/security system** offers the owner an opportunity to have additional monitoring which can be provided by Security Engineering. They offer a free service if you call them to test your system. If they have to send someone to your home make sure you discuss their fees upfront. Unit owners are responsible for all charges when you call for maintenance and repair or replacement of the burglary/security system. If you are using a different monitoring company, please furnish the association manager with their name and contact information.

## **J. INSURANCE**

Fire, windstorm, and flood insurance covering buildings and liability insurance covering common areas are carried with Fisher, Brown, & Bottrell under a master policy. Premiums for such are paid through monthly CAM fees. If you refinance your unit, you must contact Fisher, Brown, & Botrell with the name of your mortgage company and your loan number, so this information can be added to the list for notification of proof of insurance at our annual renewal date.

**In addition to the master policy, there is a special form of homeowner's insurance designed specifically for condo and co-op owners called HO-6, that is required.** These policies protect your personal property from losses caused by perils named in the policy. HO-6 typically include fire, lightning, storm, explosion, riot, aircraft, smoke, vandalism, theft, broken glass, and volcanic eruption. The HO-6 policies also provide liability coverage similar to that found in a standard homeowner's policy. This coverage is important if you are found responsible for personal injury or property damage to another person. If the HO-6 policy excludes hurricane and windstorm and hail, then a separate wind policy will be required to cover the items for which you are responsible and your personal contents. Flood policies to provide additional safeguards may also be purchased by individual unit owners.

## **K. PEST CONTROL**

The Association has a pest control contract with Knox Pest Control, which sprays the exterior of units and common areas monthly. No master keys are provided to the company; therefore, a resident must be at home to receive interior service. If a specific problem occurs, contact Management, who will contact Knox Pest Control and have them contact you directly to schedule an appointment to treat your unit at no charge.

## **L. LANDSCAPING**

The grounds at Port Royal are professionally maintained. Lawn services are provided weekly during the growing season and bi-monthly during the non-growing season.

## **M. PORT ROYAL WEBSITE**

### **[www.portroyalpensacola.com](http://www.portroyalpensacola.com)**

Association information is available online in a newly updated website format to provide added convenience and a wealth of online services and opportunities to:

- Share ideas and information
- Get news and announcements
- Access an online resource center for important association documents and forms
- Utilize the resident directory

Some information is for owners only and **PASSWORD PROTECTED**.

Call management to obtain the password.

We're excited about offering online association services and consider the service a valuable amenity for the community. Please take advantage of this improved website.

## **N. Tower Access**

Effective, April 2019, the Tower installed a key card/keypad entry system. All codes and cards are issued by the management company. If you are a new owner, you will need to contact Etheridge for the new codes that will be issued to your unit. There is a "contractor" code, in the event that you have workers in your unit, this code will be changed periodically, you will be notified of the change via email.



## **N. PHONE NUMBERS**

Etheridge Property  
Management

850-484-2611

Fire/Police/Ambulance  
Emergency

911

Police for Non-Emergency

850-435-1845

Police Department/Desk  
Sergeant/Info

850-435-1900

Security Engineering

850-484-9300

City of Pensacola-Animal  
Control

850-595-0097

City of Pensacola- Animal  
Shelter

850-595-3075

City of Pensacola-Garbage

850-435-1800

Cox Communications  
Customer Service

850-478-0200

ECUA Customer Service

850-476-0480

Fisher, Brown, & Bottrell  
(Insurance)

850-432-7474

A Plus Towing

850-469-1234

Gulf Power Customer Service

850-969-3111

## II. REGULATIONS

The Bylaws of Port Royal Owners Association, Inc. state: –“The Board of Directors of the Association may from time to time make, adopt, amend and endorse reasonable rules and regulations respecting the use, maintenance, management and control of the respective condominium properties and any property in which the Association owns an interest.” The Condominium Act further provides for the levying of fines against any unit for failure to comply with the provisions of the declaration, the association bylaws, or reasonable regulations of the association. “The fines shall be in an amount deemed necessary by the Board to deter future violations, but no fine may exceed \$100 per violation. However, a fine may be levied on the basis of each day of a continuing violation, with a single notice and opportunity for hearing, provided that no such fine shall in the aggregate exceed \$1,000. No fine will become a lien against a unit.” Fines will be administered in accordance with PAGE 14, Section 17.d. of the 2010 amended Bylaws. In brief, upon receipt of a written, signed complaint against a unit owner or tenant for violation of any of the regulations contained therein, the management office will give notice to the unit owner, its licensee, or invitee, along with an opportunity for a hearing before the Grievance Committee, if requested. Within 15 days of receipt of notice the unit owner can respond to Management stating corrective action taken and paying fine or requesting a hearing before a Grievance Committee. The hearing will be held before a committee of three other unit owners who are neither board members nor persons residing in a board member's household. If the committee does not agree with the fine, the fine may not be levied.

### **A. MOVING\*\***

We require that all owners/tenants notify management 48 hours prior to all move-ins/move-outs. The owner/tenant must be present when the moving truck arrives. **Please see the attached policy document on moving regulations under “Q” Additional Documents and Forms.** This is also available via email, by calling management, and on the Port Royal website.

### **B. PODS (Portable On Demand Storage unit)**

No PODS may be placed on Port Royal Association property without permission from management. Owner will be told where POD may be placed and how long it may be stored on property on a case by case basis.

### **C. PETS\*\***

All pet owners are required to fill out the **Pet Registration Form**, which is available by calling management, on our website or in “Q” starting at page 17. No pets are permitted on the Phase I properties (tower and townhomes) other than cats and dogs weighing twenty-five (25) pounds or less at maturity and small birds and fish. Unit owners are limited to a maximum of two (2) animals per unit.

#### **The pets must be owned by the unit owner.**

Dogs and cats shall be on a leash and under control of owners at all times they are outside individual units. Unit owners whose pets are allowed to run loose or otherwise cause a disturbance to other residents (barking, meowing, intrusion, threatening behavior, etc.) will be:

1. First issued a warning.
2. Second subject to a fine.

Repeated complaints regarding a particular animal may result in the owner being asked to remove the offending pet. Dogs not on leashes or cats allowed to roam will be reported to Animal Control for pick up. No pets are allowed in the Galvez Room or the pool area.

All owners walking dogs must pick up pet feces and dispose of it responsibly; i.e. not in trash cans or sewer grates. Please note there is a large **tan Pet Waste Receptacle** located on the left side, outside the main entrance to the tower specifically placed for your convenience. Do NOT use the smaller can which is placed at the entrance for mail and trash.

### **D. BALCONIES AND GRILLS**

**No grills of any kind are allowed on any balcony at Port Royal. Grills may not be used under any overhanging portion or within 10 feet of any Port Royal structure.**

**Ref: Florida Fire Prevention Code (NFPA 1:10.11.7)**

## **E. PARKING**

### **PARKING STICKERS**

All owner vehicles **MUST** have a Port Royal parking sticker in the rear window. **Please contact management to obtain one.** Please be advised that these are **REQUIRED**. In the event of a hurricane, or disaster, **NO** vehicles will be admitted in Port Royal without a pass.

All vehicles that are in the visitors/guest parking areas **OVERNIGHT** without a pass, are subject to being towed at the owner's expense.

Tower Resident's with Third Vehicles:

A \$25/month fee will be charged to all owner's parking a third vehicle on Port Royal property. If the owner has two cars and a golf cart, the golf cart will count as a third vehicle.

Golf Carts:

A \$100 per year fee will be charged to all owners using the garage electrical outlets to charge their carts, fees will be effective as of September 1st, 2018.

### **Recreational Vehicles**

Recreational vehicle parking is restricted to a 24-hour period.

### **Commercial Vehicles (No owner's commercial vehicle is allowed.)**

All commercial vehicles must be parked along Port Royal Way or in parking spaces across from townhomes 2-18. Commercial vehicles should not be instructed to park in the tower parking or painted curbed area.

### **The following parking violations can result in your vehicle being towed:**

#### **Derelict Cars**

No derelict cars (inoperable, improperly licensed, etc.) are to be left in undesignated parking spaces. If it is determined that a vehicle has been abandoned in a parking space, the owner will be notified to move the vehicle. Failure to do so may result in fines being levied against the unit.

#### **Fire Zones**

Please note that red-lined areas at the tower entrance are no- parking fire zones. The fire lane must remain open for emergency vehicles and sanitation services. A hefty fine is imposed by the appropriate agency if your vehicle blocks an emergency vehicle. Parking at the tower entrance is for loading or unloading of vehicles only- 15-minute limit.

#### **Handicapped parking**

Handicapped parking spaces are **ONLY** for vehicles displaying handicapped decals or tags.

## **F. TOWING COMPANY**

If your vehicle or the vehicle of a guest is towed due to a violation of the parking rules and regulations, you should contact the towing company to resolve the situation. Do not call Etheridge Property Management if your vehicle is towed, as management has no authority to intervene with the towing company. All appeals must be made to the Board of Directors via the Grievance Committee.

**A Plus Towing and Recovery 850.469.1234 OPEN 24/7**

## **G. EIFS**

Owners should check the exterior of their units on a regular basis for any breakdown in the EIFS stucco coating or caulking. Report any issues to the management office. This could prevent costly leak issues!

## **H. DISTURBANCES**

No resident, tenant, or guest shall make disturbing noises that might interfere with the comfort, rights, and convenience of other residents and guests. We request quiet between 10:00 p.m. and 8:00 a.m.

**In addition, because Sunday is a no construction day, we respectfully request that owners/tenants also refrain from construction type noise activities on Sunday.**

Children are not permitted to play or loiter in the hallways, stairways, elevators, lobby, Galvez Room, or parking areas. Even quiet conversations can be clearly heard from hallways, balconies, decks, and parking lots. Music, phone conversations, and water from plants can affect neighbors. Smokers using balconies and decks can cause smoke to enter other units (next door, above and below) when doors are open. Smokers are to refrain from throwing cigar or cigarette butts off balconies, which can burn holes in the canopies or start a fire in the landscaping mulch.

## **I. GALVEZ ROOM**

Use of the Galvez Room is limited to owners/tenants of Port Royal, Phase I, and the owner/tenant must be present during its use. No monetary gain shall occur for persons reserving the room, since its purpose is solely for the convenience of owners and tenants of Phase I. Reservations for the room do not automatically include group access to the outdoor pool. Based on air conditioning and fire exit requirements, the room is designed for a maximum of 60 persons, and an excess of that number is a violation.

The Galvez Room may be reserved by scheduling the date through the management office. A reservation includes use of the room and kitchen for the date and time reserved, up to 11:00 p.m. Cleaning of the room and kitchen is the responsibility of the host and must be completed at the end of the function. All contents have been inventoried. Owners are to put all items used back in the drawers and cabinets from which they were removed.

A \$75.00 deposit for use is payable at the time of the reservation but will be returned when the room passes inspection. Reservations cannot be made more than 60 days in advance of the event, except for wedding receptions. The room cannot be reserved by an owner/tenant more than once a month for the same type of function. Reservations are unavailable on the following holidays: July 4<sup>th</sup>, Christmas Day, New Year's Eve, and New Year's Day. The room cannot be reserved for any other major holiday for two consecutive years.

A special gate entry code can be assigned for the duration of the event so that invited guests can easily enter Port Royal if you do not wish to give guests your personal gate code. Please instruct guests not to park in the carports or numbered parking spaces (105 or 106) and not to block any driveway.

Owners/tenants are responsible for their guests' use of all facilities. Any damage to equipment, furniture, floors, walls, etc. should be reported to the management

company, and the owner/tenant will be responsible for having the damage repaired or replaced at his or her expense.

Brief, small, personal, unreserved meetings or social functions are allowed with no expectation of privacy. Noise should be kept to a reasonable level at all times.

PLEASE MAKE SURE GLASS DOORS ARE SECURELY CLOSED AND LOCKED UPON LEAVING GALVEZ ROOM. If you have problems with locking the exterior glass doors, please call the management. This is a safety issue.

**Smoking is not permitted in the Galvez Room or any common area inside the tower.**

## **J. POOL**

Pool hours are 6:00 a.m. until 10:00 p.m. Please remember that sounds from the pool area carry all over the property. Pool privileges are extended to all owners, tenants, their families, and guests. Guests must be accompanied at the pool by their hosts in all cases except for overnight houseguests. Please limit the number of invited guests at any one time so the pool will not be overcrowded. **For safety, no child under the age of 16 may swim without adult supervision.**

Persons using the pool do so at their own risk. Parents are responsible for their children, and owners and tenants are responsible for their guests. This includes the cost of any property damage. All floats, toys, etc. taken to the pool should be removed or stored in the appropriate bin when leaving the pool. Any floats, toys, etc. left stored is open for use by any owner/tenant. Please secure the pool gate as you leave the pool area.

The following are not allowed in the pool:

- Babies wearing diapers others than those designated for swimming
- Persons with colds, coughs, infections, abrasions, or wearing bandages
- Persons wearing regular street clothes, shorts, or jeans
- Oil-type suntan lotion or makeup (If you are wearing oil-based suntan lotion, please place a towel on the pool furniture before sitting down and use the showers provided before entering the pool...)

The following are not allowed in the pool area:

- Pets
- Running, pushing, wrestling, ball playing, or skate boarding
- Playing with safety equipment
- Persons under the influence of intoxicants or drugs
- Food
- Bottles, glasses, or other breakable objects

## **K. PROOF OF INSURANCE**

H06/HOI, Insurance Requirement: Port Royal Bylaws require ALL Tower and Townhome owners, must maintain Property and Liability Insurance.

All owners must provide Etheridge Property Management with updated proof of insurance annually.

## **L. FIRE SAFETY AND PREVENTION**

1. There are fire extinguishers at the ends of each hallway in the Tower. Please familiarize yourself with their use. Townhomes & Tower residents are required to have a fully charged and up to date fire extinguisher in the kitchen area.
2. Use candles only when you are present in the room.
3. Clean out the lint trap in your dryer regularly and once a year clean out the exhaust vent from the dryer to the wall.
4. All wood burning fireplaces should be inspected annually.
5. Keep matches and lighters out of the reach of children.
6. In the event of a smoke/fire alarm, you must evacuate immediately. Close your door, but do not lock it.
7. Any owner who can only evacuate by elevator or who requires assistance for evacuation must notify Etheridge Property Management immediately, so a list can be provided to emergency personnel.
8. All owners must provide a key to their condo (including dead bolt locks) which will be maintained on site in a locked closet. These will be used only in emergency situations.

## **M. HURRICANE PREPARATION AND RECOVERY**

Owners are provided in June of each year with an updated Hurricane Preparation and Recovery Plan and must sign acknowledging receipt of the plan.

Call management if you don't have this document.

This manual delineates the responsibilities of the Homeowners, the Board of Directors, the Association Manager, the Architect and the Disaster Recovery Company in the event of a hurricane. The manual also provides additional information regarding precautions to safeguard the property, evacuation preparations, and shelter information.

Please keep a copy of this manual in a safe and easily accessible place and follow the instructions at any time that a hurricane forecast has identified the Pensacola area as a possible target of a hurricane.

## **N. REMODELING/CONSTRUCTION**

**All construction forms, including floor sound deadening paperwork plus submission information concerning remodeling projects are available by calling management and on our website.**

**Any work other than one day's labor requires that the unit owner and his or her contractor notify management and sign a receipt noticing compliance with the construction rules and regulations. The owner must furnish a copy of said receipt to the management office prior to work commencing on the project.**

**All renovation/construction plans must be submitted and approved by the Board prior to the start of the project. For tower owners, this includes flooring specifications.**

**For the protection of all Port Royal unit owners, it is mandatory to obtain a Release of Lien form signed by your contractor when making your final payment and provide the management office with a copy.**

**WORKER REGULATIONS DOCUMENT:**

There are regulations for workers on site employed for your remodeling project. This document is available through management or on our website. This document is to be posted outside the owner's door during the entire construction job.

While we are happy to see improvements to our properties to the betterment of all, it is incumbent on the owner engaging in such work to make sure that workers understand the rules and exercise basic common sense.

**O. PROA OWNER INFORMATION FORM\*\***

**Management has a PROA Owner Information Form to be filled out by every owner.** If you have not filled out this form, please see the attached policy document under "Q" Additional Documents and Forms. This is also available via email, by calling management, and on the Port Royal website.

**P. LANDLORD AND TENANT REQUIREMENTS\*\***

1. Owners renting their unit must notify management of tenant change and tenant name/contact information 48 hours prior to them moving in.
2. Landlord must provide tenant access to **PROA Tenant Information Form**, to be filled out by tenant.
  - a. This form is required to be on file with management, within 10 days after move in.
  - b. This form is available through management, on our website, or under "Q" Additional Documents and Forms. Tenant may go online and fill out electronically and email to management.
3. Landlord must assure that each tenant receives a copy of the Rules and Regulations Handbook prior to moving in and be made aware of all the documents and the regulations pertaining to our special type of community life.
4. Leases of units must be at least six (6) months in length.
  - a. PROA By-Laws, M. Purpose and Use p.D-8
5. All leases shall be submitted at least ten (10) days prior to the effective date of the lease.
  - a. PROA By-Laws, M. Purpose and Use p.D-8



6. Pet Restrictions
  - a. **Tenants are not allowed to own a pet.**
  - b. PROA Declaration Amendment April 5, 2010
7. Landlord is responsible for ensuring that your renter/tenant has sufficient renter's insurance.
8. If you are a tenant, get keys from your landlord.
9. Tenant is responsible for reading the Moving Regulations Document and for notifying management prior to your move in date.
10. If a tenant fails to follow Port Royal rules and regulations, the owner may be fined.

## **Q. TOWER OWNERS**

### **STORAGE UNITS**

A storage closet is assigned to each tower unit. These are located on the first floor on either side of the lobby. Every storage unit is assigned to an owner whether it has a key lock on it or not. Do not place items in any storage unit other than your own. No hazardous or flammable materials may be stored in any unit. The grocery carts provided and stored in the hallways of the four storage areas are for general use and should be returned to the storage area when you are finished with them. Do not leave the carts in the lobby or in the entry alcoves to the Galvez Room.

### **TRASH CHUTES**

Trash chutes for the tower are located in the western stairwell between floors 2 & 3, 4 & 5, and 6 & 7. Due to the noise of dropping bags, please try to limit chute use to between 8:00 a.m. and 10:00 p.m. Household trash should be properly wrapped in trash compactor bags or sealed in plastic garbage bags. Please do not drop large boxes down chute. They can get wedged and block chute tunnel.

Do not drop loose papers or other loose items down chute. They blow out when dumpster is being emptied, creating extra work for the waste removal employees.

**DUMPSTER:** Please do not drop boxes into the dumpster unless they are flat. Do not dispose of old appliances or construction materials in the dumpster or dumpster room.

### **PARKING**

There are 1.78 parking spaces per tower unit. With the exception of units 105 and 106, each tower unit is assigned one clearly marked covered parking area.

Units 105 and 106 have assigned uncovered parking spaces. Guests should be instructed to park along one side of the main road but not in or blocking townhome driveways or in assigned tower spaces. There are additional parking spaces available across the street from the town homes - units 2-18.

## **COVERED PARKING AREAS**

Owner must keep their space decluttered enough for landscaper to use power blower to clean out leaves in their covered parking space.

## **ELECTRIC POWERED VEHICLES**

**Owners with electric powered vehicles must register them with management.**

If vehicle is being charged on property, management will advise about charges for annual electrical power.

## **DELIVERIES**

When possible, please instruct drivers to park across from townhomes 2-18.

Other than 15-minute deliveries, owners should instruct ALL commercial vehicles to park outside the tower parking area.

## **SMOKING POLICY**

Please be sure that your guests adhere to these regulations, as well.

- Smoking is allowed at Port Royal only in your condo or on your balcony.
- Smoking is not allowed in the hallways, elevator, or lobby of the Tower.
- Smoking is not allowed in the outdoor common areas including on the entrance and concrete walkways in front of the Tower, the patios, the swimming pool, or the gazebo.
- If smoking fumes become offensive to neighbors the Board may require actions such as requiring the use of a condo air purifier system, or other remedial actions.

**ACCESS TO ROOF, CABLE, ELECTRICAL ROOMS:** When possible, we ask owners/tenants to notify management 48 hours ahead when key will be needed for the roof, cable, or electrical room (or as soon as an appointment has been scheduled). In an emergency, call management.

## **HALLWAYS**

The only items to be placed in the tower hallways are those approved by the Board. Owners and tenants must keep all personal possessions inside their units. By order of the Fire Marshall, stairwells must be free of all obstructions. If items are left in the stairwell, a note will be placed on the item and if item is not removed within five days, it will be discarded by the property manager.

## **HVAC (Heating/Air Conditioning) SYSTEM MAINTENANCE & TOWER LEAKS**

Many tower leaks are cause by AC clogged condensation drains that have been neglected. These leaks can cause severe damage to the owner's unit and the one below.

Every owner is responsible for preventative maintenance and monthly checks of their HVAC system. Please consider the following (after consulting your

AC/HEATING Company):

1. Clear AC condensate drain with a bleach/water or vinegar/water mixture in Spring and twice during Summer months.
2. Replace an older condensate drain pipe with a newer model that can include a cleanout port, a clear section that can show sludge build up and/or a sensor switch that shuts down the AC or Heat Pump System if spillage is detected in the overflow pan.  
(This replacement should cost about \$100 when professionally installed by an AC/Heating technician).

### **BALCONY FLOORING**

As of 2016, no tile may be installed on balconies. Every owner who has tile already installed on their balcony is responsible for routine maintenance checks. Any cracked tile must be sealed and/or replaced to protect the support system of the flooring.

### **UNIT DOORS**

Please close your doors quietly when you come in and out. Slamming doors has become a frequent complaint. Please request this of your family, visitors and repairmen as well.

## **R. TOWNHOME OWNERS**

### **TRASH**

Removal of trash for the townhomes is provided by the City of Pensacola. Upon payment of a deposit, residents are furnished containers for garbage and recycle containers, **which are to be stored in the garages or courtyards out of sight** except on trash collection days. The tower dumpster is for tower residents only.

### **UTILITIES**

Townhome residents are responsible for payment of their trash pick-up and water/sewer connection.

### **PARKING**

Townhome owners are expected to use your own garages and driveways for your personal vehicles.

### **GARAGE DOORS**

Individual townhome owners are responsible for buying garage doors and having them installed and may select any vendor. Doors must meet appropriate building codes and be installed by licensed, insured contractors. Prior to installation, the owner should select the door he/she wants and present it to the board with appropriate photographs and specifications showing that the door will be aesthetically compatible with the other garage doors.

The Board is responsible to the Association to maintain a uniform exterior appearance for the complex, including the garage doors. The Board thus has the

responsibility to approve/disapprove the external appearance of the garage door replacements as selected by individual owners.

Once a precedent has been set; i.e. a particular garage door is approved and installed by an owner, that style door is grandfathered in; however, it is still necessary for the owner to notify the board that the exact same door is being installed. **Approved: PROA Board of Directors, December 2, 2004**

**Paint color: Call management prior to purchasing any paint.**

### **LANDSCAPING – Owner Responsibilities**

Maintenance of the interior courtyards of the townhomes is the responsibility of the unit owner. Any plantings outside of the interior courtyards implemented by the unit owner, other than those from the landscape company, require prior approval to ensure they are compatible with the overall plan.

**No plantings are allowed which overflow the top of the courtyard walls;** and all plants, branches, and leaves must remain at least 18 inches from EIFS (External Insulation and Finishing System) surfaces.

### **TOWNHOME GATES**

Your individual gate to the marina walkway is to be locked at all times except when in use. If any gate does not work, please call the management office.

**This is a safety issue.**

### **TOWNHOME DECK EXTENSIONS**

All townhome owners should be aware of the information concerning deck extensions. This document is available through management or on our website.

**S. ADDITIONAL DOCUMENTS AND FORMS BEGIN ON PAGE 18**

Port Royal Owner's Association  
**Owner Information Form**

Unit # \_\_\_\_\_

Please ensure this completed form is returned to Etheridge Property Management within 30 days.

Owner Name: \_\_\_\_\_ Age: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_

Name (2): \_\_\_\_\_ Age: \_\_\_\_\_

Name (3): \_\_\_\_\_ Age: \_\_\_\_\_

Name (4): \_\_\_\_\_ Age: \_\_\_\_\_

Name (5): \_\_\_\_\_ Age: \_\_\_\_\_

Home phone number (including area code):  
\_\_\_\_\_

Work phone number (including area code):  
\_\_\_\_\_

Cell phone number (including area code):  
\_\_\_\_\_

Email address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Number: \_\_\_\_\_

Auto: \_\_\_\_\_

Make	Model	Color	License Tag #
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Auto: \_\_\_\_\_

Make	Model	Color	License Tag #
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**I reside at Port Royal: Permanently \_\_\_\_\_ Seasonally \_\_\_\_\_**

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Do you own a pet? Yes \_\_\_ No \_\_\_

**\*All Pet Owners are required to fill out the Pet Registration Form, which is available by calling management, on our website, or attached to our current handbook.**

I, \_\_\_\_\_, acknowledge that I have read the rules and regulations for Port Royal and that I have received a copy of the handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

# MOVING REGULATIONS

All unit owners and tenants of Port Royal must follow the following Moving Procedures:

## ADVANCE NOTIFICATION

Notify Management 48 hours prior to all move-ins/move-outs. (IMPORTANT: For unauthorized moves, \$100 will be charged to the Owner's account.)

## MOVING VEHICLE PARKING

All owners/tenants must ask Management where moving truck may park (this will vary depending on size of vehicle). Owner/Tenant **must** be present when the moving truck arrives.

**Tower Owners:** If using a van or small truck, please notify your movers of the height of the canopy at the entrance to the tower (**10 ft. 4 in.**) and urge them to be cautious when pulling close to the entryway

## MOVING COMPANY'S INSURANCE CERTIFICATE

Your moving company must provide Port Royal Management with a Certificate of Insurance, which may be faxed to the Management Office at 850-484-2925.

## Tower Owners

### AUTOMATIC DOORS:

Under NO circumstances should the automatic doors be used or blocked open during a move. As you enter the tower building, use only the left side doors during your move.

## ELEVATOR USE

**Only the East Elevator** may be used for **move in/move out activities**.

Owners/tenants are responsible for any damage to the elevator, entrance canopy or common areas caused by themselves, their tenants, or by any moving vehicle delivering on their behalf.

## **Elevator Pads**

Owner/tenant must obtain elevator pads, which can be found in the Storage Room located under the East Stairwell. They must be hung in the East Elevator prior to moving belongings. Do **NOT** hang pads on wall panels. Instead hook them to the lighting grids. Elevator pads must be removed and stored properly before 10pm on the same day.

## **Oversize Items**

If an item is too large to move in the elevator without removing the ceiling, **DO NOT ATTEMPT TO REMOVE THE CEILING OR ESCAPE HATCH.** Call Management to arrange for the elevator company to move the item (at owner's/tenant's expense). As an alternative, the movers may use the stairways.

## **CRANES**

If a crane or other equipment is needed, it is mandatory that this is arranged ahead of time through Management so that owners will be notified. One move will be allowed per day.

## **MOVING DEBRIS**

All packing materials must be taken away by moving company. Any materials, such as moving boxes and packing paper, generated when an owner is unpacking in the days following the move should be handled in the following manner:

- Flatten boxes and place in dumpster over a few days' period. (Please don't fill the entire dumpster at one time.)
- Bag all packing paper in a secured bag before placing in dumpster.
- Do not throw loose papers or other items in the dumpster. They blow out when dumpster is being emptied creating extra work for the waste removal employees.

## Port Royal Pet Registration Form

All pet owners must complete and return this form by mail, email or fax to:

Etheridge Property Management

908 Gardengate Circle

Pensacola, FL 32504

Fax: 850-484-2925/Email: epm@epmfl.net

OWNER NAME \_\_\_\_\_ UNIT NUMBER \_\_\_\_\_

CELL PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

### DESCRIPTION: PET ONE

TYPE: (dog, cat) \_\_\_\_\_ BREED: \_\_\_\_\_

COLOR: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_

PET NAME: \_\_\_\_\_

### DESCRIPTION: PET TWO

TYPE: (dog, cat) \_\_\_\_\_ BREED: \_\_\_\_\_

COLOR: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ AGE: \_\_\_\_\_

PET NAME: \_\_\_\_\_

I certify that the pet[s] named is fully licensed and complies with all health requirements including vaccinations and rabies shots in the jurisdiction wherein the pet[s] is licensed. I agree to keep the license, all health requirements and liability insurance current as long as same pet is in residence in the Port Royal Owners Association, Escambia County, Pensacola, Florida.

I agree to comply with any applicable provisions in the PROA Declaration/Bylaws and the Pet Policy stated in the 2010 Amendment.

Signature of Owner \_\_\_\_\_

Date \_\_\_\_\_



**Tenant Information Form**

\*\*Please fill out top portion with your information and give to your landlord so that they may fill out the bottom.

\*\*Owners, please ensure this completed form is returned to Etheridge Property Management within 30 days.

**Primary Tenant:** \_\_\_\_\_ **Age:** \_\_\_\_\_

**\*\*Military Member? YES NO \*\***

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Name (2):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name (3):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name (4):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Name (5):** \_\_\_\_\_ **Age:** \_\_\_\_\_

**Home phone number (including area code):**

\_\_\_\_\_  
**Work phone number (including area code):**

\_\_\_\_\_  
**Cell phone number (including area code):**

\_\_\_\_\_  
**Email address:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Emergency Contact:** \_\_\_\_\_ **Number:** \_\_\_\_\_

**Auto:** \_\_\_\_\_

**Make** **Model** **Color** **License Tag #**

**Auto:** \_\_\_\_\_

**Make** **Model** **Color** **License Tag #**

I, \_\_\_\_\_, acknowledge that I have read the rules and regulations for Port Royal and that I have received a copy of the handbook.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Signature**

**Owner Name(s):** \_\_\_\_\_

**Mailing Address** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_

**Home phone number (including area code):**

\_\_\_\_\_  
**Work phone number (including area code):**

\_\_\_\_\_  
**Cell phone number (including area code):**

# Port Royal Owners Association, Inc.

## **ARCHITECTURAL MODIFICATION APPLICATION FORM NOTICE AND ACCEPTANCE OF STANDARDS FOR CONTROL OF SOUND TRANSMISSION (STC) AND IMPACT ISOLATION CLASSIFICATION (IIC)- FLOORING COVERINGS**

Pursuant to the Rules and Regulations of Port Royal Owners Association, Inc., A Condominium ("FLOOR COVERINGS"), hard and/or heavy surface floor covering, including without limitation tile and wood, cannot be installed in any part of a condominium unit, without the prior approval and consent of Port Royal Owners Association, Inc. ("THE ASSOCIATION").

The Association shall not approve the installation of any hard and or heavy surface floor coverings unless the aggregates sound isolation and acoustical treatment carries a minimum SOUND TRANSMISSION CLASSIFICATION (STC) of 65 or better (THE ASSOCIATION HIGHLY RECOMMENDS 70 OR BETTER) and a minimum IMPACT ISOLATION CLASSIFICATION (IIC) of 65 or better (THE ASSOCIATION HIGHLY RECOMMENDS 70 OR BETTER). The unit owner shall install the foregoing insulating materials in a manner that provides proper mechanical isolation of the floor coverings from any rigid part of the building structure, whether of the gypsum concrete and plywood subfloor (vertical transmission) or adjacent walls and fittings (horizontal transmission) under the required City permitting and inspection process.

If any installation of hard and/ or heavy surface floor covering shall be made in violation of these standards, the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owners expense and replaced with floor coverings and sound insulation which meets the above described standards. Balcony floor covering are strictly prohibited. Compliance with these standards is mandatory under the Declaration of Condominium and shall be enforced by the Association in the Circuit Court in and for Pensacola, Escambia County, Florida by an action seeking injunctive relief or specific performance. The undersigned acknowledges such rights and submits to the jurisdiction of the Pensacola, Escambia County Circuit Court for the enforcement of these standards described above. In the event that a judicial proceeding shall be necessary, the Association's costs to make the required corrections and the Association's reasonable attorney's fees (including trial and appellate fees) and court costs shall be charged against the unit owner, and such amount shall be secured by lien in favor of the Association against the condominium unit and shall be enforceable in accordance with the terms of the Declaration of Condominium.

A copy hereof shall be maintained in the Association's records and may be used in any enforcement proceedings of the Rules and Regulations of the Condominium Documents. No proposed transfer of title or lease of the condominium unit shall be approved unless the intended transferee or lessee shall have signed a copy of this Notice acknowledging receipt hereof and such transferee's or lessee's agreement to abide by and bound by the terms hereof. 2

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Port Royal Owners Association, Inc.

**APPROVAL FOR FLOOR COVERING AND INSULATION DATA**

UNIT OWNER'S NAME: \_\_\_\_\_

TELEPHONE #: \_\_\_\_\_ UNIT #: \_\_\_\_\_

REQUESTED DATE OF INSTALLATION: \_\_\_\_\_

COMPANY PERFORMING INSTALL: \_\_\_\_\_

INSTALLER'S NAME: \_\_\_\_\_

INSTALLER'S ADDRESS: \_\_\_\_\_

INSTALLER'S PHONE NUMBER: \_\_\_\_\_

FLOOR COVERING (WOOD/TILE/OTHER) DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_  
SOUNDPROOF/UNDERLAYMENT: \_\_\_\_\_

\_\_\_\_\_  
STC RATING: \_\_\_\_\_ IIC RATING: \_\_\_\_\_

**(STC and IIC ratings MUST BE SUPPORTED WITH DOCUMENTED DATA ON SOUND TESTING. THE LABEL FROM BOX OR ROLL SHOWING STC & IIC RATING, SMALL SAMPLE OF UNDERLAYMENT, AND COPY OF RECEIPT WILL BE REQUIRED FOR APPROVAL)**

Area/Location where floor will be installed; Square footage and flooring description:

Bedroom: \_\_\_\_\_

Den: \_\_\_\_\_

Kitchen: \_\_\_\_\_

Foyer: \_\_\_\_\_

Dining Room: \_\_\_\_\_

Living Room: \_\_\_\_\_

**The above named contractor is attesting to the fact that proper soundproofing as stated above will be installed.**

\_\_\_\_\_  
CONTRACTOR/OWNER SIGNATURE Date:

\_\_\_\_\_  
MANAGEMENT Date: 3

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# Port Royal Owners Association, Inc.

## ARCHITECTURAL MODIFICATION APPLICATION FORM

Date: \_\_\_\_\_ Unit: \_\_\_\_\_

**UNIT OWNER (APPLICANT):** \_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

TYPE OF MODIFICATION BEING REQUESTED (Please describe in detail. Include material, color, size/dimensions or areas involved.): Please refer to Declaration of Condominium Section **XVII Alteration of Unit.**

**ARCHITECT'S PLANS & DRAWINGS AND/OR MATERIAL SPECIFICATIONS MUST BE ATTACHED BEFORE APPLICATION WILL BE CONSIDERED, ALONG WITH COPIES OF CONTRACTORS' CURRENT CERTIFICATE OF INSURANCE AND LICENSE. UPON ASSOCIATION APPROVAL, BUILDING PERMIT(S) FROM \_\_\_\_\_ (Contractor Name), MUST BE PROVIDED PRIOR TO COMMENCING WORK.**

I/We hereby make application to Port Royal Owners Association, Inc. for the above described item to be approved in writing.

I/We understand and acknowledge that approval of this request must be granted before work on the modification may commence and that if modification / installation is done without the approval of the Association, the Association may force the removal of the modification / installation and subsequent restoration to original form at my expense.

**All contractors are responsible for removal of debris as a result of improvements. Upon approval, remember to schedule with the Management office in advance for the installation date(s).**

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

This Section for Office Use Only

APPLICATION  APPROVED APPLICATION  DENIED

X \_\_\_\_\_

**MANAGER SIGNATURE DATE APPROVED**

A copy will be retained in the Association's documents in the Unit Owner's file. If unit transfers to a new owner, this approval must remain in file with all supporting documentation as proof of approval.

4

PR Sound Control Spec & Acknowledgement 6/2016

# Port Royal

<http://www.portroyalpensacola.com/>

## Procedures for Installing Flooring in your unit

The following steps MUST be completed and submitted to Management before installing any new flooring service in the unit in order to avoid receiving a fine in the amount of \$100.00. Please note that if any flooring is installed without prior approval the Association shall have the immediate right to prohibit any further installation or, if already installed, require that the floor coverings be removed at the unit owner's expense.

1. An Architectural Modification Application must be filled out and submitted to Management prior to the work beginning.
2. Unless your unit is on the first floor you MUST purchase a special underlayment which will be placed underneath your tile or hardwood flooring. This underlayment must have a Sound Transmission Classification (STC) and Impact Isolation Classification (IIC) of 65 or better in order to be approved. Although Management will approve any underlayment which meets the minimum standard of 65, Management strongly recommends you purchase an underlayment with a much **higher STC or IIC rating, preferably 70 or Higher**. Proof of the STC and IIC rating are to be submitted with the application (ex: label off of roll).
3. Once the underlayment is purchased, a copy of the receipt must be submitted showing how many rolls of underlayment were purchased.
4. Once the above steps are completed then the application is considered approved and Management will sign off on the application.

## Steps for Contractor Responsible for Floor Installation

Once all the steps above are completed and your application has been approved by Management, you can begin the work in your unit. It is the responsibility of the unit owner to assure that the contractor is licensed and insured to perform the work in the unit.

1. Notify the Management office when the official start date of installation will be so the Management can show the contractor where to park while the work is being done.
2. All debris such as old carpet, tile, ETC. must be hauled off property at owner's expense. By no means can the contractor dispose of any debris in the dumpster or trash chutes located on property.
3. Work may be conducted in your unit Monday-Friday between the hours of 8AM- 5:30PM. Saturday work may be conducted between the hours of 9:00 AM- 5:30 PM.
4. Cutting of tile or hardwood flooring is not to be done in the common areas such as the breezeways or the balcony pertaining to the unit. All cutting of tile or hardwood flooring must be done inside your unit.