



# **RULES AND REGULATIONS**

2021 UPDATE



**PATRIOT  
SQUARE**

**A 55+ CONDOMINIUM COMMUNITY**

**In the Skyway Marina District**

3590 40th Ave South  
St Petersburg, Florida 33711

# PATRIOT SQUARE GENERAL INFORMATION

(Revised 2021)

## A. MANAGEMENT COMPANY

The following company has been engaged to provide management services:

Resource Property Management Inc.

Dot Thomas, Property Manager ([dthomas@resourcepropertymgmt.com](mailto:dthomas@resourcepropertymgmt.com))

Brooke Wilk, Administrative Assistant ([bwilk@resourcepropertymgmt.com](mailto:bwilk@resourcepropertymgmt.com))

7300 Park Street

Seminole, Florida, 33777

Phone number: 727-581-2662

Fax number: 727-584-2118

## EMERGENCY NEEDS

Contact the Property Manager at the above phone number 24 hours a day.

## B. SERVICE REQUESTS/ISSUES FORM

Work orders can be completed online at website [www.patriotsquarefl.com](http://www.patriotsquarefl.com), or by filling out a Service Request/Issues form. The forms are in Independence Hall, to the right of the front door. The form consists of an original and two carbon copies. Please complete the form, place the white and yellow copies in the suggestion box near the entry door (inside) of Independence Hall. Retain the pink copy. The yellow copy will be returned when the task is completed, or action taken.

**Note: PLEASE avoid stopping, “chatting” and making verbal requests with the Maintenance Personnel while they are working. You are interrupting their work.**

## C. FORMS AVAILABLE ONLINE AND IN CLUBHOUSE

Application forms are available in Independence Hall for owners who wish to make structural changes to their units. To expedite procedures, the Building Chair is authorized to approve a project that is in accordance with the requirements of the regulations, pending Board approval. In addition, these forms can also be found and downloaded on the website

[www.patriotsquarefl.com](http://www.patriotsquarefl.com)

### Forms available:

**Address Change, Clubhouse Reservation, Flooring Installation, Hurricane Shutters, Preferred Plant List, Pet Registration, Porch Enclosure, Structural Alterations, Vehicle Registration, Window/Door Installation, etc.**

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# PATRIOT SQUARE RULES AND REGULATIONS

(Revised 2021)

## **1. AC UNIT REPLACEMENT**

- A. Replacement of unit must comply with city code which requires a licensed contractor and permits.
- B. Unit numbers should be visible on each outside AC/heat unit.

## **2. ALTERATIONS TO UNITS**

No structural alterations which include load bearing walls shall be made without proper documentation, permits and written final approval of the Board of Directors. Any cost incurred to repair or replace damages to the common area will be borne by the Unit owner responsible. This includes walls, breezeway carpet, paving, sidewalks, etc.

## **3. CAR WASHING**

Vehicles may be washed only on Saturday during daylight hours.

## **4. ENTRYWAYS AND BICYCLES**

- A. Entryways, stairways and sidewalks are not to be blocked or obstructed in any way. Pinellas county fire safety code prohibits any items on stairs in breezeways as well as outside stairwells. Outside pots must not be placed as to obstruct handrails. Attics are not to be used for any type of storage.  
**BOARD DISCRETION ALLOWS FOR BICYCLES TO BE STORED UNDER STAIRS.**

- 1. BICYCLE STORAGE IS AT OWNERS OWN RISK. OWNERS ARE ENCOURAGED TO REGISTER BICYCLES WITH THE CITY OF ST. PETERSBURG POLICE DEPT.
- 2. Priority will be given to upstairs units unless the available space is already occupied by another approved bicycle.
- 3. Bicycles must be secured with a sturdy chain and locked tightly in upright position, so passageway is clear. The chain must be attached to eye bolts installed into the underside of stair stringers. Our maintenance staff must install the bolts. Fill out a maintenance request form which is in clubhouse or online. Chains are not to be placed around stair treads. Cost will be a unit owner expense.
- 4. The owner of the bicycle must keep area around bicycle clean and free of debris. Covers are prohibited. Permanent bike storage is not permitted. When you leave for extended periods, bicycles must be put inside units.

## **5. EXTERIOR APPEARANCE**

- A. All condominium units shall be maintained of like exterior design, shape, color, and appearance as other condominium units of the same class or type. This includes windows and porches.
- B. No signs of any type shall be maintained, kept or permitted on any part of the common elements or in or on any unit where the same may be viewed from the common elements.

## **6. FLAG DISPLAY**

Any unit owner or resident may display one portable, removable United States flag in a respectful way, not larger than 4 ½ by 6 feet. Only one flag holder per entryway, hardware cost to be borne by unit owner. Contact maintenance for installation. Official flags that represent the United States Army, Navy, Air Force, Marine Corps or Coast Guard may be displayed.

## **7. GATE CARD/FOB POLICY**

The purpose of the following is to outline procedures for the issuance and control of cards and fobs used to operate the North and South gates. Cards are assigned by unit number and should not be transferred, except by transfer of sale, or given to other unit owners without passing through the Association's card record system.

- A. Each unit can have any combination of cards or fobs but no more than 4 per unit.
- B. Objective is to meet resident needs but not have inordinate number of cards/fobs floating around.
- C. Cards and Fobs are available for purchase. Use work order to request cards or fobs from maintenance.

## **8. HARD FLOOR INSTALLATION**

Non-carpet hard and/or heavy surface floor coverings will be permitted to be installed in any area of ground floor units. In units above the ground floor, non-carpet hard and/or heavy surface floor coverings will be permitted only in foyers, kitchens, and bathrooms of Units. No Unit owner above the ground floor may install any tile or other non-carpet floor coverings in any other area of his/her unit, without prior written notification to, and approval of, the Board of Directors. Installation of all types of floor coverings, including non-carpet hard and/or heavy surface floor coverings must include soundproofing. Such soundproofing must be equal to the highest standard available in the industry for each type of flooring, and the Unit owner is required to provide documentations and specifications regarding the soundproofing, prior to any installation of the floor covering in question, with the notice of intent. In addition, the notice of intent to install floor covering must include the name, address and telephone number of the contractor, a copy of the contractor's license and permit, and a copy of the

contractor's insurance coverage. The Board may require that the owner provide an engineer's certificate attesting to the fact that the structural integrity of the building will not be compromised or affected by the weight of the flooring to be installed. All cost of the engineer and the purchase and installation of the floor covering will be borne by the owner.

If non-carpet floor coverings are installed incorrectly, not in compliance with these requirements, or without permission from the Board, or if the flooring creates a nuisance because of noise transfer, then the Board has the authority to require the correction of the problem and/or removal of the floor covering, within a reasonable period of time beginning at the time the owner receives written notice from the Board that there is a problem. The owner shall bear all financial responsibility for any damage to the Common Elements or to other Units which is a result of the installation of the floor covering in his/her Unit. Any floor covering which is already in place and installed at the time of the adoption of this amendment language will be grandfathered in, except that, upon any removal of the current floor covering, replacement of floor coverings will require full compliance with this Section.

Resolution filed January 29, 2020, as Official Record Book 20861, Pg. 1798-1800

## **9. HURRICANE SHUTTERS**

Unit owners may install hurricane shutters after obtaining written approval of the Board of Directors. Shutters must comply with applicable building codes and specifications adopted by the Board. Unit owners must ensure that shutters are properly installed, repaired, and maintained. All cost related to shutters shall be borne by the unit owner. **The Association has set standards. Please see the installation form for Board Association standards.**

## **10. MAINTENANCE/REPAIR BY OWNERS**

Every owner must perform promptly all maintenance and repair work within his/her Unit which, if omitted, would affect the Condominium in its entirety or in part belonging to other owners, being expressly responsible for the damages and liability which his failure to do so may engender. The owner of each Unit shall be liable and responsible for the maintenance, repair and replacement of all air conditioning and heating equipment, stoves, refrigerators, fans or other appliances or equipment, including any fixtures and/or their connections required to provide water, light, power, telephone, sewage, and sanitary service to his Unit, and which may now or hereafter be situated in his Unit. Such owner shall further be responsible and liable for maintenance, repair and replacement of all walls, ceiling and floor exterior surfaces, painting, decoration and furnishings, and all other accessories which such owner may desire to place or maintain in his/her Unit. Whenever the maintenance, repair and replacement of any items for

which the owner of a Unit is obligated to maintain, replace or insurance maintained in force by the Association, the proceeds of the insurance received by the Association, or the insurance trustee hereinafter designated, shall be used for the purpose of making such maintenance, repair or replacement, except that the owner of such Unit shall be, in said instance, required to pay such portion of the cost of such maintenance, repair and replacement as shall, by reason of the applicability of any deductibility provision of such insurance, exceed the amount of the insurance proceeds applicable to such maintenance, repair or replacement. Completion of any unit's improvements must be completed within 90 days from the onset of the project.

## **MAINTENANCE OF UNITS**

(Revised 2021)

1. Hot water heaters should be no older than 12 years (average life expectancy per manufacturer's standards). Check for rust as an indicator.
2. Treat AC drain-line with 1 cup of white vinegar monthly.
3. Check all faucets and shutoff valves to toilets, sinks, hot water heaters, clothes washers, dish washers for leaks. Also check toilet tank flush valves for leakage.
4. Dryer vents to outside should be cleaned annually.
5. Upstairs lanai owners should keep weep tubes clear of debris by using a coat hanger or skewer.
6. Electrical panel box should be checked by licensed electrician for age.
7. Per St. Petersburg Fire Department: One smoke detector must be located outside every sleeping area in the immediate vicinity of the bedrooms and on all levels of the dwelling unit. Each unit must provide proof of a hardwired or a minimum of a 10year non-removable, non-replaceable lithium battery smoke alarm outside every sleeping area (common area). In addition, each unit must provide a 10-year non-removable, non-replaceable lithium battery smoke alarm in ALL SLEEPING ROOM(S) per CODE. Place smoke alarm a minimum of 3 feet from ceiling fans or ac vents whether on ceiling or on wall between 4 and 12 inches from ceiling.

## **VACANT UNITS**

Units which are vacant for more than fourteen (14) days should complete the following, so as not to have a negative impact on the building and your neighbors:

1. Leave a spare key with Maintenance. The key will be kept in a locked key safe and only used in case of an emergency.
2. Update your emergency contact information and/or provide a local contact to the Management Company.
3. Turn off all circuit breakers not in use.

4. Remove all perishables from the refrigerator and turn off. Leave the door open with a box of "open" baking soda inside.
5. Run garbage disposal. Close all sink and tub drains.
6. Pour a cup of bleach in toilet and cover bowls with plastic wrap. Close toilet lid and weigh down the lid to keep rodents out.
7. Leave your air conditioner at a temperature between 82 and 85 degrees to prevent mold and mildew. Be sure air conditioner lines are clear. Pour white vinegar down line.
8. Remove all items from screened lanais, porches, landings, stairs, and garden spaces to prevent damage during storms.
9. **TURN OFF MAIN WATER SUPPLY** and relieve water pressure at kitchen faucet.



<b>ITEM</b>	<b>Owner Responsibility</b>	<b>Association Responsibility</b>	<b>NOTES</b>
Air conditioner/Heater	<b>X</b>		Includes interior and exterior of units, air handler, condenser and ductwork, condensation drainline
Additional attic insulation	<b>X</b>		Any increase or replacement is owner's responsibility
Cable/Internet		<b>X</b>	Basic cable and internet are included in maintenance fee
Dryer Vent	<b>X</b>		Annual Cleaning
Painted surfaces, pressure washing		<b>X</b>	Association will do this one time per year
Exterior faucet		<b>X</b>	
Exterior surfaces (façade)		<b>X</b>	Association will repair minor cracks at the time of annual cleaning or painting in order to prepare for paint.
Entry doors	<b>X</b>		Must be white, requires Board signature for replacement
Gutters		<b>X</b>	
Interior painting	<b>X</b>		
Irrigation system		<b>X</b>	Association is responsible for system and sprinkler heads. Report problems via work order.
Lanai	<b>X</b>	<b>X</b>	Interior painting (white) and weep holes - owner Exterior painting - Association
Landscaping		<b>X</b>	see Grounds Guidelines
Mowing and weeding of grass and common areas		<b>X</b>	
Outdoor lighting		<b>X</b>	Association will repair/replace as needed. Submit a work order
Pest Control		<b>X</b>	current pest control company will treat interior/exterior annually
Planting by owners	<b>X</b>		see Grounds Guidelines
Plumbing repairs	<b>X</b>	<b>X</b>	Contact the Building Committee
Large Item Disposal/ Construction Debris	<b>X</b>		No construction materials allowed in the dumpsters. Call the number on the container for large bulk item pick-up.
Tree and Palm Trimming		<b>X</b>	
Trash, Water and sewer service		<b>X</b>	
Water leak	<b>X</b>	<b>X</b>	Slow leaking pipe, wind driven rain from major storms and/or persistent water leak
Water leaks neglect	<b>X</b>		Hot water heaters/neglected weep holes
Windows and sliding glass doors	<b>X</b>		Must meet code and requires Board approval.

## 11. NOISE DISTURBANCE

- A. That occupants of condominium Units shall not suffer, permit or maintain in their premise's loud noises.
- B. **Loud noise after 10:00pm and before 8:00am is prohibited.**
- C. Construction type activities (hammering, sawing, etc.) that result in noise being emitted outside the exterior of the unit are restricted to as follows:
  - Monday through Friday – between 8:00am & 5:00pm
  - Saturday – between 8:00am & 12:00pm (noon)
  - Sunday – None allowed
- D. Any domestic disturbance that requires police intervention shall be presumed a nuisance and a violation of this provision.

**12. GRILLING** – Grills (propane, electric, charcoal, or other similar devices) are prohibited from being used, or stored on balconies, lanais, or anywhere within 10 feet of the buildings (**per fire code**).

## 13. PARKING AND VEHICLE REGISTRATION.

That parking shall be limited to passenger vehicles, including pickup trucks used exclusively as passenger vehicles and without commercial marking, all of which shall only be parked in the areas so designated for parking. Expressly prohibited are all vehicles with commercial markings, as well as commercial trucks, buses, boats, motor homes, travel trailers, and similar non-passenger vehicle. Exception: Motor homes and travel trailers of guests will be permitted for a period not to exceed three (3) weeks and must be parked in an area designated by the Board of Directors.

Vehicles shall be parked only in the area designated for parking and within the lines. Each Unit has one designated parking space. Unmarked spaces are for use by all on a "first come" basis.

### **Marked "VISITOR" spaces are not for owner/renter's vehicles.**

Residents with more than one vehicle should park their second vehicle in an unmarked spot.

Each vehicle shall be parked so that none of the vehicle or any of its cargo extends over the sidewalk. **DO NOT BACK INTO THE PARKING SPACES.** Bedrooms face the parking areas and fumes become an issue.

Vehicles parked in posted "No Parking-Tow Away Zone" will be towed at the owner's expense.

Each vehicle must have a current registration, and an Association parking decal or temporary parking pass.

No repair work is to be done on Patriot Square property that will stain or damage property.

Damage to pavement will be repaired at owner's expense.

Exception: vehicle of guests will be permitted for a period not to exceed three (3) weeks and must be parked in areas designated by the Board of Directors. Temporary exceptions may be granted by the Boards of Directors.

Electric vehicles are governed by state law. The installation, manner of installation, cost, maintenance, repairs, and indemnification of a charging station is an owner's expense and requires Board approval. Unit owner should receive parking space permission conducive with unit.

Welcome Committee will provide parking decals which should be placed inside the vehicle on back window or back-seat window of driver's side of the vehicle so that it is visible.

The Board requires unit occupants to register their vehicles in accordance with procedures adopted by the Board. Each visitor's vehicle is required to display the temporary parking pass on its dashboard during their stay. The visitor pass must include unit number on its face.

Wheelchairs and motorized wheelchairs are permitted. Ramps for same can be installed upon written request to the Board of Directors.

#### **TRAFFIC SIGNS**

Everyone driving on the premises must observe all **STOP** signs and the **15 MPH** limit.

#### **14. PERMANENT RESIDENT**

A "permanent resident" is one who occupies a unit for more than 60 days in any 12-month period.

Anyone who is not a permanent resident is a "GUEST". Any extenuating circumstance must be requested in writing and be approved by the Board of Directors.

#### **15. PETS**

The Board of Directors may permit the occupants of a Unit to have up to two (2) small household pets, not to exceed 25 pounds each at maturity. Cats are to be kept inside the Unit. Pit bulls are prohibited. The Board of Directors requires occupants to register all pets with the Association; pet registration forms are available in the clubhouse or online. Owners of pet(s) must provide proof of shots to the Welcome Committee. Pets are not allowed in the courtyards, adjacent to the buildings, in Independence Hall or in the patio or pool areas. Pets must be kept on a "visible" hand-held leash when outside the Unit. "Invisible" leashes and tethering are prohibited. ALL EXERCISE IS TO BE DONE ON THE PERIMETER OF THE COMPLEX.

A "Scoop Law" is in effect, which requires that the person in charge shall remove dog excreta for disposal in a closed container into the dumpsters.

Excessive barking or noise by pet or other activities, which become a nuisance or threat to other residents, should be reported in writing on a Service Request/Issues Form, which is available online or in the clubhouse. Failure to comply with the above will be the basis for the Board to require permanent removal of the pet from Patriot Square.

## 16. PLANTINGS AND GROUND MAINTENANCE

# GROUNDS

(Revised 2021)

### GENERAL

1. The Association wants unit owners to participate in landscaping activities if they so desire. Owners must comply with established guidelines and understand that any personal plantings are at their own expense and risk.
2. The Association must retain full control of all trees, bushes, major shrubs and grass areas. No trees, bushes, major shrubs are to be planted without approval of the Grounds Committee or the Board of Directors.
3. **The landscaping company retained by the Association will respond to directions from the Grounds Chair or the Association President, not from individual owners or renters.**

### PLANTING BY OWNERS

1. The front of buildings and sides of buildings facing roads are areas reserved for planting by the Association. These plantings are the property of the Association.
2. Owners of ground floor units may plant flowers and low-lying shrubs/bushes (no trees) within 30 inches in front of their screened porches. Owners of upstairs units may plant flowers and low-lying shrubs (no trees) along the outside stairwells of their units. Plantings are to be pruned as necessary so that their height does not exceed four (4) feet. Decorative arrangements and ornaments are permitted in these locations only.
3. Unit owners will have latitude in what bedding flowers they plant if the plants are not a nuisance to others and are properly maintained by their owners. Owners should contact the Grounds Chairperson for advice on the most suitable species for this environment. Larger plants need to be coordinated with Ground's personnel so as not to conflict with the Association plantings or cause problems which would lead to plant removal.
4. Owners may not remove Association plantings without first obtaining approval from the Grounds committee.
5. Plantings by owners are at their own risk. Spraying pesticides and herbicides are part of the landscaping program. The Association will not be liable for damages to plantings which may occur, or for plantings which the Association or its agents may remove whatever the reason.
6. The Association may prune owners' plantings or remove those which it feels are not in compliance with the guidelines contained herein, or which it may adopt in the future. Prior to removal of owner plantings, the Grounds committee will attempt to contact the owner and allow them time to remove the planting. If the owner cannot be contacted within 10 days, the removal may proceed. If the owner, when contacted, objects on the basis that the planting complies, the owner may contact the Grounds Chair and request

a review by the Board of Directors whose decision will be final, and owner must abide thereby.

7. No empty containers or discarded flowerpots may be left in planting beds or outside of units. **SEASONAL RESIDENTS MUST REMOVE ALL PLANTED POTS, AND GARDEN ART FROM THEIR GARDENS AND STORE THEM INSIDE FOR THE SEASON. THESE BECOME A HAZARD DURING DANGEROUS WIND EVENTS.**
8. No containers or other items (such as rocks, shells, flowers, mementoes, etc.) are to be placed on second story ledges or stairways as they are safety hazards.
9. A dead bush or other landscaping problems must be reported by filling out a service request form which is available in the clubhouse or online.

### **ASSOCIATION GUIDELINES**

1. Trees should not be planted next to buildings where they might damage or interfere with the building foundation. No trees are permitted near sidewalks or roads where they might interfere with traffic or their roots damage those structures.
2. No trees which shed excessively or grow quickly to tall heights and thereby endanger adjacent buildings are permitted. The Association will plant no fruit trees or vegetables.
3. Separate gardens are not permitted in the courtyards.
4. No planting is permitted within three (3) feet of Duke Power transformers or TV/Internet equipment in the courtyards.
5. Plants should be coordinated with the overall landscaping concept and in consultation with the Grounds Committee.
6. No plantings are allowed in front of compressors which may block the airflow to unit.
7. Only white scalloped bricks are to be used for edging. Mulch will be placed around plants to suppress weeds and conserve moisture. Mulch placed by the unit owner **MUST** match that used in the overall community landscaping and not within 6 inches of the building foundation to maintain waterproofing warranty.
8. Suggested plant list attached.

## Recommended Plant List – Revised March 2021

Patriot Square has adopted the “Florida Friendly™” landscaping principles of the UF/IFAS Extension Service.

These include (A) **The right plant for the right location;** (B) **Plants that are drought tolerant;** (C) **Plants that are low maintenance.**

Residents are reminded that they may plant gardens in their assigned space. The Grounds Committee keeps an extensive plant list and reference guides. If you have questions about any variety, check with the Grounds Chairperson prior to planting. Plants grown outside in containers must be emptied out before residents leave for the summer to avoid accumulating stagnant water. Please refer to the Grounds Guidelines located in the Rules for Patriot Square Owners .

	SUN	PART SUN	SHADE
Shrubs, small	Dwarf Natal Plum, Coontie, Texas Sage, Rosemary, Horizontal Coco Plum, Dwarf Ilex Schilling Holly	Dwarf Natal Plum, Coontie, Rosemary, Shiny leaf Coffee, Horizontal Coco Plum, Dwarf Ilex Schilling Holly, Calusia	Coontie, Shiny leaf Coffee, Calusia
Grasses	Muhly, Liriope	Muhly, Liriope, Dwarf Fakahatchee	Liriope, Dwarf Fakahatchee Grass
Annuals	Vinca, Dusty Miller, Petunia, Marigold, Milkweed	Dusty Miller, Milkweed	
Perennials	Pentas, Goldenrod, Coreopsis, native blue Porterweed, native Petunia, Blanket Flower, Spotted Horsemint, Daylily, Tropical Sage	Pentas, Goldenrod, Coreopsis, native blue Porterweed, native Petunia, Blue Daze, Spotted Horsemint, Daylily, Tropical Sage, Rouge Plant	Rouge Plant

**These plants are not allowed to be planted outside of the unit lanai due to their invasive nature or other undesirable qualities**

Plant	Reason	Plant	Reason
Fruits/Vegetables of any kind	<u>Attract bugs and vermin</u>	<u>Pothos</u>	<u>Invasive, use for house plant only</u>
<u>Mexican Petunias</u>	<u>Invasive</u>	<u>Asparagus fern</u>	<u>Invasive</u>
<u>Schefflera</u>	<u>Invasive roots, messy, too large</u>	<u>Bougainvillea</u>	<u>Grow too large for planted area, sharp thorns</u>
<u>Ficus trees</u>	<u>Invasive</u>	<u>Croton</u>	<u>Already plentiful</u>
<u>Split leaf Philodendron</u>	<u>Too large for planted area</u>	<u>Frangipani</u>	<u>Leaf drop messy</u>
<u>Oyster plants</u>	<u>Invasive</u>	<u>Elephant Ears</u>	<u>Invasive, grow too large for planted area</u>

## 17. PORCH ENCLOSURES

All types of enclosures of porches must receive board approval prior to installation. Enclosures must meet the requirement for uniform exterior appearance to include color, shape, etc. Enclosures must meet Code.

Weep holes (tubes) on 2<sup>nd</sup> floor units cannot be covered. Access must be available.

## 18. RECREATIONAL FACILITIES/USE

### RECREATION

REVISED 2021

#### A. GENERAL

1. Only residents and their guests may use these facilities. Entry gates and doors are to be kept locked. Residents need their keys to gain entry.
2. All residents are to instruct their guests of these rules and be responsible for their actions.
3. No one under 14 years of age is permitted in these facilities unless accompanied and supervised by an adult.
4. Use of facilities is at individual's own risk.
5. The sauna is for use by adults only (18 years of age and over).
6. No bicycles, skateboards, or roller skates are allowed on sidewalks or on the recreational facilities. Baseball, football, soccer, and similar sports are not permitted in the common areas because of excessive noise and possible damage to plants, shrubbery, vehicles, light fixtures, sprinkler heads, etc.
7. **SMOKING/VAPING IS PROHIBITED IN AND AROUND ALL RECREATION AREAS, INCLUDING CLUBHOUSE AND INSIDE AND OUTSIDE POOL AND PATIO AREAS. "SMOKING" definition to include lighted cigarettes, cigars, pipes, or other lighted smoking devices (either electronic/vapor or other nicotine delivery systems). This would include all tobacco or nicotine products whether recreational or non-recreational.**

#### B. INDEPENDENCE HALL/CLUBHOUSE

1. Patriot Square activities under the Recreation Committee are planned for residents.
2. Appliances, air conditioners/heat and lights are to be turned off and the doors locked by the person responsible (e.g., Men's coffee, meeting, private parties, etc.).

#### C. PRIVATE PARTIES in INDEPENDENCE HALL/CLUBHOUSE

1. Contact the Recreation Committee chair for clearance of date and activity planned.



2. A refundable damage deposit check of \$100.00 for use of Independence Hall must be given to the Recreation Chair when the reservation is made, together with the completed form.
3. The booking may not conflict with regularly scheduled events or parties planned by the Recreation Committee.
4. Only an adult resident can make a booking and will be responsible for the conduct of the guests (to notify them of parking restrictions, association rules, etc.) and any damage, which might occur.
5. Set-up and clean-up are the responsibility of the party reserving the clubhouse, not the maintenance staff.
6. The party must conclude by 10:00pm and Independence Hall secured.
7. No decorations, posters, etc. are to be taped or affixed to the walls or ceiling that could leave damage upon removal.
8. There is a limit of two private bookings per year per unit.
9. Rental of Independence Hall does not include any other recreation amenities or areas.
10. Access to Patriot Square is to be via the electronic gates. For security reasons, the main gate must be closed as scheduled.

#### **D.SWIMMING POOLS**

1. There are two pools, a heated pool at the clubhouse and an unheated pool in Section 2. Pools are open dawn to dusk.
2. Showers must be taken before entering the pools.
3. The pool deck at both pools is defined as the area within four feet of the pool.
4. No food or beverage is allowed in pools or on pool deck areas per State of Florida.
5. Glass is not allowed at any time.
6. Towels or robes must be placed on chairs and lounges to protect them from suntan lotions and oils.
7. Only single person flotation devices are allowed with consideration for others in the pool.
8. Running is prohibited in the pool areas.
9. Loungers, chairs, tables, and umbrellas are to be returned to their normal positions after use.
10. Individuals who are incontinent are not permitted in the pools without protective coverings to ensure sanitary controls and conditions.
11. Red flag "up" means pool heater is not working.

#### **E. TENNIS/PICKLEBALL COURT**

1. No glass or food or is permitted on the court surface.
2. Rubber-soled shoes must be worn on the court surface.
3. If others are waiting, please limit time to one hour.
4. The gate must be closed when play is finished.
5. Tennis courts are open 8:30am to dusk.

#### **F. SHUFFLEBOARD COURTS**

1. Cues and discs may be obtained from the laundry room in Independence Hall and returned to the racks when finished.
2. Walking on the court surface is prohibited.
3. Playing in the rain or on a wet court is not allowed.
4. Cues and discs should be handled in accordance with the rules of the game and are not to be abused. Use rubber-tipped end to retrieve and move discs into playing position. Do not lean on or otherwise cause a bending strain on the cue shaft.
5. Shuffleboard court is open from 8:30am to 10:00pm.

### **19. SALES AND RENTALS**

#### **RULES for PATRIOT SQUARE SALES OR RENTALS (Revised 2021)**

Patriot Square is intended as a housing community for seniors. All permanent residents must be 55 years of age or older.

According to the Declaration of Condominium, except for transfer of ownership of a unit by one spouse to the other, the owners of any Unit wishing to lease or sell such Unit, must notify the Association in writing, by registered or certified mail, or by personal delivery made to the current property management company of his/her desire to accept a bona fide offer for lease or purchase of his/her Unit. Electronic delivery is now acceptable. He/she must state the name, age, address, business, occupation or employment, if any. An executed copy of the offer, binding on the purchaser must be enclosed with such notice.

No person or entity may own more than two (2) units at any one time.

#### **PERMANENT RESIDENT**

A permanent resident is one who occupies a unit more than sixty (60) days in any twelve (12) month period.

Anyone who is not a permanent resident is a guest.

## SALES

1. Applications for purchase and title company information forms are to be submitted by the buyer when the contract for sale is signed. Forms may be obtained from the property management company, online or in the clubhouse.
2. The completed application, and application fee, along with the bona fide offer (sales contract.), proof of age of the buyers are to be submitted to the management company.
3. The Welcome Committee Chairperson will be contacted by the management company when contracts arrive. The Welcome Chair will then contact perspective buyer(s) for an interview.
4. The buyer must be interviewed by the Welcome Committee and a board member before the sale will be approved.
5. The interview will contain the following:
  - a. The prospective buyer is told what the monthly maintenance payment will be and what it covers.
  - b. What assessments might come up in the future and how assessments are handled (particularly percentages of ownership are explained).
  - c. How the Board of Directors functions through its committees and management company.
  - d. A copy of the **Rules and Regulations** is given to the buyer and explained.
  - e. Seller should provide unit keys, mailbox key, gate cards and/or fobs, and key to common elements to the buyer.

Please note: **THE INFORMATION DISCUSSED AT THE MEETING IS FOR COURTESY PURPOSES ONLY. UNIT OWNERS ARE RESPONSIBLE FOR OBTAINING THE ASSOCIATION'S GOVERNING DOCUMENTS AND UNDERSTANDING THE PROVISIONS CONTAINED THEREIN.**

6. If sale is approved, the buyer will be advised, and the sales approval form (purchase application) is signed by the Board Member and Welcome Committee Member at the interview. Copies of all documents are made, one for the Association files, and one for the Management Company.
7. The buyer is responsible for sending a copy of the recorded deed to the Management Company.

## RENTALS

1. All rentals must follow the same procedures and have the same restrictions as for sales, per the Condominium Declaration. Owners must notify the Association in writing by registered or certified mail, or by personal delivery made to the Management Company of the desire to accept a bona fide offer for lease or the unit. Electronic delivery is now acceptable. **The unit may be rented only once for a period of not less than three (3) months in a twelve (12)**

**month period based on the commencement date of the lease and that the occupancy thereof shall only be by the lessee, family, and guests.**

**2.** A completed rental/lease application form will be submitted to the Management Company, who will forward it to the Welcome Committee Chairperson. In accordance with the Declaration of Condominium, the terms and provisions of the lease shall provide that such unit shall not be leased without prior approval of the Association. **The lease shall also provide that the lessee shall comply with and abide by all restrictions pertaining to the use of the unit and common elements and with Rules and Regulations established by the Association. The Association has the right to terminate the lease if the lessee does not comply with such rules.**

**3.** In compliance with the Rules and Regulations of the Association, each renter must complete the Lease Application, accompanying documents and submit proof of age.

**4.** The Welcome Committee Chairperson will be notified by the Management Company when contracts arrive. He/she will then contact the perspective tenant. **It is the responsibility of the unit owner to inform the renter that the Welcome Committee will do an interview/ orientation. This must be done in order to be approved by the Board.**

**5. The Association has the right to collect rent from lessee if the owner of the unit is delinquent in his/her maintenance fees.**

**6.** Whenever a lease is renewed, the owner must ensure that the Welcome Committee has the most current information about the occupant(s) of the unit.

**7. Unit owner should provide unit keys, mailbox key, common element key (pool, clubhouse, etc.), and gate cards (and/or fobs) to renter.**

## **20. SOLICITING, TRESPASSING & BUSINESS OPERATION**

Soliciting, trespassing, and business operations (including money generating activities) are prohibited in or on the Common Elements and Recreation Facilities without permission from the Board of Directors or authorized agents.

## **21. WASTE DISPOSAL**

Used paper products, cans, and waste should not be left outside units but should be disposed of by being placed inside the dumpsters. Garbage must be bagged and sealed. Cardboard boxes should be flattened. Items must not be removed from the dumpsters. Residents are responsible for disposing of anything too large to fit inside a dumpster or which is unsuitable for disposal in the dumpster (I.E., hazardous materials, etc.). Please contact the city at 727-893-7398 to schedule free pick-up of oversized items (you will need to give the number of the dumpster). Building materials/construction debris must be removed by the contractor and NOT placed in the dumpster.