

**GUIDELINES
TO BETTER LIVING**



**caledon
shores
2013**

**For
Owners - Lessees - Guests**

**4600 North A-1-A
Vero Beach, Florida 32963**

Managed by:
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PURPOSE OF GUIDELINES

There is a quality of living at Caledon Shores that has made this condominium a desirable place of residence. Such a quality results from the character of the people who live here - from their willingness to cooperate toward the general good, to work and play by the rules for enjoyable living together.

"Guidelines for better living at Caledon Shores" aims to offer instructions seeking to prevent problems before they occur.

Each apartment owner must comply with these rules, which are established in compliance with Florida Condominium Law as well as with Caledon Shores' documents.

It is important for lessees and guests to understand that the rules apply as firmly to them as to owners.

Thank you for cooperating.

**BOARD OF DIRECTORS
CALEDON SHORES**

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EMERGENCY AND SECURITY

EMERGENCIES

1. In **CRITICAL EMERGENCIES DIAL 911**, then dial access control at 231-7926 for possible assistance.
2. In non-critical events call:
Access control 231-7926
Management Company 569-9853
Vero Beach Police 978-4600
3. In the event of **FIRE** use **STAIRWAYS ONLY**, as elevators will be automatically disabled. Owners and guests shall familiarize themselves with the location of the emergency exits.

BUILDING SECURITY AND SOLICITATION

1. **Building doors must never be propped open.** Please respect this requirement to maintain building security and your own safety.
2. Do not give out electronic key fobs to outside persons, such as contractors, cleaning people, realtors, etc. The security of the building depends on it.
3. Solicitations are prohibited at Caledon Shores.
4. Please bring to management company's or access control person's attention any breach of building security.

OWNER'S GUESTS

1. When an owner is not in residence and wishes guests to use the apartment and common facilities, prior to their expected arrival, the owner shall furnish the management company with the names of guests, the duration of their stay, and the time of their arrival and departure.

HURRICANE AND WINDSTORM

1. All **furniture**, other objects and plants shall be removed from **balconies and patios** during hurricane or tropical storm alerts, as well as **during owner or lessee extended absence**.
2. All windows, sliding doors and hurricane shutters must be **closed and locked**.
3. **Shut off** the main water supply to the unit and the electrical breaker to the oven, range and water heater.
4. Keep a local agent's contact information with the management company. This should be someone who can act as your liaison in case of emergency or major disaster.

MAJOR TRANSACTIONS

In the event of any major transaction or project such as **sale, lease, or modification** of a unit or a limited common area, owners have the responsibility to consult the management company for guidance.

COURTESY AND COMFORT

SMOKING REGULATIONS

SMOKING is **NOT** permitted in any common area of the building.

NOISE AND NUISANCE

1. No occupant shall make or permit disturbing noises or other nuisances in the building or on condominium property that would interfere with the rights, comfort or convenience of other occupants.
2. Occupants shall not play or allow to be played any musical instrument or electronic equipment in the apartment or on the condominium property if same will disturb other occupants.

PETS

PETS OF ANY KIND ARE NOT ALLOWED AT ANY TIME ON CALEDON SHORES PROPERTY. This also means that visitors, lessees, and guests shall not bring any pets under any circumstances.

DRESS CODE

1. Owners, their families, lessees, and guests are expected to maintain a reasonable degree of modesty when moving about the common areas of the building.
2. For sanitary, safety and appearance reasons all people should be appropriately attired including footwear.

BUILDING INTERIOR

MAIN LOBBY

The lobby doors must not be propped open, nor unknown persons admitted for any purpose. Do not use your door answering machine to buzz in delivery people unless you are expecting a package. **DO NOT OPEN THE DOOR TO ANYONE CLAIMING THAT HE IS VISITING A CONDO OWNER OR LESSEE. LET THE OCCUPANT OF THE APARTMENT LET HIM IN.**

Telephone access dialing is self-instructive. You must have a local telephone number coded in.

Press #6 briefly on your telephone to grant access. As soon as you release #6 the front lobby door will click open.

You can see the lobby entrance on TV channel 95.

COMMON HALLWAYS

1. Hallways should be kept clean at all times.
2. **Please refrain from boisterous behavior, loud noise, running and slamming doors.**
3. Mats, rugs or decorative items are not permitted outside apartment doors.

STAIRWELLS

1. Three sets of stairs are available for ready exit in case of **fire or other emergency**.
2. Nothing should be left on the steps or landings of the stairwells. The doors on all floors should remain closed.
3. To maintain building security the garage level doors and lobby doors shall remain closed and locked.
4. The north exit on the first floor and the door next to the office is equipped with an alarm. Use these doors only in case of emergency. Police and fire Department will come.

ELEVATORS

1. There is an **emergency call button in the elevator**. Press the emergency call button and the elevator monitoring company will answer. Tell them the nature of the emergency. Report any elevator malfunction to maintenance person, access control person or management company.
2. When moving furniture, appliances, or other large items wall pads must be used to protect the elevator from damage. Arrangements for pads must be made with the maintenance person in advance. Only the **south** elevator is to be used for these purposes.
3. **In the event of FIRE or POWER OUTAGE DO NOT ATTEMPT TO USE THE ELEVATORS, as they will be disabled automatically.**

GATHERING ROOM, LIBRARY AND KITCHEN/BAR AREA

1. This facility is the largest common room in the condominium and serves as a multi-purpose area for owners, lessees, and guests. It is used for association meetings, condominium or private parties.
2. Furnishings and equipment should be used with respect and care. Do not remove anything from these areas.
3. Damp swim wear and bare feet or boisterous games are not allowed in this area.

4. In consideration of quiet hours, the room must be closed by 11:00 PM, unless an extension has previously been approved by the Board of Directors.

PRIVATE USE OF GATHERING ROOM OR LIBRARY

1. For private use of the Gathering Room, mark the date with your unit/number, the purpose and time of your event on the calendar in the kitchen.
2. A deposit check for \$50 payable to Caledon Shores is required. It should be given to the person designated on the instructions in the kitchen.
3. Owners and lessees are responsible for cleaning up immediately after use, and for any damage to the facility or its contents. If there is no damage they will be refunded the security deposit.
4. When parking for more than 10 cars is required in conjunction with a private party, the owner should provide a parking attendant.

FITNESS CENTER, SAUNA, LIBRARY, GAME ROOM, HOBBY ROOM

1. Use of all equipment in the Fitness Center, Game Room and the Sauna is at your own risk.
2. Use of these rooms is limited to owners, lessees, and overnight guests 16 years of age and over; an adult **must** accompany those less than 16.
3. In all recreation areas users are expected to follow instructions for equipment carefully and clean up the area when finished. Owners are responsible for damage.
4. Exercise, Game and Hobby rooms must be closed by 11:00 PM.
5. Billiard, Dart and Ping-Pong equipment must be put back into their storage racks after use. The billiard table cover should be put back when finished playing.
6. Out of courtesy consult people already in the room before adjusting air conditioner, TV, lights or blinds.
7. During busy periods of the year use of these rooms may need to be limited so that all residents will have an opportunity to use them.

TRASH DISPOSAL

1. All garbage and trash shall be placed in securely tied plastic bags before being deposited in the garbage chute on each floor. Extra care (double sealing) should be used when odor-causing materials, such as fish, are placed in the garbage chute.
2. Large cartons must be carried to the trash bin in the garage. They must be broken down to lie flat.
3. Please recycle papers, plastics, cans and bottles in the clearly marked bins outside the garage.
4. Do not leave items in the trash rooms.

STORAGE

1. All personal property items must be stored either in the apartments or in storage areas assigned to each apartment.
2. Owners' beach chairs and equipment must have identification tags. They may then be stored in the Beach Equipment Room. Any other items left in this room will be subject to disposal.

PARKING AND GARAGE

1. **MAXIMUM HEIGHT** for any **Vehicle and Cargo is 6ft- 6in.** Serious damage will result if you exceed this height. Owners are liable for any damage caused by vehicles.
2. No boats, jet skies, campers, trailers, or motorcycles of owners, lessees, or guests shall be parked on condominium property (in the garage or parking lots) without the consent of management.
3. Playing games, skateboarding, bicycling is forbidden in driveways and parking areas.
4. The garage door and garage lobby entrance must be kept closed at all times for security reasons. Contact the maintenance person or management company if door malfunctions.

5. Traffic shall move counter-clockwise through the garage. Follow the arrows. **Speed limit is 8 MPH.**
6. Please refrain from using parking spaces not assigned to or owned by you.
7. Car washing in the garage is not permitted. A faucet and hose is provided in the area just outside the garage door for car washing. Roll up hose after use and be sure to turn the water off.
8. Bicycle racks are located in the garage. Please remember to lock your bicycle, tag your bikes, and dispose of unused bikes.
9. **Vehicles shall not be parked or left unattended: by the curb of the front entrance,** in the garage entrance or exit, or in the garbage pick-up lane next to the garage entrance.
10. Owners and lessees are encouraged to use designated garage parking so that exterior parking spaces can remain open for guests and extra cars.
11. Storage of any personal articles is prohibited in the garage.
12. **Bring shopping carts back to the garage promptly** after use. Do not leave them in the hallways or garage elevator lobby.
13. One Association Parking Space is available for owner use by following the instructions below.
 - a. Any owner who wishes to park a vehicle in this space must make a request in writing to Elliott Merrill Management Company. The request must include the owner's name, unit number, dates of intended use and a telephone number. Requests will be handled on a first come first served basis.
 - b. The request may be mailed to Elliott Merrill , 835 20th Place, Vero Beach, FL. 32960, faxed to Elliott Merrill at 772-569-4300, or e-mailed to Stephaniem@elliottmerrill.com
 - c. This space is available for a period not longer than 7 consecutive days. In the interest of being fair to all owners the space cannot be reserved for more than 7 consecutive days.
 - d. The vehicles with permission to use the space will be issued a placard which will show the vehicle registration and the expiration date of the term of use.
 - e. Contact the maintenance person or the guard upon arrival. They will issue the placard.
 - f. Vehicles parked in the Association space without proper permission or valid placard may be towed away at the owner's expense.

BALCONIES

1. Objects, including towels, rugs, clothing, laundry, or bathing suits shall not be hung over balcony railings or on balcony furniture.
2. Nothing is to be thrown, swept, shaken, or launched from balconies.
3. **To prevent injury and damage** by flying objects, **furniture** shall be **removed** from **balconies** and **patios** during **hurricane or tropical storm alerts** as well as during owner or lessee **extended absence**.
4. Installation of **approved** hurricane shutters is permitted and encouraged. You must contact the Board, for installation requirements, prior to contracting for such an addition.

OUTDOOR GRILLS

1. Outdoor grills are limited to electric grills used on apartment balconies and patios.
2. Hibachis, gas, charcoal, or wood **fires are not permitted** anywhere on condominium property.

MAINTENANCE AND REPAIRS

1. Owners are responsible for maintenance and repair of the interior of their unit and air conditioning system , including the roof unit, as well as patio doors, screens, and cleaning decks.
2. Common areas, including utility lines and piping leading to a unit, are the responsibility of the condominium association. If you notice a need for maintenance and repair of common or limited common area you should report it to the maintenance person or management company.
3. In case of leaks that occur from outside of unit contact the maintenance person or management company **immediately**.
4. In cases where there is cause for suspecting any leakage from your unit you must inform and cooperate and allow entry by management, maintenance or authorized service representative.

5. **It is recommended** when leaving your unit for an extended period that you **shut off main water supply and electrical breaker to oven and range.** You should also engage an air conditioner service company for preventative maintenance of your equipment, at least once a year.

EMPLOYEES

1. The responsibilities of management company employees exclude work in any apartment, except for emergencies such as fire, hurricane, or plumbing damage.
2. Owners or lessees shall not direct, supervise, or in any manner attempt to assert control over any management company employee.
3. Owners and lessees may make individual arrangements for work by a management company employee, but this work must be carried on **OUTSIDE REGULAR WORKING HOURS** and on mutually agreeable terms.

BUILDING EXTERIOR

POOL AND SPA

1. **Posted rules at the pool and spa must be observed.**
2. All persons use the pool and spa at **their own risk.**
No lifeguard is provided.
3. Pool and spa hours: 9:00 AM to 1/2 hour before sunset. Use outside of these hours creates a heavy liability burden on the Association.
4. When pool and spa area is closed, beach entry is around the south side of pool fence.
5. The pool heater will be turned off when the Press Journal prediction is for 4 or more consecutive days of 70 degrees or less.
6. Owners and lessees may not invite visitors to use the pool unless the visitors are accompanied by their host.

7. House guests may use the pool and spa without being accompanied by the owner, but owners are responsible for their actions and consequences.
8. Please do not monopolize the spa. Others may be waiting to use it.
9. Users of the pool, spa, and the surrounding deck area shall not participate in games involving ball playing, Frisbee throwing, running or participate in loud or boisterous behavior.

DIVING IS NOT PERMITTED.

10. Proper attire, cover-up, shirts and sandals must be worn at all times in **all common areas** - lobby, halls, elevators, and recreation rooms. Please dry off before entering building. (This includes wet bathing suits, wet shoes and flip-flops).
11. Wheeled vehicles are not allowed in the pool area, except for wheelchairs and medical walkers.
12. Sand and tar are unpleasant on furniture and the deck. Please **remove tar and sand** before using the pool, spa, and deck area, or prior to entering the building. Tar removal pads are located adjacent to the water faucet near the foot wash.
13. Suntan oil damages the pool furniture. Please spread a towel on the pool furniture to protect it. Open the umbrellas fully to the locked position. Please close your pool umbrella when you leave.
14. Hygienic regulations mandate use of **shower before entering pool or spa**.
15. Electronic audio equipment and **floating devices** (other than life preservers worn on the body) **are not permitted** in or around the pool and spa.
16. Food or drink, except for water in plastic bottles, is not allowed in the pool area. **Glass containers of any kind are strictly forbidden in the pool area.**
17. Children under the age of 12 are not allowed to use the pool without adult supervision.
18. Children under 3 or children in diapers or diaper protectors are not allowed to use the pool or spa for obvious reasons.

LAWN AREAS AND WALKWAYS

1. Lawns are equipped with sprinkler heads and therefore may not be used for games or playground activities.
2. Please use the sidewalks to get to and from the beach, pool, and spa areas. Do not walk across the grass. The southeast door must be used when coming from the pool.
3. The first floor walkways around the outside of the north half of the building are the patio areas for the apartments on the first floor; consequently they are not common walkways.
4. Environmental laws strictly prohibit walking on or across the dunes. They protect the grounds from erosion.

LEASING, SALE, OR ALTERATION OF UNITS

GUESTS AND LESSEES SUBJECT TO RULES AND REGULATIONS

1. Owners shall inform all guests and lessees of the Rules and Regulations and shall be responsible for violations.
2. Any violation can result in withdrawal of approval of the lease agreement.

LEASING OF UNITS

1. An "Application to Lease" together with a copy of the proposed lease must be completed and delivered to the management company at least 30 days prior to the effective date. This regulation is to allow time for personal interview and approval by the Board of Directors.
2. The term of such agreement is a minimum of 60 days.
3. Lessees shall not sublet any part of the unit at anytime, and individual rooms shall not be rented.
4. Caledon Shores requires a \$300.00 refundable security deposit, which will be placed in a non- interest bearing account of the association. This deposit is independent of any security deposit required by the unit owner. The deposit will be refunded within 30 days after termination of lease provided the lessee has not damaged common property. Please inform the

management company when the lessee has left. A repeat renter is required to pay the deposit each time he rents. There is a \$50.00 administrative fee for processing any rental application.

5. The number of occupants of an apartment shall be restricted to two (2) persons per bedroom.

SALE OF UNITS

1. Owners shall consult the management company regarding proper notices and regulations prior to entering any sales agreement.
2. "For Sale" or "Open House" or similar signs are not permitted on condominium property.
3. Owners must notify the Board of Directors in writing of intent to sell their unit. An interview of the purchaser is **required**.

MOVING INTO AND OUT OF UNITS

1. Moving involving furniture or large appliances will be under the supervision of the maintenance person.
2. Moves will take place during the maintenance person's work hours. If the move must take place outside work hours then the owner or owner's rental agent must pay for the charges incurred for supervision.
3. All moves, furniture and appliance deliveries will be made through the garage, **not through the front lobby door**. Moving vans or other delivery vehicles should be instructed to park in the "**loading lane**" next to the garage entrance.
4. The south elevator is to be used for moving furniture and appliances. Elevator pads must be up.
5. Owners and lessees are responsible for **damage** to building or equipment and **clean-up** after move.

ALTERATIONS, MODIFICATIONS OR REMODELLING

1. Consult the management company prior to commencement of any major alteration, modification, or remodeling project. Board approval may be required. Owner shall bear the cost of engineering review if required.
2. Special noise absorbing material **must** be installed under ceramic tiles.
3. Arrangements shall be made with the management company and maintenance person for the delivery, storage of materials, and scheduling of work. All work shall be done Monday to Friday from 8:00 A.M. to 5:00 P.M. Owners shall be responsible for access and supervision of workers at all times.
4. Hallways shall be maintained clear and free for other owners during the project and cleaned at the end of each working day.
5. Plastic runners, available from maintenance, must be put down to protect the carpets.
6. Owners are responsible for workers' insurance and any damage to common elements due to the project.
7. Use only licensed and insured contractors.