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**POLICIES AND PROCEDURES**

**To ensure each residence’s enjoyment of the Port Royal Condominium Community, attached is a list of the Condo Association Policies and Procedures (P&P). Please read them carefully as the Board of Directors has a responsibility to see that these P&P are enforced.**

**Port Royal has a varied residential population having families with children, singles, and adult couples. In order to have a harmonious living environment for all residents, we request that everyone is aware of these Policies and Procedures and see that they are being followed.**

**All owners who rent out their units, be it personally or through an agent, must ensure that all renters and guests receive a copy of these Policies and Procedures as the unit owner is responsible for making sure they understand and abide by this document. In accordance with our Condo Docs and Florida Condo Law, unit owners may be fined for violating established policies.**

**Your cooperation will be greatly appreciated.**

**Policies**

**GENERAL POLICIES**

* The use of charcoal or gas grills on any balcony or patio is prohibited by city statute. Electric grills are permitted.
* Gas grills may be stored in your garage and used at a minimum distance of 10 feet away from your garage. However, at no time may you have more than one propane tank in your garage. (City Fire Code)
* Nothing is allowed to be hung from your railing, balconies, or windows. Except for certain US Flags. Attachment points may not be screwed into walls or railings.
* Nothing may be stored in your unit’s entry way or on the walkways, this includes beach chairs, surf boards, shoes, etc.
* No tile, carpet, or area rugs can be attached to any balcony or common element as this could damage the surface and allow water to seep into the concrete. Entryway door mats 3’x 4’ or smaller are acceptable as long as they are not attached to the surface.
* Any mat should be lifted / removed and allowed to dry if they become wet.
* Clothes lines are not allowed in any common or limited common area.
* It is prohibited to shake rugs, mops, etc. from doors, windows or balconies.
* The speed limit within the condominium complex is 10 mph and will be enforced.
* No skateboarding or roller skating on walkways, roadways or any paved area belonging to the association.
* Toys and bicycles are to be stored off of the walkways and stored out of sight.
* Excessive noise is prohibited between 10:00 PM and 9:00 AM. Noise from occupants, stereos, radios, or televisions should be kept at a reasonable level as not to disturb your neighbors.

**TENNIS / BASKETBALL / PICKLE BALL COURT**

* Tennis shoes are required to be worn on the court at all times.
* Courts are open daily from 7:00 AM until dusk.
* Courts cannot be used by residents for monetary gain.
* Play is limited to one hour when other residents are waiting to use the court.
* **Play at your own risk.**

**TRASH PICKUP / RECYCLING**

* The trash is picked up on Tuesdays and Fridays. Recycle on Thursdays.
* Please break down cardboard boxes and place them behind the recycle cans for pick up.
* Waste Management will not pick up large bulky items, beds, furniture, etc. unless you call them and arrange **and pay** for special pick up, Call 321-636-6894 for a pick up.
* Please do not place large items out until a pickup date has been scheduled.

**CLUBHOUSE RULES**

* The clubhouse is now open to all unit owners between the hours of 8:00 AM and 8:00 PM daily, unless booked for a private function.
* Owners may access the clubhouse by entering the proper code in the keypad at the front door. The access code should never be given to anyone who is not a unit owner or renter.
* For security and access reasons, please do not prop the front door open at any time.
* When leaving the clubhouse, please make sure all lights and the TV have been turned off and the clubhouse is clean and in the condition which you found it.
* The Clubhouse may be rented by unit owners for $25/day with a $30 refundable cleaning deposit.

**SWIMMING POOL - (Rules also posted at pool)**

* **Swim at your own risk** – No lifeguard is ever on duty.
* Pool hours are from 8:00 AM until dusk.
* Bathing Load: 17 Persons
* Maximum Pool Depth 6’5”, No Diving allowed.
* Life preserver is for emergency use only.
* No glass or animals are allowed within the fenced pool area.
* No food or beverages within 4 feet of the wet area.
* The pool is for use by owners, renters, visiting family members, and house guests only.
* Owners are responsible for the conduct of their guests. Owners / Renters are required to be on the premises when pool is used by their guests.
* All children under three years of age must wear rubber or plastic pants at all times. Should any child contaminate the pool, the unit owner will be liable for all costs incurred in bringing the pool back to a sanitary condition as required by health standards.
* The entire pool area is designated as a non-smoking area.
* If returning from the beach, please shower before entering the pool and remove all sand, suntan lotion/oil, and tar on your feet.
* Please cover the patio and lounge chairs with a towel before use to keep them clean for other guests.
* When leaving the pool area, please return chairs to their original location and close all umbrellas.
* Port Royal is not responsible for any personal items left in the pool area.

**PARKING**

* The parking of motorcycles, recreational vehicles, trailers, boats, or any commercial vehicle/truck is not allowed.
* Each unit is allowed up to two parking spaces. Unit owners with more than two vehicles are asked to use the guest parking by the dumpsters or west of the garages.
* Guests and visitors should never park in a “Resident” parking spot.
* Visitor and guest parking spaces are available on the West side of the tennis court and the West side of the garage structure.

**PETS**

* One (1) pet shall be allowed to be kept in the owner’s unit.
* The pet shall not exceed twenty-five (25) pounds in weight when it is full grown.
* All pets must be kept on a leash outside the owner’s unit.
* Each pet owner shall be responsible for cleaning up after their pet.
* The pet walk area is located west side of the garages.
* The outdoor feeding of pets or feral animals is prohibited as it attracts unwanted wild animals to our complex.
* Pets are not allowed in the pool area.

**ELECTRIC VEHICLES**

* Effective immediately, the recharging of electric or plug-in hybrid vehicles in common or limited common areas of the condominium shall be in accordance with the following regulations:
* No electric vehicles shall be recharged from common Association outlets.
* Extension cords beyond the standard “pigtail” connection shall not be used to supply power from individual units to recharge electric vehicles.
* The Association shall allow owners, who contemplate purchasing an electric vehicle or plug- in hybrids, to install charging circuits using their own electric meters at a designated parking space. The owner is responsible for all costs related to this installation. The Association will not cover any costs.
* No alteration shall be made to the electrical distribution within an individual unit (living space) for the purposes of recharging electric vehicles.
* All electrical alterations must be properly permitted, use a licensed and insured electrician, conform to the architectural standards of the building, and conform to the recommendations of the vehicle manufacturer.
* The purchase of an electric vehicle shall be considered one of the two permitted vehicles parked on the property.
* Please check with a Board Member if you have any questions about charging your vehicle or the unit owner costs associated with installing a charging station.

**STRUCTURAL MODIFICATIONS**

* Screen Enclosures can only be installed on the ground floor at the owner’s expense and must match the existing color scheme.
* Carpet or tile cannot be attached to any Common / Limited Common element.
* Drilling into any concrete surface, (ceilings, walls, floors) is prohibited without board approval. This includes concrete surfaces within your unit.

**LEASING OF UNITS**

* **No unit may be leased for less than 30 days.**

A Leasing guide is currently being created and will be released at a later date. This guide will make sure that all of the policies in our Condo Docs are being followed, to ensure a safe and pleasant living environment for all residents.

**PROCEDURES**

**PAYMENT OF FEES**

* Owners are reminded, as per our condominium documents, maintenance fees and assessments are due on the first of each month, and are considered late if not received by end of the day on the 10th of each month.
* A $25 late fee will be applied on the 11th of each month and for every month the payment is late.
* If the account becomes 30 days delinquent, the account will be charged interest at an annual interest rate of 18% in addition to the monthly late fee until paid.
* Payments made through an online bill pay service are still due on the 1st of each month and must be received prior the 10th of the month.
* Payments may be made by mailing a check to the association, online bill pay, or by dropping a check into the “Maintenance” box by the front door of the Club House.
* At this time, we do not accept direct deposit or Zelle payments.

**UNIT MODIFICATION**

* Please request a unit Modification Package from the BOD.
* This package must be completed in full and approved by the BOD prior to starting any modifications within your unit.
* This package is not required for painting or cosmetic changes within your unit.

Still In the works, will be added soon:

* Procedure and requirements for leasing your unit and notification forms to the BOD
* Roof Access Procedure
* Procedure for approving Flooring Sound barrier
* Procedure for renting the clubhouse