

GENERAL RULES

SEABRIDGE SOUTH CONDOMINIUM

1 - LEAVING A CONDO UNIT EMPTY:

1 - Water and hot water heater should be turned off – main water shut-off is located behind the hot water heater.

2 - Air conditioner should be left at 78 degrees to prevent mold.

3 - Blinds should be adjusted so that a small amount of sunlight may enter.

4 - All walkways and balconies should be left cleared.

2 - Bicycles are prohibited from use or storage on any walkways including balconies.

3- Storage and use of grills is prohibited on walkways and balconies.

4 - All signs are prohibited from being placed anywhere that can be seen from the outside of the building.

5 - Tenants are required to have pets on a leash, clean up after them and walk them only in designated areas. Only one pet is allowed per condo and it must be 30 pounds or less.

6 - Garbage must be put in plastic disposable bags and properly tied before placing it in the chute or dumpster.

7 - Recycle items must be deposited in the designated container located on the west side of the property. Hazardous waste items must be disposed of off-site. Call the Management Company or Waste Management for proper handling.

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Hazardous waste is paint, etc. Oversize items can be disposed of by Waste Management for \$15.00. Call the Management Company for arrangements first.

8 - All outdoor drying of clothes and towels by line, rack, balcony wall, railing or otherwise is prohibited.

9 - DOORS:

1 - All doors must be white and unadorned. They should be painted as needed by owner.

2 - Storm doors keep door from deteriorating and are recommended.

3 - Storm doors in disrepair should be repaired or replaced for safety reasons.

4 - Storm doors should be white and unadorned and similar to what is already present.

5 - Management should notify owners of problems when necessary.

10 - SHUTTERS:

1 - Shutters should be white and unadorned and should roll up and down.

2 - Please check with a Board Member or Management if unsure of details.

3 - Shutters should be checked by owners and painted as necessary.

4 - Storm shutters can be on windows and doors only – no shutters are allowed at railings.

5 - No storm shutters at sliding doors unless cleared by Board, Management or Restoration Contractor. Sliding doors are wind and storm coded therefore shutters are not necessary.

11 - WINDOWS:

All screens should be in good repair. Daytona Screens has been able to replace screens.

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12 - BALCONIES:

1 - Outdoor furniture, plants and small decorations are the only items allowed on balcony - Chairs and Tables cannot have metal feet - if metal they must have plastic or other non-metal bases on them because of the Cathodic treatment in the decks and walkways

2 - All items should be placed inside the unit if the unit is unoccupied.

3 - All plants must have dishes under them to avoid water problems.

4 - Water should not run off the balcony and down onto balconies below.

5 - No tiles or carpet is allowed to be installed on balconies due to the Cathodic treatment.

6 - No painting, coatings or coverings at all are allowed to be put on the balconies.

13 - WALKWAYS AND LANDINGS:

1 - For the safety of residents and the protection of firemen and their equipment all walkways and elevator landings must be clear of furniture and plants.

2 - Mats and small chairs must be removed from walkway if the unit is unoccupied at any time.

3 - There should be no towels or beach items or storage items on balcony, rails or walkways at any time.

14 - DISH ANTENNAS:

1 - Dish antennas cannot be attached to the deck or railing.

**CONDOMINIUM
UNIT-OWNER RIGHTS AND
RESPONSIBILITIES**

DEPARTMENT OF
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INTRODUCTION

The State of Florida provides a number of rights for condominium owners through Chapter 718, Florida Statutes (F.S.), also known as the Condominium Act, and the corresponding administrative rules, Chapters 61B-15 through 61B-24, Florida Administrative Code (F.A.C.). Along with these rights come various responsibilities that correspond to this type of community living. This brochure summarizes the rights and responsibilities of unit owners under the Condominium Act.

You should refer to the specific statutory section or rule for the exact language of each cited provision. You may visit www.MyFlorida.com or contact the Division at the address on this brochure to obtain a copy of the statute or the rules.

RIGHTS

Unit owners have the right to:

Meetings and Notices

1. Receive at least 48 hours notice of board and committee meetings, posted conspicuously on the association property. Section 718.112(2)(c), F.S.
2. Attend board and committee meetings except for meetings between the board or a committee and the association's attorney with respect to proposed or pending litigation when the meeting is held for the purpose of seeking or rendering legal advice. Section 718.112(2)(c), F.S.
3. Receive notice of meetings at which the board shall consider a special assessment or changes to rules concerning unit use. Notice must be by mail or personal delivery and posted on the condominium property at least 14 continuous days in advance. Section 718.112(2)(c), F.S.
4. Receive notice of the annual meeting along with an agenda, by mail or personal delivery and by posting on the condominium property at least 14 continuous days in advance. Section 718.112(2)(d)2., F.S.
5. Receive at least 14 days advance notice of a budget meeting, along with a copy of the proposed annual budget, by mail or personal delivery. Section 718.112(2)(e), F.S.
6. Receive notice of any legal action by which the association may be exposed to liability in excess of insurance coverage so that unit owners may intervene and defend on their own behalf. Section 718.119(3), F.S.
7. Speak at board, committee and annual meetings subject to reasonable restrictions. Sections 718.112(2)(c), F.S. and Rule 61B-23.002(8), F.A.C.
8. Record board, committee or unit owner meetings subject to reasonable restrictions. Section 718.112(2)(c), F.S.; Rule 61B-23.002(11), F.A.C.
9. Receive written notification of any special assessment which must state the specific purpose(s) of the special assessment. Section 718.116(10), F.S.
10. Receive notification of a hearing before a committee of other unit owners before the board can levy any fine provided in the declaration or bylaws. Section 718.303(3), F.S.

Elections

1. Receive the first notice of an election no less than 60 days prior to the election either by mail or personal delivery. Section 718.112(2)(d)3., F.S. Rule 61B-23.0021(4), F.A.C.
2. Submit his or her name in writing as a candidate for election to the board no less than 40 days prior to the election. Section 718.112(2)(d)1., F.S. Rule 61B-23.0021(5), F.A.C.
3. Submit candidate information sheet no less than 35 days prior to the election. Section 718.112(2)(d)3., F.S. Rule 61B-23.0021(7), F.A.C.
4. Receive a second notice of the election, a ballot, an inner envelope, an outer envelope and copies of any timely submitted candidate information sheets no less than 14 days prior to

the election either by mail or personal delivery. Section 718.112(2)(d)3., F.S. Rule 61B-23.0021(8), F.A.C.

5. Vote for the board by written, secret ballot or voting machine if there are more candidates than vacancies. If there are not more candidates than vacancies then the association is not required to hold an election. Section 718.112(2)(d)1., F.S. Rule 61B-23.0021, F.A.C.
6. Vote for the board by limited or general proxy if different election procedures are approved by a majority of the total voting interests and are provided for in the association bylaws. Section 718.112(2)(d), F.S.

Voting, Generally

1. Vote by limited proxies unless general proxies are specifically allowed by statute. Section 718.112(2)(b)2., F.S.
2. Vote at a meeting or by written agreement with a majority of all unit owners to recall any board member. Section 718.112(2)(j), F.S.; Rules 61B-23.0027 or 61B-23.0028, F.A.C.

Association Funds

1. Receive annual financial reports as follows:
 - a. If the association consists of 50 units or fewer, or has revenues of less than \$100,000, then, within 120 days following the end of the fiscal or calendar year or annually as provided in the bylaws, the association must provide a financial report of actual receipts and expenditures. Section 718.111(13), F.S.; Rule 61B-22.006, F.A.C.
 - b. If the association consists of more than 50 units and has revenues of at least \$100,000, then, within 120 days following the end of the fiscal or calendar year or annually as provided in the bylaws, the association must provide a compiled, reviewed or audited financial statements, prepared in accordance with generally accepted accounting principles. Section 718.111(14), F.S.; Rule 61B-22.006(10), F.A.C.
2. Vote for an alternate budget if the developer controls the board and the adopted budget provides for assessments in excess of 115 percent of assessments for the prior fiscal year.
3. Petition the board for a special meeting of the owners to consider an alternate budget if a unit owner controlled board adopts a budget providing for assessments in excess of 115 percent of the previous year's assessments. Upon written application by 10 percent of the voting interests received within 21 days following the adoption of the budget the board shall call the special meeting of the association. Section 718.112(2)(e), F.S.
4. Pay assessments on a quarterly or more frequent basis. Section 718.112(2)(g), F.S.

Generally

1. Exclusive ownership and possession of their condominium unit. Section 718.103(26), F.S.
2. Membership in the association and full voting rights as provided in the declaration of condominium. Section 718.106(2), F.S.
3. Use the common elements and association property without paying a use fee unless the declaration of condominium so provides, or the unit owners by a majority vote of the association approve of such a fee, or unless the charges relate to expenses incurred by an owner having exclusive use of the common element or association property. Section 718.111(4), F.S.
4. Use the condominium's common elements, common areas and recreation facilities together with their invited guests, in accordance with the condominium documents and properly adopted rules and regulations of the association. Section 718.123, F.S.
5. Inspect the association's official records subject to the reasonable rules adopted by the association.
 - a. The association must make its records available for unit owner inspection within five working days after receiving a written request.
 - b. The right to inspect the records includes the right to make or obtain copies, the reasonable expense, if any, of the unit owner. Section 718.111(12), F.S.; Rule 61B-23.002, F.A.C.

6. Receive a substantive written response to an inquiry submitted to the board by certified mail. The response must be sent within 30 days, or within 60 days if the board requests a legal opinion, or within 10 days of receiving the division's advice, if the board requests advice from the division. Section 718.112(2)(a)2., F.S.
7. Apply to the circuit court of the county in which the condominium is located for a receiver if the association fails to fill vacancies on the board sufficient to constitute a quorum. Section 718.1124, F.S.
8. Participate in the voluntary mediation or mandatory, non-binding arbitration processes to resolve certain disputes. Section 718.1255, F.S.; Rule 61B-45, F.A.C.
9. Vote to cancel any grant or reservation made by a declaration, lease, or other document, and any contract made by an association prior to turnover of control to the unit owners other than the developer. Section 718.302, F.S.
10. Bring action for damages or injunctive relief or both against the association, another unit owner, a tenant or invitee or a director who willfully and knowingly fails to comply with Chapter 718, F.S., the applicable administrative rules, or the condominium documents. Section 718.303(1) and 718.1255, FS.; Rule 61B-45, F.A.C.

RESPONSIBILITIES

Unit owners have the responsibility to:

1. Pay their share of the common expenses as defined in the statute and the condominium documents. Sections 718.103(9), 718.115(2), and 718.116, F.S.
2. Use the common elements in a manner that will not hinder or infringe on the rights of the other unit owners. Section 718.106(3), F.S.
3. Provide the association access to their units during reasonable hours for the following:
 - a. To maintain, repair or replace any common elements;
 - b. To prevent damage to the common elements or other units; or
 - c. To maintain the unit as required by the declaration of condominium.Section 718.111(5), F.S.
4. Not make any alterations to their units that would adversely affect the safety or soundness of the common elements or any portion of the association or condominium property the association maintains. Section 718.113(3), F.S.
5. Comply with the provisions of Chapter 718, F.S., the applicable administrative rules, the declaration of condominium, the articles of incorporation, the bylaws, and the rules of the association. Sections 718.303(1), and (3), F.S.
6. Attend and participate in unit owner meetings;
7. Attend board and committee meetings;
8. Vote on issues presented for a unit owner vote and elections;
9. Cooperate with other unit owners in day-to-day community life;
10. Bring any concerns or problems to the board of directors' attention;
11. Serve on the board of directors as needed; and
12. Be familiar with the provisions of the condominium documents.

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Sections 719.1255 and 718.1255, F.S. (Found within the *Condominium Act*); Rule 61B-45, F.A.C.

10. Vote to cancel any grant or reservation made by a declaration, lease, or other document, and any contract made by an association prior to turnover of control to the unit owners other than the developer. Such cancellation requires a 75% vote of approval of the unit owners in most cases.

Section 719.302, F.S.

11. Bring action for damages or injunctive relief, or both, against the association, another unit owner, a tenant or invitee, or a director who willfully and knowingly fails to comply with Chapter 719, F.S., the applicable administrative rules, or the cooperative documents.
 - a. The prevailing party is entitled to recover reasonable attorney's fees.
 - b. Prior to court action involving certain types of disputes, however, the parties must petition for mandatory non-binding arbitration through the Division.

Sections 719.303(1), 719.1255, and 718.1255, F.S.; Rule 61B-45, F.A.C.

RESPONSIBILITIES

With regards to the following, unit owners have the responsibility to . . .

1. Pay their share of the common expenses as defined in the statute and the cooperative documents. The failure to timely pay assessments may result in the association filing and foreclosing a lien against the unit parcel.
Sections 719.107(2), 719.108(1), and 719.108(8)(a), F.S.
2. Use the common areas in a manner which will not hinder or infringe on the rights of the other unit owners.
Section 719.105(2), F.S.
3. Provide the association access to their units during reasonable hours for the following:
 - a. To maintain, repair, or replace any common elements;
 - b. To prevent damage to the common elements or other units; or
 - c. To maintain the unit as required by the cooperative documents.Section 719.104(1), F.S.
4. Comply with the provisions of Chapter 719, F.S., the applicable administrative rules, the cooperative documents, the articles of incorporation, and the bylaws.
Section 719.303(1), F.S.

ESSENTIALS

To maintain peaceful community living, the unit owners and their elected board of directors must maintain an on-going, open communication. Also, to ensure that unit owners play a meaningful role in their associations' affairs, they should therefore take on these additional responsibilities:

1. Attend and participate in unit owner meetings;
2. Attend board and committee meetings as applicable and review the minutes;
3. Vote on issues presented for a unit owner vote and in elections;
4. Cooperate with other unit owners in day-to-day community life;
5. Bring any concerns or problems to the board of directors' attention;
6. Serve on the board of directors as needed; and
7. Be familiar with the provisions of the cooperative documents.

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