

HOUSE RULES

The Manchester Building
(Our Legal Name: Town Shores of Gulfport # 214, Inc.)
6025 Shore Boulevard South, Gulfport, FL 33707

The Manchester is a condominium association consisting of 84 units on the water, in the charming and unique town of Gulfport, FL. Most of us here are delighted to reside in such a place.

As a condominium community, we are in a communal living situation. This is *different* from living in a single-family home. For things to run smoothly, all of us must keep in mind the needs of the entire community, not just ourselves and our own Unit.

The Manchester is an integral part of (and a voting member of) a planned master community known as Town Shores of Gulfport. Our use of common areas and common administrative and operational functions is shared by many other buildings, under the control of our umbrella Master's Association.

The Manchester building is among the best maintained, if not THE best maintained, and one of the most sought-after buildings in Town Shores. This benefits us all, and our goal is to maintain this status. The following rules were not arrived at arbitrarily. Some are required by state statute; others follow county or local ordinances. The remainder of the House Rules are there to maintain a safe, sanitary, and inviting environment for all residents.

The Board of Directors thanks you for carefully reading and abiding by the following House Rules.

Sincerely,

The Manchester Board of Directors

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GENERAL

The following Manchester *House Rules* are in addition to the building's *Blue Book House Rules*, (*By-Laws, Article X – House Rules*) and adhere to our State of Florida Statute 718. Each Unit Resident and Owner shall observe and adhere to these *House Rules* and the rules in the *Blue Book*. Residents must assure that they review House Rules with their agents, tenants, family, and guests.

These rules contribute to making the Manchester a more comfortable, safe, and contented experience for all concerned. In this document, 'the Manchester' is used as shorthand for the Manchester condominium association's 7-member board of directors and their authorized representatives.

- These documents can be downloaded on the Manchester section of the Town Shores of Gulfport website: www.townshorescommunity.com
- A consolidated hard copy of the Manchester *Blue Book, House Rules*, and related Forms and Policies is available for an additional Fee.
- Per voting rights in the condominium association, each Unit is entitled to one (1) vote for each item as per voting certificate on file.
- Any dispute in the interpretation of the *House Rules* should be directed to the Board of Directors in writing.

OCCUPANCY

We must have at least 80% of the Units occupied by at least one person 55 years of age or older. Within this parameter, we must allow sales to individuals who are under 55 years of age; however, Owners under 55 years of age may not be a permanent Resident.

1. General Occupancy

- a. No person under the age of 18 shall be allowed to permanently reside in or occupy a residence.
- b. The condominium unit shall be used for residential purposes only. No commercial or business activities shall be conducted in any unit.
- c. One-bedroom units are restricted to two permanent Residents and two-bedroom units are restricted to three permanent Residents.
- d. An Owner shall inform the board of directors of the sale or rental of their unit no less than 15 days in advance of sale or rental.
- e. A person occupying a unit for more than 30 days with or without the Owner present is immediately subject to the requisite Background Check, Orientation Session, and associated fees.
 - July 5, 2020, Board clarification: Any person who has resided at the Manchester for more than 30 consecutive days and who has subsequently successfully completed the Manchester Interview/Orientation process, is considered a Resident of the Manchester and thus of Town Shores of Gulfport for the duration of their occupancy at the Manchester.
- f. Owners must supply Board of Directors with up-to-date door keys, including any storm door key, so the Board of Directors and their representatives can enter a unit for maintenance, inspection, or emergency. The keys must be kept current. Failure to do so shall result in a fee imposed.
- g. Resident and Owner contact and emergency contact information must be kept current and on file with the Board of Directors. (*See Information Update Form*)
- h. Non-paying Guests of Owners who are not in residence in the Unit, who are staying less than 30 days must complete, and Owner must submit, a Non-Paying Guest Registration Form to the Board no later than seven days prior to the start of the occupancy.

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1. **Unit Condition** -- Each Unit Owner shall keep their residence in good working order as outlined in the Manchester *Blue Book*. Please refer to By-Laws Section 15 and 16.
 - a. Renting a Unit does not release the Owner from this rule.
 - b. There will be an annual inspection by the Board of Directors, i.e., working garbage disposals, in-sects/pests, smoke alarms, etc.

3. **Unattended Units** – Any unit that is unoccupied for any reason for more than 2 weeks is considered unattended.
 - a. Residents/Owners of an unattended Unit should have their Unit checked at least once every 2 weeks by a neighbor, friend, or someone who is available for hire.
 - b. If the Unit is NOT being monitored, all water valves should be turned off.

RENTAL/SALE OF UNIT

Prior written approval by the Board of Directors is required for Rentals in compliance Florida Statue - The Condominium Act, Section 718. Sales/Leasing Agents are subject to these *House Rules* and the Unit Owner is responsible to ensure compliance.

1. **Sales** -- The Board must be notified of a pending sale at least 15 days prior to closing. Prospective Resident/Owner Interview and Orientation must also take place *prior* to the closing.
 - a. Prior to an Orientation, a criminal background check must be performed for each Owner/Occupant.
 - b. All paperwork needed for the closing (Approval of Sale Certification) will be provided at the Orientation. Closings may NOT occur without this approval form.
 - c. No keys are to be provided to the pending Owner prior to Unit closing.
 - d. Unless arrangements have been made with the owner and Board of Directors, pending Owners may not move into the Unit prior to Unit closing.

2. **Rentals**
 - a. All Rentals require a current signed lease provided to the Board, prior to Occupancy or Orientation, using the standardized form on www.townshorescommunity.com
 - b. Leases shall NOT be in more than one-year increments.
 - c. The Unit shall not be rented more than once per year commencing from the effective date of the lease.
 - d. Unit Owners are responsible for the actions and damages caused to their Unit or Common Areas by their Sales/Leasing Agents and their Unit tenants.
 - e. Rental of a Unit shall not release an Owner from their obligations.
 - f. Renter complaints about the Unit are to be made to their Leasing Agent/Owner per their lease.

3. **Orientation** – All New Residents, including Owners and Renters are subject to an in-person Interview/Orientation prior to Occupancy and shall pay the Orientation Fee.
 - a. The Interview request must be made by Owner or Leasing Agent of record no less than 15 days prior to the requested move in date.
 - b. No Orientations are allowed on move-in date.
 - c. No Orientations for Renters will take place without a current signed lease in place.
 - d. Unit Owner shall be responsible for providing the Interviewer with all requisite forms.
 - e. Each Unit Owner is solely responsible for providing their Residents keys to their Unit, storage room, mailbox, and four Town Shores ID Tags. An ID Tag is to be worn in

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- f. sight while on common grounds such as the pool, tennis courts, club house, etc. The Owner shall provide the Resident with a hard copy of the *Blue Book*. These added *House Rules* will be provided at Orientation.

CONDUCT OF RESIDENTS AND GUESTS

Unit Owners are always responsible for the reasonable conduct of themselves, their family members, guests, and tenants. Owners must ensure that they know, observe, and abide by all House Rules and rules in the Blue Book.

1. **Water** -- Our building is charged for water usage based on our building’s meter reading. Please help us conserve water.
 - a. Check faucets, toilets, and showers for leaks regularly.
 - b. Leak repairs/damage from leaks are the responsibility of the Unit Owner.

2. **Noise** -- Quiet hours are from 11 p.m. to 7 a.m. per Pinellas County ordinance: <http://www.pinellascounty.org/code-enforcement/enforcement-codes.htm#noise>
 - a. Be considerate of your neighbors and keep the playing of radios, televisions, musical instruments, etc., to a respectable level. Boisterous parties or conduct either in the building or parking lot which disturbs the peace and quiet of other Residents is prohibited.
 - b. In case of excessive noise from parties, people, or vehicles that cannot be resolved neighbor-to-neighbor, contact the Pinellas County Sheriff’s Office at (727) 582-6200 and NOT your Board of Directors or maintenance staff.

3. **Smoking** – The Manchester House follows the Florida Indoor Clean Air Act. Within the confines of the building’s envelope, there is no smoking in common areas, including walkways and entrances of the building; The paved common patio area is also a no smoking area. Ashtrays are provided near the parking area and out by the street. Smokers should be considerate of their non-smoking neighbors.

4. **Bug Spray** -- each Unit shall be inspected for insects and sprayed annually. EXCEPTION: Units whose Residents provide a letter from their physician dated within the past 12 months stating they need to be exempted due to a health condition.

5. **Pets/Animals** -- One small (less than 15 lbs.) house cat is allowed per Unit.
 - a. No other animals of any kind are allowed on Manchester property, except Service Animals having the required documentation from a physician. Misrepresenting a pet as a Service Animal is a violation of both Federal and Florida Laws.
 - b. All cat owners are required to complete a Pet Form and to have it on file.
 - c. All house cats must be in carriers when outside the Owner’s Unit.
 - d. Feeding of birds, wildlife or stray animals around the building is strictly prohibited. If you do, beware: you may be fined by the Florida Department of Wildlife & Fisheries.

6. **Visiting Children** -- shall be supervised while on common elements and especially in the elevators, stairwells, sea wall and walkways. They must not create excessive noise. No skateboards or rollerblades are allowed.

7. **Estate Sale** -- Any Owner or Resident wishing to conduct an “estate sale” must notify and receive prior approval from the Board of Directors.

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8. Construction/Repair Work

- a. No structural change or alterations shall be made to any Unit without the notification and approval of the Board of Directors.
- b. Construction or repair work shall be conducted on weekdays and Saturdays (not including legal holidays) between the hours of 8 a.m. and 5 p.m., unless necessitated by an emergency.
- c. All permits must be posted and visible from the walkway facing the Unit's front door.

9. Deliveries/Move in Or Out

- a. The unit Owner is solely responsible for damages caused to the Building and Common Areas during deliveries, repair/maintenance, or construction work on their Unit, regardless of who causes the damage.
- b. Coverings for the elevator floor must be used for deliveries or moving of large items when using the elevator. Coverings are in the 1st floor closet and must be returned when done.
- c. Advance Notice shall be given to the Building Manager or Board when expecting deliveries, moving, or renovating. This will minimize congestion in our elevators and parking area, so your planned activities go smoothly.
 - Delivery and removal of furnishings is permitted Monday through Saturday between 8 a.m. and 5 p.m. -- NO SUNDAYS – NO HOLIDAYS.
- d. It is the responsibility of Unit Owners to oversee their outside contractors, etc. and be sure they clean up any dirt or debris in the elevator, balcony, parking lot or walkways.
 - Nothing, including old carpeting and padding, may be thrown from any balcony or window.

EMERGENCIES & SAFETY SYSTEMS - In case of an emergency – call 911. Do not use elevators during an emergency. Follow signage posted in Elevators and Common Areas.

1. Fire Alarm System

- a. You must notify the Board of Directors if you are doing electrical work that would require the breaker marked for the smoke alarm in your Unit to be turned off.
 - Do not turn off this breaker. You will be turning off the plugged-in alarm annunciator.
 - If you do, you will be charged a service charge for a Board member to enter your Unit and move the alarm annunciator to an electrical outlet and turn the breaker to the alarm back on.
- b. The batteries for your round smoke alarm will be replaced by volunteers each year. They must be replaced annually, per the Gulfport Fire Department.

2. Suspected Emergencies -- Noise of running water, the smell of gas, etc. when no one is in the unit is considered an Emergency. In these cases, immediately call the appropriate emergency number listed in your Manchester Phone directory.

- 727-248-3136 - Maintenance number: Monday - Friday from 9AM to 5PM
- a. If the Resident/Owner is away or has been gone for over 2 weeks, and the water and gas are turned on, they will be shut off where necessary by the Manchester and the Owner will be responsible for all related charges.
- b. If there is an emergency, clean up to prevent further damage to the Unit or to other Units may be necessary. In those cases, a fee will be charged to the Owner and

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emergency clean-up (only) will be done by the Manchester. The Owner will be contacted per the current *Information Update Form* and will then have 3 days to see that proper repairs and complete clean-up are made to the Unit. The Board is to be notified by Owner when repairs are complete.

COMMON ELEMENTS

In the event expenses are incurred or damage done to common property by an Owner, their tenants, guests, contractors or vendors, the Owner shall be responsible for payment.

1. **Elevator** -- The Owner must notify persons (contractors, delivery people, family, guests) who are using the elevator of these rules, each time the elevator will be used.
 - a. As a courtesy, please send the elevator back to the 1st floor after exiting the elevator.
 - b. Coverings for the elevator floor must be used for all delivery or moving of sizable items. Coverings are stored in the 1st floor closet.
 - c. Do not overfill the elevator.
 - d. Do not manually hold the door open as this can shut the elevator down. Use the “door open” button in the elevator.

2. **Trash/Trash Room** – For the common good and to avoid a fine, please obey all additional instructions posted in the Trash Room; security cameras are in place.
 - a. A working garbage disposal is required in each unit and is to be used for wet garbage as our Trash Room is incapable of handling the building’s volume.
 - b. Wet garbage – only which cannot be disposed of in your Unit’s disposal - may be put in the Trash Room, in which case the garbage must be double bagged and tied to avoid spillage.
 - c. Place recyclable materials in designated bins.
 - Plastic bags and glass are NOT recycled here.
 - Plastic bags and glass should be placed in a regular trash can.
 - d. Break down corrugated boxes and place in designated area.
 - e. No construction materials or hazardous materials are allowed in the trash room.

3. **Storage Rooms** – Storage rooms for Units are located on the 2nd, 3rd, 4th, and 5th floors.
 - a. Per EPA regulations, no flammable or explosive items such as paint or paint products are to be stored in your storage bins.
 - b. No items may be stored outside of your assigned storage bin.
 - c. No storage bin may be switched or taken over by another Owner without the approval of the Board of Directors.

4. **Laundry Rooms** -- Laundry rooms are located on the 2nd and 5th floors.
 - a. Laundry room use is limited to the hours of 7:30 a.m. to 8:30 p.m.
 - b. A maximum of two washers and one dryer may be used at one time.
 - c. Please remove clothing from machines promptly. Untimely removal of clothing from washers and dryers may result in said clothing being piled onto the sorting table to accommodate other users.
 - d. Please follow all additional instructions posted in laundry rooms.
 - e. There shall be no washing machines or clothes dryers in any Unit.

5. **Parking Lot** -- Only passenger vehicles belonging to Residents or their Guests may use Manchester parking spaces. The exception would be contractors who should use visitor parking
 - a. Any Vehicle to be parked in an Owner’s assigned space must be listed on the

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Information Update Form or Non-Paying Guest Registration Form.

- b. No major repairs of vehicles or washing of vehicles in the parking lot (wiping down is permitted).
- c. All vehicles must be in operable condition with current registration and tags.
 - Vehicles may not be used as a storage place.
- d. No items are to be attached to the posts in the parking area. Any items in violation will be removed and returned to resident.
- e. Owners assigned a covered parking space are responsible for the maintenance, upkeep, fees, and insurance (if desired) of their space and the shelter. The State of Florida does not require insurance for covered parking as the cost is generally prohibitive.
 - Covered parking cannot be re-assigned.
- f. Residents must use their assigned space.
 - Guests must use Visitor parking except when there is prior Owner agreement as noted in 5a above.
- g. RVs are not allowed to be parked in the Manchester parking lot.

6. Patios – All 1st floor Unit patios must be kept in good and safe condition.

- a) Manchester first floor individual patios must meet the following specifications. Existing patios, paving stones, and edging are authorized to remain as they are until such time as each is repaved and/or reconstructed or the edging replenished. At that time, non-compliance must be remedied.
 - 1. Patios must be 6 feet deep, measured from the building towards the canal, and a maximum of 18 feet wide side to side.
 - 2. Patios must be constructed of 16" x 16" red embossed style paver stones set in a base of crushed limestone or sand.
 - 3. The front edge (canal side) of each patio may be edged with stone or artificial turf in place of the natural grass or soil.
 - a) Stone must be white in color and of approximately 1 inch in size. Stone must measure no thicker than three inches above the ground but must not exceed the height of the patio.
 - b) Artificial turf must be grass green in color; no other color is allowed; and must be installed to ensure fraying does not occur.
 - c) Edging may not exceed 18 inches, measured from the patio edge towards the canal, and may not extend beyond the width of the patio.
 - 4. No structure of any kind may be constructed, erected, or installed on the patio.
 - 5. The Manchester Board of Directors must approve the plan for any patio repaving or reconstruction project.
- b. Patios shall not be used for storage of any items. Only appropriate outdoor furniture is permitted on patios. Shade umbrellas may be used ONLY if they are portable and taken in and out with each usage.
- c. The hanging of clothing, rugs, towels, or other items is prohibited.
- d. Plants/planters must be in good condition and remain within the Unit's patio area.
- e. All patio furniture and plants must be placed inside the Unit if the Resident is gone or if items are unattended for more than 2 weeks.
 - **REMEMBER:** Storm season is June 1 through November 30.
- f. All posted rules and signage for the Common Patio, its grill and other items must be adhered to.

7. Walkways/Railings/Other Common Elements— we are required by law to keep walkways clear of preventable hazards for emergency situations.

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- a. Walkways are required by law to be kept clear of preventable hazards for emergency purposes and may not be blocked or cluttered in any way.
- b. Balconies on each floor of the building are common areas, not part of the walkways and may be used as social areas under the following guidelines: Small café tables and chairs are allowed as follows: No more than two sets of small tables and two chairs per balcony. Items must be clean, well maintained, appropriate outdoor furniture and must be available for the use and enjoyment of all residents. Appropriate arrangements must be in place to remove these items when major storms are imminent.
- c. If anything necessitates sweeping your walkway, debris must NOT be swept under railings into areas below. PLEASE USE A DUSTPAN.
- d. Nothing shall be thrown, hung, shaken, or emptied by the Residents, guests, or their employees out of the windows, doors, walkways or down the stairways, nor shall anything be hung from outside of the windows or placed on the outside windowsills or railings.
- e. No radio, TV or other electronic or mechanical devices shall be erected or maintained outside the physical confines of a Unit.
- f. No privately-owned BBQs or grills of any kind are allowed in Common Areas.
- g. "For Rent" signs or advertising of any nature may not be displayed. Soliciting of any kind shall not be permitted on the premises.
- h. Proper street attire is required in ALL Common Areas of Town Shores, including our building. Shirts and shoes must be worn outside the confines of your Unit. Cover-ups must be worn over bathing suits in all areas except the pool.
- I. Unit Residents shall not trim any trees or bushes or plant anything on common grounds, except for the Landscape Committee.
- II. Potted plants are prohibited on balconies/walkways.

AMENITIES

ID TAGS must be used on Town Shores of Gulfport common grounds by all Residents and their Guests (over the age of 14). Lost ID Tags will be replaced by the Master Association for a fee.

1. **Bicycles/Kayaks** – Bicycles and Kayaks stored on common elements belonging to our building must be registered and Owners must adhere to these rules:
 - a. All Bikes and Kayaks must be placed either in assigned spaces, within the user's Unit, or off-site.
 - Storage space assignments for Bike and Kayak racks will be handled by the building Maintenance staff and their decision is final. See *Amenities Form*.
 - Owners/Residents who will be off-site for more than two weeks must place their bikes/kayaks in their Unit while they are gone.
 - b. Assigned Bike spaces require a fee to cover number and bike rack assignment.
 - Bikes must be kept in good condition (no flat tires, torn seats, major rust, etc.). Violators will be notified of non-compliance and said bike is subject to removal after two weeks.
 - c. Assigned Kayak spaces are subject to a yearly fee. Fees may be prorated monthly for new kayak Owners/assignees.
 - Kayaks in assigned racks must be locked and secured.
 - d. Owners are solely responsible for any damage resulting from their Bikes or Kayaks.

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The Compliance (Fining) Committee

The Compliance Committee is a standing committee for the Manchester board. It is critical to the ability of the board to perform their duties and responsibilities to enforce our Blue Book, House Rules, and Florida governing documents.

The committee specifics are required and defined by Florida Statutes

{718.303(3)(b)/HB841}:

- The committee consists of 3 members.
- They cannot be the spouse, parent, child, brother, sister or employee of any director.
- Their role is limited to determining whether to confirm or reject any fines levied by the board to an owner.

It is the right of every owner to have an opportunity for a fair hearing, unencumbered by the board on matters where fines or suspensions are levied by the board. The Compliance Committee provides that opportunity.

To understand the import of this role it helps to look at the board of directors as the executive branch and the Compliance Committee as the judicial branch dedicated to providing owners with a fair hearing of board complaints.

independent from any board influence. Committee hearing meetings:

- Require a 14-day prior notification to the owner.
- Always take place in the Clubhouse.
- Require a meeting notice to be posted in the building.
- Lets the complainant bring others involved to be heard
- Are limited to the written complaint by the Board
- If the committee approves the fine, it must be paid within five days of the committee meeting
- The board of directors must give written notice of the fine or suspension after the committee approves it by mail or hand delivery.

TOWN SHORES MASTER ASSOCIATION

1. Each Building Association in Town Shores is a stand-alone Corporation that makes its own rules. Our building is under the direction of the Manchester Board. Each building Association is a member of the Master's Association. The Manchester Board appoints two individuals to represent the building's interest at the Master's meetings. The Masters Association sets the rules for non-Manchester common areas and activities in Town Shores.
 2. The assessment fees for the Master Association are included in your regular monthly Manchester building association assessment fee.
 3. Owners/Residents are invited to Master Association meetings. The Master Association meets every third Tuesday of the Month during 'season' in the auditorium of the Club House. The date and times are posted on the lobby bulletin board, on the website and at the Club House.
 4. The management office located at the Club House is available to assist you. The daytime, maintenance, and emergency phone number for the Master's Association are 727-345-9491. The Website for the Master Association is the same as our building:
www.TownShoresCommunity.com
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MANCHESTER BUILDING – ADDED INFORMATION

1. Our building number is 214. The building address is:
Manchester Building
6025 Shore Boulevard S
Gulfport, Florida 33707
2. As per the Blue Book, we are legally referred to as: Town Shores of Gulfport No. 214, Inc. Correspondence of a legal nature should be addressed to:
Manchester Board of Directors
Town Shores of Gulfport No 214, Inc.
3210 59th Street South
Gulfport Florida 33707
3. To reach Manchester Building Maintenance or Board of Directors, call:
 - a. Our building's Maintenance number - 727-248-3136.
 - During normal business hours only. Mon-Fri from 9am to 5pm
 - b. After-hours, refer to the emergency numbers listed in you Manchester Phone Directory.
4. Check your phone directory for valuable information.
5. Know who your current board members are so you can contact them as needed.
6. Read the bulletin boards located in our 1st floor lobby and laundry rooms frequently.
7. All building insurance information and wind mitigation is available at the Clubhouse office.
8. June 28, 1973 is our birthday.

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REMEMBER: MAKE SURE YOUR CONDO AND BELONGINGS ARE READY...
STORM SEASON IS JUNE 1 THROUGH NOVEMBER 30