

# DOVER HOUSE RULES

## OCCUPANCY

- 1) Town Shores Dover Building is a 55 and over Adult Community.
- 2) Guest, as well as children under the age of 14, are not permitted as Permanent Residents. Visits beyond 30 days require Board Approval.
- 3) All children under the age of 14 must be accompanied by a responsible adult in all areas of the property.
- 4) Leases of units are limited to a total of 5 in the building at any given time. The Owner must own the unit for 18 months prior to issuing a lease. At least one rental occupant must be over 55. Leases must be for a minimum of 3 months. Board approval, including an interview and interview fee are required.
- 5) Pets and Support Animals:
  - a) Residents are allowed one pet per unit (one dog or cat), which must weigh 20 pounds or less.
  - b) If an Owner is approved by the Board to have a disability support animal or emotional support animal they may have one such animal. HUD documentation is required.
  - c) All animals, outside of their unit, must be leashed or caged.
  - d) When walking pets or support animals, use only designated pet walking areas. All Residents must immediately clean up their pet's waste.
- 6) The Board requires that Residents provide keys or access codes which permit the Board or its authorized agents access to the unit in case of emergency.
- 7) In case of extended absence and the Resident is leaving a car in the parking lot, Residents must supply a Board member with the location of their car keys in case there is a need to move cars.
- 8) If a Resident is unavailable for scheduled maintenance or pest control treatment, a Board member will accompany the technician into the unit. Residents may opt out of treatment with documentation of their own pest control treatment.

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## CONDO USAGE

- 1) Owners must use their units for residential purposes only, in a manner consistent with existing Florida law. Owners must not use their premises in any manner which is disturbing, hazardous to others, or injurious to the value of the property.
- 2) Smoking is only allowed inside your unit. Smoking is not permitted in any common areas.
- 3) Owners must notify the Board before making any structural changes or alterations to their unit, and use licensed, insured contractors where required by law or code. Unit Alteration Forms are available on the Dover 203 website and must be signed by a Board Member before work begins. Note that replacing windows or front doors requires a permit from the Gulfport Building Department.
- 4) Construction is limited to the hours between 8am and 6pm Monday through Saturday. Workers are not allowed to park their vehicles in resident's spaces, but must use the designated Guest spaces. Also, workmen must turn off their vehicles so that exhaust fumes do not enter units.
- 5) It is suggested that Residents turn off the water in their unit when they will be away for an extended period to avoid possible flooding and damage to your or your neighbors units.
- 6) No adult diapers, wipes (including "flushable wipes," or other non-degradable materials can be flushed down toilets. Dover has old pipes that may become clogged. Clogged pipes cost thousands of dollars to clear, which necessitates raising condo fees.
- 7) Residents are required to pour a cup of white vinegar, followed by a cup of water, into their air conditioner condensation pipe each month. Failure to do this may result in a backup in ground floor units or flooding of units.
- 8) Washers and Dryers are only allowed in ground floor units. As of 2020, no appliances can be installed in any units that would necessitate penetrating a waste water pipe that was lined in 2019. Doing so would void the warranty on the pipe lining.

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## COMMON ELEMENTS

- 1) Proper cover up and shoes are required in all common areas.
- 2) Residents and Guests must not hang any items on balconies or railings, nor leave any items in other common areas (lobby, stairwell, carport, etc.).
- 3) Common areas shall not be obstructed, littered, defaced, or misused in any way. Gulfport Fire Laws require that walkways be clear of chairs, plants, etc. at all times.
- 4) Radios and audio equipment can only be used with earphones in outdoor common areas.
- 5) Bulletin Boards in the lobby and elevator are for Dover Building business. Residents can post items of interest only when space is available. The Board reserves the right to remove any item posted to Dover bulletin boards.
- 6) Garbage must be bagged and tied securely before placing in containers.
- 7) Recyclables must be placed in proper containers and cardboard flattened. Our garbage company does not accept glass for recycling. The City of Gulfport provides drop-off dumpsters for glass at the Gulfport Neighborhood Center, located at 1617 49th Street South.
- 8) Grocery carts and hand tools are available in the lobby storage closet below the stairwell. Please return immediately after use. No storage of personal items is permitted.
- 9) Limited storage is available for all Residents on the 2nd, 3rd, and 4th floors. All stored items must be labeled with Resident's name and unit number.
- 10) Laundry Rooms: hours of use are between 8am and 9pm. Residents are expected to clean dryer lint traps after use. Please keep the room clean.
- 11) Parking:
  - a) Residents must use their assigned parking space. If a Resident has a second vehicle, any available Guest space may be used for parking of the second vehicle.
  - b) The parking area is limited to passenger vehicles only, no commercial vehicles or motorcycles are allowed. See Section 4 under Condo Usage for parking of workmen's vehicles.
  - c) No Pods will be allowed in the parking lot.
  - d) No washing or repairing of vehicles is permitted.

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- 12) The bike rack is available to Dover Residents for operable bikes.
- 13) Dover maintains a grill on the community patio for resident use. Personal grills are not permitted.

## BOARD

- 1) Prospective Owners and Renters must pay a \$100 interview fee.
- 2) All persons contracted by the Board to perform paid services must be licensed and insured.
- 3) Volunteers are covered by Dover's workman's comp insurance.
- 4) The Board has the ultimate authority to enforce all rules, as well as those defined in the Declaration of Condominium, the Articles of Incorporation and By-Laws, as well as regulations, and policies in the Dover Blue Book.
- 5) Residents should submit written concerns about Rules violations to the Board, specifying: Owner's name(s); name(s) who have allegedly broken one or more rules; as well as supporting information including: times, dates, witnesses, relevant details, and reference to the rule or policy broken.
- 6) The Board will investigate the complaint and take whatever action it deems warranted, including communication of emails, courtesy letters, and warnings. The Board reserves the right to conduct a formal hearing of the complaint or to attempt resolution without formal hearing.
- 7) Residents may be fined for their or their Guest's documented violations of Dover House rules.

THIS DOCUMENT REPLACES ALL PRIOR  
DOVER HOUSE RULES AND REGULATIONS