

**On December 14<sup>th</sup>, 2022, the Windsor Board of Town Shores #217 of Gulfport voted to add following House Rules and Amend those in RED below. The Board voted YES to all Rules and Amendments. They became effective immediately.**

**R1. Owners, and their guests, when walking their dogs or cats on the outside of condominium property, shall only use the designated pet walking areas to allow said pets to relieve themselves. These areas are restricted to the sidewalk area to the farthest northern boundary of the property and in the grassy area to the southeastern area of the property. Signs are posted in both areas. While getting from one's unit to the designated area discussed above, owners of dogs and or cats must have such pet on a leash no longer than 3 feet so that the owner has complete control of animals and leashes cannot wrap around others walking in the common areas of property. Unit owner's must prevent all animals from relieving themselves until they get to said designated areas. This is to prevent someone from slipping and falling on walkways or roadways where an animal has relieved itself. The leash restriction does not apply in those areas designated as pet walking areas, but common courtesy and common sense should be used when others are also using same areas at the same time. While in front of the building, on the bench or in lobby, owners are required to always keep dogs and cats on 3 foot leashes keeping walkways open and clear and not blocking walkways. Guests visiting the condominium with their dogs must conform to the weight limit stated in Declaration of Condominium. Any Unit owner wishing to have a certified Assistance Animal occupy unit is to present an application to the Board, which will be kept confidential. Upon review of said application and conclusion of doing so, Board will accept or contact Associations council for determinations if Board needs clarification. If the law requires to have updated annual applications for the need of having an assistance animal the Board will contact unit owner for their assistance.**

**R2. Unit owners are not allowed to place items such as plants, personal items, etc. in common areas such balconies and walkways. Small Tables and chairs are allowed only while in use by the unit owners and shall not block those wishing to pass by. Nothing should be left on balconies, walkways or rear patios during times winds are forecasted above 20 miles an hour. Also, putting anything on outdoor windowsills, including window boxes, is not permitted.**

**R3. Speed limits on Building property shall be Five (5) mph.**

**R4. Adoption of Rules for Board Member and Unit Owner Meetings; Regular, Annual and Special. Meetings are to be called by the Chairperson of the Board or Board Members and Unit Owners as per the Bylaws of Condominium and Florida Statute 718. The Board will conduct their meetings following the Agenda Method of Roberts Rules of Order and all that attend will be expected to follow them to the best of their ability. Anyone who wishes to speak on any certain Item, on the agenda, and must sign in five (5) minutes prior to the beginning of the meeting and will have no more than three (3) minutes to share their comments. This will happen at the beginning of the meeting after roll call is taken and prior to Old Business and New Business discussions start. All wishing to address the board shall use the microphone provided in order that all present can hear the person speaking. Meetings shall last no longer than ninety (90) minutes unless a motion is made and seconded and carried to go longer, by a board member in the case of a board meeting and or a unit owner in the case of the general members meeting. Unit owners are encouraged to ask a board member to put something of interest on the agenda and when doing so must do it before the time needed to post agenda per bylaws and Fl. Statue 718.**



**R5. There shall be no smoking, which includes vaping and use of electronic cigarettes, by unit owners nor their guests while on walkways, balconies, in lobbies and laundry rooms, in staircases, in common areas other than the designated areas. Designated areas of the common area are located on the north most boundary of property along the sidewalk adjacent to Shore Blvd. South. There are receptacles along the hedges and two benches for the convenience of smokers. Unit owners and their guests who smoke in their units shall do everything in their power to restrict and confine the secondhand smoke to the interior of their unit, as in other situations, not create a nuisance or hazard to others in or on the condominium property.**

**R6. When replacement of flooring in unit is done, soundproofing must be done to prevent or reduce noises to transfer through to unit below. First floor units are exempt from this rule.**

**R7. Unit owners are responsible to get copies of renewals of Rentals to the Secretary**

**R8. Work being done by contractors or by unit owners, in the unit, are limited to during the hours of 8am and 5pm, Monday thru Friday. No Saturday or Sunday work is allowed unless approved by at least 4 board members in writing and by special exception or in emergencies. There shall be no loud noises nor disturbances to other unit owners when given these exceptions.**

**R9. Unit owners or their contractors are not allowed to drag anything up or over the railings by hand or when using a lift truck or crane. Railings and walkway flooring outside units are to be protected by blankets or protective covering when anything is being lifted over them or contractors are working, cutting in that area. At no time shall a unit owner perform or change plumbing, electrical or structural work unless they have a license from Pinellas County and the state of Florida to do so. If they hire another person to do the same applies. To do so without such licenses is a felony in a condominium in the State of Florida.**

**R10. All work done by contractors is to be shared with Board by filling out forms describing scope of work, dates of commencement of work and names, phone numbers and addresses of contractors. These forms must be filled out and handed to the Board prior to start of work being done. Anyone performing work must have proper licenses and insurance per Fl. Statute 718 and Pinellas County regulations and laws. When Contractors are required to use service elevators, it must be arranged by unit owner with a board member 24hrs in advance and protective blankets must be put up inside cab of elevator.**

**R11. All correspondences to the board must be signed and either mailed to the club house address or placed in the mailbox in lobby marked "Windsor Mail". Unless it is an emergency, Board Members are not to accept nor acknowledge correspondence without it being in writing from either unit owners, vendors, or others. A paper trail must be part of our Condominium files.**

**R12. When unit owners are selling units, termite inspections must be done and copy of inspection must be delivered to Board prior to the prospective buyer's interview. Sellers of units are also responsible to relinquish both owners ID tags and guest ID tags to new buyer. Board Members doing interview of prospective buyers will attempt to inform those being interviewed, if they do not get the said tags, they could be looking at a monetary charge of the cost of the ID Tags at time of the sale for acquiring new ones.**

**R13. All unit owners must provide the Board all keys to enter units when necessary and when unit owners change door locks to unit, they are required to give the Board a copy of new key to put in the lock box the Board members manage for emergencies.**



**R14. Unit owners are required to set AC in the on position and no higher than 78 degrees Fahrenheit when the unit owner is going away for any length of time. This is to prevent mold especially in the summer months. Also, when leaving, Unit owners that have window shutters are required to put them down due to heavy rain or storms. Unit owners are also required to shut off water at the recirculating valves and cold water valves located under all sinks and vanities including the kitchens.**

**Unit owners are also required to maintain proper water level in toilet bowls in order to keep rodents and bugs out of their unit or other units in the building. It is also required that unit owner place plastic wrap tightly over toilet bowls in order that water does not evaporate.**

**R15. Unit owners moving in or out of the building, are required to do so from Monday thru Friday and not on weekends or holidays, unless prior arrangements are made in writing and approved in writing by at least four (4) board members. Unit owners are to make sure elevators and common areas are protected from damage to the best of their abilities.**

**R16. At no time shall Unit owners do work, plant, or remove plants or add any structures or ornamental items of any kind, including lights, in or on the common areas of property without written consent and permission of the Board.**

**R17. Unit owners are not allowed to perform any electrical, plumbing or changes to construction of interior of their unit without having the proper permitting and licensing given or authorized by the city of Gulfport and county of Pinellas. Without the proper licensing or permits, individuals doing this type of work in a condominium is regarded as a felony in the State of Florida. Contractors and or unit owners are only allowed to perform above such work stated on units between the hours of 8am and 5pm Monday through Friday unless extenuating circumstances should arise and approved in writing by at least four Board Members.**

**R18. Propane and Charcoal grills are prohibited on balconies, walkways, and common areas of building property.**

**R19. Unit Owners nor their guests or their contractors are allowed on the roof of building without the written consent of the Board.**

**R20. Unit owners must report to the board whenever there is a water leak in their unit. This is to insure water has not leaked into other units below or to neighboring units on either side.**

**R21. Unit owners are not to park vehicles in restricted places and adhere to the parking signs on the Windsor property. This includes parking in spots that have been assigned to other owners. Unit owners are responsible to notify their guests of this rule.**

**R22. Unit owners are to maintain a clean, uncluttered and a sanitary unit in order to reduce infestation of pests, rodents and other unsanitary situations,**

**R23. All unit owners are to ensure the Fire Sounders are installed properly and in working order.**

**R24. Board approval must be granted in writing when unit owners wish to change the style of exterior doors, windows, or the outside colors of the doors or windows. As of December 1<sup>st</sup>, 2022 and until a change is made, all storm doors are to be white and other units without storm doors are to be either the green approved by the board and on the outside trim of building or White, depending on the style of the door. All the above must conform to the color and style of the building as of this date or until this rule is amended.**

**R25. All unit owners are to notify the Board, in writing, if they desire to rent their unit. At this time and due to conditional requirements of our insurance company, there shall be no more than 12 units in the building at any one time. As of this date, December 14<sup>th</sup> 2022, we are at the limit of twelve. When a unit becomes vacant the unit owner has no more than 30 days before another unit owner has the right to put their unit up for rent.**

**R26. All unit owners must supply the Board in writing the name of the individual or the company responsible for maintaining their unit when the owners are away for more than 15 days at a time. This is for the continued safety and protection of all unit owners property and health. As per Florida Statutes 718, Board members have the absolute right to enter a unit when they suspect there is a problem such as a water or gas leak, a problem that could cause damage to the property of this unit or other parts of the property. This rule will help to contact those needed quickly in order to minimize any damage that might occur.**

**As of this date, December 14<sup>th</sup>, 2022**

**Any owners, renters, or their invited guests, found not adhering to these House Rules shall receive a warning by The Board and if the violation continues will be reported to the Fining Committee for further action, per Fl. Statue 718.**