

**TOWN SHORES OF GULFPORT #201 BARCLAY HOUSE
A NOT-FOR-PROFIT CONDOMINIUM CORPORATION**

BARCLAY HOUSE RULES

Barclay House is an independent-living community. It is a permanent, year-round residence to some owners and a winter home to others. It is a 55-plus community, meaning that at least one person in the household must be at 55 years of age. The Barclay House is residential property. Thus, a unit may not be used as a venue for commercial profit.

The following Barclay 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. Owners, agents, renters and guests are expected to respect and follow these rules.

Common Elements: Stairways, elevator, walkways, halls, patios are common elements and shall not be obstructed, littered or misused in any manner. Fire code prevents the storage of any articles on or under stairwells.

Deliveries: Plywood covering for the elevator floor is located in the trash room and MUST be used during deliveries, move-in and move-out of large items. The covering is to be returned to the trash room upon completion.

Emergencies: The Barclay House has a "CSSI" alarm system throughout the building for building emergencies. It is the owner's responsibility to maintain the batteries in the CSSI alarm in the unit. Smoke alarms within the unit are required and are to be maintained and working at all times, per the Gulfport Fire Department. Noise of running water, the smell of gas, etc. in an unoccupied unit is considered an emergency. In these cases, call:

- 727.345.9491. Maintenance Monday – Friday 9 am – 5 pm
- 727.248.3165. After –hours Emergency (only)

If clean-up is necessary to prevent further damage to the unit or other units, a fee will be charged and only emergency clean-up will be done. The owner will be contacted per the Resident and Owner Information Form, and has 3 days to see that proper repairs and clean-up are made to the unit. The owner is to notify the Board when repairs are completed.

Extended Absence: It is the responsibility of the resident to safeguard the unit while away. A relative, friend or neighbor should be identified to check the unit periodically. Check with a board member regarding water turn-off. When leaving for a trip, cover all commode seats with foil and/or plastic wrap. This prevents rodents and other creatures from entering the unit. A dry commode is an open invitation to such creatures. If a family members stays in the unit while you are away, the Board must be notified via the completion of the Barclay House Guest Form and one guest must be 55 years or older. There is to be no money charged for the stay. Be sure the Resident and Owner Information Form is updated with the Board Secretary.

Garbage and Trash Disposal: All garbage *including glass* must be bagged, tied and disposed of properly. Cat litter or litter box contents are not to be flushed down any commode as it will clog the pipes but be bagged as regular trash and carried (not thrown down the trash chute) to the trash room and deposited in trash receptacles. Please abide by the Trash Room Courtesy rules posted in the trash room. (*Rules # 17*). We recycle newspaper, cans and plastic. Please dispose of these items in their respective bins. Cardboard boxes are to be broken down and placed in their area. Bag all packing material. Unwanted furniture, appliances, electronics cannot be stored in the trash room. The Town Shores maintenance crew will remove these items for a \$25.00 fee (Consult the main office for more information as the policy changes over time). An alternative is to call a charity, save them for the city wide garage sale, Junk in the Trunk sale or take them to the county dump.

Guests: Guests are allowed to stay for a maximum of 30-days after which they must, within 5 days, apply for residency.

Home Owners Insurance: The Masters Association has insurance for all peril” and flood of common elements in case of a hurricane or other severe storm. However, it is the responsibility of the owner to have Home Owners Insurance for the contents of the unit: furniture, kitchen appliances, cabinets, flooring, etc., and to include a “loss deductible clause” in case the building suffers severe damage and a “wind mitigation devices” clause (devices are located on the roof) for an owner deduction. Carport damage is the responsibility of the owner.

Identification Tags: Each owner is given four identification tags, each on a blue bracelet. A red tags is for residents and the yellow for guests and must be on that person while in any Town Shores recreational areas. There is a charge for tag replacement. (*Rules # 10*) *Note: Colors may change.*

Laundry: Laundry room washers currently require four quarters to wash and dryers one quarter per 20 minutes (two for forty minutes). Please read and abide by the Laundry Room Courtesy rules posted in the laundry room on the bulletin board. There is no display of textiles such as bathing suits, towels or any other clothing anywhere outside the unit.

Maintenance: In order to keep the unit’s air handler pipes clean; at least once a month, put a cup of white vinegar or Clorox down the drain of the A/C unit, followed by a cup of water. Be aware of any noise in a wall which may sound like constant running water. This could be a sign of a faulty pipe. Report this immediately to any board member. It is the building’s responsibility to repair such damage. Our building is charged for water usage based on our building’s meter reading. Help us conserve water by check faucets, commodes and showers for leaks and repair them immediately.

Maintenance Fees: The monthly maintenance fees include: gas and heat, water, sewage and trash disposal, basic cable, housekeeping and maintenance of common elements. Owners are billed directly for electricity by Duke Energy.

Noise: Quiet hours are from 11 pm – 7 am per Pinellas County ordinance. Be considerate of your neighbors and keep radios, TVs, musical instruments to a respectable level. In case of excessive noise, which cannot be resolved, neighbor to neighbor, contact the Pinellas County Sheriff's Office at 727.582.6200 and not the Board of Directors.

Parking: Each unit is assigned one parking space, covered or open. Residents with more than one car must make parking arrangements elsewhere as our guest parking spaces are limited and reserved not only for guests but for service vehicles of those working on the property. Heavy vehicles such as large trucks must be parked in the west end maintenance parking lot. Trailers are to be parked in the lot near the Lancaster House. All parking is "front-end" parking unless you are loading or unloading. Emissions from motors harm the shrubbery and pollute the first floor units. Guest RV parking is available with permission in the Masters' parking lot near the marina. The vehicle must display a temporary parking sticker, available at the office, and is good for one week. (*Rules # 7, 8*).

Pet Policy: The Barclay House is a no-dog building. Guests with dogs are limited to a maximum of 30-day stay and dog weight must not exceed 20 pounds. No pit-bull or part pit bull dogs are allowed under any circumstances. However, residents may have one small house cat. Service and Emotional Support animals are permitted under Florida Statute. Residents with service and Emotional Support animals must have all required, signed paperwork presented before the animal is allowed on the premises. The feeding of birds, wildlife or stray animals is strictly prohibited by the Florida Department of Wildlife and Fisheries.

Recreation: Marina rental is for Town Shores residents ONLY. Slips may be rented at the Main Office. Kayak space is also available from the Main Office. Bicycles are to be stored within the owner's unit or at the bike rack at the east end of the carports. Residents may use any of the four swimming pools in the Town Shores complex and are to follow the pool rules before stepping into the pool. Shoes, sandals and cover ups for bathing suits must be worn while in common elements except for the pools.

Renovation: Owners will maintain or repair all portions of their unit interior. Changes to the exterior of the building are prohibited. Structural changes, alterations, major plumbing and electrical jobs to the interior of the unit must be requested in writing and approved in writing by the Board of Directors and done by a licensed contractor. Permits are obtained from the city of Gulfport and must be posted and visible from the front door walkway. Construction work or repairs to any unit are to be conducted Monday – Saturday (not including legal holidays) between 8 am – 5 pm unless necessitated by emergency. The unit owner is

responsible for damages caused to the building and/or common elements during deliveries, repair, maintenance or construction work on their unit, regardless of who causes the damage. If you live on the second or third floor and plan to install tile, you must also install insulation. This is very important to the peace and quiet of residents living below you.

Selling or Renting Your Unit: Only ten (10) percent of Barclay units may be rented at a time. Residents must own their unit for at least twelve (12) months and one (1) day before leasing or selling it. If a unit is rented, it must have a legally-binding yearly (12-month) lease. Lessees are bound by all Town Shore and Barclay House rules. (*Rules # 2, 3*). See also: [Barclay House Selling and Renting Packet](#) available from the Board Secretary.

Smoke-Free Building: Per Florida Statute 718, smoking is not permitted in or on any common element. Whenever one steps outside one's unit, one is in/on common elements. However, residents may smoke within their unit.

Town Shores Master Association: Each building in Town Shores is a stand-alone Corporation that makes its own rules. We are under the direction of the Barclay House Board of Directors. Each building association is a member of the Master's Association. The Barclay House Board appoints two individuals to represent the building's interests at the Master's meetings. The Master's Association meets every third Tuesday in the auditorium of the Clubhouse. Unit owners are welcome. Dates and times are posted on the bulletin board in the Clubhouse. The management office is located at the Clubhouse and is available to assist you. The daytime, maintenance and emergency phone number is 727.345.9491. After-hours emergency number is 727.248.3165. The website for the Master Association is www.TownShoresCommunity.com. See your phone directory for other valuable information.

Correspondence of a legal nature should be sent to our legal address: Barclay House Board of Directors, Town Shores of Gulfport # 201, Inc., 3210 59th Street South, Gulfport, FL. 33707.

Our building (and your home) address is: The Barclay House, 3010 59th Street South, Gulfport, FL 33707.