



The Ormond Heritage

CONDOMINIUM MANAGEMENT ASSOCIATION, INC.

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HOUSE RULES AND REGULATIONS

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The Ormond Heritage
CONDOMINIUM MANAGEMENT ASSOCIATION, INC.
HOUSE RULES AND REGULATIONS

The following rules are established and approved by the board to assure all residents and guests have safe, sanitary, and peaceful occupancy of their condo units and all common areas of the Ormond Heritage. These rules supersede all earlier versions of Ormond Heritage House Rules and Regulations.

I. SAFETY and SURVEILLANCE

A. EMERGENCIES

Owners, residents, and guests **SHALL:**

1. Fire

- a)** Activate the fire alarm located at pull stations along the walkways.
- b)** Call 911; provide name, address, unit number, building and type of emergency.

2. Medical Assistance

- a)** Call 911; provide name, address, unit number, building and type of emergency.
- b)** Try to assist with front door access.

3. Vandalism, burglary, robbery, suspicious activity, or assault

- a)** Call 911; provide name, address, unit number, building, and type of emergency.

B. ACCESS ISSUES

No more than six (6) key fobs will be issued per unit. The Office must be notified of each person who has a key fob along with their name, address, and phone number.

Owners, residents, and guests **SHALL:**

- 1.** Notify all vendors, workmen, realtors, service or tradespeople to sign in and out upon arrival and departure on the sheet in the lobby entrance.
- 2.** Notify the Office of the name, address and phone number of any person, including caregiver(s) or cleaning persons, who provide services at the condominium on a regular basis.
- 3.** Retrieve all keys and key fobs from a vendor once work is completed or vendor no longer needs access.

Owners, residents, and guests **SHALL NOT:**

- 1.** Hold or leave open outside doors or gates for anyone attempting to enter the building/grounds unless they are personally known.

C. SAFETY

Owners, residents, and guests **SHALL NOT:**

- 1.** Use grills or other cooking devices on balconies.
- 2.** Smoke in common areas in the building including stairwells, elevators, any interior common room, walkways, or parking garage.
- 3.** Discharge fireworks on or around the Ormond Heritage property.
- 4.** Paint or otherwise alter in-unit fire sprinklers in any way. Alteration or painting of fire sprinkler heads is prohibited by the National Fire Protection Association (NFPA) 25, Section 5.2.1.1.2. If during the NFPA 25§5.1 and OSHA 29CFR§1910.159(c)(2) required annual inspections an in-unit fire sprinkler is observed to be painted, it will be replaced at the unit owner's expense the unit owner will be required to pay for

the mandatory fire watchman to walk each floor of the building once per hour while the system is shut off.

II. ABSENCES FROM THE UNIT/PROPERTY

Noncompliance with these guidelines resulting in damage will be the full responsibility of the owner who did not comply.

A. SHORT TERM ABSENCES defined as up to three (3) days

Owners, residents, and guests **SHALL:**

1. Turn off main water valve in the unit.
2. Turn off the water heater circuit breaker in the laundry room.
3. Run Air and Heating Conditioner to adequately maintain relative humidity below 60%.
4. Close and lock all windows and doors.

B. LONG TERM ABSENCES defined as three (3) or more days

Owners, residents, and guests **SHALL:**

1. Comply with the requirements outlined in Short Term Absences (II.A.) above.
2. Notify the office of the dates that the unit will be vacant.
3. Bring in all porch furniture and other items from balconies and patios.
4. See additional suggestions in the document entitled: "CLOSING A UNIT FOR A LONG-TERM ABSENCE", available from the office.

C. CHANGE OF OCCUPANCY

Owners who do not reside in their unit **SHALL:**

1. Inform the office when occupancy changes. **WHEN THE UNIT IS LEASED PROVIDE THE OFFICE A COPY OF THE LEASE AGREEMENT.** Leases must contain a provision requiring compliance with Ormond Heritage Declaration of Condominium, Article 10.5.

Paragraph 10.5 of the Declaration of Condominium

10.5 **Leasing of unit** - The leasing or renting of a Condominium Unit is prohibited for lease periods of less than six months. All of the terms and provisions of the Condominium Act, Declaration, Articles of Incorporation, By-Laws, and Rules and Regulations of the Association pertaining to use and occupancy shall be applicable.

2. Provide the office with the owner's current residence address, phone numbers, and e-mail address.
3. Notify the office of all renters or unaccompanied guests using their units.
4. Instruct all renters and unaccompanied guests and visitors to register with the office. All guests must also comply with Ormond Heritage Documents. Owners will be responsible for the actions, behavior, and any damage caused by their guests to any of the common areas. It is the owner's responsibility to make sure that their guests are aware of the Rules and Regulations.

III. HOUSEKEEPING

A. TRASH DISPOSAL

Owners, residents, and guests **SHALL NOT:**

1. Dispose of un-bagged items down the trash chute. **ALL TRASH MUST BE BAGGED AND TIED.**

2. Place large items down the chute, including pizza boxes. These items must be placed by a trash room in the garage.
3. Dispose of pet litter down the chute. Pet litter must be bagged and brought to a garage trash area.
4. Place large or heavy items in dumpsters such as construction debris, appliances, or furniture. Please notify the office of large items in need of disposal.

Residents or guests who cause damage by depositing heavy items in trash chutes will be held liable for such damage.

B. RECYCLING

Owners, residents, and guests **SHALL:**

1. Recycle **ONLY** the following items: cardboard, steel and aluminum cans, office paper, newspapers, cardboard, and plastic containers. See instructions in the recycling area and on bins. Pizza boxes are not recyclable. Leave pizza boxes by garbage dumpster door.
2. Please place glass and plastic bags, including trash bags used to bring down recyclables, in the cans labeled for such near the recycling locations.
3. **FLATTEN ALL BOXES** before placing in recycling bins. If you are unable to do so, please leave next to the dumpster for staff to breakdown.

C. SHOPPING CARTS AND LUGGAGE DOLLIES

Owners, residents, and guests **SHALL:**

1. Return carts/dollies promptly to the correct numbered elevator lobby in the garage for use by other residents.

Owners, residents, and guests **SHALL NOT:**

1. Leave carts/dollies in corridors, elevators or retain in units.
2. Permit Contractors to utilize resident carts/dollies.

D. CAR WASHING

Owners and residents **SHALL:**

1. Wash cars in car wash area only. Self-contained car wash services may use the Northeast parking lot only.
2. Roll up the hose and turn off the water after washing a car.

E. PEST CONTROL

Monthly Pest Control is provided by the Association on the first Monday and Tuesday of each month. Please complete and return Pest Control Form 09 to the office upon occupancy. Refusal of service may result in monetary costs for additional treatments.

IV. PARKING AND USE OF GARAGE

A. PARKING

All vehicles parked in the garage or overnight in surface lots must have a permanent OHC decal or office issued temporary parking permit. Each unit is allowed the use of up to two parking spaces in the garage (one assigned space and one unassigned space depending on availability). Permanent OHC parking decals are reserved for resident vehicles only and **MUST** be affixed to the rear of each vehicle. Temporary Parking Permits are to be placed on the vehicle's front dash.

1. Owners, residents, and guests **SHALL PARK ONLY IN AUTHORIZED AREAS.**

2. Any vehicle parked illegally or in contradiction to these parking guidelines is subject to towing at the owner's expense.
3. Any vehicle parked in an assigned parking space without the owner's written permission will be towed after 1 notice is placed on the vehicle.
4. No watercraft, trailers, RV campers, or commercial vehicles may park on the premises overnight without written consent from Management. Trailers of any kind are prohibited in the garage.
5. Do NOT use the garage and/or your parking area for storage. Personal items other than medically necessary, foldable walkers and wheelchairs, which may be left in your assigned parking space and must be folded when left in the garage, must be removed.
6. Suggested protocol: if a guest parks in the garage and the owner already has two vehicles, then the owner shall place one of their vehicles in the outside parking area.

B. DRIVING IN GARAGE

1. Maximum garage clearance is 6'10". Vehicle components exceeding this height may cause damage for which the vehicle owner will be responsible.
2. Drive no faster than 5 miles per hour within the garage with lights on.
3. Park only in their assigned spaces or non-assigned spaces.
4. Do not park in driving lanes.

C. STORAGE UNITS

1. General

- a) The storage cages are limited common elements owned by the Association with usage assigned to individual owners through the office.
- b) Unit Owners and residents are prohibited from selling or assigning any storage cage(s) currently being utilized. Storage cages must be excluded from any listing when selling the condominium unit.
- c) Owners and residents **SHALL NOT:**
 - i) Store flammable products such as gas, oil, oil-based paint, and cleaning solvents in the individual garage storage areas per the Fire Department and the Association insurance providers.
 - ii) Store or place any item outside their assigned storage unit. Any such items will be removed.

2. Assignment of Storage Cages

The association will assign storage cages to individual owners for their exclusive use. Only one cage will be assigned per unit.

a) Reassignment When a Unit is Sold

When a condominium unit is sold, the storage cage assigned to that unit will be made available for reassignment through the Association's policy and procedures for assignment of storage cages.

b) Waiting List

The Condominium office will maintain a list of owners who have requested a storage cage. Storage cages will be made available to owners in the order their requests were received.

i) Cage Refusal

In the event an available cage is not acceptable to the owner next on the waiting list, such owner may refuse assignment of a storage cage without affecting their position on the waiting list with the cage being offered to subsequent owners on the waiting list.

V. USE OF COMMON FACILITIES

A. Owners shall:

- Observe all posted rules during usage of all facilities.
- Return all furniture to its original location after use.
- Follow all room reservation requirements.

B. Hours of Operation are as follows:

- Pool & Pool Party Room: 6 AM - 10 PM
- Library & Billiard Room: 8 AM - 10 PM
- The Exercise Room/Sauna: 6 AM - 9 PM
- The Spa: 9 AM - 9 PM
- Ballroom, Lounge, Cardroom, Second Floor Meeting Room 8 AM – 10 PM, unless otherwise reserved with the office.

Food and drink may be consumed in the Pool Party Room and on the Ballroom Patio. All furniture must be restored to its normal location following use.

Owners, residents, and guests **SHALL NOT:**

1. Take food or glassware into the pool area, sauna, spa, or exercise room (unbreakable water containers allowed only).
2. Drink beverages while physically in the pool, sauna or spa or within 4 feet of the water's edge.
3. Allow persons under the age of 16 to be unaccompanied in these areas; an adult 21 years of age or older must accompany an underage person in these areas.
4. Reserve pool furniture by placement of towels or personal items; furniture is available on a first come basis, except when you are in the pool.
5. Run on the pool deck.
6. Jump or dive into the pool.
7. Throw balls or use large floats or Styrofoam objects in the pool. Small rubber, canvas, or soft plastic articles are permitted.
8. Enter the building from the Pool or Spa without towel drying and wearing a cover-up and footwear.
9. Allow anyone who is not toilet trained and/or who does not wear protective pants in the pool. If excrement (feces) is found, the pool will be closed. State health codes require a specific cleaning process. The unit owner responsible will pay for the process.
10. Bring animals into the above-named areas.
11. Have more than sixteen (16) bathers in the pool at one time.

VI. PETS

A. Permissible Pets

Only the following pets are permitted: cats, dogs, rabbits, aquarium fish (tanks shall not total more than twenty (20) gallons), small caged animals including gerbils, guinea pigs, hamsters, and mice), caged birds including canaries, and parakeets. Pursuant to Ormond

Beach ordinance all domestic animals, dogs, and cats, living in Ormond Beach must have a current Ormond Beach license tag.

B. Restrictions

1. All pets shall be registered with the office and have necessary information on file.
2. Reptiles and other exotic animals are not allowed.
3. No more than three (3) pets are permitted per unit.
4. Animals weighing thirty (30) pounds or more are not permitted.
5. Pets shall not be kept, bred, or used for any commercial purpose.
6. Pets must be confined to the pet owner's unit and must not be allowed to roam free or be tethered. Pets must not be left unattended on patios or balconies.
7. Pets in transit are to be carried, restrained by a leash, or placed in an animal carrier.
8. Pets are not permitted in the swimming pool area, Spa, Pool Party Room, Card Room, Ball Room, Ball Room Kitchen, Lounge, Library, Billiard Room, or Meeting Rooms.
9. Residents are responsible for the pets of guests who visit their unit; such pets are subject to the same restrictions as resident pets.
10. Pets shall only be exercised off premises of the Condominium or in the designated pet exercise area located on the Northeast side of the property.
11. Persons who walk pets are responsible for immediately cleaning up after their animals and discarding securely bagged pet droppings in designated areas.
12. Animal litter shall be disposed of only in the litter disposal area next to the trash rooms. Litter shall not be disposed of in toilets, down drains, or down trash chutes.
13. Owners are responsible for any physical or financial damage caused by their pets.
14. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior include the following:
 - a) Pets whose unruly behavior cause personal injury or property damage.
 - b) Pets that make noise for extended periods to the disturbance of any person at any time of day or night.
 - c) Pets in common areas that are not under the complete physical control of a responsible human companion and on a hand-held leash or in a pet carrier.
 - d) Pets that relieve themselves on walls or floors of common areas.
 - e) Pets that exhibit aggressive or other dangerous or potentially dangerous behavior.

VII. CONSTRUCTION, MOVING AND MAJOR DELIVERIES

A. Building Modifications and Construction

1. Any damage caused by the actions of a vendor will be the owner's/resident's responsibility.

Owners, residents, and guests **SHALL NOT:**

2. Make any exterior/interior modification to the defined perimeter of a unit without review and written approval by the office prior to construction. Before making any interior/exterior modifications provide to the office in writing, the scope of remodeling work, the name of the licensed vendor to be used and whether or not permits are required. This includes, but is not limited to storm doors, exterior

walls, hurricane shutters, unit/balcony/terrace/patio floor coverings, and kitchen/bathroom remodels, etc. A Unit Alteration Form used to supply this information can be obtained from the office or the website.

3. Make dedicated use of an elevator without scheduling with the office at least 24 hours in advance. All moves must be registered with the office.
4. Move in or out on Saturdays, Sundays, or major holidays. Moving is permitted between 8:00 AM and 4 PM on weekdays.
5. Engage in remodeling or construction activity in a unit except between 8 AM and 4 PM on weekdays. No work is allowed on Saturdays, Sundays, or major holidays.
6. Hire, retain, or otherwise employ vendors/tradesman without appropriate licensing and insurance to perform work on the property. Licensing and insurance information should be on file with the office prior to the commencement of any work.
7. Replace unit interior flooring with tile, wood or other hard material without installing soundproofing underlayment material equal to or exceeding IIC (Impact Insulation Class) rating of 70 and STC (Sound Transmission Class) 70 rating. The office will need to take photographs of sound dampening material being installed to alleviate potential future claims of inadequate sound dampening materials. Please schedule with the office to have these pictures taken after sound dampening has been installed but before any flooring has been installed and after some flooring has been installed to show work progress.

B. Vendor Access and Cleanup

1. All vendors must sign in at the front entrance and notify the office that they are on the property prior to starting any work.
2. No flat beds or 2-wheel carts will be provided. Workers must supply their own means of transporting equipment and materials.
3. Construction debris must be removed by the Contractor and not placed in Ormond Heritage bins. The Contractor must clean all common areas impacted by the construction and remove materials/debris at the end of each workday.
4. Construction gates will be closed at 4:00 pm.
5. Vendors are to park in the Northeast parking lot after unloading needed materials and equipment. Vendors, including housekeepers, may not park in the garage

VIII. BALCONIES, WALKWAYS, AND ATRIUMS

Owners, residents, and guests **SHALL NOT:**

- A. Penetrate or attach anything to the outer covering or paint of the exterior walls, walkways, balconies, exterior ceilings, or any other exterior portion of the building in any way (as with nails, screws, cement, glue, etc.). The cost of restoring the surface to the original condition will be the responsibility of the unit owner.
- B. Obscure unit numbers on unit doors with decorations of any kind.
- C. Place any permanent covering on the balcony floor without first obtaining written approval from the office.
- D. Allow scrub water or debris to fall on a neighboring balcony when cleaning balconies.
- E. Place any decorative items in an atrium that have not been coordinated with all units within that atrium. Owners are responsible for cleaning and upkeep of any items placed in an atrium or walkway.

- F. Hang plants, decorations/ornaments, etc. from railings or ceilings of the walkways or balconies except as exempted below. Decorations/ornaments, which shall be defined but not limited to any balcony or patio adornments that produce any light or sound, are further prohibited from being placed on balconies/patios.

Exceptions:

A portable, removable United States flag or bunting may be displayed in a respectful manner on and three (3) days before/after Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day.

Rust proof holiday decorations may be placed on balconies and railings between December 1st and January 1st in observance of the Holiday Season, ie. December 1, 2019 to January 1, 2020, but shall otherwise be prohibited.

- G. Hinder the walkway or atrium by placing furniture, mats, or plants in violation of the fire code, which requires a 41-inch walkway space. Any allowed item shall be of stain-proof material to avoid discoloring the floor.
- H. Place live plants in atrium areas. Hang or prop beachwear, towels, clothing, brooms, mops, or other items in atriums, walkways or over balcony railings. Personal items must be removed from all walkways.
- I. Feed birds from the balcony.

IX. Windows

All window coverings exposed to the exterior of the building must be white in color. The use of window tinting is restricted to a light charcoal or smoke color. No reflective or mirrored tint is allowed.

X. BICYCLES

- A. All Bicycles must be registered with the office. Bike racks are provided in the garage for your use. You may store your bike in the racks provided, in your storage unit, or condo but not on balconies.
- B. Bicycles must be maintained in an operable condition, registered with the office, and tagged. If not, they must be placed in a unit's individual storage cage.
- C. Bicycles are stored at the owner's risk.
- D. All bicycles must be clearly tagged. Bicycles that are not registered or tagged will be removed.

XI. NOISE

Because of the building's continuous concrete slab construction, consideration must be given to the disturbances that sound-travel may cause neighbors and other residents. Be considerate of your neighbors.

Owners, residents, and guests **SHALL:**

- A. Avoid slamming of balcony sliding doors, internal doors, and stairwell doors.
- B. Be conscious of noise made by heels or hard soled shoes on uncarpeted, tiled and hardwood floors.
 - 1. Avoid excessive levels of noise and music on balconies and within the unit.
 - 2. Report disturbances to the Management of the Association.

XII. INSURANCE

Insurance for the portions of the property located within the boundaries of the unit is the responsibility of the individual unit owner, per Florida Statute Chapter (718.111). Individual HO-6 insurance policies must be carried on each individual unit by the owner. Each policy must include "special assessment" coverage of no less than \$2,000.00 per occurrence. Wind mitigation and

alarm monitoring forms which, if used, may lower insurance premiums, may be obtained from the office and are available on the website.

Each owner must supply a certificate of insurance to the office annually at the time of policy renewal.

XIII. ENFORCEMENT AND FINES

- A. Upon notification of a violation of the Declaration, By-laws, or Rules, management will provide verbal or written notification of the violation and the need for correction. If violations are not corrected within Five (5) days, formal written demand will be provided. Following this formal demand, a Fourteen (14) day waiting period, and an opportunity for a resident to meet with a committee of peers, the board may levy fines for the failure of the owner of the unit or its occupant, licensee, or invitee to comply with any provision of the governing documents of the Association. A fine may be levied on the basis of each day of a continuing violation with a single notice. This fine may not exceed \$100 per violation or \$1000 in the aggregate.
1. An Association may suspend, for a reasonable period of time, the right of a unit owner, or a unit owner's tenant, or invitee, to use the common elements, facilities or other Association property for failure to comply with any provision of the Declaration, By-laws, or rules of the Association.

XIV. MISCELLANEOUS

It is against Ormond Heritage policy for Staff to work for someone when they are on duty for Ormond Heritage. Staff should not be disturbed when they are on duty. Non-essential or non-Association related requests should be directed to the individual involved during non-working hours.

- A. Owners and residents **SHALL:**
1. Schedule the use of the ballroom or any of the meeting/card rooms by contacting the office.
 2. Accompany young persons under age 16 to and from the ballroom, billiard, meeting/card rooms, hobby room, or other common rooms or facilities. A responsible adult, age 21 or older, must be present at all times.
 3. Not post or remove bulletin board notices.

SUMMARY

Florida Statute 718 guarantees every owner the right to quiet and peaceful consideration among neighbors within a condominium complex. Be good and respectful neighbors.

**Let's make the Ormond Heritage
a beautiful, well-kept community that everyone may enjoy.**