



Shorewood Community Association, Inc

C/O Keys Property Management

(321)784-8011 | 5505 N Atlantic Ave, Suite 207

Cocoa Beach, FL 32931

Dear Homeowner:

My name is Ani Figueroa, and it is my pleasure to introduce myself. I am a licensed Community Association Manager with Keys Property Management who has been assigned to be your community manager.

Keys Enterprise is a small firm, which provides personalized services and strives to build solid relationships offering exceptional service to exceptional developments. We work to deliver great customer service and quality property management. We do this by maintaining open lines of communication, responding quickly to requests, having a local presence in the community, and listening earnestly to the needs of our customers.

Be sure to make all payments payable to: Shorewood Community Association. Currently Shorewood Community Association adheres to a monthly maintenance fee schedule. You may set up automatic payments on your account that will come out approximately on the 4th of the month when your assessment is due. There is a form included in your welcome package with further information about this service or you can contact our owner account representative at ar@keysenterprise.com. You may also set up the payments online on the Vantaca owner's portal.

You may also make one-time payments through the portal, but the service provider does charge a convenience fee for recurring and one-time fees. This fee is charged for all credit or debit card transactions, however there is no fee when using a bank account recurring transactions. There is a fee for one-time payments using any method. In addition, if you are set up on our automatic payment and there is a change to the monthly fee, no action is needed on your part and the payment will automatically adjust in the system.

Your monthly assessment amount is \$765.00.

If you elect to manually mail in your monthly assessment, **please put your account number on the memo line of the check.** Please mail your payment to:

Shorewood Community Association, Inc.

C/O Keys Property Management

PO BOX 64625

Phoenix, AZ 85082

Please do not mail payments to the Keys Property Management office, as it will only delay payment processing.

For non-emergency inquiries you should contact our receptionist by email at cocoabeach@keysenterprise.com or by phone at (321)784-8011, or 24/7 maintenance emergencies; call our office and press the corresponding number to be connected to our answering service. The answering service in Jacksonville, Florida will triage the call. Depending on the type of service needed, they will contact the CAM in the appropriate manner.

You may register on your community website at <https://www.keysenterprise.net/shorewood>. The Shorewood Community Association website is currently available. The registration is a two-part process. After you submit the registration, our administrative team will review the request and grant access, and that process can take several days. This website gives you access to meeting minutes, financials, governing documents, and other information about your community.

You may also register for Vantaca, our resident portal, at www.keysenterprise.com. This portal allows you to check your account payment history, make payments, create maintenance service requests, and submit address information changes along with other forms of communication to our company and the Board of Directors. You can also access the community website through the Vantaca owner's portal.

In addition to the web link, there is also an app that can be used on *IOS* and *Android* devices. The app is called *Home by Vantaca*. The app is free to download. Your log in credentials will work with the app and the online version.

If you need assistance, please do not hesitate to contact our administrative assistants at the Cocoa Beach office. Congratulations on the purchase of your new home.

Sincerely,

Ani Figueroa, CAM
ani@keysenterprise.com

Shorewood Community Association, Inc

Unit Registration Form

Building/Unit : _____

Date: _____

Owner

Information: Unit Owner Name(s): _____

Mailing Address: _____

City, State, Zip: _____

Telephone #: _____ Cell #: _____

Email: _____

Seasonal Address: _____

City, State, Zip: _____

Vehicles: Year: _____ Make: _____ Model: _____ Tag# : _____ State: ___ Color: _____

Year: _____ Make: _____ Model: _____ Tag# : _____ State: ___ Color: _____

Emergency

Contact: Name: _____ Phone #: _____

Address: _____ Relationship: _____

Other Required

Information: Home Owners Insurance Company _____ Policy #: _____

Address of Insurance Company: _____ Phone #: _____

Agent of Insurance Company: _____ Phone #: _____

If you provide a key with a neighbor, please indicate name, unit number and phone number below:

Name: _____ Unit: _____ Phone #: _____

In the event of an evacuation or emergency, do you or any member of your household or individuals leasing your property require special attention? Yes No

If yes, what special attention is required? _____

Unit Use: Permanent Residence: Yes No **Part Time Residence:** Yes No

Rental: Yes No

Rental/Lease: Name of Lessee(s): _____ Phone #: _____

Name of Rental Agency _____ Phone # _____ Name of Rental Agent _____

***** email or mail this form to cocoabeach@keysenterprise.com or 5505 N. Atlantic Ave, Suite 207, Cocoa Beach, FL 32931 *****

PREFERRED METHOD OF COMMUNICATION FORM

Dear Shorewood Community Association Member,

Please update the following information and return this form to the address or email address listed below.

This information is needed to update our records and is required by the State of Florida as authorization from residents to receive email notification of Association business.

Primary Owner's Name: _____

Non-Primary Owner's Name: _____

Unit & Street Address: _____

E-mail Address: _____

Additional E-mail Address: _____

Telephone: Home: _____ Cell: _____

Additional Telephone: Home: _____ Cell: _____

Additional Address: _____

PLEASE INITIAL TO GIVE YOUR APPROVAL –

_____ Authorization is given to the Association/Management to email community information.

_____ Request the Association/Management to mail community information.

(Please know that the only Notices mailed if you choose the second option, will be the i.e., Budget Meeting, Special Assessments, Annual Member Meeting. Board meeting (s) for normal Association business will be posted as required and a courtesy email will be sent to those that authorized it be sent. Ref. [718.112 Bylaws.](#))

Signature _____ Date _____

******* email or mail this form to us*******

Keys Property Management Enterprise

5505 N. Atlantic Ave, Suite 207, Cocoa Beach, FL 32931

Email cocoa beach@keysenterprise.com

KEYS PROPERTY MANAGEMENT
Preauthorized Electronic Assessment
Payment Services Authorization Card

Association Name _____

Unit Address _____

City, State, Zip _____

E-Mail Address _____

Phone Number _____

I (we) hereby authorize **Keys Property Management Enterprise, Inc.**, hereinafter referred to as MANAGER, as agent for the association named above to initiate debit entries to my (our) checking/savings account at the depository named below, hereinafter referred to as DEPOSITORY, to debit the same to such account.

DEPOSITORY NAME

This authority is granted in accordance with the terms and conditions of the MANAGERS Preauthorized Electronic Assessment Payment Service Agreement & Disclosure Statement receipt of which I hereby acknowledge. This authority is to remain in full force and effect until MANAGER has received written notification from me (or either of us) of its termination in such manner as to afford MANAGER a reasonable opportunity to act on it.

SIGNATURE (REQUIRED)

DATE

SIGNATURE (REQUIRED)

DATE

ATTACH VOIDED CHECK OR DIRECT DEPOSIT FORM FROM YOUR BANK WITH THIS AGREEMENT AND SEND BOTH TO:

Keys Property Management Enterprise, Inc.

5505 N Atlantic Ave #207

Cocoa Beach, FL 32931

Or email to: AR@keysenterprise.com

PLEASE RETAIN FOR YOUR RECORDS

Preauthorized Electronic Assessment Payment Service Agreement & Disclosure

Preauthorized charges to your account will be processed, when due, for the amount of your regular assessment payment. Payments so collected will be deposited to the checking/savings account of your ASSOCIATION, maintained with Community Association Banc.

There may be changes to the assessment amounts and/or due dates in accordance with the ASSOCIATION'S governing documents and applicable statutes including notification requirements of the ACH (Automated Clearing House) rules.

We reserve the right to make changes in the agreement at any time. We may cancel Preauthorized Electronic Assessment Payments at any time without cause and you can terminate this agreement at any time by giving sufficient written notice or by closing the designated accounts.

Preauthorized Electronic Assessment Payment Services

What:

Keys Property Management Enterprise, Inc. offers association owners an opportunity to pay their regular association assessments using automated electronic payments. Preauthorized electronic payments mean that homeowners can pay their assessments automatically without writing checks, thus eliminating the potential for late payments. In addition, the association is assured prompt, predictable payments to help better manage funds. This program is available to all owners regardless of where they bank.

How:

The preauthorized electronic assessment payment service uses the Federal Reserve System's Automated Clearing House (ACH) to facilitate electronic transfers from the owner's checking/savings accounts directly into the association's bank account. Funds are transferred between the 1st and 5th day of the month and appear on the owner's bank statement each month. Information regarding payments is reported to the association's management or bookkeeping company on the same day funds are deposited to the association's account.

Charges: The monthly recurring fee is run at no cost to you.

If you have questions or need further information, please call or email our Property Accountant at 321-784-8011ext. 201 or AR@keysenterprise.com.



Shorewood Community Association, Inc.

607 Shorewood Drive
Cape Canaveral, FL 32920

Rules, Guidelines **and Information**

Effective Date: October 8, 2020

This document supersedes the 'Information & House Rules' dated July 2005.

Table of Contents

<u>Section</u>	<u>Page</u>
A. INTRODUCTION:	3
B. GENERAL RULES:	
1. Parking.....	4
2. Animals / Pets.....	6
3. Leases / Rentals.....	6
4. Keys and Locks.....	7
5. Smoking Restrictions.....	7
6. Building Structure.....	7
7. Trash and Garbage Disposal.....	8
8. Community Safety and Appearance.....	8
C. AMENITIES RULES:	
1. Clubhouse.....	9
2. Beach Access.....	9
3. Swimming Pool and Whirlpool.....	9
4. Sauna and Exercise Room.....	10
5. Tennis Court.....	10
6. Shuffleboard and Horseshoe Pit Areas.....	10
D. RENOVATIONS, REMODELING AND EXTERIOR MODIFICATION RULES:	11
E. SHOREWOOD RULE ENFORCEMENT PROCEDURES:	12
F. SHOREWOOD GUIDELINES:	
1. Children.....	13
2. Disturbances.....	13
3. Parking.....	13
4. Community Appearance.....	13
5. Garages.....	15
6. Smoking.....	15
G. GENERAL NOTIFICATIONS AND INFORMATION:	
1. Disturbances.....	16
2. Storm Shutters.....	16
3. Pool.....	16
4. Whirlpool.....	16
5. Tennis Court.....	16
6. Exercise and Sauna Rooms.....	16
7. Ocean Access.....	16
8. Fire Sprinkler and Alarm System.....	16
9. Balcony Floor Coverings.....	17
10. Mailboxes.....	17
11. Pest Control.....	17
12. Recycle Bins.....	17
13. Bulletin Boards.....	17
H. SECURITY, SAFETY AND MAINTENANCE SUGGESTIONS:	
1. Safety & Security.....	18
2. Vacations.....	18
3. Fire Precautions.....	18
4. Heating, Ventilation and Air Conditioning (HVAC) System.....	18
5. Electricity.....	19
6. Elevators.....	19
7. Commodes / Toilets / Washing Machines.....	19

Table of Contents (cont'd)

APPENDICES:

APPENDIX A - Excerpt from 'Declaration of Condominium - Shorewood's Use Restrictions' A

APPENDIX B - Shorewood Material Specifications & Installation Requirements..... B

- 1. Flooring..... B1
- 2. Hurricane / Storm Shutters..... B2
- 3. Sliding Glass Doors and Windows..... B3
- 4. HVAC (Heating, Ventilation and Air Conditioning)..... B4
- 5. Electric Vehicle Charging Policy and Procedures..... B5

APPENDIX C - Shorewood Forms..... C

- 1. Owner Registration Form..... C1
- 2. Animal Registration Form..... C2
- 3. Lease Registration Form..... C3
- 4. Clubhouse Registration Form..... C4
- 5. Installation Application Form..... C5

APPENDIX D - Tracking of Revisions..... D

A. INTRODUCTION:

Welcome to the Shorewood Community - A beautiful place for you to call 'home'!

1. The Shorewood Community Association, Inc. welcomes you and your family to our oceanfront community. We are pleased that you have chosen our private community as your residence and we want to help make your home as comfortable and enjoyable as possible. Please remember this is a true community - not single family residences. Our goal is to provide information to each resident that will help us live together harmoniously.
2. The purpose of this document is to provide you with information about our community rules and guidelines and to help answer any questions or concerns you may have.
3. We ask all residents to abide by the rules and guidelines which are in the official Shorewood condominium documents as well as those that appear in this Board-approved document. The recorded Shorewood condominium documents can be found on the *Shorewood Website*.

➤ See APPENDIX A - Excerpt from Declaration of Condominium - Shorewood's Use Restrictions.

These use restrictions cannot be changed without a vote of the owners and must be adhered to by all persons on Shorewood property, both residents and guests.

4. To help maintain the beauty and high quality of life we enjoy at Shorewood, it is incumbent upon each owner to insist that their guests and tenants comply with the rules, guidelines and standards which have been established for the peaceful operation of our community.
5. Shorewood rules are broken into three Sections (B,C,D) - General, Amenities and Renovation rules. Note that violation of a Shorewood rule may lead to a fine and possible loss of common area privileges. Rule Enforcement Procedures, Section E, provides additional detail regarding Shorewood rule enforcement. The final three Sections (F,G,H) are guidelines (not subject to a fine), useful information, and suggestions for Shorewood residents.
6. **Retain this document for future reference and share it with all visitors, lessees, guests and contractors.** Please take the time to read through its pages, and don't hesitate to contact Shorewood property management if you have any questions or concerns.

❖ ENCLOSED:

- **Shorewood property management contact information**
- *Shorewood Website* access information

This information is posted in the Shorewood clubhouse and in each building lobby.

❖ REQUIREMENT:

- **All owners must register with Shorewood property management upon purchase. This owner information (contact info, vehicles, insurance, emergency info, unit usage) must be kept current using this form:**

- **See APPENDIX C1 for the *Owner Registration Form*.**

B. GENERAL RULES:

1. Parking

- a) Each owner and lessee must register all vehicles with Shorewood property management. Keep your vehicle information current (update using form). Parking permits will be provided by Shorewood property management upon approval.
 - As required by Florida law, all vehicle license tag numbers must be current, visible, and on-file with Shorewood property management.
- b) **Owners or lessees have the use of only two (2) restricted parking spaces:**
 - **one inside the owner's deeded garage, and**
 - **one outside space designated as 'RESERVED'**
- c) **To park in a 'RESERVED' space, a vehicle must have a visible permanent Shorewood parking sticker or a visible temporary Shorewood parking permit (hanging tag).**
- d) **Guests, visitors, service providers and all others without a Shorewood parking sticker/permit must park in spaces designated as 'VISITOR'. This includes additional vehicles for owners or lessees. No sticker/tag is required to park in a 'VISITOR' space.**
- e) **Improperly parked vehicles may be towed at the vehicle owner's expense!**
- f) Each unit has been assigned one deeded personal garage inside the covered first level. Parking your vehicle in your personal garages is ideal due to the limited outside parking. One "RESERVED" parking space is available for the owner's/ lessee's second vehicle.
- g) Shorewood parking stickers must be displayed in the vehicle's back window, driver's side. Temporary permits must be visible and hang from the vehicle's rear-view mirror.
- h) A slow, safe speed (10 MPH or less) is to be used while on condominium property. Obey the posted 10 MPH speed limit.
- i) For security reasons and appearance, the building garage doors (both pedestrian and overhead) shall remain closed at all times unless in use.
- j) Use of any electrical appliances in your garage (such as freezers, fans, etc.) will be subject to monthly fees paid to Association. Rates are determined by Florida Power energy usage charts.
- k) Front-in parking only. Backing into parking spaces is prohibited because vehicle exhaust could damage the landscaping and the parking stickers/license plates are more readily visible.
- l) Don't "double park". Park only in designated areas as other areas have been reserved to provide for adequate fire lane, facilitate maintenance and/or enable trash removal.
- m) No overnight parking of the following vehicles (unless parked inside the personal garage):
 - Trailers, boats and recreational vehicles
 - Any vehicle with commercial graphics or similar markings, whether commercial or not (other than the small decals often placed on a vehicle by the selling auto dealer), and utility vehicles. Such marked vehicles and utility vehicles shall only be permitted to park outdoors on the premises during daylight hours while the owner or operator is actively engaged in work activity on the premises. Any exceptions allowed for such activities, such as Association construction or repair projects, shall be only as the Board directs.
- n) Under no circumstances is the parking area to be used for overnight camping in recreational vehicles.
- o) All cars must be drivable. Vehicles found on the premises in a "junk" condition, with flat tires, on jacks, supports or bare wheels, will be removed at the owner's expense. Residents shall perform only minor repairs on their vehicles while on Shorewood property.

- p) Unattended long-term parking (defined as 11 days or more) is only allowed in a 'VISITOR' parking space or inside the personal garage.
- q) No vehicle covers of any kind are allowed on any type of vehicle on the premises, unless parked inside the personal garage.

2. Animals / Pets

- a) Each owner and lessee must register all animals with Shorewood property management prior to their being brought onto the property. Keep your animal information current (update using this form).
➤ **See APPENDIX C2 for the *Animal Registration Form*.**
- b) Two (2) animals per unit are allowed on property; each animal must weigh no more than thirty-five (35) pounds.
- c) Immediately clean up after your animal, seal solid waste in a plastic bag, and dispose of in trashcan or dumpster.
- d) Animals must be on leash at all times while on Shorewood property except while inside the condominium unit or on the unit's balcony(s).
- e) Do not walk animals within 10 feet of the following amenity areas (for hygiene reasons):
 - horseshoe pit
 - barbecue area
 - shuffleboard court
- f) Do not feed animals on any Shorewood common or limited common property including garages, balconies and walkways. Animals include (but are not limited to) dogs, cats, birds and reptiles.

3. Leases / Rentals

- a) All Shorewood leases must be registered with Shorewood property management prior to the tenant occupying the property.
➤ **See APPENDIX C3 for the *Lease Registration Form*.**
- b) A copy of each lease must be provided at time of registration. This enables management to know who currently occupies the unit, the time frame for the lease, and what vehicles and/or animals are authorized. This information is required in case an emergency situation arises.
- c) The minimum rental period is thirty (30) days.
- d) If you are leasing your unit, you, as the owner, are accountable for the actions of your tenants and their guest(s). Everyone on Shorewood property must abide by the rules and guidelines as set forth in the Condominium documents and this document.
- e) If leasing your unit, you, as the owner, are no longer allowed continued usage of the common elements and amenities during the lease period.
- f) Each unit may be leased provided the occupancy is only by one lessee and members of his/her immediate family, their guests and/or employees:
 - Two (2) occupants allowed in a 1-bedroom unit
 - Four (4) occupants allowed in a 2-bedroom unit
 - Six (6) occupants allowed in a 3-bedroom unit
- g) No rooms may be rented and no transient tenants may be accommodated.
- h) Timesharing of any unit is prohibited.
- i) Subleasing of any unit is prohibited.
- j) If owner is renting or leasing ONLY the garage, the renter/lessee must be a current Shorewood owner.

4. Keys and Locks

- a) Following Shorewood areas are OFF LIMITS, except to authorized personnel:
- Roofs
 - Electrical Rooms
 - Pump Rooms
 - Elevator Rooms
 - Maintenance & Storage Rooms
 - Offices
 - Guard House
- b) Shorewood property management will tightly control and distribute common area keys/cards to access the Beach, Swimming Pool, Clubhouse, Exercise Room, and Tennis Courts:
- Maximum of four (4) keys/cards will be activated per unit
 - Two (2) keys/cards will be provided/activated at no cost to owner
 - A third and fourth key/card may be purchased at the prevailing rate (minimum \$50)
 - If a key/card is lost, card will be deactivated and the owner will be charged to cover replacement and administrative costs
- c) It is the owner's responsibility to provide Shorewood property management with key(s) to access the owner's condominium and garage within three (3) business days of purchase. Note this includes the unit's storm door keys. It is imperative that management possess ALL access keys in case of an emergency, such as a plumbing leak or fire.
- d) Should you ever change your condominium's lock(s) or code(s), it is the owner's responsibility to provide the new key(s)/code(s) to Shorewood property management within three (3) business days of the locks being changed.

NOTE: Condominium documents state the following regarding access to condominiums & garages: "The Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the Association pursuant to the Declaration or as necessary to prevent damage to the common elements or to a unit or units."

5. Smoking Restrictions

Smoking is not permitted in the following areas:

- Building Lobbies
- Building Walkways and Elevator Landings
- Elevators and Stairwells
- Clubhouse (including restrooms)
- Exercise and Sauna rooms (including restrooms)
- Tennis and Shuffleboard courts
- Garages - Both individual and building garages
- While in the swimming pool/whirlpool or within 4 feet of the pool/whirlpool edge

6. Building Structure

- a) Do not drill into the cement floor or ceiling more than 1/2 inch maximum! Need Shorewood property management's approval PRIOR to drilling any deeper. The cement floors/ceilings slabs are poured concrete reinforced by a combination of rebar "post tensioned" steel cables. The cables are under high tension and a drill bit could fracture a tensioned steel cable causing extensive damages. Owner(s) shall be held responsible for all damages to the building.
- b) Construction noise is not allowed on holidays and is restricted to the hours of 8am - 5pm, Monday-Friday. Weekend demolition and construction noises are not allowed.

- c) Do not hang items from the unit's fire sprinklers, including the garage sprinklers and associated pipes. Do not paint the fire sprinklers or the unit's fire alarms. No soldering in the A/C closet without taking safety measures (due to fire sprinkler). Fire sprinklers and alarms are professionally tested periodically. Owner(s) shall be held responsible for any system damages.
- d) No floor coverings shall be installed on the balconies. This includes (but is not limited to) tile, wood and carpeting. Tiled balcony flooring installed by the developer has been grandfathered.
 - Owners will not be allowed to replace grandfathered tile flooring other than for minor repair. Owner shall be held responsible for cost of balcony flooring removal and repair.
- e) Do not drill into the railings at any time. The additional moisture buildup can cause damage to the aluminum and/or sealant coating.
- f) Exterior lights may not be modified; includes balcony, walkway and building lights.

7. Garbage and Trash Disposal

- a) Do not put any boxes down chute - especially pizza boxes. They plug the trash chute!
- b) Do not discard furniture and large items in the dumpster.
- c) All garbage must be in sealed plastic bags.
- d) Use trash bags no bigger than 13 gallons if using the trash chute.
- e) All construction debris must be removed from the premises by the owner or contractor.
 - No construction materials or hazardous materials shall be dropped down the trash chute, disposed of in the dumpster, or left in the trash rooms (i.e., tiles, wood, paint, carpet, etc.).

8. Community Safety and Appearance

- a) By law, no open flames are allowed on balconies. Do not use gas, charcoal or wood grills on balconies. This also includes portable camper stoves, hibachis, ceramic cookers, smokers, or any other device that uses open flames. Only electric grills and electric fire pits are permitted.
- b) Any expense incurred by the association as a result of mistreatment of common areas will, insofar as necessary, be assessed against the owner(s) responsible. This applies to any damages caused by owners, their tenants, their guests, and their children.
- c) No towels, rugs, clothing or other items may be hung on or over any railings.
- d) No flags, banners or other items are permitted to be attached to the walkway railings (due to safety issues). Owner may display the United States of America flag (see FL Statute 718.113); however it must be attached to the unit's private balcony railing. Do NOT drill holes into any railings.
- e) Any railing additions or modifications for animal's safety purposes must be approved by Shorewood property management.
- f) No personal generators are allowed to be used on Shorewood property.
- g) No signs, advertisements, notices or other lettering shall be exhibited, inscribed, painted or affixed in the windows of the condominium. Health & safety notifications are exempted.
- h) The Shorewood Association periodically inspects the operation of all storm shutters to monitor their storm worthiness. Shutters must be moved, without significant difficulty, from a fully open position to a fully closed and locked position.
- i) Pressure washing is prohibited except by Shorewood maintenance personnel or licensed/insured hurricane shutter contractors.

C. AMENITIES RULES:

1. Clubhouse

- a) Hours of operation are 6:00 a.m. to 11:00 p.m.
- b) Towel dry before entering from the pool area.
- c) Shorewood property management is responsible for reservations, booking, deposits and follow-up inspections for all private events.
- d) The clubhouse (ONLY) may be reserved for a private party. This reservation does NOT include the use of the pool or whirlpool by guests at the private party.
- e) The adjacent parking lot or the pool deck adjacent to the clubhouse may be used for additional guests if needed, but these areas cannot be reserved for exclusive use by private party guests.
- f) Clubhouse may be reserved by residents except when Shorewood functions are scheduled.
➤ **See APPENDIX C4 for the *Clubhouse Registration Form.***
- g) A \$100.00 security deposit to Shorewood property management against any damages and/or cleaning costs is required to reserve the clubhouse (preferably at least one week in advance).
- h) The host presiding over any event must be present in the club room until all guests have departed. The host is responsible for their guests' conduct. If alcoholic beverages are served at a party, the host is responsible for guests' actions.
- i) Children under the age of 12 shall not be in the clubhouse without adult supervision.
- j) Facilities must be left clean and orderly; lights, fan & water must be turned off and all doors locked.
- k) Furniture or equipment may not be removed without permission from Shorewood property management.
- l) The clubhouse must be cleaned no later than 9:00 a.m. the next day, unless prior arrangements have been made with Shorewood property management.
- m) Nothing is to be attached to any of the walls or surfaces unless approved by Shorewood property management.

2. Beach Access

- a) Keep the beach access gates closed and locked at all times.
- b) Remove all sand and tar from your feet, shoes and beach items at the beach access showers (next to beach gates) prior to entering any buildings or using the amenities.
- c) Close beach gates gently. Do not allow gates to slam shut as it causes damage to the locks and disturbs those nearby.

3. **Swimming Pool and Whirlpool** - Use at your own risk; no lifeguards. These rules are designated to make your pool and whirlpool use both safe and enjoyable. The emergency phone (to dial 911) is located outside the Clubhouse, near the water fountain.

- a) Pool capacity is 33. Whirlpool capacity is 11. Follow the posted rules and instructions.
- b) Pool and whirlpool hours are from 6:00 a.m. to 11:00 p.m. Note that pool and whirlpool may be closed occasionally for maintenance purposes.
- c) Children under six (6) years of age are not permitted in the whirlpool. Children between 6 and 12 years of age and any non-swimmers must be accompanied by an adult (who can swim) at all times.
- d) Keep pool access gates fully closed. Florida law requires pool gates to be closed and locked at all times. The association could face fines and liabilities if pool gates are left open/unlocked.

- e) Glass objects and pets/animals are not allowed in the pool area.
- f) Florida law prohibits food and drinks in the pool or on the pool/whirlpool wet-deck area (within 4 feet of pool/whirlpool edge).
- g) Shower before entering pool or whirlpool to remove sand and excess sunscreen oils/lotions that plug up the filters. The shower is located next to the whirlpool.
- h) Place towels on chairs/loungers to protect them from sunscreen oils and lotions.
- i) No diving. No running inside the pool enclosure.
- j) All diapers must be pool-approved swim diapers.
- k) Only proper swimwear is permitted in the pool/whirlpool; no cut-off jeans and/or shorts.
- l) Only toys and small floatation devices approved for swimming pool use are allowed in the pool. Be considerate of others!
- m) Place all trash in the receptacles provided. Furniture may not be removed from pool area.

4. Sauna and Exercise Room - Use at your own risk.

- a) Hours of operation are 6:00 a.m. to 11:00 p.m. Follow the posted rules and instructions.
- b) Children under 12 must be accompanied by an adult while in the exercise room or the sauna.
- c) Shower before entering the sauna and do not use suntan oils or lotions on your body. Use a towel to sit on while in the sauna.
- d) No food of any kind allowed in the sauna or exercise room. Water or sports drinks permitted.
- e) All exercise equipment must remain in place. Clean/sterilize the equipment after use.
- f) Florida law prohibits smoking in either the sauna or exercise room.
- g) Upon leaving, ensure all windows are closed, equipment and television are turned off, and lights/ceiling fans are turned off.

5. Tennis Court - Use at your own risk.

- a) Hours of operation are from 7:00 a.m. - 11:00 p.m. Follow the posted rules and instructions.
- b) Children under 12 years may not play on the tennis court unless accompanied by an adult.
- c) Appropriate tennis shoes must be worn while on the court.
- d) No eating or smoking permitted while on the court.
- e) If someone is waiting to play, limit your session to 60 minutes.
- f) Lock the gates and turn off all lights before leaving the tennis courts.
- g) No bicycles, skateboards, skates or other wheeled items are permitted on the tennis courts.
- h) No pets/animals are allowed on the tennis courts.

6. Shuffleboard and Horseshoe Pit Areas - Use at your own risk.

- a) Hours of operation are from 7:00 a.m. until 11:00 p.m.
- b) Children under 12 years may not play near either the shuffleboard court or the horseshoe pit unless accompanied by an adult.
- c) Shuffleboard and horseshoe equipment may be picked up from the recreation resource area. Clean the equipment before returning it to the recreation resource area.
- d) Do not walk dogs within 10' of the shuffleboard and horseshoe pit areas (for hygiene reasons).

D. RENOVATIONS, REMODELING AND EXTERIOR MODIFICATION RULES:

1. It is the responsibility of owner to obtain any required permits. Owner will be held responsible for all Shorewood property damages due to unpermitted, unlicensed, or uninsured modifications.
2. Owners must obtain written approval from Shorewood property management for all projects that include any of the following modifications:
 - a) All exterior additions or modifications including:
 - Hurricane/Storm Shutters
 - Sliding Glass Doors and Windows
 - HVAC (heating, ventilation, and air conditioning) - rooftop compressor
 - b) All interior additions or modifications impacting the:
 - Structure
 - Electrical systems
 - Plumbing systems
 - Flooring - such as tile, wood, cement, laminate, vinyl, stone, and carpeting.
3. Owners must meet the *Shorewood Material Specifications and Installation Requirements* when installing new:
 - a) **Flooring** - Proper sound barrier must be installed under all floor coverings.
 - b) **Hurricane/Storm Shutters**
 - c) **Sliding Glass Doors and Windows**
 - d) **HVAC** (Heating, Ventilation and Air Conditioning)
 - e) **Electric Vehicle Charging Units**

➤ **See APPENDIX B for the *Shorewood Material Specifications and Installation Requirements*.**

➤ **See APPENDIX C5 for the *Installation Application Form*.**

4. Upon request, Shorewood property management will provide owner(s) with Shorewood's material specifications and installation requirements.
5. The only requirement for Front Storm/Screen Doors is that they must be white in color.
6. Prior to commencing any work, the owner or person/company performing the installation must receive written Shorewood property management approval.
7. Construction noise is not allowed on holidays and is restricted to the hours of 8am - 5pm, Monday-Friday. Weekend demolition and construction noises are not allowed.
8. Any sawing/cutting of wood, laminate, stone or tile shall be done on the unit's balcony rather than the walkway (safety first).
9. All construction debris must be removed from the premises by the owner or contractor.
 - a) No construction materials or hazardous materials shall be dropped down the trash chute, disposed of in the dumpster, or left in the trash rooms (i.e., tiles, wood, paint, carpet).
10. Notify neighbors in advance of renovations so they can plan to be elsewhere to avoid the demolition/construction noise.
11. Owners can request touch-up paint from Shorewood property management for the front door, shutter box(s) and minor exterior balcony touchups. Note that the paint for exterior walls/ceilings is different than the paint for exterior floors.

E. SHOREWOOD RULE ENFORCEMENT PROCEDURES:

1. Dial '911' for all emergencies. For unlawful disturbances, call the Brevard Sheriff at (321) 633-7162, extension 4.
2. Following is verbatim from the By-Laws of Shorewood Community Association, Inc. (pg 9):

“To levy fines against the unit owners, occupants, licensee or invitees for failure to abide by any provision of the Declaration, these By-Laws or rules of the Association. The following procedure shall be followed prior to the Association levying any fine:

 - a) The unit owner and, if applicable, the occupant, licensee or invitee against whom the fine is sought to be levied shall be afforded an opportunity for a hearing before a committee of not less than three other unit owners, none of whom shall be a director, after reasonable notice of not less than fourteen (14) days and said notice shall include:
 - A statement of the date, time and place of hearing;
 - A statement of the provisions of the declaration, association bylaws, or association rules which have allegedly been violated; and
 - A short and plain statement of the matters asserted by the Association.
 - b) The party against whom the fine may be levied shall have an opportunity at the hearing to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge, and respond to any material considered by the Association.
 - c) No fine shall become a lien against a unit. No fine may exceed \$100 per violation. However, a fine may be levied on the basis of each day of a continuing violation with a single notice and opportunity for hearing, provided that no such fine in the aggregate shall exceed \$1,000. The provisions of this subsection do not apply to unoccupied units.”
3. Shorewood policy is to provide a maximum of two (2) written warnings prior to levying a fine.
4. The process at Shorewood is as follows: Person(s) witnessing the rule violation will contact Shorewood property management. Witnesses may remain anonymous. Shorewood property management will then investigate the situation and will provide the party with a warning or a written fine notification as described above. After at least 14 days, the Fining Committee will hold a hearing to review the rule violation, perform additional investigations, and take into account the defendant's rebuttal. The Fining Committee will then make a recommendation to the Board of Directors (BOD) regarding if a fine should be issued and, if so, the recommended fine amount. The Shorewood BOD will then determine and authorize any fine.
5. **NOTE:** In the case of an egregious violation, Shorewood property management may expedite the fining process. In addition, common area privileges may be rescinded.

F. SHOREWOOD GUIDELINES: PLEASE BE CONSIDERATE OF YOUR NEIGHBORS!

1. Children

Owner(s) are responsible at all times for the on-site supervision of children residing or visiting your condominium.

2. Disturbances

- a) For unlawful disturbances, call the Brevard Sheriff at (321) 633-7162, extension 4. Dial 911 for all emergencies.
- b) Owners are fully responsible for the conduct of their tenants, guests and visitors.
- c) Sound levels need to be kept at minimum levels between the hours of 11:00 p.m. and 7:00 a.m. to avoid disturbing your neighbors (i.e., sound systems, exercise equipment, etc.).
- d) Public intoxication or conduct unacceptable to fellow residents will not be tolerated. Nothing should be done on the condominium property which interferes with the rights, comfort or convenience of other residents.

3. Parking

- a) Great caution should be used when driving.
- b) Keep the car rinse and car wash areas clean and re-hang the wash hose on the catch post.

4. Community Appearance

We ask that you abide by the following guidelines to maintain an attractive community, a safe environment and protection of our property.

- a) Owners and/or lessees are restricted to the following items at their unit entrance:
 - One (1) entry mat.
 - One (1) or two (2) small potted plants or other decorative items.
 - One (1) small bench or chair. Due to frequent high winds, lightweight beach chairs are not permitted.
 - Exterior window sills should be kept free from all personal property.

NOTE: These items must be moved indoors during high winds and tropical storms. Owner(s) will be held responsible for any damages caused by flying debris.

- b) Sidewalks, entrances, hallways, courts, vestibules, stairways and walkways shall not be obstructed or encumbered or used for any purpose other than entering and leaving your unit.
 - Be advised that any exterior items need to be placed a minimum of 48 inches from the walkway railings (leaving a clear path for ingress/egress by emergency personnel).
- c) The entrance area for each unit and each building should be kept clear of bicycles, beach carts, surfboards, boogie boards, beach toys and other personal property.
- d) Beach/pool toys, mops, brooms, or other clutter are unsightly on balconies and should be stored elsewhere, out of sight.
- e) Window coverings should be attractive in the surroundings. Sheets, blankets, aluminum foil and other such materials are not acceptable window coverings.
- f) Do not allow anything to fall from the windows or balconies of the condominium.
- g) Do not sweep or throw dirt or other substances from your unit/balcony off of the building or onto the common areas. Use a dustpan when sweeping your balcony.
- h) Lock Boxes, Key Vaults, or any other device commonly used by Realtors, Property Managers, Landlords and Association Members for the storage of unit entry keys(or any other material) **shall not**

be permitted to be affixed to association Property includes, but is not limited to, exterior walkway railings, exit stair railings and other outdoor hose faucets. Suh Lock Boxes, Key Vaults, or any other device **shall be subject to immediate removal and disposal** by the on-site staff or Shorewood's Community Association Manager without notification.

Lock Boxes, Key Vaults, or any other device, without exception, **shall only be permitted** to be affixed to the

- 1.) Doorknobs levers or handles of unit entry doors (not exterior storm doors) or
- 2.) Centralized area specifically designated for such devices located in each building as provided by the association.

The bars that were installed for the boxes are not visible from the parking lot. In order to locate them when standing at the lobby entrance turn right. Go around to the right side of the lobby. The bar is located under the overhang outside the elevator mechanical and electrical room on the right side of the lobby. The location is out of the element and protected from the weather.

5. Garages

When a person is not present, all pedestrian doors and overhead doors must be fully closed and all garage lights must be turned off.

6. Smoking

While on Shorewood's common grounds (especially the pool deck), be considerate of those nearby. Properly dispose of any cigarette butts in the receptacles provided.

G. GENERAL NOTIFICATIONS AND INFORMATION:

1. Disturbances

- a) Dial 911 immediately for all emergencies. For unlawful disturbances, call the Brevard Sheriff at (321) 633-7162, extension 4.
- b) Owners are fully accountable for the conduct of their tenants, guests and visitors.

2. Storm Shutters

- a) Association assumes ownership of the shutters once they are attached to a Shorewood building. However the owner is responsible for maintaining and replacing storm/hurricane shutters when needed due to normal wear and tear.
- b) The Shorewood Association recommends annual inspection by the owner of the operation of all storm shutters to monitor their storm worthiness. Inspection helps ensure that shutters can be moved, without significant difficulty, from a fully open position to a fully closed and locked position.

3. Pool

- a) Anyone using the pool does so at his or her own risk and responsibility.
- b) Be considerate of other residents when inviting guests to swim in the pool. The pool is for residents and their guests only. Guests not accompanied by the resident may be asked to identify themselves by providing the name and unit number of the resident with whom they are staying.

4. Whirlpool

- a) Children under six (6) years of age are not permitted in the whirlpool - it is dangerous for the well being of young children, toddlers and infants.
- b) Pregnant women, small children, and people with health problems should not use the whirlpool without first consulting a physician.
- c) People using alcohol, narcotics and other drugs that cause drowsiness should not use the whirlpool.
- d) Maximum use of the whirlpool by an individual is 15 minutes.
- e) If other people are waiting to enter the whirlpool, be considerate and limit your time.

5. Tennis Court

Always observe the common rules of courtesy on the tennis court.

6. Exercise and Sauna Rooms

- a) Be aware that you are exercising at your own risk.
- b) Before undertaking any type of exercise program, consult with your physician.
- c) Read and fully understand all instructions prior to using exercise equipment and sauna.

7. Ocean access

- a) Access is via the boardwalks between the C & D buildings and the D & E buildings.
- b) The Northern boardwalk is handicap accessible.

8. Fire Sprinkler And Alarm System

- a) Your primary responsibility in the event of a fire is to ensure that all occupants of your home safely exit the building using the stairways, not the elevator!
- b) It is suggested that you purchase and maintain a fire extinguisher inside your condominium. Note that the Association has fire extinguishers on every walkway and also in building garages. Most fires that occur can be extinguished in the early stages, prior to activating the sprinkler or alarm system.

- c) Each condominium and garage is equipped with an automatic fire sprinkler system. The sprinkler heads are heat sensitive. In the event of a fire in your unit, only the sprinkler heads closest to the fire will be activated. The system is completely automatic. The flow of water through a sprinkler head will activate the fire alarm and notify the Fire Department.
- d) Do NOT paint the fire sprinkler heads or alarms! Any painted sprinkler heads/alarms will not pass fire inspections and will need to be replaced. The owner will be held accountable for any repair/replacement costs.
- e) In case a resident accidentally sets off a sprinkler head (accidentally breaking the red glass tube), call 911 immediately. The water comes out at 70+ gallons/minute; quickly flooding the unit and neighboring unit(s). Only the fire department can turn the water off!
- f) You should be aware, and be sure any guests or tenants are made aware, that there are severe penalties associated with falsely causing the activation of any fire alarm system.

9. Balcony Floor Coverings

- a) Do not alter any common area walkways and private balconies. These surfaces have received a sealant coating. This finish gives an aesthetically pleasing finish to these areas, and, more importantly, ensures a water-resistant coating.
- b) It has been proven in recent years that flooring of any type has a detrimental effect on exposed slabs (balconies and walkways) such as we have at Shorewood. Flooring tends to hold water for an extended time and this water will seep into the concrete slab and may cause the steel rebar and/or tension cables to rust. This rusting over time would necessitate expensive repairs.

10. Mail Boxes

- a) Mail boxes are located inside the building lobbies opposite the elevator. The U.S. Post Office will not deliver your mail if the unit number is not included in your mailing address.
- b) An example of a correct mailing address:
Mr. & Mrs. Happy Resident
Building Address & Unit Number (i.e., 605 Shorewood Dr., Unit 509)
Cape Canaveral, FL 32920
- c) The Cape Canaveral Post Office is located at 8700 Astronaut Blvd, Cape Canaveral, FL 32920 (321-783-3163).
- d) Large mailboxes for oversized packages/letters are located to the right of the elevator. The USPS will put a key in your mailbox to open up the large mailbox containing an oversized package or letter.

11. Pest Control

- a) Pest control is provided by the Association on a regular basis. They spray the grounds and around each building (external applications only). They do not enter the units or garages, except upon request.
- b) If required, the Owners/Lessees may request an interior pest control treatment by contacting B&R Pest Control. B&R Pest Control will then schedule an interior treatment the next time the pest control company is on property. B&R Pest Control (321)536-8412
- c) Note that an Owner will be subject to an additional charge for any flea and tick treatments.

12. Recycle Bins

- a) Recycle bins have been provided in each building's Trash Room (next to the dumpster).
- b) No need for residents to sort the recycled materials (paper, plastic, cans and glass).
- c) All cartons and boxes must be flattened prior to recycling. Place flattened cardboard in or near the recycle bins.

H. 13. Lobby & Common Area Bulletin Boards

- a). Bulletin Boards have been provided by the Association for the exclusive use by Shorewood residents for the temporary conveyance of information.
- b). Commercial postings of any nature are strictly prohibited. This includes, but is not limited to, business cards, and professional service offerings such as housekeeping, handyman, renovation, HVAC, plumbing, electrician, pet-sitting, auto detailing, etc.
- c). Real estate for sale or condo units for rent that are being marketed by, and under contract with, professional real estate agents or property managers shall be strictly prohibited without exception.
- d). Individual *unit for sale* or *unit for lease* postings being offered privately by the Owner of the unit without utilizing the professional services of real estate or leasing or management professionals shall be permitted.
- e). All permitted postings shall clearly indicate the posting date and be promptly removed within 30 calendar days. Postings shall be limited to a maximum size of 8-1/2 inches x 5-1/2 inches (half sheet) in order to provide adequate bulletin board space for multiple postings.
- f). Postings not complying with the above guidelines shall be subject to immediate removal and disposal without notification.

I. SECURITY, SAFETY AND MAINTENANCE SUGGESTIONS:

1. Security & Safety

- a) Report "suspicious" persons to the police.
- b) The gate access panel will not activate until AFTER the display reads "Welcome to Shorewood".
- c) Make use of locks and other security devices provided to ensure your safety. Close and lock your door at all times. The patio and balcony sliding glass door(s) should also be locked.

2. Vacations

- a) Keep all storm shutters and windows closed during your absence; damaging winds can occur at any time. Remove balcony items that may be turned into missiles by high winds. The owner is responsible for damage caused by their flying objects.
- b) It is advisable to notify a neighbor if you will be away for an extended period of time. It is recommended that unit owners make arrangements for someone to periodically check the unit to report any issues to the absent owner.
- c) Turn off the unit's main water valves prior to leaving. Water valves are located in either the guest bedroom closet or the main hallway closet.
- d) Check cabinets for unsealed food, empty the garbage, run the garbage disposal, and clean the trap prior to leaving.
- e) Notify the mailman, newspaper carrier, and all other routine delivery people when you plan to be away from your home for an extended period.

3. Fire Precautions

- a) Call 911 to report any fire. Always give an accurate and understandable address to aid fire units in locating the fire.
- b) Store all items such as paint, solvents and cleaners safely.
- c) Empty waste and trash containers and dispose of newspapers and magazines regularly.
- d) Do not pour grease into sinks or toilets; store grease only in a metal container for disposal with your bagged garbage.
- e) The best way to stop a fire is to prevent it before it starts!

4. Heating, Ventilation and Air Conditioning (HVAC) System

- a) Follow FPL recommendations (currently 77°) when setting the air conditioning thermostat while away for an extended period. It is recommended that the owner should have someone local check the HVAC system periodically to ensure that it is working properly. If the air conditioning thermostat is set too high or is not running, the humidity may cause mildew and mold damage to your unit and furnishings.
- b) If Heat or Cool cycle does not respond to thermostat setting, check breakers in the electrical wall panel and the switches on both the interior and exterior air conditioning unit.
- c) It is advisable to have the HVAC system checked by a professional on a regular basis.
- d) Ensure the A/C drain line is kept clear and follow the recommendations of your air conditioner manufacturer or installer. If a drain line gets plugged, water could leak into your unit and damage neighboring units. In such event, you may be held responsible and liable for any damage caused by negligence.
- e) Do not obstruct the air intake to HVAC unit(s) in any way.
- f) Visually check the air filter on a regular basis to observe if it needs to be replaced.

g) Each Unit Owner must contract with a licensed HVAC contractor to install either:

1. an auxiliary drain pan with a water-level detection device instead of a separate drain: An auxiliary drain pan without a separate drain line shall be installed under the coils on which condensation will occur. The pan shall be equipped with a water-level detection device that will shut off the equipment served prior to overflow of the pan. The pan shall be equipped with a fitting to allow for drainage.

5. 2. a water-level detection device in primary drain line that will shut off the system if it backs up: a water-level detection device that will shut off the equipment served prior to overflow of the pan shall be provided. The water-level detection device shall connect to the drain pan at a higher level than the primary drain connection.**Electricity**

a) Each condominium has its own electrical panel box. The function of each breaker switch should be labeled. If one of your electrical items does not function, check the panel box first to see that the breaker switch is open - sometimes you have to switch the particular breaker back and forth to activate.

b) Certain receptacles in "wet" areas (kitchens and baths) are equipped with a ground fault interrupter (GFI) for electrical shock protection in case an electrical cord or appliance is dropped into water.

c) The GFI looks like a regular outlet except that it has two buttons. If an appliance stops while in use, check the GFI circuit associated with that outlet. The top button may have popped out and all you have to do is push it back in. Check GFI circuit occasionally by pushing in the test button.

d) In many cases, the GFI circuit reset for the master bathroom is located in the guest bathroom.

6. Elevators

a) Report elevator problems to Shorewood property management ASAP.

b) If calling the elevator to your floor and it is not responding, check to see if it has stopped on another floor. If the door is stuck open, go to the elevator door and push on the black door gasket; that may enable the elevator door to close and function properly.

c) The elevators are serviced on a regular basis by a professional maintenance company and checked periodically by state inspectors.

7. Commodes / Toilets / Washing Machines

a) Stoppage repairs caused by resident will be charged to the owner by Shorewood property management.

b) If your commode overflows, immediately lift the cover off the tank, reach inside and push the flapper firmly into the hole at the bottom of the tank. Water supply to your tank can be turned off by turning the handle located under the tank in a clockwise direction.

c) Washing machine overflows can also be stopped using the shutoff valves as well as the hot and cold water valves on the wall near the back of the washing machine.

d) Washing machine feed hoses should be replaced with non-burst braided metal jacket types.

APPENDIX A: Excerpt from Declaration of Condominium - Shorewood's Use Restrictions

Below is a copy of our **USE RESTRICTIONS**, as recorded in the *Declaration of Condominium of Shorewood*. These cannot be changed without a vote of the owners and must be followed by all residents and guests. Please abide by the following:

1. Each unit is hereby restricted to residential use by the owner or owners thereof, their immediate families, lessees, guests and invitees. Each one-bedroom unit is restricted to no more than two (2) occupants, each two-bedroom unit is restricted to no more than four (4) occupants and each three-bedroom unit is restricted to no more than six (6) occupants, without the Association's consent. There are no restrictions upon children.
2. The unit may be rented provided the occupancy is only by one (1) lessee and members of his immediate family and guests. Leasing of units for a period of less than thirty (30) days is prohibited. No rooms may be rented and no transient tenants may be accommodated. No lease of a unit shall release or discharge the owner thereof of compliance with this Section X or any of his other duties as a unit owner. Time sharing of units is prohibited. Ownership of a unit on a monthly or weekly time sharing program is prohibited. Subleasing of units is prohibited. All leases shall be in writing and shall be subject to this Declaration, the Articles of Incorporation, By-Laws, and the Rules and Regulations of the Association and shall be approved by the Association.
3. No nuisances shall be allowed to be committed or maintained upon the condominium property, nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents. All parts of the property shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage is allowed to accumulate, nor any fire hazard allowed to exist. No unit owner shall permit any use of his unit or use of the common elements that will increase the cost of insurance upon the condominium property.
4. No immoral, improper, or offensive use shall be made of the condominium property nor any part thereof, and all laws, zoning ordinances and regulations of all governmental authorities having jurisdiction of the condominium shall be observed.
5. Reasonable rules and regulations concerning the use of the condominium property may be made and amended from time to time by the Board of Administration of the Association as provided by its Articles of Incorporation and By-laws.
6. The Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the Association pursuant to the Declaration or as necessary to prevent damage to the common elements or to a unit or units.
7. No sign, advertisement or notice of any type shall be shown on the common elements or any unit. This restriction on signs, advertising and notices shall not apply to the developer or any institutional lender. No exterior antennas, aerials or satellite dishes shall be erected except as provided under uniform regulations promulgated by the Association. The Developer or the Association, after transfer of control of the Association to unit owners other than the Developer, may grant permission to record unit owners to install radio antennas or DDS satellite dishes which are presently approximately 18 inches in diameter. The Developer or the Association after turnover may grant written permission to the record unit owner and if granted shall designate the location of the radio antenna or DDS satellite antenna in writing prior to the installation of the radio antenna or satellite antenna. The record unit owner shall be responsible for all costs related to the installation, maintenance, repair and replacement, as the case may be, of the radio antenna or DDS satellite antenna and shall indemnify and hold the Association harmless therefore. Upon the sale of the unit by the record owner of the unit the radio antenna or DDS satellite antenna may be removed, at the

owner's expense, or it may be transferred to the purchaser as part of the sale and purchase. In the event the radio antenna or DDS satellite antenna is not removed by the record unit owner at closing then, by acceptance of the deed of conveyance by the purchaser, the purchaser shall be deemed to have assumed the responsibility for the maintenance, repair and replacement, as the case may be, of the radio antenna or DDS satellite antenna, together with the costs and expenses thereof, including the obligation to indemnify and hold the Association harmless therefore. This provision shall be deemed a covenant running with the land and shall be binding upon each successive owner of any condominium unit utilizing a radio antenna or DDS satellite antenna.

8. An owner shall not place or cause to be placed in the walkways or in or on any other common elements and facilities, stairs, or stairwells, any furniture, packages or objects of any kind. Such areas shall be used for no other reason than for normal transit through them. The Association may permit a unit owner to place small potted plants near the front doors of the unit so long as the potted plants do not protrude into or block access to the common walkways. The Association reserves the right to restrict or prohibit the placement of potted plants on the common elements.
9. It is prohibited to hang garments, rugs, etc., from the windows, patios or balconies or from any of the facades of the buildings.
10. It is prohibited to dust rugs, etc., from windows, patios or balconies or to clean rugs, etc., by beating on the exterior of the buildings.
11. No auto parking space may be used for any purpose other than parking automobiles, vans and non-commercial pick-up trucks which are in operating condition with a current license tag. Other vehicles such as commercial trucks, trucks, motorcycles, recreational vehicles, motor homes, trailers, and boats, shall be parked in parking areas, open or enclosed, designated by the Board of Administration. In the event boats, motor-homes or recreational vehicles are permitted to be parked in designated areas, overnight camping in these vehicles is prohibited. No parking space shall be used by any other person other than an occupant of the condominium who is an actual resident or by a guest or visitor and by such guest or visitor only when such guest or visitor is, in fact, visiting and upon the premises. All owners and residents of the condominium are restricted to two (2) permitted vehicles without the association's consent to bring additional vehicles on the premises. All vehicles shall be parked in the open parking spaces or garages except when loading or unloading vehicles.
12. Until the Developer has closed all the sales of the units in the condominium, neither the other unit owners nor the Association shall interfere with the sale of such units. The Developer may make such use of the unsold units and common elements as may facilitate its sales, including but not limited to maintenance of a sales office, model units, the showing of the property, and the display of signs. The Developer may not be restricted in the use of the other common elements or areas, including but not limited to, lobbies, exercise rooms, or the sales office in the recreation building by anyone until the sale of all units is completed by the Developer.
13. Two (2) pets, not exceeding thirty-five (35) pounds each, shall be allowed to be kept in the owner's unit. All pets must be kept on a leash outside the owner's unit. Each pet owner shall be responsible for cleaning up after his pets in the common elements. Pets shall not create a nuisance.
14. No unit owner shall allow anything whatsoever to fall from the window, patio, balcony, terrace, porch, or doors of the premises, nor shall he sweep or throw from the premises any dirt or other substance into any of the corridors, halls, patios, balconies, terraces or porches, elevators, ventilators, or elsewhere in the building or upon the grounds. A unit owner shall not place, store or use any item, upon any patio, balcony, terrace or porch without the approval of the Association, other than standard patio chairs, tables and furnishings. Electric grills and potted plants are permitted on balconies, but gas and charcoal grills are prohibited.

15. When a unit is leased, a tenant shall have all use rights in the Association property and those common elements otherwise readily available for use generally by unit owners and the unit owner shall not have such rights except as a guest. Nothing in this subsection shall interfere with the access rights of the unit owner as a landlord pursuant to Chapter 83, Florida Statutes. The Association shall have the right to adopt rules to prohibit dual usage by a unit owner and a tenant of Association property and common elements otherwise readily available for use generally by unit owners.
16. All electric lights shall be turned off when the garage parking space is not occupied and all garage doors shall be kept closed at all times except when parking or removing cars from the garage.
17. The Association reserves the right to levy a charge to any unit owner using the enclosed parking garage to store appliances, dehumidifiers, table saws or any other type of devices that use electricity.
18. Carpeting of any type on individual unit balconies or any common walk-ups is prohibited and the Association shall not grant permission to install carpet on the individual unit balconies or walk-ups.

APPENDIX B: Shorewood Material Specifications and Installation Requirements

- B1. Flooring
- B2. Hurricane / Storm Shutters
- B3. Sliding Glass Doors and Windows
- B4. HVAC (Heating, Ventilation and Air Conditioning)
- B5. Electric Vehicle Charging Policy and Procedures

B1: SPECIFICATIONS FOR THE INSTALLATION OF FLOORING

As it is in the best interest of the owners and residents of the Condominium to regulate the installation of floor coverings to improve the quality and living experience by adequately reducing the transmission of sound between units and floors while allowing unit owners to replace, improve and upgrade floor coverings inside their units; it is resolved that the Shorewood Community Association adopts the following policy related to the replacement, installation, improvement, repair or upgrade of floor coverings:

1. Installation of floor coverings is defined as any installation, replacement, improvement, repair or upgrade of floor or surface coverings or any portion thereof inside any unit.
2. All installations of floor coverings must be approved in writing and in advance by the Association.
3. The owner/contractor must ensure that no damage is caused to the existing cement floors or any other structural component while removing any flooring.
4. During the installation of any **LAMINATE** or similar product (not tile), an underlayment with a total minimum Impact Insulation Class (IIC2) rating of 55 and must be installed at a minimum. Based on a concrete slab with no drop ceiling.
5. During the installation of any **TILE** only an underlayment with a total minimum Impact Insulation Class (IIC2) rating of 48 or better is required. Based on a concrete 8" slab with no drop ceiling.
6. Every stage of the installation, including during the installation of the underlayment, must be approved by Shorewood property management in writing after submitting proper documentation as to the type and rating of the material used. Not only is the quality of the sound barrier important, but the flooring and the underlayment must be properly installed.
7. The unit owner must use licensed and insured contractors. The unit owner must submit copy of the contractor's certificate of insurance listing the Shorewood Community Association Inc. as additional insured persons.
8. The unit owner must coordinate the installation of the floor coverings with Shorewood property management and inform residents and owners (in the same building) of the time and duration of the installation. All work must begin and finish during weekdays between 8am and 5pm.
9. Unit owners are responsible for completing the **Installation Application Form** and submitting the form, with all supporting documents, to Shorewood property management for Board approval.
10. Upon receipt of the **Installation Application Form**, Shorewood property management will review the application and supporting documents to verify that it is in conformity with these specifications including whether the underlayment meets or exceeds the minimum ratings and insurance requirements. Provided that the Application is in proper order and Shorewood property management has received the appropriate documents, they will forward the Application to the Board for review and final Board approval.
11. The unit owner shall exercise all appropriate care during the installation to ensure that the common elements and other units are not damaged during the installation.
12. The unit owner or the contractor is responsible for removing all trash or bulk items during the removal and installation of the floor coverings, which shall not be placed in the Association's trash chutes or dumpster area.
13. The unit owner will be held liable for all costs incurred by the Association in repairing any damage to or performing any cleanup of the common elements, including disposal of any trash that results from the installation.

Compliance:

After the effective date of this specification, all new installations of hard surface flooring must meet and comply with these specifications. Failure to comply with Florida Building Code (Chapter 12, Section 1207 – Sound Transmission) , City of Cape Canaveral Building Code, and/or these specification requirements will require the removal of the installation and associated repairs at the unit owner’s expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owner’s expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with these installation specifications, the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

B2: SPECIFICATIONS FOR THE INSTALLATION OF STORM SHUTTERS

The Association has adopted storm shutter specifications and will permit the installation of storm shutters for any balcony and shutters for windows provided that the color is white and that the installation of shutters complies with all applicable building codes. The installation of storm shutters is highly recommended in order to protect the building from damage during storms. The Association must approve the installation or replacement of storm shutters prior to the installation. If Shorewood property management fails to act within a thirty day period, the plans and specifications shall be deemed approved.

Only Roll-up Shutters and Accordion Shutters are approved for installation at Shorewood. ALL windows must use Roll-up Shutters; panels are NOT to be installed. For balconies, both Accordion Shutters and Roll-up Shutters are permitted. Accordion shutters shall be installed inside the balcony railing and Roll-up shutters shall be installed against the wall at the balcony doors.

Shutter Installation is subject to the following rules, requirements and regulations:

- 1.0 Contractors who install storm shutters within the property, known as Shorewood Community Association, must comply with all requirements of the Florida Building code and the City of Cape Canaveral building code including permitting. The successful Contractor shall at all time keep the premises free from accumulations of waste materials or rubbish caused by his work, employees or sub-contractors. Upon completion of each project, the Contractor shall be responsible for the removal of all unused materials, equipment, scraps and debris resulting from the work done. The work areas shall be left clean in a manner acceptable to the Shorewood Community Association.
- 2.0 All contractors shall be properly licensed and insured. A certificate of insurance will be required before any work begins.
- 3.0 Unit owners must ensure that their contractor follows the requirements of the rules and regulations, by-laws and other regulating documents of Shorewood Community Association.
- 4.0 Knowing that the installation is on the common property converts the liability and responsibility for the installation and maintenance to the unit owner and not the Shorewood Community Association.
- 5.0 Unit owners are responsible for:
 - 5.1 Completing the Installation Application Form and submitting the form to Shorewood property management for final Board approval.
 - 5.2 Giving the Board 21 days notice of the proposed installation.
 - 5.3 Noting that the Board will have the installation inspected. They may inspect the balcony deck under and over the track for deterioration. Repairs may have to be made prior to installation
- 6.0 In the event that the inspection by the Professional Engineer finds deficiencies in the installation, the unit owner is the responsible for timely resolution of the issue(s) with the contractor, and not the Shorewood Community Association.
- 7.0 **Storm Shutter Specifications**

All storm shutters shall be white. A sample color must be to shown to the Board for approval. All roll-up shutters shall comply with Notice of Acceptance (NOA) 07-1218.01. All accordion shutters shall comply with NOA 07-0508.04. Complete specifications for both are available on www.miamidade.gov

8.0 Storm Shutter Installation Specifications - Overview

All walkway panel edges and corners shall be rounded with no sharp edges. All bracket or track installations will be with stainless steel, using non-corrosive hardware. Screws cannot penetrate more than 2 inches or be smaller than #12. Damage done to the deck, ceiling and/or walls by the use of longer screws or improper hardware or installation will be the responsibility of the unit owner. Tracks must have a space between the deck and the bottom of the track to allow for water drainage. All holes must be sealed with a butyl or urethane caulk sealant to prevent water intrusion into the concrete. An Agree Gator 300 bimetal fastener is suggested. Aluminum extrusions shall be 6063-T6 alloy with a minimum that Agree Gator 300 (P/N EML 325) stainless steel bimetal fasteners at least 2" in length be installed. Choice of a stainless steel bonded EPDM/neoprene washer OR a non-metallic washer such as nylon shall be used with the yield strength of $F_y = 31.0$ ksi. Screws must be stainless steel 304 or 316 series with 50 ksi yield strength and 90 ksi tensile strength. Aluminum pop rivet material will be 5052 aluminum alloy with an aluminum mandrel.

9.0 Removal of Existing Shutter Assemblies

- 9.1 Where shutters have been previously installed, all existing fasteners shall be removed from the deck surface by drilling only. The use of pneumatic hammers or other equipment is prohibited, they may damage the deck.
- 9.2 Clean holes shall be filled with a two-part epoxy compound or hard setting urethane caulk.
- 9.3 The deck/wall stucco and coating shall be repaired to seal all penetrations.

10.0 Installation of Shutter Assemblies

- 10.1 Anchor bolt locations shall be adjusted as required to avoid reinforcing steel. Locate reinforcing bars using a Pachometer or similar instruments. The contractor shall adjust anchor holes to avoid hitting rebar. The contractor is responsible for confirming the soundness of the structure where the shutter will be attached.
- 10.2 The bottom track of accordion type shutter assemblies shall be raised 1/8" – 1/4" above the concrete floor for drainage. Shim the track with aluminum plate, non-absorbing plastic (i.e. Delrin, PVC, ABS) or other suitable weather resistant material. Shims shall be the width of the shutter track and shall be located beneath each anchor bolt.
- 10.3 The flanges and brackets of vertical guides for roll-up shutters do not require drainage shims. If shimming is necessary for proper fit, it shall be done with an aluminum plate or non-absorbing plastic.
- 10.4 Fastener holes shall be pre-drilled, debris blown out, and holes filled with urethane caulk sealant. Anchor bolts shall be stainless steel, expansion type or "tapcon" self threading type and of the diameter and quantity recommended by the shutter manufacturer. Non-metallic washers must be used to minimize galvanic corrosion. Shims and bolts shall be generously coated with Sikaflex 1a, (or equal) polyurethane sealant. After installing the track or bracket, fastener heads shall be caulked with sealant.
- 10.5 Where shutters require reworking to allow for the raised track, such work shall be done in accordance with the shutter manufacturer recommendations.
- 10.6 If tile has been installed (grandfathered), the tile must be a minimum of 1/2" back from the shutter track. Do not caulk or seal the space between the track and the tile.
- 10.7 The manufacturer's Notice of Acceptance (NOA) must be provided as well as having the product approval labels installed on product as required by law.

11.0 Shutter installation must conform to the latest Florida Building Code Section 1609.1.2 and the City of Cape Canaveral requirements.

12.0 **Section 1609.1.2 - Protection of openings:** Glazed openings in buildings located in wind borne debris regions shall be protected from wind-borne debris. Glazed opening protection for windborne debris shall meet the requirements of SSTD 12, ASTM E 1886 and ASTM E 1996, ANS/DASMA 11 (for garage doors and rolling doors) or TAS 201, 202 AND 203 or AAMA 506 referenced therein.

12.1 Glazed openings located within 30 feet (9144 mm) of grade shall meet the requirements of the Large Missile Test.

12.2 Glazed openings located more than 30 feet (9144 mm) above grade shall meet the provisions of the Small Missile Test.

13.0 Compliance

After the effective date of this specification, all new installations of storm shutters must meet and comply with these specifications. Failure to comply with Florida Building Code and the City of Cape Canaveral Building Code and/or these specification requirements will require the removal of the installation and repair of the holes at the unit owner's expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owners expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, at a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

B3: SPECIFICATIONS FOR THE INSTALLATION OF SLIDING GLASS DOORS & WINDOWS

1.0 REMOVAL of Existing Sliding Glass Door (SGD) and/or Window Assemblies

- 1.1 Where SGDs and/or windows have been previously installed, all existing fasteners shall be removed from the deck surface by drilling. The use of pneumatic hammers or other equipment that may damage the deck is prohibited.
- 1.2 Holes shall be filled with Sikaflex-1a (or equal product).

2.0 INSTALLATION of Existing Sliding Glass Door (SGD) and/or Window Assemblies

- 2.1. All sliding glass doors and window assembles frames shall be white and be identical in configuration in order to be consistent with the color and configuration that was originally installed.
- 2.2 Expose substrate for inspection by removing existing door unit including caulk and bucks. The contractor is responsible for confirming the soundness of the structure where the door and/or window will be attached.
- 2.3 Grout sill to ensure level for new product.
- 2.4 When replacement doors or windows are installed in buildings where a cut buck was used, that cut buck must be removed and replaced with a buck that extends beyond the interior window frame and provides full frame support. Install new bucks with caulking behind with a minimum of two 3/8" beads, including corners. Do not cover exterior weep holes in track.
- 2.5 Fastener holes shall be pre-drilled, debris blown out, and holes filled with polyurethane caulk sealant. Anchor bolts shall be stainless steel or 'corrosion resistant tapcon' self-threading type of the diameter and quantity recommended by the manufacturer. Install product as required by the manufacturer with no more than 1/4" gaps to shim. Bottom of sill, head, jams and fasteners shall be generously coated with Sikaflex-1a, or equal, polyurethane sealant. After installing the threshold track caulk all fastener heads with sealant.
- 2.6 Use AAMA certified foam to fill any gaps and caulk inside and outside of product. The deck coating and/or wall coating shall be repaired to seal all penetrations.
- 2.7 Owner is encouraged to participate in the water intrusion testing and approve results prior to final payment.
- 2.8 The manufacturer's Notice of Acceptance (NOA) MUST be provided as well as having the product approval labels installed on product as required by law.

3.0 Window and SGD installation must conform to the latest Florida Building Code Section 1609.1.2 and the City of Cape Canaveral requirements.

4.0 Section 1609.1.2 - Protection of Openings

Glazed openings in buildings located in wind borne debris regions shall be protected from wind-borne debris. Glazed opening protection for wind borne debris shall meet the requirements of SSTD 12, ASTM E 1886 AND ASTM E 1996, ANS/DASMA 11 (for garage doors and rolling doors) or TAS 201, 202 AND 203 or AAMA 506 referenced therein.

- 4.1 Glazed openings located within 30 feet (9,144 mm) of grade shall meet the requirements of the Large Missile Test.
- 4.2 Glazed openings located more than 30 feet (9,144 mm) above grade shall meet the provisions of the Small Missile Test.

5.0 COMPLIANCE

After the effective date of this specification, all new installations of windows and SGDs must meet and comply with these specifications. Failure to comply with Florida Building Code and the City of Cape Canaveral Building Code and/or these specification requirements will require the removal of the installation and associated repairs at the unit owner's expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owner's expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

B4: SPECIFICATIONS FOR THE INSTALLATION OF HVAC EQUIPMENT

1.0 REMOVAL of Existing HVAC (Heating, Ventilation and Air Conditioning) Equipment

1.1 Unit owners are ultimately accountable for HVAC removal. Owners must ensure that there is no damage to common area assets - roof coating, doorways, stairs (to rooftop), elevators, etc.

2.0 INSTALLATION of HVAC (Heating, Ventilation and Air Conditioning) Equipment

2.1. Only licensed and insured HVAC contractors are permitted to install and/or remove both interior and exterior HVAC equipment.

2.2 Only licensed and insured HVAC contractors are permitted to service (or repair) both interior and exterior HVAC equipment.

2.3 Rooftop equipment must be secured to the base provided (with rust resistant tie down clips or wires) to meet hurricane standards.

2.4 Unit owners are ultimately accountable for HVAC installation, service, and repair. Unit owners must ensure that there is no damage to common area assets such as roof coating, doorways, stairs (to rooftop), elevators, etc. during installation or servicing of rooftop HVAC equipment. Large units must be transported to the roof by crane.

3.0 Access to the roof must be scheduled through Shorewood property management. For access outside normal working hours, contact Shorewood building representatives (aka captains).

4.0 COMPLIANCE

After the effective date of this specification, all new installations of HVAC equipment must meet and comply with these specifications. Failure to comply with Florida Building Codes, City of Cape Canaveral Building Codes and/or these specification requirements will require the removal of the installation and associated repairs at the unit owner’s expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owner’s expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

B5: ELECTRIC VEHICLE CHARGING REQUIREMENTS

1.0 Electric Vehicle Charging Strategy

- 1.1 The Association anticipates that owners will purchase electric vehicles and will inquire about the Association's policy on recharging the batteries.
- 1.2 The following procedures have been adopted by the Shorewood Community Association, ("Association"), pursuant to FS 718.116 at a regular meeting of the Board of Directors.
- 1.3 The Board of Directors believes it to be in the best interest of the Association to establish a uniform and systematic procedure for owners to recharge an electric vehicle (EV). Owners and leasees will be required to establish an independent recharging system at their own expense. This will insure that the Association and other owners are not unfairly paying for electricity for the benefit of a single owner.
- 1.4 Therefore, the Association is adopting the following procedures and policies for persons wishing to recharge an electric vehicle on Association property.

2.0 Electric Vehicle Charging Policy

- 2.1 The Association shall allow, wherever feasible, an owner who has an electric vehicle (EV) to install an electrical circuit from their own electric meters to their deeded garage parking space at no cost to the Association. No other destination is permitted.
- 2.2 The owner requiring a station for charging his EV will conform to the Policies and Procedures of this document. The Association will approve an owner's request to install a charging circuit upon the review of an owner's application showing the intended electrical circuit will be installed to existing building code, meeting the existing building architectural standards, by a licensed electrician, and with appropriate permit (s).
- 2.3 The Association will impose a fine of \$50.00 per day to any owner who charges his EV using electricity supplied to the common elements of the Association. The daily fines will continue in the same amount each day that the violation continues. The fine will be levied on the basis of each day of a continuing violation; however, no fine shall in aggregate exceed \$1,000. No fine may become a lien against a unit. You should be aware that condominium associations may levy fines in the above manner even if the condominium documents do not provide for such fines.
- 2.4 The owner desiring to install a charging station for his EV will follow the procedure as set forth in Section 3 of this document. Once the owner desiring to install a charging station for his EV follows these procedures, the Association will review and approve/ deny the application per the procedures set forth in Sections 3 and 4 of this document.
- 2.5 The owner has full control and sole responsibility for the use of his circuit. The Association will not be liable for the maintenance or operation of this circuit, and the Association will not be responsible for any other's use of the circuit.

3.0 Electric Vehicle Charging Procedures

- 3.1 Approval to install EV charging circuit in any parking garage requires conformance with this procedure prior to initiating any physical installation work. It is also recommended the owner discuss with the contractor the type of circuit desired as described in Section 5 of this document.
- 3.2 Requests for Electric Vehicle Charging Circuit Installation shall be submitted on the Shorewood 'INSTALLATION APPLICATION FORM'.
- 3.3 After completing the application, it will speed up the review and approval process by hand delivering package to Shorewood property management. Once approval is granted, it may be

necessary to follow up in order to complete the process. Permits are required! Your application will indicate a need to provide assurance the permits have been secured prior to work being performed. Any local government fine incurred for unpermitted work will be the responsibility of the owner, an additional fine of \$100 may be levied upon the owner for failure to comply with this policy.

4.0 Review and Approval of Electric Vehicle Charging Installation

- 4.1 Within twenty one (21) working days, the Board will review the application and either approve or disapprove the application.
- 4.2 If approved, Shorewood property management will notify the owner to proceed and return a copy of the approved application for his records.
- 4.3 If application is denied, it will be returned to the applicant with the reasons for not approving. These discrepancies may be corrected and the revised application resubmitted.

5.0 Types of Electric Vehicle Charging Stations

There are two sizes of charging circuits. The first is the normal convenience outlet found in a typical garage. This is sufficient for Level 1 charging. However, since the currently installed outlet uses Association (or common) electric, it CANNOT be used to recharge vehicles. A separate Level 1 metered system must be installed. Owners should ensure to discuss options with your electrical contractor so he can design and install the proper equipment (Level 1 or Level 2).

5.1 Level 1: 120-Volt

The most basic, Level 1 System, will be 120-volt home system that doesn't necessarily require any special hardware. In essence, your EV can be plugged straight into an isolated metered normal three- prong wall outlet using a special charging cord.

Since you are required to provide your own electrical charging circuit, you need to consider what size circuit will be best for you charging station. While it will work, Level 1 charging won't offer a particularly fast charge. The typical estimate for a car like the 2011 Nissan Leaf is around 8 to 12 hours.

5.2 Level 2: 208-Volt

If you want a quicker charge, and many potential EV owners probably come under this category, a Level 2 charger will likely be your best choice. The typical Level 2 system requires residential 240 volts at around 30 amps. It will cut Level 1 charge time in half.

6.0 Compliance

After the effective date of this specification, all installations of Electric Vehicle Charging Stations must meet and comply with these specifications. Failure to comply with Florida Building Code and the City of Cape Canaveral Building Code and/or these specification requirements will require the removal of the installation and associated repairs at the unit owner's expense. All installations will be inspected by a Professional Engineer and any deficiencies corrected at the owner's expense prior to the inspection by the Cape Canaveral Building Inspector. All work shall be safely performed and shall conform to the requirements of Occupational Safety and Health Act (OSHA).

The Contractor, as a minimum, shall meet or exceed the applicable requirements of the latest revision of the following codes and specifications published by the following organizations:

ANSI	American National Standards Institute
ASME	American Society of Mechanical Engineers
ASTM	American Society of Testing Materials
EPA	Environmental Protection Agency
ISO	International Standards Organization
OSHA	Occupational Safety and Health Act
SSPC	Steel Structures and Painting Council

I have read the specifications adopted by the Shorewood Community Association and will comply with these installation specifications as described. I understand that failure to comply with the latest Florida Building Code and/or the City of Cape Canaveral building code will result in action by the Board and/or legal counsel at the expense of the unit owner. Shorewood Community Association shall be held harmless if an approved installation fails.

Owner(s) Signature: _____ Date: _____

Owner(s) Signature: _____ Date: _____

APPENDIX C: Shorewood Forms

- C1. Owner Registration Form
- C2. Animal Registration Form
- C3. Lease Registration Form
- C4. Clubhouse Registration Form
- C5. Installation Application Form



Owner Registration Form

Unit Number: _____

Date: _____

*Completed forms need delivered to Keys Property Management at 5505 N. Atlantic Ave Suite 207
Cocoa beach Fl 32931 or emailed to
Cocoabeach@keysenterprise.com*

Owner Unit Owner Name(s): _____

Information: Telephone #: _____ Cell #: _____ E-mail: _____

Permanent Address: _____

City, State, Zip: _____

Seasonal Address: _____

City, State, Zip: _____

Unit Use: Permanent Residence: Yes No Part Time Residence: Yes No Rental/Lease: Yes No

When used as a Rental/Lease, owner(s) must submit the Lease Registration Form for each rental/lease.

Vehicles: Decal #: _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

Decal #: _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

Decal #: _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

FOB #1) _____ #2) _____ #3) _____ #4) _____

Emergency Name: _____ Phone #: _____

Contact: Address: _____ Relationship: _____

Insurance Home Owners Insurance Company: _____ Policy #: _____

Information: Address of Insurance Company: _____ Phone #: _____

Agent of Insurance Company: _____ Phone #: _____

If you provide neighbor(s) with key(s), please indicate their contact information:

Name: _____ Unit #: _____ Phone#: _____

Name: _____ Unit #: _____ Phone#: _____

In the event of an evacuation or emergency:

Do you or any member of your household or individuals leasing your property require special attention? Yes No

If yes, what special attention is required? _____

I hereby agree to adhere to the current Shorewood rules as documented in the Shorewood Rules, Guidelines and Information:

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____

NOTE: Form shall be provided to Shorewood property management within three business days of any changes.



Animal Registration Form

Unit Number:

Date:

Complete form if animal(s) will live on premises

Unit Owner (or Tenant) Name(s): _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

FIRST ANIMAL/PET: **Animal's/Pet's Name:** _____

Animal's/Pet's Species: _____ **Breed:** _____

Animal's Weight: _____ (shall not exceed 35 pounds)

This pet is a(n) *check one*: **Service Animal** **Emotional Support Animal** and is exempt from weight restrictions for Reasonable Accommodation that is made necessary due to a disability or disability-related need as required by the Fair Housing Act (FHEO-2020-01). Attach documentation letter of disability or disability-related need from a licensed Physician to this Form. (This documentation shall be provided in order to receive Reasonable Accommodation and/or weight exemption, unless disability is apparent.)

Veterinarian's Name: _____ **Phone #:** _____

SECOND ANIMAL/PET: **Animal's/Pet's Name:** _____

Animal's/Pet's Species: _____ **Breed:** _____

Animal's Weight: _____ (shall not exceed 35 pounds)

This pet is a(n) *check one*: **Service Animal** **Emotional Support Animal** and is exempt from weight restrictions for Reasonable Accommodation that is made necessary due to a disability or disability-related need as required by the Fair Housing Act (FHEO-2020-01). Attach documentation letter of disability or disability-related need from a licensed Physician to this Form. (This documentation shall be provided in order to receive Reasonable Accommodation and/or weight exemption.)

Veterinarian's Name: _____ **Phone #:** _____

COMPLETE NEXT PAGE OF THIS FORM

Animal Registration Form (continued)

A CURRENT COLOR PHOTOGRAPH OF EACH ANIMAL/PET MUST BE SUBMITTED WITH THIS APPLICATION. ALSO PROVIDE PROOF OF CURRENT VACCINATIONS, WEIGHT AND REGISTRATION.

NOTE:

1. Resident accepts full responsibility for all property damage and/or personal injury caused by the animal/pet.
2. Said animal/pet shall never be allowed to freely roam Shorewood premises without being leashed and in the company of an individual willing and able to fully control it. In its exercise and relief, it shall be at all times under full leash control, considerate of the interests and sensibilities of fellow Shorewood residents, their guests and all others.
3. Stray animals will be picked up by Brevard County Animal Services.
4. The Shorewood Association reserves the right to enforce removal of the pet from the premises if the resident fails to adhere to the rules.

I hereby agree to adhere to the current Shorewood rules regarding animals/pets - Section B2 of the Shorewood Rules, Guidelines and Information:

Signature: _____ **Date:** _____

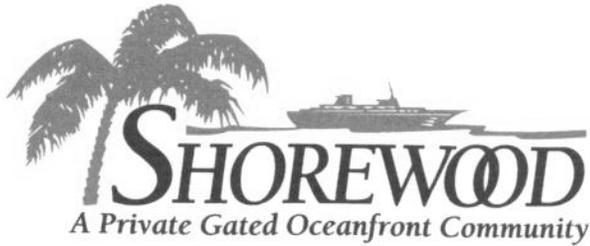
Signature: _____ **Date:** _____

NOTE: This Form shall be updated and submitted to Shorewood property management within three (3) business days of any changes in animal status.

APPROVED: Yes No **DATE:** _____, 20_____

BY: _____ **TITLE:** _____

End of Form



Lease Registration Form

Bldg Letter: _____ Unit Number: _____

Date: _____

Complete this form and the Animal Registration form for each condominium lease and update each time the information changes. If applicable

Unit Owner Name(s): _____

Telephone #: _____ Cell #: _____ E-mail: _____

Submit this completed 'Lease Registration Form' to Shorewood property management, along with:

- A fully executed copy of the related lease contract.
 - \$10 per FOB (1 for each occupant listed on the lease application)
 - A \$50.00 check made payable to the Shorewood Community Association (administrative fee)
- **The MINIMUM rental period is thirty (30) days.**
- **Use of unit is limited to single-family residency.**
- **Unit is to be occupied by no more than two (2) persons per bedroom.**
- **Units may not be sub-let.**

THIS SECTION TO BE COMPLETED BY THE LESSOR(S) / OWNER(S):

In compliance with the Declaration of Covenants and Restrictions of Shorewood Community Association, I hereby serve notice that as Owner(s) or Agent of the above referenced unit, I intend to offer said unit for lease in accordance with the attached lease agreement.

Unit is to be leased for the period beginning the _____ day of _____, 20____ and ending on the _____ day of _____, 20____.

I understand and hereby agree that I am fully responsible for ensuring that my Lessee(s) and their guests abide by the Association's Declaration of Condominium & Bylaws and current Shorewood Rules, Guidelines and Information. I further agree to provide said Lessee(s) with copies of same.

Unless I am notified to the contrary within ten (10) days from receipt of this completed notice and attachment, I will advise Lessee that the attached Lease has been approved.

LESSOR 1 (Print): _____ Signature: _____ Cell #: _____

LESSOR 2 (Print): _____ Signature: _____ Cell #: _____

THIS SECTION TO BE COMPLETED BY LESSEE(S) / TENANT(S):

Note that Shorewood property management will not accept partially completed forms.

I intend to lease unit number _____, for the period beginning: _____ and ending: _____.

In order for you to facilitate consideration of my application for lease of the above designated unit, I am aware that any falsification or misrepresentation of this application will result in automatic rejection of this application, I consent that you may make further inquiry concerning this application. **I understand and will be bound by the current Shorewood Rules and Guidelines including those applicable to either the Unit or the Common Property.**

NAME OF LESSEE: (1) (Print): _____ Signature: _____

Cell Phone #: _____ FOB #: _____

NAME OF LESSEE: (2) (Print): _____ Signature: _____

Cell Phone #: _____ FOB #: _____

YES ___ NO ___ I would like to receive text messages from the community regarding elevator service conditions, amenity closures, storm evacuation information and many other items similar to the above stated.

YES ___ NO ___ I would like the primary lessee to be listed on the gate and building call box entry system.

IN ADDITION TO LESSEE(S), THE FOLLOWING PERSON(S) WILL OCCUPY THE UNIT:

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

NAME: _____ RELATIONSHIP: _____

AUTOMOBILE / VEHICLE INFORMATION:

Vehicles: Decal# _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

Decal# _____ Make: _____ Model: _____ Year: _____ Tag #: _____ State: _____

PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME : _____ PHONE: _____

ADDRESS : _____

NOTE: LEESEE(S) MUST ALSO COMPLETE AND SUBMIT THE ANIMAL REGISTRATION FORM.

I (We) understand that any violation of the terms, provisions, conditions and covenants of the Association documents provides cause for available immediate action as therein provided or termination of the leasehold under appropriate circumstances.

LESSEE 1 (Print): _____ Signature: _____ Dated this _____ day of _____, 20 _____

LESSEE 2 (Print): _____ Signature: _____ Dated this _____ day of _____, 20 _____

THIS SECTION FOR ASSOCIATION USE ONLY:

LEASE ATTACHED: Yes No

PROCESSING FEE RECEIVED: Yes No AMOUNT \$ _____

APPROVED: Yes No **DATE:** _____, 20 _____

BY: _____ **TITLE:** _____

COMMENTS BY THE BOARD OF DIRECTORS: _____



Clubhouse Registration Form

Unit Number: _____

Date: _____

Complete this form & submit deposit payment to Reserve the Clubhouse for a private function.

Unit Owner Name(s): _____

Telephone #: _____ Cell #: _____ E-mail: _____

Date Requested: _____

Start Time: _____ End Time: _____

Type of Affair: _____

Number of Guests: _____

Need extra folding chairs? Yes No Tables? Yes No Canopies? Yes No

I hereby agree to adhere to the current Shorewood rules as documented in the Shorewood Rules, Guidelines and Information:

Owner Signature: _____ Date: _____

Clubhouse:

1. Shorewood property management is responsible for reservations, booking, deposits and follow-up inspections for all private events. Clubhouse may be reserved by residents except when Shorewood functions have been scheduled.
2. The clubhouse (ONLY) may be reserved for a private party. This reservation does NOT include the use of the pool or whirlpool by guests at the private party.
3. The adjacent parking lot or the pool deck adjacent to the clubhouse may be used for additional guests if needed, but these areas cannot be reserved for exclusive use by private party guests.
4. A \$100.00 security deposit against any damages and/or cleaning costs is required to reserve the clubhouse. Payment to Shorewood property management is preferred at least one week in advance.
5. The host presiding over any event must be present in the clubhouse until all guests have departed. The host is responsible for their guests' conduct. If alcoholic beverages are served, the host is responsible for guests' actions.
6. Nothing is to be attached to any of the walls or surfaces unless approved by Shorewood property management.
7. Hours of operation are 6:00 a.m. to 11:00 p.m.
8. The clubhouse is a smoke-free-area.
9. Towel dry before entering clubhouse from the pool area.
10. Facilities must be left clean and in order; lights, fan and water must be turned off and all doors locked.
11. Furniture or equipment may not be removed without permission from Shorewood property management.
12. The clubhouse must be cleaned no later than 9:00 a.m. the next day, unless prior arrangements have been made with Shorewood property management.

THIS SECTION FOR ASSOCIATION USE ONLY:

\$100 DEPOSIT PAYMENT RECEIVED? Yes No AMOUNT? \$ _____

APPROVED? Yes No DATE: _____, _____

BY: _____ TITLE: _____



Installation Application Form

Unit Number: _____

Date: _____

Complete & submit this form 14 days prior to commencement of any condominium renovations, remodeling and/or exterior modifications.

Unit Owner: _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

Contractor/Handyman: _____

Telephone #: _____ **Cell #:** _____ **E-mail:** _____

Contractor License #: _____ **Start Date** _____ **End Date:** _____

Description

Describe product being installed:

All work that may cause a disturbance must be done between Monday through Friday between 8:00AM and 5:00PM. Drilling into concrete must be approved by the Board of Directors prior to work commencing. All work must be done in compliance with Shorewood Documents, Rules and Guidelines, and Material Specifications and Installation Requirements. All debris must be removed by the Contractor, it cannot be left onsite or in the property dumpster.

- | | | |
|--|------------------------------|-----------------------------|
| 1. Contractor licensed to perform work? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Proof of Insurance? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Materials certified and meet all Codes? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 4. Installation methods conform to Specifications? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Any part of Installation electrically operated? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 6. Are permits required prior to Installation? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Attach the following documents (as applicable):

- | | |
|---|---------------------------|
| ✦ Proof of Liability Insurance | ✦ Copy of License |
| ✦ Proof of Workers Compensation policy | ✦ Required Permit(s) |
| ✦ Material Specifications | ✦ Installation Schematic |
| ✦ Type of Backing/Soundproofing (floors only) | ✦ Proof of Auto Insurance |
| ✦ Applicable NOC | ✦ Testing Certificate |

I hereby agree to adhere to the current Shorewood rules regarding Renovations, Remodeling and/or Exterior Modifications as documented in the Shorewood Rules, Guidelines and Information, Section D:

Unit Owner Signature	Date	Contractor Signature	Date
----------------------	------	----------------------	------

Work must be approved prior to work commencing. Submit completed Installation Application Form to Shorewood property management. Incomplete form, missing documents, or documents missing information will be rejected.

APPROVED? Yes No **Date:** _____, _____

By: _____ Title: _____

