

Handbook and Homeowner **DIRECTORY** January 2021



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OUR COMMUNITY

Hello Neighbor. If you are new to Palma V welcome! We are a community of year-round and seasonal residents who are very fortunate to own a little piece of paradise.

As a community, it is important to us that we create an atmosphere that is friendly and caring. We value fiscal responsibility with our shared assets, keeping our community shared spaces well-maintained (buildings/facilities) along with maintaining beautifully manicured landscapes. As a jointly owned community, we count on each owner to do their part.

This *Handbook and Homeowner Directory* has been prepared and distributed to owners so that you have at your disposal a handy resource which contains information critical to maintaining our shared values and provides you the ability to reach out to our neighbors.

During the winter season, our social committee plans several activities to give neighbors the opportunity to meet, socialize, exercise, and engage. We encourage everyone to join-in.

Our complex Palma del Mar V or (H Building) is a condominium complex consisting of a 12-story tower with 72 units, surrounded by six separate buildings – five of which are three stories containing 12 units and one which is two stories consisting of 8 units for a total community of 140 units.

Isla del Sol, home of Palma del Mar, is a prime waterfront location, an island in St. Petersburg, Florida, nestled in the middle of Boca Ciega Bay. Isla del Sol is at the confluence of the Intercoastal Waterway, Tampa Bay, and the Gulf of Mexico.



The name of the unit owners' organization is **Palma del Mar Condominium Association No. 5 of St. Petersburg**, a non-profit Florida corporation governed by Chapter 617, Florida Statutes. The Association is governed by a seven-member Board of Directors who are elected each year at the Annual Meeting held the first Wednesday in March. All meetings are open and residents are urged to attend. Meeting notices are posted prominently at least 48 hours before each meeting of the Board. Our Association also belongs to the Isla del Sol Homeowners Association and the Alliance Bayway Communities. To view our condominium documents as well as

building specifications, complete rules, condo news and Board of Director meeting minutes, go to our [website \(www.palma5.com\)](http://www.palma5.com).

The Association contracts Resource Property Management (RPM) to assist with the administration of the complex. RPM collects maintenance fees, pays Association bills, prepares monthly financial statements, documents and prepares ballots for Annual Meetings. They provide valuable consulting services keeping us informed of regulatory changes, and share their knowledge and expertise. All alterations, leases, and sales are processed through them. Scott Fisher is our property manager at RPM. Contact RPM concerning any management issue at **727-864-0004**. They should be your first contact if you have an emergency in your unit.



The monthly Maintenance Fee funds the Association. It is charged monthly and provides you with administration, cable tv, internet, water, sewer, electricity for the common areas, building and grounds maintenance, landscaping, security, sprinklers, pool and spa supplies, trash removal, elevator servicing, fire alarm system, insurance coverage for common elements and pest control. It also provides funding reserves for large capital projects. Contact RPM for your payment options.

We hope you will find this a useful and convenient guide to our community and its rules. Our [website \(www.palma5.com\)](http://www.palma5.com) contains a comprehensive inventory of all governing documents.



Palma 5 Board of Directors - (l to r back row) Derek Cook; Tommy Preuett, President; Charles (Scott) Scoggins; John Keefe (board member supporter); Jack Keefe, Secretary/Treasurer; (front l to r) Yvonne Sve, Vice President; and Margarita Nieto.

Get Involved – The Board of Directors established a committee structure in 2020 to ensure that the association runs as efficient as possible and represents a diverse group of residents. The Committees are as follows:



Member Committees

Communications/Records:

- Keeps website up-to-date with postings and information
- Sends e-blasts to residents
- Keeps the lobby directory up-to-date
- Revises owner directory as needed. Maintain current resident information.
- Posts seasonal rental occupant list
- Prepares notices, information, and postings throughout the property to keep residents informed.
- Prepares notices, postings, and monthly calendar.
- Submits annual budget requirements to the Board of Directors.

Social:

- Plans and host resident gatherings and activities.
- Welcome New Owners.
- Submits annual budget requirements to the Board of Directors.

Security/Safety:

- Monitors security provider's activities and reports.
- Assists in new contract negotiations.
- Acts as the security provider's point person for Palma 5 and direct their activities.
- Coordinates yearly fire alarm system maintenance and resident inspections.
- Follow through with certifications and repairs.
- Coordinates resident dryer lint collection inspections.
- Addresses issues of security and safety.
- Submits annual budget requirements to the Board of Directors.

Parking Control/Storage:

- Monitors resident parking spaces to be sure they are being used properly and following Association rules, along with current parking stickers.
- Contacts residents on any parking violations and follow up to be sure they are compliant.
- Suggests improvements or maintenance of parking areas, as needed, along with plan of action, budget, and bids.
- Monitors bicycle storage and assist maintenance personnel with yearly bicycle purge.
- Monitors watercraft storage for correct use and collects yearly fees and space assignment.

- Suggests improvements or maintenance of watercraft and bicycle area, as needed, along with plan of action, budget, and bids.
- Submits annual budget requirements to the Board of Directors.

Grounds/Landscaping:

- Monitors landscape contractor's work and advise on areas that need improvement. Directs palm cutting times.
- Suggests projects or improvements along with a plan of action, budget, and bids.
- Monitors lawn and shrub pest/fertilization contractor to ensure they are reporting on the health of our landscaping.
- Monitors front entrance landscape contractor's work along with G Building and suggest improvements, as necessary.
- Monitors irrigation contractor's work and advise them of any sprinkler issues that are found. Assures they are actively adjusting watering levels with the seasons and weather conditions.
- Arranges for mangrove trimming, as necessary.
- Submits annual budget requirements to the Board of Directors.

Design/Building Appearance:

- Plans and execute holiday decorations.
- Monitors condition of Association furniture and furnishings, paint, and signage.
- Monitors condition of the common areas, lobbies, and recreation room.
- Suggests improvements or maintenance along with plan of action, budget, and bids.
- Monitors vendor contracts within your committee purview.
- Keeps storage rooms for decorations, medical equipment and children's equipment organized and clean.
- Submits annual budget requirements to the Board of Directors.

If one of these committees sounds interesting to you – let the board know – send them an e-mail palmadelmar5@gmail.com.

COMMUNITY FACILITIES

Recreation Room - Owners have a key to the Recreation Room off the Upper Lobby (UL). The recreation room is for the private use of residents and their invited family and friends. To reserve this room for a special occasion, a [reservation form](#) must be submitted to the Board.

Luggage and shopping carts are also located in the laundry room and Upper Lobby. They are not available to contractors working in our building. Return carts promptly when you are finished using them.

Mailboxes, Laundry, Directory and Bulletin Board - In the Lower Lobby (LL) of the tower you will find the Association's mailboxes for the tower and five of the six villas. Also within the tower is a coin operated laundry, owner's directory, and the Association's bulletin board for all official notices, including notices of **Board of Directors** meetings. In the laundry room, are boxes for parcel delivery and a community bulletin board, where items may be posted to sell or buy. Please, no commercial ads for services, realty, etc. The two-story building facing the pool is addressed 6382. This building has their mail boxes located between the building and parking lot. Announcements are also posted on the mailbox structure.

Parking and Car Wash - Each unit has one assigned parking space. Please use this space before using guest parking, as spaces are limited. Resident owners are required to have a round



parking sticker on the rear of their vehicle(s) displaying their assigned parking space. Stickers are available from the Management Company. Parking permits are required and to be hung from the rearview mirror for rented vehicles, vehicles parked in someone else's assigned space and for all overnight guests. Two temporary parking permits were distributed to all owners. All vehicles should be parked with the front wheels toward the barrier. If you have made arrangements with another owner to use their parking space, notification of that [parking authorization](#) needs to be sent to the board. Just outside of lower-level parking is a car wash area for your use.

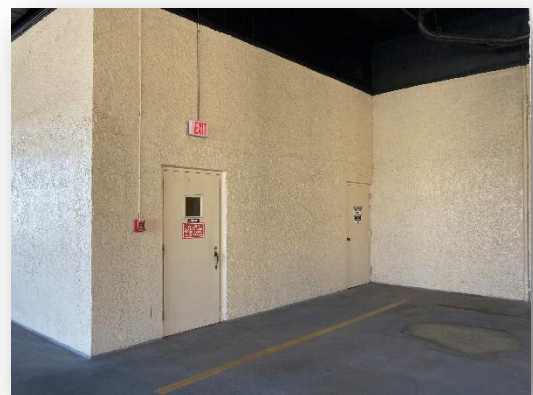
Trash Rooms & Dumpsters – Trash rooms are located on each floor of the

Tower. The villas have dumpsters and a refuse room for their use. There are two dumpster locations - one by the entrance of the garage and one by the entrance of building 6382



(see above). The refuse room is located on the upper-level parking deck, south end and is signed "Trash Room". Re-cycling containers are located next to the dumpsters for paper, cans, and bottles.

The Association pays extra for recycling. Contamination occurs when non-recyclables are placed in with recycling. When contaminations are mixed with recycling, the whole batch of recycling may be considered unusable and thrown away. Subsequently contamination can undermine the good recycling habits of others and cause easily recyclable items to end up in landfills. Follow these simple rules:



- **Rinse and wipe clean** – Rinsing and wiping away contaminants from recyclables (including food) improves the recycling stream.

- **Do not bag recyclables** – Plastic bags can wrap around the shafts and axles of the sorting machine – take them to Publix for recycling.
- **Avoid contaminants** – Plastic bags, food waste, hazardous waste, diapers, dishware, greasy pizza boxes.

Please familiarize yourself with what may be recycled with information on the website.

Swimming Pool and Spa -

The swimming pool and spa are located on the southwest side of our property. They are heated for year- round comfort. **Orange pool tags are required** when using these facilities. Contact the management company if you need replacements. Health and safety regulations are posted in the pool enclosure. See [“Pool and Spa” for pool rules.](#)



Fishing Dock and Picnic

Area - The fishing dock for use by residents and guests is southwest of the pool. Up the path from the dock is a picnic area for your convenience. Glass containers of all types are prohibited from the dock and picnic area for safety reasons. This is the only approved area on the property for charcoal grilling. Charcoal or gas grills are prohibited from use near any units, grassy areas, or balconies.

Watercraft Storage – Next to the Fishing Dock are racks for kayaks, boards, and small watercraft storage, as available, and for a yearly fee and [registration](#). Permission must be obtained from the Parking & Storage Committee prior to obtaining a permit from the maintenance office on the second level parking deck. A specific rack will be assigned for your use. Only one piece of equipment is allowed per strut. Availability is limited and watercraft found without a permit will be removed. Always store your kayaks facing down on the rack to prevent them from filling with rainwater and becoming too heavy for the rack.



Bicycle Storage - Bicycles must be [registered](#) with the Association on an annual basis and stored in the approved areas. Bicycle racks are available on the lower-level under-cover parking area. Limited storage is available inside a storage room on the lower-level under-cover parking area. A special access key to this room must be purchased from the Maintenance office on the second level parking deck. Periodically, unregistered, and/or unusable bicycles are removed and given to charity to be disposed of. Notification will be given in advance. Bicycles may **not** be left in the hallways, walkways or around villas.



Lending Closet – Palma 5 has two lending closets for residents that may have a temporary need for equipment. The Medical Closet has items such as wheelchairs, walkers, commodes, etc. The Children’s Closet has strollers, highchair, and cribs. Maintenance or housekeeping should be contacted if you’d like to borrow any of the items or donate.

ALTERATIONS TO UNITS

Making improvements to your home is exciting. So many decisions and choices. One step that you won't want to forget is to [notify the board of directors](#) or the management company of your plans to make any internal or external alterations that could impact your neighbors, alter any load-bearing walls, or make a visual change on the outside of the building, such as storm shutters, etc. [Windows, screens and sliding doors](#) are the owner's responsibility, and all changes must have been approved in advance by the Board of Directors. The management company will assist you in obtaining approvals for all exterior changes.

See the [Declaration of Condominium](#) - Article 12 - for detailed information about Association and unit owner maintenance and modification responsibilities. The unit owner is responsible for the cost of repairing any damage to the common elements or other units resulting from unit modifications.



Balconies may not be covered in carpet or rugs but may be covered in tile, subject to advance approval from the Board of Directors and to stringent specifications. Exterior front doors are the shared responsibility of the owner and the Association.

Reflective film or other type of window treatment may not be applied on the inside or outside of any unit without the prior written consent of the Association. The backside surface or lining of any window covering, such as blinds, shades, or drapes, must be white.

All contractors performing work on the condominium property must be properly licensed in the State of Florida, and fully insured for the work being performed. Before work is started, contractors must report to the **Maintenance**



Manager on the upper-level parking deck. All contractors and/or unit owners must follow all construction rules:

- Construction is permitted from 8:00 am to 6:00 pm Monday through Saturday.
- No work is allowed on Sunday or holidays.
- All debris, dust, dirt, etc. that affects the common areas must be cleaned up and removed at the end of each workday.
- No construction debris/waste/trash can be placed in in the condominium dumpsters.
- No contractor vehicles are allowed to park in assigned parking spaces anywhere.
- Flooring, Shutters, Windows, Screens & Balcony Doors must comply with [Association specifications](#).

Remember, whenever a unit access door lock is re-keyed, the Board of Directors must have a key for emergency use. Unit access keys are stored under lock and key, to be accessed only by directors or approved personnel.



MAINTENANCE

Maintenance Manager – Our Maintenance Manager is Richard Plantier who may be contacted at **727-417-6280** during normal working hours of 7:00 am - 2:45 pm Monday thru Friday and 7:00 - 8:30 am on Saturday.

The Association maintenance office is located on the upper-level parking deck on the north side of the Tower. Report an Association maintenance problem by filling out a [Maintenance Request form](#) and leaving it at the maintenance office or submit it to the management company. You may also write a note on the marker board on the office door. If your issue is **urgent**, contact the management company immediately. Unit owner maintenance as defined in the governing documents is not performed by the Associations maintenance personnel.

Public area house-keeping is provided by Mimi Guy 7:00-11:00 am Monday thru Friday.

Contractors must report to the maintenance office before beginning their work. Notify maintenance or housekeeping to arrange for protective covering to be installed in the tower elevator before contractors bring any materials into the building.

Common Elements

All property from the exterior building walls out is considered a **common element** and any decisions for its use must be approved by the Board of Directors. The Association is responsible for maintaining the grass and any landscaping that has been provided in the overall landscape plan. Only the Association may remove existing landscaping. If an existing plant is not being properly maintained or requires removal, contact the Landscape Committee or the Board of Directors.

First floor villa owners may plant flowers only within the existing landscaping beds **at the exterior rear entrance** provided the size at maturity does not overwhelm or obstruct the existing landscape. Owners are responsible for watering and maintaining their own plantings. Plants in pots are allowed but pots may not be larger than 12" in diameter. Owners should not put decorative objects in common area landscaping beds. First floor villa owners should confine these items to their front entry and rear entry doors

No hanging plants or light fixtures are allowed on the exterior of any building nor in the common area landscaping.

Balconies

In order to protect balcony surfaces, no carpet or rugs may be used on the balcony. All garden pots must sit up off the floor or in a saucer so water doesn't drain directly on the balcony floor and pool below the pot holding moisture on the floor.



RENTALS AND SALES

Leases must be approved in advance, in writing, by the Association for a term **not less than one month (thirty days)** for occupancy of one family. This applies to all units no matter where an owner may advertise their unit as a rental. Owners are responsible for all background checks for their respective renters.

[Application forms for Sale or Lease](#) can be found on our website and must be submitted to the management company at **least 20 days before tenant occupancy**.

Fines will be imposed on those who circumvent this process.

CONDOMINIUM LEASE AGREEMENT

THIS CONDOMINIUM LEASE AGREEMENT (the "Lease Agreement"), made this _____ day of _____, 200__, by and between _____ (hereinafter called "Landlord") whose address is _____ and _____ (jointly and severally hereinafter called "Resident").

1. **PREMISES AND TERM:** Landlord rents to Resident and Resident rents from Landlord unit number _____ (hereinafter called the "Unit" or "Premises") of The NorthShore Condominiums located in Jacksonville Beach, Duval County, Florida, (hereinafter called the "Condominium"), for a term of _____ beginning on _____, 200__, and ending at midnight (12:00a.m.) on _____, 200__ (the term may not be less than seven (7) months). Resident agrees to pay _____ to Landlord at _____

Unauthorized leases will be summarily terminated. Payment of your condominium fees must be current or you may not be allowed to rent your unit. All Association rules and regulations extend to your tenants and guests. It is the unit owner's obligation to ensure that their family, guests, visitors, and tenants comply with all provision of the Association governing documents. The board has prepared a [single sheet of common rules](#) that owners may want to put into an acrylic frame and post as an easy reminder for renters and guest.

New owners are prohibited from leasing their unit within the first year of ownership. Sub-leasing is strictly prohibited. Short term renters (less than one year) are NOT permitted to have pets. Long term renters (one year minimum) may keep one pet with written permission from the unit owner.

Sale of your unit also requires approval by the Association and a background check performed by the management company. Please complete the [Sale or Lease application](#) in its entirety and submit it to the management company.

Guests using a unit **MUST be registered** with the property management company if the owner is NOT present. See the Declaration of Condominium Article 15.7 for more specific information. Guest forms are available on our [website](#) and should be submitted at least three (3) days prior to the arrival of such guests.



GENERAL INFORMATION AND RULES

Air Conditioners - Air conditioners and air handlers for individual units are the responsibility of the owners. Regular air filter replacement and cleaning of condensate drains makes for efficient operation and protects you and your neighbor from potential water damage.

Business or Trade - Business or trade such as yard or garage sales, which invites customers on an on-going basis, is not allowed. Private sales of interior furnishings and open houses for unit sales are allowed when they do not cause excessive traffic or parking problems. Please notify the Board of Directors if private sales are planned.

Cable TV and Internet – Cable TV and High-Speed Internet are provided by the Association which includes two high-definition cable boxes. Owners may add telephone or premium channels to this service, or add cable boxes and be billed directly for the add-ons by contacting Spectrum at 855-222-0102 (ask for Palma V Bundle).



Communication – The board of directors is committed to continued improvement of communications with owners and residents. Several years ago, a website was established www.palma5.com which has a variety of information from Condominium



Documents, to meeting minutes, rules, and forms. In 2018, the board launched email blasts that send out information on project status, notices, upcoming events, etc. Recognizing the high cost of postal mailings to all owners, the board is working to eventually send all communications out electronically including annual meeting notices, running for board position, agenda's, minutes, and all critical information. Owners are encouraged to contact the

board palmadelmar5@gmail.com if you are currently not receiving electronic communications. It is also very important to remember to notify the board should you change your e-mail address. Help us help you to stay in the know.

Decorations, Flags, etc. - Residents are asked to use restraint when decorating their entrances by refraining from using signs, pictures, and knick-knacks. Temporary holiday decorations are permitted but must be removed within two weeks following the holiday. Residents may display American flags outside in an appropriate manner. Door mats are not allowed in front of the tower residences, but are allowed in front of villas. Doorbell

buttons may be attached to the door frames but not to the walls. Glass objects on balconies are discouraged as they can break or be blown off and become a hazard. No rugs, towels, clothing, umbrellas, and any other items may be hung or displayed from the windows, facades, balconies, or other exterior portions of any of the buildings in the condominium.

Electrical - Electrical problems can be the responsibility of the Association or the unit owner, depending on the location of the problem. In general, items within the unit, such as light switches, outlets, circuit breakers and smoke alarms, belong to the owner. The fire alarms system, which is part of the central system, belongs to the Association. If you have a problem with the fire alarm equipment, contact the management company.

Elevators - The south elevator (elevator #2) should be used when moving or having large deliveries such as appliances or carpeting. Notify maintenance 24 hours in advance to arrange for protective covering to be installed. DO NOT use the elevators in case of fire.

Entry into Units – By State Statute, the Association has the irrevocable right to access each unit during reasonable hours, (or at any time during an emergency) when necessary for the maintenance, repair or replacement of any element or parts of the unit maintained by the Association. Owners must provide the Association with a key to their unit. If the Association is not given a key, the unit owner must pay all cost incurred in gaining entrance to the unit.

Fire Protection - The tower maintains a complete fire protection system. All units have sprinklers and are fitted with warning devices. The many fire alarm stations around the property are connected directly to the Fire Department. Become familiar with the locations of fire alarm pull stations and fire extinguishers. For the villas, they are located on the exterior walkways. In the tower, they are located in the common area hallways, lobbies, recreation room and upper and lower-level parking.

For further information on what to do in case of a fire, please see the fire safety instructions posted in the lower lobby for both the villas and the tower. Remember, false alarms are **illegal**.

Grills – Charcoal or gas grills may not be used near any units, including balconies and grassy areas, and are against the local fire codes. Portable grills may be used in the designated picnic area near the dock, provided that all fires are completely extinguished before leaving. All residue should be removed and properly disposed of.



Guests – Guests using a unit when the owner is not present [must be registered](#) with the management company.

Insurance – The Association maintains coverage for all the common elements. Insurance is a very large part of our annual budget and your

monthly charges. Your vigilance in warning the Association of fire or safety hazards can save lives and reduce claims, which are the basis of insurance rates. All unit owners are encouraged to carry insurance for their respective units.

Moving/Deliveries - Please notify **Maintenance** when moving or accepting large deliveries so protection can be installed in elevator #2. Maintenance will direct your delivery trucks to where it is permissible to park and answer any questions they may have. Unit owners are responsible for any damage to elevators, hallways or any other Association property incurred while moving furnishings or equipment into or out of condominium buildings. All debris on common area carpet and flooring must be swept clean.

Permission is required from Maintenance to install any storage pods or commercial dumpsters on Association property. **No furnishings, equipment, appliances, etc. may be discarded in our dumpsters.** Residents must arrange for their own pickup of these items and are responsible for notifying their delivery company of the Association rules.

Pest Control - Pest control in the units is the owner's responsibility. The Association contracts for pest control in the common areas. It is suggested you consider contracting for exterminator visits throughout the year to protect yourself and your neighbor against insect problems.

Recycling – Recycling is extremely important to our community and our planet. We encourage you to recycle as much as possible. In addition to our recycling bins, Pinellas County maintains facilities throughout the county where you may take your recyclables, including many that we aren't able to collect. Visit www.pinellascounty.org/recycle for locations and information on how to keep our community clean and safe.

NOTE: Plastic bags clog the recycling sorters and are not recyclable. Empty your recyclables in the containers provided and throw your plastic bag in the trash.



Washer and Dryers - Only armored hoses may be used to connect washing machines and are the owner's responsibility. Clothes dryers should be checked often for damaged vent hoses and lint build-up. Lint can be a potential fire hazard. Residents must use a portable lint trap (such as "BetterVent" "ProFlex Indoor Dryer Vent Kit") or "vent-less" clothes dryers since direct outside venting is not possible. Periodic fire inspections are performed to ensure that all residents are using acceptable dryer lint devices.



Water Usage - Water is a large item in the Association's budget and is reflected in your maintenance fees. Keep faucet and toilets in good repair and repair any leakage as soon as possible. Conserving water is in the best interest of all of us and our planet so please keep that in mind when using this precious resource.



COMMUNITY LIVING TIPS

We all have an interest in making our community a great place to live and to visit. Our rules have been carefully established over time through the experience of your neighbors and your various Boards of Directors. Please follow them out of respect for your fellow residents and for the investments that most of us have made here. Here are some additional good neighbor reminders.



- Please confine use of power tools, hammering and disturbing sounds from 8 a.m. to 6 p.m.
- Loud television or music should be curtailed at 10:00 p.m.
- Avoid entrance and patio door slamming, as the noise reverberates through the building.
- Don't throw refuse, liquids (including water) or cigarettes from balconies or walkways. A burning cigarette can cause damage wherever it lands. Keep glass objects and other breakable items off your balcony as they can be swept away by strong winds.
- When you sweep or mop your balcony, keep everything from going over the edge to someone else.
- Balconies, stairways, and doorways should not be used to clean, hang, dry or store household items.
- As you move about our common areas, pick up and dispose of any debris or refuse you may see. We have people to do this, but it's our home and we would

like it to always look good.

- Please caution children not to tamper with the fire alarm pull boxes or play in the elevators or hallways.
- Confine personal notices to the laundry room bulletin board. This may be used for requests for rentals, items for sale and the like. No commercial notices please.
- Pick up your dog droppings and dispose of properly.
- Return shopping and luggage carts promptly when you are finished using them.
- Don't feed birds from your balcony or patio. Your neighbors don't want to clean up after them.

HURRICANE PREPARATIONS

Palma del Mar V is a level “A” evacuation zone. This means that the Palma V community is among the first to evacuate their homes if severe weather is headed in our direction. Be advised that, if evacuation is ordered, the island will be placed on “lock-down”. This means that, if you elect to stay and ride out the storm, and you need help, you are on your own. Management, Maintenance and Security will not be able to reach you with help. Elevators will be shut down and the emergency generator will operate only emergency lighting in halls and stairwells. Emergency vehicles are called off the road when winds reach certain levels. Those who stay behind must be prepared to live without the use of water or electricity. If you have special needs, check the newspaper for an evacuation center that can assist you with your medical concerns.



It is absolutely necessary to take everything on your balcony inside before an impending storm. When you leave your unit for even a few days, please put everything inside. Close all windows and lower storm shutters. Our management company maintains “**Disaster Services**” information on their [website](http://www.resourcepropertymgmt.com) (www.resourcepropertymgmt.com) that is an excellent source in preparation for severe weather. They have links to county and federal emergency websites as well as local television stations that broadcast information during emergencies and the National Hurricane Center.

Leaving Your Condo

When leaving your unit for an extended period, we recommend:

- Have your air conditioner serviced to prevent any water leakage issues.
- Turn air conditioner ON and set thermostat at 78 degrees to avoid mold and mildew.
- Turn OFF water intake control valves.
- Turn OFF hot water breaker inside electrical panel.
- Remove ALL furniture from the balcony/patio and store inside.
- Pour white vinegar down the HVAC system drain.



- Arrange to have the Inside of your unit checked monthly for any potential problems.
- If you are also leaving a car on the premises, leave a car key on your kitchen counter for emergency moving.

If you need assistance doing any of these projects, contact our Maintenance Office on the second level parking garage. You are responsible for any building damage resulting from failure to perform these tasks.

SECURITY

Palma 5 security is provided by Code 3 Protection. Their **24-hour emergency number is: 727-346-5092** and the **On-Duty Officer's number is: 813-690-6126**. Please do not hesitate to report any unfamiliar or suspicious activity in our community. Lock your cars and leave no valuables visible inside.

There are call box entry devices at each entry to the Tower that allow a visitor to call his host and have the door opened remotely. When your telephone rings and the guest announces himself, press "6" to admit your visitor. A land line or a cell phone number can be used. Contact the management company if you wish to add or delete your name and number from the entry system. You can also create your own unique entry code to this system. Be sure to notify the management company if your number should change.

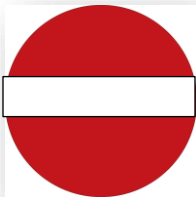


Some villa residents are listed. This can be helpful if a visitor is looking for your unit and ends up at the tower call box. They can look up your name, enter the code for your unit and reach you for direction.

Do not compromise the electronic codes to the lobby doors. Rather, provide a key to your contractor or other visitor who will need repeated access.

Motor Vehicles

Each unit has one assigned parking space for their exclusive use. **Residents must obtain a red round parking sticker from the management company for all your vehicles displaying your assigned parking number and affixed to the rear of your vehicle.** Second cars must be parked in a guest parking space.



Owners may allow someone else to park in their assigned parking space, but must advise the board of the [parking authorization](#).

Guest parking places are so marked and distributed on the upper and ground level parking lots. **Overnight guests and renters must have a temporary parking tags hanging from their rearview mirror when parked on the premises.** So must all vehicles not parking in their assigned parking space.

Unit owners are responsible for maintaining your vehicles so oil and other fluids are not leaking on parking spaces. Accumulation of motor oil is a



potential fire hazard that must be addressed for the protection of our property and our residents.

Cars may not be stored for more than six months. Owners must provide a car key to the Association if you plan to be away for more than seven (7) consecutive days. If a key is not left and your car must be moved for its safety, maintenance, or emergency purposes, you will be responsible for all costs incurred with towing the vehicle.

There is no commercial overnight parking. Motor homes, campers, boats, trailers, or trucks over 1 ton are not to park on condominium property. All vehicles must be parked with the front wheels toward the barrier. **Delivery and contractor trucks must park on the ground level in guest parking spaces.**

PET RULES

1. No unit owner may keep more than two (2) pets in any unit at any time, either temporarily or permanently. The ownership of multiple units does not create an exception to this restriction.
2. All pets must be registered with the Association and provide proof of current shots and vaccinations. Proof of such documentation shall be produced to the Association at the time of registration or whenever requested by the Association. A form may be obtained from the property management company.
3. Dogs must not be larger than twenty-five (25) pounds at maturity.
4. All dogs and cats must be walked on leashes, or carried, and under control by their owners at all times when outside of the condominium unit. **OWNERS MUST CLEAN UP IMMEDIATELY AFTER THEIR PETS AND DISPOSE OF ALL EXCREMENT IN A SEALED PLASTIC BAG PLACED IN A PROPER TRASH RECEPTACLE.**
5. When not being walked by their owners or their owner's agent(s), a dog or cat must be confined to the owner's condominium unit and shall not be allowed to remain on the balcony or patio without supervision, or be permitted to make any noises which unreasonably disturbs the peaceful enjoyment of other residents. Pets shall not be allowed to urinate or defecate on a balcony or patio.
6. No pet or animal that creates a nuisance or unreasonably disturbs the peaceful enjoyment of the property by other residents or creates a health hazard may be housed in a condominium unit or on the condominium property. A determination by the Board of Directors, in its sole discretion, that a pet or animal housed in a condominium unit or on the condominium property creates a nuisance or health hazard will be final and binding upon all interested parties, provided that notice and the opportunity for a hearing were provided to the pet owner prior to a final decision by the Board on the removal of a pet.
7. Short term lessees or renters (less than one year) are **not** permitted to have pets in units or on the property. Failure to comply will result in immediate action by the board of directors.



Additional restrictions governing pets and related matters are set forth in the Declaration of Condominium. Failure to comply with any of these rules will subject the violator to the provisions and sanctions found in the Declaration of Condominium for Palma Del Mar V.

Any modification or changes to the rules must be approved by the board of directors. Unit owners are responsible for the conduct and the compliance of their tenants, and will ensure that each tenant receives a copy of these rules and regulations.

POOL AND SPA RULES

Hours 8:00 a.m. — 11:00 p.m.

- Only residents, tenants, and guests of Palma Del Mar V are allowed to use the Palma Del Mar V pool and spa.
- **Proper ID tags are needed by each adult or child to use these facilities.** These are to be used whenever you or a guest goes into the pool enclosure. Security personnel check tags to ensure authorized pool use. Call the management company for any replacement ID tags.



- Children who wear diapers must wear infant swim diapers.
- Children under 12 years of age must be accompanied by an adult at all times.
- Children under 14 years of age are not permitted in the thermal pool (Spa).
- Diving is prohibited at all times.
- No glass permitted in pools, deck areas and adjacent paths and grass areas, including picnic area.
- No food in the pool or deck area. This includes snacks, ice cream, fruits, etc. No drinking in the pool. Drinks are permitted 4 feet from the pool edge.
- No float, raft, diving equipment, balls, bikes, or other play items permitted in the pool or deck area. “Noodles” are permitted.
- Pool furniture may not be reserved or removed from pool deck area. Placing of chairs and/or towels on common grass area is prohibited as lawns are damaged.
- Pool chairs should be covered with a towel when using tanning oils as these products stain the strapping.
- Bathing suits are to be worn in the pools. Cutoffs, jeans, etc., are not permitted.



- No pets allowed in pool or deck area, which includes adjacent paths and grass areas.
- Listening to music in the pool area must be played softly or earphones are required.
- All persons are required to remove sand and lotion before entering either pool or spa.
- Shower is located at the north end of the pool.
- Any person with open sores or communicable diseases is prohibited from entering the pool or spa. Pregnant women, people with health problems and people using alcohol, narcotics or other drugs that can cause drowsiness should not use the Spa without consulting a doctor.
- Bathing load in the Spa is five people.
- Suggested maximum immersion time in the Spa is 15 minutes.



FEES & FINES

FEES

The following fees are collected to defray the costs of activities/services that benefit an individual owner.

Watercraft storage per year	\$ 50
Condo Sale	\$100
Bicycle Room Key	\$ 50
Rec Room Reservation deposit – refundable	\$100
Lease Application Including returning seasonal tenants.	\$ 50
Pool Tag	\$ 15
Parking (Guest) Tag	\$ 10



FINES

Palma 5 Fine Committee sets fines appropriate to the violation and in accordance with state law. Currently a maximum fine of \$100 per day is allowed up to no more than a total of \$1,000.



Owners who have not paid fines within 90 days are subject to suspension of common area privileges loss of voting privileges, and the right to be calculated within a quorum or counted as a voting interest.

Owner Directory