

FIVE TOWNS OF ST. PETERSBURG,  
NO. 304, INC.  
EMORY ASSOCIATION

Rules, Regulations and Vital Information

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## Installations

**All work done within your unit must comply with the Pinellas County requirements. This includes all plumbing and electrical work which requires permits. Window and door replacements must meet Pinellas County requirements.**

All new installations are subject to approval of the Board. This includes furnaces, air conditioners, windows and screens, awnings, hurricane shutters, electrical, plumbing, and hardwood or ceramic flooring. Please request the proper form from a Board member before starting your project. Here is the procedure to be followed:

1. Inform a Board member of your intent.
2. Request the "Specifications and Application" form from the Board member.
3. Owner completes his/her part of the form.
4. Contractor completes his/her part of the form.
5. Owner returns the completed form to the Board along with a refundable \$300 security depot check. This will be held by the Board to cover any damages to the common areas resulting from the installation. The check should be made out to Emory Building – Five Towns of St. Petersburg No. 304. This deposit will be refunded at completion of the improvements if there are no damages.
6. Allow the Board 5 days to review the form and approve it before work begins.
7. Before work begins, contractors must provide proof of permits, licensing, inspection, and insurance. Contractors must follow current county regulations.
8. Owners are required to make sure the contractor cleans up common areas daily.
9. Owners must tell the contractors to haul away their own trash – do not use our dumpsters under any circumstances.
10. Do not throw anything over the railings.
11. **SOUNDPROOFING:**
  - a. **Flooring Sound Barrier Requirements.** The unit owners (above the ground floor) shall be allowed to install tile, laminate, hardwood, or other flooring types, but must also install an approved sound barrier underlayment. The installation of carpeting will only require standard carpet padding as an underlayment. In order to keep transmission of sound from one unit to another through floor/ceiling to a minimum, the unit shall have a flooring system and underlayment system with a total impact class (IIC) and a sound transmission class (STC) rating of 72 or greater for each. An alternation form, available at the Manager's Office, must be submitted to the Manager's office outlining all products to be used, and include a lab report from a nationally recognized acoustical testing laboratory on the type of flooring system to be installed and must be certified by the contractor and submitted with the "Request for Alteration" form for approval by the Emory Board of Directors. If a complaint occurs after the installation, an STC/IIC test must be performed by

**an accredited acoustical laboratory approved by the Emory Board of Directors. If the acoustical test meets the above requirements, the cost of the test shall be borne by the complainant. If the acoustical test fails the above requirements, acoustical costs shall be reimbursed by the unit owner and the unit owner must bring the floor sound deadening into compliance.**

12. Once the soundproofing is laid, a Board member must inspect the floor BEFORE the solid surface is installed.
13. Installations must take place between 8:30 AM and 6 PM, Monday through Saturday only.

## Furnaces

Furnace pipe leading into the stack must be at least 4" in diameter. The furnace company must not install a fan of such high speed that the vibrations and rumbling noise will be cause within the building stack (the condos above or below the unit). The drain leading from the drip pan of the A/C coil in the furnace must have a "T" connection with a cap. Owners should pour ½ cup white vinegar into the T connection monthly to prevent buildup of mold.

## Individual Units

1. Washers and Dryers are not permitted in any unit.
2. A spare set of keys for each unit must be left with the Board to be kept in the Key Locker (5<sup>th</sup> Floor Office).
3. If you change your locks, you must give the Board a set of the new keys.
4. Lockouts: The Board will unlock your unit one time for free if you lose or forget your key. The subsequent times will cost you \$25 per call. This fee will reset yearly.
5. Board members may enter your unit to check for water or other damage, or for any emergency. A minimum of two Board members will be present if this happens.
6. Personal Information – your personal information including name, phone, email, emergency contact person, next of kin, and any out-of-town address must be kept on file with the Board and updated as necessary. Please also give us the name of any voting owners in your unit. The Board has a form for this if you need it.
7. Alarms – all owners with security alarms should understand that if an alarm sounds, the sheriff will be called to do a safety check. A Board member will not enter your unit if the alarm is sounding.
8. All units should have working smoke alarms. Please change batteries at least once a year and before you are absent from your unit for an extended time.
9. Avoid putting banana skins, eggshells, celery stalks or other stringy foods in the garbage disposal. Grease and oil should be frozen and put in the trash, not in the sink.
10. Individual owners must keep their outdoor patios and areas clean and tidy.
11. **Propane gas and charcoal grills, hibachis, and similar heating devices on the individual unit patios are against the fire code and are not allowed. Only electric grills are allowed on the patios.**

**12. No grills of any kind are allowed on the balcony walkways in the building, per the fire code for condos.**

### Selling or Renting

- The Board must be notified at least one week prior to selling/closing on a unit for sale or rent. An interview with the Board is mandatory for new tenants or owners. Intention to rent your unit must be approved by the Board. There is a limit on how many units can be rented in the building.
- An owner can only rent a unit once a year, with a *minimal* rental term of four months.
- **All renters must go through the full interview process and pay fees prior to moving in.**
- **A copy of the rental lease must be provided to the Board**
- **Subletting of units is not allowed without written permission from both the Unit owner and the Board.**

### Trash Disposal

Different types of trash require different disposal. Please obey the following rules:

1. No wipes of any kind should be flushed down toilets. Dispose of them in the trash.
2. All kitchen trash must be securely bagged, tied, and put in the dumpsters.
3. Flattened and condensed cardboard may be put in the trash.
4. Broken glass must be doubled bagged and put in the dumpster on the first floor (not in the chute)
5. The dumpsters fill up quickly. If you have bagged trash on Sunday, please bring it downstairs and dispose of it in the left bin to avoid stopping up the trash chute from the upper floors.
6. If the dumpsters are full, please keep your bagged trash in your unit until they are emptied.
7. First floor units, please dispose of your bagged trash in the left bin.
8. No furniture of any kind in our dumpsters.
9. We encourage you to recycle materials behind the Magnolia Building in the marked bins. These bins accept newspapers, glass, plastic, aluminum cans and cardboard.
10. *Do not put cardboard in the trash room between the bins.*
11. Please keep in mind that we do not have a crew to clean up mess left behind in the trash room. We are counting on every owner to act responsibly.

### Absences

1. When an owner or resident leaves a unit for two weeks or more, the water valves in the bathroom and kitchen must be turned off to avoid potential flooding of the unit and possible damage to the unit below.
2. Before leaving for an extended time, change the battery in your smoke detector.

3. Before you leave for an extended period of time, if you are leaving your car here, leave car keys with a neighbor or with the Board. They will be kept in the locked office on the 5<sup>th</sup> floor. Please be sure to tell your parking spot number to whoever has your keys.
4. Unit owners are responsible for their guests, and their guests must abide by the rule of the Emory Building and Five Towns.
5. Cover ups are required in the lobby and on the elevators (over swimsuits) Swimmers must towel dry before leaving the pool area.
6. A guest is defined as a person staying three weeks or less. Board approval is needed for longer times.
7. Guest pool passes are available online or from the Five Towns Office.  
<https://fivetownstp.nabrnetwork.com/myhoaforms.php>

## Pets

1. The weight limit for pets is 25 pounds.
2. Owners are limited to 1 cat and/or 1 dog per unit. (2 pets maximum)
3. **Excessive barking will not be tolerated.**
4. Service animals – please contact the Emory Board for requirements/approval for service animals. Documentation will be required if the pet exceeds our regular weight requirements, as required by the Amended Fair Housing Act (Federal Law) and the laws of the State of Florida, specifically Florida Statute Chapter 760.27
5. Pets must be on a leash in public.
6. **Pets are not allowed to use the walkways, elevator, lobby, entrances, sidewalks or planted gardens as a bathroom. If an animal has an accident, it should be cleaned up immediately. A water hose and jug are available near the pool entrance.**
7. **Bagged poop should be discarded in the trash dumpsters.**
8. Owners are responsible for their pets. No excessive barking.
9. Do not feed wild animals around the building.

## Cleaning and Maintenance

- Regular cleaning of windows, doors, screens, and windowsills is expected.
- Storm doors must be kept clean and in good repair.

## Smoking

Smoking is not allowed on the elevator, in the laundry rooms or in the storage rooms. Smoking is discouraged on the walkways. Smoking is prohibited in any area governed by the Clean Air Act.

Do not leave ashtrays on the outside windowsills.

## Elevator

- Depress the button and hold for a few seconds when choosing your floor.

- Send the elevator back to the first floor after 9 PM.
- If the elevator becomes inoperable, use the phone in the elevator to call for assistance. An answering service will respond.
- If you can also call a Board member, notify them as well.

## Common Areas

- Decorating of and planting in the common areas is not allowed without prior written Board approval.
- Walkways, elevator, and lobby floors may be slippery when wet or humid. Please be careful and use the handrails.
- **No structural changes to the common areas may be made without written approval of the board. This includes unit patio areas and applies to installation of outdoor A/C units.**

## Parking

- Residents are assigned a specific parking spot. You must use only this space when you park.
- Guest spots are only for guests.
- Disabled guest parking is found opposite to the entrance in the service/loading area.
- Spaces marked "Service" are for the use of delivery and service vehicles only. No residents allowed in the Service spots.
- If a resident acquires more than one vehicle, they may NOT use a guest spot, and the car may be towed if parked in a guest spot.
- If a resident has more than one vehicle, please abide by these requirements:
  - Do not under any circumstances park in a guest spot.
  - Ask other owners if they have an available spot that you can use or rent.
  - Contact the Board for the form to use an available spot legally.
  - This form will ask the owner's name, the user's name and phone number, make of vehicle, and tag of the vehicle as well as the number of the spot you are asking to use.
  - You must fill out this form and submit it to the Board before taking the spot.
  - Completion of this form by the owner and the user will protect everyone concerned.

Alternatively...

  - Open parking is always available on 79<sup>th</sup> Street.

## Laundry

The use of our laundry facilities is for our residents and their vacationing guests only. Please limit use of the laundry room to the hours of 8:00 AM and 10:00 PM. Nearby units can hear the noise and vibrations in the laundry room.

## Meetings

As an owner, you are expected to participate in the **meetings for the Emory Building**. Meeting information notices will be posted in the first-floor lobby before any meetings.

1. **Fall Budget Meeting** – There is an annual budget meeting in the fall. Owners are asked to attend because there must be a quorum present to vote. If an owner is unable to attend, they must submit their vote by proxy. Proxy votes are collected by the Property Manager, currently Louis DeSantis.
2. **Election of Board Members** – There is an annual election of Board Members in January. Owners are asked to attend because there must be a quorum present to vote. If an owner is unable to attend, they must submit their vote by proxy. Proxy votes are collected by the Property Manager, currently Louis DeSantis.

Minutes of the meetings will be posted in the glass case on the first floor. Please review the minutes when you see them posted.

## Bulletin Boards

- Please check our bulletin boards daily.
- Do not deface our notices by adding unnecessary words or comments.
- The open corkboard is for the use of our residents.

## Carports

- Owners are required to obtain insurance for their personal vehicles.
- If your parking space is in a covered area, you are responsible for the cost of any repairs or maintenance for your covered space.
- Refer to Emory Documents: Declaration page 12, 20 (g) and the Service and Maintenance Agreement, page 15, XV. Maintenance of the carport structure is the responsibility of the owners.
- All maintenance and repairs must still be approved by the Board.
- "All carports are not to distract from the general appearance and value of the building. The carport roofs, posts, downspouts, and end panels are to be kept free of dents and rust, and when required by the Board, washed and painted.

## Insurance Policies

The Emory Building maintains two insurance policies through American Bankers Insurance Company of Florida. Your mortgage holder may require you to submit proof of insurance. To obtain your annual policy statement, please contact the following.

1. Flood insurance – The effective date is 2/15 each year  
NFIP Policy #500004291011/15/2022  
Agent Phone Number – 727-393-5055
  
2. Condo Building insurance  
Acentria Insurance  
8200 113<sup>th</sup> St. N, Ste 200  
Seminole, FL 33772  
Policy #5000042910  
JEM-22-PP-1083  
Phone Number – 727-393-5000