

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

Rules, Regulations and Vital Information

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Table of Contents

Installations.....	3
Furnaces.....	4
Individual Units	4
Selling or Renting	5
Trash Disposal	6
Absences	7
Pets.....	7
Cleaning and Maintenance	7
Smoking.....	8
Elevator	8
Common Areas.....	8
Parking	8
Guest Parking.....	9
Laundry	9
Storage Rooms	10
Movers	10
Meetings	11
Bulletin Boards.....	11
Carports.....	11
Insurance Policies.....	11

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, laminate, or ceramic flooring, or any flooring material. 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 "Application for Home Improvements" 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 deposit 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 (5th Floor Office).
3. If you change your locks, you must give the Board a set of the new keys.
Lockouts: The Board will unlock your unit for free if you lose or forget your key.
4. Board members may enter your unit to check for water or other damage, or for any emergency.
5. 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.
6. 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.
7. 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.
8. 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.
9. Individual owners must keep their outdoor patios and areas clean and tidy.
10. **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.**
11. **No grills of any kind are allowed on the balcony walkways in the building, per the fire code for condos.**

Selling or Renting

- The procedure for potential new owners is:
 - Potential new owners must file an application with the Property Manager
 - Property Manager does background check, accepts fees, and notifies the Emory Board that they can schedule a new owner interview.
 - Owner interview is conducted BEFORE closing
 - Paperwork is signed and filed in the Office in the new owner's file.
 - After move in, refundable checks are returned to the new owner.
 - See Application for New Owner form for further details.
- Inherited Property
 - If an owner dies and the unit is inherited, the heir must contact the Business Manager to file the proper paperwork.
- The Board must be notified at least one month 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 190 days minimum rental period. (See Condo Docs)
- Owners must provide the Board of Directors with a new copy of the lease annually indicating renewal dates.
- 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.

Below is a direct quote of the Condo documents.

"Conveyances, Sales, Rentals, Leases and Transfers. In order to ensure a community of congenial residents and thus protect the value of the units, the sale, leasing, rental and transfer of units by any owner shall be subject to the following provisions:

Rental or Lease: A condominium parcel shall not be leased or rented without prior written approval of the Association, and the terms and conditions of said Lease are subject to the approval of the Board of Directors of the Association. The Board of Directors shall have the right to require that a substantially uniform form of lease be used.

In the event the Board of Directors approves a rental or lease, such approval of a lease or rental shall not release the member from any obligation under this Declaration. Any such lease or rental shall terminate upon the conveyance of a member's membership and interest in a condominium parcel or upon the death of the lessee.

A unit owner may only rent his or her unit for not less than One Hundred Ninety (190) days during any one yearly rental period. A rental period shall commence upon the date that the Board of Directors approves said rental or lease and the yearly period shall begin on the same date and time as said lease has been approved and shall be based upon a twelve (12) month period from that date. No unit may be leased for a period less than as provided herein, notwithstanding any provision contained herein to the contrary.

Notwithstanding anything to the contrary herein, when a unit is purchased, the new owner(s) shall not be entitled to lease or rent their unit unless or until they have owned their unit for a period of not less than one (1) year from the date of recordation of the deed that identifies the new owners of that unit. After the period of one (1) year, the owner(s) may rent or lease the unit, subject to the terms and conditions of the provisions of the Declaration of Condominium a set forth herein, Paragraph 18, et al, and all rules and regulations regarding rental or leasing for all owners, whether new owners or not, as set by the Board of Directors.

Save and except (as in) the case of sickness or death of a lessor or lessee causing hardship for parties involved, the unit may be re-let at the discretion of the Board of Directors."

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 in a plastic bag.
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 is allowed in our dumpsters.
9. We encourage you to recycle materials in nearby recycling centers.
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 your LABELED car keys with a neighbor or with the Board. They will be kept in the locked office on the 5th 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 rules 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 from the Five Towns Office. In 2024, the guest paper pass was replaced with rubber wrist bands. Each owner is issued 4 guest wristbands, and guests must display these when using our facilities.

<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.
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. Please be considerate and do not allow your cigarette smoke to waft into open windows.

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 during the day, NOT overnight, is always available on 79th Street

Guest Parking

Emory Building Guest Parking Policy

We are enforcing our Guest parking policy with Guest Parking Passes. If your guests are staying overnight, they are required to have a Guest Parking Pass authorized by an Emory Board member. Board member unit #'s are posted on the 1st floor bulletin board near the elevator.

You may request a Guest Parking Pass in advance. This Pass is only good for **a three-week** period and must be displayed on the guest's dash. You will need to update their Pass if their stay exceeds the three-week period. Their stay may not exceed 90 days.

The first and second offenses will be warnings placed on the car windshield for not having authorization to park in our guest parking. A front and back photo of guest vehicle will be taken as proof of violation.

For the third offense on the vehicle, it will be towed without additional warning. The towing company is Leverock's Towing and Transport located at 4750 95th St N, St Petersburg, FL 33708 telephone number 727-391-3577. The Leverock's Towing sign is posted at the entrance.

Keep in mind whatever is in the vehicle at the time of tow is subject to being stolen.

Towing fees are as followed (2024 rates):

- Towing the vehicle \$125, then
- \$3 per mile
- First 6 hours a \$30 charge is imposed for administration fees.
- After 6 hours storage of \$25 per day.

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 8:00 PM. Nearby units can hear the noise and vibrations in the laundry room.

- Wipe out washers after use.
- Wipe up any spills and clean off the folding table after use.
- Towels and other laundry should not be hung on the railings at any time.

- If a machine malfunctions, please follow the directions in the laundry room to label the machine “out of order” and then report the problem as indicated to our laundry service.
- If you lose money in the machine, please notify the laundry service.
- **Turn off lights, A/C and close the laundry room door so it is locked when you leave.** Electricity costs money, and we will have to charge more for the use of the laundry if our residents leave the power on.

Storage Rooms

- Storage room floor space must be kept clear of bicycles, furniture, and other items except for items approved by the Board.
- Medical supplies like wheelchairs must be labeled if they are personal property. If they are abandoned with no name, they can be used as needed without getting owner permission. They can be discarded. Only store wheelchairs in the third floor storage room.
- Every unit has an assigned space. Your stored items must fit in your space.
- Label your belongings with your name and unit number.
- If items are found out of compliance with these rules, we will notify the owner to remove the items. If we cannot locate the owner, the items will be removed.
- Items that are not removed after notification will be discarded as abandoned property at the discretion of the Board.

Movers

- When moving in or out of the Emory Building, please make a sincere effort to do so between the hours of 8 AM and 7 PM.
- Movers must not leave vehicle engines running.
- Owners are responsible for monitoring and supervising their movers.
- Owners must submit a \$300 refundable deposit to the Board when moving in or out. 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 move if there are no damages.
- Cardboard moving boxes should be broken down and deposited in the trash bin on the first floor or in the recycling bin at the Magnolia Center.
- Cardboard boxes in large numbers should be broken down and placed in the recycle bins behind the Magnolia Center or removed from the property.
- Movers are to use walkways and not cut through the hedges and shrubbery.
- The elevator ceiling is low. If an item does not fit in the elevator, movers must use the stairs. If using the stairs, ask movers to be careful not to chip the paint. Repair costs for these damages will be deducted from the \$300 deposit.
- Before moving, owners should ask the Board to install the elevator pads in the elevator.

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. If you allow someone else to park in your spot, YOU are still responsible for damages to your carport spot.
- 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 #50000429106/3/2026
Agent Phone Number – 727-393-5055

2. Condo Building insurance
Acentria Insurance
8200 113th St. N, Ste 200
Seminole, FL 33772
Policy #5000042910
JEM-22-PP-1083
Phone Number – 727-393-5000

Emory documents can be downloaded from our Association website:

<https://myemory.weebly.com>

Set up your Five Towns account to access payment options, FT announcements, pool passes, resident directory, resale documents, Board meeting info and much more.

<https://engage.goenumerate.com/s/fivetownstp/>