

ROYALE TOWERS



INFORMATION & RULE BOOK

DECEMBER 2017

EMERGENCY AND CONTACT INFORMATION

Life or Medical Emergency 911

Cocoa Beach Police
Non-Emergency 321-868-3251
24 Hour Crime Line 321-799-0829

Maintenance Emergency 321-783-1830
(Business Hours)

Maintenance Emergency after business hours contact a Board Member or Building Captain. Telephone numbers are posted on the bulletin board in each elevator lobby.

Non-Emergency Maintenance 321-783-1830
(Business Hours)

The Royale Towers Office is located in the recreation building adjacent to the pool. You must enter the pool gate to access the office. The office is open from 9:30AM to 12:00PM and from 12:30PM to 3:30PM Monday through Friday.

1830 North Atlantic Ave, C808
Cocoa Beach, FL 32931
Phone: 321-773-1830
Email: office@royaletowers.com

Web: www.royaletowers.com

WIFI: Royale Towers
Password: royaletowers

ROYALE TOWERS INFORMATION AND RULES

The following list of Royale Towers information and rules is a compilation derived in part from the rules that are explicitly stated in the Declaration of Condominium, the By Laws and their amendments. The list also includes rules that have been adopted from time to time by the Board of Directors. Every effort has been made to make this book comprehensive but if there is an omission or difference in wording, the Declaration, By Laws or Board Minutes prevail.

It is necessary for everyone living in the condominium to exercise a little extra care and consideration for their neighbors with whom they share common property, external space, and recreational facilities. Following these rules will help everyone to have the right to the peaceful enjoyment of both their individual living units and all of the common elements.

The Board of Administration asks that every owner and resident read and obey these rules. Questions should be directed to a condominium Board Member for clarification.

It is important to have all tenants and guests adhere to both the letter and spirit of these guidelines.

Safety, common sense, courtesy, and thoughtfulness should be exercised and will automatically result in satisfying most of the rules.

The recreational facilities are for the use of residents, their immediate families and their houseguests. An owner or tenant is expected to be with or monitor his/her guests when they are using these facilities and is responsible for their actions. The Royale Towers Board reserves the right to ban anyone from use of the facilities temporarily or permanently for repeated bad or unsafe behavior. When a unit is rented, the owner forfeits his/her right to the use of the common element facilities to his renter for the duration of the lease.

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General Rules and Information

Access to Units: The Board of Administration and their agents may enter units at reasonable times for repair, maintenance, inspection, or improvement or to deal with emergencies, or to determine compliance with the rules.

Appearance: To maintain a homogenous appearance to the building exterior, modification to or replacement of screen doors, doors, windows, door hardware, or shutters may be made only if they comply with current specifications prescribed by the condominium and available at the office.

Balcony/Patio: No alterations may be made to the balcony/patio floors such as carpet, tile, or other floor coverings. Storage shelves/cabinets and/or other unsightly objects are prohibited on balconies and patios. Nothing may be attached to walls, ceilings, or floors that penetrates the waterproof moisture barrier provided by exterior coatings.

Hanging of garments, rugs, towels, banners, or signs, or throwing or dropping of objects (or allowing them to fall) from walkway railings, windows, patios or balconies is prohibited. No dust, dirt, or other debris shall be swept into, placed in, or swept or pushed over the edges of walkways, patios, balconies, elevators, or elevator shafts.

Balcony and patio cleaning is approved during the hours of 9:00am to 11:00am on the below specified dates:

Stack 1 & 2 - Second Wednesday in January, Second Thursday in April, Second Friday in July, and second Saturday in October.

Stack 3 & 4 – Second Thursday in January, second Friday in April, second Saturday in July, and second Wednesday in December.

Stack 5&6&7 – Second Friday in January, second Saturday in April, second Wednesday in July, and second Thursday in December.

Those units not participating may close their hurricane shutters to prevent water intrusion. Bleach is not to be used so as not to damage landscaping and plants. Biodegradable cleaners are approved (e.g. Simple Green).

Building Access Areas: Access walkways, corridors, stairs, and stairwells must be kept clear by the order of the Fire Department.

Bulletin Boards: Official Bulletin Boards are located in the A first floor elevator lobby, the B/C building first floor elevator lobby and the north wall of the hallway in the recreation building. Official information can also be found on the Royale Towers website. Bulletin board, website and elevator postings must be approved by the Royale Towers Board and may be posted only by staff or official committee persons. Contact information for the Royale Towers Board is posted on the official bulletin boards and website. A

bulletin board for member postings is available on the south wall of the recreation building hallway above the lost and fund table and on the website. Please watch the website and bulletin boards for social activity announcements.

Carpets: Carpets and rugs may not be beaten in the common areas, against any part of the building, or on or from a balcony.

Cathodic Protection: Royale Towers utilizes an impressed current Cathodic Protection system on balconies and walkways to protect against corrosion. Owners should be aware that the prohibited practice of putting nails or screws into balcony or patio ceilings, walls or floors will result in electrical short in that system. In addition, owners should contact the office for guidelines prior to having shutters installed as improper installation will also cause a short in the electrical system. Damage to the Cathodic Protection system caused by the action of an owner will be repaired at the expense of the owner. It is recommended that no metal be placed directly on a balcony or patio deck as it will rust and stain the surface.

Common Area Care: Owners are responsible for any and all damage done to common areas by themselves, their families, their guests, their contractors, their tenants, and their tenants' families and guests. Children must be supervised at all times. Ashtrays and trash receptacles are available throughout the property. Please do not litter, including on the beach. Violators will be notified by the Governance Committee of any alleged violation of Royale Towers rules, in accordance with established procedures (please refer to "Fines" under "General Information" later in this document).

Door Decorations: The Association permits the following: Door knockers no larger than six by eighteen inches and non-illuminated seasonal decorations such as wreaths, bows and flags, etc. no larger than eighteen inches by eighteen inches. No door decoration may protrude out beyond the front wall line and none of them may be made of reflective material or be offensive in nature.

Drones: The use of drones (every type and size) is prohibited on Royale Towers property without authorization from the Board of Administration or Governance Committee Chair.

Emergency Contact Information: All residents are encouraged to provide an Emergency Contact in the event of an emergency and to prevent any unauthorized personnel from having access to Royale Towers property. Emergency Contact Forms are available in the Royale Towers office. Please fill out the entire form or as much of the requested information as you are able.

Equipment in Garages: Freezers or refrigerators or other equipment, such as electric cars, that regularly consumes large amounts of power may not be operated in garages.

Feeding Birds and Animals: Do not feed the seagulls or other birds from a patio or balcony or within the grounds. The birds make a mess and it is inconsiderate to your

neighbors. Feeding stray or wild animals is also not allowed. For several years, Royale Towers has experienced significant problems with pigeons roosting on our balconies. Consequently, when residents plan to be away from home for more than 24 hours, the hurricane shutters must be closed in order to prevent the pigeons from nesting in the corners behind the open shutters.

Fines: The Association has approved a fine system. Some pertinent provisions include: 1. A fine may be assessed against a unit owner for flagrant and persistent violations of rules, security breaches, or disruptive conduct of residents or their tenants or guests. 2. Checks and balances are incorporated as per Florida Law to insure fairness to everyone. A complete fine policy is available in the office. The Governance Committee is empowered to issue warnings for various infractions (e.g., speeding, illegal parking, unauthorized use of common property). If the initial warning does not rectify the problem, a fine notice will be issued. The alleged violator can request (in a timely manner) a hearing with the Grievance Committee, wherein the defense for the charge(s) will be heard. Refer to the "Rules for the Implementation of Fines" in the Royale Towers office for further information.

Fire Zones: Fire zones are marked with red stripes. Do not park in any fire zone. Violators may be ticketed by the police.

Fireworks: It is illegal to set off fireworks in Cocoa Beach and specifically prohibited on the Royale Towers property and dune crossover.

Garage Doors and Openers: Maintenance of garage doors is the responsibility of the Association. Garage door openers are solely the responsibility of the owners. In shared garages, the responsibility and expense for garage door openers, if used, is generally shared between those owners. Each garage door is equipped with a key-operated emergency garage door opener disconnect mechanism to be used in case of power outage. No owner may prevent their garage partner from accessing their garage. All keys/codes must be shared with and on file with the Royale Towers Office in case of emergency or needed repair.

Garage Use: Most garages are shared. Unit owners should take care to keep their possessions and vehicles on their side of the garage. Garage doors should be kept closed unless the garage is in use. Since everyone shares the electrical expense of the garages and because the amount of power available is limited, no unit owner may operate a refrigerator or freezer in their garage, nor may garage power be used to charge any type of electric powered vehicles.

Gates, Dunes, & Beach: Keep all gates closed and locked except when passing through them. Climbing any fence is prohibited. Florida Law prohibits glass, dogs, fireworks and bonfires on the beach. The dunes are also protected by Florida Law. Please stay off them as dune vegetation is fragile. Seaweed should not be removed from the beach, but may be raked to the eastern edge of the dunes. For your convenience, there is a tar removal station and a hose and a shower at the beach gate. Please be sure the

water is completely turned off after using the hose or shower at the beach gate. For more information please refer to Beach in the Amenities section.

Grills: Only electric grills are permitted on balconies and patios. The use of charcoal grills is prohibited on Royale Towers property. Although our documents specifically permit gas grills on balconies and patios, Florida State Fire Code now prohibits the kindling of gas grills within ten feet of a residential high rise building and also prohibits LP gas containers greater than 2.5 pounds of water capacity. It is not prohibited to have a gas grill without a gas tank stored on a patio or balcony, but fire code effectively prohibits the use of a gas grill on a balcony or patio. Unit owners wishing to store their LP gas tanks in their garages and move their gas grills ten feet from the building before attaching the tank and kindling may do so legally. Grilling within five feet of a garage building or on the dune crossover is also prohibited.

Grocery Carts: A limited number of grocery carts labeled A and B/C are stored in the south first floor stairwells near the elevator lobbies of both A and B buildings. They are for the convenience of all. Please return them promptly to the stairwells after you have used them so that others may also use them. Do not leave them in walkways, garages or elevator lobbies.

Handicapped Parking: Only vehicles displaying handicapped plates or current hang tags may use the handicapped parking spaces. Violators are subject to being ticketed by the police. During peak season, additional parking spaces are provided for mobility impaired residents whose vehicles display the Royale Towers parking sticker.

Hurricanes & Emergencies: All unit owners must purchase, install, repair, and maintain operable hurricane shutters on all balcony and patio openings. Shutters must meet the Association's specifications for hurricane shutters and must be installed and maintained by the unit owner according to specifications at the owner's expense.

During hurricane season balcony and patio shutters must be closed any time a unit will be vacant for more than 48 hours. In the event of a hurricane, if a unit's balcony or patio shutters are not closed Royale Towers staff is required to close them. There will be a charge to the unit owner of \$50 for the first occurrence and \$100 for each occurrence thereafter.

Front door shutters may be left open to facilitate pest control.

In an emergency or should there be a power failure the emergency lights in each of the building stairwells will remain on for only a few hours. Residents who use the stairwells after the emergency lights have gone out are required to use a flashlight.

Please refer to stateofflorida.com for more information on hurricanes and emergency kits.

Keys: All unit owners are required to have their unit key on file in the office for emergency purposes. Security keys are required to access elevators, pool, beach, tennis court, exercise room and 1st floor stairwells. Security keys are issued at a cost to each unit. The number available to each unit is determined by occupancy limits plus one. Lost keys may be replaced at a cost of \$200 per key. Please make sure your tenants and guests are provided with all necessary keys as the Royale Towers Association, Board Members and staff will not provide unit access after-hours. Please wipe sand and debris from keys before using.

Landscaping: Any planting, cutting, or other changes to the landscaping must be presented to the Landscape Committee and in some cases the Royale Towers Board for approval before any action is taken.

Loading Zones: A fifteen-minute loading zone is located near the elevator lobby of each of A and B/C buildings. Please be courteous to others and do not exceed the fifteen-minute limit. Contractors as well as residents and guests are prohibited from using loading zones as parking spaces.

Lobby Telephone Security System: Visitors can locate a three-digit code by your name posted in the elevator lobby. Dialing your three-digit number into the telephone system located next to the elevators will ring the telephone in your unit. To send the elevator to the first floor and open the door for your visitors, press the number 6 on your unit telephone. Police or emergency assistance can be summoned by dialing 001 on the lobby telephone or by dialing 911 on your unit telephone or the phones inside the elevators.

Lost and Found: General items found at the pool or on the property may be placed on the "lost and found" table in the recreational building hallway near the door to the exercise room. High value items such as jewelry or wallets should be turned into the office. Items found on the beach are generally left at the tar removal station at the beach gate.

Noise: Please keep the volume of your stereo, television, radio, parties, and voices down to modest levels at all hours. Sound carries easily among the units in our buildings. Noise should be contained within the individual unit so that everyone can have the quiet enjoyment of their unit. Please think of your neighbors and exercise extreme courtesy. (Excessive noise after 11:00 pm and before 7:00 am is prohibited by Cocoa Beach Ordinance Code Section 15-23. This ordinance is enforced by the police).

Occupancy Limits: Units are limited to residential use. The maximum number of occupants, defined as anyone who stays overnight (even small babies are counted), is limited for each unit. One bedroom units are limited to two persons. Two bedroom units are limited to four persons. Three bedroom units to six persons.

Official Notices: All official notices, including, but not limited to posting of First Right of Refusal information, Board Meeting Agendas, Member Meeting Agenda, Work Sessions, and other important notifications are posted on our website as well as on the three official bulletin boards located in the A building elevator lobby, the B building elevator lobby and the north wall of the recreation building hallway across from the door to the exercise room.

Parking: Over-night visitors/guests must display a temporary Visitors Parking hang tag on their rear-view mirror. Boats, motorcycles, trailers and recreation vehicles, individual unit construction dumpsters, portable construction containers, and moving PODs are not allowed to be parked on the lot. All parts to every vehicle parked in front of one of the resident towers must fit within the painted lines. This includes any racks/lifts attached to a vehicle. If a vehicle does not fit within the painted lines parking is restricted to the north and south areas of the parking lots. Special circumstance parking exceptions are permitted with Board approval. Size permitting, these vehicles may be kept in a garage.

Personal Items: Unit owners, residents, and guests may not place, store, or leave unattended personal items in any walkway, stairwell, stairs, or other common area. Items include but are not limited to furniture, bicycles, surfboards, shoes, shopping carts, door mats, packages, or other items.

Pest Control: Pest control is provided by a licensed pest control company in accordance with industry standards. The primary focus is to treat the exterior of the buildings to kill pests before they enter the building. As a result, unit owners have the option of having the interior of their units treated once a month, once every other month, quarterly, bi-annually, annually, or only upon request. Unit owners are requested to contact the Royale Towers office to let us know if your preference. If we do not hear from you, your unit will be treated quarterly. Should you see pests in your unit please contact the office for special treatment. In the event of an infestation of any kind, all units may be subject to special treatment. Pest control company personnel are accompanied by Royale Towers staff when entering units.

Pets: Pets are limited to one per unit and may weigh not more than thirty pounds. When outside a unit, pets must be kept carried or on a leash at all times. Pets must be carried in the elevators. Pets may be walked on a leash only in the areas designated "Pet Walk". It is the owner's responsibility to pick up and properly dispose of solid waste from a pet. Such waste is to be deposited in the trash dumpsters, not in the recycle bins. Service animals must be registered with the office.

Police: The Royale Towers Board has pre-arranged with the Cocoa Beach Police Department for the Board to serve as "complainants" in the event that the police need to be called. Residents need not worry about becoming "involved" or having to sign a complaint if they call the police to report an illegal activity taking place on Royale Towers property. The non-emergency number to call is (321) 868-3251.

Private Events on Royale Towers Property: A private event is defined as any event not being held by the Social Committee or other Board-appointed Committee. Private events include, but are not limited to, weddings, parties, barbeques and other gatherings on common property (e.g., recreation room, lawns, driveways, walkways, pool, tennis courts, crossover and the beach). Permission to use common areas for a private event must be obtained by the owner or renter from a Board member via the "Request to Use Common Property for a Private Event" form found in the Royale Towers office.

Property: Royale Towers property includes all of the main fences area containing the lawns, tennis courts, pool, main buildings, garages and recreation building. Royale Towers property also includes the entry drive all the way to A1A, the Cape Royal beach access walkway, and the beach down to the mean high tide line. Cape Royal and Port Royal have an easement to use the entry drive and Cape Royal has an easement to access the beach via a fenced walkway.

Recycling: Royale Towers participates in recycling. Recyclable items include aluminum cans, cardboard, plastic bottles including caps, all paper including phone books, magazines and junk mail, and glass bottles and jars (no oven cookware, drinking glasses or ceramics). Please remove all plastic bags and put them in the trash. No need to sort. Solid waste from pets is not to be placed in the recycle bins. The recycling containers are located in the dumpster areas north of A Building and southwest of C Building. (see Trash)

Registration: All tenants, guests and visitors, who stay overnight for more than seven days when the host is present, must register at the office. If the host is not present, registration must occur within 24 hours of arrival. If the office is not open, registration may be accomplished during the next office hours or via the after-hours slot in the rear office door. Registration forms are available in the club house entry hall.

Rentals: With limited exceptions, units may not be time-shared, sublet, or leased for a period of less than sixty days (except for February). Leases must be on file in the office and the lessee must be informed of the condominium rules by the lessor. If the lessee has a problem with the unit he/she must contact the owner or his/her agent. Owners wishing to rent their unit should be aware that they may be required to have an inspection by the City of Cocoa Beach and comply with other terms and conditions set forth by various government agencies.

Repairs and Renovations: All repairs within a unit, including but not limited to painting, electrical work, plumbing, air conditioning, window and screen repair are the responsibility of the unit owner. Please notify the office when you expect contractors to do work in your unit so our staff can put down plywood and install the wall mats in the elevator as needed. Owners must provide Royale Towers office staff with their contractor's license and insurance for any projects that require a permit from the city, county or state. Major renovations require that plans be approved by the Royale Towers Board. Contractors are expected to comply with all Royale Towers rules

including parking and are expected to remove all waste materials from the property. Construction material cannot be disposed of in the Royale Towers dumpsters. Instant hot water tanks are prohibited as we do not have enough electrical capacity to support them.

Satellite Dishes: Satellite dishes may be installed on balconies provided there is a line of sight, the dish is no longer than 22", and it is completely contained within the confines of the limited common area and is not attached to railings. The method of installation must not penetrate the walls, ceiling or floors or glass of the balcony. Owners must also provide plans to the Board prior to installation.

One satellite assembly per building is allowed according to specification approved by Royale Towers and in accordance with FCC regulations. The method of wiring distribution to individuals is to be determined and at no cost to Royale Towers.

Signs: No signs or any advertisement may be displayed on any common area, limited common area, or on any unit or in any window of a unit.

Skateboard and Roller Skating: Skateboarding, rollerblading, roller skating, go carting, and recreational scooters, etc. are not allowed on Royale Towers property. This is for the safety of everyone, including skaters and pedestrians.

Speed Limit: The maximum speed allowed in the complex is 10 mph. Please drive slowly as our drives are also walkways.

Stairwell Doors: Stairwell doors may be accessed by security key. Propping doors open to allow access for those without keys is prohibited. Please note that in an emergency or an electrical outage the stairwell may not have light. Please refer to the section on Hurricanes and Emergencies for more information.

Towing: Vehicles, dumpsters and moving PODs not conforming to the rules of the condominium are subject to towing at the owner's expense.

Trash: Garbage and other disposables should be placed in plastic bags and the bags should be tied prior to disposal. Small bags, not exceeding the size of the trash chute doors, may be placed in the trash chutes located by the elevators on each floor. Ground floor occupants should take their trash to a dumpster or put it down the chute located on the second floor. Large or heavy bags or objects may not be put in the trash chute. Pizza boxes, small appliances and paint cans should be taken to the dumpster. Do not dispose of these items in the garbage chute.

Dumpsters are located north of the A Building and southwest of the C Building. Recycle containers are also located in the dumpster enclosures. Items such as furniture may be placed at the dumpster enclosure provided the office is notified to call Waste Management for special pick-up. Furniture removal is no longer an added expense, but

is included in our trash removal contract. Appliances must be removed from the property by the unit owner or vendor.

NO construction debris may be placed in or around the dumpsters as it will result in Waste Management refusing to pick-up.

For hazardous material, call the office for instructions on the proper means of disposal.

Turtle Nesting Season: Our beach is a nesting ground for endangered Loggerhead turtles which only nest on the beach where they were born. Florida Statute prohibits lighting emanating from property within 100 yards of the beach that illuminates the beach during turtle nesting season. Nesting season is from March 1st to November 1st. Fines can range from \$50 (local) to \$500 (county) for violations. Unit owners must prevent inside lights from being visible from the beach by means of black-out curtains or blinds, approved widow films, or storm shutters. Use of balcony or patio lights is prohibited. For more information, you may contact the Cocoa Beach code enforcement department. Since unit owners are responsible for the actions of their tenants, owners may want to consider adding a clause to their lease to deal with this issue.

Usage: Units shall be used only in accordance with the laws, zoning ordinances and other regulations of governmental authorities having jurisdiction in the area.

Vehicles: Only licensed, currently registered, operable vehicles owned by a resident or guest may use the parking areas overnight. Vehicles must be in good repair and free of leaking fluids. Residents must register their vehicles in the office and display Royale Towers parking stickers on the back of their review mirrors.

Amenities

The amenities and recreational facilities are for the use of owners, tenants, their immediate families and their houseguests. Owners and tenants are expected to be with or monitor his/her guests when they are using these facilities and are responsible for their actions.

Beach: While enjoying the beach please remember dogs, glass, fireworks and bonfires are prohibited. Nothing should be left on the beach overnight. This includes tents, canopies, umbrellas, coolers and game equipment. Please refer to the section on Gates, Dunes & Beach and Turtle Nesting Season for more information. Failure to comply with these state laws may result in a fine between \$100 and \$500 dollars or jail time up to 60 days.

Car Wash: There is a security key operated drive-through car wash at the north end of the C garage building. There are also car washing areas at the northwest of A Building and at the southwest corner of the property.

Clubroom: Owners or tenants may use the clubroom in the recreation building called “The Pelican Room” for non-commercial activities by reserving an available date and time and making a \$200 refundable deposit to cover any cleaning or repairs needed as a result of their use of the room. Please refer to the Private Event section for more information.

Exercise Room: The exercise room is available for use 24 hours per day. It is located in the club house building and may be accessed by entering the club house from the door located next to the outdoor whirlpool area inside the pool fence. The door to the exercise room is directly across the hall from that entrance. Access is by common area key. Please treat the equipment with care and utilize it safely. Equipment should not be removed from the room. By law no one under the age of 18 may use the exercise equipment.

Library: There is an “honor” library located on the bookshelves in the recreation building hallway. Please feel free to borrow books and return them when you have read them. Donations of our unwanted books are always welcome.

Pool: Smoking is not permitted within the fenced area of the pool/spa. There is no lifeguard on duty. Children under the age of 12 must be accompanied by an adult. For safety reasons, glass of any kind, alcoholic beverages, rafts, surfboards, boogie boards, tubes, (except for small infants), balls or similar items are NOT permitted. “Noodles” are allowed. No food is allowed in the pool area. Florida law requires the safety rope across the pool. Music may be played only through earphones. Babies must wear swim diapers or plastic pants. No running, diving, or horseplay is allowed. Other rules, particularly those set forth by the state, are posted and apply. Pool furniture must remain in the pool area. Lap Swimming is from 8 am to 10 am. Since the maximum bathing load of the pool is 27 persons it is imperative that residents limit the number of guests that they bring to the pool to two per resident. A common area key is needed to access the pool.

Recreation Area: The fenced recreation area includes a tennis, pickle ball, basketball, shuffleboard and bocce courts. All courts are to be used on a first come basis. Please be considerate of others and limit your session if others are waiting. Tennis shoes must be worn at all times while on the courts. Children under 10 may not play unless accompanied by an adult. Equipment lockers are located within the recreation area and can be accessed with the use of the common area key.

Sauna: A sauna room is located in the southwest corner of the exercise room. Please use with caution and do not carve anything into wood walls or benches.

TIPS ON UNIT MAINTENANCE

Because we live in a high-rise condominium we are all vulnerable to damage caused by the errors or omissions of our neighbors in maintaining the interior of their units. Similarly, we collectively bear the cost of water wasted by leaky faucets or toilets valves. We ask that everyone follow the below tips on maintaining their unit.

- Washing machine hoses should be metal and connections checked regularly
- Air conditioners should be serviced at least annually.
- A cup of liquid bleach can be poured into your air conditioner condensation drain monthly to prevent clogs
- Do not flush wet wipes or other similar materials as they can cause sewer back-ups in the lower floor units.
- Check toilet tank bolts for corrosion and replace toilet flappers and/or mechanisms promptly to prevent running toilets.
- Regularly check under your sinks and around your faucets for leaks and repair promptly.
- Hot water heaters should be checked regularly and replaced at least every 8-10 years per manufacturer's specifications.
- Water filters and refrigerator water hoses should be professionally installed and routinely watched for leaks.
- Hurricane shutters should be serviced annually to insure ease of use and integrity of attachment to the building.
- Do not use graphite on locks on beach. It gums up. A better choice is WD40 or a silicone spray.
- If your unit will be vacant for an extended time have someone check it periodically. Shut off your water at the main valve and open the hot water circuit breakers until you return. Turning off your refrigerator ice cube maker will help prevent burn out of the water solenoid valve.
- Your main water shut-off valve is located in your master bedroom closet. Be sure you know where it is and that it is operable in case of a water emergency.

If a unit owner fails to comply with the above maintenance tips or is negligent in properly maintaining their unit or unit equipment resulting in damage to a common area or other unit, they may be subject to charges, fines or a lien against their property.