

Rules & Regulations

June 2020

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East Horizon Condominium Association

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DEFINITIONS

Architectural Review Committee (ARC) – a committee appointed by the [BOD](#) to review Unit Modification Requests/Packages for compliance with [EHCA](#) documents, Unit Modification Policy and Architectural Guidelines.

Board of Directors (BOD) – the Board of Directors for the East Horizon Condominium Association.

Contracted Management Company (CMC) – the company contracted by the [BOD](#) to handle day-to-day management of [EHCA](#).

Contractors – People hired directly or indirectly (subcontractor) to perform on-site services.

Delivery Service Providers – providers delivering items to a unit excluding personnel granted lobby access by EHCA (e.g. USPS, UPS and FedEx).

East Horizon Condominium Association (EHCA) – the not for profit corporation governed by the condominium THE HORIZON.

Guest - visitors to a unit, sponsored by the Resident, who does not stay overnight.

Houseguests – visitors to a unit, sponsored by the Resident, who stay over one or more nights.

Unaccompanied Houseguests – Houseguests who are registered with the [CMC](#) as authorized to overnight and/or to use the common amenity without the sponsoring Resident present.

Owners – the person(s) legally owning the unit. In the case of a trust or corporation, the person registered with the [CMC](#) as authorized to vote for the unit.

Residents – are the people registered with the [CMC](#) as residing at the unit on the Owners Information Form or Tenant Information Form if the unit is under lease.

Security Key – The serialized keys used to access common areas.

Tenants – the person(s) named on the lease filed with the [CMC](#).

1. INTRODUCTION

1.1 Rules and Regulations reflect the Declaration of Condominium for [EHCA](#) and reinforces the requirements therein. They seek to match the requirements to maintain, manage, administer and secure the property in the general interests of all Owners and Residents, whilst recognizing the rights of the Owners. Compliance with Florida statutes, regulation and orders (including those of the Fire Marshall) can be administratively enforced by the [BOD](#) as if they were included in the Rules & Regulations.

2. UNIT USAGE

2.1 Part XII USE RESTRICTIONS from the Declaration of Condominium as recorded in Brevard County (Official Record 2519 pages 1840 to 1841 as updated by OR4571 pages 2144 to 2146) are incorporated by reference into these Rules and Regulations. The [BOD](#) can not grant waivers to these use restrictions except where required by law.

2.2 A Resident shall not place or caused to be placed items of any kind in walkways or other common areas including but not limited to: furniture, exercise equipment, and beach equipment. Exceptions will be made for a welcome mat and seasonally appropriate decorative items that do not interfere with walkways.

2.3 Nothing should be thrown or be permitted to fall over the balcony edge (e.g. cigarette butts, trash, construction debris). No one may sweep water from a balcony or wash their balcony or shutters in a way which causes water to run off the edge without attempting to notify occupants of the units directly below of their intention.

2.4 Please follow local ordinances that limit the light visible from the beach during Turtle Nesting Season (May 1st through October 31st).

2.5 Owners are fiscally responsible for any damage to the common property and/or cleaning fees associated with failure to follow [EHCA](#) Rules and Regulations. This includes damage by Tenants, Guests, Contractors and Delivery Service Providers.

3. UNIT ACCESS

3.1 Owners must file with the [BOD](#) and provide keys to their unit for emergency access. In the event there is no key on file, or the key on file does not operate the lock, damage resulting from delayed access or forced entry will be the responsibility of the Owner. All unit entrance keys will be maintained in a secure safe by [EHCA](#).

3.2 Ordinarily, [EHCA](#) will use two people to access a unit when a Resident is not present, one of these people being a [BOD](#) member. Notice will be given prior to entry unless life, safety or property is at immediate risk, in which case the two-person access rule may be waived.

3.3 Owners must maintain unit and/or personal property (e.g., shutters) so as to permit [EHCA](#) to perform maintenance operations.

4. TENANTS/HOUSEGUESTS/UNACCOMPANIED HOUSEGUESTS

4.1 Owners are responsible to ensure Tenants, Guests, Houseguests and Unaccompanied Houseguests are familiar with and follow the [EHCA](#) Rules and Regulations and are responsible for any violations thereof.

4.2 Owners are required to properly register Tenants with the [CMC](#) as follows:

- Provide an electronic copy of the lease that names all occupants in the unit
- The minimum lease term is 6 months
- New leases can only be accepted 6 months post inception of the previous lease.
- Complete and submit the [UNIT OWNER LEASING UPDATE FORM](#); there is a nominal administrative fee
- Complete and submit the [ECHA RENT PAYMENT ADDENDUM/TENANT ACKNOWLEDGEMENT FORM](#)

4.3 An owner whose unit is leased (rented) may not use the [EHCA](#) facilities while the lease is in force, nor authorize anyone other than those named on the lease to use the facilities.

4.4 All Unaccompanied Houseguests must be registered prior to arrival. The sponsoring Owner must complete/email the [UNACCOMPANIED HOUSEGUEST REQUEST](#) to the [CMC](#).

4.5 Prior to use of common amenities, Unaccompanied Houseguests must fill in a paper copy of the [EHCA UNACCOMPANIED HOUSEGUEST ARRIVAL FORM](#) and place it in the Building 2 office mail slot (adjacent to the Recreation Room – the mail slot is on the western side).

4.6 Unaccompanied Houseguest shall not invite guests of their own to stay in the unit or to use the common areas of the property.

4.7 Owners are responsible for any unpaid debts incurred by their Tenants, Guests, Houseguests and Delivery Service Personnel. Such debts may include, but are not limited to, any sums due to damage to the common property or fines levied for infractions. Hence you should contact the [CMC](#) before releasing any deposit.

5. BUILDING ACCESS SYSTEM

5.1 New names will only be placed in the building entry system after the [CMC](#) has received all information and payments required for new Owners or Tenants.

6. ELEVATORS/MOVING AND DELIVERIES

6.1 Do not hold elevator doors under any circumstance, use the hold door button (<|>). By code, elevator doors are programmed to shut down if held open manually for too long. If you become stuck in the elevator please use the emergency call button for assistance.

6.2 Delivery and removal of large items (e.g. furniture and appliances) must be arranged at by noon the previous business day with the [CMC](#), who will ensure protective padding is installed.

6.3 Should you create undo dirt in the common areas or elevator, please ensure that it is cleaned immediately.

7. MAINTENANCE

7.1 Concerns or issues regarding the general cleaning and maintenance of common areas must be addressed to the [CMC](#).

7.2 Maintenance work order requests shall be submitted in writing via email or through the East Horizon Condominium website. Emergencies (including water leaks) should be reported to the [CMC](#) immediately by telephone using the emergency phone line after hours.

7.2 Any service requiring access to the roof or ground-floor infrastructure rooms will be strictly controlled and should be coordinated with the [CMC](#) by noon the previous business day. The Resident requesting access is responsible for securing access on completion.

8. UNIT MODIFICATION

8.1 Prior written approval from the [BOD](#) is required for modifications that encompass interior structural change; affect building appearance; or which have the potential to impact the electrical, plumbing, venting, telephone or cable systems of the building; or changes the floor covering.

8.2 Owners must follow the [UNIT MODIFICATION POLICY](#) and submit [EHCA UNIT MODIFICATION REQUEST](#) and [UNIT MODIFICATION PACKAGE](#) to the [CMC](#) for [ARC](#) review and [BOD](#) approval prior to initiating work. See Unit Modification Policy, Architectural Guidelines, forms and procedures.

8.3 Balcony modifications are strictly prohibited: no tile, rugs, plants (that are not elevated to prevent pooling water) or other items, especially items with potential to create moisture and/or rust. Nothing should be affixed to any part of the balcony other than storm shutters per Architectural Guidelines without prior [ARC](#) approval.

9. NOISE

9.1 Residents should be considerate of their neighbors and limit noise such as shouting, loud music and barking. Headphones should be used for music in the pool area.

9.2 Slamming of doors should be carefully avoided. Be aware of the “wind-tunnel” effect which causes doors to slam shut when both east/west doors and windows are open.

9.3 Extra care should be taken to reduce noise between the hours of 10 PM and 8 AM.

9.4 Construction/renovation work should be limited to the hours of 8 AM to 5 PM on weekdays and 8 AM to 4 PM on Saturday. No construction is permitted on Sunday except for emergencies.

10. TRASH AND RECYCLING

10.1 Garbage must be securely tied in bags before depositing in the trash chutes. Dust mops, cloths or vacuum cleaner bags must not be shaken in the trash chutes.

10.2 Trash chutes should not be used from 10 PM to 8 AM because of the noise factor.

10.3 Resident’s must follow Waste Management Company guidelines for recycling.

- Recycling should be placed in the green recycling containers provided for each building.
- **All cartons must be broken down** and placed in the recycling bins for removal.
- Do not place non-recycle items in recycling bins. **When in doubt, place it in the trash.**
- **Waste Management does not recycle plastic bags.**
- **If you use a plastic bag to carry your recycling to the bin, please empty the items into the bin. Do not place carry bags in the bins.**

10.4 Do not place trash outside of refuse rooms or on walkways.

10.5 Discarded furniture and other large items must be placed by the building 2 (403 A1a) refuse area and must not block access to the dumpster or any building entry doors.

10.6 Construction are not to be placed in [EHCA](#) waste bins. All contractors and delivery companies are to remove construction debris and old appliances from the property.

11. GARAGE AND PARKING

11.1 For the safety of all, a maximum speed limit of five (5) MPH must be observed at [ECHA](#).

11.2 Shared garages and parking lots are not to be used for recreation (e.g. skate boarding).

11.3 Unlicensed or inoperable vehicles are prohibited from parking anywhere other than the Residents assigned garage space.

11.4 No vehicle exceeding 7 feet in width or 22 feet in length can be parked or placed on condominium property without prior [BOD](#) approval (e.g. camper, boat).

11.5 Commercial vehicles are only permitted on premises when performing work on the property and may not be left overnight without prior [BOD](#) approval.

11.6 Prior written approval from the Owner is required to use a garage space designated to another unit.

11.7 Remote garage door openers are NOT the responsibility of [EHCA](#). Owners are responsible for replacing lost or broken garage remotes. Contact the [CMC](#) to schedule assistance programming garage remotes.

11.8 Garage storage plus vehicle must not exceed the designated 20' from the back wall or the designated parking space width. Storage must not interfere with safe passage through doors and walkways.

11.9 Any new storage units must follow the Unit Modification process and Architectural Guidelines.

12. COMMON AREAS AND FACILITIES

12.1 Common area security keys are the property of the [EHCA](#) and SHALL NOT be duplicated or given to anyone not authorized through the [CMC](#). Any user of the common amenities must show their numbered Common Area Security key upon request.

12.2 The EHCA will NOT BE RESPONSIBLE for injuries sustained in or about the common areas in the absence of any malfeasance on the part of the condominium. (Legal check.)

12.3 Use of recreational facilities is not open to friends or relatives in the surrounding area for independent use.

12.4 Guests using the Association's recreation facilities must be accompanied by the Resident sponsoring the guests during the period of such use. Guests who will not be accompanied by the Resident must be registered with the [CMC](#) as an Unaccompanied Houseguest.

12.5 Use of drones on the property is strictly prohibited and potentially a violation of FAA 107.

12.6 RECREATION ROOM

- a) Use of the Recreation Room is prohibited between the hours of 11 PM and 6 AM.
- b) The Recreation Room must be cleaned after each use and all trash and personal property removed.
- c) The last person leaving the Recreation Room shall turn off the lights, fan and lock the doors.
- d) Loud noises are not permitted.
- e) Reservations for exclusive use must be scheduled through the Association Secretary.
 - Reservations must include specific date and time frame requested.
 - At time of reservation: 1) a \$50.00 fee will be collected for exclusive use and 2) a \$150.00 security deposit will also be collected.
 - Security deposit will be returned provided the room is left in satisfactory condition.
 - Deposits/fees are not required when the [BOD](#) uses the room for [EHCA](#) business.

f) Some groups may routinely meet in the Recreation Room without requiring exclusive use. A paid request for exclusive use will preempt this routine usage.

12.7 POOL

a) The [EHCA](#) Pool Policy and Pool Rules (posted on the north side of the pool area) must be followed.

b) Pool hours are dawn to dusk. Swimming is at your own risk, there is no lifeguard on duty. Avoid shouting or loud noises that disturb surrounding units.

c) **Absolutely NO ONE shall tamper with the pool operational or safety equipment (including the rope).** The pool inspector can close down the pool if the rope is not in place.

The rope can only be removed temporarily for lap swimming (if acceptable to all sharing the pool area) and must be immediately reinstalled.

d) Pool furniture must not be removed from the pool area. Please place a towel underneath you to protect the pool furniture.

e) Swimmers must dry off and wear footwear before entering the buildings. Wet floors cause a slipping hazard.

f) For insurance purposes the pool gates are **not** to be left open.

g) Individual property left in the pool area over night is subject to discarding. Safeguarding of individual property is the owner's responsibility. [EHCA](#) will not be responsible for lost, stolen, or discarded property.

12.8 BEACH ACCESS

a) No one is permitted to be on the dunes at any time or to take any action that could damage the dune vegetation (**this includes cutting and pruning**).

b) When returning from the beach, rinse off sand before entering the pool area.

c) Fish are not to be cleaned on any portion of the common areas, boardwalk or walkways.

13. PETS

13.1 All unit owners or tenants wishing to keep a pet or assistance animal on property must register their animal with the CMC and follow the Pet and Assistance-Animal policy.

13.2 The animal is to be leashed or in a carry container when outside of the unit at all times.

13.3 Owners are responsible to pick up and dispose of any animal waste.

13.4 Animals are not permitted in the pool enclosure at any time, even for transit.

13.5 [ECHA](#) may exclude an animal from the property if, after investigation, the specific animal in question:

- Is found to be a nuisance or threatens the health and safety of others
- The animal causes substantial physical damage to the property of others
- The situation cannot be reduced or eliminated by another reasonable accommodation

14. WATER LEAK/MOLD PREVENTION

- 14.1 Water leaks must be immediately reported to the [CMC](#).
- 14.2 Unit occupants MUST TURN OFF the water supply at the main unit valve when the unit is unoccupied for 24 hours or more.
- 14.3 Air temperature, humidity and circulation must be maintained by the Resident to mitigate the growth of mold and mildew. This is particularly important when the unit is not occupied.
- 14.4 Air conditioning drain lines should be cleared monthly (with bleach or vinegar) to prevent clogging and subsequent water leaks.
- 14.5 Owners are responsible for timely repair of dripping faucets, running toilets and leaky pipes. Water leaks increase [EHCA](#) operating cost.
- 14.6 Residents are responsible to keep windows and doors clean and to ensure drainage holes are clear to prevent water damage caused by poor drainage.

15. SMOKING

- 15.1 Smoking is not permitted in any enclosed common area on the [EHCA](#) property as per Florida State Statute 386 (Florida Clean Indoor Air Act).
- 15.2 At no time shall smoking materials be thrown from balconies, walkways or windows.

16. FIRE

- 16.1 No one shall activate or tamper with any fire alarm, fire alarm panel, pull station, fire suppression sprinkler, or other fire related device unless dictated by an emergency situation. This includes the alarm sounder in each unit and the wiring for that alarm.
- 16.2 Fire alarm activation pull stations are located on each floor near the stairs. In the event of a fire please activate the alarm to alert other occupants.
- 16.3 All occupants shall respond to fire alarms by leaving the building. Take the stairs to the ground level and remain outside until the building is cleared for re-entry.
- 16.4 All units should have operating smoke detectors as per Florida/Brevard county code.
- 16.5 Elevators are not to be used in the case of a fire emergency unless specifically directed by emergency personnel.
- 16.6 Outdoor grills are restricted to no larger than 200 sq. inches. Electric grills must be unplugged when not in use.
- 16.6 Nothing can be stored within 18 inches of the garage sprinkler system or hung from the sprinkler system piping or sprinkler heads.
- 16.7 Nothing can be stored inside the RED PAINTED fire safety lines.
- 16.8 Storage of flammable materials is prohibited.

17. HURRICANE PREPARATION

17.1 Residents and Unaccompanied Houseguests are reminded that it is their responsibility to ensure that, in the event of a named storm warning, adequate protection is put in place, and all loose items are secured.

17.2 If you are going to be absent during the hurricane season, please take precautions before you leave.

17.3 Please confirm your local emergency contact on file is up-to-date whether you stay or evacuate.

17.4 Air conditioning units must be securely strapped to the roof racks to avoid damage to the roof or property of [EHCA](#) or others.

17.5 EHCA updates the complex Hurricane Plan annually. Owners/Residents should consult that plan for more hurricane related information (posted on the EHCA website).

17.6 Owners are responsible for maintaining hurricane shutters and/or Miami-Dade-approved impact doors for their balconies. New/replacement installations must meet current code.

18. RULE ENFORCEMENT

18.1 Any Owner or Resident of [EHCA](#) may file a complaint (notice) of a violation of the rules and regulations by submitting a **written** letter to the [BOD](#).

- The letter must contain the violation, date, time, unit number (if known), and your name/unit number.
- The [BOD](#) will review the letter at the next scheduled meeting and will send a notice of violation to the Unit Resident or Owner identified in the original letter.

18.2 Any Owner of a unit that is identified to be in violation of a rule or regulations of the covenants that governs [EHCA](#) can be fined per violation, \$100.00 a day up to a maximum of \$1,000.00 if the violation goes uncorrected per the bylaws of the [EHCA](#) & the FLORIDA STATE STATUE 718.111

19. FEES

19.1 LOST serialized common area security keys **must** be reported immediately. Keys can be replaced by the OWNER at a cost of \$150.00 PER KEY.

19.2 Owners must turn over their four serialized common area security keys at closing. The escrow company will collect \$150 for each key not transferred. Upon receipt of the fee, [EHCA](#) will replace the security key(s).

19.3 A fee of \$25 payable to [EHCA](#) is required to reprogram the lobby-entry call box. This fee will be waived for new owners first-time set-up.

Forms

See relevant policy and/or www.easthorizon.org