

JAMESTOWN CONDOMINIUM ASSOCIATION

Unit Owner Manual

Welcome to the Jamestown Condominium Community. This manual provides you with a digest of a number of the rules and regulations that govern life as Jamestown owners and/or residents. The complete documents governing the Jamestown Condominium can be requested from Vesta Property Services, info-sc@vestapropertyservices.com. Compliance by all owners and/or residents is essential to the comfort and safety of everyone.

This Unit Owner Manual is to remain in each unit for the guidance of all occupants. Owners will be notified as change(s) occur.

Vesta Property Services staff or members of the Board will be happy to answer your questions in a timely manner. Vesta's phone number is 321-241-4946.

We look forward to your cooperation and friendship.

NEW OWNERS/LESSEES

Prior to any unit being purchased, the buyer must submit to an interview with an Association representative. An interview may be scheduled with Vesta Property Services at (321) 241-4946.

In order to lease any unit, the lease must be submitted to Vesta Property Services along with a completed lease addendum. Lessee must also be interviewed by an Association representative by contacting Vesta Property Services prior to occupancy.

Units may be rented for a period of not less than one month. No individual rooms may be rented and no transient tenants may be accommodated.

The sub-leasing or sub-renting of a Unit Owner's interest shall be subject to the same process as is applicable to the leasing or renting thereof. Only those persons listed and approved in the Lease Addendum may occupy the unit.

APPLIANCES IN UNITS

Certain appliances in units are subject to additional monthly charges. These appliances include washing machines, gas dryers, and gas stoves. There is a \$10 per month charge for each of the aforementioned appliances installed in a unit.

MORTGAGES

A Unit Owner who mortgages his Unit shall notify the Board of the name and address of his mortgagee and shall file a conformed copy of the note and mortgage with the Board.

BUSINESS ACTIVITIES

No industry, business, trade occupation or profession of any kind may be conducted, maintained or permitted on any part of the Condominium Property.

EXTENDED ABSENCES

When you leave your unit for an extended period of time, please notify Vesta Property Services and provide emergency contact information. Air conditioners should remain on to avoid growth of mold in your unit as well as other parts of your building. Turning off your water as well will minimize potential damage to your unit and that of your neighbors should something happen while you are away.

OCCUPANCY

Jamestown welcomes all ages with the following restrictions:

- a) Jamestown does not have play areas for children. Parents and/or guardians must assume the responsibility of providing play time in nearby play areas. There are several playgrounds on the nearby beaches as well as in Gleason Park.
- b) Bicycles, skateboards, skates, big wheels, scooters, balls, etc. are not permitted on the sidewalks. For the safety of residents & visitors sidewalks are for walking only.
- c) Children are permitted to play only in the immediate area of their residence under the supervision of parents/guardians.

PETS & WILD ANIMALS

Residents may keep a pet with the following restrictions:

- a) Pets must be on a leash and under control at all times when outside the unit or patio.*
- b) Pet owners must immediately remove pet debris from the common grounds.*
- c) Pet owners must control dog barking and/or other pet nuisances.*
- d) Pet owners must rid the common hallways of fleas as necessary.*
- e) Dog owners must possess proof of their pet's up-to-date inoculation against rabies.*

*These items reflect Brevard County Animal Control Ordinances and will be enforced on that level.

The outside feeding of birds, strays and wild animals is prohibited.

WINDOW COVERINGS

Blinds, shutters, draperies, curtains or their linings must show solid white color to the exterior.

CARPORTS

Carports must be clear of clutter and no flammable liquids (such as gasoline or propane tanks) may be stored therein.

NOISE

No unit resident/occupant shall make or permit any disturbing noises by himself, his family or guests, or by renter, his family or guests, nor do or permit anything by such persons that will interfere with the rights, comforts, or convenience of other unit residents/occupants. No music or sound will be transmitted in such a manner as to disturb other residents.

Where applicable, Indian Harbour Beach Ordinances will be enforced to curtail conduct deemed to be a nuisance to other residents.

BALCONIES AND PATIOS

Patios and apartment balconies must be free of trash and storage items. They must be clean, and furniture must be in good repair. Plants and flowers must be trimmed and tidy. Owners and/or renters away from their unit for an extended period must arrange for the upkeep of their patio areas. Grills are not permitted on balconies and must be at least ten feet from structures on patios. No flammable liquids are to be stored on patios. Towels, bathing suits and other items are not permitted to be hung over balcony railings or patio fences. Sheds must be no

higher than the top of the fence. Residents who smoke on their balconies must use ash trays or other receptacles for their used cigarettes/cigars.

KEYS

The office is required to have a key to every unit for emergency use. If you change your locks, make sure to provide the office with the new key.

DUMPSTERS/TRASH

All units and common elements must be kept clean. Waste Management provides Jamestown with large green dumpsters located at the south end of Jamestown Avenue and the east end of North Colonial. One is for garbage and one is for yard waste. Also there are small green recycling bins for **mixed** newspaper, cardboard, plastic (Types #1-7), clean glass, and clean cans. Please do not put regular garbage in the recycling bins and do your best to separate your recyclables and help keep our garbage areas clean. If you need to get rid of furniture or other large items (grills, old carpets, electronics, etc.), call Waste Management and they will schedule a FREE bulk pickup on Tuesday or Thursday. Their phone number is 321-723-4455.

EXTERIORS

Windows, storm doors, exterior doors and lights, etc. are of standard design. Replacements must meet this standard design. Some of these items, e.g. replacement windows require an Indian Harbour Beach (IHB) building permit. To obtain a building permit, **you must first receive written approval from Jamestown (Vesta Property Services)**. IHB will not issue a building permit without this prior approval from Jamestown. Storm doors of standard design and color are required to be installed in the front entrance of every townhouse unit. Please keep in mind that building codes are subject to change and, in turn, approved windows, doors, and hurricane shutters may also be subject to change for future installs.

The front exteriors of all buildings are not to be used to store bicycles, surfboards, skateboards, chairs and other items, e.g., coolers. The front exteriors are to remain free of all clutter.

LAUNDRY

The laundry is open 24 hours a day and is located near the pool. Please do not leave laundry in the machines for extended periods of time. The front-load washers require minimum amounts of detergent. Please observe the directions posted on the wall. Smoking in the laundry room is prohibited.

POOL

Each Unit Owner has been provided with a key to gain access to the pool area. Additional/replacement keys may be obtained from management at a cost of \$50 each. The pool and pool area are only for the use of owners, their family, and their guests. Please observe the following Pool Rules, which are for the protection and benefit of all to assure safety and sanitary operations of the pool and facilities:

- Guests using the pool must be accompanied by the resident sponsoring the guests during such use. Houseguests (guests who stay at least overnight with a resident) are exempt from this rule.
- The pool rules are prominently posted inside the pool area.
- Do not leave the gate ajar or prop it open in any way. This is a safety violation and could result in an unattended child gaining access to the pool. It could also provide access to unauthorized users.
- There is no lifeguard on duty – swim at your own risk.
The pool hours are dawn to dusk. This rule is pursuant to State Law and IHB Police will be called for violators.** (**Defined in state law as ½ hour before sunset and ½ hour after sunrise.)
- Please use the shower on the pool deck to rinse off prior to entering the pool – especially if you've been to the beach.
- No animals or pets are allowed in the pool area.
- No glass containers are permitted in the pool area.
- Residents will be responsible for the actions of their children and guests.

- While in the pool, children with diapers must wear swim diapers or waterproof garments over diapers.
- Proper bathing attire must be worn in the pool.
- Pool chairs and chaises must be covered with a towel at all times to keep off suntan lotion and oils. Towels may not be draped over the pool area fences.
- Personal flotation devices that are pool appropriate size are permitted. Items such as surfboards, rafts and canoes or any other device meant for open water are prohibited. Items that are permitted or prohibited are at the sole discretion of the Board of Directors.
- No running, horseplay, loud music or indecent behavior is allowed in the pool area. Headphones are required for musical electronics.
- No items such as skateboards, roller blades, surfboards, tricycles or bicycles are allowed in the pool area.
- Smokers must use the sand pots to dispose of their cigarette and cigar butts. Please be considerate and not smoke near non-smoking groups of people.
- A First Aid Kit is located in the restroom.
- For Emergencies, call 911.
- Failure to comply with any of the foregoing rules and regulations can result in further action being taken against the owner such as fines or legal action.

VEHICLES

- No motor vehicle shall be parked on or about the common grounds without a current vehicle license tag displayed and, if applicable, the appropriate inspection certificate or sticker displayed, all conforming to the laws of the State in which the vehicle is registered. Violators will be subject to towing at their expense.
- No motor vehicle may be repaired or disassembled on the common grounds. Oil and other fluid changes are not permitted anywhere in Jamestown. This includes carports. Certain emergency situations are exempted, e.g., flat tire repair or jump-start.
- No one may park in the fire lane near the office. This space must be kept clear for emergency vehicles.

- Vehicle washing is permitted only at the designated area near the office. The hose provided must be neatly coiled on the stand after use and the water turned off completely.
- Parking, storing and/or maintaining a mobile home, recreational vehicle, motorcycle, motor scooters, motorbikes, trailer, camper, large truck, boat or similar vehicle is not permitted. Personal pick-up trucks are permitted as long as they do not display business information.
- Parking of commercial vehicles is prohibited. Examples are any vehicles with commercial graphics on it including a car with realtor markings and trucks with visible equipment in the back (i.e., cement mixers). Exceptions to the rule include delivery trucks in the course of making deliveries or temporarily servicing the Condominium Property. Contractors' placement of utility trailers or roll off dumpsters are permitted with approval of Vesta Property Services. Time and duration will be determined by the work being done.

ALTERATIONS/REPAIRS

No owner shall make any material alteration, addition, or modification of his unit without prior written consent of the Board/Management. For purposes of this section, "unit" includes the patio and balcony areas. Some alterations will also require IHB building permits. The building of decks on patios is prohibited. Contact the office for scheduling any water shutoffs. Water shutoffs must be scheduled and posted except in emergency cases.

CARPET REQUIREMENTS

Bedrooms located on the second floor of all three-bedroom townhouse units that extend over another unit located on the lower level must be and remain fully padded and carpeted. All second-floor apartment style units must be and remain fully padded and carpeted throughout with the exception of kitchens and bathrooms.

SIGNS

No sign, advertisement, notice or other lettering shall be exhibited, displayed, inscribed, painted or affixed, in, on or upon any part of the unit or condominium property by any unit owner, occupant or other person/business without the written permission of the Board. There are bulletin boards provided in the laundry room for such purpose.

FLAGS

Unit owners may display one portable, removable U.S. Flag in a respectful way and, on Armed Forces Day, Memorial Day, Flag Day, Independence Day, and Veterans Day, may display in a respectful way portable, removable official flags, that represent the U.S. Army, Navy, Air Force, Marine Corps, or Coast Guard. For further information and details, please consult the State Condominium Statute. No other flags may be displayed on Jamestown property.

PLANTINGS

You cannot plant anything on the common areas. The association is responsible for maintaining these areas.

COMMON HALLWAYS

Common hallways are not for storage of any unit owners'/renters' items. They are to remain free of any clutter and smoking is prohibited in these areas.

Conclusion

In a Miami court case finding the appellate judge wrote:

Inherent in the condominium concept is the principle that to promote the health, happiness, and peace of mind of the majority of the unit owners since they are living in such close proximity and using facilities in common, each unit owner must give up a certain degree of freedom of choice which he might otherwise enjoy in separate, privately owned property. Condominium unit owners comprise a little

democratic sub society, of necessity more restrictive as it pertains to use of condominium property than may be existent outside the condominium organization.

In residing in a condominium community, either as a unit owner or renter, you must adhere to the rules and regulations established by the declarations and bylaws, state and local governments, as well as the “House Rules” established from time to time by the duly elected Board Members. This document attempts to identify most of the rules that must be observed by Jamestown residents. Any situation not covered by the above will be decided by the Association Board on an individual basis.

All of the rules contained in this document will be enforced going forward.

Violators of any of the Jamestown Condominium Rules are subject to Association fines and, in some cases, to local government action.