

Sea Cove Condominium

1616 Ocean Drive and 1700 Ocean Drive

Vero Beach, FL 32963

Rules, Regulations & Procedures



Sea Cove...a residential community.

Revised Summer 2023

SEA COVE CONDOMINIUM
RULES, REGULATIONS & PROCEDURES

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SEA COVE CONDOMINIUM ASSOCIATION, INC.
“Welcome to Sea Cove”.

We are all very proud of Sea Cove, a single family, residential condominium. Sitting on one of the finest beaches on the Treasure Coast, its pools, sundecks, clubhouses and grounds are extremely attractive and its physical location, in relation to both mainland and beach shopping, is unequalled.

We work hard to keep Sea Cove's amenities neat and clean and in good condition and ask that you do the same by treating them just as you would your own home.

The following information will help you understand, Sea Cove and how it works. Please familiarize yourself, your family, guests and tenants with this information. The better you understand the rules, regulations, and procedures the more you'll enjoy all that the Sea Cove Community has to offer its owners, tenants, and guests.

If you have any questions, please call our management company Elliott Merrill Community Management at (772) 569-9853 for clarification.

Again - “Welcome”.

Sea Cove Board of Directors

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**SEA COVE RULES, REGULATIONS & PROCEDURES PURPOSE
AND SCOPE**

The regulations contained herein comply with the provisions of the Articles of Incorporation, the Declaration of Condominium and the provisions of the Condominium Act, Chapter 718 of the Florida Statutes. Chapter 718 is the foundation statute for all condominiums in the state of Florida. There are six distinct parts to the Condominiums Act, and some of the parts have far greater applicability to a mature condominium community, such as Sea Cove, than others.

It is not the intent or purpose of Sea Cove's Board of Directors to curtail in any way, the freedoms of unit owners by limiting said freedoms with unreasonable rules, regulations and procedures.

Owners, their family members, guests and tenants are expected to be responsible, law-abiding adults, whose conduct will not infringe on the reasonable freedoms of others.

The Board of Directors welcomes you to Sea Cove, but wants everyone to recognize that Sea Cove is a single family residential condominium, it is not a motel or beachfront resort... and personal behavior, which abuses the hospitality of the residents or violates the Association's governing rules and regulations, will not be allowed.

FIRST TIME VIOLATORS OF ANY OF THESE SEA COVE CONDOMINIUM
RULES, REGULATIONS AND PROCEDURES WILL BE NOTIFIED EITHER
VERBALLY OR IN WRITING OF THE VIOLATION. A REPEAT VIOLATION
WILL BE HANDLED DIRECTLY WITH THE CONDO OWNER AND A FINE
LEVIED ACCORDING TO STATUTE 718.

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CONDO UNITS

OWNERS ARE RESPONSIBLE FOR THE ACTIONS OF, AND DAMAGE CAUSED BY,
FAMILY MEMBERS AND GUESTS AS WELL AS THOSE TO WHOM THEY RENT THEIR
CONDO UNITS.

GENERAL:

1. The condo unit can be carpeted with under-padding and carpeting materials equal to that originally installed. Floor materials, other than carpet, such as (but not limited to) tile, hardwood, etc., may be installed provided that a detailed description of the finish floor material and a mold resistant superior sound-proofing underlayment material is submitted to the Board of Directors for their prior approval. The combined assembly of the finish flooring, underlayment material, and existing concrete slab (without suspended ceiling below) must exceed or at least meet the minimum acceptable Impact Insulation Class (IIC) rating of 50.
2. When replacing washers or dryers, the original size units must be installed. If the floor, wall and ceiling areas are fully insulated, using a fire-retardant type of sound-proofing material, the larger units are permitted. Owners are responsible for cleaning out their dryer vents.
3. Use of washers or dryers between 8:00 p.m. and 8:00 a.m. is prohibited.
4. FOR EMERGENCY PURPOSES, EACH UNIT OWNER MUST FURNISH THE CONDOMINIUM ASSOCIATION WITH A KEY TO HIS/HER UNIT. THIS IS MANDATED BY THE STATE OF FLORIDA.
5. Any owner who intends to have family members or guests occupy his/her unit in his/her absence must notify Elliott Merrill Community Management's office prior to the time the guests are scheduled to arrive.
This can be done by phone, mail, or e-mail (haleyb@elliottmerrill.com) and the owner must also furnish the names of each person who will be in residence in the condo (including children) as well as their expected arrival and departure dates.

**Elliott Merrill's office is located at: 835 20th Place, Vero Beach, FL
Phone: 772-569-9853**

FOR SECURITY REASONS, IT IS EXTREMELY IMPORTANT OWNERS
COMPLY WITH THIS RULING.

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MOVING AND DELIVERIES

1. Moving into or out of a condo unit, as well as the delivery of large items, is permitted Monday through Friday from 8 AM to 4 PM, except on legal holidays when neither are permitted.
2. Elliott Merrill Community Management must be contacted prior to the arrival of the moving van or delivery truck so that arrangements can be made to have mats installed in the elevators and instructions given to the driver of the vans as to where to park, etc. All deliveries must be made through the side gate(s). Luggage on wheels, luggage carts, grocery carts, bellman carts, dollies or large items are **not** permitted through the front lobby doors.

CONSTRUCTION

(Also see Renovation of Units - Procedure 13)

1. Work may be performed Mondays through Fridays between 8 AM and 4 PM. No work is permitted after 4 PM or on weekends or legal holidays. **Elliott Merrill Must Be Notified Of All Construction.**
 - Light construction, maintenance, repair and remodeling of condominium units such as painting, electrical and minor carpentry and limited common property is permitted year around.
 - Major Construction producing continuous noise, vibration, dust or odor which emanates outside the walls of the unit being worked on, may only be performed from April 1st to November 15th. Examples of Major Construction activity likely to be in this category are (but not limited to) removal of tile flooring which is adhered to concrete, use of a jack hammer and other such impact work and/or the renovation of the majority of the rooms in a unit. Elliott Merrill Community Management must be given 14 days advance notice of the start and end dates, times and types of tools or machinery to be used during Major Construction.

The Association Board of Directors may grant written exceptions to the above restricted work times based on need related to safety, health and the protection of common or other unit property. (e.g., leaking water, mold, etc.).

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- Contractors who violate these approved days/hours of construction are subject to being banned from doing future work at Sea Cove.
- Contractors are required to clean the common and limited common areas during the day and give said areas a final cleaning prior to leaving at the end of the day. Use of Sea Cove dumpsters is strictly prohibited.
- Walkways, courtyards and stairwells must be kept clear and clean at all times and never be used as work areas.
- Condo Unit Owners are responsible for the conduct of their contractors and workers. Owners are also responsible for the management of any construction/remodeling performed on their units. If the Association's employees have to clean common or limited common property due to work done by a unit owner's contractor/workers, the owner will be billed at a charge of \$50 per hour.

SELLING OR LEASING CONDO UNITS

1. Any owner desiring to either Sell or Lease their unit must follow Procedure #9, the Lease or Purchase Application/Approval process. The process is initiated by contacting the Elliott Merrill Community Management organization (772-569- 9853, ext.105).
2. No "Realtor" signs, "For Sale by Owner" signs or "For Rent/Lease" signs can be displayed on, or contiguous to, Sea Cove property at any time.
3. An "Open House" sign will be permitted, but only between the hours of 9 AM and 4 PM, PROVIDED the following restrictions are adhered to:
 - a) Either the owner or the realtor will be present at all times in the front lobby to meet prospects at the door.
 - b) Neither the owner nor the realtor is permitted to "prop open" any doors, post any directional signs or notices leading to the unit or post any notices on the security entranceway telephone (or adjacent walls or doors) advising the prospect to dial a certain number to gain entry to the building.
 - c) The "Open House" sign must be removed from the property by 4 PM each day.

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**UNLESS THE ABOVE CONDITIONS ARE COMPLIED WITH FULLY, THE
“OPEN HOUSE” SIGN WILL BE REMOVED BY THE ASSOCIATION.**

PETS

1. No one other than a Sea Cove condo unit OWNER is permitted to have a pet on- site at Sea Cove. Owners are limited to one (1) pet per unit.
2. A pet is defined here as a domesticated cat or dog weighing 10 pounds or less fully grown.
3. The pet of a prospective owner must be approved by the Association before approval can be given for the purchase of a condo unit.
4. A unit owner's pet must be kept within the confines of an owner's unit except when being walked. Pets are restricted from being walked on the east (ocean) side of the property. Every effort shall be made to prevent dogs from barking.
5. Dogs must be under leash at all times, carried on walkways, lobbies and elevators and owners must clean up any nuisances made by their pet.

CONDO USAGE

1. No one shall make or permit to be made, any disturbing noises anywhere in the building, on the walkways, porches, stairwells or anywhere on Sea Cove property that interferes with the rights, privacy or comfort of others.
2. Grilling, barbecuing or cooking on walkways, balconies, porches or elsewhere on Sea Cove property is prohibited.
3. Draping of towels, bathing suits, clothing, etc. over balcony or walkway railings is prohibited. Windbreaks attached to balconies is prohibited.
4. Beach chairs, surfboards and other recreational type equipment cannot be stored on the walkways.
5. In an effort to improve the building(s) security, residents are asked to ensure that ALL EXTERIOR DOORS AND GATES ARE LOCKED at all times.
6. No owner, family member, tenant or guest of an owner, who is not in residence in a unit of this condominium, can grant anyone (including relatives) the right to use Sea Cove's parking or recreational facilities.

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7. A loading/unloading space has been provided adjacent to the metal entry gates in both the north and south buildings and may be used for a maximum of 20 minutes for unloading of groceries, personal luggage, etc. The side entrances are also to be used exclusively for deliveries and pickups. All tradesmen, including their tools and materials, must also use the side entrances/gates to access private units or service Sea Cove equipment.

If elevators are to be used for moving items (including contractors' equipment), elevator pads must be used to protect the elevator side paneling. Contact the On-Site Maintenance Person to have those pads installed. 772-231-3008

8. Luggage carts and grocery carts are to be returned to their original storage areas as quickly as possible after being used.
9. Only members of Sea Cove's Board of Directors (or other personnel specifically authorized by the Board) are permitted access to the roofs.
10. Activities such as skateboarding, skating, various games, all types of ball playing and bike riding on Sea Cove property are prohibited except for bikers leaving or entering the property. Games, etc. are restricted to the beach area.
11. Affixing any type of message to the doors, walls or phone units at the main entrances to the buildings is prohibited and will be removed immediately.
12. Private use of a Club House Room is restricted to owners and their guests only. Owners must request private use at least one week in advance of the intended private use date. The request must be in writing and given to Sea Cove's Elliott Merrill Representative, or a member of the Board. Those requesting private Club House Room use will be notified within 96 hours as to whether or not the requested date is available. The requesting Owner will be required to sign the Private Use of Club House Room Agreement that states that the requesting Owner accepts the responsibilities set forth in the aforementioned Agreement.

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13. Smoking is not permitted at Sea Cove in any location other than within the confines of an owner's unit. This restriction applies to the units' balconies and all common areas on the property.

WASTE DISPOSAL

1. All garbage (except plastic bottles, glass, newspapers and unsoiled cardboard) must be placed in plastic bags, tied securely and deposited in the garbage chute located inside a special room on each floor, opposite to and north of the elevator door. Large items are to be brought to the trash room on the ground level of each building.

All cans, glass, plastic, newspapers and cardboard (flattened) are to be taken to the appropriate recycling containers located in the southwest corner of the parking lots of each building. Plastic bags that held the items being recycled are to be put into the plastic trash can adjacent to the recycling containers.

2. If the cardboard is large, please cut it into manageable size pieces and place them into the Recycle Container.
3. Please do not leave cardboard or other recyclables in the Trash rooms.
4. Do not ask Elliott Merrill on-site personnel to perform the task for you! They have been instructed not to do so.
5. If cardboard, recyclables or other items are left in the Trash rooms, we will make every effort to identify the responsible party and levy a \$50 convenience fee for managing the dispositioning of those items left on the Trash room floor and not placed in the appropriate container. **There is to be NO personal items stored in the trash rooms at ANY time.**
6. If you are having appliances delivered, make arrangements for the delivery company to haul away the appliance boxes and used appliances.

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REFRIGERATOR CLEAN OUT

When leaving a Sea Cove unit for the summer, or other extended periods of time, the freezer and refrigerator are required to be emptied of all perishable food.

WATER SHUT OFF

When leaving a Sea Cove unit unattended overnight or longer, you must turn off the main water valve located above the water heater in the entrance hall closet. Unit owners will be held responsible for damage to neighboring units in the event that water is not turned off and a leak occurs during their absence.

A "Unit Close-Up Check List" is provided at the back of this book.

PARKING AT SEA COVE

NAMED PARKING SPOTS

1. Exterior parking spot moves will be subject to Board approval, and a \$100 convenience fee for the labor involved with relabeling two parking spots and updating Association records. The fee is payable to EMCM before relocation efforts start.
2. Exterior and garage parking spot labeling will be limited to one owner's name.

GARAGES

1. Only approved motor vehicles may be parked in the parking spaces in the garages. No one is permitted to store anything in the public areas of the garages (except properly identified bicycles in the racks provided), nor is the Association responsible for damage, loss or theft of any items including approved motor vehicles. Electric cars can not be charged using any common outlets.
2. The storage of bicycles in the walkways, shared hallways, stairwells and/or trash rooms is prohibited. Bicycles may be

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stored, when properly tagged with owner's name and condo unit number, in the Sea Cove garage or in the owner's unit.

OUTDOOR PARKING

1. Park only in assigned spaces:
 - a. Owners in their named spaces.
 - b. Guests only in spaces marked "Sea Cove". If a "Sea Cove" spot is unavailable, especially in the 1700 building where "Sea Cove" spots are scarce, instruct guests to use the "Sea Cove" spots in the 1616 building, or vice versa. Alternately, if "Sea Cove" spots are unavailable, your guests can park in the beach parking lots immediately north of our facilities. If parking in the public beach parking lots, cars should be removed by 8 PM since overnight parking is not permitted.
 - c. Renters - Owners who rent their units should advise their tenants to use the outside/inside parking spot assigned to the owner of the unit they are renting and labeled with the owner's surname.
2. Spaces designated "SERVICE" are reserved for contractor/service vehicles.
3. Spaces marked "Loading and Unloading" are to be used only for the period during which vehicle contents are being transferred. As a courtesy to others, please limit the time your vehicle occupies these spaces to a maximum of 20 minutes.
4. The following categories of factory stock motor vehicles are authorized to park on Sea Cove property:
 - a. Automobiles
 - b. Sport Utility Vehicles
 - c. Passenger Vans
 - d. Light Duty trucks

When used for personal transport, light duty trucks are permitted. Heavier duty trucks and/or truck vehicles modified for recreational or commercial purposes are prohibited. Prohibited modifications include but are not limited to: signage of any type, camper tops, oversize wheels and suspensions, tool boxes, racks, tailgate lifts and wrecker towing devices.

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Boats, trailers, motor homes, race cars, truck vans, mopeds, motorcycles and other types of commercial and recreational vehicles cannot be parked anywhere on Sea Cove property. Violators will be subject to towing and the associated costs.

5. Parking on Sea Cove property requires that all vehicles be operable, registered/licensed and titled. This includes golfcarts which can only be parked in the Owner's assigned parking spot.

6. Washing vehicles, changing oil, or making vehicle repairs on Sea Cove property is prohibited.

Anyone parking on Sea Cove's property in violation of the rules shall be deemed a trespasser subject to the remedies of the law.

TOWING

Unauthorized vehicles are subjected to being towed at the vehicles owner's expense. Sea Cove owners are encouraged to report any suspected unauthorized use of Sea Cove parking to a member of the Board of Directors, or the On-Site Maintenance Person weekdays 7:30 AM to 3:30 PM or Elliott Merrill. Board Members or the Elliott Merrill Community Association Manager are the only ones authorized to have a vehicle towed. See the lobby bulletin board(s) for the names and phone numbers of the current Sea Cove Directors.

STORAGE

Walkways in the storage areas must be kept clear at all times to comply with local fire department regulations. All items must be stored **inside** the personal storage lockers assigned to owners.

GROUND

1. Littering anywhere on Sea Cove property is prohibited.
2. Skating, skateboarding, ball playing, volley ball, tennis, badminton, etc. and riding of bicycles on Sea Cove property are prohibited (except for bikers leaving or entering the property).

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3. It is illegal to climb over a fence, wall or locked gate to gain entry to Sea Cove property. Those who do so will be considered as "Trespassers" subject to penalties of law.

SWIMMING POOLS & SUNDECK AREAS

POOL HOURS: DAWN TO DUSK.

Pools will be closed from 7:00 a.m. to 8:30 a.m. for maintenance and cleaning

GENERAL:

All sand and dirt must be completely removed before entering the pool area, the pool itself, or the building, especially the Club House Room. This should be done at the shower adjacent to the pools.

SWIMMING POOLS:

1. All persons using the swimming pools or sundeck areas do so at their own risk.
2. Pool rules are set by the state of Florida; a summary is posted in each pool area and they must be followed.
3. Babies or children wearing diapers are not permitted in the pools at any time. NOTE: Diapers are to be treated as waste materials, and must be sealed in plastic bags and disposed of in the main garbage dumpster. Do not put diapers in outside trash cans or leave in the waste baskets in the restrooms.
4. Sand picked up at the beach must be completely removed at the "Wash Station" and all dirty rags and paper towels are to be placed in the trash can and the lid tightly closed. **PLEASE - Do not enter the Club House Room or walk to or in the pool until your shoes, feet and hands are completely free of all sand.**
5. **ONLY FLOTATION DEVICES ATTACHED DIRECTLY TO A CHILD ARE PERMISSIBLE IN THE POOL.**

RAFTS (ALL SHAPES AND SIZES), PLASTIC FOAM CYLINDERS (REFERRED TO AS "NOODLES"), AND INFLATABLE TUBES OR RINGS OF ANY TYPE ARE NOT TO BE USED IN SEA COVE POOLS.

LIABILITY INSURANCE FOR SEA COVE'S TWO POOLS IS EXTREMELY COSTLY, THUS EACH RULE/REGULATION MUST BE OBEYED.

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**SEA COVE'S POOL RULES ARE SANCTIONED BY THE STATE OF
FLORIDA AND ITS INSURANCE CARRIER. VIOLATIONS CANNOT AND
WILL NOT BE CONDONED. THE RULES APPLY TO EVERYONE.**

SUNDECK AREAS:

1. Cell phones, radios, and stereos (including tape, disc and cassette players) are to be used with discretion and, if bothersome to anyone in the area (including residents of nearby condo units), must be turned off immediately or the owner of the device must use personal head phones.
2. All food/drink must be in metal, plastic or paper containers, confined to the tables provided and completely removed by those who brought it. Glassware and ceramic type cups and dishes are prohibited.
3. Grilling/barbequing is strictly prohibited.
4. Those using table umbrellas are responsible for closing them when they leave the sundeck; the umbrellas are expensive and easily damaged by winds and storms.
5. Running, yelling, horseplay and playing of games or ball on the sundeck, the grass, or anywhere east of the main oceanfront buildings is prohibited. This includes the dune crossover at the 1616 building.
6. Those using suntan oils, creams or lotions should cover the lounges or chairs before using them; this keeps the plastic strapping from getting stained and discoloring.
7. If you leave the sundeck and expect that you will be gone longer than 30 minutes, remove your personal items from the chair/lounge so that someone else can use it. "Saving" a lounge chair by draping your personal items over it is being inconsiderate of others.
8. Removing lounges, chairs, tables or umbrellas from the sundeck - even temporarily- is prohibited.

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9. All pool furniture and tables must be placed so that the entranceways to the first floor condo units are not blocked.

10. When you leave, please place back in its original position any pool furniture you used. Please take your personal belongings, including personal garbage with you when you leave. Garbage may be deposited in the trash can next to the wash station.

DUNE CROSSOVERS

The dune crossovers are to allow access to the beach without disturbing the dune areas. NOTE: It is a violation of Florida State Law to enter into or disturb anything in the dunes.

BEACH

When you leave the beach, shower thoroughly; clean your body and swimwear of all sand and make sure that children do the same **BEFORE** walking on the paved walkways, entering the Club House Rooms or use the pool. Sand is extremely damaging to the filtration system of the pools as well as the flooring in the Club House Rooms.

CARTS (FISHING and OTHERS) and GEAR

Carts (fishing and others) and gear are not permitted to be brought through the Club House Rooms. Please use the public beach access walkways to reach the beach with fishing gear. First floor residents of the south building may use the Sea Cove walkway for beach access.

APPENDIX

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Full size printed copies of the following Procedures, as well as copies of the Application to Lease or Purchase and Request for Construction Work forms can be obtained from Elliott Merrill Community Management:

- Procedure 7 - Owner Private Use of Club House Rooms
- Procedure 8 - Common Area FOB Procedure and Purchasing
- Procedure 9 - Lease & Purchase Application
- Procedure 10 - Storm Shutter Installation, Repair and Maintenance
- Procedure 11 - Air Conditioner Installation, Repair and Maintenance
- Procedure 12 - Balcony Railing Installation, Configuration and Ownership
- Procedure 13 - Renovation of Units
- Unit Close Up Check List

**Elliott Merrill Community Management
835 20th Place Vero Beach, FL 32960
772-569-9853**

Sea Cove Owner Private Use of Club House Room

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Procedure #7

The purpose of this procedure is to define the process for an Owner to reserve one of the Sea Cove Club House Rooms (1616 or 1700 building) for their private use, and to enumerate their intentions for such use. The requesting Owner must agree to and adhere to the following requirements:

- Be in attendance at the event
- Ensure that the room will not be used for any third party events such as business type activities/meetings, non-Sea Cove club meetings or other meetings/social gatherings involving primarily non-Sea Cove owners.
- Limit the number of individuals in the room to no greater than 25
- If the Association's employees have to do any cleaning as the result of the event, the owner will be billed at a charge of \$50/hour.

Private Use of Club House Rooms Is Not Available to Sea Cove Renters, or Their Guests

Note that Sea Cove renters are always welcome and encouraged to participate in Sea Cove Board of Directors (BOD) sponsored social functions that are organized by the Social Committee throughout the year.

How to Request Use of a Club House Room

In order to schedule and secure the private use of a Club House Room, an owner is required to submit a completed copy of the "Sea Cove PRIVATE USE OF CLUB HOUSE ROOM AGREEMENT" form, available from Elliott Merrill Community Management (Sea Cove's property management organization) at 772-569-9853 ext 105, or by visiting their offices located at 835 20th Place, Vero Beach, FL. The completed form must be submitted to Elliott Merrill or a Sea Cove BOD member.

Confirmation of Owner Request

Within 96 hours of receiving the completed "Sea Cove PRIVATE USE OF CLUB HOUSE ROOM AGREEMENT" form and the associated

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fee, Elliott Merrill will ensure that the requested date/time is available for use by the owner and his/her guests, and notify the requestor that their request has been approved/disapproved.

Pre and Post Use Inspection

A Sea Cove representative will inspect the room prior to and after each private event. It is your responsibility to inspect the room immediately prior to your event and have Elliott Merrill, a member of the Sea Cove BOD or the Social Chairperson note any existing damage or concerns that you might have on the agreement form. The requesting owner will be totally responsible for all damages, items taken and cleaning (which must be done immediately following the end of the function) as well as the behavior of attending guests. Supplies stored in the Club Room cabinets are strictly reserved for Sea Cove Social Committee sponsored gatherings and are not available for owner private gatherings.

Notes

- ▣ Our Club House Rooms are “pass through” rooms and other individuals in residence may/will be walking through your event while it is in process.
- ▣ No nails, pins, tape, staples or other fasteners that can cause damage to the Club House Rooms or other common areas are to be used to hang/display any decorations or signs.
- ▣ The Club House Room doors are not to be propped open at any time.
- ▣ You may reset the thermostat to ensure a comfortable environment for your event, but, you are required to reset the thermostat to 76 degrees at the end of your event.

Date of Adoption: 3/27/2014
Revised and Approved: 10/31/2019

FOB ENTRY SYSTEM KEY EXCHANGE AND PROCEDURE FOR SEA
COVE CONDOMINIUM ASSOC.
JULY 2021

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PROCEDURE # 8

- Each Owner at the time of install will receive three {3} FOBS at no cost. Each FOB will be registered to that Owner. There will NOT be a one for one exchange for keys previously purchased.

**If an owner sells their unit, they shall transfer their FOBS to the new owner, if FOBS are not transferred at the point of sale (due to lost FOBS, etc.) the new owner will be required to purchase any FOBS, they will not be provided by the association at no cost.*

- Three {3} additional fobs can be purchased and registered for \$25 each.
- Any additional FOBS over six {6} requested will cost \$100 each and will require approval of the Board.
- If a FOB is not working, a replacement FOB will be issued at no cost. The non-working FOB will need to be returned to Elliott Merrill to be deactivated and cannot be used to enter our buildings.
- Lost FOBS will need to be reported to Elliott Merrill and they will be removed from your account and will not count towards the number of FOBS that have been received. Replacement FOBS for lost FOBS will be at a fee relative to the number of FOBS received. (EX: if you have 4 FOBS and you lose 1 FOB, a replacement cost for your 4th FOB will be \$25, and it will be noted on your account that you still only have 4 FOBS). Owners can contact Elliott Merrill with any questions.
- After the FOB ENTRY SYSTEM is installed, there will be a period of time, both existing keys and the new FOBS can be used to enter our buildings. When the Board is satisfied that all Owners have become familiar with the new system, the locks will be changed and the existing keys will no longer work.

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- The key entry locks will be used by authorized persons only. US Postal, Fire/Rescue, Police, Elliott Merrill Community Management Personnel and Sea Cove Board Members when required.
- The FOB ENTRY SYSTEM has a battery backup system that supplies power to the system for forty-eight {48} hours. If there is a power outage lasting longer than forty-eight {48} hours, access to the buildings will be provided through unlocked gates. The 1616 building will be through the north gate leading into the courtyard and the 1700 building will be through the south gate leading into the courtyard.
- OWNERS WITH REGISTERED GUESTS OR TENANTS: Owners will be responsible to provide a FOB to their Guests or Tenants. Guests and Tenants will not be able to obtain a FOB from Elliott Merrill Management.

*Any questions or FOB issues to report, contact Elliott Merrill Management at 772-569-9853 x 105.

SEA COVE LEASE OR PURCHASE APPLICATION/APPROVAL
PROCEDURE #9

SEA COVE CONDOMINIUM
RULES, REGULATIONS & PROCEDURES

****The minimum rental period is thirty (30) days. Units Purchased after June 2021 are limited to three (3) rental periods per year.***

The purpose of this procedure is to define the process for submitting an application to lease or purchase a condominium unit in Sea Cove. The Sea Cove Application to Lease or Purchase a unit must be submitted a minimum of thirty (30) days prior to the anticipated lease commencement date or sale date, along with a non-refundable application fee of \$100. Failure of the Owner to have the applicant follow this procedure will result in a fine of \$100 payable with the application and in the termination of any lease entered into where this procedure was not followed. The process is as follows:

- Applicant obtains a copy of the Sea Cove Condominium Association's "Application to Lease or Purchase a Unit." The application can be obtained directly from the Sea Cove management company (Elliott Merrill Community Management, 835 20th Place, Vero Beach, FL. 772-569-9853), the applicant's real estate agent or the unit owner/seller.
- Applicant completes the application and sends it in full with the application fee to Elliott Merrill Community Management (EMCM).
- Application and fee are received at EMCM and recorded.
- EMCM will give/send the applicant:
 - a copy of the Sea Cove Rules, Regulations & Procedures booklet
- Once EMCM receives the completed application, the buyer or tenant will be considered, approved or declined, as determined by the BOD. All new buyers will be contacted by a BOD to answer any questions and to assure that the Rules, Regulations & Procedures are truly understood.
- The BOD, or their representative, will complete the application and return it to the applicant.
- The completed "Agreement Letter" that accompanies the application, will be filed with the copy of the application to be available for possible future use such as "rule enforcement".

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Page 1 of 2 (Lease or Purchase Application Form)

1616 Sea Cove Condominium Association, Inc.
Application to Lease or Purchase a unit

This completed form, along with an executed copy of the sales or lease agreement and a non-refundable application fee of \$100.00 made payable to 1616 Sea Cove Association, must be submitted for approval of the Board of Directors in advance of the proposed lease or sale.

The above documents and fee should be submitted to Elliott Merrill Community Management, 835 20th Place, Vero Beach, FL 32960. 772 569-9853, at least 30 days in advance of the scheduled transaction date. Before any application for the sale of a condo can be approved, the prospective buyer must meet with a member of the Sea Cove Board of Directors.

Please check the information in the box below:

This is an application to: buy _____ lease _____ Condo unit no. _____ in the following section of Sea Cove:	
1700 North Main Building	_____
1700 North Villa	_____
1616 South Main Building	_____
1616 South Villa	_____

Owner of the Condo unit is _____

Name of Lease-Sale Applicant _____

Name of Applicant's Spouse _____

Have you previously rented at Seacove? _____

Names of Other Family who will reside in the above listed unit:

Total number of people who will be living in the Condo unit _____

The Board suggests that no more than six (6) persons, including children, be in residence at one time. *Renters cannot, at any time, sublet or turn over use of their rental unit to others.*

Applicant's current address and phone number(s):

Phone No(s). _____

Email: _____

Duration of proposed lease: from: _____ to: _____

The minimum rental period is thirty (30) days.

Expected closing date (purchase only): _____

If you are purchasing the unit, do you plan to occupy it full time? Yes _____ No _____

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Page 2 of 2 (Lease or Purchase Application Form)

Type of Pet (owners only): _____

One pet allowed and must be a domesticated cat or dog weighing less than 10 pounds and belonging only to the unit owner. Pets must at all times be carried on walkways and elevators.

Type of vehicle: _____

Factory stock automobiles, sport utility vehicles, passenger vans, and light duty trucks may be parked on Sea Cove property. Boats, trailers, motor homes, race cars, truck-vans, mopeds, motorcycles and other types of commercial and recreational vehicles cannot be parked anywhere on Sea Cove property.

Applicant's clubs and/or other social affiliations (Please list full names and addresses):

Local emergency contact: _____

Applicant's personal references. Please list two references with contact information.

Applicant's banking references. Please list two with contact information.

Name of realtor and agent handling this application:

Realtor: _____

Agent: _____

Has the applicant been supplied with a copy of Sea Cove's Rules and Regulations? YES _____ NO _____

I/we the applicant(s) will abide by the rules and regulations of the Sea Cove in their entirety if this application is approved.

Signature of applicant _____ Date _____

Signature of spouse _____ Date _____

Application approved: _____ Date _____

Association President

Application denied: _____ Date _____

Association President

Reason for denial: _____

SEA COVE CONDOMINIUM
RULES, REGULATIONS & PROCEDURES

**STORM SHUTTER INSTALLATION, REPAIR AND MAINTENANCE
Procedure #10**

All Unit Owners: The Sea Cove Board of Directors has unanimously adopted the following guidelines for storm shutter installation, repair and maintenance. All unit owners must ensure their shutter contractors follow these procedures because storm shutters are attached to the Association's common property.

Florida law and the Association's documents of incorporation specify that the Association is responsible for all common property. Since a unit owner's shutters are attached to the common property of the building, the unit owner must ensure that his/her shutter contractor follows the Association's guidelines. Unit owners who fail to ensure that their contractors follow Association guidelines for installation, repair and maintenance, will be financially liable for the expense of repair to damaged common and unit property (s) resulting from weather intrusions at the point of attachment to the Association's common property.

PURPOSE: To ensure that all shutter installations, repairs and maintenance work is done with the proper/Association approved materials and that they meet Sea Cove's specifications/standards.

Elliott Merrill Management must be notified prior to any/all shutter installation and repair or maintenance that require work on the outside of the unit (on the building). Once they are notified, the work can be done. If no notification has been received, the worksite could be shutdown. Arrangements can be made for maintenance to allow contractors in, but must be made through the Elliott Merrill office. All hardware must be stainless steel or other material suitable for ocean side use. All old holes must be filled with the sealing caulking shown below. Any new holes must be filled with the caulking shown below prior to inserting bolts/screws or any other hardware and they should be located out of the weather (under the shutter housing). There should be no unsealed opening on the exterior walls. Once the work is complete, the Site Maintenance Person must be notified and he must review the work prior to putting the shutter housing in place. The shutter housing must be properly sealed to the weather and the sealing caulking must be "Sikaflex - 15LM" polyurethane sealant or an equivalent polyurethane sealant with prior approval by the On-Site Maintenance Person.

PLEASE NOTE as it is very important: Florida Law and the Association Documents make the unit owner responsible for any water damage occurring after said installation, repair or maintenance is completed if it is found that the Contractor did not properly follow/meet this procedure.

SEA COVE CONDOMINIUM
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**AIR CONDITIONER REPLACEMENT, REPAIR AND MAINTENANCE
Procedure #11**

At Sea Cove, the Association purchases and maintains the roof top condenser equipment and the Condominium Owner purchases and maintains the air handler equipment found within their condominium unit (All components must be compatible with one another). As of January 1, 2010 in order to meet the changes in the Air Conditioning Refrigerant Standards adopted by the U.S. Government, all equipment must be in compliance with the new 410A refrigerant. Therefore, all owners replacing their air handling equipment must do so (as approved/adopted by the Sea Cove board of directors) with 410A equipment. Sea Cove will supply the compatible 410A roof top condenser unit as part of that installation.

In order to implement the above air conditioning standards, standardize the equipment, minimize and control the wear and tear to the building and the roof, the Board of Directors has approved the following equipment as well as only allowing the current approved supplier access to the roof:

Current approved supplier -

Barker Electric, Air Conditioner and Heating Inc.
1936 Commerce Avenue Vero Beach, Florida 32960
772-562-2103 fax 772-562-5340

Owner's equipment, found inside unit (owner's responsibility) -

- Air Handler, Trane 3 ton, SEER 410A (4TEC3F36). This unit has a 10 year parts and a 1 year labor warranty.
- Thermostat, White Rodgers, single stage digital/non-programmable (1F86-344) with time delay.
- In-line Float Switch, EZ Trap inline condensate overflow switch.
- Sight Glass, Emerson Liquid/Moisture indicator (HMI ITT3).
- Johns Manville duct board is to be used for the plenum tie-in and to line the return box.

Roof equipment, found on roof (Association's responsibility) -

- Condensing Unit, Trane 2.5 ton SEER 410A (4TTR303). This unit has a 10 year parts and 1 year labor warranty.
- Sea Coast Kit (BAYSEAC001), installed as an extra protection against corrosion and to keep the warranty on the condensing coil.
- Date and place the unit owner's number on the unit.

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Miscellaneous-

- The 410A flush kit to be used to purge the copper Freon line that connects the Air Handler to the Condensing unit is the Qwik System Flush. It flushes oil, moisture and other impurities out of the Freon lines

Sea Cove Air Conditioning System Repair Procedures

The Sea Cove air conditioning systems consist of two main assemblies, a roof mounted compressor/coil that is the responsibility of the Association, and an air handler, located in your unit's utility closet, that is the responsibility of the Sea Cove owners. The purpose of this communication is to outline the steps to be followed when an air conditioning system fails and repairs are needed.

In addition to cooling, air conditioning systems also dehumidify the air to a comfortable level. If the system fails, conditions within a unit may deteriorate to the point that mold may form due to high humidity/temperature levels. Outlined below are the steps to follow to get Barker Air Conditioning to service your system.

Unit Owner in Residence at Sea Cove

- Call Barker and make a service appointment that's convenient for you since you are responsible for providing the Barker technician with access to the building and your unit. If the technician needs to return to his truck, you are responsible for getting him in and out of the building. You might consider giving him a Sea Cove FOB for temporary use during his service call.
- Call Elliott Merrill Community Management (EMCM) and inform them that you have made arrangements with Barker for a service call.
- Advise the Barker technician to bill you for any repairs made to the air handler and associated in-unit equipment, e.g., thermostat, filter, etc. Barker will separately bill the Association for any compressor repairs.

Unit Owner not in Residence at Sea Cove

If you are not in residence at Sea Cove, you have several ways to determine if your air conditioning system is operational.

- You may ask a friend, relative, renter or local monitor to check your unit occasionally. Naturally, you are responsible for providing them with the front door access and your unit keys. If service is required, please do not ask EMCM office or on-site personnel to provide access to the building or your unit. They have been instructed not to do so when other

SEA COVE CONDOMINIUM
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arrangements are available to you. Follow the steps outlined above for Barker appointments (772-562-2103) and service calls.

If your friend, relative, renter or local monitor is not available for the Barker service call, please call Elliott Merrill Community Management (EMCM) and ask to make arrangements with Barker for a service call. In this instance, the administrative assistant will advise our on-site maintenance personnel to provide the necessary building and unit access for Barker. This service is provided since the Association considers the potential for mold formation to be an emergency situation. IN THIS SITUATION, THE ASSOCIATION, ON-SITE EMCM PERSONNEL AND BARKER WILL NOT BE RESPONSIBLE FOR IN-UNIT DAMAGE OR LOSS.

If the On-Site Personnel or another party determines that there is a problem, all best efforts will be made to contact the Owner at once. If the Owner cannot be contacted within 48 hours to discuss the problem and initiate/agree on the corrective action, the Association will exercise its right to intervene to protect the common property of the Association and other potentially affected unit properties. Notwithstanding the foregoing, if on-site personnel determine that immediate access is required, they may enter the affected unit and take the necessary steps to remediate an issue within the unit and protect the common property at the expense of the unit owner.

- Another method of determining if your air conditioning system is operational is to install a cellular-based or Wi-Fi based temperature/humidity monitoring device. These devices will alert you if conditions within your unit exceed per-determined temperature or humidity limits. Board members will be happy to identify the available options in more detail. A less desirable method is to monitor your monthly FPL utility bill to spot a low power consumption situation that may be due to a malfunctioning air conditioning system. If you believe your system has malfunctioned and you don't have anyone available locally to assist you, please call Elliott Merrill Community Management and ask the administrative assistant to have an EMCM on-site individual check your system. If a Barker service call is required, Elliott Merrill will make the necessary arrangements with Barker and On-site Personnel. If the EMCM on-site individual determines that your air conditioning system is operational, a \$50 convenience fee will be charged to you for the unit checking service.

If the entire system is in need of replacement, the Owner will be called by Barker and given the price of his/her portion of the system (the entire air handler equipment located within the Owner's unit). Once approval is

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granted, a faxed proposal for the Association's portion of the system (the condensing unit located on the roof) is sent to the Elliott Merrill Manager.

Once approved by the Community Association Manager, the job is scheduled with the customer (unit Owner) and the On-Site Maintenance Person is notified as to when the Barker employees will be on the roof.

If you have an annual contract (Plan B) with Barker, please make your own arrangements for the annual inspection/filter-change. EMCM on-site personnel will not be available to give Barker access to the Sea Cove facility or your unit.

BALCONY RAILING INSTALLATION, CONFIGURATION AND OWNERSHIP
Procedure #12

The purpose of this procedure is to define the approved Balcony Railing Installation, Configuration and to define the Balcony Owner's Responsibility.

The balcony railings are owned by the unit owner and their safety, maintenance, repair and replacement are their responsibility. The Association is NOT responsible for them in any way. If however, a safety issue is seen during a balcony or building inspection, the owner will be notified of the issue. This will be done as a courtesy and is not being done to relieve the owner of their responsibility in any way.

Included in this procedure is the approved detailed drawing of the railing configuration/mounting - please pay special attention to the mounting. All railings must match the building railings cosmetically and must be code compliant.

If an owner wants to recoat their railing, the Association will provide the paint or the owner may purchase it on their own. Make sure the railing is properly prepared (washed/cleaned) before repainting. Owners are required to maintain all railings associated to their units. Owners with railings that require recoating will be notified by EM and if work is not completed, The Association will recoat and assess the Owner for all costs incurred.

The approved paint, color and supplier is as follows:

Porter Glyptex urethane Enamel
Sea Cove Railings
Product PP4144/04 Ultra deep
Color # 919703000004742 (B-1Y+18;C-45+1/2;E-5;F-1; L-1Y;W-16)

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**Suggested supplier: Pittsburg Porter Paint,
1160 19th St., Vero Beach
772-569-4360**

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RENOVATION OF UNITS
Procedure #13

No Owner shall make any repairs, replacements, changes, additions, improvements, decorations or alterations in or to any Unit which (i) require the issuance of a building permit, (ii) affect the structural portions or base building systems and equipment of the Building, (iii) affect the Common Facilities or the exterior façade of the Unit or Building, without the prior written consent of the Board. **All Construction Requires Elliott Merrill Be Notified.**

The following conditions shall apply to any Renovation pursuant to this Section:

1. The Owner, at his/her sole expense, shall make any such applications for and obtain all permits and approvals required under any zoning laws, regulations and requirements. If there is any question whether a permit is required, please call the engineering department at the City of Vero Beach at 772-226-1260;
2. The Owner shall have received the prior written consent from the Board and any architect and/or engineer if appointed by the Board to review such changes;
3. The Owner shall provide each contractor a Rules Book and will be responsible to ensure the contractor complies with all the rules in the Rules Book;
4. The Owner shall complete all Renovations required at his/her sole expense by an insured and licensed contractor and in a good and workmanlike manner in compliance with all laws in effect;
5. Prior to the commencement of any Renovations, the Owner shall provide the Board with a certificate of insurance from each contractor as may be reasonably required by the Board; and
6. The Owner agrees that the Association, or its representatives or agents will have unrestricted access to the Units to inspect the work being conducted until such time as the work is complete. The Owner shall provide the Association with a certification from its contractor that all Renovations have been completed in accordance with the terms of this Rule and any laws in effect.
7. Any work undertaken where a permit was required or in breach of any zoning laws, regulations and requirements or where the work is being undertaken by an unlicensed contractor will be reported to the City of Vero Beach.

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Procedure #13 - APPLICATION for CONSTRUCTION, ALTERATION or REPAIR

1616 SEA COVE CONDOMINIUM ASSOCIATION, INC.
c/o Elliot Merrill Community Management Association

Attn: Haley Breier

835 20th Place, Vero Beach, FL 32960

Telephone: 772-569-9853

email: haleyb@elliottmerrill.com

Building (circle one): 1616 / 1700 Unit #: _____

Unit Owner Signature(s): _____

Unit Owner Printed Name(s): _____

General description of proposed modifications, including total estimated cost:

- Have you hired a General Contractor (GC) to supervise the overall job and manage subcontractors?
(Circle one) Yes No – If Yes, provide information request below.
- Will any of the alterations/repairs entail STRUCTURAL, NON STRUCTURAL or FIREWALL MODIFICATIONS including removal, additions, penetration or repair of any of the existing interior walls or ceilings? (Circle one) Yes No – If YES, provide details on an additional page and provide sketch(s), drawing(s) or marked up photos of the proposed modifications written and stamped by the licensed & insured General Contractor (GC) doing the work.
- Will the ELECTRICAL UTILITIES be changed? (Circle one) Yes No - If YES, provide details of proposed work on an additional page with drawings written and stamped by the licensed & insured electrical contractor doing the work.
- Will the PLUMBING UTILITIES be changed? (Circle one) Yes No - If YES, provide details of proposed work on an additional page with drawings written and stamped by the licensed & insured plumbing contractor doing the work.
- Will the AIR CONDITIONING SYSTEM/DUCTS be modified? (Circle one) Yes No - If YES, provide details of proposed work on an additional page with drawings written and stamped by the licensed & insured HVAC professional contractor doing the work.

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GENERAL CONTRACTOR'S (GC) INFORMATION:

Name: _____

Address: _____

Telephone: _____ Florida License # _____

Provide copy of General Contractor's Insurance Certificate for proof of insurance along with their W-9.
The Association must be listed as Additionally Insured.

It is agreed that the Sea Cove Association will not be responsible/liable for any injuries or litigation associated with the execution of the work described above. The undersigned agree that they and/or their contractor(s) will assume all workman's compensation liabilities, including lost wages, and that they shall indemnify, defend, and hold harmless the Association from and against claims, damages, losses, and expenses, including but not limited to attorney's fees, arising out of, or resulting from, the execution of the above stated work.

Please post permits in a readily visible unit window while work is being performed.

Estimated Period of Performance:

Work Start Date: _____ Work Completion Date: _____

It is the unit owner's responsibility to ensure that the contractor understands and abides by all rules and regulations of 1616 Sea Cove Condominium Association Inc. during the renovation and the contractor(s) must comply with City of Vero Beach building codes. The undersigned owner(s) requests permission to alter or repair the condominium property and submits true and correct information in support of the request.

Signature of Owner(s): _____

Date: _____

ASSOCIATION: APPROVAL _____

DISAPPROVAL _____

Date: _____

BOARD OF DIRECTOR SIGNATURE: _____

Date: _____

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Unit Renovation Precautions

Our Sea Cove building was constructed in the early 1980s and the pace of facility maintenance by the Association and unit renovations by owners has increased in frequency and magnitude. The Association has been working to maintain and improve the common elements and the owners have been maintaining and modernizing their units.

The purpose of this communication is to remind owners that certain elements within their units are part of the association common property and cannot be altered without written permission from the Board. These elements include the roof drain lines that pass through some interior walls and the video feed conduits that bring television, internet and VOIP (Voice Over Internet Protocol) telephone services to each unit.

The vertical runs of video cables emanate in the facility rooms on the ground floor near the elevators, pass through conduits and make their way to all units. Each unit has a dedicated video cable. Upper floor cables pass vertically through lower floor units and it's essential that these vertical cables and their associated conduits are not disturbed or altered in any way. The horizontal cable runs within units, connect to the vertical cable feeds are not common property and they can be rerouted or replaced to suit individual renovation or maintenance plans.

The roof drain lines are four (4) inch PVC pipes that are embedded in the kitchen/living room dividing wall. It is essential that extreme care be taken when mounting items (TVs, mirrors, etc.) to these walls to prevent piercing the PVC with mounting nails or screws. In addition, the roof drain lines should never be altered or diverted in any way during alterations. The same is true of bathroom vent ducts, plumbing vent lines, dryer vent ducts or air conditioner/water heater drain lines. These are also common property and they should never be altered.

Contact the Board or Elliott Merrill Community Management (EMCM) if you have any questions.

Approval by the Sea Cove Board of Directors is required prior to the commencement of any Construction Work.

Prior to any construction work to a unit, the owner must submit to the Board of Directors this "Request for Construction Work" form. The Board must approve the work to be performed in advance. The owner is responsible for complying with all relevant building codes, permits and inspection requirements and all Sea Cove Rules and Regulations. If the scope of work changes; the request for approval must be resubmitted.

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No repair, renovation, remodeling, alteration or similar construction work may be performed from November 15th through April 1st although the Board may approve exceptions in the case of an emergency or other reason deemed sufficient to the Board with consideration for the disturbance involved. No work is to be done at any time of the year prior to 8:00 A.M. or after 4:00 P.M. or on weekends or legal holidays.

It is the Owner's responsibility to ensure their contractors park in the designated parking spaces or in the owner's marked space except for loading and unloading supplies and equipment.

Owners should provide their contractor with Sea Cove's "Contractor Rules & Regulations" prior to the start of the work.

SEA COVE Condominium
Unit Close-Up Check List

For those residents who will be "closing up" their units for the summer or an extended period of time, below are some helpful hints that should help to reduce the risk of leaks, problems and other disasters while you are away.

Change the filter in your A/C air handler as a new/clean filter will help your unit run more efficiently. Make sure your unit is working properly. Put 1/2 cup of bleach into your A/C drain line to ensure that it is free of algae build up. This will prevent overflow. To be safe, have your air conditioning system checked by a licensed A/C service person before the beginning of the warm weather. A properly running maintained system will save many mildew and moisture problems later.

- Stop mail and newspapers
- Clean out dryer exhaust hose. Replace hose if it is not metal.
- Close hot/cold water valves at washer. It is a good idea to close these valves after each wash or when you are leaving for even a short time. Check water hoses. If they are rubber, they should be replaced with hoses of braided material (preferably metal) hoses.
- Turn-off ice maker (lift arm)
- Clean out all food from refrigerator and freezer
- If you decide to turn off your refrigerator - prop open the doors
- Shut-off main water supply valve. Shutting off of the main will shut-off the water to the entire unit. Open a faucet to make sure that all water is off and to relieve water pressure.

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- Shut-off hot water heater circuit breaker. Other circuit breakers can remain on - remember not to shut-off the A/C circuits. Check stove to make sure all burners are off
- Remove everything from balconies
- Cover toilet bowls and tank with saran wrap & add 1/4 cup bleach to kill bacteria & mold. Covered bowl/tank will stay full & cleaner
- Cover drains to make them air tight after pouring a 1/4 cup of vegetable oil in the drain.
- Garbage disposal - pour 1/8 cup of lime\ lemon juice followed by 1/4 cup of vegetable oil. Run a couple of seconds. Add another 1/4 cup of vegetable oil. Citric acid kills bacteria & the oil drives out the water and helps to lubricate the unit.
- Open dishwasher door
- Open drawers and all closet doors
- Empty all trash and recyclables
- Set your HEAT-OFF-COOL switch to COOL
- Set your fan switch to AUTOMATIC
- Set thermostat to 78 degrees or lower (cooler is better).
- If you have one, set humidity control, to 65 percent or lower (60 percent is better)
- Unplug all small appliances and electronics that are not "needed" while you are away to protect them from surges
- Check all windows for proper close/lock and lock all slider doors
- Notify Elliott Merrill of your departure date. Call 772-569-9853 x105 so that you can be contacted/notified in case of an emergency.
- Close all storm shutters
- Place fresh batteries (two AA) in your digital air conditioner wall thermostat. Should the batteries die, your air conditioner will not work.

Please note: This is a suggested list of helpful hints to be followed each time your unit is vacated for the season or an extended period of time. There may be other things that you may want to do.

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IMPORTANT TELEPHONE NUMBERS

Elliott Merrill Community Management
835 20th Place
Vero Beach, FL 32960
Phone: (772) 569-9853 x105 ~ Fax: (772) 569-4300
Community Association Manager (CAM) - Laurie Tyler

Website: www.elliottmerrill.com

The Elliott Merrill website may be used to access the Owners Portal and or view public documents for the association.

The Maintenance office contact number is (772) 231-3008
For maintenance requests, please complete a maintenance form (forms are available in the front lobbies) and then place the completed forms in either the 1616 Club Room or the 1700 office door mail slots.

Emergencies Only: Fire - Police - Medical 911

Vero Beach Police: (772) 978-4600

Property Emergencies - After Hours: (772) 569-9853

Ask for the Elliott Merrill Community Manager on duty.

Auto Registration, Title and Plates (772) 567-8000

Comcast (800) 266-2278

FL Driver's License (772) 778-5087

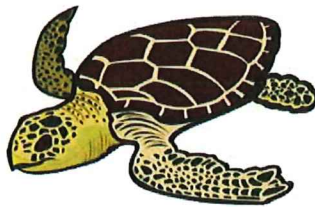
Voting Information (772) 567-8187

SECURITY IS EVERYONE'S RESPONSIBILITY

SEA COVE CONDOMINIUM
RULES, REGULATIONS & PROCEDURES

**DON'T HESITATE TO CALL THE VERO BEACH POLICE - THEY
WILL RESPOND QUICKLY!**

NOTICE



**The official turtle nesting season starts March 1 and runs
through October 31.**

***Please remember to close your drapes after dark and turn
off your balcony lights***

**Residents can be fined directly from the Sea Turtle
Conservancy.**

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.