

## **Sands on the Ocean Common Area Maintenance Policy**

### **General**

Owners must contact the Building Manager or Board President in writing prior to any work being done in common areas to include (a) balconies and (b) elevator and unit entrance lobbies. The Association reserves the right to oversee and regulate any proposed alterations. All work must have written Board approval. Under no circumstances will the association reimburse owners for work performed without specific written preapproval by the Board of Directors.

The Association requires a mandatory insurance certificate specifying Sands on the Ocean Condominium Association as named insured for any construction project that has applied to Association for approval to proceed.

### **Balconies, Exterior**

1. The Association will establish clear specifications for window/slider replacement, the intent being to provide uniform detail as related to construction, color, and window tint. All window/slider replacements must be in compliance with the building code of Saint Lucie County. Color for framework and window tint shall be bronze.
2. Full expense of window/slider replacement/repair/maintenance is the responsibility of the unit owner as per the Declaration of Condominium. Proposed vendor and product must be pre-approved in writing by the Building Manager or Board President and all work, including County Building Department inspections, must be coordinated with the Building Manager. Any deficiencies in concrete deck of either the balcony or interior living space discovered during the window/slider replacement must be immediately reported to the Building Manager for inspection and disposition. At **NO** time is a unit owner to contract for concrete repair. The Association will repair damage to the balcony as well as damage to the interior unit flooring detected during the balcony repairs, but only to the extent of the area actually damaged.
3. The Association will provide a hand-troweled finish concrete deck on the balcony floor and/or interior floor after spalling concrete work is completed. No other finish, including simple paint will be provided at Association expense.
4. Any new deck finish will be restricted to either a painted surface or flow-crete style coating. No new tile installations will be allowed. Any areas of existing tile that must be removed for either concrete deck repair or new slider/window replacement/installation may be replaced in kind at unit owner expense if under 10 % of the total balcony surface. If over 10% of the balcony surface area, all tiles must be removed permanently. Any paint or flow-crete surface installed for any reason is solely the unit owner's responsibility. The Association reserves the right to require all tile be removed at owner expense should the concrete deck exhibit signs of degradation caused or exacerbated by the presence of tile.
5. The Association is responsible for painting all exterior surfaces including railings. The Building Manager will establish a schedule for this work. The Association has no responsibility for the shutters. However, in order to maintain uniformity of the building exterior, the Association may assume responsibility for shutter appearance only. Any required shutter repair/replacement/maintenance is the responsibility of the unit owner, including any necessary one-time repainting of repaired/replaced components to conform to the building exterior.

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6. No new balcony screen installations will be allowed due to ongoing maintenance issues. Existing screening (mesh) may be replaced, but if repair/replacement of screen framing is needed, the entire screen installation will be removed at owner's expense and not replaced. Any expense involved in removing/reinstalling existing screens to allow Association vendors to perform maintenance work on the building exterior is the sole responsibility of the unit owner. The unit owner is responsible for any repainting cost of the screen assembly when the Association contracts for building, railing and shutter painting/maintenance.
7. The Association will establish a procedure for the Building Manager to conduct and document an annual inspection of each apartment balcony for concrete deck integrity, railing stability, and functionality of storm shutters. This report will be submitted to the Board by March 31<sup>st</sup> annually. Unit owners are to be immediately notified of any storm shutter defect found in their unit and be directed to complete required repairs no later than May 30<sup>th</sup> of the same year. If repairs are not complete by May 30<sup>th</sup>, the Association will hire a qualified vendor to effect the repairs, and will charge the cost of those repairs back to the unit owner.
8. The Building Manager will open and close apartments on written request from the owners to ensure safe operation of utilities and proper securing of storm shutters.

**Elevators and Unit Lobbies**

1. The Building Manager will establish a painting schedule for the lobby areas. Any existing wall covering will be removed at the expense of the affected owners when they request a decorating change. If the affected owners wish to have their lobby areas painted in hues other than the Association color scheme, all the affected owners must agree on the change and the owners will provide all required products at their expense. If the affected owners wish to make a change prior to the next scheduled painting, they will pay the entire cost.
2. Carpet floor coverings in lobbies are no longer allowed. When any lobby carpeting is deemed due for removal by Building Manager, it will be replaced only with tiles similar to current elevator lobby installations at Association expense.
3. Any changes in lighting fixtures in common areas must be approved in writing by Building Manager prior to installation. Safety as well as energy efficiency are primary concerns in replacement fixtures. All electrical work must be documented and performed by a Florida licensed electrician. The electrical changes are the sole expense of the affected unit owners.