

Tiara Towers  
Rules and  
Regulations  
February 2022

TIARA TOWERS CONDOMINIUM ASSOCIATION, INC.  
RULES AND REGULATIONS AND  
BASIC INFORMATION

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## INTRODUCTION BY BOARD OF DIRECTORS

Unit Owners are responsible for the actions and conduct of Tenants, family members and Guests related to the compliance with the Declaration of Condominium, By-Laws and these Rules and Regulations.

Unit Owners shall make available to their Tenants, family members and Guests a copy of these Rules and Regulations and apprise them as to the importance of compliance.

Violations will be dealt with on an individual basis.

Enforcement of the Rules is shared by Unit Owners, the Management Company and the Board of Directors, as delineated in this booklet.

The Board of Directors

Tiara Towers, a Condominium

Dated 02/15/2022

## PROCEDURES FOR ENFORCEMENT OF RULES

All Unit Owners and Tenants are encouraged to call any observed violations to the attention of the violator (with witnesses, if possible), with courtesy and respect. If desired, further action may be taken as follows:

1. Any Owner, Tenant, or Management Company personnel who becomes aware of a violation may:
  - a. Tag any personal property or improperly parked vehicle, or
  - b. Send, or have sent, the signed Form designated as "Complaint of Rules Violation" (Appendix A) to the Board or Management Company. Also available on each building's maintenance office door and the Management Company's Website.
  - c. Tags and violation Forms are available on each building's maintenance office door and the Management Company's Website.
2. When a Tag or Complaint of Rules Violation is filed, a copy of the same shall then be filed with the maintenance office in the south Tiara tower, a Board member, or the Management Company.
3. After 1 written warning (Tag placed on offending vehicle) for a parking violation, if the vehicle is not registered using the Vehicle Registration Form available on each building's maintenance office door and the Management Company's Website in 24 hours, the Board shall proceed as described in the Parking Area section of the Tiara Rules.

## VIOLATION AND FINING PROCEDURE

Fines may be levied against any Unit Owner whose occupants (including Guest, Tenants and Guests) fail to abide by the Rules and Regulations of Tiara Towers Condominium Association; the procedure for levying fines is as follows:

1. The Board shall initiate the Rules Enforcement Procedure upon receiving a completed Complaint of Rules Violation Form. It is available on each building's maintenance office door and the Management Company's Website.
2. The Board shall determine whether there is sufficient basis to believe a Rule has been violated and, if so, an investigation shall ensue.
3. The Board shall determine whether to:

- a. Not proceed with the complaint,
  - b. Issue a verbal warning to the accused,
  - c. Direct the Management Company to issue a warning letter to the accused, or
  - d. Refer the complaint to the Fining Committee
4. If referred to the Fining Committee, it shall vote whether or not to approve a fine and notify the Board of its decision.
  5. The Board shall vote to determine whether or not to impose the fine.
  6. If a fine is not approved, the Board shall notify the accused of its decision.
  7. If a fine has been approved, the Management Company shall notify the accused of the Board's decision which shall include a notification of the appeals process.
  8. The accused has the right to appeal to the Appeals Committee-
  9. The Appeals Committee shall schedule a hearing at least fourteen (14) days after the date of notice to the Owner to finalize the matter.
  10. The hearing shall occur after 14 days of notice to the owner unless extenuating circumstances exist. All parties have the right to attend and/or provide written statements.
  11. The Tiara Appeals Committee's decision is final.
  12. Any fine not paid within 30 days after the Owner is given notice of the fine will be reviewed by the Board of Directors which may use any legal remedy it chooses in the collection of the fine.

## OWNER APPEALS FOR RELIEF FROM A RULE

Any party who desires relief or modification of any rule, may request the Board of Directors to grant same and the Board has the discretion to do so. Relief may also be granted by on-site Management Company personnel who shall notify the Board they have done so. At its discretion, the Board may support or not support the relief provided by the building Management Company personnel.

## CONFLICT OF DOCUMENTS

1. Any rule conflicting with Tiara Towers Condominium Association Documents (Declarations and By-Laws) previously recorded is subordinate to the prior document to the extent it is in conflict, and the remainder of said rule remains in effect.
2. Any discrepancy between the Board of Directors and the Management company shall be resolved in favor of the Board.

## DEFINITIONS

**ADULT** - A person 18 years of age, or older.

**ASSOCIATION** - The corporate entity which is responsible for the operation of the Condominium.

**BALCONY** - Balcony or deck abutting a Unit to which there is direct and exclusive access from the Unit and shall constitute a limited Common Element reserved for the exclusive use of the Owner of the Unit. The term "Patio" applies to first floor Units.

**BASIC INFORMATION** – Basic information is not to be construed as a rule mandating certain conduct but rather as information to give a better understanding to a situation and preferred conduct regarding same.

**BOARD OF ADMINISTRATION** - The Board of Directors which is responsible for administration of the Association, hereafter referred to as the Board.

**CHILD** - A person 3-14 years of age or younger.

**CLUBROOM (Party Room)** - A first floor room located on the south end of each Tower next to the exercise room, to be used for gatherings, meetings and other activities which has tables, chairs, limited kitchen facilities, and both men's and women's restrooms.

**COMMON ELEMENTS** - The portions of the Condominium property which are not included in the Units. (See Condominium Documents for more complete definition.)

**COMPLAINT OF RULES VIOLATION FORM** - The proper Form for bringing a violation to the attention of the violator, management, and the Board. The Forms are available on each building's maintenance office door and the Management Company's Website

**COMPLAINANT** – A person who Tags a vehicle or files a Complaint of Rules Violation Form.

**CONDOMINIUM** - That form of ownership of real property created pursuant to the provisions of the Condominium Act, which is comprised of Units that may be owned by one or more persons, and in which there is, appurtenant to each Unit, an individual share in the Common Elements and Limited Common Element.

**DOCUMENTS** - The Association *Declarations, By-Laws, and Rules and Regulations*.

**DUNE WALK** - The constructed pathways between the pools and beach, including the tar station and showers.

**FORMS**—The required documentation to register vehicles, overnight Guests, and/or pets, apply for Unit renovation approval, etc. They are available on each building's maintenance office door and the Management Company's Website.

**GARAGE** – A privately owned (deeded) space with sidewalls.

**GARAGEPORT** – Assigned, covered Limited Common Element parking space.

**GUEST** –Person(s) who are on the premises as a visitor of either an Owner or Tenant.

**HOBBY ROOM** - The first-floor room entered from outside via the service entrance and from the lobby via a door next to Unit 102 entry door. The room is used for bicycle storage, grocery cart/clothes dolly storage, bulletin board items, etc.

**LIMITED COMMON ELEMENTS** - Those Common Elements which are reserved for the use of a certain Unit or Units to the exclusion of all other Units, as specified in the Condominium Documents. Limited Common Elements include Balconies/decks, assigned storage area/cabinet, assigned uncovered parking space(s), and Garageport parking spaces. Cost of maintenance and insurance is included in Association budget.

**LOBBY** - The first-floor front entry, elevator and mailbox area.

**MANAGEMENT COMPANY** - A company employed by the Association to implement physical financial and administrative policies and procedures as defined by the Board of Administration. Their personnel include a manager and maintenance personnel assigned to Tiara Towers.

**OCCUPANT** - An Owner, Tenant (lessee), or anyone who is in residence in a Unit.

**PARKING AREA** - Limited Common Element consisting of a parking Garageport reserved for the Unit to which it is assigned, an assigned uncovered parking space, and unassigned spaces reserved for Owners, Tenants, and visitors as well as loading and unloading spaces at the service entrance.

**PARKING PERMITS** - There are two types: 1) a “Static Cling” Permit for Owners and full-time Tenants and 2) a “Hanging” Permit for seasonal Tenants and overnight Guests.

**PATIO** - The first-floor equivalent of Balcony/deck.

**PET** - Domesticated dogs and cats.

**POOL AREA** - The pool, hot tub, and surrounding deck within the fenced area, including the pergola, gazebo, BBQ area and showers.

**SERVICE ENTRANCE** – The pathway between the outdoors and the mailroom via the Hobby Room.

**STORAGE ROOMS** – The two rooms in each building entered from the elevator foyer which contain the cages (Limited Common Elements) which are each assigned to a Unit.

**TAG** - A parking or storage violation Form or notice.

**TENANT** - Person(s) who lease a Unit, also known as lessee(s).

**TODDLER** - A young child roughly 6 months to 3 years of age.

**UNIT** - A part of the Condominium property which is subject to exclusive ownership.

**UTILITY ROOMS**—Rooms entered from the west side of the buildings through exterior doors that are for the exclusive use of Management Personnel.

**VIOLATOR** - A person who breaks or disregards rules.

**WALKWAYS** - Exterior passageways on western side of each Tower.

## RULES & REGULATIONS

The Association Declarations states Rules are “for the maintenance and conservation of the Condominium Property, and for all the health, comfort, safety and welfare of the Unit Owners, all of whom shall be subject to such Rules and Regulations.” Every attempt has been made to review each rule to assure it relates to one or more of the above and balances the interests of all Owners.

### A. General

1. It is the responsibility of all Unit Owners to pay all assessments and use fees when due and to abide by all Association Documents (*Declarations, By-Laws, and Rules and Regulations*).
2. Owners are responsible for informing their Tenants and Guests of these *Rules and Regulations* and their compliance with same.
3. Normal maintenance problems inside the Unit, including glass windows and sliding glass doors, are the responsibility of the Owner. The normal wear and tear of Unit entrance doors is the responsibility of the Association. The Unit Owner is responsible for the interior maintenance of the entrance door.
4. All Units are restricted to single family residential use.
5. Each Unit may be occupied by no more than two (2) persons per bedroom unless a written request for an exception is submitted to and approved by the Board.
6. No Unit shall be used to carry on any activity that violates any Federal, State or local laws/ordinances.
7. No Unit may be rented or leased for less than sixty (60) consecutive days. Subletting by Tenants is not permitted.
8. Unit Owners relinquish all rights to use Garageports and recreational facilities when their Unit is leased.
9. No rubbish, refuse, or garbage is allowed to accumulate in the Common Elements or Limited Common Elements.

10. No fire hazard is allowed to exist.
11. Shirts, or cover-ups, and footwear shall be worn at all times in the lobby, elevators, corridors, Walkways, Clubrooms and other interior Common Elements.
12. Dripping wet clothing/bathing suits are never permitted inside the building Common Elements or elevators.
13. Posting of signs, advertisements, and notices on any Common Element is not allowed. Bulletin boards in the hobby rooms are provided for such postings.
14. Unit Owners shall furnish entry keys to the Board or the Management Company for access to individual Units, hurricane shutters, and Garages for the purpose of maintenance, inspection, repair or replacement of Common Elements, pest control, or in the case of an emergency that threatens Units or the Common Elements.
15. A Unit Owner who owns Garage rights may, with written approval of the Board and at their own expense, make interior alterations to such Garage.
16. Except as provided below, no objects are permitted at any time on the exterior of Unit entrance doors, Common Element exterior walls or Walkways.
  - a. A doormat not to exceed 24" x 36" may be located at the Unit entry door.
  - b. A decoration not to exceed 36" x 36" is permitted on the outside of each Unit entry door.
  - c. Mechanical or electronic doorbell buttons with or without cameras are permitted, provided the device does not exceed 3"W x 6"H x 1.5"D, and is installed on the entry door, door frame or within 6" of door or window frame of any Unit. Existing pre-wired doorbell buttons installed by the developer may remain.
  - d. Door knockers may not exceed 8"H x 6"W.
  - e. Combination and electronic locks are permitted providing that there is a backup key override. A copy of the key must be provided to Management.
17. All Units are permitted decorative, unattached freestanding items near the Unit entrance door so long as the item(s) does not block the entrance door or the Walkways.
18. Admittance to the roof is expressly prohibited except for authorized persons. Authorization is granted by the Board or Management company as needed for inspections, repairs or maintenance issues.
19. Use of Walkways and Lobbies for unapproved social functions is prohibited.
20. Items that may affect the safety of others may not be used on Condominium property. They include but are not limited to skateboards, in-line skates, mopeds, non-medically approved electronic mobility devices (electric scooters), hovercrafts, and remote-controlled devices such as drones may not be used on Condominium property.
21. All exterior doors and gates shall remain closed and locked at all times.
22. Workmen and vendors without keys are to be admitted only by the Management Company personnel, the Board, building captains and/or the occupant of the Unit who has hired the workmen.
23. Lounging or sunbathing on exterior Common Elements outside designated pool areas is prohibited.

24. Loud, boisterous activities and rough play or contact sports are prohibited on Condominium property.
25. Storage of items in stairwells is prohibited, except for registered bicycles to be kept in the alcove storage area at the bottom of the stairwells and must not block the stairwell or entrance.
26. Smoking and vaping is prohibited in Common Elements and on the exterior Walkways on each floor and in the Pool Area.
27. Public sales and auctions are prohibited. Waivers for individual items will be considered by the Board.
28. Moving furniture, major appliances or other bulky items in or out of Units shall not begin prior to 8:00 a.m. or continue later than 8:00 p.m. Management personnel must be notified one working day in advance in order to pad the freight elevator.
29. All maintenance, construction, and renovation projects are regulated as follows:
  - a. Major alterations (for example, electrical, plumbing, window tinting, etc.) or structural changes to the interior of any Unit shall not be made without prior written consent of the Board using the Architectural Review Committee Form . It is available on each building's maintenance office door and the Management Company's Website
  - b. All changes which require permitting by the County must be done by licensed, bonded and insured contractors.
  - c. Noisy maintenance or construction work, except for emergencies, shall not begin prior to 8:00 a.m. or continue later than 6:00 p.m. Monday through Saturday or at any time on Sunday.
  - d. Except in an emergency, maintenance or construction by outside contractors shall be communicated to the building Maintenance Supervisor 24 hours in advance.
  - e. Unit Owners shall first obtain written approval of the Board prior to installation of hard floor coverings.
  - f. Installation of tile or other hard floor coverings in any Unit must include sound dampening materials as required by St. Lucie County Code.
30. Each Unit Owner who has tile or other hard surface floors already installed within any portion of a Unit shall take such action as may be practical to minimize the transmission of sound to other Units within the building.
31. Moving furniture, major appliances, or other bulky items into or out of the building requires notification of the building Maintenance Supervisor 1 working day in advance so that there is ample time to pad the elevator walls.
32. Hot water heaters are required to be replaced after 12 years of service. Submission of the Architectural Review Committee (ARC) Form, available in each building's maintenance office door and the Management Company's Website, is required. Consult with your plumber regarding county permit requirements.
33. Prior to the sale of a Unit, the seller must provide a certificate of satisfactory inspection by a licensed shutter contractor to the Board.
34. All Owner/Tenants must register Guests when the Owner/Tenant is not in residence. Tenants and Guest Registration Forms available in each building's maintenance office door and the Management Company's Website.
35. All corporate Owners of Units must register Guests and their vehicles using the Corporate-Owned Condo Guest and Vehicle registration form available on the Management Company's Website.



## B. Balconies and Patios

1. All Units shall be protected by storm shutters as per the Condo Declarations and By-Laws.
2. Shutters shall be closed and securely locked when Units are not Occupied for 10 or more days when it is NOT hurricane season (December 1 through May 31). Shutters shall be closed and securely locked when Units are left unoccupied for 3 or more days when it is hurricane season (June 1 through November 30). Residents of Units are required to provide the Association with keys for shutters that lock.
3. If maintenance personnel are required to close or lock shutters in the event of a major storm and/or as per Rule B.2 above, or to move furniture or personal articles from Balconies or Patios, a fee of \$200.00 shall be charged to the Unit Owner for such service.
4. Screens, jalousies or other enclosures shall not be installed on Balconies, Patios, or other Limited Common Elements with the exceptions of Units 101, 102, and 103 which may install screens on the Patios with prior approval of the Board. This rule does not apply to Board-approved storm shutters.
5. Cooking and barbecuing by any means or use of open flames are not permitted on Balconies, Patios, Limited Common Elements or Common Elements, except in designated pool areas.
6. Exterior lighting fixtures must be approved by Management personnel or the ARC in advance.
7. In accordance with government regulations, to protect sea turtle nesting, from **May 1 to Oct. 31**, all indoor and outdoor lights visible from the beach must be shielded, repositioned, replaced or turned off from 9 p.m. to 5 a.m.
8. Ceiling fans, potted plants and urns are permitted.
9. Carpet shall not be installed.
10. The installation of new or replacement tile or other hard surface material is not permitted on balconies. Stamped concrete or other vapor barriers are permitted after Board approval.
11. Balconies, patios and decks must be kept in a neat and orderly fashion. Clothesline, drying racks and hanging laundry are prohibited. Towels or wet laundry may not be draped over balcony railings. Recreational equipment (bikes, beach chairs, boogey-boards, etc.) may not be stored on catwalks or balconies. Shaking rugs, sweeping of dirt or debris, tossing of cigarettes, cigars, medical waste, etc., and sweeping water off of balconies is prohibited.

## C. Bicycles

1. Bicycles shall have Owner's Tiara identification tag attached. Tags are furnished by the Association and can be obtained in the South building Maintenance Office.
2. All bicycles shall be stored in Hobby Room racks or in designated areas at the bottoms of the staircases.
3. A maximum of two (2) bicycles for each Unit may be stored in the Hobby Room. Because space is limited, it is requested, if possible, Owner's store bicycles in Garages (not in Garageports).

4. Bicycles may not be stored in Garageports.
5. Bicycle riding in the parking area is prohibited except to exit and enter the property.

#### D. Bulletin Boards

Bulletin boards are located in three (3) areas: in the elevators, mail rooms, and hobby rooms.

1. Mail room bulletin boards are for the purpose of posting notices, minutes, newsletters, announcements (including those for official social events), of general interest to all residents. No personal or commercial postings are allowed. The locked bulletin boards are reserved for the Board and Committees.
2. Hobby Room Bulletin Boards may be used by any Owner or Tenant. Postings may not exceed 3"x5". Non-complying notices may be removed.
3. Announcements of functions sanctioned by the Board may be posted in the lobby. They shall be removed immediately upon conclusion of each function.

#### E. Clubroom (aka Party Room)

1. Footwear and shirts, or cover-ups, shall be worn at all times by persons, including children, in the Clubroom.
2. Children under fourteen (14) years of age shall be accompanied by an adult while in the Clubroom.
3. Clubroom icemaker ice is primarily for Clubroom use. The filling of a small ice chest is permitted.
4. The refrigerator and freezer are primarily for the use of persons using the Clubroom or holding authorized events. Temporary use of the refrigerator is allowed for persons while at the beach or at the pool. Use at your own risk.
5. Persons using the Clubroom shall leave it in a clean and orderly condition after use. Users are also responsible for the cost of damage and extra cleanup expenses incurred.
6. Private parties for Unit Owners, Tenants, and their Guests in the Clubroom are permitted. For events involving twelve or more persons, Owners and Tenants shall secure prior approval of the onsite maintenance staff or Board President at least 24 hours in advance and are required to provide a damage deposit of \$100. No Unit Owner, Tenant, or Guest may be excluded from the Clubroom during a private party. It is the responsibility of the host of the party to clean completely the Clubroom immediately after any party. Any cost incurred for cleaning and/or repair for any damage will be subtracted from the initial deposit and any excess will be charged to the host of the party.
7. Association stereo equipment may be utilized only at Board-sponsored functions or at private parties if approved by the Board's designee.

#### F. Exercise Room

1. Use the equipment at your own risk.
2. Food and beverages, except bottled water, are not allowed.
3. All equipment handled must be sanitized with spray and wiped dry after use. This includes and is not limited to seats, grips, free weights, TV remote control, door knobs and light switch.
4. Upon completion of your workout, turn off the electronic equipment, fan and light and ensure the door is closed and locked.
5. Children under age fifteen are not permitted to use the exercise equipment, unless accompanied by a parent or guardian

## G. [Garageports](#)

1. Vehicles in the Garageports are left at the vehicle owner's risk.
2. Management personnel shall be allowed entry when necessary. The attic space is for the Management Company's maintenance access only.
3. Owners, Tenants and other authorized users shall utilize only the assigned space and not trespass on other spaces. Parking within the Garageport is limited to one motorized vehicle. One or two Board-approved cabinets per parking space are allowed.
4. Garages and Garageports shall be used only by the Owners to whom they have been assigned. However, Unit Owners may give permission to Guests as well as other residents of Tiara to use Garages, Garageport and assigned parking spaces. Except as noted above, allowing non-Tiara residents to park or store a vehicle on Tiara property is expressly prohibited.
5. Only cabinets that have been approved by the Architectural Review Committee prior to installation are allowed. Standards exist such as white in color, configuration, construction and installation.
6. Owners of each designated Garageport space are responsible for keeping their individual area neat and clean. Any liquids leaking to the floor such as oil, car fluids, etc. shall be cleaned by the Owner/Occupant.
7. Garageport doors shall be kept open when engine is running.
8. No personal items, except a foldable grocery cart, may be stored in the Garageports including but not limited to bicycles, jet skis, surfboards, kayaks or golf clubs. All improper items stored outside the cabinets shall be Tagged and after 24 hours be removed by Management Company personnel or Board designees.
9. Storage of hazardous or combustible items is forbidden.
10. Use or operation of dust producing power tools or spray painting within the Garageport is prohibited.

11. Garageport doors are to be closed at all times unless the user is in the Garageport. Unattended Garageport doors should be closed by others to preserve the security of the building.

## H. Hobby Room

6. The Hobby Room may be used for bicycle storage, grocery and luggage cart storage, a voluntary sharing library managed informally by the residents, and information-sharing via the bulletin boards located within the Hobby room.
7. Grocery carts and luggage dollies shall be returned to the Hobby Room immediately after use. Carts are not to be left on the elevators, on Walkways, or in the Lobby.
8. Interior and exterior doors to the Hobby Room are to be closed at all times. Once you have loaded your cart and enter the building, the doors are to be closed behind you. Failure to do so is a security breach and may also interfere with the safe operation of the elevators on a windy day.

## I. Leases and Rentals

The Lease Application (inclusive of the full set of rules for Owners) is available on each building's maintenance office door and the Management Company's Website. Failure to comply with the Lease/Rent rules subjects the Owner to fines.

## J. Lobby Area and Elevators

1. Large items, large deliveries, grocery carts and dollies shall enter and exit only through the Service Entrance.
2. Occupants shall request maintenance personnel to install elevator pads in the freight elevator before moving large items, furniture, etc. at least 24 hours in advance.
3. Elevator phones are to be used only in case of emergency.
4. Building exterior doors are to remain closed and locked at all times.

## K. Parking Area

1. All vehicles parked on property overnight shall be registered with the building management using the Vehicle Registration Form which are available in each building's maintenance office door and the Management Company's Website.
2. All vehicles on the property shall display the appropriate Parking Permit:
  - a. The vehicles of Owners and full-time Tenants shall display a Static-Cling Permit on the windshield.
  - b. The vehicles of seasonal Tenants and overnight Guests shall display a Hanging Permit from the rearview mirror or on the vehicle dash.

3. The driveway under the main lobby canopy is designated as short-term, temporary parking for the purpose of loading or unloading passengers and small hand-carried items. All other items are to be loaded or unloaded through the Service Entrance door.
4. Service Entrance parking is only permitted for the loading and unloading of vehicles with a 15-minute limit.
5. Except for commercial contractor vehicles involved with Tiara Condominium business, parking or storing of boats, campers, motor-homes, trailers, commercial vehicles, or recreational vehicles is prohibited, unless stored inside a Garage (not a Garageport) and the Garage door is kept fully closed. A waiver can be granted by the Board for motor vehicles that extend beyond the length of the white lines which designate a Guest parking spot. Request a waiver using the Vehicle Registration Forms which is available on each building's maintenance office door and the Management Company's Website.
6. Vehicle repair work on Tiara property is prohibited except within individually owned Garages.
7. All vehicles left overnight in Guest parking shall display a Parking Permit and current license plates, as well as be operable and in good repair.
8. The Board has the authority to tow any vehicle in violation of the rules from the Condominium property in accordance with Chapter 715 of FL Statutes. A staff member of the Management company, a Board member, or Board-designee shall be present at the time the vehicle is towed.
  - a. Improperly parked vehicles that are not a hazard will be "tagged" and warned. After one warning (Tag), and the vehicle Owner has had 24 hours to register the vehicle and attach a Parking Permit, if a vehicle is still in violation of these rules, a vehicle may be towed.
  - b. Unregistered or prohibited vehicles that are not removed from the property within 24 hours after notice of violation may be towed.
  - c. Improperly parked vehicles (for example, posing a safety hazard, or blocking entry ways) may be towed.

#### L. [Pets](#)

1. Having a pet on the premises is a privilege extended only to Unit Owners and does not extend to tenants, lessees, or guests.
2. All pets shall be registered with the building Maintenance Office using the Pet Registration Application Form which is available on each building's maintenance office door and the Management Company's Website..
3. Pet Owners shall provide documentation related to rabies vaccinations, proof of weight limitations, and a pet photo. Pets shall not exceed twenty (20) pounds when fully matured.
4. Pit bulls and other dangerous dogs of any size are prohibited.
5. Pets shall be kept on a 6 foot or shorter leash at all times outside the Owner's Unit.
6. Individuals desiring to bring an animal on Tiara property under the ADA and the Fair Housing Act shall fully comply with the Florida Statutes governing same. A checklist of the necessary documents is available at the maintenance office in the South Building.
7. Pets are not permitted in the Pool Area.

8. Designated dog walks are defined as follows:

North Building: On the grass between the two parking buildings that are directly across from the front entrance to the North tower or on the grass north of the northernmost Garages. Pets he grassy areas or bushes immediately adjoining the building or in other locations.

South Building: On the grass between the two parking buildings that are slightly north of the resident unloading parking zone or on the grass to the south of the southernmost Garages. Pets are not allowed on the grassy areas or bushes immediately adjoining the building or in other locations. All solid waste shall be bagged and disposed of in the dumpster.

9. The right to keep a pet in a Unit shall have such right revoked if the pet creates or becomes a nuisance, as may be determined by the Board of Directors.

## M. Pool Area

The Pool Area includes the pool, hot tub, and surrounding deck within the fenced area, including the pergola, gazebo, BBQ area and showers.

1. Persons using the pool or hot tub do so at their own risk.
2. Pool hours are from 8:00 a.m. to 10:00 p.m.
3. Smoking and vaping are prohibited in the pool area.
4. Diving and flying jumps into the pool are prohibited.
5. Pool furniture shall not be removed from the pool area.
6. Wine, beer and other glass bottles, plates and any breakable items are not permitted in the pool area.
7. Persons are responsible for prompt and thorough cleanup and trash removal.
8. Any children or adults with incontinence shall wear diapers/undergarments especially made for swimming pools.
9. Children under fourteen (14) shall be supervised at all times by an adult.
10. Use of scuba equipment is not permitted in the pool and/or pool area.
11. Personal items (flotation devices / small toys) are acceptable if they are not a source of annoyance to other bathers.
12. Radios and audio equipment are not permitted unless used with earbuds or headphones, so that other residents and Guests are not disturbed.
13. Audio equipment with reasonable volumes is permitted during Board-approved events.

14. Private parties for Unit Owners, Tenants, and their Guests are permitted in the pool area. To avoid conflicts of scheduling, owners and Tenants shall notify the onsite maintenance staff of the date and time of any proposed private party at least one working day in advance. A \$100 security deposit is required. No Owner, Tenant or Guest may be excluded from the pool area during such activity.
15. Storing of personal items overnight in the pool area, under or next to the Dune Walk is prohibited. Items will be collected and put into storage. If they are not claimed within 48 hours, they will be discarded by Management Company personnel.
16. Draping of towels, clothing or other personal articles on fencing surrounding the pool area or the Dune Walk is prohibited.
17. All persons are required to clean sand and tar from feet, footwear, and other articles prior to leaving the beach area and entering the swimming Pool Area.
18. Residents may barbecue in the pool areas provided that only the Association's gas-fired grill is utilized. The user shall properly clean the grill and surrounding pool area after use.
19. Pool Area fence gates shall be kept closed and locked at all times.
20. Climbing on or over the fence is prohibited.
21. County Health Code and Tiara Rules prohibit pets in the Pool Area as defined above.

#### N. Storage Rooms

1. Flammable, combustible, explosive and perishable materials shall not be stored in the Storage Rooms.
2. All storage items shall be placed inside Owners' assigned metal cages.
3. Maintenance personnel will remove items stored outside the bins and may discard them at management's discretion.
4. The Association does NOT make any representation about the safety of items stored and they are stored at the Owners' own risk

#### O. Tennis Courts

Tiara Tennis courts are for the use of Owners, Tenants, and their Guests. Courts are to be used for tennis play only. Hours of play are from 9:00 am to sunset.

1. Courts may not be reserved.
2. Play is limited to one and one-half (1.5) hour for either singles or doubles play when other players are waiting.
3. Players should monitor their own play times, show respect to players waiting to play, and follow play times and other rules on a self-governed honor system.
4. Only rubber-soled shoes that do not leave marks are permitted on the court.

5. Shirts shall be worn at all times.
6. Bicycles, skates, skateboards, baby carriages, playpens, strollers, radios, any non-tennis-playing equipment of any kind, and pets are not allowed on the courts.
7. Children who are not playing tennis are not allowed on the courts.
8. Children under fourteen (14) shall be accompanied by an adult.



## P. Trash/Garbage and Recycling

The garbage chutes and dumpsters are intended for the disposal of household garbage (kitchen and bath).

1. Trash: furniture, major appliances, lighting fixtures, sinks, toilets, cabinets, window blinds, carpets, large bulky items, electronics, TVs, hazardous materials, etc. shall not be placed into the dumpsters, left in the dumpster rooms or discarded into the garbage chutes. It is the Owner's responsibility to have said items hauled away at their own expense.
2. Before dropping down the chute, all items shall be placed in and securely tied in plastic bags. If a bag is too large for the chute, it must be carried to the dumpster room and deposited in the dumpster.
3. No construction debris shall be put into the dumpsters, left in the dumpster room or left to accumulate on premises.
4. It is the obligation of the Owner to have construction debris hauled away from the premises daily at their own expense.
5. All recyclable items should be disposed of in receptacles furnished for such purpose. The receptacles are located at the west ends of the Garages. Do not leave items outside of the receptacles. If it doesn't fit into the receptables, it is the owner's responsibility to have it hauled away.
  - a. Boxes are to be broken down.
  - b. No plastic bags, plastic wrap, hoses, bubble wrap, Styrofoam, aerosol cans, plastic bottles with pumps attached or hazardous materials are to be recycled.
  - c. For a complete list please check the St. Lucie County web page for recycling do's and don'ts.
6. The door to the dumpster room shall always be closed.

## Q. Utility Rooms

1. Utility Rooms are for the sole use of Tiara maintenance personnel and those persons specifically named by Management and the Tiara Board.
2. All others (See #1 above.) are strictly prohibited from entry into the Utility Rooms and are expressly prohibited from any use of any and all utilities, tools or supplies within the Utility Rooms. Violators may be fined up to the maximum permitted by law.

## R. Utility Services.

Common utility services (water, electric, cable or satellite) shall not be modified or altered unless authorized or written approval from The Management Company on behalf of the Board of Directors using the Architectural Review Committee Form which is available on each building's maintenance office door and the Management Company's Website. All county-required permits must be obtained and submitted by licensed, bonded, and insured contractors.

2. No one may access common utility services for personal and/or unauthorized use. Violators may be fined up to the maximum permitted by law.

## ABANDONED PROPERTY

Any property abandoned or left in the Common Elements, including the parking area, and the Owner of same cannot be ascertained, or the Owner has been notified and requested to remove same by Management personnel, a Board member, or a Board designee and the property is not removed within 48 hours, can be removed from the premises by the Management staff, the Board, or a Board designee. Any and all costs related to the removal of the property shall be charged to the Owner.

## POLICY FOR PROVIDING RECORDS

The Tiara Towers Condominium Association will abide by the Florida Condominium Statutes and Tiara Condominium By-Laws when providing information and records to Tiara Owners and the Public when requesting such records.

- Owners must request association records in writing; this can be done via e-mail, fax, hand delivered or postal service.
- If an Owner requests a Form or certificate, the Management Company will fax, email or post the document on their website. A fee may be charged for providing Forms by regular mail.
- If an Owner requests a single existing financial document, the document will be faxed, emailed or sent regular postal mail.
- If an Owner requests a list of documents, an appointment must be made to come into the Management Company's office to review the requested records (per Fla. statute 718). The Owner will be entitled to hard copies of records at Owner's expense. The Management company will not provide research services to Owners but will only assist Owners to review documents requested.
- Per Fla. Statute 718, the following records are not accessible to Unit Owners: Documents relating to pending litigation or adversarial proceedings, information obtained in connection with the approval of the lease, sales or transfer of a Unit and medical records of Unit Owners. Personal information of Owners (social security numbers, addresses, phone numbers, payment information etc.) will not be provided without specific written approval from the individual whose information is being requested.

Requests from lenders, insurance companies etc. on behalf of Owners will be replied to via fax, email or postal mail only. Outside agencies or 3rd parties requesting documents not on behalf of a Unit Owner will not be granted access to Condominium documents.

## STANDING COMMITTEES

**Activities (Social) Committee:** To sponsor a variety of social activities. Major social events should be confined to one (1) tower with annual rotations to occur on January 7th of each year. The Committee is authorized to receive reimbursement for expenses to defray costs. The committee shall account to the Board for all receipts and disbursements.

**Appeals Committee:** To conduct hearings of appeals from Owners who have received notices of fines for the violation of Rules. The Appeals Committee's decision is final. Member must be an owner, may not concurrently serve on the Board or previously ruled on the fine being considered.

**Architectural Review Committee:** To review applications for proposed modifications or renovations of Unit Owner's property. Approval of the application requires the owner/and or contractor to obtain any local or county permits required.

**Communications Committee:** To keep members informed through newsletters, websites, and notices of general interest.

**Fining Committee (three (3) Board Members):** To review Rule’s violation notices to determine:

- a. if a fine is required,
- b. the amount of the fine, and
- c. the daily duration up to the maximum in accordance with the Association’s Declarations and By-Laws.

**Landscape Committee:** To review the design and oversee the maintenance of the landscaping of the Common and Limited Common Elements at Tiara Towers and recommend needed actions to the Board.

**Rules Committee:** To periodically review existing rules and recommend to the Board updates, changes, deletions, and additions.

**Maintenance Committee:** To oversee the quality of maintenance and needs to buildings and grounds and make regular reports and recommendations to the Board.

## Appendix A: Tiara Towers Complaint of Rules Violation

Your name:

Your Unit Number:

Description of Complaint, providing as much of the following as known:

Date and Time of occurrence:

Location of violation:

Names and addresses of alleged violators if known:

Brief description of conduct constituting violation:

Cite Declaration, By-Law, and/or Rule/Regulation that you believe has been violated (Refer to Tiara Towers documents indicating page number and item number):

Was the violation brought to the attention of the violator?

If so, give time and date.

If so, what was the response of the violator?

Names and addresses of witnesses, if any:

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Your Signature

Date Submitted

## BASIC INFORMATION

Living in a condominium carries with it the responsibility of keeping in mind how our actions often affect others in the community. The following items are a few examples of what being neighborly involves.

Because space is restricted, it is requested, if possible, Owners store bicycles in Garages (not in Garageports).

Unattended Garageport doors should be closed by others to preserve the security of the building.

The driveway under the main lobby canopy is designated as short-term, temporary parking for the purpose of loading or unloading passengers and small hand-carried items. All other items are to be loaded or unloaded through the Service Entrance door.

Balconies and Patios must be kept in a neat and orderly fashion. Clotheslines, drying racks, and hanging laundry are prohibited. Articles must not be hung from windows or over the railing of Balconies and Patios. Sweeping or tossing of dirt, debris, cigarettes, etc. or sweeping rainwater from Unit Balconies and Walkways is prohibited

Trash chutes should be utilized only between 8:00a.m. and 9:00p.m

## REVISIONS TO THESE RULES

Revised 10/14/91

Revised 1/21/93

Revised 3/30/95

Revised 11/5/96

Revised 9/17/98

Revised 8/2/07

Revised 5/28/09

Revised 6/2015

Revised 2/2022

In an emergency, contact the Management Company immediately, day or night. Refer to the "Tiara Homeowner's Directory" for the phone number.