

Tiara Towers  
Rules and  
Regulations  
June 2026



## INTRODUCTION BY BOARD OF DIRECTORS

Tiara Declarations state: “The (Board has the) power to adopt reasonable rules and regulations 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.” The Board has made every effort to not develop unnecessary rules that do not focus on “reasonable rules and regulations.” Therefore, the Board has proposed the following rules to be followed by owner, tenants, family members and guests. **Tiara documents that dictate rules and procedures include State and County laws and ordinances, Tiara Declarations, Tiara By Laws and this Tiara Rule document. Owners should be aware of all regulating documents.**

Most of us living in Tiara come from private homes where there are no rules. The rules are designed to conform to county or state requirements, promote safety, keep Tiara desirable and for people of various backgrounds and viewpoints to live in harmony as a community.

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 06/30/2025

## OWNER Request FOR RELIEF FROM A RULE

Short term relief of a rule lasting a few days may be approved by the President, Vice President, Secretary or Treasurer with a written notice of the duration of the relief given to unit owner and filed in Maintenance office. Any party who desires long-term relief or modification of any rule may request the Board of Directors grant same and the Board has the discretion to do so. For long-term relief, the-board will request the Management Company to send a letter of relief (if given) to the owner for their records. Relief is only granted to the person in the request and does not pass on to renters or new owners. The owner must keep the letter as proof of the relief and if requested in the future, to present it as proof of relief given. A copy of this letter will also be in the Maintenance Office.

Changes to the Tiara Declarations require a 51% owner vote and approval by the Board. It also requires Legal input and filings with the County and State.

## 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.

You can also send an email to our contacts at Elliott Merrill (EM). The email should be as detailed as you can make it and attach photos if you have them. EM will need your information to investigate the violation and provide it to the Board of Directors if necessary.

You can also make a complaint of a violation in the Tiara office either in a note or in the signed form "Complaint of Rules Violation".

### Any Owner, Tenant, or Management Company personnel who becomes aware of a violation may:

Educate the offending party that they are in violation of a rule and request they stop. Report to the Management Company and request they tag any personal property or improperly parked vehicle. Tags and violation Forms are available on each building's maintenance office door and the Management Company's Website.

## VIOLATION AND FINING PROCEDURE

The Management Company (EM) shall initiate the Rules Enforcement Procedure upon receiving a complete complaint. A person within EM will investigate the complaint and make an initial determination, if a violation has occurred and who is the violator.

The Management Company shall determine which action or which combination of actions to take:

- a. Not proceed with the complaint
- b. Issue a verbal and/or written warning to the accused
- c. Refer the violation to the Board for a fine
- d. Any combination of the above actions

Fines may be levied against any Unit Owner whose occupants (including Tenants and Guests) fail to abide by the Rules and Regulations of Tiara Towers Condominium Association (F.S. 718.303). The Board may also suspend for a reasonable period the right of an owner, a tenant or guest to use the common elements or common facilities. The procedure for levying fines is as follows:

If the Board of Directors decides at a noticed board meeting to levy a fine for a violation, the violator will receive at least 14 days' written notice of a hearing before the Fining Committee. No Board members or relatives of Board members may serve on this committee.

The committee determines whether to confirm or reject the fine or suspension imposed by the Board of Directors. If the proposed fine or suspension is approved by the committee, the fine payment is due 30 days after the approved fine is provided to the unit owner or any applicable tenant or guest.

The appeal occurs at the Fining Committee hearing itself – no other appeal meeting is held.

Any fine not paid within 30 days after the Owner is given notice of the fine will be reviewed by the Management Company in consultation with the Board of Directors which may use any legal remedy it chooses in the collection of the fine.

## CONFLICT OF DOCUMENTS

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.

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.

**ARC** - Architectural Review Committee

**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 contain 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. It is 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 (when owner not in residence), 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.

**GARAGE PORT** – Assigned, covered Limited Common Element parking space.

**GUEST** –Person(s) who are on the premises as a visitor of either an Owner or Tenant including vendors, construction/repairmen.

**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 Garage Port 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 Garage Port 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 Lessees.

**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 AND LOCKED DOORS**—Rooms entered from the west side of the buildings through exterior doors that are for the exclusive use of Management Personnel. Any locked door is for Management access only, access may be granted with permission of Board President, Vice President or Elliott Merrill.

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

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

## RULES & REGULATIONS

The Association Declarations state 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. While article 18.01 of the declaration states “No unit may be used for any purpose than as a single-family residence “, the board has determined that operation of home-based businesses predominantly on the internet are not inconsistent with article 18.01 provided that the following restrictions apply. Businesses predominantly on the internet are subject to be permitted with a vote by the Board granting an exception. If an exception is granted the following restrictions apply. No business meetings, sales or show rooms, or manufacturing are allowed in the units, carport or garages. No signage or promotional materials are allowed (inside or outside) if they can be seen by others from outside the unit. Home based internet business that uses some association common utilities electric, gas etc. may still be permitted subject to a potential reasonable surcharge added to the user’s quarterly association payments, if determined by the Board. The exception granted by the Board is exclusively to the owner/occupant of Tiara and no assignment to any other person is permitted. The business must abide by all other Tiara Rules and Regulations. The Board reserves the right to revoke the exception granted for good cause shown.
5. No Unit shall be used to carry on any activity that violates any Federal, State or local laws/ordinances.
6. Per Declarations/Rules - No Unit may be rented or leased for less than sixty (60) consecutive days. Subletting by Tenants is not permitted.
7. Per Declarations - No Unit may be occupied by more than two persons per bedroom for each Unit unless approved by the Association. See section on rentals for more information in this document.
8. Unit Owners relinquish all rights to use Garage Ports and recreational facilities when their Unit is Leased.
9. No fire hazard is allowed to exist.
10. Shirts, or cover-ups, and footwear shall be always worn in the lobby, elevators, corridors, Walkways, Clubrooms and other interior Common Elements.
11. Dripping wet clothing/bathing suits are never permitted inside the building Common Elements or elevators.

12. Per the Declarations: 18.09 No sign, advertisement, or notice of any type shall be shown on the common or Limited Common Elements or on any Unit, nor shall any exterior antennas or aerials be erected except as provided in uniform regulations promulgated by the Association
  13. Unit Owners shall furnish entry keys to 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.
  14. A Unit Owner who owns Garage rights may, with written approval of the ARC and at their own expense, make interior alterations to such Garage.
  15. 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. The doormat is located at the Unit entry door.
    - b. Decoration is permitted on the outside of each Unit entry door.
    - c. Mechanical or electronic doorbell buttons with or without cameras are permitted and can be installed on the door, or door frame. Existing pre-wired doorbell buttons installed by the developer may remain.
    - d. Door knockers are permitted
    - 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.
  16. 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. **All items on the catwalks including (board exceptions for chairs) plants, statues etc. must follow the residence rules for shutters.** If absent for 3 days in Hurricane season (HS) OR 10 days out of HS, they must be removed unless the owner complies with the exception below. \*
- IF AN OWNER DOES NOT REMOVE THESE AND Tiara declares storm procedures going into effect, the owner WILL BE CHARGED for the ASSOCIATION TO REMOVE.**
- \*Owners also can contact someone or have a neighbor take on this function when not in residence, Owners **MUST** send the name and contact information of the person taking on this responsibility to the Tiara Maintenance Office. If the neighbor does not clear the items, the owner will be responsible for any fees or fines.
17. Admittance to the roof is expressly prohibited except for authorized people. Authorization is granted by the Board or Management company as needed for inspections, repairs or maintenance issues.
  18. Use of Walkways and lobbies for unapproved social functions is prohibited.
  19. Items that may affect the safety of others may not be used on Condominium property. They include but are not limited to hovercrafts, and remote-controlled devices such as drones.
  20. All Common Exterior doors and gates must remain closed and always locked.
  21. Individuals without keys/codes are only to be admitted after the owner admits them or stating their reason for needing entrance to the building manager or another resident.

22. Lounging or sunbathing on exterior Common Elements outside designated pool areas is prohibited.
23. Loud, boisterous activities and rough play or contact sports are prohibited on Condominium property.
24. 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.
25. Smoking and vaping is prohibited in Common Elements and on the exterior Walkways on each floor and in the Pool Area.
26. Public sales and auctions are prohibited. Waivers for individual items will be considered by the Board.
27. 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. Monday through Saturday. Management personnel must be notified one working day in advance to pad the freight elevator.
28. 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 including flooring cannot be made without prior written consent of the Architectural Review Committee. An ARC form is available on each building's maintenance office door and the Management Company's Website. Carpet installation within a unit is exempt from this requirement.
  - b. All changes which require permitting by the County must be made 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.
  - d. Except in an emergency, maintenance or construction by outside contractors shall be communicated to the building Maintenance Supervisor 24 hours in advance.
  - e. Installation of tile or other hard floor coverings in any Unit must include sound dampening materials as required by St. Lucie County Code.
29. 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.
30. Hot water heaters, unless tankless, are required to be replaced after 12 years of service. Submission of the Architectural Review Committee (ARC) Form, available on each building's maintenance office door and the Management Company's Website, is required. Consult with your plumber regarding county permit requirements.
31. Saint Lucie County regulations are vague on Heat/Air Conditioning (AC) regulations. In one area they require a drip pan and shutoff valve on appliances that can cause condensation. However, the regulations for Heat/Air Conditioning do not mention this. At Tiara It is a requirement when installing new equipment that the equipment has a drip pan and a shut off switch. The AC water runs to each unit even if the owner shuts off water to his unit. In case of an event, Tiara would need to turn water off to the entire building in case the unit does not have a shut off valve.
32. Prior to the sale of a Unit, the seller must provide a certificate of satisfactory inspection by a licensed shutter contractor to the Board/Management Company.

33. All Owner/Tenants must register Guests when the Owner/Tenant is not in residence. Tenants and Guest Registration Forms are available on each building's maintenance office door and the Management Company's Website. The form must be submitted prior to guests arriving in Tiara.
34. 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. The form must be submitted prior to guests arriving in Tiara.
35. When leaving for 3 days in Hurricane Season or 10 days outside of Hurricane season owners must turn off water to their unit and turn off electricity to the water heater (to prevent possible damage to the water heater). This will protect your unit as well as your neighbors against potential water events.
36. Leak Detectors: The Association will provide all units that currently do not have a leak alarm system that meets the minimum requirements below. The owner is responsible for battery replacement, setup and placement.

#### Minimum Requirements

1. Must be installed and operational once delivered to the unit owners by the Association. All unit owners that have already installed alarm systems can keep them if they meet the following:
  2. Must connect to a mobile phone(app) informing the owner that a potential leak is detected. The association will provide an additional phone number that must be added to all unit owners' leak app.
  3. Leak sensors are mandatory at the following locations:
    - a. air conditioner
    - b. Hot water heater
    - c. laundry
    - d. both toilets
  4. The Association provided systems may also be provided for the following areas. For all unit owners, leak sensors are strongly suggested for the following:
    - a. each sink (Kitchen and bathrooms)
    - b. refrigerator (if water flows to it)
    - c. dishwasher
  5. All sensors to be labeled in the mobile phone app as follows as an example:
    - a. Unit number, N or S; (North or South building), AC =Air conditioner, HW- Hot water heater, L -laundry, T- Toilet, KS-Kitchen Sink, BS-Bathroom sink, R-Refrigerator, DW=dishwasher
  6. The Association will purchase at a bulk discount and may apply costs to unit owners that do not have alarm systems that meet the above criteria in the current routine invoice.
37. Unit owners must per Tiara Declaration 119b) Maintain in a clean and sanitary manner and repair, his Unit and all interior surfaces within or surrounding his apartment Unit (such as the surfaces of the walls, ceilings and floors) and maintain and repair the fixtures therein.
  38. Per Tiara Declarations unit does not allow any rubbish, refuse, garbage or trash to accumulate in places other than the receptacles provided, therefore.
  39. Per Tiara Declarations occupants are not to make any use of a Unit that violates any laws, ordinances, and regulations of any governmental body having jurisdiction thereof.

40. Insurance on Condo Units- Per Declarations - 22.07 Owner's Policy. Each Owner shall maintain an adequate Owner's policy for the purpose of protecting the Owner's property. Such policy shall provide Replacement Value cover for all items within a unit and not covered by the Association policy pursuant to Florida Statute 718.111(11).

Also, As provided in Florida Statute 718, the following items which must be covered by each Owner's individual policy: All floor, wall and ceiling coverings Electrical fixtures and appliances Heating equipment Water heaters Water filters Built-in cabinets and cabinet tops, Windows and Sliders, Window/Slider treatments Hurricane Shutters Owner added improvements (b) Public liability in such amounts and with such coverage as shall be required by the Board of Directors of the Association

## B. Balconies and Patios

1. All Units shall be protected by fully functioning, maintained and locking/shutting storm shutters OR by Impact or Hurricane rated windows/sliders as per the Condo Declarations and By-Laws. If an owner has both, they must follow the shutter instructions and procedures. If an owner has Impact windows and doors but does not have shutters, all items on the Balconies/Patios must be removed by the shutter day rule 10 days non-HS or 3-day HS(see below). It is highly recommended when Tiara begins hurricane procedures that all items on balconies/patio, even if protected by shutters, be moved inside.
2. Shutters shall be closed and securely locked when Units are not Occupied for 10 or more days when it is NOT hurricane season (HS -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 (HS - June 1 through November 30). Residents of Units are required to provide the Association with keys for shutters that lock. Items on catwalks must be removed unless the owner has informed the Office of a responsible party. In the event of a pending storm, a close shutter notice will be issued. All shutters must be closed by this date even if the storm is a few days away to allow personnel to evacuate if desired.
3. Failure to fully maintain, replace or repair Shutters or Hurricane/Impact glass per Inspections approved by the Association can result in the Association ordering the work to be done and billing the unit owner. The Board as outlined in the Declarations can levy a fine against a non-complying Unit Owner for failure to maintain or replace mandatory shutters or impact resistant glass.
4. If maintenance personnel are required to close or lock shutters in the event of an impending major storm, or to move furniture or personal articles from Balconies/Patios or catwalks, a fee of \$200.00 shall be charged to the Unit Owner for such service.
5. Screens, jealousies 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 ARC committee. This rule does not apply to ARC approved storm shutters.
6. Cooking and barbecuing by any means or use of open flames is not permitted on Balconies, Patios or Common Elements, except in designated pool areas.
7. Any attachments or changes to exterior walls or fixtures must be approved by ARC including outdoor ceiling fans. Tiara exterior lights are available for unit owners and can be installed via a maintenance request.

8. In accordance with government regulations, to protect sea turtle nesting, from March 1 through November 15, 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.
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 per St. Lucie County Building Code and ARC-approval.
11. Towels or wet laundry may not be draped over balcony railings. Recreational equipment (bikes, beach chairs and toys, boogie-boards, surf boards etc.) may not be stored on catwalks or balconies/patios. Also, per Tiara Declarations unit occupants are not to hang any laundry, garments or other unsightly objects which are visible outside of the Unit.

### C. Bicycles

1. Bicycles stored in the Hobby Room or in the designated areas at the bottom of staircase, 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. 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 Garage Ports – see exception in bicycle rules).
3. Bicycles may not be stored in Garage Ports unless the owner's car has a car-based rack. Bicycles may be stored on a bicycle rack on the car. No racks are allowed on Garageport walls or ceilings.

### D. Bulletin Board

Communication devices are in three (3) areas: in the elevators, mail rooms, and hobby rooms. We also have Tiara TV channel 901.

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.
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 always worn by persons, including children, in the Clubroom and other common areas in the buildings.

2. Children under fourteen (14) years of age shall be accompanied by an adult while in the Clubroom.
3. The refrigerator and freezer are primarily for the use of people using the Clubroom or holding authorized events. Temporary use of the refrigerator is allowed for people while at the beach or at the pool. Use at your own risk.
4. People using the Clubroom shall leave it in clean and orderly condition after use. Users are also responsible for the cost of damage and extra cleanup expenses incurred.
5. 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 such 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.

## 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, doorknobs 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. Garage Ports & Garages

1. Vehicles in the Garage Ports/Garages are left at the vehicle owner's risk.
2. Management personnel will be allowed entry when necessary. The attic space in Garage Ports 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 Garage Port is limited to one motorized vehicle.
4. Garages and Garage Ports 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, Garage Port and assigned parking spaces. Except as noted above, allowing non-Tiara residents to park or store vehicles on Tiara property is expressly prohibited.

5. Only cabinets that have been approved by the Architectural Review Committee prior to installation are allowed. The maximum length, width and depth of 1 or more cabinets combined is 72" width by 30" height and 16" deep, flat white panels with or without handles or locks Owners are permitted to have rubber car stops to aid in parking.
6. Owners of each designated Garage Port 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. No items, except a foldable grocery cart, or a bicycle rack mounted on a car may be stored in the Garage Ports. All improper items stored outside the cabinets shall be tagged and after 24 hours be removed by Management Company personnel or Board designees.
8. Storage of hazardous or combustible items is forbidden.
9. Use or operation of dust producing power tools or spray painting within the Garage Port is prohibited.
10. Garage Port doors are to be always closed unless the user is in the Garage Port. Unattended Garage Port doors should be closed by others to preserve the security of the building.
11. Electrical Vehicles (EV) – It is not allowed to have EV charging in garages/garage ports. The EV Charging Station Policy/Procedures are found in the caliber site under Forms and Procedures. This detailed document forms part of the Rules. **Tiara Towers Condominium Association Policy and Procedures for Dedicated EV Charging Station and Application.**
12. Per Declarations - 18 .11 No garage or covered parking space shall be used except by the person or persons to whom the garage or covered parking space has been specifically assigned; and except in the manner in which it is intended to be used.

#### H. Hobby Room

4. 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.
5. Grocery carts and luggage dollies shall be returned to the Hobby Room immediately after use. Please be respectful of others!
6. Interior and exterior doors to the Hobby Room are to be always closed 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 (including the full set of rules for Owners) is available in 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. Rules around leases and rentals can also be found on the Tiara Declarations which is posted in Caliber – section 1900. This includes but is not limited to the following:

1. All rental agreements must be submitted and approved
2. No Rental agreement permitted for less than 60 consecutive days

### 3. Pets are not allowed for Tenants/Guests

Unit Owners relinquish all rights to use Garage ports and recreational facilities when their Unit is Leased.

Per Declarations - 19.01 Any attempt to sell, rent or lease a Unit without prior approval of the Association shall be deemed a breach of this Declaration, shall be wholly null and void, and shall confer no title or interest whatsoever upon any purchaser, tenant or lessee, provided.... (see declaration for full wording)

An owner advertising a Tiara rental must state in the advertisement that rentals must be a minimum of 60 consecutive days. Rental advertisements not mentioning this or stating a number less than this are prohibited. The rental advertisement for less than the 60 consecutive day rental as mentioned in the Tiara Declarations is in violation of the minimum rental terms and is subject to rules violation procedures including potential daily fines until rental advertising is amended to conform with the Declarations.

## J. Lobby Area and Elevators

1. Large items, large deliveries, grocery carts and dollies shall enter and exit only through the Service Entrance. If we have inclement weather conditions (pouring rain), owners may unload groceries into the carts under the Portico and enter through the front door. However, your car must be moved before you take your groceries up to your unit.
2. Occupants shall request maintenance personnel to install elevator pads in the freight elevator before moving large items, furniture, etc. Notice must be given to Maintenance Management during their regular work week at least 24 hours in advance of any operations. Elevator pads must be installed for the duration of any project that has been approved by ARC. It is the owner's responsibility to ensure the pads are in place when work is being done to their unit.
3. Elevator phones are to be used only in case of emergency.
4. Building exterior doors are to remain closed and always locked.

## K. Parking Area

1. All vehicles parked on property overnight shall be registered with the building management using the Vehicle Registration Form which is available at the maintenance offices in the North and South Tiara Towers as well as on 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.
  - c. 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. An exception to this is unloading shopping during a storm. The items can be loaded under the Portico and carts can enter using the front door during a storm. Please note that cars must be moved before taking items out of lobby areas.

3. Service Entrance parking is only permitted for the loading and unloading of vehicles with a 15-minute limit. Signs are posted and parking longer than the time limit may lead to violations, fines or towing. Where signs are not posted but parking is in violation of a parking rule (tags on cars etc.) personal notice to the operator of the vehicle will be given that the vehicle will be towed.
4. Except for commercial contractor vehicles involved with Tiara Condominium business, parking or storing of boats, Pods, campers, motorhomes, trailers, commercial vehicles, or recreational vehicles is prohibited, unless stored inside a Garage (not a Garage Port) 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. It is available on each building's maintenance office door and the Management Company's Website.
5. Vehicle repair work on Tiara property is prohibited except within individually owned Garages.
6. All vehicles left overnight in Guest Park shall display a Parking Permit and current license plates, as well as being operable and in good repair.
7. A Board member or Management Company has the authority to tow the vehicle 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 and/or the unit owner may incur a fine.
  - b. Unregistered or prohibited vehicles that are not removed from the property within 24 hours after notice of violation may be towed and/or a unit owner may incur a fine.
  - c. Improperly parked vehicles in designated areas with "no parking signs" or clearly marked on pavement by hydrants etc.... (for example, posing a safety hazard, or blocking entry ways) may be towed immediately and/or a unit owner may incur a fine.

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

Some people love Pets some do not. Many of our neighboring condominiums do not allow Pets. It is considered a privilege to have Pets in Condominiums. Associations and Rule Committees need to find a happy medium that allows all owners to live together with Pets by having strict rules pertaining to Pets in common areas.

1. Only Unit Owners may possess a Pet on Tiara property; having a Pet on the premises is a privilege extended only to Unit Owners and does not extend to tenants, lessees, or guests.
2. Pets are limited to only one per unit.
3. All pets shall be registered with the building Maintenance Office using the Pet Registration Application Form which is available at maintenance offices in the North and South Tiara buildings as well as the Management Company's website. The owners will be notified of the by the Management Company in writing of approval/rejection of any Pet.
4. Pet Owners shall provide documentation related to rabies vaccinations, proof of weight limitations, and a pet photo. Pet breeds shall not be approved if they potentially can exceed twenty (20) pounds when fully matured.

5. Animals considered dangerous or inappropriate by the board or our Management Company are prohibited. Owners will be notified when requesting registration or when a potential owner requests permission in advance in writing.
6. Pets shall be always kept on a 6 foot or shorter leash outside the Owner's Unit. The public areas/conveniences at Tiara are for everyone's use (Pet lovers and Pet haters), they are primarily for human use. Pets may traverse public areas but are not allowed in the Pool Area (even on an owner's lap). Pets going to the beach must quickly traverse across the Pool Area. All conveniences such as water fountains, grocery carts, tables and chairs etc....are for human use no pets allowed.
7. Individuals desire 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.
8. The nearest Pet allowed beach is in the Southeast corner of the SEAL museum located a few hundred yards north of Tiara. However, Tiara allows access to the beach for Pets on the dune walk.
9. Designated Pet walks (please note this is pet walk area not just a pet bathroom) are defined as follows:  
  
Expanded Pet Walk areas include any grass between any garages/garage port areas including on the grass to the most north and south ends of the garages. It also includes the areas in the westernmost grass areas next to A1A.  
  
Pets are not allowed in any other grassy/bushy areas. These are for human enjoyment and help preserve privacy for the owners on the first floor. **Owners are required to thoroughly clean up after your pet!** The property to the south of 3120 that belongs to our neighbors is NOT to be used. IF you see a neighbor with a dog coming onto Tiara property please remind them that they are trespassing.
10. The right to keep a pet in a Unit shall have such right revoked if the pet creates or becomes a nuisance or if an owner ignores the Pet rules after a written warning from the management company, as 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. People using the pool or hot tub do so at their own risk.
2. Pool hours are from. from Dawn to Dusk.
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. Glass bottles, plates and any breakable items are not permitted in the pool area.
7. People 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 always supervised by an adult
10. Floatation devices, flippers, scuba gear, etc. are NOT Allowed Except for floatation devices designed for safety exercise.
11. Radios and audio equipment are not permitted unless used with earbuds or headphones, so that other residents and Guests are not disturbed. Events approved by the Board can be granted an exception to this rule for the event.
12. To avoid scheduling conflicts, owners shall notify the onsite Maintenance/Mgt 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. Parties for Unit Owners, Tenants, and their Guests are permitted in the pool area.
13. 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.
14. Draping of towels, clothing or other personal articles on fencing surrounding the pool area or the Dune Walk is prohibited.
15. 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.
16. 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.
17. Pool Area fence gates shall be kept closed and always locked.
18. 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 always worn.
6. Non-tennis-playing equipment of any kind, and pets are not allowed on the courts.
7. 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, Styrofoam, 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. Elliott Merrill can give information on companies willing to dump these items for a small fee.
2. Before dropping down the chute, all items shall be placed in and securely tied in plastic bags tied. 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 purposes. 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 dos 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 all utilities, tools or supplies within the Utility Rooms. Violators may be fined up to the maximum permitted by law.

## R. Utility Services.

2. Common utility services (water, electric, wireless service, TV, cable or satellite) shall not be modified or altered unless authorized by permit or written approval from management on behalf of the Board of Directors. 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 and the property is not removed within 48 hours, can be removed from the premises by the Management staff. 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 the Elliott Merrill 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. The Committee is authorized to receive reimbursement for expenses to defray costs. The committee shall account to the Board for all receipts and disbursements.

**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, Tiara TV, elevator boards and notices of general interest.

**Fining Committee:** To conduct hearings of appeals from Owners who have received notices of fines for violation of Rules. The 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. No Board members allowed on this committee.

- a. See appendix B for suggested possible fines

**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 of buildings and grounds and make regular reports and recommendations to the Board.

Other Ad Hoc Committees are established and posted on the Tiara Boards as required.

## 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

## Appendix B – Possible violation/fines

This document gives a few potential violations and potential outcomes. The Board is not required to follow these and can impose a different combination of letters and fines. The Fining Committee can only approve or reject a fine recommended by the board. These are designed to give unit owners an idea of what types of Violations/Letters/Fines can be levied.

1. New owners – minor violation (garbage etc....) a letter
2. Guest staying without owners giving notice to Tiara – 1<sup>st</sup> a letter, 2<sup>nd</sup> a fine of \$100 per day up to \$1,000
3. Short Term Rental – a fine of \$100 per day up to \$1,000
4. Walking Pets in restricted areas – 1<sup>st</sup> a letter, 2<sup>nd</sup> a letter, 3<sup>rd</sup> a \$100 fine, 4<sup>th</sup> a potential revocation of owners privilege to have a Pet by Board
5. The Board as outlined in the Declarations can levy a fine against a non-complying Unit Owner for failure to maintain or replace mandatory shutters or impact resistant glass. Owners must notify EM of an estimated date that work will be done. If EM had not heard within a certain time frame of the start date of the work, the following are possible violations are possible 1<sup>st</sup> month a letter 2<sup>nd</sup> month a \$100 fine, 3<sup>rd</sup> month a \$100 fine per day up to \$1,000 until date of work is given.

## BASIC INFORMATION

Living in a condominium carries with it the responsibility of keeping in mind how our actions often affect others in the community. Community living comes with restrictions so that people with different backgrounds and opinions can live together in a neighborly manner. Exceptions to these rules can be accommodated with a vote by the Board and a letter to the owner by the Management company or other Board approved intermediary of approval of an exception if granted. The exception must be kept in a file in the management office and the grantee of the exception must also keep a copy for future reference.

## REVISIONS TO THESE RULES

Revised 10/14/91	Revised 8/2/07
Revised 1/21/93	Revised 5/28/09
Revised 3/30/95	Revised 6/2015
Revised 11/5/96	Revised 2/2022
Revised 9/17/98	Revised 7/2025

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