**Please use this first page as Quick Reference for the most important things to remember. Please read the following pages for more information on rules and regulations.**

1. All owners and guest are responsible for complying with the “Ormondy Rules and Regulations.”
2. A complete set of rules is to be made available in each unit and is available at the front desk.
3. **All owners and guests are asked to sign in at the office upon arrival. It is important for security and in case of any emergency.**
4. Fob will give access to all doors. (Office provides fobs to owners only)
5. Children (under 15) must always be monitored, as to their whereabouts.
6. **Bare feet are not allowed** in any part of the common area of the building.
7. Men must wear shirts & ladies a cover-up in route to and from the lobby, club room, common areas, beach, garage, elevators, and pool. The same applies to children over five years old.
8. **Keep water and sand out of the main lobby. Use only the underground garage, lower lobby East side doors to go to and from the BEACH and POOL. Please do not use the main lobby beach-side doors except in an emergency.**
9. Beach gate code is **C1234.**
10. Beach chairs are by the beach gate. (White low sitting chairs) Return after use.
11. Use the water hose/shower by the beach gate to rinse off sand before entering the building.
12. Always close pool umbrellas when leaving the pool area and return chairs to original positions. **See “Pool Rules” for more information.**
13. **Grocery carts and luggage carts** are to be returned to the cart room. Do not keep them overnight in the unit, hallways, lobby, or main entrance.
14. Food deliveries & Guest – ask them to use the phone code listed at the front door entry to call the owner. Owner presses number “6” on the phone to unlock the front door.
15. For security reasons, never open any door for people you do not know.
16. **No pets** are allowed in the building.
17. **Balconies**: Do not hang towels or any objects from the balconies. Do not throw **anything** off the balconies. “No cooking of any nature whatsoever shall take place or be permitted on unit balconies.” (Declaration 10.11) Keep noise to a minimum especially after 10:00 P.M. Umbrellas are strictly forbidden on balconies.
18. Absolutely **NO SMOKING** in any common area of the building including the garage, stairwells, club room and the fenced area of the pool. Please smoke away from the building.
19. **Always keep doors closed.**  Wind creates strong drafts which may cause the elevators to malfunction. Salt and humidity destroy electrical connections.
20. The recycle container is located at the main garage entrance. Recycle items are listed there.
21. Trash chutes are in each hallway across from the elevators. All trash must be placed in a good quality trash bag and tied securely before they go into the chute. No folded cardboard. Please refrain from using trash chutes between 10:00 P.M and 8:00 A.M.
22. Club Room (11th floor) hours are 8:30A.M. - 11:00 P.M. Quiet time is 10P.M. Do not use as an office. Do not sit with wet clothing or damp towels on furniture. See **“Club Room Rules.”**
23. Guests are to report any problems to the unit owner. A suggestion/complaint form is also available at the front office window.
24. **Grill is for adult use.** User is responsible for turning off gas and cleaning the grill after use.
25. Sauna is for adult use or use with adult supervision. Contact the office for access.
26. In the event of any emergency call 911, notify the office or a Board Member immediately.
27. Shuffleboard equipment is in the cart room.
28. Use only the garage level for loading and unloading large heavy items, including coolers and heavy luggage. Do not bring them through the first-floor lobby.
29. Parking**:**
	1. Park in assigned underground parking space. (If garage opener is provided by the owner)
	2. Visitors may park on the deck by the Main Entrance. Respect handicapped spaces.
	3. No backing into parking spaces on the parking deck. Front end parking only.
	4. No trucks or other commercial vehicles, boats, house trailers, boat trailers, mobile homes, campers, or trailers of any description shall be parked in any surface parking space except with the written consent of the Board of Directors of the Association (Declaration 10.7)
	5. Absolutely no parking of any kind in the entry/exit lanes of the garage driveway ramp.
30. Noisy work inside unit shall be confined to hours between 8:00 A.M. and 5:00 P.M. Monday – Friday, excluding holidays. Notify the office three workdays in advance of noisy work to be done.
31. Owners are encouraged to leave a master key to their unit in the office. If no key is left, provide the office with contact information for access in case of emergency or fire safety inspections when no one is present in the unit. (FL Statute: 718.111 (5)
32. Notify the front office if your unit will be vacant for a long period of time. (FL Statute: 718.111 (5)
33. All parts of the Condominium Property shall be kept in a clean and sanitary condition.
34. Owners relinquish use of common area facilities when the unit is rented.
35. **Stairwells:** Nothing is to be stored in any stairwell or landing. (Declaration 10.6)
36. **Skateboards** and roller skating/blading is not permitted in any common area.
37. **Feeding birds** is strictly prohibited anywhere on property.
38. **Nuisances:** No nuisances shall be allowed upon the Condominium Property, nor any use or practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the Condominium Property by its residents. (Declaration 10.3)
39. **Unlawful Use:** No immoral, improper, offensive, or unlawful use shall be made of the Condominium Property… (Declaration 10.4)
40. Owners are responsible for the removing all trash or discarded items (furniture, cabinets, commodes, appliances, large boxes, wood, tile, and all other debris) from the condominium property. These items are NOT to be discarded in the Association’s dumpsters or left anywhere on property including the garage. Owners are responsible for the cost for removal of any discarded items.
41. **Open House:** You may NOT advertise to sell your unit at an Open House. You or your realtor may show your unit only by appointment.
42. **Signs: No “For Sale” or “For Rent”** signs or any other type of sign or other displays or advertising shall be maintained on any part of the Common Elements, Limited Common Elements, or the Units… (Declaration 10.6)
43. **Insurance Increase:** No Unit Owner shall permit any use of his Unit or make any use of the Common Elements that will increase the cost of insurance upon the Condominium Property. (Declaration 10.3)
44. Repairs and maintenance inside the unit are the responsibility of the owner.
45. If you see anyone breaking these rules, please gently tell them of the rule or report it to a Board Member or at the Front Office. Confrontations are NOT necessary!
46. **Vendors:**
47. Owners must notify the office in advance of bringing vendors on property to do major renovations and must give the office a $250 refundable deposit if there is no damage or clean up required. (payable by check or money order only)
48. Owners are responsible for assuring vendors comply with all “Ormondy Rules and Regulations.”
49. Owners and vendors are responsible for removal of debris and clean-up of common areas after completion of work and any cost associated with removal.
50. Do NOT leave discarded items in the garage.
51. All vendors who do any work for the association or for owners of the units must provide the following to the Association before work commences:
* Copy of Business license
* Proof of Workers Compensation, or a letter of exemption
* Certificate of Liability insurance in the amount of at least $1,000,000.
1. **Moving in or Out of Units:**
	1. Owners must notify the office in advance moving in or out of a unit.
	2. Notice is also be given for bringing in or removing appliances, furniture, or other large items.
	3. Owners must give the office a $250 deposit, which will be refunded if there are no damages or clean-up required. (payable by check or money order only)
	4. Owners are responsible for removal of debris, trash, furniture, appliances, and commodes, etc. and must clean-up common areas after completion of move.
	5. Owners are responsible for assuring movers comply with all “Ormondy Rules & Regulations.”

**Pool Rules**

* + 1. Please abide by Rules posted in the pool area.
		2. Pool/Beach Access: The door on the East wall of the garage level is to be used when entering or exiting to the pool or beach area to help keep sand and water out of the building.
		3. **FL Statute 64E-9.008 Supervision and Safety (7) Rules and regulations** – Rules and regulations for bathers shall be posted in minimum 1-inch letters which must be legible from the pool deck, and shall contain the following:
		 **(1) No food or beverages in pool or on pool wet deck. (see note)
		 (2) No glass or animals in the fenced pool area (or 50 feet from unfenced pool).
		 (3) Bathing load: 30 persons.
		 (4) Pool hours: 8:00 a.m. to 10:00 p.m.
		 (5) Shower before entering.** Pools of 200 square feet in area or greater without an approved diving well
		 configuration shall have **“NO DIVING”**, in four inch letters included with the above listed
		 pool rules
		4. Our pool is wonderful, but it **is not** deep enough for divers. **NO diving!**
		5. Pool chairs may **NOT** be reserved. Do not place towels or other items on chairs to try to reserve them. When you leave the pool area, respect others by taking towels and belongings with you.
		6. Children under 15 are not allowed in the pool without adult **supervision.**
		7. Do not swim if you are sick, have sores or an infection.
		8. If you have an accident in the pool, report it to the office or a board member immediately.
		9. Babies not toilet trained must wear swimmers. If your child takes it off or does not wear the proper type and has an accident, your unit will be responsible for the cost of cleaning the pool.
		10. If the pool is contaminated in any way, the pool will have to be closed for cleaning and repair for an undetermined length of time.
		11. Radios are allowed only **if they are not loud and** do not disturb others.
		12. No large floating devices in the pool.
		13. No running on the pool deck.
		14. **Close and secure umbrellas and return all chairs to their original positions** before leaving the pool area.
		15. Dry off wet bathingsuits before entering the building via the east garage door to avoid slips, falls, and dripping water on the floors and in the elevators. Do not forget cover-ups and shoes.
		16. **NO SMOKING** in the fenced area of the pool.

**Note:** "Wet deck area" means the 4-foot-wide (1219 mm) unobstructed pool deck area around the outside of the pool water perimeter, curb, ladders, handrails, diving boards, diving towers, or pool slides, waterfalls, water features, starting blocks, planters, or lifeguard chairs.

**Club Room Rules**

1. Club Room (11th floor) hours are 8:30 am to 11:00 P.M. Quiet time is 10:00 P.M.
2. Wet clothing and damp towels are **NOT** allowed in the club room. Do not sit on furniture while wearing wet clothing. Do not put damp towels on furniture.
3. Children under 15 years of age must always be accompanied by an adult. Owners are responsible.
4. NO horseplay, rough housing, running, or throwing of objects in the Club Room or on the balcony.
5. Please respect the rest of us by cleaning up and returning everything to its original location after use.
6. Be sure to check both exit doors to the balcony and assure that they are closed before leaving.
7. Empty the trash if needed.
8. Turn out the lights and lock the door when leaving. Be energy conscious.
9. The Club Room may be reserved by any resident if it does not interfere with other Condo functions, holidays, or holiday weekends. Holidays excluded are: New Year’s Eve, New Year’s Day, Valentine’s Day, Easter Weekend, Memorial Day Weekend, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
10. Reservations are to be made for one day only and may not run for multiple consecutive days.
11. All reservation dates are subject to availability and Board approval.
12. Private gatherings are defined as a group of 10 or more people, who wish to use the room for a private function, or where the kitchen is used.
13. Reservation request forms for use of the Club Room are available in the office or on the door of the Club Room.
14. Please submit the form to the office at least 10 days prior to the event, stating the date, time, and purpose of use.
15. A refundable cleaning fee of $250 is required at the time the reservation request is made. (payable by check or money order only)
16. Unit Owner will be responsible for any damages or additional cleaning fees (above and beyond the deposit) caused by actions of any invited guest or anyone staying in their unit.
17. Do NOT take any Club Room furniture out on the balcony or out of the room.
18. Club Room is not to be used as an office.
19. No party is to exceed 60 people. (County fire rules)