

# ***DIPLOMAT RED BOOK HOUSE RULES AND POLICIES***

**Town Shores of Gulfport, No. 212, Inc.**

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# DIPLOMAT APPLICATION PROCESS & ORIENTATION

## *STEPS IN THE APPLICATION PROCESS*

1. Prospective buyers or renters must obtain a Diplomat Application packet. It is available on our website at [www.townshorescommunity.com](http://www.townshorescommunity.com) or from the Diplomat Orientation Chairperson, as listed on our first-floor lobby bulletin board.
2. After the prospective owner or renter completes the Application, encloses a check for the background investigation, and submits the required items to the address listed or to the Orientation Chairperson, the Diplomat Board of Directors has 15 days to approve or disapprove the sale or lease, and conduct an orientation session.
3. If there are any issues, the prospective buyer or renter will be contacted. Otherwise, the Orientation Chairperson will contact the prospective buyer or renter to schedule the orientation session, which is usually held at the Town Shores Clubhouse.

## *PRIOR TO THE ORIENTATION*

- Seller provides the most current version of the Blue Book (legal) and Red Book (rules) to the prospective buyer.
- Seller must give the prospective buyer notice of any pending “Special Assessments.”
- Prospective buyer must have received **and** read the Diplomat Blue Book.
- Prospective buyer **or** renter must have received **and** read the Diplomat Red Book.

## *AT THE TIME OF ORIENTATION*

- Prospective buyer or renter must bring a valid picture ID and their copy of the Red Book.
- Prospective buyer should bring their Blue Book if they have any questions. This is our legal documentation and it is of paramount importance that each owner understands the contents.
- Prospective buyer must bring a current Termite Inspection Report.
- Orientation Chairperson completes additional paperwork and gives the Approval for Sale or Rental Approval form to the prospective buyer or renter.

## *AT CLOSING*

Seller gives the following items to the new owner:

- Coupon payment book, if applicable
- Town Shores telephone directory
- Town Shores Owner and Guest I.D. tags (2 of each) There is a charge to the new owner if the seller does not furnish these items at closing.
- Keys to the doors, mailbox, and storage room/roof
- Vehicle Registration Tag and Guest Placard

## ***AFTER THE CLOSING***

- Diplomat Board Secretary scans all documents to the Diplomat scanning application.
- Diplomat Board Secretary obtains and scans a copy of the Warranty Deed.
- Assigned members update the Diplomat Roster and 1<sup>st</sup> floor Lobby Information.

# CONDO RESTRICTIONS

## *GENERAL RESTRICTIONS*

While any legal age person, who is approved, may own a Diplomat condo, this is a 55 and over building, and there are age restrictions which apply to those who plan to **reside** here.

Children under the age of 18 are not permitted to live at the Diplomat as permanent residents, although they can visit for a limited period of time.

Persons under the age of 55 and more than 18 years of age may reside in a Diplomat unit as long as at least one permanent occupant is 55 years of age or older. They need to complete the Diplomat Application packet, agree to a national criminal background search, be approved by the Board, and attend an orientation session before moving in.

No person or group of persons may own more than one condominium in the Diplomat building at any one time, unless an owner is simultaneously selling their current unit and buying another one in the building,

If you own or rent a unit and are adding another resident, whether spouse, roommate, friend, or relative, the new person must submit an application and complete the Diplomat approval and orientation process before they may move in.

## *RENTAL RESTRICTIONS*

An owner, who wishes to lease their unit, must contact the Board of Directors who will verify if another rental unit may be added to the existing count. (The Diplomat limits the number of rentals to 10% of our units [12]; the owner must have owned the unit for at least one year; and the owner cannot have rented the unit to another tenant during the last 365 days.)

Once these facts have been verified, our Orientation Committee will provide the owner with an application packet and copy of our Lease Addendum. The owner or Realtor who is handling the rental may download a copy of these documents from our website.

Every lease/rental agreement must include the Diplomat Lease Addendum stating if the owner becomes delinquent in their monthly maintenance fees or any special assessments, the tenant agrees to pay their rent directly to the Association. This money will be applied to the owner's account. Lease Addendums and Leases shall be for a MINIMUM of one (1) year.

All prospective renters must complete the steps explained in the Diplomat Application packet, attend an orientation session, and be approved by the Board before they are allowed to move in. **A condominium shall not be leased or rented without written approval by the Board of Directors.**

Renters may not sublet.

## *LEASE RENEWAL*

All renters must have a current Lease and Diplomat Lease Addendum on file with the Diplomat in order to reside in our building. If these documents are no longer valid, the Board has the right to evict those tenants, at the owner's expense.

If an owner has a renter who wishes to renew the Lease, the renewal Lease and Lease Addendum must be done before the current lease expires. (The Diplomat Lease Addendum can be printed from our website or obtained from the Board Secretary or Orientation Chairperson.)

The renewed Lease and Lease Addendum should be given to the Board Secretary. Remember the new Lease and Lease Addendum must be for a minimum of one (1) year.

## ***GUEST / VISITOR POLICY***

Any guest who resides in a unit for more than 30 days, while the owner is in residence, must fill out a Guest Registration Form on the 30<sup>th</sup> day, notating their expected departure date.

An owner who will allow guests to stay in their unit while the owner is not in residence at the unit, must fill out a guest registration form **PRIOR** to the arrival of the guest(s). This occupancy is limited to 21 days. If the guest, with owner's permission, extends their stay past 21 days, they will be subject to the review and approval process which applies to all residents. The guests will be required to pay the current screening fee and the Association will conduct a background check of the guest. If approved, guest occupancy may be extended an additional three weeks. In no event will guest occupancy for longer than six continuous weeks be permitted. Any guest will be required to vacate the unit at the end of the six-week period.

## **CONDUCT OF GUESTS/VISITORS**

Owners and renters shall oversee the behavior of their guests. All guests are expected to conduct themselves in a manner that will allow all Town Shores residents to enjoy their homes and the TS recreational areas. Children need to be monitored at all times.

Guests may enjoy our recreational areas. Rules are posted and strictly enforced. **All adults must carry Town Shores ID tags** while using the recreational facilities or when out and about the TS property. This includes the pools, bocce, shuffleboard, tennis and pickleball courts and clubhouse. Children under the age of 16 do not need tags, but they must be with an adult. If more than two tags are needed for your guests/visitors, additional temporary tags can be obtained from the TS Office, at owner's expense.

## ***WHEN RESIDENT GOES AWAY FORM***

Residents are required to **complete the "Resident Away" form and turn in to the Board Secretary** anytime you leave for 30 days or more.

The Resident Away form reminds you of some of items which need to be done whenever you close up your condo. It also provides the Board with your return date, away address, telephone numbers, emergency contacts, and the name of the person who will be checking your unit while you are away. Additional forms can be obtained from the Board Secretary or printed from our website.

Residents are required to have a person checking their unit each month and after heavy storms, and who will start their vehicle if one has been left in the parking lot. If the resident

does not designate a person for these chores, the building will hire someone and charge the owner a monthly fee for the service.

You must provide contact information for the person watching your unit and vehicle. The contact person must agree to do the following:

- Check the condo each month
- Put bleach in the AC condensate line monthly, and follow with a hot water flush
- Check that all sink and tub/shower drains are closed
- Check that all toilets have water in the bowl
- Check the condo for any water leaks after heavy storms
- Make sure the vehicle battery is charged
- Fill out a verification form monthly and drop in the lobby Suggestion Box

The Resident Away form includes the monthly check form and is available on the Town Shores / Diplomat website.

## ***PET POLICY***

The purpose of the pet policy is to provide standards to ensure the best possible environment for both pet owners and non-pet owners and to ensure the responsible care of pets. All owners, renters and roommates will read and sign a copy of this policy.

## **DEFINITIONS**

**Pet** – For the purpose of this policy, permissible common household pets shall include domesticated cats, fish, birds, and reptiles kept for pleasure. The Diplomat Building governing rules and regulations **prohibits dogs as pets.**

**Emotional Support Animal (ESA)** - An emotional support animal is an animal that does not require training to do work, perform tasks, provide assistance, or provide therapeutic emotional support by virtue of its presence which alleviates one or more identified symptoms or effects of a person's disability. An emotional support animal is not a pet. Emotional Support Animals are covered under The Fair Housing Act and Florida Statute Ch 760.27, and are covered separately in our Emotional Support Animals and Service Dogs policy.

**Service Animals** - Service animals are defined as dogs that are trained to perform tasks for an individual with a disability. The tasks may include, but are not limited to, guiding a person who is visually impaired or blind, alerting a person who is deaf or hard of hearing, pulling a wheelchair, assisting with mobility or balance, alerting and protecting a person who is having a seizure, retrieving objects, or performing other special tasks. Service animals are working dogs, not pets, and are covered under the Americans with Disabilities Act (ADA) and Florida Statute Ch 413.08, and are covered separately in our Emotional Support Animals and Service Dogs policy.

## RULES FOR PET OWNERS

1. Any unit owner or renter who wishes to keep a pet must inform and register their pets with the Board of Directors.
2. No unit owner or renter shall have more than two (2) pets.
  - a. Current unit owners or renters with more than two (2) pets are grandfathered until the death of the additional pet(s). Additional pet(s) may not be replaced, and the owners or renters must then comply with this Pet Policy.
3. Pets are not allowed in common areas. Pets must be confined to the pet owner's unit and are not allowed to roam free or be tethered outside the unit.
4. Pets in transit are to be carried, under control of their handler, or placed in an animal carrier.
5. Cat litter and animal waste may not be disposed of in toilets. Waste is to be securely **doubled** bagged before being put into trash barrels.
6. Owners and renters laundering animal bedding may only use the designated washer in the 4<sup>th</sup> floor laundry. Clean the drum and gasket of pet hair after each use.
7. Owners and renters are responsible for any damage caused by their animals. Any damage to the laundry equipment due to animal hair or caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the owner or renter.
8. **Visiting guests with pets are not allowed.**
9. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this policy are:
  - a. Pets whose unruly behavior causes personal injury or property damage.
  - b. Per Pinellas County Municipal Code Sec. 14-30 - Public nuisance animals - Noises that, on at least two separate dates during a three-day period, are produced for more than one sustained period of at least 15 minutes over the course of eight hours, shall be considered excessive.
  - c. Pets while transiting through common areas who are not under the complete physical control of a responsible human companion.
  - d. Causes fouling air by odor, including in the building trash room.
  - e. Pets who relieve themselves on walls/floors; owners who leave or do not clean up pet waste in common areas, elevators or stairwells.
  - f. Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
  - g. Pets who are conspicuously unclean or parasite infested.

## PET REGISTRATION REQUIREMENTS

Current owners and renters who have a pet or intend to get a pet must provide the following documentation to the Board of Directors:

1. Proof that the pet has been licensed in compliance with Pinellas County animal control laws.
  - a. Per Pinellas County Municipal Code **Sec. 14-61 - Rabies vaccinations and licensing** - Pet owners must obtain a license for their cats. In order to obtain a pet

license, each cat over the age of four months must receive rabies vaccinations or an exemption letter from their veterinarian.

2. Information sufficient to identify the pet, including license tag number (if applicable) and a photo, and to demonstrate that it is a common household pet.
3. The name, address, and phone number of one or more responsible parties who will care for the pet in the event that the owner/renter is no longer able to do so.
4. Proof of pet license must be updated and provided to the Board upon expiration of the current license.

## **ENFORCEMENT**

Any resident observing an infraction of any of these rules should notify a Board member immediately. The Board member shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntary compliance. If the complaint is not resolved, a Violation Warning will be put in writing and presented to the pet owner.

1. Upon the second written Notice of Violation, the Board will assess a fine as prescribed by Florida Statute. A fine may be assessed daily until the issue is resolved or the maximum finable amount is met per Florida Statute. In addition to the fines, the Board may collect amounts necessary to repair or replace any damage.
2. If a pet owner receives two fines in a 12-month period, the Board of Directors may require the permanent removal of the pet(s). If so determined, the pet owner will have 21 days to remove the pet from the premises.

## ***EMOTIONAL SUPPORT ANIMALS AND SERVICE DOGS***

The Diplomat Building governing rules and regulations **prohibits dogs as pets**. The Diplomat and its Board of Directors recognize and support people with a disability-related need for an Emotional Support Animal or Service Dog. The purpose of the policy is to provide standards to ensure the best possible environment for owners of Emotional Support Animals and Service Dogs and non-owners. All owners, renters and roommates will read and sign a copy of this policy.

**Reasonable Accommodation** - A reasonable accommodation is a change, exception, or adjustment to a rule, policy, practice, or service that may be necessary for a person with disabilities to have an equal opportunity to use and enjoy a dwelling.

## **ESA AND SERVICE DOG OWNERS**

1. Request a Reasonable Accommodation - A person with a disability or a disability-related need who desires a reasonable accommodation for an ESA or service dog must make the request in writing and provide the supporting documentation per Florida Statutes Ch 760 and Ch 413 to the Board of Directors.
  - a. Requests must be approved by the Board of Directors prior to bringing the animal into the building.

2. Unit owners and renters who currently have or intend to get an ESA or service dog must also provide the following to the Board of Directors:
  - a. Proof that the dog has been licensed in compliance with Pinellas County animal control laws.
  - b. Per Pinellas County Municipal Code Sec. 14-61 - Rabies vaccinations and licensing - Owners must obtain a license for their dog. In order to obtain a license, each dog over the age of four months must receive rabies vaccinations or an exemption letter from their veterinarian.
  - c. Information sufficient to identify the dog, including license tag number (if applicable) and a photo.
  - d. The name, address, and phone number of one or more responsible parties who will care for the dog in the event that the owner/renter is no longer able to do so.
  - e. Proof of dog license must be updated and provided to the Board upon expiration of the current license.
3. Dogs may only use the designated dog walk area for the Diplomat, which is located on the west side of the building, the Town Shores Dog Park and/or other designated dog walk areas in the community.
  - a. Dogs in the Diplomat dog walk area must be under control. The dog must have a harness and leash (or other tether), unless it is a service dog and the owner's disability or the work your dog does prevents the use of these tools.
  - b. Waste must be picked up immediately. Waste is to be securely doubled bagged and put into the dog walk trash barrel. Animal waste may not be disposed of in toilets.
4. ESAs and service dogs must be confined to their owner's unit and are not allowed to roam free or be tethered outside the unit.
5. Owners and renters laundering animal bedding may only use the designated washer in the 4<sup>th</sup> floor laundry. Clean the drum and gasket of pet hair after each use.
6. Owners and renters are responsible for any damage caused by their animals. Any damage to the laundry equipment due to animal hair or caused by cleaning chemicals or other such materials used in an attempt to remedy said damage is also the full responsibility of the owner or renter.
7. Visiting guests with pets are not allowed.
8. No ESA or service dog shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behavior for the purposes of this policy are:
  - a. Unruly behavior causing personal injury or property damage.
  - b. Per Pinellas County Municipal Code Sec. 14-30 - Public nuisance animals - Noises that, on at least two separate dates during a three-day period, are produced for more than one sustained period of at least 15 minutes over the course of eight hours, shall be considered excessive.
  - c. ESAs and service dogs while transiting through common areas who are not under the complete physical control of a responsible human companion.
  - d. Causes fouling air by odor, including in the building trash room.
  - e. Relieving themselves on walls/floors; owners who leave or do not clean up animal waste in common areas, elevators or stairwells.
  - f. Exhibit aggressive or other dangerous or potentially dangerous behavior.

- g. Conspicuously unclean or parasite infested animals.

## **ENFORCEMENT**

Any resident observing an infraction of any of these rules should notify a Board member immediately. The Board member shall discuss the infraction in a neighborly fashion with the ESA/service dog owner in an effort to secure voluntary compliance. If the complaint is not resolved, a Violation Warning will be put in writing and presented to the ESA or service dog owner.

1. Upon the second written Notice of Violation, the Board will assess a fine as prescribed by Florida Statute. A fine may be assessed daily until the issue is resolved, or the maximum finable amount is met per Florida Statute. In addition to the fines, the Board may collect amounts necessary to repair or replace any damage.
2. If an ESA or service dog owner receives two fines in a 12-month period, the Board of Directors may require the permanent removal of the animal. If so determined, the ESA and service dog owner will have 21 days to remove the animal from the premises.

## ***SMOKING RESTRICTIONS***

The Diplomat is a **non-smoking property**. No smoking is allowed in any common area, including stairways, lobbies, laundries, storage room, walkways and elevators. In addition, no smoking is allowed on Diplomat grounds, including the parking lot and carport areas, as well as patios and seawall area. This includes any kind of smoking or vaping device.

By suggestion of the Fire Marshal, ashtrays have been placed near all of our first-floor entrances. Visitors, who may be unaware of our no smoking policy, need a place to immediately extinguish their cigarettes.

Smoking inside your unit is permitted or you are welcome to sit on the bench near Shore Blvd. to smoke. An ashtray has been provided there.

**It is the owner's/renter's responsibility to inform home health care workers, contractors, guests, and visitors of these smoking restrictions.** (For additional details, please refer to the Diplomat Blue Book.)

# MOVE IN/OUT INFORMATION

## *SCHEDULING*

Contact the **Move In/Out Coordinator** at least **three days in advance** to schedule a move. You will find the current coordinator's contact information on the Diplomat's Who-to-Call List, posted in the first-floor foyer.

Raising or lowering furniture or other items over the railings is prohibited. Carpet cleaners may not use hoses to access any unit other than those on the first floor.

## *MOVING HOURS*

**Monday through Friday, 8:00 am to 5:00 pm**  
**NO WEEKENDS without Board approval**

## *DEPOSIT*

A refundable damage deposit is required at move in or move out. The check should be made out to Town Shores of Gulfport #212, and given to the Move In / Out Coordinator when scheduling arrangements are made. This deposit is applied toward the repair of any damages which occur during the move, including but not limited to the building, elevators, walkways, railings. It may also be applied to the cost of replacing the elevator key, if not returned. If damages exceed the amount of the damage deposit, the resident will be billed for the additional costs.

**Please notify the Move In/Out Coordinator when your move is completed.** If no damage has occurred, the deposit will be returned in full.

## *ELEVATOR*

**Only Elevator #2** (closest to the water) should be used for any move. No item over 84 inches can fit in the elevator. When buying furniture, please keep this in mind. Moving large items via the stairwells is prohibited. Elevator pads and floor cover must be in place for the resident to begin moving in or out. The Move In/Out Coordinator will ensure these pads are in place, as long as arrangements have been made in advance.

## *MOVING VANS*

The Gulfport Fire Department requires vans not obstruct fire lanes and may not use or block the portico. Obtain instructions for parking **prior to your move date**. Ask the Coordinator where you are allowed to park.

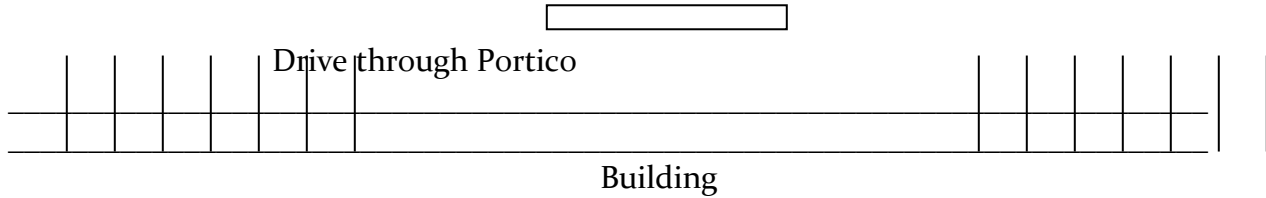
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## Carports

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Short-term Resident parking

Short-term Resident parking



### ***REMINDERS***

The owner/renter is responsible for any damages caused by the movers and is responsible for informing the movers of our policies and expectations. Movers must:

- Behave in a courteous manner while on Diplomat property
- Use no loud radios or create any undue noise
- Adhere to our no smoking policy
- Use dollies with pneumatic wheels or take other precautions to protect our walkways
- Use tarps and blankets, when needed, to protect your furniture and our building
- Cause no damage to our parking area, asphalt, curbs, signs, or grounds
- Leave elevators, lobbies, walkways, curbs, grounds, etc. free of debris

### ***TRASH RELATED TO YOUR MOVE***

Our Trash Room is small with a limited number of cans for trash and space for boxes. So, the new owner/renter should follow these guidelines:

- Bring trash down in small amounts (early Monday morning to late Thursday evening)
- Take cardboard boxes across the street to the Town Shores overflow parking lot to the east of the Lancaster building and place them in the cans marked “cardboard”
- Flatten packing paper before putting it in our recycled paper trashcan.

We all share this room. If an owner/renter fills up the cans with popcorn, packing materials, etc., we end up with garbage bags overflowing onto the floor.

### ***DELIVERY INFORMATION***

All deliveries of large items, such as furniture and appliances, require a three-day notice to the Move In/Move Out Coordinator for placement of elevator pads. There is no charge for this service. Remember to schedule deliveries on weekdays between **8:00 a.m. and 5 p.m.**

The Move In/Out Coordinator can make exceptions for emergencies, i.e. if your refrigerator dies Friday night.

**NOTE:** The owner is responsible for the cost of repairing any damage that occurs during a delivery to their unit.

## ***ESTATE & MOVE IN/OUT SALES***

- Estate and moving sales may be scheduled between 8:00 AM and 5:00 PM (major holidays excluded).
- Any resident who wishes to hold an estate or move in/out sale must contact the Move In/Out Coordinator at least three days in advance of the sale. (It is best to do this before advertising the sale.)

The Move In/Out Coordinator will:

- Check for any conflicts or possible problems before approving the date of the sale.
- Arrange for the elevator pads to be hung in elevator #2 on the day(s) of the sale.
- Collect a (refundable) damage deposit from the resident.
- Provide the elevator key, if requested.
- Arrange for parking for any large trucks, if applicable.
- Check for any damage to the walkways, walls, elevators, etc. each day when the sale is finished.
- Collect the elevator key each day, if applicable.
- Return the deposit in full or withhold the deposit and inform the Board of any damages. (The deposit will be held until the cost of repairs can be determined, at which point the resident will receive a partial refund or a bill for the additional costs.)

The resident must also:

- Follow the TS and Diplomat rules for posting signs relating to the sale. Residents may post a notice in the sign stand during the sale, and on the back bulletin board leading up to the sale. They may not be attached to the building.
- Give a damage deposit to the Move In/Out Coordinator.
- Inform those who purchase items they must use only elevator #2. (If the item is large, it is best to walk with those who are moving the item to make sure they are not damaging the elevator or building. The resident is responsible for these costs, even though the item was sold to another.)
- Inform the Move In/Out Coordinator each day when the sale is finished.
- Return the elevator key each day, if borrowed.
- Meet with the Move In/Out Coordinator to receive the deposit refund.

**NOTE:** The resident may post notice of their sale in the TS Clubhouse after receiving permission from the office.

The TS office can also explain what kind of signs may be set up on the day of the sale in order to direct buyers to your condo.

As you are cleaning out your unit in advance of or after a sale or move, please do not use the Trash room to dispose of household items. Contact a disposal company to remove these items, or carry the items to a local thrift shop, Goodwill or a local support group like Casa House.

## GETTING TO KNOW OUR BUILDING

The Diplomat Board oversees the maintenance of our building, common areas, such as laundry and trash rooms, parking lot, carports, and landscaping. Please treat these areas with respect.

### ***LAUNDRY ROOMS***

Laundry rooms are located on the 2nd, 4th, 6th, and 8th floors. They can be used between the hours of 7:00 AM and 9:00 PM. Please use only two washers and two dryers during busy times. **Be sure to only use laundry products that have 'HE' (High Efficiency) on the label.** Failure to use these low suds products will result in damage to our machines.

We also request you **do not use liquid bleach** as it spatters and then ruins clothes for the next person using the machine. Instead use a product like Oxi-Clean.

New large capacity dryers are for large / multiple loads of clothes. Please use the stacked dryers for smaller loads.

You will find a plastic bin in each laundry room to recycle plastic bottles labeled 1-7, as well as paper or cardboard boxes. This is NOT a trash receptacle.

Please clean the gaskets on the washing machine before or after use.

If you are cleaning pet bedding, please take extra care in cleaning the 4<sup>th</sup> floor machine after use.

When you finish using the laundry room, washers should be clean and left open, dryers clean (including lint filters) with doors closed, fans and lights turned off, and windows closed. If you spill something, please clean it up. Of course, there is NO SMOKING.

If a piece of equipment is not working properly, please put an out of order tag on it. If you have lost money, leave a note with your name and unit# so the repairmen can follow up with you. Also, call Bay Laundry at the posted numbers, to report the malfunctioning equipment, or the building's Laundry Contact listed on the Diplomat's Who to Call list.

**NOTE: Be sure to notify health care workers, guests, and visitors of this information, if they will be using our laundry rooms.**

### ***MAILBOXES, OUTGOING MAIL & SUGGESTION SLOTS***

Mailboxes are located in our first-floor lobby. They are locked and numbered for your privacy and convenience. In the center of the mailbox area, on the left, there is an outgoing U.S. mail slot. To the right you will find the Diplomat suggestion slot. Resident are encouraged to share their point of view, suggestions, and questions to the Board. Just put a signed copy of your letter in the suggestion slot. (Please remember to include your name, unit number, and phone number.)

## **ROOF**

Your storage room key also gives you access to the roof area for servicing your air conditioner. This key unlocks the door at the top of the center stairwell that opens to the roof. The owner/renter is responsible for issuing and recovering any key lent to service personnel who are doing work on the owner's/renter's behalf. Damage to the roof shall be the owner's responsibility. Please notify your contractor to remove all debris instead of throwing it on the roof surface. There is a trash can inside on the landing.

Due to the potential for damage to the roof from excessive foot traffic and from chair and table legs, our roof area may not be used for sun bathing, parties, gatherings, etc.

## **STORAGE ROOMS**

Storage rooms are located on the 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup> floors. Each unit has been assigned a small, clearly defined area in one of these storage rooms. The top shelf is A, the middle shelf is B, and the floor is C. Your assigned storage room floor/space/shelf area is listed on the first page of your Orientation Checklist [Form A] and on the title page of this Red Book. The Fire Marshal requires these rooms be kept free of all flammables, such as paint and oil, and debris, such as empty boxes.

Don't be a pack rat. Sort out your belongings. Discard unusable items. Place the things you are storing within your assigned space preferably in plastic tubs. Remember that items may not protrude beyond your assigned space and may not be placed/stored in the center of the room. No furniture or trunks may be stored here unless they fit safely in your space.

If you wish to enclose your storage area, you may, at your expense, build a chicken wire cage with a door that locks. (The Fire Marshal requires any enclosure be built in a manner and of a material that gives him visual access.)

If you are using someone else's storage area, written permission from the owner(s) of the other storage area(s) must be on file with the Board Secretary.

**NOTE:** Each item must be labeled with your name and unit number. This includes wheelchairs, walkers, and other medical equipment, which are required to fit within your storage area. Unlabeled items will be removed and discarded by the Storage Room Committee.

## **WALKWAYS**

The Gulfport Fire Marshal states "there shall not be any storage whatsoever on/in any stairway, walkway or landing areas. Shopping/laundry carts, walkers, scooters, bicycles, chairs or planters are not to be left in these areas. The stairways, walkways, and lobbies must be free and clear at all times." Residents are welcome to sit on the walkway outside their unit and enjoy the weather and neighbors. But all chairs and tables must be brought into the condo when not in use.

Residents should be vigilant and not allow package deliveries to remain on the walkway in front of their unit overnight, or for multiple days. If you expect a delivery and will not be home, please contact a neighbor to pick the item up, or delay the delivery from the vendor.

You may sweep the walkway outside your unit or wash it with plain water and a mild detergent solution such as Dawn dish soap. Do NOT use any chemical-based products that have not been approved by the Board. DO NOT use scrubbers or hard brushes on this surface.

Clean up any spills or stains you cause. If you are unable to do so, let a Board member know of the spill or stain so it can be treated right away. **There will be fewer stains if you double bag your trash.**

If you are having anything heavy delivered to your condo, put down tarps or Masonite panels on the walkway from the floor lobby to your door. Do not drag ANYTHING heavy across the walkways or allow contractors to do so; you will be liable for damages.

Use a cart or dolly with pneumatic wheels to avoid damage to our walkways. We have both a small cart and dolly available in the third-floor storage room for your use. **Remind contractors that they may not do any of their work on the walkways.** This would include no sawing, no sanding, no drilling, etc. They may store tools short term, as long as the tools are left on a tarp and are removed as soon as they are no longer needed – for instance, tools needed to install or paint a door or window.

If you are placing plants in the bump-out of the walkways, directly in front of the elevator lobby on your floor, put something under them to protect the walkway and rotate the plants so they don't sit in the same place all the time.

If you sit out on the walkway, make sure all chairs have pads on the bottom of the legs.

Any problems concerning the walkways need to be referred to the Building Committee.

## TRASH ROOM

The Trash Room is located in the rear hallway of the first-floor lobby, to the right and behind double doors.

### ***BLACK GARBAGE CANS***

Items that cannot be recycled or put through the disposal in your unit, must be **double bagged in leak-proof plastic bags**, closed securely, and placed in the black garbage cans to the left in the first floor Trash Room. Open garbage attracts pests and smells unpleasant, so please **double check your garbage bags before coming to the Trash Room. This includes double bagging ALL animal waste.**

### ***BIOMEDICAL WASTE***

Rule 64E-1E of the Florida Administrative Code requires proper disposal of any biomedical waste.

Items contaminated with blood, feces, or other body fluids, whether human or animal, must be **double bagged** in plastic and sealed completely before placing them in the black trashcans.

**NEEDLES** – Placing needles in the trash is not only inappropriate, but also illegal. Use the Sharp Disposal Program that is available in our county. Participating exchange sites for proper disposal include: St. Anthony's Hospital, Bayfront Medical Center, Palms of Pasadena Hospital, and All Children's Hospital.

### ***CONSTRUCTION OR CLEAN UP PROJECTS***

Trash from contractors' projects such as pipes, faucets, curtains, cupboards, carpet, tile, paint cans, mirrors, doors, toilets, etc. may **NOT** be put in our Trash Room. The contractor must remove all trash resulting from the project.

Also, no sludge, paint, etc. should be poured down our drains, in our flowerbeds, or on our lawn or property.

The contractor and crew should be careful of our elevator, railings, walkways, etc.

### ***FREE ITEM SHELF***

This shelf can be used for small giveaways such as books, clothes, dishes, or magazines. It is your responsibility to check in a couple of days to see if your giveaways have been taken. If not, please dispose of them properly. **DO NOT USE THIS SHELF TO CLEAN OUT LARGE AMOUNTS OF ITEMS IN ADVANCE OF MOVE OR ESTATE SALES. DO NOT LEAVE FOOD ITEMS.**

## ***RECYCLING GUIDELINES***

Please do your best to show you care about the world and future generations by **recycling correctly**. The following information is provided to help you follow the Pinellas County recycling guidelines.

**MIXED PAPER TRASH CAN** – This can, on the right of the trash room, is for paper (clean and dry,) such as newspapers, cereal boxes, writing paper, envelopes, toilet paper tubes, etc. Be sure to remove any ties, paperclips and rubber bands. Do not put heavy cardboard or soiled paper here. **No pizza boxes – they go in the trash bins.**

**ALUMINUM, STEEL AND PLASTICS** – These items are comingled in one recycle bin on the right side of the trash room and **include ALUMINUM AND STEEL CANS, AND PLASTICS #1 THROUGH #7.** (Look for the little triangle with the number printed in it.)

Before placing items in this receptacle, be sure to **remove tops, rinse or wash the items, and crush them.** (Labels are ok.)

**NOTE: Neither plastic bags nor styrofoam can be recycled in our recycle cans.** Put them in the black trash cans on the left, or take them to a store, such as Publix, where plastic bags and styrofoam are recycled.

IF YOU ARE UNCERTAIN WHICH RECYCLE BIN TO USE, FOLLOW THE POSTED SIGNS ON THE WALL ON THE RIGHT.

**WHITE PVC SLOTS – Corrugated (shipping) cardboard boxes should be clean, dry, and flattened before placing them in these slots.** (Thin boxes, such as soda, tissue, or cereal boxes, go in the mixed paper can. Pizza boxes are usually not clean, so they go in the black garbage cans to the left. If all the slots are full, take your boxes across the street and use Town Shores black trashcans, marked for cardboard. They are located in the TS overflow parking lot east of the Lancaster building.

**GLASS** – At this time, Gulfport does not have a pickup at Town Shores for recycled glass bottles and jars. However, you can take clear, green and brown glass for recycling to containers located behind the Gulfport Neighborhood Center at 1617 49<sup>th</sup> St. S. We encourage you to do so.

**BATTERIES, TVs, COMPUTERS, PRINTERS, PAINT, ETC.** – For more information about recycling, visit [pinellascounty.org/recycle](http://pinellascounty.org/recycle).

**STYROFOAM** – Styrofoam is currently not recycled in Gulfport, but items such as egg cartons, meat trays, takeout boxes and styrofoam cups can be taken to any Publix.

## ***RESTRICTED ITEMS***

- Furniture
- Appliances, such as toasters, coffee makers
- Electrical objects, such as lamps and vacuums
- Electronics, such as computers, printers, TVs
- Dangerous chemicals and paints

- Automobile batteries and tires
- Trash from renovation, maintenance, and construction projects

**These restricted items must NOT be left in our Trash Room. They do NOT go in the trash cans, near the trash cans, or on the free item shelf.**

You can offer these items for sale by posting a sign on our community bulletin board, give them to a thrift store, or take them to the proper Pinellas County disposal site. You must arrange to have these items removed.

NOTE: When removing large items, please remember to give the Move In/Move Out Coordinator 3 days' notice so the elevator pads can be hung.

# **BUILDING AND CONDO IMPROVEMENT & MAINTENANCE**

## ***TAKING CARE OF OUR BUILDING***

While the Association is responsible for the maintenance of the Diplomat building and its property, you can help by respecting and following the rules which have been set in place. Together we can keep our building/property safe, clean, and beautiful, and as a bonus, keep our maintenance costs low.

## ***TAKING CARE OF YOUR CONDO***

We encourage you to keep your condo in top condition. This may involve repairs, renovations, window upgrades, air conditioner service or replacement, toilet, sink, or shower improvements, etc.

**NOTE:** You must first obtain Board permission before starting a project in your condo that concerns any of the following:

- Adding, changing or removing a wall, floor, floor covering or ceiling
- Replacing windows, entrance doors, screen doors
- Replacing air conditioners or furnaces
- Installing or changing electrical wires, circuits, outlets
- Replacing pipes, toilets, sinks or other plumbing jobs
- Renovating your unit

## **ARCHITECTURAL CHANGES REQUEST PACKET**

To obtain Board permission, you will need to complete the forms and steps listed in our **ACR (Architectural Changes Request) Packet**, which you can obtain from the Building Committee, or online. After you have completed the packet, talked with a Building Committee member, and received a written okay from the Board, you may pull required permits and begin your project. (Board and Building Committee member information is listed on our first-floor lobby bulletin board.)

**Once again, be sure to obtain Board permission before scheduling or beginning any work.**

## **AIR CONDITIONERS**

Part of your A/C is located on our roof. Air conditioning units are numbered and grouped for easy location. Be sure to contact the Building Committee, complete an ACR packet, and obtain Board permission before scheduling delivery and installation.

Routine A/C maintenance or repairs requires you hire licensed and insured professionals, but does not require an ACR packet. Since A/C repair and maintenance often require contractors to work on our roof, be advised that costs for the repair of any damages to the roof are the

responsibility of the unit owner. **Reminder:** If you give your roof access/storage room key to a contractor, it is your responsibility to ensure the key is returned to you.

**A/C Maintenance** - Another part of your air conditioner is located inside your unit. A monthly dose of bleach is recommended to keep your A/C drain line clean.

- **Pour 1 cup of bleach in the A/C drain line**
- **Wait 30 minutes**
- **Flush with 2 cups of hot water**

Failure to keep the line clean can result in leaks or backups for you and/or your neighbors.

## **APPLIANCES**

If the installation or repair of the appliance includes adding or changing a gas connection, waterline hook up, or moving or adding an electrical receptacle, an ACR packet is required. Be sure to call a member of the Building Committee to discuss your project. They will let you know if you will need to complete an ACR packet and obtain Board approval before you start. In all cases you must use licensed and insured professionals.

## **DOORBELLS**

We encourage every resident to have a working doorbell for emergencies. If your doorbell does not work, either remove it, or put a piece of tape over it to indicate it does not work. In an emergency, your floor captain or a member of the board may try to alert you. If they cannot reach your main door because of a locked screen or storm door, you may not be able to hear them except by a ringing doorbell.

If you purchase a wireless doorbell, it needs to be installed on your storm door, not attached to the building exterior.

## **DOORS**

If you wish to replace your outside door or screen/glass door, you will need an ACR packet and Board permission before beginning any work. Check with the Building Committee before selecting/buying a door. The Association has requirements/specifications that must be met.

## **FLOORS**

Installing new flooring requires an ACR packet and Board approval before you begin the project. Depending on the flooring type, a sound deadening membrane may be required.

## **FURNACES**

Most Diplomat units are heated by means of a gas furnace. Repair or maintenance of gas appliances and furnaces require a licensed and insured professional.

**If the gas will need to be turned off for the entire stack, be sure to complete an ACR packet as you will need Board approval before this work can be done.**

## **GARBAGE DISPOSALS**

Installation or repair of a garbage disposal typically does not require an ACR packet. However, licensed and insured plumbers and electricians must be used.

## **GAS LEAKS INSIDE YOUR UNIT**

If you suspect a gas leak:

- **Do not use a phone, even a cell phone.**
- Leave immediately.
- Do not attempt to find or stop the leak.
- Do not touch anything electrical before you leave.
- Do not smoke.
- Just leave.
- Call 911 once you are out of the building.
- Call a member of the Building Committee.

(If you cannot reach a Building Committee member, call a Board member.)

**NOTE:** Names and phone numbers for Board and Committee members are posted in the Bulletin to the left of the elevators on the first floor. If you do not have the numbers or a cell phone, knock on a neighbor's door and ask for assistance.

- Wait outside for the firemen and Diplomat representative so that you can answer questions, give them information, and/or direct them to your unit.

## **GRILLS**

No resident is allowed to have or use a grill on his/her patio or walkway. Instead, any Diplomat resident may use the Diplomat grill, located in our parking lot, or one of the Town Shores grills. To use a Town Shores grill, contact the TS Office.

## **INSURANCE**

While the Board carries insurance on our building, you are responsible for carrying insurance on the interior of your unit, as explained in the Blue Book, as well as coverage for liability and your possessions. Carrying sufficient condo insurance is your responsibility. You must provide a copy of your insurance declaration to the Board Secretary each time your insurance changes or renews.

Our building currently has a Superior Rating. We recommend that you get a copy of the Wind Mitigation Form and the Fire Alarm Certificate from our website to send to your insurance company. A reduction in your rates is typically earned when you submit these documents.

## **KEYS**

Florida Statutes (718.111(5)) give the Board an “irrevocable right of access to each unit during reasonable hours for maintenance of any of the common elements as necessary to prevent damage to the common elements or to a unit or units.” This is done for your protection, your neighbor’s safety, and your personal wellbeing. Although you may give a key to a neighbor or friend, failure to provide this emergency access key to the Board may result in your personal responsibility for all costs incurred to gain access to your unit, or for damage to another unit or common area.

Therefore, it is your responsibility to give two sets of both your front door and screen/storm door keys (as well as any electronic code for your locks) to the Diplomat Board Member who is in charge of Keys, any time you change your locks. They will add these keys to the Diplomat’s locked and coded security box in the Diplomat Office. Only authorized individuals have access to these keys.

The second set of keys are provided to the Fire Department. They have a lock box at the Diplomat for emergencies. Providing this set of keys may eliminate the possibility of having your door broken down by the Fire Department in the event of an emergency.

## **PATIOS**

If you own a first-floor unit and are interested in adding or modifying a patio, please obtain the Patio Specification handout and ACR packet from our Building Committee. Board permission is needed before any patio can be added, removed, or changed. An ACR packet is required.

If you bought a unit and the patio does not match our patio requirements, we hope that you will wish to comply with the Patio Specifications and Regulations established in 2015. Changing your patio to these specifications would be voluntary on your part and much appreciated on ours.

## **PLUMBING**

**NO** grease or oil shall be poured down any of your drains. Instead, place the grease in a coffee can or glass jar. Replace the lid, wrap the can or jar securely in plastic bags, place it in your regular garbage bag, and dispose of it in the black garbage cans in our Trash Room. Remember, your decisions about what can be poured down your sinks or flushed down your toilets can cause problems not just for you, but also for your neighbors.

When replacing toilets, tubs, showers or sinks, or remodeling your kitchen or bath, be sure to complete the ACR Packet, return it to the Building Committee, and obtain permission from the Board, before scheduling this work and obtaining the necessary permits from the City of Gulfport. Only use licensed and insured professionals and opt for low-flow devices.

## WASHERS & DRYERS

The four building laundry rooms furnish all residents with access to washers and dryers. Although stack 12 and some units in stack 1 were originally plumbed for individual washers and dryers, no other units may add washers or dryers, per the City of Gulfport.

## WATER LEAKS

### **If water is coming through the ceiling or wall:**

- If the leak is coming from above or inside a wall, contact your upstairs neighbor to see if they are aware of any spills or leaks, then immediately contact a Board member.
- Contact TS Maintenance if you can't reach any of the above people.

### **If the leak is inside your unit:**

- In kitchens, supply valves are located under the sink. There may be up to four valves. Dishwashers and ice makers often have their own shut offs.
- In bathrooms, turn off the master valve, usually located under the bathroom sink, or in the linen closet wall. Bathroom valves shut off all bathroom water including sinks, toilets, showers and tubs. Two-bedroom unit master valves are located under the sink in one of your bathrooms – **look for the lever style valves**. You do not need to touch the old round handle valves as they may leak. One-bedroom unit shut off valves are located in the linen closet at the bottom behind an access panel, or under the master bathroom sink. Again, **look for the lever valves** – not the round handles.
- If turning off these valves does not stop the leak, call a Board member immediately to have the water turned off. If you are unable to contact a Board member and it is a weekday before 4 pm, call the Town Shores Maintenance department at 727-345-9491 and have the water turned off to the entire stack.
- Mop up the water and then contact your neighbors to make sure that the leak did not affect their condo.
- Call your plumber.

### **Once the emergency situation has been contained:**

- Contact a company that specializes in this type of cleanup, if the leak was extreme and you determine this level of help is warranted.
- Contact your insurance company, if you decide this is the prudent thing to do.
- Contact the Diplomat Board if the leak is the Association's responsibility.
- Call a licensed and insured plumber and proceed with your repairs.  
(If the plumber determines that repairing the problem requires extensive work, please contact the Building Committee and complete an ACR packet.)

## **WINDOWS & HURRICANE SHUTTERS**

Replacing and maintaining windows and shutters are the responsibility of the owner. Replacing any window, or replacing or adding hurricane shutters, requires Board approval. Ask the Building Committee for an ACR packet and follow the steps as outlined.

In addition, be sure to let your insurance company know about these changes. Upgrading your windows and/or adding shutters may reduce your condo insurance costs.

# VIOLATIONS

In an effort to improve the overall quality, standards and appearance of The Diplomat House, the Board of Directors has established a Fine Committee and a list of finable violations, which are based on rules and policies in the Red Book.

The first notice of an offense will be a warning letter to the owner. A second occurrence of the same infraction will be assessed a fine as prescribed by Florida Statute. A fine may be assessed daily until the issue is resolved, or the maximum finable amount is met per Florida Statute. In addition to the fines, the Board may collect amounts necessary to repair or replace any damage.

Once the notice of a fine has been received, the owner will have fourteen days to correct the problem, or send a letter to the fining committee to ask for a hearing. Once the committee has received a request, they will establish a date for the hearing, and allow the owner to plead their side of the dispute.

The Committee simply decides if the owner's objections are valid, or if the fine should be imposed. If the fine stands, the Committee notifies the Board of Directors, and the fine must be paid within five days.

The building camera system will be used to ascertain certain infractions in our common areas.

**Owners are responsible for the conduct of their tenants, guests, contractors and invitees.**

## ***VIOLATION LIST – Partial List***

### **BUILDING**

Nothing is to be attached to the exterior of unit or the building

Nothing may be attached to the railing or hung over the railing, like the hose for a cleaning business

### **CARPORT**

No attachments to carport posts or ceiling

Vehicle must reside within the marked parking space

### **PARKING**

No vans or trucks in fire lane, blocking portico access, parking lot walkway or blocking traffic

Not adhering to posted timeframes for resident parking in front of building

Identification tag not displayed in vehicle

Overnight guest not using Guest Placard

### **PETS**

No "guest" pets in building

Pet refuse must be double bagged for trash

Dogs must use designated Pet Walk areas

**RENOVATIONS**

ACR not submitted for remodeling project

No renovations on Saturday or Sunday, or before 8 am or after 5 pm Monday through Friday

**SMOKING**

No smoking in common areas

**TRASH**

No restricted items may be left in Trash Room

Misuse of recycle bins

**UNITS**

Away Form not filled out

No designee looking after unit and car while resident is out of town over 30 days

**Violations covered in the Blue Book will be addressed with legal action if necessary.**

## **PHYSICAL ENVIRONMENT**

We, the Diplomat residents, will determine the environment in which we live by restricting the urge to litter the premises with cigarette and cigar butts, matches, wrappers, drink cans, etc.

Please clean up anything that you spill. If you are physically unable to do this, or the spill is not yours, please report it to a Board member, so they can take care of the problem.

No items of clothing, towels, laundry, etc. may be hung or draped across the railings. This also applies to carpet cleaning hoses, even if they use a protective layer.

No mats, umbrellas, shoes, etc. may be placed outside your door.

## ***LANDSCAPING POLICY***

Residents/guests may NOT move, remove, add, water, abuse, destroy or attach anything to our plants, shrubs, grass, or trees. Only the Landscaping Committee has Board permission to improve/change our greenery.

## ***NOISE***

Sound travels long distances in our building. Do your best to walk and talk quietly while on the walkways and in the lobbies, especially early in the morning or late at night.

Use automobile horns only when necessary – not to attract attention. While loading or unloading your car or waiting for a friend, please turn off your engine. The noise is unwelcome and the fumes are hazardous to our health.

The typical noise rule in an apartment and/or condo dwelling is that TVs, radios, stereos, and musical instruments, if played after 9pm and before 8am, must be kept low so as not to disturb neighbors. If you are being disturbed, please make sure that you first speak kindly to the offending person to let them know that you are bothered by the noise. If the problem continues, please let a Board member know. And, of course, be reasonable and willing to reduce your noise level if someone complains about the noise you are making.

From time-to-time owners choose to upgrade their units. This is always a noisy process. While construction noises can be annoying, do your best to support your neighbor's improvement project. Talk with them to determine the noisiest days. Then, on those days, you can go shopping, visit a friend, or enjoy the Town Shores Clubhouse.

**\*\*\*CONSTRUCTION HOURS: WEEKDAYS BETWEEN 8 AM AND 5 PM.\*\*\***

## ***PARKING PRIVILEGES AND VEHICLE RESTRICTIONS***

Each unit is assigned only one parking space. A resident may use another's parking space with the written/signed permission of the owner on the Vehicle Registration form. The form then needs to be given to the Board Secretary, or left in the Suggestion Box.

Due to our one-way driveways, when parking on Diplomat property, all vehicles must pull forward into their assigned space, no backing in. Your license plate must be visible at all times.

All residents must display a static cling ID tag in their windshield. These are assigned to residents based on their vehicle registration. Residents also receive a Guest Placard for overnight guests, or for use with a second registered vehicle. These placards should be displayed on the dashboard of the vehicle.

If you have traded parking spaces with another resident, the Vehicle Committee should be given a Vehicle Registration form with the information on which vehicle is parking in which space, and each vehicle should display the ID tag assigned to that parking spot.

**Guest spaces are for guests only.** An owner or renter is not supposed to use a guest space to park a second vehicle. The Board has been very lenient in allowing second vehicles in guest parking. But as more guest spaces are used for residents with a second vehicle, use of guest parking is becoming a premium, and eventually the Board will need to revisit its policy regarding a second vehicle. When purchasing or renting a unit, each owner or renter signed a form clarifying they understood only one vehicle was allowed per unit.

A few short-term parking spaces are available in front of the Diplomat, if you need to make a quick trip into the building. The portico area should remain open unless you are helping a resident into or out of a vehicle, or loading or unloading groceries or shopping packages. Remember to turn off your engine when using these two areas. **Do not leave your vehicle unattended when under the portico. Leave your groceries on the bench while you park your car, but do not leave the car under the portico while you take items up to your unit.**

No one may live in a vehicle while it is parked in a Town Shores or Diplomat parking lot. RVs, boat trailers, etc. may not park in the Diplomat guest area at any time. The Master Association provides limited parking for RVs. Contact the TS office for further information.

**Bicycles** must be tagged with the owner's name and unit number and parked in the bike racks provided in our parking lot. They cannot be parked on walkways, under or in stairwells, in the lobbies, in the storage rooms or within the confines of carports. They cannot be attached to carport poles. They may be parked in the bike rack or kept in your unit.

For safety reasons, bicycle riding is forbidden on all walkways and under the portico.

**NOTE: Nothing should be attached to the carport poles, roof, or walls.** This includes, but is not limited to, motorcycles, bikes, laundry carts and scooters. No items should be left unattended for any amount of time in front, behind or beside a vehicle in a parking space.

Refer to the Blue Book or orientation Form B for additional parking rules and restrictions. These documents are posted on our website.

## **GET INVOLVED**

We hope you will choose to serve on some of our committees, attend the Diplomat and Town Shores meetings, and/or become a Board member. We encourage you to get involved. When you share your expertise and ideas, we all benefit. We need you and look forward to your contributions, whatever they may be.

### ***BOARD OF DIRECTORS***

The Diplomat is self-managed, meaning the board and committee members perform the majority of the building oversight and administration. The names of our current President, Vice President, Secretary, Treasurer and Directors are posted on the first-floor lobby bulletin board to the left of the elevators.

### ***COMMITTEES***

The Board shall appoint standing and special committees as needed. All such committees shall report periodically, either in person or in writing, to the elected officers. No committee may collect money without approval of the Board of Directors. No expenditures of association money may be made by a committee without the approval of the Board of Directors.

Please contact a Board member or the Committee Chairperson if you are interested in serving. Their names are posted on the first-floor lobby bulletin board to the left of the elevators.

### ***FLOOR CAPTAINS***

Each floor in the Diplomat has a Floor Captain. This person generally greets new residents, hands out newsletters, distributes notices and collects signatures when important documents are handed to those in residence, thus saving postage costs for our Association.

The Floor Captain may also establish a committee that sees to the lobby decorations for his/her floor.

If you cannot find answers to your questions in the Blue Book or Red Book, ask your Floor Captain. They can often help to point you in the right direction. (The name of your Floor Captain may be found on the Who to Contact form located in the first-floor lobby. Or you can ask a neighbor to direct you to the Floor Captain.)

### ***MEETINGS***

We encourage you to stay informed and be aware of the decision-making process for the Diplomat and Town Shores by attending their meetings. Meetings are typically held upstairs in the Town Shores Clubhouse Auditorium.

1. Town Shores Master Meetings are held as needed.
2. **Diplomat Board schedules its meetings for the second Tuesday of each month at 6:30 p.m.**, but is not required by law to meet every month.

3. Diplomat Budget meetings are scheduled during the late summer. Typically, the new budget is presented to the Board in September. In October, the owners receive a copy of the draft budget.

4. At the Annual Meeting in November, owners vote on any new amendments, and elect new Board members. At the organizational meeting directly after the Annual Meeting, the board members pick officers, and approve the budget for the following year. The new budget and any applicable monthly maintenance fee changes are then implemented the following January.

5. If any meeting times change, the information will be posted on the first-floor lobby bulletin board to the right of the elevators, and emailed to the Diplomat email list. It is your responsibility to check the 1<sup>st</sup> floor lobby bulletin board for notice of any emergency meetings and time and/or date changes. This is the “official” location for all board announcements, although we do send out emails as a courtesy to residents.

### ***ELECTRONIC NOTIFICATION***

Agendas/Minutes of Board meetings are posted on our first-floor bulletin board before and after every Board meeting. You can receive these items and Diplomat news/information electronically. Just send an email request with your name and unit number to:

**[diplomattsgp@gmail.com](mailto:diplomattsgp@gmail.com)**.

### ***INFORMATION SOURCES & HOW TO FIND OUT WHAT’S HAPPENING***

#### **DIPLOMAT**

Blue Book (Legal Documents)

Red Book (House Rules & Policies)

The TV monitor was installed in the lobby as a way for residents to quickly stay informed on what is happening in the building, as well as events in Town Shores. The slideshow is generally updated at the end of each week with new material, so please take advantage of the information.

Bulletin Boards - The glassed-in bulletin boards in our lobby are for the exclusive use of the Diplomat Board. The directory, agenda, minutes of meetings, and other legal information from the Board and the Master Association are posted here.

The bulletin board outside our Trash room is a Community-Social bulletin board. Residents and committees may post items on this board. All notices should be 8 ½ X 11 or smaller, neatly typed or handwritten. Please remove them promptly when they are no longer current or timely. No commercial advertisements or business cards are permitted.

#### **TOWN SHORES**

TS Office (Master Association, Clubhouse, & Maintenance) 727-345-9491

Bulletin Boards - Additional bulletin boards are found in the TS Clubhouse. Be sure to obtain permission from the TS Office before posting anything on a Clubhouse bulletin board.

Remember to check all bulletin boards on a regular basis to keep up to date on what’s happening at the Diplomat and Town Shores.

## **ACTIVITIES**

There are multiple clubs which meet during the year. Some continue all year long, while others generally meet during the season when our winter residents are here. Current clubs are listed on the glassed-in bulletin board in the TS Clubhouse first floor lobby.

Town Shores activities include bingo, bocce, shuffleboard and monthly newcomer parties.

The Diplomat Social Committee sponsors trips, parties, and other events. Check our Diplomat Community bulletin board and sign up for your favorite activities.

## ***EMERGENCY CONTACT INFORMATION***

An Emergency Contact form is completed during your orientation session. Each year all owners/renters are asked to fill out this form. Remember, you are responsible for keeping your information current. Whenever there is a change in your emergency information, print this form from our website or ask the Board Secretary for one, then complete and return to the Secretary.

## ***EVACUATION ASSISTANCE***

If you require help getting out of the building during a disaster, please complete a “Pinellas County Evacuation Assistance – Special Needs Registration Form” for the fire department. They need to be aware of you and your need for assistance. This form can be obtained during the orientation session or from the Board Secretary.

## ***FIRE SAFETY INFORMATION***

In 2010, the Diplomat membership voted to forego retrofitting of the common elements, Association property, or units of the condominium with a fire sprinkler system as allowed by Section 718.112(2)(1), Florida Statutes 2010.

In December 2012 the Diplomat Board and residents opted for hard-wired fire alarms and a Sounder Emergency System. Your fire alarms are hard-wired and have a battery backup that you replace, as needed. If your alarm goes off because the toast is burning, simply air out your condo. However, if the alarm goes off due to a fire, exit the condo. Then break the fire alarm box on the wall of your walkway or lobby. Once the fire alarm box is broken, the rest of the building is alerted and everyone is expected to evacuate the building.

The Board furnishes 9-volt batteries for smoke alarms. If you need help replacing your battery, please leave a note on the maintenance door in the first-floor lobby and our maintenance person will replace it for you.

Units have a sounder box located in each bedroom. They alert us to a fire in the common areas such as laundry room, boiler room, etc. They cannot be removed from an outlet for more than five minutes without setting off an alarm. If you need to power off your circuit breakers for renovations, talk with a Building Committee member about what you need to do to avoid a costly incident. If you need to temporarily move the Sounders within your unit, do it quickly.

And be sure the new outlet you use is not controlled by an on/off switch. When you finish your project, return the Sounders to the bedrooms or outlet in the ceiling.

Sounders have a backup battery which require professional replacement. The Board will schedule this every three to five years or as needed. Do not attempt to replace these batteries.

If you have a renter, or have sold your unit, make sure the new resident knows the sounders **MUST STAY** in the unit. If the sounder is removed and disposed of, the owner will be charged the replacement cost for each sounder.

**NOTE:** Fire extinguishers are located on the outside walkway wall on each floor. Fire alarm boxes are located on the wall of each floor in the lobby and at the ends of each walkway by units ending in 01, the 1-stack, and units ending in 12, the 12-stack.

**IMPORTANT: FIRE PULLS ARE FOR FIRES ONLY. IF THERE IS ANOTHER TYPE OF EMERGENCY CALL 911.  
IF THERE IS A FIRE, DO NOT USE THE ELEVATORS.**

### ***HURRICANE PREPAREDNESS***

We are in Zone A and will be asked to evacuate for severe storms. Have a manageable, realistic plan which will keep you safe. Prepare your condo and implement your plan. Don't wait until the last minute. Visit [www.pinellascounty.org/emergency](http://www.pinellascounty.org/emergency) to learn about storm dangers and how to create your own disaster plan.

## QUESTIONS AND ANSWERS

1. **Q:** What are my voting rights in the condominium association?  
**A:** Each unit is entitled to one (1) vote for each item being voted on. Only the designated owner may vote.
  
2. **Q:** What restrictions exist in the condominium documents on my right to use my unit?  
**A:** The Diplomat is a NO DOG building. No owner, renter, guest, or visitor may bring a dog into the Diplomat.  
**A:** NO smoking is allowed anywhere on the Diplomat grounds except inside the units, inside your closed vehicle, or on the bench by Shore Blvd.
  
3. **Q:** What restrictions exist in the condominium documents on the leasing of my unit?  
**A:** A unit may NOT be leased or rented without the prior written approval of the Board. Our documents state that at no time shall more than twelve (12) units be occupied by other than the registered owners.  
**A:** NO unit may be leased within the first twelve (12) months of ownership.  
**A:** Lease Addendums and Rental Leases shall be for a MINIMUM of one (1) year.  
**A:** A unit may be rented only one time during a 12-month period.  
**A:** All Renters must submit an Application, fees, and other information as explained in the Application Packet. Upon completion of the approval process, the prospective renter must complete an orientation session where they will review the Diplomat Red Book and receive the necessary Rental Approval form.  
**A:** At least one of the renters must be 55 or older.  
**A:** No renter may sublet.
  
4. **Q:** How much are my monthly maintenance fees to the condominium association for my type of unit and when are they due?  
**A:** Fees are determined fairly based on square footage and a percent formula explained in the Diplomat Blue Book.  
**A:** The Diplomat has ONE monthly fee. It includes the monthly operating maintenance amount for the building, the Master Association fee, and the monies needed to fund our Reserves. This payment is due on the 1<sup>st</sup> of each month and delinquent after the 10<sup>th</sup>.  
**A:** IMPORTANT: The monthly maintenance amount may change in January. For current figures, refer to a copy of this year's Diplomat budget.
  
5. **Q:** What amenities are included in my monthly maintenance fees?  
**A:** Gas, water, sewer, garbage and recycle pick-up, and **Spectrum** cable and wi-fi.  
**A:** The clubhouse, marina, pools, and various other recreational facilities are available for use by all Diplomat owners, renters, guests, and visitors. For additional information about the Master Association amenities and TS Rules and Regulations, refer to Town Shores section of this Red Book. Complete information about our Clubhouse, recreational facilities, and TS Rules and Regulations are available from the TS Office.

**A:** Dock rental and kayak storage fees are not part of your monthly fees. Contact the Town Shores office for price and availability

**A:** Free Wi Fi is available in our Clubhouse. (Login information is posted in the Clubhouse.)

6. **Q:** Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my maintenance fees?

**A:** No, you do not have to be a member of any other association.

**A:** Each unit at Town Shores has a 1/1328 share in the Town Shores Master Association, Inc. Each building association appoints two (2) unit owners as their representatives to the Master Association Board of Directors.

**A:** The monthly fees for the Master Association are included in your monthly building association maintenance fees.

7. **Q:** Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

**A:** No, other than the Town Shores Master Association, Inc. as listed in the previous question, there are no rent or land use fees for recreational or other commonly used facilities, excluding dock slip and kayak storage rental fees by the Town Shores Master Association.

8. **Q:** Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each case.

**A:** No.

## **TOWN SHORES MASTER ASSOCIATION, INC.**

3210 59<sup>th</sup> Street South Gulfport, Florida 33707  
(727) 345-9491

The Town Shores Complex consists of 19 buildings (18 residential buildings and the clubhouse.) Each residential building has its own Condominium Association and is operated independently, financially and otherwise, by their Board of Directors elected by the building's membership at their annual Membership Meeting as required by Florida statute.

All 18 Building Associations belong to the Master Association which manages the recreational facilities and other common grounds within Town Shores, as well as providing an organizational umbrella for sharing contracts and services for a wide variety of security, maintenance, and office services.

A Board of Directors governs the Master Association. Each Building Association appoints two delegates and two alternates to represent them at the Master Association's meetings. Five Officers elected yearly by the appointed building delegates lead the Board. Any unit owner who is a delegate may choose to run for one of the offices. The **Master Association Board meets as needed** at the clubhouse. All unit owners are welcome and encouraged to attend and be heard.

The Master Association currently employs or contracts 6 individuals to service the complex. This is accomplished through the efforts of the Property Manager, who is responsible for overseeing all activities of employees. The Manager works closely with the Maintenance Supervisor in this role.

The Town Shores Property Manager handles the day-to-day business of the Master Association. The Manager may also act as advisor to the individual Boards of Directors as requested. In addition, the individual associations may also hire their own management agencies to help with various projects.

The Master Association currently receives a percentage of your monthly maintenance fee to perform services for the common facilities as well as fund common element reserves. These funds are paid from the individual building's operating funds. The Diplomat (not the unit owner) is assessed and pays these costs each month as reflected in the monthly financial report.

### ***TOWN SHORES MAINTENANCE***

The Maintenance Supervisor is responsible for the common facilities: pools, courts, clubhouse, etc. and for improvement and maintenance of the grounds.

**Owners can contact the maintenance office to arrange for limited types of work to done in their individual unit.** The TS Masters Association Office, NOT the Diplomat, schedules these services. While the hourly rate is reasonable compared to commercial services, **you will be required to pay for any services you request.** Call 727.345.9491 for information.

The TS Office can furnish you with a list of jobs that TS maintenance personnel are allowed to do. Of course, you are also free to contract with any licensed and insured commercial service company when repairs are needed.

## ***TOWN SHORES RULES AND REGULATIONS***

Owners, renters, guests, and visitors are expected to follow the Town Shores Rules and Regulations. All owners and renters can and should obtain a copy of these rules at the TS Office.

The Master Association requires both owners and guests to display the yellow or red TS Master Association tags while using common amenities including the clubhouse, pools, bocce courts, pickleball courts and shuffleboard courts. Each unit has been assigned 2 red “owner” tags and 2 yellow “guest” tags. When a unit is sold, the new owner should make sure they receive these tags. The owner must pay to replace a tag. Contact the Clubhouse office for replacement if needed.