

**CASA CLARA RULES AND REGULATIONS**  
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## I. GENERAL

### A. Authority

The Board of Directors has the authority and responsibility to establish, apply and enforce rules and regulations relating to the use and operation of the Association property and common areas.

The manager appointed by the Board of Directors are authorized by the Board to enforce such rules and regulation, to identify violations, to inform owners, guests and renters of violations and to make recommendations for resolution to the Board of Directors should any violations not be corrected.

### B. Procedures/Enforcement

All reports of violations of the rules should be presented in writing to the manager, who will report to the Board of Directors on actions taken and results.

It is the duty of the Ombudsman to report, investigate and recommend resolution of complaints, claimed abuses and violations of the bylaws, rules and regulations. These should be in writing and the Ombudsman shall follow through to insure resolution in a timely manner.

If the offender does not resolve the issue within 30 days, the Board of Directors may then follow the procedures for violations as stated in our bylaws. (See 1.14 and 1.15 page 9)

Any serious nuisance or disturbance should be reported immediately to the manager. If they are unavailable a call can be made to the KCB Police. Call 911 to report any emergencies.

## II. BASIC RULES

### A. Use of Unit

As stated in the bylaws, for a two (2) bedroom unit, the named unit owner's family shall consist of no more than six (6) persons occupying the unit including the owner.

Owners and renters must register with the office and enter their information in the registry book in the Pelican room when arriving on property.

### B. Rental Program

Owners may rent their unit privately or participate in the Casa Clara Rental Program if desired. Renters must comply with all Rules and Regulations of the Association.

Owner desiring to rent on their own are required and responsible to obtain the necessary permits with the State of Florida, Monroe County and the City of Key Colony Beach. Owners renting on their own must comply with rental rules and codes, paying fees and taxes.

There is a two (2) week minimum for all rentals.

Occupancy is limited to four (4) people per unit and the renter signing the contract must occupy the unit. Renters may bring a maximum of two (2) guests at one time to use Casa Clara facilities, including the pool, beach and all common property. The host renter must accompany all guests while they are on the premises.

All renters must check in at the office with the manager upon arrival. If arriving after hours or on the weekend, arrangements must be made before arrival. All registration forms must be completed before occupancy occurs.

All overnight vehicles MUST have a visitor's parking pass displayed.

Renters are not allowed to have pets.

Owners with Long Term Rentals are expected to resolve issues with their tenants. After the first month, if there is a serious problem, which is not resolved by the owner, the manager will attempt to resolve the issue. The owner is responsible for all legal fees if the Association must retain legal counsel in connection with a tenant dispute.

#### C. Entry into Units

No person, other than the manager, a unit owner, family, registered guest, registered renters and registered contractors shall have access to Association property. The name of any person that has been authorized by an owner to have access to their unit for the purpose of house checking, etc. must be registered with the manager.

Owners, guests and renters are required to inform the manager when in residence or of any absence for any period longer than one week.

The names and contact information for all persons residing in the unit must be registered with the manager.

The manager is to have keys to access each unit, as required by Florida Condominium law. With the exception of periodic insecticide spraying or an emergency, the unit will be entered only after pre-arrangement with the owner or occupant.

#### D. Balconies, Windows and Storm Shutters

Owners absent during hurricane season (June 1-November 30) must prepare their units prior to departure. All objects must be removed from the balcony and hurricane shutters must be secured. If Casa Clara is required to close the shutters, a \$50.00 fee will be charged. If Casa Clara is also required to bring in balcony furniture an additional \$50.00 will be charged. If an outside contractor is needed to close or repair shutters, owners will be responsible for that cost.

Patios and balconies must not be used for storage, including the storage of any water sport vehicles.

The owner must maintain patios and balconies in an orderly fashion. Drying laundry is not permitted. Proper maintenance of furniture, grills and potted plants placed on patios or balconies is the responsibility of the owner, guest or renter.

Nothing shall be swept, thrown or shaken from the doors, windows, landings or balconies including the water from plants. Additionally nothing shall be placed upon the exterior sills, balconies or railings.

Balcony floors are to be kept free of carpets to protect the concrete from trapped moisture.

#### E. Pets

A condominium owner may keep a pet subject to reasonable rules and regulations to be adopted from time to time by the Board of Directors.

A few owners were grandfathered in for this rule, having more than one pet at Casa Clara prior to its enactment; for those owners, when one of those pets dies, the owner must then abide by the one pet rule.

Pet owners are responsible for their pet's bathroom activities and are required to clean up, dispose of, and totally remove all of the pet's solid eliminations on condominium property. Pets are not to be walked or allowed to use the common areas for toilet facilities.

Owners must complete the pet registration form for the manager's records; and pets must have all required shots and a valid hometown license.

Renters, family members and guests are not allowed to bring pets onto Casa Clara property.

Owners are required to keep their pet leashed and under control at all times. Pets are not permitted in the Pelican Room, the pool area, pier or on the beach.

Pets must not become a nuisance to neighbors (i.e.: loud or excessive barking, etc.).

Vacant Lot across the street – Use common courtesy – Dog owners must leash pet if requested by others for entry to the area.

#### F. Disturbances/Noise

Owners, Guests and Renters are expected to act in a civil, respectful manner at all times. Noise at all times shall be kept low enough so as to not disturb neighbors.

Casa Clara quiet hours are from 10PM to 9AM.

No loud music or any other loud or bothersome noise shall be allowed in any common areas, or on balconies or patios. Music may be allowed in the Pool area for occasional condo gatherings to which everyone is invited.

Nuisances, disturbances and disturbing noises such as barking dogs are not allowed and must be reported to the manager.

Owners, Guests and Renters shall at all times be responsible for the behavior of children and young adults residing with them.

Please be considerate of the many residents that have serious allergies to smoke when smoking on balconies or in common association property.

#### G. Trash and Recycling

Casa Clara follows general recycling rules. See office for details.

All trash including garbage, paper goods and small items are to be disposed of in the dumpsters at both sides of the front parking lots. No items are to be left outside dumpsters. Sealed or tied heavy-duty plastic bags should be used to avoid leakage.

If a spill occurs on the walkways, it is the owner's responsibility to make sure it is cleaned up.

Large items require a special pickup. Make arrangements with the manager.

Hired workmen and contractors are required to remove bulky debris and/or construction trash generated by their project; such trash and debris may not be placed in the Association's dumpsters. Nothing is to be left on the property.

Recycling bins are in place in the dumpster area. Please ensure that recycled items are placed in the appropriate bins.

#### H. Construction/Contractors

Any unit owner considering remodeling, renovating or similar construction or repair work within a unit must notify the manager in writing of work to be completed, name of contractor or contractors, dates and method of entry.

If required by the City of Key Colony Beach, the owner or contractor must obtain a building permit.

Owners having services performed when not in residence must provide the manager with the names of all individuals or businesses requiring access to their unit during their absence.

The contact person in charge of the work (i.e.: owner or supervisor of the project) must be registered with the manager.

Any change or modification of the exterior of a unit that will interfere with the simplistic continuity of the overall appearance including design and colors of doors, screens, windows and hurricane shutters is not permitted.

Screen doors must not be left propped open for extended periods of time.

Properly licensed and insured contractors must perform any work on the interior of a unit requiring a permit. Names and qualifications of these contractors shall be registered with the manager.

Contractors must report to the manager when on Casa Clara property. Entry for contractors working on unit interiors must be authorized by owners and registered with the manager.

Except in the event of an emergency, construction may only be performed Monday through Saturday between the hours of 8AM and 7PM each day. No work allowed on Sundays or Holidays, except in the event of an emergency.

The owner is responsible for ensuring that all construction trash is removed and the walkways, elevators and all common areas are cleaned at the completion of each workday. The owner is also responsible for ensuring that their contractors repair any damage caused to Association property (any such damage must be reported to the manager immediately.)

Soundproofing is required under new tile, wood or laminate in the entire floor areas of second and third floor units. The type of soundproofing must be an approved barrier.

The placement, location and appearance of an external vent to be added to a unit must be pre-approved by the Board of Directors.

All construction must be within the guidelines set forth in the condo documents.

Unit owners desiring to install a satellite TV dish or any device on the roof must have approval from the Board of Directors. Specific instructions for installation will be given on approval.

Owners are responsible for ensuring that their contractors comply with all Rules and Regulations.

#### I. Bicycles

Bicycles must be labeled with owner's name and unit number. Bicycles without clearly visible labels showing owner's name and unit number will be discarded.

Bicycles must be placed in designated bicycle racks located on either side of the property near the trash receptacles. They are stored at the owner's risk.

Seasonal storage is available for bicycles only in specified sheds. Location of these sheds is available from the manager. Any other items placed in these areas will be discarded.

Bicycles may not be left at entrances, passageways or in common areas.

#### J. Storage/Boats

There is not indoor or outdoor storage available anywhere on the premises for personal property with the exception of bicycles (described above) and overnight storage of kayaks and small water vehicles.

Kayaks and small water vehicles may be placed under the first floor balconies after consultation with the manager. Storage should be for a limited time period. Under no circumstances should they be placed under the pier. They are stored at the owner's risk.

Watercraft cannot be tied to the pier structure.

Overnight storage of kayaks or small water vehicles may be secured to the bicycle racks at either end of the property. Clearly label these item and they also are stored at the owner's risk. These items are not to be left in the common areas.

#### K. Miscellaneous

During one's absence of more than 30 days, all perishable food must be removed from the refrigerator, freezer and shelves. Owners will be charged a cleaning fee for removal of food and clean up after an extended power outage.

Only electric grills with hoods are permitted. They are to be used only on patios or balconies. Open fires of any form are not permitted on Association property at any time; this includes all common areas around our building, patios and beach.

No firearms, B-B guns or other weapons of any kind shall be displayed on Association grounds.

Fireworks are not permitted on Association property at any time, including the beach and pier.

Objects left in common areas are subject to removal and disposal at the owner's expense.

The alteration of any aspect of common area landscaping, including but not limited to foliage and other vegetation, is strictly prohibited. Florida Laws may also apply.

Approved hurricane shutters for doors and windows are mandated in the bylaws. Purchase and maintenance is at the owner's expense. Replacement of shutters, sliders, screen doors and windows must be in compliance with Casa Clara approved design and color.

Feeding of birds is not allowed.

Each owner must keep their unit in a good state of repair and cleanliness.

Owners are required to give proof of insurance. Insurance must cover unit interior items according to Florida Law.

### III. COMMON AREAS

All portions of the condominium property not within owned individuals' units are common areas. This includes atriums, driveways, parking lots, shuffleboard court, beach, pool, pier, tennis courts and the garden area adjacent to tennis courts and the Pelican Room.

To protect the health, safety and comfort of our owners, family, guests, and visitors of Casa Clara, The Board of Directors has adopted a No Smoking Policy in the Common Areas. No use of cigarettes, cigars, pipe, or electronic cigarettes are permitted in the common areas of Casa Clara, including the Fishing Pier, Pool, Atriums, Walkways, Shuffleboard Court, Tennis Courts and the Pelican Room, et al. Designated smoking areas are in the side parking lots of Building #1 and Building #3, by the bike racks. Smoking is allowed for owners inside their condo units and their balconies or patios in addition to the designated smoking areas. Renters and guests may only smoke in the designated smoking areas, or on the unit balcony/patio with the owner's permission. **No smoking allowed in our unit or on our balcony.**

Entrance area, stairways, walkways and driveways are common areas for access only and shall not be altered or obstructed by storage. This includes rear entrance areas and the front entrances on the first floor, where applicable.

The use of any Casa Clara recreational area (including but not limited to the pool area, shuffleboard and tennis courts, pier, dock and beach) is entirely at your own risk. The Casa Clara Condominium Association, Inc., assumes no liability for injuries incurred while using these facilities. These facilities are for the exclusive use of owners, guests and renters.

No owner may use any of the common areas in a manner to interfere with the rights, comfort or convenience of other owners' use of this property.

No owner may decorate or embellish the common areas.

Skateboards, roller blades, scooters and bicycles are not permitted on any sidewalk, shuffleboard court, tennis court or parking lot other than for access to the street.

Owners should notify the manager when outdoor lights need replacement.

Owners, guests and renters shall not make requests of any kind of grounds and maintenance personnel. All such requests, complaints and suggestions must be directed to the manager in writing.

#### A. Pelican Room

The Pelican Room is located in Building One and is open from 9AM-5PM.

No smoking and no pets are allowed in the Pelican Room.

The manager offices are located in the Pelican Room. There is also a small library with books and games.

All mail and packages are delivered to the Pelican Room. See manager for a security code to unlock the east door to pick up mail and packages after hours.

The Pelican Room may be reserved by an owner for exclusive personal use by applying to the manager for approval by the Board of Directors. An owner desiring to use the Pelican Room must submit a written request to the manager at least fifteen (15) days prior to the desired date. The Pelican Room



may not be used for commercial purposes, club meetings, religious worship services, political or similar activities.

The washer/dryer located in the Pelican Room is a complimentary service for emergency use and oversized items only; they are not to be used daily or weekly in place of machines located in all personal units. This applies to individuals and/or cleaning services. See manager for details.

#### B. Pool Area

Pool Hours are from 8:00 a.m. until 9:00 p.m.

Everyone must shower before entering the pool.

Glass containers are not permitted in the Pool Area. Food and drinks are not allowed in the pool or to be placed around the edges of the pool.

Balls, floats, fins, snorkels, toys, rafts, and similar gear are not allowed in the pool. The only exception is for water aerobics. During this time music and exercise aids are allowed.

Diving, running, pushing, throwing and group games are not allowed in the Pool Area.

Appropriate swimwear, such as swim diapers must be worn by children not yet toilet trained. Report any accidents to the manager immediately. If the pool needs to be even partially drained as a result of accidental contamination, a recovery fee of \$500.00 shall be charged to the owner, if the offending party is a renter, family member or guest.

Pool chemicals, water temperature and cleaning of the pool are the sole responsibility of the manager. Report any concerns to them for correction.

Protect lounges with towels when using tanning products.

Pool and patio furniture must not be removed from the area. Reserving pool furniture is not allowed. Remove all personal belongings from furniture when leaving the area for the use of other residents.

#### C. Shuffleboard

Hours from 9:30AM until Sunset

#### D. Tennis Courts

Hours from 6AM until Sunset

Courts may be reserved with the manager. Lock door during play and upon leaving.

Courts are to be used for Tennis and Pickle Ball only.

#### E. Pier

Observe the quiet hours from 10PM until 9AM daily.

Diving and jumping from the pier are not allowed.

Boats, kayaks and all other water vehicles may not be tied to the pier.

Fish cleaning and bait must be confined to the sink and counter. Please clean up the area after each use. Florida law for limits and size of fish must be observed. Florida license is required.

Do not feed birds or other sea life.

No glass is allowed on the pier.

No pets allowed on the pier.

No skateboards, bicycles or roller blades allowed on pier

Do not throw anything into the ocean.

Do not make any excessive or disturbing noise. Use headphone if listening to music, etc.

Use of any type of private lighting after 10PM is not allowed.

#### F. Beach

Observe quiet hours, which are 10PM until 9AM.

Fishing, diving and playing on the rocks is not allowed.

Sand and Tar must be cleaned from feet when leaving the beach area

Personal use beach chairs should be labeled and must be stored out of the way of the beach cleaner

#### G. Decoration

The exterior surfaces of the buildings, wall, doors, balcony entrance ways and stairways may not be altered, furnished with notices, signs or flags, decorated or painted

No decorations shall be adhered to the concrete

Owners are not allowed to display signs or notices of any kind in any windows or on other parts of the building

Owners that have special requests concerning the placement of decorations may appeal to the Board of Directors for clarification and written consent

Nothing shall be hung from the doors, windows, landings or balconies. Additionally, nothing shall be placed on the exterior sills, balconies or railings.

Holiday decorations are acceptable in December, but must be removed after season.

#### IV. PARKING AND VEHICLES

As a courtesy, owners with two vehicles should park one of those vehicles in the side lot. When leaving a vehicle for a week or more, parking is available in both the side lots and across the street near the car wash area.

All visitors whose vehicles will be parked overnight must have a visitor's parking pass displayed. Owners need to display their Casa Clara parking sticker.

Persons leaving Casa Clara for longer than two weeks should use the long term parking area across the street. Vehicle keys must be left with the manager in case of emergency. Under no circumstance should a vehicle be left in the primary parking area with a cover for an extended time.

Oversized vehicles such as panel trucks and large vans need to park in the side lots due to lack of turn around space.