

# GARDEN BAY CONDOMINIUM ASSOCIATION (GBCA)

## Rules and Regulations

### SECTION 1: GENERAL PROPERTY

- 1.1 Each residence is restricted to residential use by the owner or owners, their immediate families, guests and tenants.
- 1.2 There shall be no more than six (6) persons (2 person per legal bedroom) residing in a residence on a permanent or lease basis.
- 1.3 Monthly condo fees are to be paid by the first day of the month in one of 2 ways: (1) by a check deposited in the grey lock box in the clubhouse or (2) by bank check that is received on or before the first in the mail addressed to Garden Bay Condo Assn., 191 Seminole Lane Apt. 102, Cocoa Beach, FL 32931.
- 1.4 Two (2) household pets (with no weight restrictions) shall be allowed to reside in the owner's residence providing the pet is not a nuisance and is kept on a leash while on condominium property. Pet waste must be removed and disposed of by the owners or pet sitter and not left on the grounds.
- 1.5 Children aged fourteen (14) and under must be supervised by an adult while on condominium property.
- 1.6 No commercial signs or advertisements shall be displayed on the common property or from any residence without the consent of the Garden Bay Condominium Board of Directors. Temporary display of For Sale signs by a realtor on the day of an Open House is permitted.
- 1.7 Notices of events of community interest may be posted in the clubhouse on the bulletin board, front window, and/or emailed to all owners.
- 1.8 No exterior TV, radio or communication antennae or aerials, including satellite dishes, shall be erected on the property.
- 1.9 No exterior structural or aesthetic changes to the common elements of the condominium property shall be permitted without prior written approval by the Board of Directors.
- 1.10 No carpets, rugs, towels, etc., may be hung from any railing or any exterior side of the building; nor shall these items be cleaned or beaten on the exterior of the building.
- 1.11 Residents must receive approval from the Board of Directors prior to planting or removal of any plants on the common property. Any plants, trees or shrubs planted without prior permission may be removed.
- 1.12 The use and storage of portable grills is NOT permitted on balconies or screened patios.
- 1.13 A community shopping cart and handcart are located in the tool storage area for use by owners. They should be returned to the tool storage area soon after use. Only community items are stored in this area.
- 1.14 The meter room by the north stairs is restricted to adult owners, meter readers and authorized workers.
- 1.15 The dock must be kept free of clutter to allow clear passage for owners at all times.
- 1.16 No personal items may be stored in the common property of the condominium, such as the meter room, gated storage (also known as the fire water monitoring and also known as the building sprinkler monitoring) areas under the stairs and common walkways, unless approved by the Board of Directors.
- 1.17 No planters or other objects may be placed on the sidewalks, the garage courtyard, outside residence doorways and walkways so that access is clear during any emergency.
- 1.18 The volume of stereos, radios, TVs, etc., should not create a noise nuisance or disturb other residents. Quiet hours are to be observed between midnight and 8 AM.

- 1.19 Contractors shall be permitted to work only during weekdays and Saturdays between 8 AM and 6 PM, unless there is an emergency and the Board of Directors President, Treasurer or Secretary has been notified.
- 1.20 If you have asked contractors or vendors to do work for Garden Bay or in your unit, please remain or ask someone to remain on the premises while the work is being done. Ensure that the workers clean up their work area after they finish. The workers should not deposit the trash in our dumpster or trashcans without your permission. Cleaning staff are the exception to this regulation.
- 1.21 Contractors and vendors working on the common property or areas of owners' units that affect utilities or common walls should provide a copy of their insurance to the Board of Directors President, Treasurer or Secretary before starting the work.
- 1.22 All owners that leave their residence for three (3) or more days must turn off the main water valve that is located behind the water heater in their utility room. In addition, it is recommended that the water line to the hot water heater and the breaker for the hot water heater be turned off. The hot water heaters should be examined periodically to ensure that the units are in good working order and the water tank and expansion tank are not rusted and subject to leaking. In addition, owners should consider replacement of water heaters before a maximum of 10 years.
- 1.23 When leaving their residence for an extended period of time, owners should empty their ice storage bin and shut off the icemaker so it doesn't continue to run when the water is turned off. Power loss would cause the ice to melt and flood the kitchen.
- 1.24 Owners should add 4-8 oz. of vinegar to their HVAC drain line once a month to prevent the buildup of bacterial sludge in the lines.
- 1.25 If a resident has a water leak or spill in their unit that causes damage to any other residence(s), they are responsible for the costs to repair their unit as well as other damaged residence(s). If the respective owners have homeowner's insurance, the owner of the unit that causes the damage will be responsible for the deductibles.
- 1.26 If you want to close your shutters to protect your unit while you are gone for any period of time, disregard the related information in Section 18.12 of the Declaration of Condominium and close your shutters. Bad storms can occur in any season and bring high winds and horizontal rain that may seep into your units through windows and sliders.

## SECTION 2: RECYCLING AND TRASH

- 2.1 **The trash chutes are not operable.** Carry trash and recycling down to the parking lot and dispose in appropriate bins.
- 2.2 All boxes, cartons and bulky items must be flattened before placing in the green recycle containers.
- 2.3 ONLY CLEAN paper, cardboard, newspapers, glass and plastic containers should be placed in the recycle bins. Recycled items must be free of paint, grease, food debris, etc.
- 2.4 All other items, "trash or garbage", should be placed in plastic bags and deposited in the dumpster.

## **SECTION 3: PARKING**

- 3.1 The Garden Bay Condo parking lot is for use only by Garden Bay Condominium owners and their guests. Automobile parking spaces are conveyed with the owner's purchase of the condominium unit and may include either a 2-car garage or a 1-car garage with an assigned space in the condominium parking lot. Only operating vehicles may be parked on the property. No trailers, commercial trucks, motor homes or boats may be parked in parking lot overnight.
- 3.2 Owners of a 2-car garage are asked to park their two cars in the garage and not in the parking lot. The parking lot has limited spaces for guests, so owners are asked to be accommodating for overnight guests of other owners. Street parking is available for overflow parking.

## **SECTION 4: ACTIVITIES**

- 4.1 Bicycles may not be ridden on condominium property other than the driveway. Bicycles should be stored only in garages or owners' assigned storage room.
- 4.2 Skateboards, scooters, hover boards, segways and the like are not permitted on condominium property.
- 4.3 Games that may damage the lawn areas of the common property or the sprinkler system are prohibited (i.e., soccer, football, baseball, etc.). No balls or other objects may be bounced or thrown against any exterior surface of the building.

## **SECTION 5:**

### **CLUBHOUSE/ EXERCISE ROOM/ SAUNAS/ GRILL/ POOL/ SPA**

#### ***5.A. CLUBHOUSE AND EXERCISE ROOM***

- 5.A.1 The clubhouse is for the use of the residents of Garden Bay Condominium and Garden Bay Colony. The clubhouse can be reserved for private parties or special events seven days in advance. (See Garden Bay Pool and Patio Rules Item "g".) After use, the clubhouse, grill and kitchen should be left clean, all items returned to their original location, trash should be emptied, and supplies replaced if depleted during the event. If you have any questions concerning the clubhouse, contact any Board of Directors member.
- 5.A.2 Keep doors to the clubhouse closed when the HVAC is running. **Lock the sliders to the clubhouse after each use.**
- 5.A.3. All community trash cans should be lined with plastic bags. Food debris and trash should not be put in the same cans as yard waste. Please empty full trash cans in appropriate dumpster. Plastic bags are in the community HVAC room or pantry of the clubhouse.
- 5.A.4 Anyone using the bathrooms, showers, saunas or exercise equipment should leave the area clean and should not leave items behind.
- 5.A.5 Animals are not permitted in the pool, fenced pool areas or in the Clubhouse.

## **5.B. SAUNAS**

- 5.B.1 The saunas are located in the bathrooms of the clubhouse. Children aged fourteen (14) or under are not allowed to use the saunas unless accompanied by an adult.
- 5.B.2 WHEN FINISHED, TURN THE TIMERS FOR THE SAUNAS OFF-- and turn off the lights.

## **5.C. GRILLS**

- 5.C.1 If using the Clubhouse propane or small electric grill, Florida Fire Prevention Code REQUIRES it be moved out from under the roof of the patio when in use and must be put back under the patio roof when finished.
- 5.C.2 The grill and exterior surfaces must be cleaned after each use. The propane grilling surface is made of Teflon and can easily be wiped down while still warm. Stainless steel cleaner, soap, rags, sponges and paper towels are located in the kitchen furnace room of the Clubhouse.

## **5.D. POOL**

Owners of Garden Bay Condominium and Garden Bay Colony, their tenants and immediate families or guests have complete access to the pool facilities. However, the pool is not a public facility; guests may not bring other guests and an owner cannot monopolize the use of the pool with an unreasonably large number of guests unless they have reserved the clubhouse for a private event.

Children aged fourteen (14) or under must be accompanied by an adult while in the pool area. The pool spa is heated (see below) but the swimming pool cannot be heated without prior permission of the Board of Directors.

### **GARDEN BAY POOL AND PATIO RULES**

- a All owners and their tenants or guests shall comply with these rules and all posted signage.
- b All persons using the pool do so at their own risk.
- c Pool gates must be closed at all times.
- d Children aged fourteen (14) and under must be directly supervised by an adult when in the pool area.
- e The swimming pool and patio area are for the private use of owners, tenants and guests of owners and tenants of Garden Bay Condominiums and Garden Bay Colony.
- f Normal pool hours are 8AM to 10PM.
- g Special parties must be scheduled with the GBCA Board, seven days in advance of the event, and must terminate by 11PM Sunday through Thursday, and no later than midnight on Friday, Saturday and National Holidays.
- h Suntan oil and lotions must be removed by showering before entering the pool.
- i Diving into the pool is not permitted.
- j Food is not permitted in the pool. Only aluminum and spill-proof plastic beverage containers are allowed.

- k Glass and metals that rust are not permitted in the pool or fenced pool area.
- l. Animals are not permitted in the pool, fenced pool areas or in the Clubhouse.
- m. Patio furniture should always be protected with a beach towel.

### **5.E. SPA**

*(NOTE: Garden Bay Condominium Association operates in conjunction with the Florida Department of Health. They recommend fifteen (15) minutes as the maximum time recommended for use of a spa at 100 degrees F., and caution that small children, pregnant women, people with health problems or those using alcohol, narcotics or other drugs that cause drowsiness, should not use the spa.)*

To use the spa, set the timer on the west wall outside Unit 103 for approximately 30-45 minutes (to heat the water) plus the desired time in the spa. The spa temperature is set for 100 degrees F.

DO NOT TOUCH ANY POOL OR SPA EQUIPMENT EXCEPT FOR THE TIMER.

DO NOT TURN THE TIMER OFF- LET IT COUNT DOWN.

Children aged fourteen (14) or under must be accompanied by an adult while in the spa area and should never operate the timer for the spa.

## **SECTION 6: ELEVATOR**

- 6.1 The elevator doors should not be held open because this causes elevator failures. Let the doors close fully and then reopen them as needed.
- 6.2 If the elevator fails while a resident, guest or vendor is inside, they should
  - a. First call another resident and get a Board of Director's member to access the elevator key in the Clubhouse office. This key can generally open the doors and reset the elevator.
  - b. Can also alert other residents by pressing the ALARM button and asking them to find a Board of Director's member. Note that residents cannot hear the alarm if they are on the riverside of their unit.
  - c. If no one is available, access the phone box at the bottom of the metal panel and press the silver button inside to communicate with the monitoring station. The monitor will either send service or call Fire Rescue. Wait for Fire Rescue to arrive. They have the code to our building's gate and a key to the elevator that will open the elevator doors.
  - d. Residents are asked not to force open the elevator doors except in an extreme emergency because it disrupts elevator programming.
- 6.3 If the elevator is out of service, contact the Board of Directors President, Treasurer, or Secretary to call for service. Unless there is an emergency, service may be delayed at night or on a weekend because of the extra costs involved.

## **SECTION 7: UNIT RENTALS**

- 7.1 Lease or rental of any residence must be for a minimum of three (3) months with only one rental period permitted within a twelve (12) month period.
- 7.2 The Board of Directors must approve the Rental Application as well as share a copy of these Rules and Regulations with the applicants. Board approval cannot be withheld unreasonably and should be completed within one week.
- 7.3 Final approval is dependent on the renters signing a copy of the Rules and Regulations that the Board Secretary will keep on file. (See the Garden Bay Condominium Rental Rules and Procedures).
- 7.4 ***Rental Rules and Procedures*** are available from any Board Member. Please request a copy if you are considering renting your unit.

## **SECTION 8: COLONY BAY HOMEOWNERS ASSOCIATION**

- 8.1 The President or another representative of the Garden Bay Colony Homeowners Association (HOA) shall be a member of the Board of Directors of the Garden Bay Condominium Association (GBCA). Said representative shall have one vote on any issue that would affect their HOA property and owners, including the expenditure of funds for the pool, clubhouse, common amenities, and sprinkler irrigation system, as long as fees for use of these amenities are up-to-date.
- 8.2 Refer to the Homeowners Association Agreement Between Garden Bay Condominium Association, Inc. and Garden Bay Colony Homeowners Association, Inc. for additional information on the relationship between these entities.

NOTE: For issues that require the attention or approval of the Garden Bay Condominium Association Board of Directors, contact the Board of Directors Secretary and the issue will be forwarded to other Board members as appropriate.

These Rules and Regulations Last Revised October 14,  
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