

SEAPORT MASTER ASSOCIATION, INC.

120 N Seaport Blvd
Cape Canaveral, FL 32920

Procedures And Guidelines

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(Consolidated 7/2016)
Updated 10/2019)

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Seaport Master Association Inc.
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Cape Canaveral Fl 32920

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A. INTRODUCTION:

These guidelines govern the use of the Seaport Master property and the conduct of all residents and guests. These guidelines have been determined to be fair and reasonable by the Board of Directors. These guidelines may be amended from time to time and are in addition to the Declaration of Condominium as amended and the Bylaws as recorded with the Clerk of Courts, Brevard County, Florida.

These guidelines apply to all Villages of Seaport Condominium Association and Seaport Oceanfront Condominium Association Unit Owners, lessees, residents, and their guests and supersede any and all previous versions.

The association follows the Law - what is provided for in the Florida Statutes on any given topic. Some examples of this are:

- the operating hours of the pools and other pool “rules” defined by the State
- giving up of access and use of common elements by the Unit Owner if the unit is rented

The BOD of The Seaport Master Association reserves the right to make the final determination as to whether there has been an infraction of this document. Questions of definition and intent will be decided by the BOD of The Seaport Master Association.

UNIT OWNERS ARE ULTIMATELY RESPONSIBLE FOR TENANTS, FRIENDS, RELATIVES, REAL ESTATE BROKERS, SERVICE PROVIDERS, AND OTHER GUESTS AND THEIR COMPLIANCE WITH ALL DOCUMENTS. IT IS THE OWNER’S OBLIGATION TO ENSURE THAT ANY LESSEE OR GUEST IS AWARE OF AND COMPLIES WITH THESE PROCEDURES.

Chapter 718.303, Florida Statutes, outlines in part: “Each unit owner, each tenant.....shall be governed by and shall comply with the provisions of this chapter, the declaration, the documents creating the association, and its Bylaws.....Action for damages or for injunction relief, or both, for failure to comply with these provisions may be brought by the Association or unit owner.....The prevailing party is entitled to recover attorney’s fees.”

Management Office:

The Seaport Master Management Office is located at 120 N Seaport Blvd.
The hours of operation are as follows:

Monday thru Friday 10:00 AM – 1:00 PM Walk Ins
1:00PM -5:00PM by appointment

Phone: 321-784-6400
Fax: 321-784-3403

Email: Manager@myvos.org or Officeadmin@myvos.org

B. HANDLING OF COMPLAINTS where applicable:**THIS IS FOR THE SEAPORT MASTER PROPERTY ONLY.**

All Unit Owners are responsible for their renters, guests, contractors etc.

All complaints must be in writing, signed, dated, and given to the Seaport Master Association office.

Written complaints with no identifying person will not be accepted/addressed as follow-up is not possible if the offender is not identified. The Seaport Master Association can only address a complaint if a person (name, address, etc) is identified, otherwise the Association does not know who to contact.

Verbal complaints and written anonymous complaints/unsigned complaints will not be addressed.

If a Local, State or Federal law is being violated, contact the appropriate law enforcement authorities. Noise or disturbances should be reported to the Sheriff's Office (phone # 321-633-7162, press 4 after the prompt.)

Please inform the Seaport Master Office if local, state, or federal authorities are contacted.

For emergencies dial 911.

After an acceptable written and signed Complaint is received by the Seaport Master Association:

1. The Association may handle the complaint in multiple ways. Depending on the degree and timing of the complaint, the association may contact the offender in person, by phone and/or send a letter or email to the offender (renter and/or owner) regarding the complaint and a copy of such letter or email, if applicable, will be emailed to the Managing Office of the Underlying Condominium Association. The conversation, email and/or letter will inform the offender of the complaint. If a letter is needed, it will be sent regular mail and email, if applicable. A documented copy of the conversation, email, and/or letter will be kept on file by the Seaport Master Association.
2. If there is a second offense within a reasonable time from the same offender regarding the same offense, the association may contact the offender in person and/or by phone PLUS a letter will be sent to the offender (renter and/or owner), documenting the complaint and a copy of such letter will be emailed to the Managing Office of the Underlying Condominium Association. This letter will be sent regular mail and email, if available. A copy will be kept on file by the Seaport Master Association.
3. If the offender continues to not comply with The Seaport Master Guidelines, the matter may be handed over to the Association's attorney for action. The letter associated with this action will come from the attorney and the offender (renter and/or Unit owner) may be responsible for all attorney fees, etc. associated with this matter.

The office will follow up as necessary to ensure that the complaint has been addressed.

C. RENTAL OF UNITS

If an owner rents their unit(s), the owner (and their family and guests) no longer has access to property parking, facilities, and beach access as-long-as the lease is in effect. The owner may only visit the property for the purpose of inspection of unit(s), maintenance of unit(s), or consultation with the renter. Any person abusing this Law will be asked to vacate the property. FS 718.106(4)

1. LEASES

- a. No unit may be rented for a period of *less than one month or stated differently – a unit shall not be rented for a period of less than (30) thirty days.* See the applicable Association's Declaration for specifics.
- b. The Management Company must complete a Seaport Master Form/application provided by the association to obtain access devices.
- c. The lease must be in writing and the terms of any written lease between an owner/agent and the lessee shall incorporate these rules and regulations by reference and require compliance.

The City of Cape Canaveral ordinances also apply to unit rentals. **In addition to actions taken by the Association, violations may be reported to the City of Cape Canaveral and unit owners will be subject to City fines and enforcements, up to and including a property lien.**

D. VEHICLES – Speed Limit, Parking, Commercial, Recreational, Washing

(Declaration of Condominium 4.6)

1. **SPEED LIMIT** – Maximum speed limit is **15 miles per hour** within the VOS and Seaport Master Association property.
2. **PARKING**
 - a. **Parking is allowed only in defined parking spaces. Parking is not allowed in roadways, on the grass or garden areas, or anywhere else that is not specifically designated as a parking area. “No Parking” areas are posted throughout the community. All improperly parked vehicles will be tagged, and their applicable condominium association will be notified to deal with such vehicle.**
 - b. Unit owners/renters may park only as many licensed vehicles within the property as the number of parking spaces assigned to them by their respective condominium association. ***Guest spots and parking spots at pools and clubhouse are not to be used by residents (owners or lessees) on a permanent basis.***
 - c. No vehicle will be parked on the Seaport Master property which cannot operate under its own power or does not have a current state issued registration.
 - d. Owners and renters are responsible for guest, contractor, and delivery vehicles.
 - e. No resident will be permitted more than five (5) vehicles visiting in any one day unless the Management Office has received a proper application in advance.
 - f. No repair or maintenance of vehicles shall be allowed on the Seaport Master property.
 - g. Spaces for handicapped parking are provided when using the Seaport Master recreational facilities. Only vehicles with handicapped stickers or handicapped plates are permitted in those spaces. These spaces are not for permanent parking.

3. **COMMERCIAL:** Commercial vehicles are prohibited from parking on association property. Commercial vehicle description shall include, but is not exclusive to trucks with dual rear wheels, tractor trailers, semi-trailers, commercial trailers, utility trailers, taxis or vehicles larger than automobiles, pick-up trucks, or vans; vehicles carrying equipment such as ladders, lawnmowers, wheel barrels, compressors or any other type of equipment; and pick-up trucks or vans that have been modified to include heavy or commercial equipment. A twenty-four-hour allowance will be made for vehicles used for moving or providing service to a unit that are no larger than the largest U-Haul type trucks (24 feet) ***when prior arrangements have been made with the Management Office. The underlying associations Management Office MUST contact the Seaport Master Office. The vehicle is not allowed to park on Seaport Master property and must be parked on the unit owners Condominium Association property which this vehicle is servicing.***
4. **RECREATIONAL:** Trailers, motor homes, campers, travel trailers and similar recreational vehicles are prohibited from parking and being stored on property. A twenty-four-hour allowance may be made for loading and unloading if prior written approval from the underlying association's Board has been given and received by the Seaport Master's Office. This must be provided to Seaport Master prior to the vehicle entering the property.

Boats and personal watercrafts such as canoes, wave runners, row boats, rafts, kayaks etc. are prohibited from parking and being stored on the Seaport Master property.
5. **WASHING:** A car washing area is located near the tennis courts. Vehicle washing in other areas is prohibited. The user of the washing hose must turn off the water, coil the hose, and place the hose on its holder after use.

E. PETS/ANIMALS

The Declaration of the Condominium of the underlying Condominium Association dictates what pets are allowed.

1. No pet is permitted which creates an unreasonable source of noise, annoyance or creates a hazard to other residents. If one encounters a dangerous or violent animal, Cape Canaveral or Brevard County Animal Control should be called before contacting the management office. M-F, 7:00am - 6:00pm – 321-633-2024; Sat-Sun, 8:00am-5:00pm – 321-633-2024 or 321-253-6630; after - hours emergencies – 321-633-9880. (call for possible hour changes).
2. No pet shall be permitted to be unleashed and/or unattended while outside the unit. Pets must be walked with a leash and owners/walkers must carry a visible container for excrement, which MUST be picked up and disposed of properly, in keeping with local ordinances.
3. No animals other than registered bonafide "support" animals shall be permitted in the swimming pool areas, offices, clubrooms, and other recreational facilities. (Brevard County Ordinance)
4. Animals must be fed and watered inside the dwelling unit. Do not leave food or water outside at any time.
5. The BYLAWS or the Rules and Regulations of the underlying Condominium Association may further provide for reasonable rules and regulations regarding pets.
6. There is no feeding of peacocks and for health, safety, and consideration of other Residents. The feeding of wild (non-domestic) animals is discouraged. Feeding raccoons is against the law.

F. NUISANCES, NOISE, HAZARDS ETC.

City of Cape Canaveral Ordinance Section 34-151, 153

1. Residents and guests must exercise care and restraint to assure that their activities do not disturb others in the clubhouse or on the common elements.
2. No use or practice which is an unreasonable source of annoyance to residents or which shall interfere with the proper use of the property shall be permitted.
3. Excessive noise is not allowed at any time. There are City of Cape Canaveral noise ordinances and the Sheriff Dept. should be called for those instances. (yelling/arguments, Parties, late night disturbances, etc.) City of Cape Canaveral Ordinance Section 34-151, 153 and can be found of the City's website.

G. FIRE EMERGENCY

1. Any resident discovering a fire should immediately pull the local alarm box (if applicable).
2. **Dial 911 and give your name, location and type of emergency.**
3. During a fire - do not use any elevators, use stairwell.
4. After the Fire Department has been called if the fire is small and smoke is limited, you may try to extinguish the fire with an extinguisher.
5. When the Fire Department arrives, tell the officer in charge the location and type of emergency and if there are people who need assistance in evacuating any building.
6. ***Gasoline, propane, charcoal, or any other highly flammable material are not allowed to be stored or used on any Seaport Master premises.***

H. SIGNS AND ADVERTISEMENTS

No sign, advertisements, notice or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, or on any part of the condominium property by any unit owner or occupant. Real Estate Agents may place one or two open house direction signs temporarily on the Seaport Master property. The signs must be installed when the open house starts and removed when it is over that same day.

I. FOR THE HEALTH, SAFETY AND WELFARE OF THE RESIDENTS, THE FOLLOWING APPLIES: (Documents of Condominium 6.2)

1. Building/property security is the responsibility of each individual resident or guest. **Common area keys and access devices should not be given out to friends or domestic employees.**
2. The sidewalks, entrances, corridors, and stairways of buildings shall not be obstructed or used for any other purpose than ingress and egress from buildings. (Fire Dept Regulation)
3. All garbage and refuse are to be deposited only in the facilities provided for that purpose and shall not be left on the property.
4. No use of skateboards, inline skates or any other type of skate, razors, rollerblades, manual scooters, or any other like equipment is allowed anywhere in the confines of the property.
5. Speed limit of **15 miles per hour** must be observed throughout the property.
6. All STOP signs and other traffic signs must be observed throughout the property.
7. Grills are **NOT ALLOWED** on any common area.
8. Keep gates to crossovers secured and locked. Do not prop open or leave gates unlatched.

J. SWIMMING POOLS: Governed by the Florida Department of Health & Florida Statutes

1. A key or access device is needed for entry into the pool areas. Keys are available at the Seaport Master Office for purchase (see fee schedule). This key also opens the bathrooms at the lap pool and family pool.
2. PLEASE keep pool gates locked and secure.
3. **No diving allowed.**
4. No Lifeguard on duty. All persons using the pool or pool area do so at their own risk.
5. All owners/users will be held responsible for any and all actions of their guests.
6. All bathers are required to remove sand and shower before entering pool.
7. All children under the age of (14) fourteen years of age and all children who cannot swim must be accompanied by an adult when in the pool or pool area.
8. No food or GLASSWARE of any kind is allowed in pool or pool area. Canned or plastic contained drinks are permissible. Empty containers must be placed in trash receptacles.
9. Extinguish and deposit cigarettes or cigars etc. in the trash receptacles provided.
10. Good hygienic health habits must be observed in and around pool or pool area. **Babies and any person who wears incontinent under garments must wear waterproof pants over those garments or diapers when in the pool.**
11. Tampering with or abuse of pool equipment or safety ring is prohibited.
12. Running and playing athletic games in or around pool is prohibited.
13. No rafts, floats, or large toys are allowed in pool.
14. No pets are allowed in pool or pool area other than bonafide "support" animals – This is a STATE LAW
15. Battery operated radios, tape recorders, disk players, etc. are permitted in the pool area, provided they are played at a reasonable low volume and do not disturb others.
16. Pool hours: see addendum. The pool may be closed when being cleaned, chemically treated, or being repaired.
17. The Board has the right to limit the number of pool guests.
18. Adhere to ALL signs and rules posted at pool areas.
19. Loungers and pool chairs are not to be taken from the pool enclosure. Do not place beach towels or footwear on them if you go to the beach.

Lounges and pool chairs are not to be "saved" or reserved.

K. GYM, TENNIS COURTS, RACQUETBALL COURTS

1. A separate key is needed for entry into the Gym, Tennis Courts and Racquetball Courts. Keys are available at the Seaport Masters Office for purchase (see fee schedule).
2. All persons using these facilities do so at their own risk.
3. All owners/users will be held responsible for any and all actions of their guests.
4. No food or GLASSWARE of any kind is allowed in the gym, tennis court or racquetball court or their respective areas. Canned or plastic containers drinks are permissible. Empty containers must be placed in trash receptacles.
5. Tampering with or abuse of equipment or building is prohibited.
6. Skateboarding, biking, rollerblading, scooters etc. are prohibited in these areas.
7. Gym fans are to be shut off when not in use. Doors to the gym must be kept closed.

8. Adhere to ALL signs posted in the gym, tennis courts and racquetball court areas.
9. Clubhouse/Gym hours are 5:00 AM to 11:00 PM. The clubhouse may be closed when being cleaned or being repaired.
10. Tennis and Racquetball Court hours are 6:00AM to 10:00PM. Tennis Courts Lights automatically turn off at 9:00PM during Turtle Season - March 1 through Oct 31. The Tennis Courts and/or Racquetball Courts may be closed when being cleaned or repaired.

L. SOCIAL ROOM – CLUBHOUSE – closes at 11:00 PM – when it is open

1. The social room may be reserved by any resident for private, non-profit, social parties. The social room shall not be used for any unlawful purpose including gambling or business.
2. Reservations with deposit must be made at the Seaport Master Office. Contact office for information.
3. The resident making the reservation(s) assumes full responsibility for equipment, furnishings, facilities, and proper conduct of their guests.
4. Social Room must be cleaned after each use by those using it.
5. No children are allowed in social room unless accompanied by an adult.
6. No excessive noise and NO SMOKING allowed in social room.
7. No smoke machines, bubble machines or any such devices are to be used on premises.
8. Tables and chairs in clubhouse social room must be put back to the original layout as posted. (See layout information posted in kitchen)
9. Furniture is not to be removed from the Social Room and/or Club House.
10. The Social Room may be closed from time to time for repairs etc.

M. SEAPORT MASTER BULLETIN BOARD GUIDELINES

1. All posted items should have a contact name and telephone number for further information or clarification.
2. All items **MUST HAVE A DATE** posted, if there is not a date, it will be removed and discarded.
3. Items will be **removed after 30 days** and once items are removed, they are discarded.
4. Materials that support or oppose any political candidate or ballot measure will not be displayed. However, election information, such as that provided by the Secretary of State or the League of Women Voters may be made available.
5. All notices should be 8 x 11.5" or smaller. Oversized posters may be removed because of space limitations.
6. Use of appropriate content is required. Abusive, profane, and vulgar language, graphics and images will not be tolerated.
7. If display boards or distribution areas become crowded, the Association reserves the right to remove the oldest materials to make room for newer items.
8. The Association does not assume responsibility for materials damaged or stolen.
9. The Association does not assume responsibility for contents posted.
10. Bulletin board postings may not promote the use of alcohol, illegal drugs, or tobacco products, nor contain any information or subject matter which violates city, state, or federal statutes.

N. ENTRY GATE ACCESS CODES, CARDS and FOBS

1. Barcode Stickers are issued by the Seaport Master Association to Unit Owners ONLY and renters. The renter must pay for the sticker, and it expires when the lease expires.
2. One Bedroom units will receive one (1) barcode sticker and all other size units will receive a maximum of two (2) barcode stickers. A unit owner may purchase one (1) an additional bar-code sticker per unit for the applicable fee.
3. **Owner is responsible for and must sign for barcode sticker(s); access card(s); and/or Fob(s).**
4. Owner understands that a non-refundable fee will be charged for replacement barcode stickers.
5. Owner understands that a non-refundable fee will be charged or any lost, stolen, or damaged access card and/or Fob.
6. Barcode stickers must coincide with the current unit owner and are not transferable to any other person.
7. If a barcode sticker is damaged or an access card(s) or Fob(s) is lost or missing, contact the Seaport Master's Office immediately so it can be turned off. Unit owners are responsible for their barcode sticker(s); access card(s) and Fob(s) and for those that use their barcode sticker (if applicable), access card(s) and Fob(s).
8. Gate Access Codes are issued by Seaport Master Association to Unit Owners and Renters. Only one Gate Directory Code issued per unit. It is a four-digit code with a call number attached. You provide the call number. Units with more than one owner, the owner may request a second four (4) digit directory code for one of the additional owners.
9. Access Cards and Fobs(s) are issued by Seaport Master Association ONLY to Unit Owners.
10. One Bedroom units will receive up to three (3) access devices and all other size units will receive a maximum of four (4) access devices.
11. No unit shall have more than two (2) fobs initially. If a new owner would like a Fob(s) rather than access cards, a non-refundable upcharge will apply.
12. If an access card is lost, damaged etc. and in need of replacement, the owner may replace the access card with a fob paying the non-refundable replacement fee.
13. All unit owners are responsible for their guest and renters. The unit owner/renter/resident is responsible for their access devices and the use of the access devices. If someone uses their access device, that unit owner/renter/resident has provided access to the property to that individual and has authorized them to be on the property.
14. If any of your access devices are jeopardized, please contact the Seaport Master Office immediately so it can be cancelled. You can purchase a replacement access card(s) and/or Fob(s) for the applicable non-refundable fee.

ADDENDUM TO GUIDELINES AND PROCEDURES:**FEE/DEPOSIT SCHEDULE - as of December 2022**

NOTE: This schedule may be changed with out notice from time to time solely by vote of the Seaport Master Association Board of Directors.

KEYS – non-refundable:

- Tennis Courts, Racquetball courts, and Ped Gate on OP \$ 5.00 each

CLUB HOUSE Social Room Deposit:

- Deposit for Reservation of social room \$ 250.00 each day

REPLACEMENT Access Cards and/or Fobs \$ 20.00 each

Non-refundable Fee

REPLACEMENT Bar Code Stickers \$ 10.00 each

Non-refundable Fee

ADDITIONAL UNIT OWNER Bar Code Sticker \$ 10.00 each

[only one (1) additional per unit]

RENTER Bar Code Sticker \$ 20.00 each

UP CHARGE for Fob vs. Access Card at time of purchase \$ 10.00 each

POOL HOURS:

State Law section 64E-9.006(2)c(1), Florida Administrative Code

- DAWN (AM) to DUSK (PM)

For additional information or questions:

Contact the **Villages of Seaport/Seaport Master Management Office**

Office Address: 120 Seaport Blvd, Cape Canaveral FL 32920

Office Hours: Monday thru Friday 10:00 AM to 1:00 PM For Walk-ins
1:00 PM to 5:00 PM By Appointment

Saturday/Sunday Closed

Office Tele: 321-784-6400

Office Fax: 321-784-3403

E-mail: Officeadmin@myvos.org

Manager@myvos.org