

RULES & REGULATIONS

ALTERATIONS & REPAIRS

- Alterations to the unit must be submitted on an Architectural Change form prior to work to be performed and approved by the Board of Directors.
- Repairs are permitted 8:00 AM to 5:00 PM Monday through Saturday.
- Architectural Change forms and rules are located on the Emerald Isle Portal.

BUILDING CAPTAINS

- Are volunteers assigned to each building.
- Assist in monitoring unsightly issues, maintenance concerns, vehicle and parking issues, and overall safety and security.

CLUBHOUSE RENTAL

- The Emerald Isle clubhouse may be rented for private parties, social gatherings, and meetings by approval of the Board of Directors.
- The rental fee is two hundred and fifty dollars (\$250.00), and a two hundred and fifty-dollar (\$250.00) deposit.
- The deposit will be refunded provided the clubhouse is clean following the event.
- The clubhouse rental time is between 9AM to 6PM
- Contact the management company to reserve the clubhouse.
- Applications to reserve the clubhouse and rules are in the clubhouse and on the Emerald Isle Portal.
- The pool is open from Dawn to Dusk. NO LIFEGUARD ON-DUTY; SWIMMING IS AT YOUR OWN RISK. The gym and recreational area are open from 5AM until 11PM.

DISTURBANCES

- All residents and guests are expected to conduct themselves in a manner that does not disturb or annoy other residents.

EXTERIOR

- No articles other than up to four (4) pieces of patio-type furniture may be placed on the balconies, patios, terraces or lanais or other Common Elements or Limited Common Elements.
- No balconies, patios, terraces, or lanais may be used for storage or temporary staging for any equipment or appliance.
- No line lights, string lights, hanging flowerpots, clothes, shoes, bathing suits, curtains, rugs, or mops shall be hung from any balconies, patios, terraces or lanais or other Common Elements or Limited Common Elements.
- Balconies, patios, terraces and lanais and all other Common Elements or Limited Common Elements are to remain free of rubbish, debris, and unsightly and hazardous materials.
- Each unit owner shall be responsible for cleaning up after themselves and all their guest, tenants, and invitees when within the Association property.
- Exterior lights on the stairway landings are the responsibility of the Association. Please report any light maintenance issues to the property manager.
- Window Treatments visible from the outside must be white or beige.
- Unit owners are responsible for the repair and maintenance of the porch enclosure, to include the screening, screen frame, walls, and doors.
- No Fixed Floor Covering such as tile, carpeting, or laminate shall be permitted on the porch floor due to concrete spalling and deterioration.

- No alteration or attachment may be made to balcony, patio, terrace or lanai or adjacent element without prior approval, permitting and inspection to prevent any issue with structural integrity.
- Paint on rear porches must match the exterior color of the complex.
- No items may be placed on the landings or stairwells.

INTERIOR FLOORING

(First Floor Units)

- No unit owner shall make, or permit to be made, any material alteration, addition, or modification within his unit, including the installation of tile or other hard surface flooring without prior written approval of the Association.
- It is recommended that all flooring within the unit have installed a moisture barrier and may be required by the installer.
- Prior to the installation of any flooring, the unit owner must submit an Architectural Change Form to the property management company for approval of materials to be used.

(Upper Floor Units)

- No unit owner shall make, or permit to be made, any material alteration, addition, or modification within his unit without prior written approval of the Association.
- All interior flooring: carpet, engineered flooring, hardwood, and tile must have a sound insulation barrier installed.
- Sound insulation must have an impact insulation class (IIC) rating of no less than 55-65-70 and a decibel rating of 70-73. Specifications from the vendor or installer must be submitted to, and approved by, the board prior to any work commencing.

HURRICANES

- Upon the issuance of a hurricane warning, unit owners are responsible for removing all furniture, plants, and other objects from their balcony and rear screened enclosures.
- Closing of hurricane shutters without a pending hurricane is a Fire Code Compliance Violation and fines can be levied by the Fire Marshal. FCA 718.113(5).
- Residents who leave for extended periods must submit to the property management company the Hurricane Shutter Notification form detailing the dates the unit will be unoccupied and shutters closed.

KEYS

- All owners must provide to the Association a key to their unit in accordance with the provisions of the Declaration and Florida Statute §718.111(5).
- Failure to provide an emergency access key could result in damage to your door and locksmith charges to gain access.
- **KEY FOB** – new owners and tenants must be sure to have a key fob at purchase, if not, they must purchase a key fob at the property management office. Replacement of a key fob is a seventy-five dollar (\$75.00) fee.
- **MAILBOX KEY** – mailboxes are assigned by the United States Postal Service (USPS). Replacement mailbox keys can be purchased in the management office for a twenty-five dollar (\$25) fee.

PARKING

- The parking facilities shall be used in accordance with the rules and regulations adopted by the Board of Directors.

- No vehicle which cannot operate on its own power shall remain on Emerald Isle property for more than twelve (12) hours.
- Repair of vehicles is prohibited on Emerald Isle property, except emergency repair.
- No boat, boat trailer, bus, *commercial vehicle*, lettered commercial vehicle, motorhome, motor coach, tractor, trailer, utility vehicle (dune buggy, golf cart etc.) or a vehicle in excess of six thousand (6000) pounds of gross weight or like vehicle shall be left or stored on Emerald Isle property at any time.
- No commercial vehicle owned or operated by an owner or tenant shall be parked on Emerald Isle property *after 8PM*.
- **Pick-Up trucks** shall be permitted as long as they;
 1. Are not a commercial vehicle.
 2. Are able to fit into a standard parking space.
 3. Do not have lift kits, dual tires, large suspension system that causes the truck to exceed the standard height of eighty (80) inches, or oversized tires, which includes tires that extend past the truck body, bumpers, and fenders.
- **Pick-Up trucks are head-in parking only.**

*A **commercial vehicle** shall mean any vehicle which has an outward appearance of being used in connection with a business (e.g., the vehicle displays work equipment, such as ladders, tools etc. and/or is commercially lettered or contains a commercial or business logo). Actual use of the vehicle shall yield to its outward appearance. A vehicle with a covered sign shall still be a commercial vehicle under this rule. A vehicle with a removable sign or logo shall not, with the sign or logo removed, be a commercial vehicle unless it meets the definition of a commercial vehicle even without the sign or logo.*

1. *Any van or similar vehicle which does not contain passenger seats and side windows will be deemed to be a commercial vehicle.*
2. *Any vehicle which transports tools and equipment will be deemed to be a commercial vehicle.*

Overnight shall mean the period between 12:00 AM and 6:00 AM.

PARKING DECALS AND PASSES

- All vehicles are required to be registered with the Association and provide owner's name and address, make, model, and plate number.
- Owner's vehicles are assigned a numbered decal to be placed on the back windshield.
- A red **GUEST** pass, to be hung from the rearview mirror, is assigned to the owner's unit for guests.
- Tailgating through the front entrance is prohibited.

PETS

- Residents are allowed one domestic dog or cat. No aggressive breeds.
- Dogs and cats are required to be spayed, neutered, licensed, and current with vaccinations. Veterinary records must be submitted to the management office at time of application.
- All dogs and cats must be leashed when outside the unit.
- Please bag and properly dispose of pet waste.

POOL RULES

- **NO LIFEGUARD** at the pool, swimming is at your own risk.
- Only Emerald Isle owners and their guests are permitted to use the pool.
- Pool hours are from **DAWN to DUSK**.
- No running, jumping, or diving in pool and pool deck.
- Bathing load capacity is 44.
- No glass containers in the fenced-in pool area.

- Animals are not allowed inside the pool area.
- No food or beverages are allowed in the pool and anywhere on the pool ledge.
- Children under the age of fourteen (14) must be accompanied by an adult.
- No bicycles, roller blading, skateboarding, or ball playing in the pool area.
- Incontinent individuals must wear swim diapers when entering the pool.
- Appropriate swim attire is required inside the pool area.

RECORDS REQUESTS

- Homeowners may request Association records from the property management company per Florida Statute 718.111(12).

RENTALS

- **No unit shall be leased for less than six (6) consecutive months and there shall be no more than two (2) leases of a unit in any calendar year (i.e. not more than two (2) leases shall commence during any calendar year).**
- **Each lease shall be in writing and shall specifically provide that the Association shall have the right to terminate the lease upon default by the tenant in observing any of the provisions of this Declaration, the Articles of Incorporation, By-laws of the Association or Rules and Regulations.**

SALES AND RENTAL APPLICATIONS

- All sales and rentals must submit an online application.
- The application contains addendums, such as Association documents, Rules and Regulations, Procedures, and Processes.
- All new owners and renters shall abide by the Association's governing documents, which can be found on the Emerald Isle portal.
- Each unit shall be used as a single-family residence.
- Questions shall be directed to the property management company.
- The minimum credit score is 700.

SIGNS

- No sign, advertisement, notice, or other lettering shall be exhibited, displayed, inscribed, painted, or affixed in, on, or upon any part of the Unit that is visible from the outside.
- No Unit owner, tenant, or guest shall cause anything to be hung, displayed, or placed on the exterior walls, patio, doors, or windows of a Unit or anywhere on Keystone property without prior written consent from the Board of Directors.

WASTE MANAGEMENT

- Trash and recycle bins are located in the dumpster enclosures and marked for content.
- All trash is to be broken down and placed inside the dumpster and ensuring the lids can close.
- All cardboard is to be broken down and placed inside the recycle bins.
- No garbage, appliances, bulk items, or other miscellaneous items are to be left on the ground inside the dumpster enclosure or on the grass. There is a designated area towards the back of the community for bulk items.