



# Owner's Handbook

## Rules & Regulations

Revised March 2019

## WELCOME

The condominium form of real property ownership had its early foundations during the Roman Empire. The word “Condominium”, meaning common ownership by two or more people, is derived from the language of the time. The condominium concept in Florida began when the 1963 Legislature enacted Chapter 718, Florida Statutes, providing the basic legal authority for the creation of condominiums. The condominium concept is distinguished from other types of joint or common ownership by the three distinct parts that make up the condominium:

- Exclusive ownership of a single unit;
- Joint ownership as tenants-in-common with others of common areas;
- An agreement among owners for the management and administration of the total condominium property.

The benefits of condominium living are many. However, along with the benefits there are compromises that must be made. Each owner/resident gives up a certain amount of freedom that might otherwise be enjoyed in a single-family home. Each owner/resident has a responsibility for keeping the common areas clean and in good condition. The regulations of the community are intended to benefit everyone. Should any owner/resident observe Tristan Towers rules and regulations being ignored or broken by someone else, it is that person’s obligation to inform the Board of Directors so that proper action(s) may be taken.

This handbook contains general information that will assist you with the many questions you might have regarding day-to-day operations and community living. You should refer to the recorded documents of Tristan Towers Homeowners, Inc. for a complete notification of restrictions. The seller should have provided these to you when you bought your unit. If you do not have them, please visit [www.TristanOwners.com](http://www.TristanOwners.com) and login to the Owner’s Portal. The password can be found in your welcome letter.

We encourage any owner whose unit is a rental unit to provide the shortened version of this document to your tenants or rental agent, as most questions will be answered, and many problems will be eliminated. The shortened version can be found in the Owner’s Portal at [www.TristanOwners.com](http://www.TristanOwners.com).

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## Account Management

Tristan Towers currently utilizes a management company to manage administrative activities for the Association. This includes, but is not limited to:

- Collection of monthly condominium fees
- Payment of Association bills (e.g., electric, cable television)
- Maintain Owner accounts
- Maintain records for accounting
- Mailings for Board Notices to Homeowners (e.g., Annual Homeowner's meeting)
- Maintain calendar for Clubhouse and manage reservations

Should you have a question regarding your account with the Association you should contact the property manager.

Beach Condo Management  
P.O. Box 954  
Gulf Breeze, FL 32561  
850-393-6754  
[watsonljp@aol.com](mailto:watsonljp@aol.com)

## On-site Maintenance

On-site maintenance that is the responsibility of the Association is accomplished through the Property Manager and on-site maintenance. Maintenance requests are to be submitted in writing and placed in the maintenance box located in the lobby or via the maintenance request form found at [www.TristanOwners.com](http://www.TristanOwners.com).

Responsibilities of the Property Manager with assistance from on-site maintenance include the following:

- Provide keys (e.g., storage room, bike room)
- Provide remote-controlled gate and door openers (fee required)
- Bike registration
- Notify and tow illegally parked vehicles and trailers
- Maintain grounds (e.g., mowing, trimming, irrigation equipment)
- Change dumpsters in/out of trash chute
- Maintain parking lot and tennis courts
- Maintain pool
- Maintain mechanical and plumbing equipment
- Handle elevator reservations (for moving in or out)
- Provide keys to clubhouse when rented by owners

- Pet registration
- Clean the lobby and elevators
- Clean the entrance way and drives
- Clean the stairwells and hallways
- Clean and straighten the pool furniture and restrooms; water plants
- Clean the clubhouse
- Clean the storage areas and bike room

## Declaration of Condominium, Articles of Incorporation and By-laws

The Declaration of Condominium is the primary formative document creating the condominium, and its provisions control over all other governing documents. In fact, Article 17.C. of the Declaration of Condominium specifically states that the Declaration controls over any other conflicting or inconsistent provisions of other condominium documents.

If you want to make any changes to the Declaration, an amendment to the document must be made. Any amendment must be voted on by the membership. The percentage required to pass an amendment will be specified in the Declaration or By-laws. Any such amendment must be recorded with the County Recorder and distributed to the membership.

The Articles of Incorporation is the document which creates the Association but defers on most issues to the Bylaws which contain the procedural and operational rules and details by which the Association performs its corporate duties. The Bylaws may also be supplemented in certain areas by the Condominium Act which provide default provisions in the event the bylaws of a particular condominium association fail to address the issue.

The governing documents should be read together as a whole, and only if there is a true conflict between the governing documents would there be a need to interpret the conflicting provisions. In many instances, it may simply be that the Declaration addresses an issue whereas the Articles of Incorporation or Bylaws do not. This is perfectly appropriate as the documents are intended to do different things. It may be that the Articles of Incorporation are silent on an issue whereas the Bylaws address an issue more completely. This is perfectly appropriate as well since the Articles of Incorporation are a formative document creating the Association whereas the Bylaws are akin to the rulebook governing the procedural operations of the Association.

The Rules and Regulations are not recorded. It is much easier to change the rules and regulations. The other governing documents give the Board the authority to adopt reasonable rules and regulations that are in accordance with the Declaration and Bylaws.

Reasonable rules and regulations concerning the use of the condominium property may be made and amended from time to time by the Association. To change or amend the rules and regulations, all that is required is a Board vote and a distribution of the changes to the membership.

All of the documents are enforceable in the same manner. The enforcement procedure should be set out in the documents. The types of enforcement include enforcement assessments, which would result in liens if unpaid; a lawsuit to require compliance with the documents, or in some cases, the Association is provided the ability to correct a violation once notice is given and charge the owner for the cost to correct the violation.

## General Information

(Condensed: Refer to Articles of Incorporation, Declaration of Condominiums and By-Laws for specifics)

### Air Conditioning Systems

The heating and cooling system for each unit is the responsibility of each unit owner. Each unit owner should be aware of the necessity to have the condensation system of the HVAC unit cleaned on a monthly basis by using a mixture of half bleach/half water. This solution is poured into the small opening in the white PVC pipe in front of the furnace by using a measuring cup or funnel and to help prevent the buildup of algae which can clog the pipe.

### Appliances

Appliances are the responsibility of each unit owner. Of particular interest to each unit owner:

- Water hoses for the washing machine. Damage from a burst hose, including that to common areas and other units, is the responsibility of the unit owner. It is highly recommended that metal water hoses be installed to prevent burst hoses.

- The water heater should be flushed annually by hooking a hose to the drain at the bottom of the water heater and draining it into the nearest tub. The first time may result in significant sand and other debris draining from the water heater. As a bonus, this should improve the efficiency of the water heater.
- Homeowners can install a filter on the main water line coming into the unit to prevent sand in the lines from getting into the valves and pumps of appliances such as the washer or dishwasher.

## Balconies

Balconies are considered common area. No clothes, sheets, blankets, laundry of any kind, or other articles shall be hung or exposed from any unit balcony or common element of the condominium property. No bicycles, carpeting or other moisture retaining coverings or unsightly furnishings are permitted on the balconies.

The American flag may be appropriately displayed during appropriate times in accord with the large number of military in the area. Holiday lights may be installed on balconies no earlier than Thanksgiving and must be removed by January 6th.

Charcoal grills and picnic space are provided on the grounds to the right as you exit the front door.

No drilling or fastening to the concrete or building of any object is permitted without board approval. This applies to walls and floors.

The Santa Rosa Island Authority has declared the feeding of fowl from the balconies to be illegal.

Throwing items off walkways or balconies, climbing on balconies, and hanging over balconies are felony offenses in the Florida.

## Bicycle Room

Unit owners must register bicycles with the Property Manager. To register bicycles, use the New Owner Registration Form found at [www.TristanOwners.com](http://www.TristanOwners.com). Unit owners will be provided identification tags for each bicycle. Spots in the bicycle rooms are first come/first serve. If all

spots are filled, names will be placed on a waiting list. Bicycle rooms are a common element; therefore, bicycle spots do not convey with the sale of a property.

There is a limit of **two (2) bicycles** per unit allowed in the bicycle room.

A fee of \$5.00 will be charged to replace a lost bicycle room key.

## Board of Directors

A Board of Directors elected by members (owners) governs your Homeowners Association. The Board normally meets every other month. The meeting dates can be found in the Owner's Portal at [www.TristanOwners.com](http://www.TristanOwners.com) as well as a listing of agendas, meeting minutes and board members.

All powers and duties of the Association existing under the Condominium Act, the Declaration of Condominium, the Articles of Incorporation and the By-laws shall be exercised exclusively by the Board of Directors, through its agents, contractors or employees, subject only to approval by unit owners when such is specifically required.

Each May (the Saturday following Mothers Day) the Association holds its Annual Meeting where members of the Board of Directors are elected. The Board welcomes your input. Should you desire to be a candidate for the Board, you may submit a Candidate Request form to the Association in accordance with Florida State Statute Chapter 718, Condominium (sent to the management company) indicating your interest and your name will be added to the ballot.

The following procedures have been implemented regarding homeowner requests, including review of records.

1. All homeowner requests directed to the Board of Directors or its Officers are to be hand written or typed and mailed e-mail? only to property management company:
2. If verification of delivery is needed, please use "Certified Mail Return Receipt".
3. All inquiries to the Board of Directors for which a response is expected must be sent by "Certified Mail". Inquiries of this type will be limited to one inquiry per unit in any 30-day period and may contain only one question.

The following procedures have been implemented regarding an Association Records Review Session.

1. A single two-hour session per week will be made available to homeowners requesting the review. The review is for the requesting homeowners only or their designated representative. The time and date chosen must be agreeable to both parties.
2. All review will be done at Tristan Towers or the management company office. The location will be at the discretion of the President.
3. Two Board members must be present for record reviews and will be appointed by the President and may include the President.
4. Logistics dictate, in record review requests encompassing both archival and current records, that all archival records are reviewed first before any current records are transferred to the site.
5. At the sole discretion of the President of the Association, independent third persons will be hired to ensure record integrity and to protect the Association.

## Board Meetings

The following procedures have been implemented regarding homeowner participation at Board of Directors meetings.

1. All homeowners are free to speak to any agenda item at a Board of Directors meeting at the appropriate time. The time allotted to each homeowner will be no more than three minutes.
2. All homeowner correspondence sent to the Board will be distributed to all Board members for their consideration of addressing at upcoming or future Board meetings. The Board will not attach homeowner letters to the minutes.

## Boat Dock & Pier

The dock located at Tristan Towers contains 13 slips. Twelve of the slips have perpetual use rights and one slip is available for anyone to temporarily load or unload. Guest and owners are welcome to use the pier but not the “owned” slips. No overnight stays are allowed. Diving nor crabbing is not allowed from the pier.

## Clubhouse

Use of Clubhouse facilities shall be restricted to use by owners. No owner may assign to a tenant the right to rent the clubhouse. The Club House Reservation form can be found on the website, [www.TristanOwners.com](http://www.TristanOwners.com). Use of the clubhouse must be approved by the property manager and scheduled in the Association Calendar of Events. A deposit fee of \$200.00 must be filed with the property manager upon making the reservation. The fee will be refunded in full provided no damage, repair or additional clean-up is required.

Owners reserving the Clubhouse for any function will be responsible for clean-up and securing the premises. All trash and garbage is to be placed in the dumpster and not left in the trashcans at the pool or Clubhouse doors. Garbage is not to remain out of the dumpsters overnight. Floors must be swept, tables and chairs returned to storage and sink and refrigerator are to be left clean.

Guests will be permitted to use the facilities only while an owner is present at the function.

No one under the age of 18 will be allowed to use the Clubhouse unless accompanied and supervised by an adult. Violation of this rule will be cause for the unit owner to be suspended from future use of the Clubhouse facilities.

No pets are allowed in the Clubhouse, pool area or pool at any time. No fog machines or other devices that may trip the smoke detectors are allowed.

No musical instruments, bands, radios, stereos or televisions may be played loudly enough to disturb other units after 10:00 PM.

Events such as promotions, solicitations, sales presentations or commercial activities require prior Board of Director's approval.

Owners may sponsor parties for church, social, fraternal and company groups, subject to the following restrictions.

- Owner must be present during the entire event
- Owner will be responsible for deposit fee. Association checks will not be accepted for deposit

- No functions charging an admission fee will be allowed. Free offerings of drink and food are acceptable
- No rice, bird seed, confetti, etc. will be thrown at weddings or parties
- No streamers may be attached to the ceiling fans

Use of the Clubhouse facilities does not include exclusive rights to the pool area or the boardwalk.

Keys to the facility are for owner's control only and are not to be given or loaned to anyone. The keys may be obtained from the Property Manager the day before the function if the clubhouse is not in use that evening or on Friday for a Sunday function. The key must be returned the day after the event unless alternate arrangements are made.

The Tristan Towers entry gate is to be kept secured. A representative from the event should be stationed at the gate to allow guest entry. Under no circumstances is the entry gate to be propped open or left unattended in an "open" position (this will damage the electronic gate mechanism). For security reasons, the entry code must not be given to guests attending the event.

### Common Area Maintenance (CAM) Fees

Common Area Maintenance (CAM) Fees cover expenses such as exterior building maintenance, water and sewer charges, trash removal, common area electricity, basic cable TV, pest control, pool and grounds care, reserve funding, management and general maintenance. CAM Fees are due on the first and are delinquent after the fifteenth of the month. After the fifteenth of the month, a late fee of \$25.00 is assessed. Interest will be charged at the Florida legal rate on all delinquent assessments after the 31<sup>st</sup> of each month.

### Construction within a Unit

A unit owner shall complete a remodeling form found at [www.TristanOwners.com](http://www.TristanOwners.com) and submit it to the Property Manager prior to commencement of demo/construction/remodeling.

Days and time allowed for construction:

Monday thru Saturday 8:00 am to 5:00 pm

Sunday prohibited

Holidays restricted: New Year's Day, July 4<sup>th</sup>, Labor Day, Thanksgiving, and Christmas Day

- Unit owners will be held responsible for their contractors, sub-contractors, employees, vendors and suppliers.
- Hallway floors must be covered with a protective covering and must be kept clean every day by the owner, contractor, sub-contractors, employees, and any other trade conducting work in the unit.
- A designated elevator is for the use of contractors, which must be kept clean by each trade daily.
- Construction debris may not be disposed in Tristan Towers dumpsters. Construction debris may not accumulate in the hallways or on any common area property.
- Luggage and shopping carts are not to be used for construction. Construction carts should be used.
- Dumpster for a Unit Owner Construction - see below.
- Proof of Insurance requirements from all contractors and sub-contractors must be provided prior to construction.

#### Insurance Certificate Requirement

1. Must be issued by the contractor/sub-contractor insurance agent.
2. Must name the Association as an "Additional Insured" and as a "Certificate Holder".
3. Must name Beach Condo Management as an "Additional Insured" and as a "Certificate Holder".
4. Minimum Limits of Insurance:
  - Commercial General Liability minimum of \$1 million each occurrence, 2 million general aggregate
  - Automobile - \$1 million Non-Owned & Hired Automobile liability
  - Worker's Compensation with Employers Liability Limits  
Minimum \$500,000.00/\$500,000.00/\$500,000.00

#### Dumpster for a Unit Owner Construction

A unit owner is allowed one private dumpster for renovation of their unit in a six (6) month period. The dumpster must fit in a single parking space and must be placed at the far south end of the parking lot in the most eastern spot. The dumpster cannot remain on the property for more than three (3) consecutive days and under no circumstances allowed from June 1<sup>st</sup> to August 1<sup>st</sup>.

#### Disturbances

No resident or guest shall permit any noise to originate from his unit that would be an annoyance or nuisance to residents of other units, including, but not limited to, radios, stereos, musical instruments, singing, etc.

All owners should see that occupants of their unit abide by the Association rules. However, owners are not always present when their unit is in use. To ensure that rules are followed, owners may request that the Board of Directors notify them if and when occupants of their unit violate Tristan Towers Rules. This would include guests and renters. This is in addition to notification to any rental agent involved.

## Elevator

Anyone moving in/moving out of Tristan Towers is required to have pads placed in the elevator. Contact the Property Manager at least 48 hours prior to your moving day.

## Emergency Telephone Numbers

- Sheriff's Office (located near the pier at the Casino area) 850-436-9650 or dial 911
- Fire Station (located on the island) 850-932-3131 or dial 911
- Storm Information (appears regularly on the Weather Channel) or dial 850-595-3344
- Florida Marine Patrol 850-444-8978 & after 5 PM dial 1-800-342-5367
- U.S. Coast Guard 850-453-8282
- Emergency room at nearby Gulf Breeze Hospital (just over the toll bridge and turn right on 98. At the light, turn left. Location less than 5 minutes away) 850-934-2020
- To report Power outage 850-505-5711
- To report Cable TV outage (Mediacom) 850-932-9233

## Employee interaction with Owners

Employees are expected to be kind and courteous to owners and guests. However, some owners may wish to visit for an extended period of time. Employees are to explain that they have work to do and they must keep moving to accomplish the task. Too much time spent with one owner is reducing the benefit to all other owners in the building. Feedback and requests must be conveyed to the Property Manager as necessary, not to our employees.

The Tristan Towers Employee manual states that Employees should avoid any situation which involves or may involve a conflict between their personal interest and the interest of the Tristan Towers.

Conflicts of interest include but are not limited to:

- Socializing with Tristan Tower unit owners while on or off of the job  
Performing a task that benefits an individual owner  
Completing any task that has the appearance of benefiting one owner
- Using Tristan Tower facilities including pool, clubhouse, tennis courts, dock.
- Please do not ask Tristan Tower employees to violate their terms of employment.

## Exterior

No awning, canopy, shade, window guard, ventilator, fan, radio/television antenna or other devices may be affixed to or placed upon the exterior walls, roof or balcony nor may a balcony be enclosed, painted or altered in any way that would affect the exterior appearance. Only authorized hurricane shutters may be installed.

No reflecting material, including shades, screens, mirrors, etc. shall be affixed to windows or glass doors in a manner that causes reflecting light to affect other unit owners.

## Fees

The Association notifies each owner at Tristan Towers annually for his/her pro rata share of the Land Lease fee.

## Fire Safety

There are Fire Alarm pulls and fire extinguishers located on every floor and should be used only in the event of an emergency. In the event of a fire alarm, do not use the elevators. Go directly to the stairwell located in the hallway across from units C or D. Assemble in the area outside the building, but avoid space needed for emergency vehicles. To report a fire, dial 911.

## Fire Sprinkler Heads

Unit sprinkler heads are not to be painted, concealed, blocked or altered in any way that would cause them to be ineffective.

## Fireworks

Fireworks are prohibited at Tristan Towers.

## Fitness center

The fitness center is provided for those residents who choose to financially support it. Please contact the Property Manager for more information.

## Food

Food and beverage may not be prepared or consumed on the common elements except in designated common grilling area.

## Gate/Door Opener

A remote-controlled opener which opens both the entrance gate and lobby door are available from the Property Manager. A check for \$37.50 payable to Tristan Towers is required when receiving a gate/door opener.

If it is necessary for the gates to be locked in the open position, please contact the Property Manager for assistance, to prevent damage to the electric mechanism.

## Hallways

The floor hallways are part of our common areas. No one shall alter, add to or remove any article from the common elements without consent from the Board. Individual doorway decorations may be provided and maintained by owners. Tristan Towers will not be in any way liable for the maintenance or security of the decorations. Owners do this at their own risk.

Walkways, entrances, halls, corridors and stairways shall not be obstructed or used for any purpose other than ingress and egress from the unit. No bicycle, scooter or toys shall be allowed to stand in any of the common areas as to do so would obstruct ingress and egress of a unit. Shopping and luggage carts must be returned to the lobby immediately.

All Homeowners on each floor should agree about decorating the hallway. The owners on that floor should follow the general guidelines below.

Hallway Items permitted:

- Individual expression in the area in front of the elevators will be subject to unanimous approval from the unit owners on that floor. Must meet fire code restrictions.
- Floor mats are permitted.
- Wreaths are permitted as long as a door hanger is used. The hanger hangs from the top of the door. No nails are allowed in the doors.
- Doorbells are permitted.
- Doorknockers are permitted.

## Hallway Items not permitted

- No wall hangings are allowed. No one is permitted to add additional pictures to the walls.
- No lamps allowed.
- Hallway floor space will remain unobstructed.
- No live plants.
- No candles, no hurricane lamps or any live fires are permitted.

The floor hallways are part of our common areas. No one shall alter, add to or remove any article from the common elements without consent from the Board.

## Hurricane Shutters

Owners may choose to install hurricane shutters on their unit. Shutter color must be approved by Tristan Towers Board of Directors. Special Board approval is required prior to installation of shutters on any fixed windows. The owner is responsible to remove and/or replace shutters in the event that Tristan Towers requires repairs.

In the event of a storm warning, hurricane shutters may be closed 72 hours prior to landfall. They must be opened no later than 7 days after the beach is reopened. Owners not in residence must arrange for someone to close and reopen the shutters. The name and phone number of the person shall be on file with the Property Manager. In the event the Island Authorities declare evacuation of the island, this condition must be factored into the time allocations.

## Ingress/Egress

Walkways, entrances, halls, corridors, stairways, ramps and rights-of-ways shall not be obstructed or used for any purpose other than ingress and egress from the unit.

There shall be no bicycles, skates, skateboards, roller blades or motorized scooters used on any sidewalks, walkways, decks, pool area, or parking areas.

## Mail Box

Unit mailboxes are located in the lobby. If a key is lost, a replacement key is available from the Property Manager for a \$50 fee.

## Occupancy

Occupancy limit of six (6) persons per two-bedroom unit and eight (8) persons per three-bedroom unit will be strictly enforced. At least one occupant must be 21 years of age or older.

## Parking

Parking only approved in designated areas. Do not stop to load or unload in private parking spaces. Do not park in private parking spaces or block fire or loading zones. NO motor homes, recreational vehicles, vehicles that occupy more than one parking space, trailers and/or boats of any kind are allowed. Such parked vehicles will be towed at owner's expense.

## Pest Control

Pest control service is provided quarterly. The date of the service is included on the Calendar of Events posted in the lobby and on the website.

## Pets

There is a limit of two pets per unit. Pets must be registered with the Property Manager by using the Pet Registration Form found at [www.TristanOwners.com](http://www.TristanOwners.com).

Pets must be kept on a leash at all times and must not be allowed to eliminate on the balconies, stairwells, hallways, elevators, pool area or sidewalks. Excrement on grounds must be picked up and properly disposed.

Pets shall not be permitted to be a nuisance or annoyance of any sort to any of the occupants of other units.

Pets are not allowed on the Santa Rosa Sound side beach (local ordinance) or within the pool enclosure (County Health ordinance).

**All rental contracts must have a "NO PET" clause.** Any breach of this clause is cause for immediate eviction.

## Swimming Pool

The swimming pool is provided for the enjoyment and pleasure of Tristan Towers and Tristan Villas residents and their guests only. The owner/tenant must accompany guests to the pool area. Posted rules for the Pool are:

- Hours are 6:00 AM to 10:00 PM. 6AM-8AM are reserved for lap swimming only
- Children under 12 must be supervised by an adult
- No glass containers, seashells or other sharp objects are allowed in the pool area, including the decks
- Do not sit, stand or tug on pool's deep-water rope – pool must be shut down if rope is broken
- No food items or grills are allowed on pool decks
- No loud radios or stereos allowed
- Running, diving and horseplay are not permitted
- No pets in the Pool area, including the decks
- Wash off sand before entering the pool
- Bathing suits must be worn. No cut-off shorts are allowed
- No diapers are allowed in the pool
- Lap swimmers must replace ropes for safety
- Pool life rings and the hook are for emergencies only.
- Pool capacity is set at 78 people.
- Use pool at your own risk - no lifeguard is provided.

### Quiet Time Hours

Quiet time hours are between 10:30 PM and 8:00 AM. See Construction within a Unit for additional information on noise producing remodeling.

### Security

Tristan Towers Condominium is a restrictive private residential community. Non-residents who enter the property and are not visiting a resident are trespassing.

### Sidewalks

There shall be no bicycles, skates, skateboards, roller blades or scooters used on any sidewalks, walkways, decks, pool area, or parking areas.

### Signs

No "For Rent" or "For Sale" signs are permitted within Tristan Towers property except in the Lobby Bulletin Board and by homeowners only (not realty companies).

Announcements or other information to be posted should be provided to the Property Manager for approval by the board of directors.

## Smoking

The Fire Marshal has declared no smoking in the lobby, in the elevators, hallways or stairwells. Also, individual owners may declare their unit as a non-smoking unit.

## Storage Rooms (Ground Floor)

There are two storage rooms on the ground floor containing a wire cage assigned to each unit. Items that are NOT allowed to be stored, due to fire, include all flammables (e.g., propane bottles), hazardous materials and all flash combustibles (e.g., paint, chlorine). Violations of this will result in a fine from the Fire Department. Owners are discouraged from storing upholstered items as this encourages nesting creatures. No items are to be stored outside of cages.

Keys to the outer Storage Room doors are available from the Property Manager. Locks to the wire cages are the responsibility of each unit owner.

## Storage under the Boardwalk Area

Canoes, Kayaks and Paddle Boards (no motorized water vessel) are allowed to be stored near the boardwalk on the racks provided. The owner of the item(s) must register them with maintenance or else they will be considered abandoned property. Owners must keep this area clean and in a neat, organized manner. Do not abuse the area and dispose of deflated rafts, tubes, fishing gear, etc. **The Association will not be held responsible for damage or theft of any personal items.**

## Taxes

The State of Florida levies an intangible tax on leases of state property. Tristan Towers Homeowners Association holds the land lease for the Tristan Towers property and pays this lease to the state. Therefore, Tristan Towers Homeowners Association pays the intangibles tax on the land lease. The individual homeowner should not pay an intangible tax on their portion of the land lease, as this would be double payment to the state.

## Tennis/Pickleball Courts

The tennis/pickleball courts are provided for the enjoyment and pleasure of Tristan Towers and Tristan Villas residents and their guests only.

- Please abide by common Tennis Court courtesies

- White-soled athletic or tennis shoes only
- No skateboards, rollerblades, scooters or wheeled toys are allowed on the Tennis Courts
- Playing time is limited to one hour for singles or two hours for doubles if anyone is waiting
- Lock gate when leaving

## Trash Disposal

All trash (including newspaper and other loose papers) must be bagged and tied before depositing into the trash chute on each floor. Do not leave trash outside units, in hallways or stairwells. Boxes and other debris should be deposited in the outside dumpster.

NO CONSTRUCTION MATERIAL ALLOWED IN TRASH CHUTES.

Recycling is currently available on Pensacola Beach. A recycling container is located on the east side of Tristan Towers, near trash dumpsters, and at the Fort Pickens Gate parking lot. No construction material may be placed in the recycling container.

## Unit Entry

The Association has the irrevocable right of access to all units as stated in the condo documents and under FLORIDA STATUTE 718.111(5). The following are rules and guidelines concerning the entry of units at Tristan Towers in order to maximize the safety and minimize the liability of Employees and Directors of Tristan Towers Home Owners Association.

- An Employee or Director will not unlock a unit for any reason.
- Anyone claiming to be locked out of a unit will be instructed to contact their rental management company, the unit owner or a locksmith.
- No Employee or Director will enter a unit alone.
- An Employee or Director will always enter a unit accompanied by another Employee, Director, Owner, EMS, Fire/Rescue, Police or Contractor/Repairman/Exterminator, etc (employed by an owner or the Association).
- An Employee or Director will immediately contact the appropriate Emergency Service or Police if made aware of an emergency situation occurring inside a unit but will not enter the unit.

## Unit Keys

Keys are kept in a secure location inside a locked office. Only a limited number of people have access to the office with fewer people having access to the key lock box.

If access to a unit is needed, the access will be logged on the unit entry log

It is recommended that if you currently have a door lock that uses a master key, you rekey the lock. The new key must be provided to the association for emergency access.

## Weather Emergencies

Owners/Residents are responsible for removing anything from their balcony that could become mobile objects (e.g., furniture, grills, and plants).

Any owner who plans to be absent during hurricane season and/or winter months should prepare his unit prior to departure by removing items from balcony and designating someone (rental agent, friend, etc.) who will check the unit prior to and after a weather emergency.

The HOA will charge an owner a flat rate of \$100.00 or \$100.00 per hour, whichever is greater, each time the association and/or Tristan Towers maintenance must prepare the unit for weather emergencies.

Tristan Towers will be secured well in advance of a hurricane's projected landfall. Residents should begin the preparation and/or evacuation process as soon as a storm is projected to enter the Gulf of Mexico. An evacuation order will be made for the island. Prior to landfall, all water and power at Tristan Towers will be turned off.

After a hurricane, roadblocks and security will remain in effect and no travel onto the beach is allowed until crews have determined a safe environment. After inspections are complete, entry into evacuated areas will be restricted to residents and homeowners with proper identification/documentation only. The Santa Rosa Island Authority issues re-enter stickers to owners and leaseholders each spring for the current year. This must be attached to the windshield. Until water and power are restored, no one is to remain at Tristan Towers.

[www.TristanOwners.com](http://www.TristanOwners.com) will be updated with information as frequently as possible during a weather situation.

## Web Site

Tristan Towers web site, [www.tristanowners.com](http://www.tristanowners.com) contains pertinent information including owner forms, maintenance issue reporting and weather information. The owner's portal is password

protected and contains Condo Documents, board meeting agendas and minutes and other helpful information.