

**PLAZA SOUTH
CONDOMINIUM
ASSOCIATION, INC.**



**RULES AND
REGULATIONS**

PLAZA SOUTH CONDOMINIUM ASSOCIATION, INC

Dear Plaza South Condominium Owner:

We welcome you to PLAZA SOUTH CONDOMINIUM OFFICE COMPLEX and hope you will enjoy owning at the complex. As with any community, we have certain Rules and Regulations which promote harmony and help observe the rights of all.

Enclosed you will find the revised Rules and Regulations that were approved by the Board of Directors and adopted on June 1, 2021. We urge you to read them thoroughly as soon as possible.

The new rules and changes are a result of the Board and Management's need to adequately deal with violations and infractions to protect the property and rights of all the owners and tenants.

THESE CHANGES AND ADDITIONS ARE EFFECTIVE IMMEDIATELY.

The Board of Directors and Management welcome your input and look forward to your attendance. The Board meetings generally held every month. Look for meeting dates, times, and location at our normal posting location on the mailboxes.

Sincerely,

Elizabeth Robins

President, PLAZA SOUTH CONDOMINIUM ASSOCIATION, INC

Action Management Group

On behalf of Plaza South Condominium Association (PSCA), Action Management Group of NE Florida would like to welcome you to Plaza South Office Complex. We are your Association's Management company who oversees the maintenance of the exterior of the buildings, parking lot and surrounding lawn and landscape throughout the property.

Our promise is to always be courteous, friendly, and responsive. Our commitment is to help protect and maintain your financial investment with integrity and understanding of your business.

My contact information: Plaza South Condominium Association
April Johnston, LCAM, Association Manager
P.O. Box 860152
St. Augustine, FL 32086
Ajohnstonmgr@outlook.com
904.377.9605

Enclosed you will find the revised PSCA Rules and Regulations that were approved by the Board of Directors and adopted on June 1, 2021. I urge you to read the Rules and Regulations thoroughly. Please complete and sign and return Page 4 Unit Owner Information sheet to me acknowledging your understanding of these Rules and Regulations within five (5) business days.

OTHER HELPFUL INFORMATION

*Assessments are due quarterly and must be remitted to the Association by the first of the month of each quarter to avoid late fees.

*Florida Power & Light is the electric company that services Plaza South. For billing questions contact them at 800.226.3545. Should there be a power outage, contact them at 800.468.8243.

*Contact me, April Johnston at the above phone number or email for water outages or leaks, concerns regarding building, grounds, or lighting and/or violation of the rules or association documents.

*All signage requests with rendering must be submitted to the Association Manager via email prior to installation for Board approval. Please see Alterations section in attached Rules and Regulations.

If you have other questions or need additional information, please do not hesitate to contact me. I look forward to serving you.

Sincerely,

April Johnston, LCAM, Association Manager
Action Management Group, Owner
Florida License CAM40632

PLAZA SOUTH CONDOMINIUM ASSOCIATION

UNIT OWNER INFORMATION SHEET

Date: _____

Owner Name: _____

Unit Address: _____

Type of Business / Unit Use: _____

Mailing Address If Different:

Emergency Contact Name and Phone Number: _____

Owner Email: _____ Owner Phone Number: _____

Is Unit Leased? Yes _____ No _____

Please Provide Lease Information:

Dates: From: _____ To: _____

Tenant(s) Name: _____

Tenant Email: _____

Contact Phone Number: _____

Date Copy of Current Lease Submitted: _____

By signing below, I hereby acknowledge that I have read the Condominium Documents for Plaza South Condominium Association Inc., to include:

- 1. Condominium Declaration
- 2. Condominium Bylaws
- 3. Condominium Rules and Regulations

And that I will follow said documents as currently stated and as modified from time to time by the Board of Directors or as voted upon by the ownership of the community.

Further, by signing this acknowledgement, I promise that my guests and customer/clients will also abide by the rules when they conduct business within the common areas of Plaza South Condominium Association, Inc.

Signature of Owner/Tenant

Date: _____

Signature of Co-Owner/Tenant

Date: _____

ALTERATIONS AND SIGNAGE

1. No alterations of any kind may be made to the exterior portions of the buildings. This includes signage or any other object.
2. No structural, plumbing, or electrical changes within the individual units may be made without prior written approval of the PSCA Board of Directors.

Signage Restrictions

1. No sign, lettering, poster, or other advertising devices of any nature shall be displayed, inscribed, painted, or affixed on any part of the windows, doors, or any common element of the complex except which is approved by the Plaza South Condominium Association (PSCA) Board of Directors.
2. All signage requests with rendering must be submitted to the Association Manager via email.
3. All signage must comply with applicable laws and regulations of the City of St. Augustine and St. Johns County.
4. No signage may be erected prior to written approval of PSCA Board of Directors. Any signage that does not follow this rule shall be removed.

Directory Signs

1. Occupants may add their business name to the Complex Directory at their own expense.
2. After approval of the sign from PSCA Board of Directors, installation procedures will be provided.

Office Door Signage

1. Exterior glass door signage, if approved, may be of the business logo and vinyl lettering indicating hours of operation. Any real estate office or business office that has a requirement for more information, must have the required information reviewed by the PSCA board of directors so that the information may be placed in the owner/tenant files as approved.
2. Each unit number must be in the middle of the exterior glass door and 3" from the top of the door frame. Only 6" white block numbers will be approved. This is a fire safety code. This includes units that have back doors that access behind or to the side of the building.

Office Window Signage

Window signage must be preapproved by PSCA Board of Directors. Signs are limited to logo and lettering. Signage may not cover the entire window.

Fascia Signage

Fascia signage must be a white background with one color of choice for lettering, and a colored logo. The size of the sign must not exceed the length of the unit or width of the fascia and may not be lighted.

Other Signage

1. "For Lease" or "For Sale" signs approved by the Board are permitted in front of any unit. No other signage is permitted.
2. No signage is permitted in the common elements of the complex including near the road or in the grass.

ASSESSMENTS AND COLLECTIONS

1. All quarterly assessments and any special assessments or other lawful charges of the Association are due and payable on the first (1st) day of each quarter – quarters being January, April, July, and October.
2. Any payment which is received after the tenth (10th) day of the first month of the quarter shall be considered late and a late fee of Twenty-Five Dollars (\$25.00) will be assessed as well as an interest fee of 18% of the payment due for each month thereafter the payment is late.
3. Any payment of less than the full amount, which is due in any given month, shall cause the Unit Owner to be subject to a Service Charge of Twenty-five dollars (\$25.00) for each month, which shall be added to the Unit Owner's Common Expenses.
4. Unit Owners who are delinquent in the payment of ANY ASSESSMENT for more than 90 days shall be subject to legal action in accordance with the provisions of the Declaration and By-Laws.
5. Should a Unit Owner become delinquent, tenants of the units belonging to the owner shall be noticed of collection of rents on behalf of the unit owner until assessments become current.
6. Once legal action has been commenced, all legal fees and costs will be assessed to the Unit Owner, as required by the Declaration and By-Laws.

BOARD OF DIRECTORS MEETINGS AND OWNER MEETINGS

1. Board meetings are open to all Unit Owners.
2. The time for Board meetings is determined by action of the Board from time to time, and appropriate notice will be provided to all Unit Owners.

COMMON PROPERTY

1. Common Property is defined as any space outside the description of a unit property. Outside the drywall, above the ceiling, and outside of doors and/or windows). See Condominium Declaration for full description of legal boundaries.
2. Storage of any kind is expressly prohibited on or in any Common Property. Items found to be stored on common property will be removed and disposed of by management 24 hours after owner/tenant is notified to remove such items.
3. The Unit Owner is responsible for his own property conduct, and that of his tenants or guests.
4. It will be the Owner's responsibility to understand and observe all regulations and to explain same to his or her tenants.
5. Any damage to the Common Property caused by any Unit Owner, tenant or guest shall be the responsibility of such Owner and the Owner shall be assessed for the cost of repairing such damage.
6. No unit Owner or Tenant shall make any noises in the building or adjacent grounds which may disturb the occupants or business of other units; this shall include unreasonable noise levels from TV, radio, or stereo.
7. As Plaza South Condominium Association, Inc. is a professional business office complex, NO overnight stays or residential usage of the property is permitted.

GARBAGE

1. All garbage must be placed in durable plastic bags and secured tightly, and all boxes broken down.
2. Large office/household items of refuse, such as boxes and furniture, must be removed by owner/tenant and disposed of outside the condominium property. Dumping such items in or outside the common receptacles will result in dumping charges to the unit owner.
3. Garbage must be removed nightly or after shift/s (from units) and placed in the common receptacles to prevent vermin infestation.
4. Any infestations within a unit that appears to be the result of garbage or items left overnight or over time will require that remediation and removal of pests be covered by the tenant or owner.
5. No paints, liquids or combustible materials may be placed in the garbage or stored in units.
6. In consideration of other unit occupants, please pick up any refuse that is dropped while transporting garbage to

KEYS, LOCKS & LOCKOUTS

1. Owners shall provide a copy of their unit access key to the Association Manager for emergency access to protect the premises and to further allow access for repairs to common elements and for pest control.
2. Keys will be checked for each unit annually. Should a key be found to not open access to a unit, the owner will be informed, and they will have 3 business days to provide a key to the association.
3. The unit occupant will be notified at least 24 hours in advance by a flyer posted to the front door of the unit for any routine maintenance such as pest control or repair of common elements.
4. If any occupant chooses to change the lock and key, a copy of the new key MUST be provided to the Association Manager within 3 business days.
5. If an emergency occurs and the Association Manager or a designated repair company cannot access the unit and the door must be forced open, the Owner will be responsible for all costs incurred for such an entry and for replacing the lock.
6. The owner assumes all responsibility for damages in the unit to include those normally covered by the association. This includes the security of the unit from entry by non-authorized personnel.

LEASING

1. Any lease shall be in writing and provide that the lease is subject to the terms of the Declaration, the Bylaws, and these Rules and Regulations.
2. If any owner or tenant violates any of the terms and provisions of the Declaration, the Bylaws or these Rules and Regulations, it shall be a material default under the lease, enforceable by the Board of Director's.
3. If any violation is committed by a tenant, licensee, or guest of any unit owner (or anyone occupying the premises with his/her consent), the unit owner shall be liable for any such violation to the same extent as if the unit owner had committed the same.
4. The Plaza South Condominium Association, Inc. Board of Directors shall have full right and authority to remedy, correct, or remove such violation by whatever means the Board considers most appropriate in the circumstances and to levy a Reimbursement Assessment (fine) upon the owner for any costs and expenses of accomplishing the same.

5. The process of leasing in a unit requires adherence to the requirements set forth in 718 Florida Statutes and several Landlord Tenant Laws. Section 3 of 718 F.S. describes the overall process of leasing units and the steps and permissions required by the association, most especially the association's right to collect rent on behalf of an owner who is in arrears. Please refer to this section if you are planning to lease your unit.

MAINTENANCE

1. All requests for Common Area maintenance must be made through the Association Manager.
2. Each unit including inside of windows and fixtures therein shall be kept and maintained by the unit occupant in a clean, safe, attractive condition and in good repair.

It is the responsibility of the tenant/owner to contact the association manager immediately should any emergency repair be needed that requires shutting off any utilities outside the building.

This includes plumbing leaks, electrical problems, roof leaks or any other incident that could be a safety hazard.

A MAP OF SHUTOFF LOCATIONS & PROCEDURES FOR EMERGENCY IS INCLUDED WITH THIS PACKET

PARKING

The Speed limit in the complex is 10 mph.

1. Parking is first come basis.
2. Vehicles may not be parked, maintained, or stored to obstruct passage of other vehicles on the property.
3. All vehicles shall be parked within the lines or other marked boundaries.
4. Car washing, repairs, oil changes or maintenance of any motor vehicles is prohibited on any part of the Common Property.
5. Only operable and currently licensed automobiles, trucks, vans, and motorcycles, not exceeding Class 5 standards in GVWR are allowed on premise for parking.
6. No recreational vehicles or trailers of any sort shall be parked within the complex overnight.
7. Each authorized user or owner of a vehicle is responsible for the proper parking and locking of his/her own vehicle within the complex.
8. Any vehicle in violation of these rules may be towed with notice and/or fined \$100.00 per occurrence.
9. Towing of a vehicle will only be authorized by the Association Manager or a board member when a parking violation exists.

PETS

No pets are allowed on premises.

PLUMBING

1. All Plaza South Condominium Association, Inc. plumbing feeds into a leeching field (Septic System).
2. Relief waste and sewer cleaning products which are used in sinks, toilets and kitchens should be bleach free, ammonia free, and environmentally friendly.
3. Further, garbage disposals are not allowed in any sink.

4. The following items cannot be flushed or rinsed into sinks:

Coffee Grounds	Tissues
Disposable Diapers	Cloth
Sanitary Napkins	Dental Floss
Cigarettes	Pesticides
Fats, Grease & Oils	Other Chemical Wastes
Disinfectants	Paints
Photographic Chemicals	Varnishes
Pills & Unused Medication	Waste Oils
Thinners	Poisons
Backwash Water from Water Softeners	Sump Pump Discharge
Tampons	
Paper Towels	

5. Toilet paper should be single ply, and suitable for septic systems. Most brands make such an item but read the package before using in the toilets.

6. If plumbing fails due to individual unit neglect, the owner will be held responsible for repair and clean up

REASONABLE ACCOMMODATIONS

1. Plaza South Condominium Association, Inc. was designed in 1989 where current ADA requirements were not in force. In 2001, Amendment 1 was filed for the association to allow for changes to the documents and again, in 2007, Amendment 2 allowed for the building of Phase III, which consist of Buildings 500, 600, and 700 (which are designed within ADA guidelines).
2. Any owner or tenant that requires accommodation for special needs MUST contact the association manager with the need outlined and a suggested method to make accommodation both available and affordable for the association.
3. Should an owner or tenant wish to make accommodations on their own within their units, the association would require a blueprint or plan of the changes for accommodation for its files.

SEASONAL DECORATIONS

1. Seasonal decorations shall not be installed any earlier than 30 days before a recognized holiday and must be removed no later than 30 days after the date of the recognized event.
2. No outdoor decorations are permitted except for decorations which can be placed on a unit's door. Any damage caused by the hanging of decorations shall be repaired by the Unit Owner responsible or the cost of repair will be charged to the unit owner by the Association.

SECURITY

If any suspicious activities are observed, notify the police immediately. Write down any license numbers you observe. **Please contact Association Manager to inform them of the incident after the proper authorities have been contacted.**

SMOKING

1. No smoking of any kind, including electronic cigarettes shall be permitted inside of any unit. No smoking is permitted in any part of the common elements of the complex except where designated: **There are three smoking areas in the complex – Two are located at the patio areas of the complex (Between Buildings 200 & 300 at the mailbox location and between Buildings 300 & 400, as well as between buildings 600 and 700 at the rear sidewalk of 700's Northwest corner.**

2. Receptacles have been provided in the areas.
3. They must be used to extinguish your cigarettes and dispose of the butts, and associated smoking trash (cigarette packs, matches, etc.).
4. No litter on the landscape, walkways or parking areas will be tolerated.
5. If an occupant, business associate, or friend of said occupant is found in violation, owner of the unit will be fined \$50.00.

VENDORS & MAINTENANCE PERSONNEL

Any repair personnel hired by owners and tenants MUST have a license (if repairing Air Conditioning Systems, Electrical, or Plumbing components).

VIOLATIONS

A violation complaint of any of the above may be addressed in writing to the Plaza South Condominium Board of Directors or the Association Manager either by email or in writing to Plaza South Condominium Association, Inc., PO Box 860152, St. Augustine FL 32086 or via email to the association manager, April Johnston, ajohnstonmgr@outlook.com .

VIOLATION OF LAW

Nothing shall be done in the complex that would be in violation of any statute, rule, ordinance, regulation, permit, covenant, or any other validly imposed requirement of any governmental body, including the zoning or building restrictions of St. Johns County and the City of St. Augustine.

PLAZA SOUTH

Legend

- ▲ BLDG SHUT OFF VALVE
- 📌 BUILDING #
- 📌 LIFTSTATIONS
- 📌 PROPERTY BACKFLOW

