

**As owners and residents of Ocean 14, we all have certain rights. We also share certain obligations to our neighbors and to our condominium community as a whole. The principles of condominium living require that the rights of the individual yield, to some degree, to the goals of the majority. The following rules have been established to preserve those rights and responsibilities and to safeguard the best interests of the Ocean 14 Community as a whole. Consequently, they will also help ensure that life at Ocean 14 is pleasant, comfortable and harmonious for us all.**

# **OCEAN 14 HOUSE RULES**

**Authorized via  
Amendment to the By-Laws of the Declaration of Condominium  
of Ocean 14, A Condominium, Article III Section 7 (b) (d) (e) (f)**

**Document Approved July 27, 2017**

**REVISIONS:**

RENOVATIONS, REPAIRS, MOVING & MAJOR DELIVERIES - 8/7/2017

POOL - 11/16/17

SECURITY & EMERGENCIES - 12/1/17

OWNER/RESIDENT FORMS - 12/1/17

COMMUNICATIONS - 1/25/17

## **Table of Contents**

| <b><u>Topic</u></b>                                                 | <b><u>Page</u></b> |
|---------------------------------------------------------------------|--------------------|
| Security & Emergencies                                              | 3                  |
| Communications                                                      | 3                  |
| Building/Property Access                                            | 4                  |
| Common Areas                                                        | 4                  |
| Lobby                                                               | 5                  |
| Elevators                                                           | 5                  |
| Stairwells                                                          | 6                  |
| Balconies                                                           | 6                  |
| Parking                                                             | 7                  |
| Pool                                                                | 8                  |
| Exercise Room                                                       | 9                  |
| Reading Room                                                        | 10                 |
| Club Room                                                           | 10                 |
| Waste Disposal                                                      | 11                 |
| Carts                                                               | 12                 |
| Noise                                                               | 12                 |
| Maintenance                                                         | 12                 |
| Renovations, Repairs, Moving & Major Deliveries                     | 13                 |
| Pets                                                                | 14                 |
| Guests                                                              | 15                 |
| Monthly Association Fees                                            | 15                 |
| Lease of Unit                                                       | 16                 |
| Sale Of Dwelling Unit, Garage Space Or Storage Unit                 | 16                 |
| Procedure For Addressing Violations Of<br>The Rules And Regulations | 17                 |

## **Appendix A – Owner/Resident Forms**

|                                                                           |    |
|---------------------------------------------------------------------------|----|
| Ocean 14 Owner Information                                                | 21 |
| Ocean 14 Directory Input                                                  | 22 |
| Ocean 14 Pet Registration Form                                            | 23 |
| Ocean 14 Guest Registration Form                                          | 24 |
| Ocean 14 Condominium Association, Inc –<br>NOTICE OF INTENT TO SELL/LEASE | 25 |
| Ocean 14 House Rules Agreement                                            | 27 |

## **SECURITY & EMERGENCIES**

The security of Ocean 14 residents and property is of the utmost importance. Ocean 14 is our home and the building and grounds are private property. The premises are being monitored 24/7 by security cameras.

All residents should be vigilant and immediately report any instances of trespass, vandalism or other illegal activity to the Jacksonville Beach Police:

|                         |                |
|-------------------------|----------------|
| Police Emergencies:     | 911            |
| Police Non-emergencies: | (904) 270-1661 |

For internal emergencies or maintenance problems, residents may contact the Ocean 14 office or the management company. The Ocean 14 office is open Monday – Friday from 8:00 am to 5:00 pm. The management company provides a 24-hour hotline.

|                     |                     |                    |
|---------------------|---------------------|--------------------|
| Ocean 14 Office:    | (904) 246-4814      |                    |
|                     | Fax: (904) 249-0030 |                    |
| Management Company: | (904) 641-1858      | (24/7 Emergencies) |
|                     | Fax: (904) 641-1171 |                    |

## **COMMUNICATIONS**

Updates to the preceding contacts are posted on the bulletin boards located on the first and second floors and in the mailroom. Ocean 14 information and updates are also posted on the website: [ocean14.org](http://ocean14.org).

Other important information for Ocean 14 residents may be posted from time to time on the official bulletin boards located on the first and second floors, in the mailroom and in the elevators. Emails and automated telephone calls will also be used to alert residents to time sensitive information.

Residents may post notices, advertisements and information on the community bulletin board in the mailroom. All such postings must include name, unit number and date, and will be removed after 14 days.

Ocean 14 maintains a directory of owners and residents to enable people to contact one another. Participation is at the discretion of each owner or resident. To opt out or to change the directory content, one may complete a Directory Input (appendix A) and submit it to the management office.

## **BUILDING/PROPERTY ACCESS**

In order to maintain security and avoid the chance that unwanted and unauthorized individuals gain entrance to our homes, all outside building doors and gates must be kept closed and locked at all times. All residents are responsible for ensuring that all doors are closed as soon as entry is made. Doors must never be left open and unattended. If multiple entries are required, doors should be closed, locked, and secured upon each entry and exit. The only exception to this policy is when residents or their agents are moving items into and out of the building.

**Persons without keys must never be admitted through any doorways, including lobby and pool area. Do not let strangers into the building. Strangers without keys must never be permitted to enter the building when a resident enters or leaves. If someone has a right to enter the building, he/she will also have the resource for doing so.**

Do not jump over walls, climb fencing or railings to gain access to the property, and do not allow others to do so. Such actions create liability and security issues.

Admittance to the building and the unit by contractors, movers, delivery persons, etc. is the responsibility of the owner. The owner must instruct their contractors of the applicable House Rules. No one will be granted admission to the building or unit, in the owner's absence, unless the unit owner leaves specific written instructions and authorization with the management office. The Association accepts no responsibility for the security of an owner's personal belongings.

All contractors, service providers and their workers must sign in daily on the clipboard by the south entrance on the first floor.

Owners are required to provide a current door key for their unit to the Ocean 14 management office. All keys are secured. Keys will only be used by authorized personnel in cases of emergency or upon directions from an owner.

Although the beach itself is public property up to the high-water mark, the dunes in front of the building fence are the property of Ocean 14. The dunes are a vital natural resource and our first protection against storms. They are also a natural habitat for plants and animals. No one should use that area for a dog walk, playground or for any activity which would disturb the sand dunes, vegetation or wildlife. Report incidents of dune, vegetation or fencing vandalism to the Jacksonville Beach Police: 904-270-1661.

## **COMMON AREAS**

The common areas are shared by owners, residents and guests for mutual benefit. No smoking is allowed in any of these areas, including the lobby, west (common)

balconies/corridors, elevators, office, club room, reading room, exercise room, 1<sup>st</sup> floor bathrooms, pool area, and garage.

### **LOBBY**

It is the resident's responsibility to ensure their contractors, maids, cleaning services, rug cleaners or other workers do not access the building through the lobby with their tools or equipment regardless of size. They may unload their materials at the lower level and enter through either the north or south door on the first floor.

No bare feet or bathing suits are permitted in the lobby.

No pets are permitted in the lobby.

No deliveries or moving of large items, furniture or materials are permitted through the lobby.

No bicycles are permitted in the lobby.

Smoking is not permitted in the lobby.

### **ELEVATORS**

Do not hold elevators on floors or hold elevator doors open with carts, hands or buttons.

Smoking is not permitted in elevators.

Footwear and cover-ups are required in the elevators. Do not enter the elevators from the pool or beach wearing a wet swimsuit and/or bare feet.

Unattended children should not use elevators.

Ocean 14 has an auxiliary generator for emergency service. When there is a power interruption both elevators stop. When the auxiliary generator comes on line, one elevator should lower to the nearest landing; doors will open and the power will shut off. The other elevator should resume normal service.

IN CASE OF FIRE, the Jacksonville Beach Fire Department will call both elevators to the lobby floor and control their operation until the emergency has passed. It is unsafe to use elevators during a fire.

A reservation must be made with the management office at least one week prior to moving in or out of the building. Only the south elevator may be used for this purpose. The wall protector coverings will be put in place by maintenance personnel.

**The north elevator must not be used to transport surfboards, furniture or construction materials.**

## **STAIRWELLS**

The stairwells at the north and south ends of the building provide emergency egress. Do not place anything in the stairwells.

Do not prop stairway doors open. In case of fire, the doors prevent smoke and flames from entering the stairwell.

Smoking is not permitted in the stairwells.

## **BALCONIES**

Balconies must maintain architectural as well as aesthetic consistency throughout the building.

Smoking is not permitted on the west (common) balcony corridors. While smoking is allowed on east (private) balconies, consideration for neighbors is strongly encouraged.

The West (common) balcony corridors must remain clear at all times.

No unit owner or their agent or lessee shall cause or permit anything to be affixed to or placed upon the exterior walls of any portion of the west common balcony.

Only a doormat is permitted in front of a west condo door, and it must closely match the width of the door. Carpet runners or extended mats are not allowed. Doormats shall be removed during severe storms. Do not place anything else (including but not limited to shoes, beach equipment, chairs, trash, etc.) on the west (common) balcony corridors.

Do not hang ANY objects (including but not limited to towels, rugs, decorations, etc.) from any balcony railings.

All balcony fencing must be approved by Management.

No carpet or tile may be newly installed on private east balconies.

Do not sweep sand, trash, or water from balconies. Avoid excess water runoff when watering plants and flowers.

**Do not throw cigarettes, debris, fireworks or other objects off the balconies. Any violation will be considered a serious rules violation.**

Do not feed birds from balconies.

No flags, windsocks or displays, other than the standard, traditional American Flag, may be flown from East balconies. The only exception to this rule is team/game flags, which may be flown on game day only. All flags must be removed at the end of the day.

By order of the Jacksonville Beach Fire Department, no open flames are permitted on balconies or on any common area of Ocean 14. This prohibition specifically includes charcoal and gas grills, and chimenea or fire pits. ***Only electric grills are allowed.***

## **PARKING**

Ocean 14 has a parking garage and a surface parking lot. The garage may be used only by persons owning a garage space, or by their assignee(s). Automobiles and trucks must park within the allotted space. If part of the parking space is used for storage, the vehicle and everything else must all fit within the inner lines of the space and not encroach into the common driveway or walkways between parking spaces.

Spaces in the surface lot are not assigned but are reserved for residents and their assignees and require decals. Drivers must ensure their vehicles are parked within the lines of the parking space.

Owners will be issued two parking decals per unit. Parking decals will be numbered and include unit number. Parking decals are to be placed on the windshield of the vehicle or must be in clear view at all times. The decal number must be visible. Parking decals are required for any vehicle parked in the Ocean 14 parking lot. Any vehicle without a current decal shall be subject to immediate towing at the vehicle owner's expense. Motorcycles may arrange to leave their decal in the management office.

Replacement decals will cost \$150.00. A letter explaining the circumstances surrounding the need for a replacement must accompany the request for a new decal. Replaced decals will be considered null and void when a new decal is issued. A current list of null and void decals will be maintained in the management office. A vehicle displaying a void decal will be treated as if it has no decal and will be subject to towing.

Campers, boats, trailers and roll-up dumpsters shall not be parked on the premises. No vehicle larger than a single parking space may be parked in the parking lot.

No major mechanical work may be performed on any vehicle while parked on Ocean 14 property.

No commercial vehicles may park on the upper parking deck. It is the resident's responsibility to instruct their contractors and service providers to park on either the north or south LOWER parking deck.

No parking is allowed in the south service drive. Residents may use the service drive for pickup/drop-off only and must move their vehicles as soon as practical.

Bicycles parked in the bicycle rack must have a valid Ocean 14 sticker, which may be obtained from the management office. Any bicycle that is not serviceable must be removed from the rack.

Bicycles must not be parked in grassy areas or attached to any fencing.

Riding of bicycles, roller blades, and skateboards in the parking area is prohibited. These activities are both SECURITY and LIABILITY hazards and should be reported immediately.

Guests occupying a unit in the owner's absence must abide by all Ocean 14 parking rules. The owner must provide a parking decal for each guest vehicle and a copy of these parking rules.

## **POOL**

The pool area is reserved for the exclusive use of Ocean 14 residents and their guests.

Residents should use good judgment in limiting the number of guests to whom they extend pool privileges. "Pool parties" are not permitted. A "party" is defined as more than four (4) non-residents.

The posted rules conform to Florida Statutes (FAC 64E-9) and Duval County Codes and must be observed. All persons using the pool do so at their own risk. The pool opens at 9:00 AM and closes at 5:00 PM from November through March, and closes at 8:00 PM during April through October.

Children under 12 are not permitted to use the pool UNLESS accompanied by an adult. NO CHILD WEARING DIAPERS IS PERMITTED IN THE POOL. Those who are not potty-trained must wear waterproof bathing suits. Such suits must be checked regularly and, when necessary, changed away from the pool area.

Unoccupied pool chairs may not be reserved for longer than thirty (30) minutes.

No food or drink is permitted in, or within three feet of, the pool. No grills are allowed within the pool area or the adjacent grassy area.

Only toys designed for pool use may be used in the pool. No Frisbees, footballs or other throwing objects are allowed at the pool or in the pool area. These activities may be enjoyed nearby at the beach.

Glass containers are not permitted in the pool area.

Smoking is prohibited in the pool area.

Radios are not to be used at the pool unless they have earphones and cannot be heard by others. Loud conversations and noise are discouraged.

Pets are not permitted in the pool area at any time.

Pool furniture may not be removed from the pool area.

Gates to the pool area must NEVER be left open or unlatched. Do not permit strangers to enter the pool area with you. Those who are authorized to use the pool will have their own keys.

All persons entering the pool from the beach must use the hose to shower themselves and their personal articles. Do NOT use the pool for rinsing purposes.

Bathers must dry off before entering the building.

Cover-ups and footwear must be worn when entering or exiting the building.

## **EXERCISE ROOM**

This facility is available to all residents of Ocean 14, including owners, lessees, and registered overnight guests. No visitors are allowed.

Users of the exercise room do so at their own risk.

Children under 18 are not permitted unless accompanied by an adult.

If others are waiting to use equipment, please limit use to 20 minutes.

Appropriate footwear, pants or shorts, and shirts must be worn at all times.

Please wipe down benches and vinyl after use.

Alcohol consumption in the fitness center is not allowed.

Smoking is not permitted in the fitness center.

Users must be careful to not drop weights, and return them to the rack after use.

TV volume and other noise must be kept to a level so that it cannot be heard outside the room.

While use of the room is not limited by hours, users are reminded of the Ocean 14 noise restrictions, especially between 10:00 pm and 8:00 am.

### **READING ROOM**

The reading room is available to all residents for non-exclusive use. It may **NOT** be reserved for private use.

Smoking is not permitted in the reading room.

### **CLUB ROOM**

Any individual OWNER/LESSEE may reserve the Club Room for his/her own private use by calling the management office. A fee of \$100.00 must be paid at the time the reservation is confirmed. A \$500.00 refundable deposit must accompany the fee, and will be returned after inspection providing that the room is clean and returned to its prior condition.

The Club Room may not be reserved for more than one consecutive day.

There is a capacity limit of 75 people in the Club Room.

An individual owner renting the Club Room will be given a list of Club Room rules. These rules must be accepted and signed before the key to the Club Room will be delivered. The Club Room rules will include, but not be limited to the following conditions:

- The party is being hosted/conducted by an Ocean 14 resident.
- The OWNER/LESSEE will be present at all times during the party.
- The host must ensure noise level outside the room does not disturb residents.
- Pool area, reading room and exercise room are off limits for party guests. Pool parties are not permitted. Do not use emergency exit door except in a true emergency.

- Smoking is not allowed in the Club Room.
- Consumption of alcohol by minors is prohibited.
- Ocean 14 reserves the right to employ a security guard at the expense of the host owner for parties of 50 or more attendees.

Up to five (5) temporary parking permits may be issued by the management office, upon request, for a Club Room event. Parking will be restricted on a space available basis to lower parking levels for the duration of the event only. Parking permits must be placed on inside of windshield and be clearly visible.

The Club Room is unavailable for rental during Air Shows and the three summer holidays: Memorial Day, Independence Day and Labor Day.

The Club Room is unavailable for rent during the weekend (Friday, Saturday and Sunday) immediately preceding and including the Monday holidays of Memorial Day and Labor Day. With respect to the Independence Day holiday, the Club Room will be unavailable for rent during the weekend (Saturday and Sunday) immediately preceding, and including the holiday if July 4 falls on a Monday. If July 4 falls on a Friday, the Club Room will be unavailable for the Friday holiday and the weekend (Saturday and Sunday) immediately following the holiday. If July 4 falls on a Saturday or Sunday, the entire weekend, including the preceding Friday or the following Monday, if recognized as a part of the holiday, will be unavailable. Finally, if July 4 falls on a Tuesday, Wednesday or Thursday, the Club Room will be unavailable for rent only for the day of the holiday.

## **WASTE DISPOSAL**

Trash chutes for domestic waste are available on each floor.

Put all trash in tied plastic bags before placing in the trash chute. Do not throw loose garbage in the chute.

Do NOT put flammable materials, large boxes or packing materials in the trash chute. Boxes and large items may be placed in the dumpster enclosure in the south parking area.

Recycle bins are located outside the first floor north entrance. Place only recyclable materials in these bins, no trash and no boxes. Do not overstuff bins.

Do NOT flush anything down the toilets except for human waste, toilet paper or items specifically designated as flushable; no diapers, no construction/remodeling wastes.

Do NOT put food scraps or grease down kitchen sinks, even if equipped with a disposal.

## **CARTS**

Blue shopping carts, located at the south entrance, are provided as a courtesy to the residents of Ocean 14 and may not be used by contractors to move building materials and equipment. Contractors may use only the carts located next to the dumpster.

Return all shopping carts immediately after use to the designated area on the ground floor. Never leave carts in the elevators or in the corridors on the common west balconies for someone else to return.

## **NOISE**

Noise levels should ALWAYS reflect consideration for neighbors.

Specific noise regulations are in place between 10:00 PM and 8:00 AM. Utmost consideration for neighbors is required during this time.

Televisions, stereos, etc. must be kept at volume levels that cannot be heard in other units. This requirement pertains to all noise or conversation in individual units, on balconies, at the pool or anywhere else on Ocean 14 property.

## **MAINTENANCE**

All parts of the property shall be kept in a clean and sanitary condition, refuse or garbage may not accumulate, and no fire hazard may be allowed to exist.

It is the responsibility of each owner to maintain and repair or replace at his/her expense all portions of the unit from the unfinished boundary wall inward, including both sides of all doors and windows.

Dryer vents should be cleaned regularly to prevent the buildup of lint that could pose a fire hazard.

Individual units are subject to an annual inspection by the Office Manager/Board of Directors after advance notice to the owner. In case of emergency originating in or threatening damage to any unit, a Board member or designated agent (including management and maintenance staff) may enter a unit as needed.

## **RENOVATIONS, REPAIRS, MOVING & MAJOR DELIVERIES**

All renovation/construction work, major repairs/replacements, and large deliveries (furniture, appliances, building materials, etc.) shall be done between 8:00 A.M. and 5:00 P.M. Monday-Friday, not on holidays or weekends.

Reservations must be made with the management office at least one week in advance for use of the south service drive and elevator. This is important in order to avoid two trucks attempting to use the service drive and elevator at the same time. The south elevator will be equipped with pads and designated for contractor's use. Only the south elevator can be used.

Renovation/remodeling plans must be submitted to the Ocean 14 management office for approval prior to start of work. A \$500 refundable deposit will be required. Major renovations may not begin until scheduled by the management office. All owners performing renovations must meet with management and/or a board member to review the rules for contractors, permitting requirements, new window requirements and any other information pertinent to a successful project. The reason for such review is to protect the owner, Ocean 14 building and the contractor(s).

All contractors and repairman must be licensed and insured. All renovations and major replacements shall be in accordance with Jacksonville Beach ordinances and building codes, when required.

Washer hoses should be metal, rather than rubber. Dryer vents should be periodically inspected and cleaned, when necessary. All A/C units should have a safety valve to shut off the water supply.

When remodeling or replacing carpet, DO NOT throw building materials or used carpet over the balcony or in the trash chute.

Contractors and owners are responsible for the removal of all debris, building materials, used carpet, appliances, furniture, etc. from Ocean 14 premises. Condominium dumpsters may not be used for this purpose. *Contractors must leave walkways, elevators and all common areas clean at the end of each day.*

Contractors may use only the carts located next to the dumpster.

**TO PREVENT DAMAGE TO OTHER UNITS IN THE BUILDING, THE MANAGEMENT OFFICE MUST BE INFORMED BEFORE ANY CENTRAL AIR CONDITIONER IS REPLACED, OR ANY PLUMBING OR DRAIN PIPES ARE CUT. *No pipes may be left open overnight; all must be capped.***

Private delivery companies (UPS, FedEx) should be instructed to use the outside callbox to contact consignee and arrange delivery of packages, or to call the recipient directly.

Residents are responsible for informing delivery service companies, contractors, repairman, other service company employees, and maids that they may not park on UPPER parking deck. They may unload in the service drive and park in the south or north lower parking areas.

*Owners are advised to closely monitor the activities of their contractors. Owners will be held responsible for any damage to the common areas or other units that is caused by their contractors.*

## **PETS**

The Association permits owners the right to keep up to two (2) domestic pets. Lessees are **NOT** allowed to have pets. Guests are **NOT** allowed to bring pets onto Ocean 14 property. No visiting pets are allowed.

The pet owner bears complete responsibility for complying with these rules.

- Owners may not have more than two (2) pets total.
- Each animal must not exceed 35 pounds in weight.
- Breeds prohibited are Pit Bulls, Rottweilers, German Shepherds, Huskies, Alaskan Malamutes, Doberman Pinschers, Chow Chows, Presa Canarios, Boxers and Dalmatians. Other breeds may be allowed or disallowed at the discretion of the Ocean 14 Board of Directors.
- Pigs, snakes and all other reptiles are not permitted.
- A pet's demeanor must be such that it will not create a nuisance, or infringe upon the rights of the other condominium tenants in any way. Owners are responsible for ensuring that their pet's behavior does not disturb other residents. Owners are responsible for ensuring that any barking, running or jumping by their pets does not disturb other residents. No pet that creates a nuisance may be kept in any unit.
- Pets are not permitted in the lobby, in the clubroom, in the management office or in the pool area.
- Dogs must be leashed or carried at all times and may not be turned loose in common corridors or hallways.
- When pets are transported in and out of the building, owners using the stairwells and/or elevators must always yield to pedestrians without pets accompanying them.
- Doors leading to the pool areas are not to be used when transporting pets.
- Pets must not be permitted to be at large on the condominium grounds and no resident may leave a pet unattended.
- Any roaming animals should be reported to the management office and/or the Jacksonville Beach Animal Control. If the animal appears dangerous, the Jacksonville Beach Police Department should be called.

- Owners must immediately pick up and properly dispose of any waste left by their pets. Repeated failures to pick up and properly dispose of animal waste will result in fines levied by the Board of Directors.

Owners must register their pets (appendix A) with the management office prior to bringing the animal into Ocean 14. New owners must register their pets at the time of new resident orientation. When registering, owners must provide evidence that their pets are current on their vaccination for rabies and other diseases as required by laws. Updated vaccination records may be required from time to time. Owners must update pet registration promptly to reflect any change in pet(s).

### **GUESTS**

Unit owners are responsible for communicating House Rules to their guests and will be held liable for the actions of their guests while on Ocean 14 property.

**Owners/lessees having guests occupy their unit in their absence must register the guests with the management office prior to their arrival and provide the guests with copies of the current House Rules.** The Guest Registration Form (appendix A) is provided for this purpose.

Any guests residing in a unit for a period of more than 10 days must sign and complete all the applicable sections of the Guest Registration Form (appendix A), including names, addresses, emergency notification and vehicle information including driver's license numbers.

Guests must abide by the limitation on occupancy of units established by the house rule. Occupancy per unit is limited to two persons per bedroom (including guests).

**GUESTS ARE NOT PERMITTED TO HAVE PETS.**

### **MONTHLY ASSOCIATION FEES**

Monthly Association fees are due and payable the first day of each month. Checks may be delivered to the Ocean 14 management office, mailed to the management company, or electronic payments may be used.

Monthly Association fees received after the fifteenth (15) day of the month will be considered delinquent. An interest charge will be applied at the rate of 1.5% per month on the unpaid balance.

## **LEASE OF UNIT**

Ocean 14 units are for single family residence use only. Leasing is allowed only if all the following conditions are met.

Written notice on the required "NOTICE OF INTENT TO LEASE" form (appendix A) must be delivered personally or by Certified or Registered mail to the Ocean 14 management office at least 15 calendar days prior to beginning of the lease. Additional forms are available from the management office.

Units may be leased for periods of at least one year or more. The Ocean 14 Board of Directors has the right to REVIEW and APPROVE ALL lease renewals on an annual basis.

All potential lessees must meet with and be approved by two members of the Board of Directors prior to leasing a unit in Ocean 14, and prior to moving in. Owners leasing their units MUST attend this meeting. The purpose of the meeting is to review the current House Rules, and provide a copy to the lessee(s). An acknowledgement that a lessee has received and agrees to abide by the Ocean 14 House Rules must be signed by the owner, the lessee(s) and two board members (appendix A). The signed agreement will be filed in the management office.

Lessee must abide by the limitation on occupancy of units established by the house rules. Occupancy per unit, including lessee or guests is limited to two persons per bedroom.

Effective August 18, 2011, lessees are **NOT** permitted to have pets.

Owners will be held responsible for the actions of their lessees or guests while on Ocean 14 property.

## **SALE OF DWELLING UNIT, GARAGE SPACE OR STORAGE UNIT**

The owner must notify the Ocean 14 management office in writing when a dwelling unit, garage space or storage unit is for sale.

A garage space or storage unit may be sold only with a dwelling unit or to another current owner.

Each dwelling unit, garage space and storage unit must be identified with a separate parcel ID in transfer documents.

The required "INTENT TO SELL" form (appendix A) and an executed copy of the proposed sales contract must be delivered personally or by Certified or Registered mail to the Ocean 14 management office at least 15 calendar days prior to closing in order to schedule an

interview with the intended buyer(s). Additional forms are available from the management office.

Prior to closing the sale of a unit, at least two members of the Board of Directors must meet with the prospective buyer(s). The purpose of the meeting is to review the Association House Rules, collect information from the new owner(s) and obtain signatures on the "Ocean 14 House Rules Agreement" form. An acknowledgement that the buyer(s) received and agrees to abide by the Ocean 14 House Rules must be signed by the buyer(s) and two board members (appendix A). The signed agreement will be filed in the management office.

**TRANSFER OF OWNERSHIP IS SUBJECT TO ASSOCIATION'S RIGHT OF FIRST REFUSAL.**

### **PROCEDURE FOR ADDRESSING VIOLATIONS OF THE RULES AND REGULATIONS**

Violations of the Ocean 14 Condominium Association Rules and Regulations will be handled in a businesslike manner with fairness and respect accorded to the accused violator. Close examination of the reported incident will be made as to the level of intent, flagrancy and malice, as well as any extenuating circumstances. The Board will appoint a Compliance Committee. Committee members must be owners who are not board members or persons residing in a board member's household. The role of the committee is limited to determining whether to confirm or reject a fine levied by the board.

Listed below are the steps that will normally be taken for violations of the Rules and Regulations. Steps may be skipped if the Office Manager and/or Board of Directors feel the seriousness of the violation warrants such action.

#### **STEP 1. First Violation of a Rule with No Evidence of Intent or Malice: The violator will be verbally told by the Office Manager or member of the Board of Directors:**

- A. The general time and nature of the incident and the number of complaints.
- B. The rule that applies to the incident.
- C. The incident constitutes a violation of the Rules and Regulations.
- D. The violator is required to cease and desist from further violations of this rule and to correct the existing violation(s), if applicable.
- E. A record of this violation will be sent to the violator and owner, and filed in the management office.

#### **STEP 2. Repeated or Intentional Serious Violation of a Rule: A letter will be sent from the Ocean 14 Condominium Association to the violator and the owner. This letter will state all items listed above plus the following:**

- A. The dates and description of each incident.
- B. A repeat violation will result in a monetary fine assessed by the Board of Directors.
- C. A copy of this letter will be filed in the management office and will be presented to the Board of Directors prior to their next regularly scheduled meeting.

**STEP 3. Repeated Violation(s) of Previously Cited Violation: Following the process described below, the Board of Directors will assess a monetary fine.**

- A. The Board will review repeated violations to determine the amount of fine to be assessed. The fine will reflect the seriousness, flagrancy and intent by the violator.
- B. A letter will be sent to the violator and owner stating the history of violations, and the amount of the fine. The ultimate responsibility for payment falls to the condominium owner.
- C. The letter will provide at least 14 days' notice of the Compliance Committee meeting at which the violation will be reviewed. The owner and, if applicable, the violator may appear to present their case.
- D. The Compliance Committee will then determine whether or not to impose the fine.
- E. A letter stating the decision of the Compliance Committee will be sent to the violator and owner, and if the fine is imposed it will be due within 30 days from the date of this letter. A copy of the letter will be filed in the management office.

**STEP 4. Legal Recourse Against Frequent Violations: On rare occasions, a violator may demonstrate, either by verbal comment or by repeated violations, that he/she has no intention of complying with the Rules and Regulations that were a condition of sale (or lease). In such cases, the Ocean 14 Condominium Association reserves the right to employ legal counsel and take such legal actions as may be required to enforce the rules.**

## **APPENDIX A – OWNER/RESIDENT FORMS**



OCEAN 14 HOUSE RULES APPENDIX A – OWNER/RESIDENT FORMS

**Ocean 14 Owner/Tenant Information**

Date: \_\_\_\_\_ Unit #: \_\_\_\_\_

|                                                                                                         | Owner/Tenant | Owner/Tenant 2 |
|---------------------------------------------------------------------------------------------------------|--------------|----------------|
| Name                                                                                                    |              |                |
| Home Phone<br>(Ocean 14)                                                                                |              |                |
| Home Phone<br>(other)                                                                                   |              |                |
| Cell Phone                                                                                              |              |                |
| Work Phone                                                                                              |              |                |
| <i>Please circle preferred telephone number(s) above for automated notification of emerging events.</i> |              |                |
| Email                                                                                                   |              |                |
| Mailing<br>Address                                                                                      |              |                |
| Vehicle Make                                                                                            |              |                |
| Vehicle Model                                                                                           |              |                |
| Vehicle Year                                                                                            |              |                |
| Vehicle Color                                                                                           |              |                |
| License Tag                                                                                             |              |                |
| Pet ( <i>attach Pet<br/>Registration</i> )                                                              |              |                |

Please complete this form and return to Ocean 14 Management Office or mail to Madison Property Solutions, 6960 Bonneval Road, Suite 302, Jacksonville, FL 32216.

**In order to maintain accurate official records, please submit a revised form if any information changes.**

Rev. December 2017

OCEAN 14 HOUSE RULES APPENDIX A – OWNER/RESIDENT FORMS

**Ocean 14 Directory Input**

Ocean 14 maintains a Directory of Owners and Residents, for distribution among owners/residents. It includes contact information including each owner's name, unit number and telephone number by default.

You may choose to add more information, or you may opt out completely.

IF YOU DO NOT SUBMIT THIS FORM, ONLY THE NAME AND TELEPHONE NUMBER ON FILE FOR THE UNIT WILL BE INCLUDED IN THE DIRECTORY.

Please complete the form below with information you would like to have included in the next Ocean 14 Directory. PLEASE PRINT CLEARLY.

\_\_\_ I do not want any information in the directory.

\_\_\_ I want the following information included in the directory:

|                                | Owner/Resident 1 | Owner/Resident 2 |
|--------------------------------|------------------|------------------|
| Name                           |                  |                  |
| Home Phone                     |                  |                  |
| Cell Phone                     |                  |                  |
| Work Phone                     |                  |                  |
| Email                          |                  |                  |
| Owner/Lessee/<br>Family/Other? |                  |                  |
| Other Notes?                   |                  |                  |

Owner/Resident Signature: \_\_\_\_\_ Unit #: \_\_\_\_\_

Multiple forms may be used for additional occupants.

Return completed form(s) to Ocean 14 Management Office  
or mail to Madison Property Solutions, 6960 Bonneval Road, Suite 302, Jacksonville, FL 32216.

**Ocean 14 Pet Registration Form**

Owner's Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner's Telephone #: \_\_\_\_\_

Pet Name: \_\_\_\_\_ Weight: \_\_\_\_\_

Type: \_\_\_\_\_ Breed: \_\_\_\_\_

Description (color, unique markings, tag information):

---

---

*Please attach:*

- 1. Picture of animal*
- 2. Evidence of current vaccination for rabies and other diseases as required by law*

**Alternate pet care in case of emergencies:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Approved By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

Return completed form(s) to Ocean 14 Management Office  
or mail to Madison Property Solutions, 6960 Bonneval Road, Suite 302, Jacksonville, FL 32216.

Rev. December 2017

OCEAN 14 HOUSE RULES APPENDIX A – OWNER/RESIDENT FORMS

**Ocean 14 Guest Registration Form**

Owner's Name: \_\_\_\_\_ Unit #: \_\_\_\_\_

Owner's Telephone #: \_\_\_\_\_

Visit Dates: Arrive \_\_\_\_\_ Depart \_\_\_\_\_

|                                 | Guest 1 | Guest 2 |
|---------------------------------|---------|---------|
| Name                            |         |         |
| Relationship to Owner           |         |         |
| Home Address                    |         |         |
| Telephone                       |         |         |
| Drive License Number<br>& State |         |         |
| Vehicle Make & Model            |         |         |
| Vehicle Tag Number &<br>State   |         |         |
| Emergency Contact<br>Name       |         |         |
| Emergency Contact<br>Telephone  |         |         |

I have provided my guests with a copy of the current House Rules.

\_\_\_\_\_  
**Owner Signature**

*(Required if guests occupy a unit in the owner's absence.)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
I have received a copy of the current House Rules, and agree to comply.

\_\_\_\_\_  
**Guest Signature**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Guest Signature**

*(Required if guests reside in unit for 10 days or more.)*

\_\_\_\_\_  
Date

Return completed form(s) to Ocean 14 Management Office  
or mail to Madison Property Solutions, 6960 Bonneval Road, Suite 302, Jacksonville, FL 32216.

Rev. December 2017

**OCEAN 14 CONDOMINIUM ASSOCIATION, INC – NOTICE OF INTENT TO SELL/LEASE** (Page 1)

This notice of Intent to Sell or Lease and a fully executed copy of the related sales contract or lease must be accompanied by a \$\_\_\_\_\_ check (application fee), made payable to the Association and returned to the Ocean 14 Condominium Association, c/o Madison Property Solutions, 6960 Bonneval Road, Suite 302, Jacksonville, FL 32216, or to the on-site manager's office at least 15 days prior to the closing date or beginning of the lease.

**THIS SECTION TO BE COMPLETED BY SELLER/LESSOR**

In compliance with the Declaration of Covenants and Restrictions of the Association named above, I (WE) hereby serve notice that, as Owner(s) or Agent of the above referenced unit, I (WE) intend to offer said unit for sale or lease in accordance with the attached Contract for Sale/Lease.

**DATE** \_\_\_\_\_

**UNIT NUMBER** \_\_\_\_\_

|                 | Owner 1 | Owner 2 |
|-----------------|---------|---------|
| Name            |         |         |
| Signature       |         |         |
| Phone number    |         |         |
| Mailing address |         |         |

**THIS SECTION TO BE COMPLETED BY PURCHASER/LESSEE**

THE BOARD WILL NOT ACCEPT PARTIALLY COMPLETED FORMS

I (WE) intend to purchase/lease the Ocean 14 unit identified above.

I (WE) acknowledge that any falsification or misrepresentation of the information contained herein will result in an automatic rejection of this application.

I (WE) acknowledge and understand that the property offered for sale/lease is governed by deed restrictions and Rules and Regulations, which are applicable to both the Unit and Common Property, and which may be amended from time to time by the Association named above. I (WE) agree to abide by such deed restrictions and Rules and Regulations.

I (WE) consent that you may make further inquiry concerning this application, particularly of the references given below.

|                                            | Purchaser 1 | Purchaser 2 |
|--------------------------------------------|-------------|-------------|
| NAME                                       |             |             |
| Driver License Number                      |             |             |
| Occupation                                 |             |             |
| How long?                                  |             |             |
| Employer                                   |             |             |
| Employer Phone                             |             |             |
| Current home address                       |             |             |
| How long?                                  |             |             |
| Current monthly mortgage/rent amount       |             |             |
| Current mortgage company or landlord name  |             |             |
| Current mortgage company or landlord phone |             |             |

**OCEAN 14 CONDOMINIUM ASSOCIATION, INC – NOTICE OF INTENT TO SELL/LEASE** (Page 2)

Units are for single family residence use only. The following person(s) in addition to the purchaser/lessee will occupy the unit:

| NAME | RELATIONSHIP |
|------|--------------|
|      |              |
|      |              |
|      |              |
|      |              |

I (WE) will \_\_\_\_ will NOT \_\_\_\_ have pet(s) occupy the unit. A separate pet registration form must be submitted for each pet.

Automobile/vehicle information:

| MAKE | MODEL | YEAR | LICENSE TAG NUMBER |
|------|-------|------|--------------------|
|      |       |      |                    |
|      |       |      |                    |

Person to be notified in case of emergency:

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

PHONE \_\_\_\_\_ ADDRESS \_\_\_\_\_

**TO BE COMPLETED BY PURCHASER ONLY (LESSEE MAY SKIP THIS SECTION)**

I (we) are purchasing this property with the intention to: (check one)

\_\_\_\_reside as owners on a full-time basis      \_\_\_\_reside as owners on a part-time basis      \_\_\_\_lease the property

DATE OF CLOSING \_\_\_\_\_

REAL ESTATE AGENT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CLOSING AGENT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

**I (WE) CERTIFY THAT ALL OF THE INFORMATION CONTAINED IN THIS DOCUMENT IS TRUE AND CORRECT:**

|                | Purchaser/Lessee 1 | Purchaser/Lessee 2 |
|----------------|--------------------|--------------------|
| Name (printed) |                    |                    |
| Signature      |                    |                    |
| Date           |                    |                    |

**THIS SECTION FOR ASSOCIATION USE ONLY**

Date Received \_\_\_\_\_ Application fee received \$ \_\_\_\_\_ Sales contract/lease attached? Yes \_\_\_\_ No \_\_\_\_  
 Pet Registration attached? Yes \_\_\_\_ No \_\_\_\_ House Rules Agreement received? Yes \_\_\_\_ No \_\_\_\_  
 Approved \_\_\_\_ Disapproved \_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Revised December 2017

OCEAN 14 HOUSE RULES APPENDIX A – OWNER/RESIDENT FORMS

**Ocean 14 House Rules Agreement**

**Unit Number:** \_\_\_\_\_ **OWNER:** \_\_\_\_\_ **LESSEE:** \_\_\_\_\_ (check one)

**I have received a copy of the Ocean 14 Condominium Association House Rules and agree to abide by the rules as set forth. I also understand that I am responsible for the conduct of all my guests/visitors while they are on Ocean 14 property.**

**Owner/Resident Name (printed):** \_\_\_\_\_

**Owner/Resident Signature:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**Owner/Resident Name (printed):** \_\_\_\_\_

**Owner/Resident Signature:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_  
**(For LEASE only)**

**APPROVED:**

**BoD/Mgt SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**BoD/Mgt SIGNATURE:** \_\_\_\_\_ **DATE** \_\_\_\_\_