

STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: January 12, 2012

SUBJECT: INSPECTION OF THE "OFFICIAL RECORDS" OF SLEEPY HARBOUR A CONDOMINIUM. Re: FS:718.111(12-c)

POLICY:

1. FL:718.111(12c) states that, "the association may adopt reasonable rules governing the frequency, time, location, notice, and records to be inspected, and manor of inspections and copying:".
2. In accordance with the above ONLY owners or there legal representative may review or copy the Official Records of Sleepy Harbour A Condominium.
3. The Association must be notified in writing as to what records the owner or there representative would like to review/copy. The records they will be allowed to review/copy are listed in FS:718.111(12-c). The records will be available during normal working hours at a cost of \$25.00 per hour to review/inspect and any copies requested at a cost of \$0.15 per page.
4. **ADOPTED** by a vote of a majority of the Board of Directors at there duly called Board of Directors Meeting held on this 12th day of January 2012

By: 

Secretary of the Association



Sleepy Harbour

Condominium Association, Inc.

408-0 Orlando Ave. • Ocoee, FL 34761

February 25, 2010

RE: ASSOCIATION POLICIES AND PROCEDURES


TO: OWNERS AND RESIDENTS

Attached are statements of Association policy and procedures adopted by your Board of Directors over the past year. They expand on and clarify requirements in the Declaration of Condominium, Articles of Incorporation, Bylaws, and Rules & Regulations. The Board of Directors expect the rules and procedures established in these statements to be followed by all owners and residents. They are:

1. Control and Elimination of Feral Cats From the Sleepy Harbour Condominium Common and Limited Common Areas. Adopted last February, this policy prohibits feeding feral cats on condominium common areas. In March 2009, the Board made one exception to this policy, appointing a Feral Cat Control Committee and allowing it to feed feral cats in an area away from residential buildings.
2. Use of the Sleepy Harbour Condominium Boat Dock and Waterfront. Establishes procedures for residents to keep boats and jet skis on the condominium waterfront. Requires that owners maintain boats and jet skis in working order and that boats and jets skis be currently registered when required by the state. Prohibits swimming from the boat dock or shore line.
3. Swimming Pool Use and Security. Clarifies guest use of the swimming pool and requires locking pool gates during the swimming season.
4. Clubhouse Reservations and Rules For Private Parties. Formalizes procedures for reserving the clubhouse for private parties and enumerates rules for parties and cleanup.
5. Sewage System Operations. Provides information on avoiding disruption of services.

Please review these policies and procedures and then file them with your Condominium Association Documents. Periodically additional policies will be published and distributed to owners and residents. If you have any questions contact the Manager or President.

FOR THE BOARD OF DIRECTORS:


William H. Dassler, President



Sleepy Harbour

Condominium Association, Inc.

408-0 Orlando Ave. • Ocoee, FL 34761

STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: February 25, 2010

SUBJECT: USE OF THE SLEEPY HARBOUR CONDOMINIUM BOAT DOCK AND WATERFRONT.

PROBLEM: Unauthorized boat and jet skis, water craft that are in disrepair or not "sea worthy", and people who are not residents have been using the dock and waterfront area.

POLICY:

1. Sleepy Harbour Condominium documents, specifically Exhibit "C", Rules and Regulations of Sleepy Harbour Condominiums, Inc., paragraph 3E1 states that only boats registered to owners/renters are authorized to utilize boat dock slips. Use of boat dock slips is on a "first come" basis, but, once an owner establishes their use of a specific slip, they should keep the slip clear of nuisance weeds that may foul propellers. If slips are not available, boats or jet skis may be tied up along the shoreline. However, all boats or jet skis, whether at the dock or shore side, must meet all state, county, and city boating rules and regulations and must be maintained in a "sea worthy" condition. Boats or jet skis that need state registration must display current registration decals. Boats or jet skis pulled ashore between the lake and seawall must not be allowed to collect stagnant water and should be positioned so as not to impede grass/brush cutting. All owners are encouraged to insure their boats or jet skis as the Association's insurance will not cover any damage incurred on the waterfront.

2. Further, only properly licensed residents and their guests may use the dock and shoreline for fishing and, as a condition for maintaining the Association's insurance coverage, no swimming from the dock or shore line is allowed.. Barbequing is also prohibited.

3. Each owner shall be furnished a copy of this policy by personal delivery or by regular U.S. mail.

ADOPTED by a vote of a majority of the Board of Directors at the special meeting held on this 25th day of February 2010.

By: 
Secretary of the Association



Sleepy Harbour

Condominium Association, Inc.

408-0 Orlando Ave. • Ocoee, FL 34761

STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: February 25, 2010

SUBJECT: SEWAGE SYSTEM OPERATIONS.

PROBLEM: Residents flushing down commodes materials that are damaging the Association sewage disposal system.

BACKGROUND: Sewage from our units flows through sewer lines to a lift station operated and maintained under contract with and by the City of Ocoee. The lift station, located on the southeast corner of our east entryway, has a large holding tank and two pumps which transfer sewage to the main city disposal line. If the pumps break down due to material clogging intakes, the holding tank may fill and overflow and raw sewage can flood units because condominium buildings were built lower than the main sewer line. Also, since the system is over thirty years old, it was not designed to dispose of many products that currently may be purchased.

POLICY:

1. Residents must not flush down commodes any items that may clog lift station pumps. Examples are: **Diapers**, both baby and adult (Depends); **Feminine napkins** and other feminine hygiene products, plastic or cardboard; **Cat litter**, **Bathroom wipes or brushes**, even though the manufacturer claims they are biodegradable or not harmful to septic systems; **Bandages or band-aids**.
2. Further, residents or home improvement/service personnel under contract to residents must not put any foreign material down drain lines. This means not cleaning paint brushes in sinks or toilets; not flushing spackling material down drains, and not rinsing paint buckets or trays in sinks. Use extreme caution in using garbage disposals, especially not putting grease or meat products through them. Residents are responsible for making sure their contractors understand and fully comply with these conditions.
3. Each owner shall be furnished a copy of this policy by personal delivery or by regular U.S. mail.

ADOPTED by a vote of a majority of the Board of Directors at the special meeting held on this 25th day of February 2010.

By: _____

Secretary of the Association



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STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: February 25, 2010

SUBJECT: CLUBHOUSE RESERVATIONS AND RULES FOR PRIVATE PARTIES.

PURPOSE: Establish procedures for reserving the Clubhouse for private parties and rules for resident and guest conduct.

POLICY:

1. Sleepy Harbour Condominium documents, specifically Exhibit "C", Rules and Regulations of Sleepy Harbour Condominiums, Inc., states our Clubhouse is only for use by residents and guests, but that the Clubhouse cannot be used for functions involving organizations or businesses, churches, civic, service, charitable events. Residents may reserve the Clubhouse for private parties on a first come, first served basis. Residents must fill out and sign a reservation form; attach a \$50.00 check as a security deposit, and turn in at the Association business office. Reservation forms may be obtained from the Manager or the folder located on the Clubhouse bulletin board. Security deposits will be returned after inspection of the Clubhouse to make sure it has been thoroughly cleaned. Repair or replacement of any damage to the facility, furniture or equipment will be paid to the Association by the responsible resident.

2. Further, residents who sponsor private parties must enforce the following rules: No pets, no smoking, no excessive noise (music/singing), no use of pool; footwear to be worn at all times, and party termination prior to midnight. Air conditioning may be turned on 30 minutes prior to the start of the resident's function and must be turned off when the facility is secured.

3. For security reasons the Clubhouse is kept locked. A resident with an approved reservation may obtain a key to the facility from the Manager on the Tuesday prior to their function. After their function, the person signing the reservation has 24 hours to clean and vacuum the Clubhouse and empty all trash. After cleaning, resecure the Clubhouse and put the key in the mail slot on the Association business office door.

4. Each owner shall be furnished a copy of this policy by personal delivery or by regular U.S. mail.

ADOPTED by a vote of a majority of the Board of Directors at the special meeting held on this 25th day of February 2010.

By: _____

Secretary of the Association



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STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: February 25, 2010

SUBJECT: SWIMMING POOL USE AND SECURITY.

PROBLEM: Unauthorized use of the swimming pool and Association liability concerns..

POLICY:

1. Sleepy Harbour Condominium documents, specifically Exhibit "C", Rules and Regulations of Sleepy Harbour Condominiums, Inc., states our swimming pool is only for use by residents and guests. In order to better enforce this rule, during the swimming season, from Memorial Day through Labor Day, gates to the pool area will be locked. Residents may be issued a key to unlock gates for entry and to lock them when they depart. The Manager will issue keys; residents must sign for their key and agree to pay a \$40.00 replacement fee for loss or damage of their key.
2. Further, properly authorized guests may use the swimming pool. If a resident's guests are from "out of town" and spending the night, they must have a pool pass when the resident is not with them at the pool. The Manager may issue pool passes. If a resident's guests are from the local area, visiting for the day, the resident must be with them at the pool.
3. In addition to pool rules posted on the pool area fence, there are two additional provisions that must be followed: Do not sit or swing on the safety rope line as the nylon stretches and pieces come off and clog pool filters; If beach umbrellas, stored in the "Mens Room", are used they must be lowered and replaced prior to leaving.
4. Each owner shall be furnished a copy of this policy by personal delivery or by regular U.S. mail.

ADOPTED by a vote of a majority of the Board of Directors at the special meeting held on this 25th day of February 2010.

By: 
Secretary of the Association



Sleepy Harbour

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STATEMENT OF ASSOCIATION POLICY

EFFECTIVE DATE: February 14, 2009

SUBJECT: CONTROL AND ELIMINATION OF FERAL CATS FROM THE SLEEPY HARBOUR CONDOMINIUM COMMON AND LIMITED COMMON AREAS.

PROBLEM: Feral cats from the general area are passing through and/or living and reproducing within condominium property. Owner efforts to control the feral cat population have failed. The presence of these animals, the urine odor associated with their "marking" territory, mating activity, and paw prints left on resident vehicles have become an unreasonable nuisance to association members. These problems are exacerbated by residents who put food outside for these animals.

POLICY:

1. Sleepy Harbour Condominium documents, specifically the Declaration of Condominium, paragraph 9.(e), states that members are obligated not to permit any nuisance in or on the common property. Therefore, at the 2009 Annual Membership Meeting, Association owners present voted unanimously to prohibit the feeding of animals, to include feral cats, on any common or limited common area under the nuisance provisions of the Declaration and to authorize the condominium maintenance man to remove any food left out on common and limited common areas.
2. Further the Association Membership approved the Manager/Board of Directors contracting with a licensed animal removal expert to trap and remove feral cats from condominium property.
3. Each owner shall be furnished a copy of this policy by personal delivery or by regular U.S. mail.

ADOPTED by a vote of a majority of the voting interests present at the 2009 Annual Meeting of Owners this 14th day of February 2009.

By: *Tara Moul*
Secretary of the Association



Sleepy Harbour

Condominium Association, Inc.

408-0 Orlando Ave. • Ocoee, FL 34761

STATEMENT OF ASSOCIATION POLICY

SUBJECT: REPIPING UNIT WATER LINES

PURPOSE: Establish policy for repair and replacement of unit water lines.

POLICY:

- 1.** Sleepy Harbour documents and Florida Statute 718 assign responsibility for the repair and/or replacement of water lines within the walls of a unit to the association, this includes repairing and replacing pipes, dry wall and flooring, but not wall, ceiling or floor treatments.
- 2.** Interior water lines originally installed are copper and, over time, have developed weaknesses that result in pin hole leaks or joint separation.
- 3.** When a leak occurs, the association will contract and pay for repairs with a approved plumbing contractor. If an owner hires an unapproved contractor, they may be liable for repairs.
- 4.** Any unit that has three different, documented leak events qualifies for a complete pipe replacement at association expense. A leak event does not qualify, if it results from poor homeowner maintenance or construction damage.
- 5.** Further, any unit that undergoes a major renovation that exposes interior water lines may qualify for complete water line replacement, if approved by the Board of Directors. In this case, replacement of dry wall will NOT be paid for by the association. In the case of renovation, if reserve funds are not available, the owner may have to wait up to twelve months for reimbursement.

Each owner shall be furnished a copy of this policy by personal delivery, postal service or electronic transfer.

ADOPTED by a majority vote of the Board of Directors at their meeting held on January 11, 2018.

BY: Linda Pattillo
Secretary of the Association



Sleepy Harbour

Condominium Association, Inc.

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STATEMENT OF ASSOCIATION POLICY

SUBJECT: Pet Replacement and Size Restrictions.

PURPOSE: Establish and clarify rules governing pet size and replacement.

POLICY:

1. Sleepy Harbour Declaration of Condominium prohibits canines and felines in excess of fifteen (15) inches in height and specifies that replacement is not allowed.
2. The height measurement is from the ground to the animal's shoulder. Owners may be asked by management to certify the animals height, if it appears to exceed standards.
3. Realizing that a pet may be a positive influence on its owner, dogs or cats may be replaced by another pet if competent medical authority advises that a pet is conducive to the owners emotional well being. However, such a replacement animal cannot exceed height restrictions.
4. Under some conditions an owner may require the assistance from a "service animal" to do work or perform tasks for an individual with a disability. This animal may exceed height restrictions. See Florida Statute 413.08(1)(d) for more detailed information.
5. In order to have a service animal on the condominium property the owner must submit a written request to the Board of Directors providing documentation from a competent professional attesting that the animal has been properly trained and that its presence assists an occupant of the unit in overcoming a disability.

Each owner shall be furnished a copy of this policy by personal delivery, postal service or electronic transfer.

ADOPTED by a majority vote of the Board of Directors at their meeting held on January 11, 2018.

BY: *Linda Pattillo*
Secretary of the Association