

Cedar Pointe Village 1-5
2929 SE Ocean Blvd, Stuart, FL 34996
772-286-9987

Our Guidelines for Condominium Living



May 2020

Supersedes all previous issues.

Cedar Pointe Village 1-5

2929 SE Ocean Blvd, Stuart, FL 34996

772-286-9987 Office ~ 772-286-2292 Fax

Office hours: 10a - 12p Monday – Thursday

Maintenance hours: 8a - 12p Monday - Friday

CPV15@BellSouth.net - Office

www.CPVillage1-5.com

The information in this booklet, along with many of our Forms, Condominium Documents, Board Meeting dates, Agenda and Minutes can be found on our website:

www.CPVillage1-5.com

Please call the Office for the *Owner's Page* password.

Please check the website for updates to the information in this book.

Disclaimer

While you must follow condominium guidelines when having work done on your unit by securing a professional and obtaining permits where necessary, you can select your own contractor. Please note that any vendor recommendations in this booklet are for your convenience and suggestion only. The Association does not endorse nor guarantee workmanship of any vendor mentioned here or otherwise. These are vendors typically used by the Association.

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Cedar Pointe 1-5 Guidelines

Welcome

We are part of the Cedar Pointe Villages complex, in which there are eight villages and four different associations: 1-5 (that's us!), 6, 7 and 8.

We are located on SE Ocean Boulevard in Stuart, Florida just before the Hutchinson Island Bridge. Our location is prime and about 5 minutes from the Atlantic Ocean, Stuart Beach and Bathtub Beach. The Hutchinson Island Marriott and Hilton are about 2 miles down the road. We enjoy being able to walk to restaurants, theaters and shopping and are only 5 minutes from famous downtown Stuart. We are a 55+ community with both year-round and seasonal residents.

We are made up of 'letter' buildings 'A' through 'O' and have 140 units which are a combination of 2 bedroom/2 bath; 2 bedroom/ 1.5 bath; 1 bedroom/1.5 bath and 1 bedroom/1 bath. Our units are one level but our buildings are two stories high. We were built in the late sixties and most units have been remodeled. Our weather is GREAT - sunny, 80° with a nice breeze off the water. You'll love the beach, golfing, swimming, shopping and theater.

Board of Directors (5)

February 4, 2020

Position - Committee

President

Vice President

Treasurer

Secretary

Director

Our members voted, in the February 4, 2020 Annual Meeting, to move from a seven (7) to a five (5) member board.

See our website for a current list of Directors.

www.cpvillage1-5.com

Rules & Regulations Index

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Forward

Cedar Pointe Village 1-5 is an “Over 55” community. Owners and lessees have a priority in the use of all facilities. Guests are welcome provided they observe the Rules and Regulations governing the use of Condominium Property and Recreational Facilities. Owners should inform their guests/tenants of all Rules and Regulations (See D.C. 14.1)

Many of the Rules and Regulations which appear herein are excerpts taken directly from or based on the Declaration of Condominium, a copy of which is in the possession of each unit owner. In such cases the Rule or Regulation will be followed by a reference to the pertinent Article in the Declaration of Condominium i.e.: D.C. 15.2/FS 718.

These Rules and Regulations were endorsed and approved by the Directors of Cedar Pointe Villages 1-5 Association, Inc. to become effective October 1989. New rules may be enacted, approved and recorded as amendments and or additions to these rules and regulations and become effective upon date of board approval. New rules will be noted in the minutes of the Board meetings and will be posted on building and clubhouse bulletin boards. Please check there and our website for updates to information in this book.

All rules and regulations will be strictly enforced without exception. Directors decisions are made to benefit the total community. Continued violation and disregard of the rules and regulations by an individual will be referred to the Board of Directors for legal procedure against the individual. All attorney fees, filing fees and any other expenses incident to the enforcement of the following Rules and Regulations shall be paid for by the OWNER of the unit deemed to have violated these rules. (D.C. 16.2)

1 – Community Rules

1. Cedar Pointe is a community for older persons. Visitors are welcome, but community facilities are primarily for the use of residents. (D.C. 14.1)
2. Owners are responsible for any damage for defacing of the property which they, members of their family, their guests or tenants have caused. (D.C. 16.1)
3. Owners should report violations they may observe to the Office. If the violation persists the Board of Directors is notified in writing.
4. Condominium owners will not cause anything to be hung, displayed or placed on the exterior walls, doors or balconies. Clothes lines or similar devices, “FOR RENT” or “FOR SALE” signs, chairs, tables, lounges, plants, wearing apparel, laundry items or any other obstructions are not allowed on balconies, walkways or any other part of condominium property. (D.C. 14.1)
5. No nuisances will be allowed upon the condominium property nor any use or practice that is a source of annoyance to residents. (D.C. 14.3)
6. No condominium owner will permit any use of his unit or make any use of the common elements that will increase the cost of insurance upon the condominium property. (D.C. 14.3)
7. Garden hoses when not in use should be properly coiled or hung on brackets at the end of the building or in the laundry room.
8. We have a very independent trash collector. They will not pick up anything you put besides, in front of, or behind the dumpster. This goes for clippings, branches, cardboard boxes, furniture, etc. ANYTHING. If you have a cardboard box it must be cut up and put either in the dumpster, or the recycling bin. Absolutely NO furniture is to be placed in the dumpsters. Anyone seen or reported placing furniture in dumpsters will be fined. If you have furniture to be taken away, please call Waste Management and make arrangements with them or call a local charity or thrift shop.

9. Gasoline or other flammable substances are not to be stored in units, storage lockers or any other part of the condominium property.
10. Barbecuing of any type will not be permitted on porches, balconies or walkways.
11. In the interest of safety, preventing disturbing noises and protection of the buildings and parked cars, no one shall be permitted to engage in games, sports or contests of any kind on the grass walkways, common areas, parking areas or on the streets.
12. The use of skateboards or roller skates on the street, walkways, and balconies or in parking areas is not permitted.
13. All precautionary measures must be taken to keep from disturbing the peace and tranquility to which your fellow owner/tenant is entitled in his unit.
14. Feeding of animals, including birds, is prohibited as it may be hazardous to the health and well being of the community.
15. Nothing will be stored in the attic crawl space at any time.
16. No owner or tenant will direct or reprimand any contractor or his employees or any tradesmen working under the direction of the Board of Directors. Complaints, comments or recommendations concerning these individuals or contractors should be submitted to the Board of Directors in writing.
17. The placing of new objects on the common areas whether on a temporary or permanent basis is not allowed. This will include, but is not limited to picnic tables, work benches and related construction tools, tents and play-ground equipment.
18. Posted speed limits and traffic signs shall be observed for the safety of all concerned.
19. All new equipment purchased for the Association must be approved by the Board of Directors.
20. No owner, his agent, guest or lessee shall be permitted to work on or make repairs to the outside of the buildings or any part of the common elements. Cedar Pointe Village 1-5 Condominium Insurance Package does not include liability insurance for those persons listed above.
21. Lease renewals and extensions likewise must be applied for and approved by the Board.

2 – Guests and Tenants

CEDAR POINTE IS NOT A RESORT AND OWNERS HAVE PRIORITY IN USE OF ALL FACILITIES. “Guests” sponsored by owners are welcome but MUST observe all rules.

1. OWNERS will be held responsible for the CONDUCT of their guests or tenants.
2. Hosts must inform their guests of the rules and regulations and particularly those relating to the pool, clubhouse, recreational and parking facilities.
3. If guests or tenants violate the rules, the owner will be requested by the Board of Directors to terminate their use of the recreational facilities.
4. Occupancy as a “Single Family” private dwelling is limited to owner, members of his immediate family (husband, wife, children and parents) and his “social guests”. Social guests require owner in continuous residence. Related persons (brothers, sisters, uncles and aunts, etc.) who are not part of the household unit may NOT occupy the unit during periods when the owner is not in residence unless processed under the same rules as a lessee. There are, however, provisions for certain related persons (adult children, adult grandchildren, etc.) to occupy the unit for periods of less than the required ninety (90) days lease minimum. Owners must notify the Board of Directors by letter, prior to occupancy of their unit, giving name, relationship to owner and duration of stay. If prior notification is not received it will be assumed that the unit is being illegally occupied and the appropriate law enforcement agency will be notified.

3 – Sales and Lease of Units

1. The lease and sale of units requires the approval of the Board of Directors. Application forms are available at the Association office. Approval of a sale by the Association is a requisite to closing a sale and recording a deed. (FS 718)
2. Buyers and Lessees will be personally interviewed by a committee established by the Board of Directors before their application is submitted to the board for approval.

3. If a unit is acquired by gift or inheritance, continuance of ownership is subject to approval of the Board of Directors. (D.C. 15.1-2-3)
4. No rooms may be leased and no transient tenants may be accommodated. (D.C. 14.5)
5. No apartment may be leased more than one time in any twelve (12) month period from date of occupancy. (D.C. 1f)
6. Apartment leases for less than three (3) consecutive months or for more than twelve (12) months are prohibited. (D.C. 15.2f)
7. **REQUEST FOR APPROVAL TO SELL:** a copy of the Purchase contract must accompany approval form. This form must be submitted to the board of Directors not less than thirty (30) days before closing of the sale. Undue hardship cases may be given special consideration. (D.C. 15.2f)
8. **REQUEST FOR APPROVAL TO LEASE:** a copy of a lease, legal in the State of Florida, together with the application for approval to lease must be presented to the Board of Directors for approval thirty (30) days before implementation of leases. Lease renewals/extensions must be applied for and approved by the Board of Directors. (D.C. 15.2a)
9. The Association office must be notified when a sale is completed or a lease finalized.
10. Occupancy for term of lease of a unit shall not exceed four (4) persons in two (2) bedroom, or two (2) persons in a one (1) bedroom unit.
11. **LIMITATIONS ON OWNERSHIP AND OCCUPANCY OR LEASING.** No person, individual, corporation, partnership, trust or other entity, may hold or acquire ownership of or acquire an ownership interest in more than two (2) condominium units during any time period. This restriction will apply to any legal equitable interest. If any entity acquires ownership of or any interest in two (2) units, only one of those units may be offered for rental, which rental shall be subject to all requirements of Article 15 of this Declaration.

To Preserve the residential nature of the Cedar Pointe Village condominium community, no person, corporation, partnership, trust

or other legal entity may offer any condominium unit in Cedar Pointe Villages 1-5 for rental or occupancy by anyone except the record title owner until they have held title to the unit for one (1) full year.

4 – Vehicles, Parking and Use of Roadways

1. One (1) parking space is assigned to each unit. That space is marked with the unit number and shall be used by the occupants of the unit. “GUEST” spaces shall be kept free for guests. Additional vehicles must be parked in the Auxiliary Parking Lot. Village 1-5 shares ownership of this lot with Village 6.
2. Only vehicles classified as passenger automobiles may be parked in unit or guest parking spaces. Mini vans specifically designed by the manufacturer as passenger vehicles with side windows adjacent to factory installed seats will be considered passenger vehicles. All other vehicles, including but not limited to vans, cargo vehicles, trucks and pickup trucks will be parked in the auxiliary parking lot in accordance with the rules in this section.
3. Guests have the use of the guest parking space for a maximum of five (5) days.
4. A unit owner may use another owner’s parking space provided written permission has been obtained by said owner and filed with the association office.
5. All vehicles must be parked in a “front-end-forward” position. They must not be backed into the parking spot.
6. Vehicles of service or delivery personnel may be parked in guest parking spaces during the “period of delivery or service”.
7. Washing of vehicles owned by residents is permitted on paved areas only.
8. Parking on landscaped areas is prohibited.
9. Vehicles which are not currently licensed for use are not allowed anywhere in Cedar Pointe Village 1-5.
10. Fabric Car Covers are not permitted on vehicles in regular or guest parking spaces.
11. Servicing of motor vehicles in the assigned parking spaces is prohibited. Emergency repairs are permitted.

12. Bicycles shall be parked so they do not create a hazard or a nuisance.
13. The display of advertising on any vehicle parked in a unit or guest parking space is not allowed.

5 – Auxiliary Parking Lot

The auxiliary parking lot is jointly owned by Village 1-5 and Village 6 and although it provides space for extra vehicles, it does not change the ‘one vehicle only’ Rule. This lot is typically full, with no available spaces and a year’s wait.

1. An application must be completed, submitted and approved by the Village 1-5 Office and Board for all vehicles wanting to park in the Village 1-5 portion of the Auxiliary Parking Lot.
2. Only one extra vehicle permitted per unit.
3. No boats, campers or trailers.
4. Car Covers manufactured for that purpose may be used to cover vehicles in auxiliary parking lot only.
5. All vehicles subject to towing if they are not registered properly with **Village 1-5**.
6. After notice to cease and desist is given, any vehicle parked in violation of these provisions may be towed away by a commercial tow truck to the nearest available parking area, at the expense of the owner of said vehicle.

6 – Pool and Patio Area

1. All persons using the pool do so at their own risk. “NO LIFEGUARD IS IN ATTENDANCE”
2. ALL persons must shower before entering the pool.
3. If sun-tan lotion, creams and oils are used they must be completely removed before entering the pool.
4. Persons with infections or contagious health conditions must not use the pool.
5. Lounges and chairs must be covered before use by bathers and sun bathers.
6. Please lift lounges and chairs as dragging causes damage.
7. No floating objects, flippers or scuba equipment is permitted.

8. Children under 13 years of age must be accompanied and supervised by a person 18 years of age or older.
9. Persons in diapers/not toilet trained will NOT be permitted in the pool at any time.
10. Chemicals used in the pool may be harmful to the skin and eyes. It is advisable not to use the pool for fifteen (15) minutes after it has been treated.
11. Food, beverages or containers of any sort are not permitted in the pool or recreational areas except for special clubhouse events.
12. Running, noisy or boisterous conduct, unnecessary splashing and ball throwing are not permitted.
13. Adults have EXCLUSIVE use of the pool between the hours of 3PM and 5PM.
14. The pool will be open from 8AM until 9:30PM.
15. The pool may not be reserved for private parties.
16. Day guests may have reasonable use of the recreational facilities provided they are accompanied by the unit owner. This is a privilege and not a right and must not be abused. Owners should not expect that their friends and relatives living in the neighborhood be permitted to have free use of the pools at any time.
17. The Association gas grille is used primarily for sanctioned group functions. Authorization for use of the grille by individual owners/tenants may be obtained by contacting the Association office. A deposit of \$10.00 is required when reservation for private use is made. The deposit will be returned after inspection to verify the grille, patio area and clubhouse are in acceptable condition.
18. Pool loading shall not exceed twenty three (23) persons.
19. Radios, Stereos and other entertainment systems are PROHIBITED UNLESS USED WITH EARPHONES.
20. NO DIVING OR JUMPING INTO THE POOL IS ALLOWED.
21. IN CASE OF EMERGENCY, use the phone in Clubhouse-2 or go to the nearest unit to call 911.

7 – Use of Clubhouse

1. The clubhouse is for the use of residents and guests. Children under 18 years of age may only attend functions when accompanied by an adult. However, they may, at any time have use of the lavatory facilities.
2. Individual owners may have private use of the clubhouse subject to the following procedures:
 - A. Request must be made in writing to the Activities Chairman of the Board of Directors five (5) days in advance, stating date requested, type of gathering and the approximate number of guests.
 - B. Notice of the reservation must be posted in the Clubhouse three (3) days prior to the reserved date.
3. Private use of the Clubhouse will not be permitted on New Year's Eve, New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving, Christmas Eve or Christmas Day.
4. Anyone reserving the clubhouse will be held responsible for damages and must leave the clubhouse in a CLEAN AND ORDERLY CONDITION.
5. The clubhouse and building bulletin boards are for Board, general information and activities. Cedar Pointe owners may use the outside glassed boards for sale or lease of units, sale of personal or household items by submitting their posting to the Office on a DATED 3x5 card. When approved by the Office, the card will be posted for a maximum of ninety (90) days. Undated cards will not be posted or removed from the bulletin boards.
6. The clubhouse library is for the use of unit owners, their guests, and tenants. Donations of additional books will always be appreciated.
7. Those participating in clubhouse activities are responsible for closing the clubhouse, turning off lights, locking doors and windows. If you have an event, call the Office with your schedule and the thermostat will be regulated electronically via wifi to a comfortable temperature and automatically return to its preset temperature at the end of your event.

8. Items for the Activities Calendar must be cleared with the Activities Chairman of the Board of Directors.
9. Clubhouse will remain locked except for scheduled events.
10. Clubhouse capacity shall not exceed forty nine (49) persons.

8-Shuffleboard

1. Shuffleboard courts are open from 9:00AM to 9:30PM
2. At no time shall anyone walk on the playing surface of the courts.
3. Children under eight (8) years of age are not permitted to use the courts.
4. Children eight (8) years to fourteen (14) years of age may use the courts when accompanied by an adult who will be responsible for the equipment.
5. Playing in a manner likely to damage playing surface or equipment is forbidden.
6. All equipment must be taken from and returned to its proper place of storage by an adult.

9 – Utility and Laundry Rooms

1. The storage of papers, cartons and personal items outside storage lockers is not allowed. The storage of food in the unit storage area is absolutely forbidden This causes mold, mildew and attracts pests.
2. Nothing shall be stored under or by the electric meters or panel in first floor utility rooms. In second floor utility rooms bicycles and other objects must be stored in such a way as not to interfere with access to the stairway to the attic.
3. Utility room facilities should not be used for cleaning fish.
4. Washers and dryers should not be used for heavy throw rugs, bedspreads, and blankets.
5. Shoes, sneakers, etc. must be washed and dried with other clothing as annoying noise as well as equipment damage may result when dried alone.
6. Rinse all sandy clothing, bathing suits, etc. before placing in washer or dryer.
7. Clean Equipment and lint traps after each use.

10 – Private Plantings

1. To conform to Cedar Pointe standards, all plantings on common elements must be done by the landscape contractor of record and are the property of the Association.
2. NO unit owner, guest or tenant shall cause to be cut, pruned, trimmed or removed any landscape planting (i.e. shrubs, trees, etc.) or to make any changes in lawn configurations.

11 - Changing Exterior Appearance of Buildings

1. Changing the exterior appearance of any building is not permitted. (D.C. 14.1)
2. A written request to the Board of Directors must be made to and approval granted for the following changes (D.C. 9.2-B):
 - A. Installation of permanent type enclosed porches.
 - B. Installation of Jalousie windows, screen doors or vents in any exterior door is not allowed.
 - C. Installation of Window Awnings.
3. Only commercial reflective film may be used on windows. No sheets, paper, foils, or temporary covering are allowed.

12 – Apartment Closing Instructions

Owners and/or tenants leaving their units unoccupied for more than five (5) days **MUST**:

1. **Inform the Office** if a family member is occupying your condo while you are away. Be sure the **Office has keys** to your condo and car - if you leave your car in the parking lot; and that you are following the #2-*Guest and Tenants* rules.
2. **Shut off main water supply.** Check with the Office to see where your main water supply shut-off is located (could be outside your apartment or under your master bath sink, among other places.)
3. **DO NOT PLUG DRAINS** and **DO NOT LEAVE FAUCETS ON!**
4. **Turn off circuit breakers** for everything NOT being used. Leave breakers ON for air conditioner, air handler; if you have food – refrigerator; if you're still connected – cable.
5. **Close/fasten/lower storm shutters** and/or awnings, if you do not have hurricane impact windows and/or doors. If you have arranged for someone to tend your shutters the Office must have their contact information. If the Association tends to your awnings/shutters there is a \$100 charge by the Association to the unit owner.
6. **Thermostat - Set:** Thermostat to COOL; Thermostat Fan to AUTO; Temperature to 78° F; Humidistat to 60% or NORMAL. If no humidistat, place charcoal pieces around the unit to combat humidity (mold & mildew).
7. **When In Residence - Set:** Thermostat to COOL; Temperature to what is comfortable for you; Humidistat to ON. If no humidistat, place charcoal pieces around the unit to combat humidity (mold & mildew).
8. Place 2 capfuls of bleach in **toilet bowl** (not tank) to prevent mold and seal bowl tightly with plastic wrap to avoid evaporation and sewage leakage into the bowl (optional).
9. Do NOT remove smoke alarm battery. (10 year smoke alarm)
10. Scatter roach tabs (optional).

[The above is for Florida condos only.] It does not include the usual arrangements for: USPS Mail, cable, closing blinds, plants, removing all food, parking your car, etc.

13 – Dogs and Other Pets

1. Except as specifically provided in paragraph 3 below, animals and pets are prohibited at any time.
2. Except as specifically provided in paragraph 3 below, owners, their guests or tenants must not keep any pets in the Units or on Condominium property.
3. Pet Requirements:
 - A. Prior to bringing a cat to a Unit, an owner or tenant wishing to keep a cat in a Unit must submit a written request for, and obtain the written approval of the board of Directors.
 - B. Cats must be kept inside the Units at all times, and shall not be permitted to roam loose on the Condominium Property.
 - C. Cats may not cause a nuisance to other residents. If a cat causes a nuisance (as determined by Board of Directors) then the owner of the cat shall remove same from the Unit within three (3) days of the written notification from the Board.

14 – Sewage

1. Sewer line capacity from all units is drastically limited to comparison with that of the private homes to which you may be accustomed. It is essential that extreme care be exercised to see that no material is put into the sewer system which will cause a blockage and back-up with the resultant damage to an owner's unit or those of neighbors.
2. Under no circumstances should any of the following be placed in the disposal or any other sewage outlet: grease, orange or grapefruit rinds, coffee grounds, Kleenex or like tissues, sanitary napkins, diapers, paper towels, granular or pulverized material in any significant quantity. **WHEN IN DOUBT USE THE GARBAGE CAN.** This will prevent unnecessary expense and serious damage to units by sewage back up. Residents are encouraged to use a recognized commercial drain cleansing material periodically.

CAUTION: IN CASE OF POWER FAILURE THE SEWAGE PUMPING STATION DOES NOT FUNCTION AND THE

AUXILIARY PUMPING EQUIPMENT HAS TO BE PUT INTO OPERATION. ACCORDINGLY WHEN A POWER FAILURE OCCURS, DO NO FLUSH TOILETS OR RUN WATER FOR ANY PURPOSE UNTIL THE POWER RESUMES OR YOU GET WORD FROM YOUR BUILDING CAPTAIN THAT THE AUXILIARY PUMPING EQUIPMENT IS IN OPERATION.

15 – Resolution for Recording Meetings

Resolution Adopting Written Rule Regarding tape Recording of or Videotaping of Association Board, Committee and Membership Meetings.

Whereas , the Board of Directors met on the 2nd day of June, 2015 at a duly convened Board Meeting to discuss rules governing the taping of meetings of the Board of Directors, Committees and the Membership; and

Whereas, Florida Statute 718.112(2)(D)8, 2014 and Rule 61B-23.002(10), F.A.C. provides that members have the right to tape record or videotape meetings of the Board of Directors Committees, and Meetings of the Members subject to reasonable written rules regarding the taping of meetings of the Board, Committees and the Membership.

NOW, therefore, be it resolved by the Board of Directors as follows:

The Board hereby adopts the following written rule regarding the tape recording and videotaping of Association Board Meetings, Committee Meetings and Membership Meetings, effective immediately:

Any unit owner may tape record or videotape meetings of the Board of Administration, Committee Meetings, or Membership Meetings, subject to the following restrictions:

- a. The only audio and video equipment and devices which unit owners are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.

- b. Audio and Video equipment shall be assembled and placed in position in advance of the commencement of the meeting.
- c. Anyone videotaping or recording a meeting shall not be permitted to move about the meeting room in order to facilitate the recording.
- d. Advance notice, given no later than the published meeting time, shall be given to the Board by any unit owner desiring to utilize any audio or video equipment.

Adopted by the Board of Directors at a duly convened meeting: 02 June 2015.

16A - Resolution to Inspect Records

Whereas, Florida Statute Section 718.111(12)(c), provides that an Association may adopt reasonable written rules regarding the frequency, time, location, notice, records to be inspected and manner of inspections.

Now, therefore, be it resolved by the Board of Directors as follows:

- 1. A Member desiring to inspect the records of the Association shall submit a written request to the Board of Directors. The request shall describe each record desired in sufficient specificity to identify it and must specify and include pertinent dates or time periods. The request must be in writing and legible. Oral requests or requests sent by electronic transmission will not be honored or accepted.
- 2. No more than one (1) written request to inspect records shall be permitted from a Member and/or his or her authorized representative per month. Requests exceeding this limit will be processed in the next calendar month.
- 3. Within five (5) business days after receipt of a written request, copies of the requested records will be provided to the Member or the Member shall be notified of the date, time and place of the record inspection. Once a copy of a record has been provided or a record has been inspected by a Member or by an authorized representative, it is not subject

to further requests for inspection and/or copying by that Member or authorized representative for a period of sixty (60) days.

4. Record inspections will be under the supervision of a person or persons designated by the Association to monitor and assist in the record inspection. The record inspection session shall not extend beyond the regular business hours of the office on the day of the inspection of records. The Association may institute any supervision or reasonable security measures with regard to the record inspection.
5. During the record inspection, no mark whatsoever shall be made on any record, nor shall any pages affixed together by staple, paperclip or other means be disassembled, nor shall the records being inspected be altered from the sequence in which they were presented for the inspection. Further, no records shall be removed from the location of the inspection for any reason whatsoever.
6. On the day of the inspection of records, a Member or authorized representative may request the Association to copy any document by placing a paperclip, post-it, memo sheet, or other similar marking device on the document or documents of which copies are desired and by advising the supervising person of the number and location of said marking devices.
7. If during the inspection of the records, the Member has determined the need or desire for a copy of said record, the Association shall make or obtain those copies and provide same to the Member at the time of inspection if the Association has an available photocopier machine and if the request is limited to no more than twenty-five (25) pages. If the request is for more than twenty-five (25) pages or if the Association does not have an available photocopier machine, the copies will be provided within five (5) business days from the date of the record inspection and subject to the Association receiving prior payment therefore.

8. A Member shall pay to the Association, in advance, a sum of \$.25 per page for copies of records made on the Association's copier, said payment to be in cash, business or personal check, whichever the Association specifies. If the Association does not have a copier, or the request exceeds twenty-five (25) pages, the Association may have copies made by an outside vendor and may charge the actual cost of copying.
9. All persons inspecting or requesting copies of records shall conduct themselves in a business-like manner and shall not interfere with the operation of the Association office or place where the records are otherwise inspected or copied.
10. Any violation of these rules shall cause the immediate suspension of the inspection or copying until such time as the violator agrees in writing to comply herewith.
11. Any written requests for inspection or copying not complying with these rules will be denied. The Association shall indicate in writing the nature of the non-compliance and transmit same to the requesting party within ten (10) business days OR five (5) business days (COA) subsequent to receipt of the written request.
12. The Association reserves the right to amend these rules from time to time as deemed necessary.

Adopted by the Board of Directors at a duly convened meeting: 30 September 2014.

16B – Written Rules for Requesting Information

Whereas, Florida Statute Section 718.112(2)(a), provides that an Association may adopt reasonable written rules the frequency and manner of responding to unit owner inquiries, one of which may be that the association is only obligated to respond to one written inquiry per unit in any given 30-day period. In such a case, any additional inquiry or inquiries must be responded to in the subsequent 30-day period, or periods, as applicable.

Now, therefore, be it resolved by the Board of Directors as follows:

1. When a unit owner files a written inquiry by certified mail with the board of administration, the board shall respond in writing to the unit owner within 30 days after receipt of the inquiry. The board's response shall either give a substantive response to the inquirer, notify the inquirer that a legal opinion has been requested, or notify the inquirer that advice has been requested from the division. If the board requests advice from the division, the board shall, within 10 days after its receipt of the advice, provide in writing a substantive response to the inquirer. If a legal opinion is requested, the board shall, within 60 days after the receipt of the inquiry, provide in writing a substantive response to the inquiry.
2. The Association is only obligated to respond to one, single question, written inquiry per unit in any given 30-day period. In such a case, any additional inquiry or inquiries (whether received in the same correspondence or a subsequent correspondence) must be responded to in the subsequent 30-day period, or periods, as applicable.
3. The Association reserves the right to amend these rules from time to time as deemed necessary.

17 – OPEN

18 – Working On/In Unit

No roof air conditioner will be removed, replaced or serviced without notifying the Office and any work must be done by a licensed air conditioner repair person. Owners will be held responsible for any building damage incident to the servicing or replacement of their air conditioners, including damage to the roof.

Cedar Pointe 1-5 Guidelines

OUR GUIDELINES

We have highlighted these often overlooked, enforceable Guidelines, (approved by various Boards over the years), and included some helpful information here.

COMMON FEES

All Common Fees are due the **FIRST** of each month. If not paid within 10 days a \$25.00 late fee will be imposed. After 30 days, delinquent accounts are referred to the attorney and all fees and costs are payable by the unit owner.

BOARD MEETINGS

Typically, Association Board Meetings are held the **2nd Tuesday of each month** in Clubhouse 2 at 10:00 am. All residents are welcome to attend, ask questions and speak (limited to 3 minutes) but do not get to vote on motions. Those decisions have been entrusted to Board Members.

MAINTENANCE & EMERGENCY

If you see a situation needing immediate attention call **772-777-9204** or **772-210-5105**

If you notice something in the common area that needs attention or repair, please complete a **Work Request Form** and submit it to the Office. If on the website - this link will launch the form or there is a button on the Documents Page; if in print there are copies in your Laundry Room. Please note that the requests are for condominium associated work **ONLY** - not personal repairs or projects in your unit.
Maintenance hours: 8am-Noon Mon-Fri Sept-May;
Summer hours: 7am-11am Mon-Fri June-August.

SMOKING LIMITATIONS

Any kind of smoking in the pool areas, within 15 feet of any building (clubhouses, laundry rooms, walkways, catwalks, lanai, patio) and disposal of butts anywhere on the grounds, is all strictly prohibited.

Adopted by the Board of Directors at a duly convened meeting 12 November 2019.

Cedar Pointe 1-5 Guidelines

POWER FAILURE

In case of a power failure DO NOT flush toilets or run water for any purpose until the power is resumed or you have been notified that the auxiliary pumping equipment is operating.

TOILET-FLUSHABLE WIPES

DO NOT dispose of wipes of any kind (even those that state they are flushable) down the toilet. They do not break down and cause expensive issues with Lift Stations and sewer lines.

ROOF ACCESS

All roof hatches are locked. Notify the office between 10:00am and Noon Monday through Thursday or one of the emergency numbers to have the hatch unlocked.

PEST CONTROL

A monthly pest control service treats the outside of all buildings, typically the first week of each month.

REMODELING

If you are remodeling your unit, please complete a *Remodeling Form* before the work is started and submit the completed form to the Office for approval. If on the website - this link will launch the form or there is a button on the Owner's Page; if in print there are copies in the Office.

CARS & PARKING

There is ONE SPACE PER UNIT only and you must use your assigned parking spot, not a Guest spot.

- You must contact the Office to be put on a (2-year) waiting list to park in the Auxiliary Lot.
- To use someone else's parking space, you must have a written authorization from the unit owner on file in the Office.
- Guests may use a Guest parking spot for a maximum of five days.
- Pickup Trucks and motorcycles are NOT permitted to park in front of the owner's unit. Service vehicles are permitted in front of units, ONLY while they are working in the unit.

Cedar Pointe 1-5 Guidelines

CARS & PARKING – continued

- Service vehicles are not permitted to park overnight at the owners' unit.
- To park in the Overflow Lot the Office must be notified, with vehicle and license plate information,.
- Washing of owner's vehicles is permitted on paved areas at end of buildings only.
- Parked bicycles must not create a hazard or nuisance.

NOT ALLOWED:

Backing in
Unlicensed vehicles
Fabric car covers
Vehicle service, other than emergencies
Advertising on any parked vehicle, other than service vehicles

TRASH & RECYCLING INFO

Trash Weekly pick-up on Thursday around 8 am. NOTHING is to be placed outside the container. Call Waste Management (772-546-7700) for large items and/or furniture pickup or donate to local charity. Boxes should be broken down or folded and recycled. Violations result in warning and \$35 fine.

Recycle Weekly pickup on Wednesday.

OK: glass, newspaper, cardboard, clean plastic (Please rinse before recycling.)

NO: Styrofoam, pizza boxes, anything paper with food on it
If it's like a pizza box - don't recycle it.

Contractor Debris must be hauled away by your contractor. It is NOT to be put in our Trash bins.

LEAVING UNIT FOR AN EXTENDED PERIOD

See page 22 - #12

CLUBHOUSE

You must have a key to get into both Clubhouse #1 & 2. If you do not – contact the Office. The Clubhouses give you access to restrooms and the closet for shuffleboard equipment. There is no access to the Clubhouse #1 Office area outside of office hours. Clubhouse #2 is available for private parties but must be

Cedar Pointe 1-5 Guidelines

reserved in advance by contacting the Office. (Clubhouse #1 is not available for private parties.)

When through using the Clubhouse please be sure:

- The doors have closed and are locked.
- All lights are off.
- You have cleaned what you have used and left it tidy.

USING THE CLUBHOUSE ROUTER (Internet)

There is a Comcast Router that you can use to connect to the internet. Use this Log-on information:

User ID is **CedatPointe** (Capital C & P-don't forget the 'e')
[yes, Cedat – typo when setting up.]

The Password is: **CEDARPOINT15** (All caps, no e, one, five).

(If log-on changes, it will be posted in Clubhouse-2.)

Please do not change any settings or disrupt the Router. If it is not working for you, please contact the Office.

AIR HANDLER FILTERS

If you cannot find filters at your local home improvement store, try:

Gateway Filter Sales, 2399 SE Dixie Highway, Stuart FL
772-781-6976

They are located in a small strip mall on Dixie Hwy, about ½ mile south of Monterey Rd. on the left before the Fairgrounds.

HOW TO CHANGE WATER HEATER TEMPERATURE

Tankless water heaters are NOT allowed in CPV 1-5 due to the lack of electricity to the buildings required for a tankless to not be a hazard.

These instructions are for a two-thermostat GE water heater, which were typically installed around 2004:

If these instructions do not match your water heater, call your plumber.

1. Pull out stove to get to water heater which is under the corner counter.
2. Remove top & bottom panel covers and insulation.
3. Remove plastic cross-bars (ok to break – for shipping only).
4. Remove plastic covers.

Cedar Pointe 1-5 Guidelines

5. Thermostats are very small dials towards the bottom of the opening with a 125° F mark. You will need a flat head screwdriver to turn the dial to set the temperature.
6. IMPORTANT: The BOTTOM thermostat should NEVER be a temperature higher than top thermostat. If rising – adjust top first; if lowering – adjust bottom first.
7. GE recommends setting temperature no higher than 135F.
8. There should be no more than a 10° F spread in the thermostats.

If you have a newer water heater, the instructions are most likely simpler. Check your Care Book.

Cedar Pointe 1-5 Guidelines

CONVENIENT PHONE NUMBERS

Some suggestions listed are vendors used by the Association but are not endorsed or guaranteed by the Association.

FOR / COMPANY		PHONE
AT&T	Main #	800-321-2000
Cell Phones	AT&T	800-331-0500
	Sprint	772-266-9363
	Verizon	800-837-4966
Comcast	CPV account	800-934-6489
Florida Power & Light (FPL)		772-287-5400
Electricians	Blosser Electric	772-337-0055
	Specialty Wiring	352-727-2087
EMERGENCY – Ambulance, Fire, Police		911
EMERGENCY - Cedar Pointe 1-5	Office	772-286-9987
	Tony-cell	772-777-9204
	Tony-home	772-210-5105
	Coastal	772-600-8900
Hospital / Cleveland Clinic		772-287-5200
Air Conditioning/HVAC	Flynn Air Conditioning	772-283-4114
	GMS Sheetmetal & AC	772-260-5651
	Grateful A/C	772-283-7222
Pharmacy	CVS	772-287-4819
	Walgreens	772-283-1045
Plumbing	Lindsey	772-287-4637
	Plumbing by Bishop	772-286-5872
	Stuart Plumbing	772-287-0131

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BASIC COMCAST LINEUP

The following Channel Lineup is very basic and a sample of what is included in your monthly fee, at a reduced rate. Should you want other features or channels, contact Comcast - but additional charges may apply.

Digital Starter Channel Lineup

1 ON DEMAND	81/146 CMT
2 WPBT (PBS - MIAMI)	82/104 C-SPAN2
3 WPTV (NBC)	83/123 OXYGEN
4 WTVX (THE CW)	84/118 STYLE
5 HSN6 WXEL (PBS)	97 C-SPAN
7 WGN (IND - CHICAGO)	98 TV GUIDE NETWORK
8 WPXP (ION)	105 C-SPAN3
9 WPEC (CBS)	111 INVESTIGATION DISCOVERY
10 WPBF (ABC)	114 BBC AMERICA
11 WFLX (FOX)	115 BIOGRAPHY CHANNEL
12 QVC	116 H2
13 WFGC (CTN)	119 LMN
14 WTCE (TBN)	128 PBS KIDS SPROUT
15 WTCN (MYNETWORKTV)	149 MOVIEPLEX
16 WWSL (THE CW - MIAMI)	162 G4
17 WHDT (RTV)	166 FEARNET**
18 LOCAL GOVERNMENT ACCESS	188 JEWELRY TV
19 WBEC (BECOM)	201 Create (WXEL)
20 GOVERNMENT ACCESS	202 FLORIDA CHANNEL (WXEL)
22 WSCV (TELEMUNDO - FT. LAUDERDALE)	203 V-ME (WXEL)
23 ABC FAMILY	208 ESTRELLA TV (WPBF)
24 LIFETIME	216 LIVE WELL NETWORK (WPTV)
25 TRUTV	220 BOUNCE TV (WFLX)
26 HGTV	225 LATV (WTVX)
29 FOOD NETWORK	230 WWHB-AXTECA AMERICA (WTVX)
30 MTV	231 WBWP (MEGA TV)
31 SPIKE	234 TEN PBC SCHOOL BOARD
32 CSS	235 TEN PBC SCHOOL BOARD
33 ESPN	243 EWTN
34 ESPN2	251 BLOOMBERG
35 SUN SPORTS	256 HALLMARK MOVIE CHANNEL
36 GOLF CHANNEL	280/80 SHOPNBC
37 FS FLORIDA	298 FREE MOVIES ON DEMAND
38 UNIVISION	534/569 MOVIES ON DEMAND
39 COMEDY CENTRAL	540 ADULT ON DEMAND
40 CNN	570 LEASED ACCESS
41 HLN	636 MUN2
42 MSNBC	730 NBC SPORTS NETWORK
43 CNBC	746 EXERCISE TV
44 FOX NEWS CHANNEL	
45 SYFY	801-846 MUSIC CHOICE®
46 E!	
47 USA	886 ENTERTAINMENT ON DEMAND
48 TNT	887 SHOPPING ON DEMAND
49 TBS	888/893 SEARCHLIGHT ON DEMAND
50 TLC	889 AUTOMOTIVE ON DEMAND
51 HISTORY	890 MY GOVERNMENT ON DEMAND
52 ANIMAL PLANET	891 TRAVEL & LEISURE ON DEMAND
53 DISCOVERY CHANNEL	892 JOBS BY MONSTER
54 A&E	893/888 SEARCHLIGHT ON DEMAND
55 AMC	
56 BRAVO	
57 HALLMARK CHANNEL	
58 THE WEATHER CHANNEL	
59 DISNEY CHANNEL	
60 CARTOON NETWORK	
61 NICKELODEON	
62 TV LAND	
64 BET	
65 VH1	
66 FX	
67 TRAVEL CHANNEL	

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Cedar Pointe Village 1-5 Association, Inc.
2929 SE Ocean Blvd. Clubhouse #1
Stuart Florida 34996-2771
772-286-9987

COMMON AREA WORK REQUEST

Submit this form to the Office for issues needing attention in the common areas. This is not for personal handyman work.

Date _____ **Unit** _____

Requestor's Name _____

Requestor's Phone _____

Work Requested _____

(Cut on line.)

ACTION TAKEN

Date _____ **Unit** _____

By _____

Work Done _____

Cedar Pointe 1-5 Guidelines

Cedar Pointe 1-5 Guidelines

Cedar Pointe Village 1-5 Association, Inc.
2929 SE Ocean Blvd. Clubhouse #1
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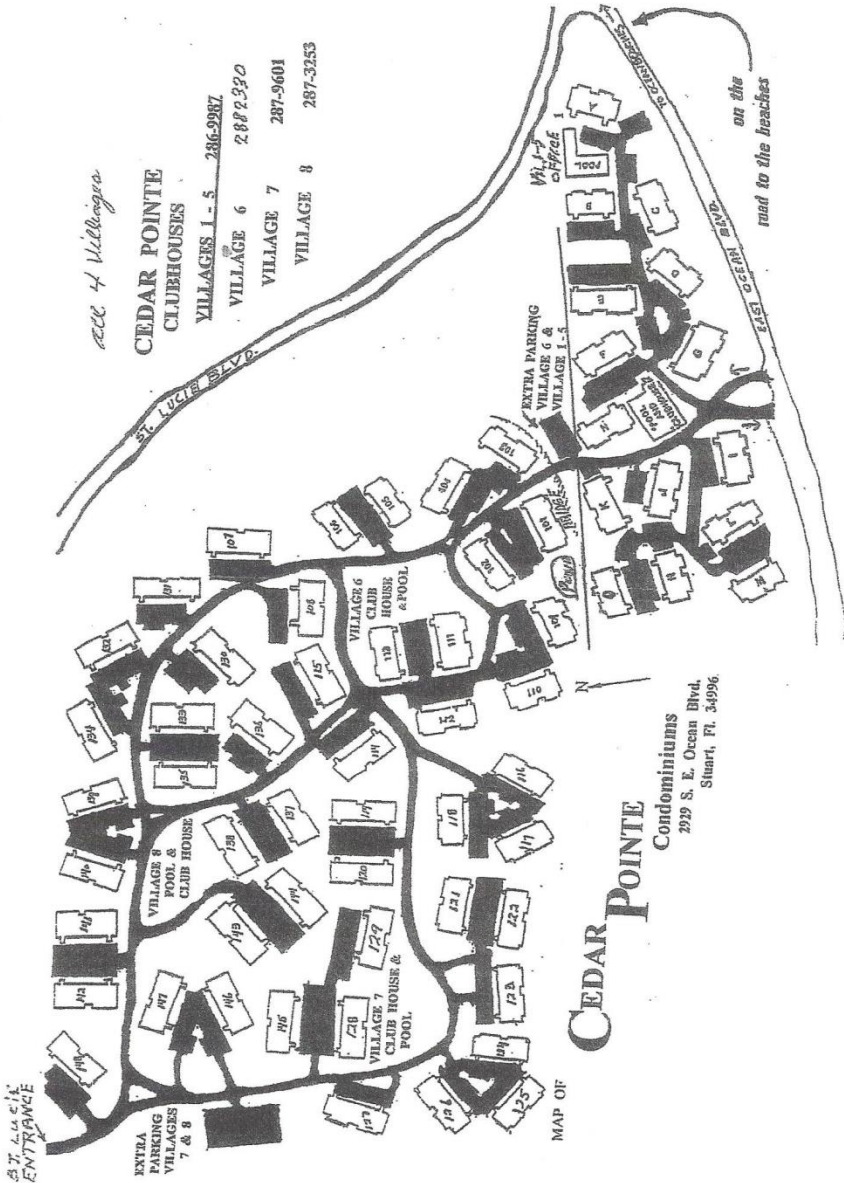
By _____

Work Done _____

(Cut on line.)

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Sarah R Burns
05/26/20
[Booklet 05-26-2020]