

CONQUISTADOR CONDOMINIUM APARTMENTS
OF ST. AUGUSTINE SHORES, INC.

-Rules & Regulations-

As Approved or Reaffirmed by the Board of Directors on April 10, 2019

The following summary is designated for ready reference for Unit Owners, their Tenants, and Guests. This summary in no way alters or amends Unit Owners' Rights and Obligations as spelled out in the Declaration of Condominium, the Articles of Incorporation, and the Bylaws. The Conquistador Condominium Rules & Regulations are based on the Governing Documents, Florida Statutes, Codes and Laws. The Association may levy reasonable fines for the failure to comply with any provision of the Declaration, Bylaws, or Rules & Regulations.

A) Use of Units:

1. Each Unit shall be used for residential purposes only.
2. The use of Units shall be consistent with existing law, the Articles of Incorporation, the Declaration of Condominium, the Bylaws and these Rules, and shall not constitute a nuisance nor disturb other Residents/Guests.
3. Owners and occupants of Units shall exercise extraordinary care to minimize noise of voices, appliances, pets/animals, vehicles, musical instruments, radios, TV's, and other amplified sounds. In accordance with County-wide policy, Condominium Quiet Hours are 10:00 p.m. — 8:00 a.m.
4. No garments, rugs, or other items may be hung from railings or other portions of the units. Broken and torn window treatments are prohibited. No rugs or other items may be dusted from the outside of the unit. Such items may only be cleaned within the unit and not on any other portion of the Condominium property.
5. Plants and decorations hanging from exterior walls, ceiling, railings, roof overhangs, lattice, terraces and balconies are prohibited.
6. Nothing may be placed on the steps or walkways. (Walkways include the four (4) foot wide extension between units to the end of the concrete.
7. Obstruction of the walkways and stairways and access to the fire extinguishers and air conditioners is prohibited.
8. Chair lifts are allowed to be installed on common elements when sufficient documentation regarding medical necessity has been provided, a County permit obtained, and modification request pre-approved by the Board of Directors. The cost of installing any such modification to common elements shall be borne by the resident and must be performed by a licensed and insured contractor.
9. A three (3) foot wide clear passage to the full opening of the entrance door is mandatory.
10. 1st & 2nd floor INTERIOR units: Items placed on the concrete entryway (threshold) of each unit may not be more than five (5) items consisting of any combination of the following: bench, chair, table, and potted plants. If all items were lined up next to each other, the length must not exceed a total of seven (7) linear feet.
11. 1st & 2nd floor END units: Items placed on the concrete entryway (landing) of each units not be more than three (3) items consisting of any combination of the following: bench, chair, table, and potted plants. If all items were lined up next to each other, the length must not exceed a total of five (5) linear feet.
12. No furniture, and not more than three (3) flower pots, may be placed along the front railing of the upstairs landing.

13. No more than three (3) flower pots, not to exceed 20" in height and 18" at widest diameter, are allowed behind lower terraces. All pots must be within the "drip line".
14. According to Documents, "Not to make or cause to be made any structural addition or alteration, decoration, repair, replacement or change to the Common Elements or Limited Common Elements". In this interpretation, that would include no artificial flowers, statues or lawn ornaments are allowed on the Common Elements.
15. Owners and/or tenants are responsible for removing all their items from the Common Element when a wind event is announced by the National Weather Service.
16. Limited Common Elements: Limited Common Elements shall not be obstructed, littered, defaced or misused in any manner. Balconies and terraces are not long term storage spaces. Long term storage may not exceed the time frame of one (1) month, allowing time for moving in and out of a unit.

B) Use of COURT DUMPSTERS:

1. All resident's garbage and trash shall be disposed of in the court containers (dumpsters) provided for such purpose. These facilities are for normal household trash only. Secured plastic bags must be used. Hazardous materials are PROHIBITED in dumpsters.
2. Household and mailing boxes, if broken flat, can be put in the property's court dumpsters.
3. Resident's large items must be disposed of BY THE OCCUPANT, either by:
 - a) A company/organization pick them up or taken off-site by your contractor, vendor, or delivery services.
 - b) Taking them personally to an off-site dump location.
 - c) Dispose at OFFICE DUMPSTER with PRIOR WRITTEN APPROVAL OF MANAGEMENT OR THE BOARD (Refer to (C) Office Roll-off Dumpster section, below).
4. CONTRACTORS, VENDORS, and DELIVERY SEVICES hired, paid or otherwise engaged by residents are strictly PROHIBITED from using the COURT DUMPSTER.

C) Office Roll-Off DUMPSTER:

1. Prior to disposing of LARGE ITEMS, residents must fill out an approval form - available at the on-site Association office.
2. Large items may be disposed of BETWEEN 9am and 5pm, Monday through Friday (not including Federal holidays) ONLY – NO STAFF ASSISTANCE.
3. A fee to dispose of items in the office Roll-Off Dumpster are based on a fee schedule.
4. CONTRACTORS, VENDORS, and DELIVERY SEVICES hired, paid or otherwise engaged by residents are strictly PROHIBITED from using the OFFICE ROLL-OFF DUMPSTER.

D) Contractors:

Residents have the responsibility to relate the following to their contractor:

1. Contractors must be licensed and insured.

2. Contractor's trucks are PROHIBITED from parking in #1 spaces-> CENTER SPACES ONLY. Trucks with a trailer must park alongside the dumpster corrals.
3. Contractors are PROHIBITED from using the COURT DUMPSTERS for ANY debris.
4. Contractors are PROHIBITED from using the ROLL-OFF DUMPSTERS at the Office.
5. Contractors are required to remove all construction debris and large boxes off-site.

E) Occupation of Units:

1. The total number of Residents permitted to reside in a Unit shall not exceed two (2) persons per bedroom.
2. If a resident permits overnight Guests, the combined total of Guests and Residents shall not exceed seven (7) persons per Unit (or fewer if required by law).
3. "Guests" means any person who is not the Owner or Lessee or member of the Owner's or Lessee's family, who is physically present in, or occupies the Unit on a temporary basis at the invitation of the Owner or other legally permitted Occupant, without the payment of compensation. For the purposes of this paragraph, "temporary" is defined as seven (7) days or fewer. Visitors staying longer than seven (7) days shall count as "Residents" for the purpose of determining the maximum number of persons per unit.
4. Any person who is physically present and occupies an owner's unit for over 7 days within ONE (1) month MUST have an approved Lease & background check.

F) Leased Units:

1. Rental Transfer Fee:

- a) Within no less than ten (10) days PRIOR to a new tenant taking possession of a condominium unit, a completed and signed Application must be submitted to the Association's Board and/or property manager so that the Board may commence the approval process. The Application must also be accompanied by payment of a \$50.00 transfer fee ("Transfer Fee") per applicant (husband/wife and parent/dependent child shall be deemed a single applicant) which shall be made payable to the Association. The Transfer Fee is collected to offset the administrative costs associated with the lease approval process, which includes the securing of a reliable background check for each prospective applicant for tenancy. In the event that a recent background check can be produced to the Association for a particular applicant, and the background check was performed by a reputable company, the sufficiency of such to be determined in the sole discretion of the Board and/or property manager, then the transfer fee for that particular applicant may be reduced to \$35. All tenants over the age of 18 must submit to a background check. As part of the application, the Tenant must complete and sign the Association Rental Information Form and Rules and Regulations at the Condominium Office PRIOR to taking possession of a condominium unit. Rules and Regulations are subject to change after distribution.
- b) Individuals subject to the transfer fee and approval process shall be any tenant applicant residing or seeking residence in a Conquistador Condominium unit, as such may be further defined by applicable Florida Statutes. Additionally, per the Conquistador's governing documents, any individual who is physically present in, or occupies a condominium unit on a temporary basis as a guest for more than seven (7) days, and regardless of whether compensation is being paid for such use or occupancy, shall be deemed a tenant and subject to the transfer fee and approval process, as well.
- c) No Unit may be leased, sublet, or assigned more than three (3) times in any calendar month or for a period LESS than seven (7) continuous days.

G) Access to Units:

1. The Association has an irrevocable Right of Access to each and every Unit for emergencies, perceived emergencies, pest control, dryer vent cleaning and animal control or when access is otherwise needed for the maintenance, repair or replacement of common elements or when access is necessary to prevent damage to common elements or to a unit.
2. Unit Owners are required to provide the Association with access to each unit, either by master key or by depositing operational keys with the Association Office.
3. Failure of the unit owner to maintain operational key(s) in the Association Office constitutes a waiver of the Unit Owner's and/or Occupant's right to reimbursement for any damage caused to the unit by a forced entry.

H) Activities Requiring Prior Written Approval of the Board of Directors:

The following activities require ADVANCE written approval by the Board of Directors:

1. Making structural changes or alterations to or in any Unit or Common Element.
2. Posting (or giving permission to post) by any Unit Owner or Occupant, of any advertisements or signs on Units, in windows, or in/on any motor vehicle or in any other location on the Condominium property.
3. Installing, or causing to be installed, any type of wiring for electrical, electronic, computer, or telephone equipment.
4. Installing any type of machine, antenna, room air-conditioning unit, etc.
5. Covering the concrete or any kind of enclosure of a 2nd floor balcony or 1st floor terrace.

I) Prohibited Activities:

1. Moving containers/PODs are strictly PROHIBITED on the Association property.
2. The use or storage of "OPEN FLAME" barbecue grills, smokers and other similar equipment are not allowed on the Association property, except as provided in the Picnic Pavilion area.
3. Rollerblading, skate boarding, non-medical scooters, etc. are not allowed on the Association property.
4. Use of any parking lot for recreational purposes is not allowed on the Association property.
5. Garage or Flea Market types of sales are not allowed on the Association property.
6. Except for doormats, floor coverings of any kind on an entry porch are not allowed on the Association property.
7. Employment of unlicensed and/or uninsured contractors is not allowed on the Association property.
8. Any activity which might cause damage or injury to Residents, Guests, Units or Common elements is not allowed on the Association property.
9. Common Elements and Limited Common Elements shall not be obstructed, littered, defaced, altered or misused in any manner.
10. Feeding wildlife directly or placing food on the Common Element for wildlife or any other animal is not allowed on the Association property. (Residents have needed rabies inoculations after being attacked at the dumpster.)

J) Vehicles and Parking Rules:

1. Vehicles prohibited from operating within the property EXCEPT for ingress and egress includes: Motorcycles, Motor Scooters, and Motorized Bicycles. Golf carts (except maintenance vehicles) shall NOT be permitted on the Association property.
2. Vehicles prohibited from parking on the property: Boats, Recreational Vehicles, Motor Homes and Commercial cars or trucks. Oversized trucks and vans are NOT allowed on the Association property.
3. Vehicles that overhang or encroach onto another parking spot, walkway, sidewalk, street, roadway or entrance to any building, are prohibited. A vehicle must fit into one (1) defined parking spot.
4. Oil change and Repair of cars, trucks & motorcycles are PROHIBITED on the Association property.
5. Residents are responsible for damage to the parking lot surfaces by leaks from a car, truck or motorcycle and/or motorcycle kick stands.
6. Mobile "detailing" for cars, trucks and motorcycles is PROHIBITED on all areas of the Association property.
7. Owners may wash their vehicles at the designated Association car wash station ONLY.
8. Any vehicle discovered to be parked without a current parking permit, disabled, inoperable, abandoned, illegally parked, has no license tag, or has an expired license tag shall be subject to immediate towing at the owner's expense and risk with advanced warning.
9. Cars parked in a #1 space found without a proper #1 parking permit or not visibly displayed will be given a written warning notice/sticker. If not remedied within 48 hours, the vehicle will be towed at owner's expense.
10. #1 Parking Permits: Only one vehicle per unit is permitted to park in front of the building and that vehicle must display a Conquistador #1 parking permit tag which may be purchased at the office for \$15. Parking permits MUST be visible at all times.
11. #2 Parking Permits: Additional vehicles require a Conquistador #2 parking permit tag and MUST park in the center spaces. Number 2 tags can be purchased for \$10. Parking permits MUST be visible at all times.
12. Guests and visitor vehicles must park in the center area of the parking lot. When guests are visiting for 3 - 7 days, passes may be obtained at the office. If for more than 7 days, a lease and background check is required – and parking permit must be purchased after lease approval.
13. Due to the close proximity of residences to parking spaces, in order to protect the safety and health of residents from toxic and noxious exhaust fumes, prolonged idling of motorized vehicles in #1 spaces (in front of residential units) is prohibited.
14. Residents must observe and abide by the posted 15 mph speed limit.
15. Residents must stop at all STOP signs.

K) Bicycles:

1. Bikes may be ridden on condominium property provided that they are used with due regard for Pedestrians on sidewalks, walkways and all vehicles.
2. Bicycles MUST be parked or stored ONLY in the designated COURT BIKE RACKS provided by the Association or WITHIN a Unit.

3. Bikes without a permit will receive a ticketed warning and will be removed and stored at the office maintenance yard until retrieved by the owner or a permit is purchased. Bike permits can be purchased for \$5 at the on-site management office.

L) Pets:

1. Only the following pets/animals may be kept within a Unit or on Condominium property: Parakeets or other small, caged birds, OR One (1) cat, OR One (1) dog weighing not more than 15 pounds at maturity
2. Owners/Residents must comply with required St. Johns County licensure and vaccination regulations and must submit proof of compliance to be kept on file at the on-site Management Office.
3. Cats and dogs must be on a hand held leash when outside any unit and on the Association property – and NEVER tethered to any Association property.
4. Tenants must check their individual Rental Lease, which may not permit any animals
5. Pet Owners must appropriately clean-up (poop scoop) after their pets.
6. A pet/animal may fit within the guidelines in this paragraph, but due to any excessive barking, disturbing noises or aggressive behavior may be considered a nuisance and be due cause for disqualification.

M) Service Animals/Emotional Support Animals:

1. Proper documentation supporting a request for a reasonable accommodation for an emotional support animal or service animal is required by the Association.
2. Owners/Residents must comply with required St. Johns County licensure and vaccination regulations and must submit proof of compliance to be kept on file at the on-site Management Office.
3. Animal owner or handler must keep the animal on a leash and have control of the leashed animal when outside any unit or on Association property.
4. Owner/handler must clean up appropriately (poop scoop) after the animal.
5. Animals may not be tethered to Association furniture, fencing or any Association property or left unattended at any given time.
6. When at the pools, Service animals/Emotional support animals are to remain on the pool deck.
7. When at pools, no animal is allowed in the pool water and/or held by the owner/handler in the pool water.
8. Animals are NOT allowed on any amenity furniture. (Pool, tennis courts, pavilion).
9. Animal toys are NOT allowed inside the gated pool and tennis court areas.
10. Animal toys are NOT allowed in the gated Pavilion area.
11. When in any gated amenity area, owners/handlers will be asked to remove animals that cause a nuisance, disturb residents, or act aggressively.

N) Swimming Pool Regulations:

The following guidelines are designed to promote pool safety and to preserve a sanitary and pleasant pool atmosphere. They are not intended to replace common sense and courtesy on behalf of those using the pools. There are NO LIFEGUARDS on duty. Residents and Guests use the pools at their own risk. If a problem occurs at a pool area, please notify Management, 911, or the Police non-emergency number posted at the pools.

1. No lifeguard on duty — SWIM AT YOUR OWN RISK.
2. State Rulings:
 - a) NO DIVING
 - b) The pool gate MUST be closed and locked at all times.
 - c) Safety ropes and life rings are NOT to be removed.
 - d) Showers are required before entering the pool.
 - e) Do not swallow pool water.
 - f) No glass or animals within the fenced pool area.
 - g) No food or alcohol in the pool area.
 - h) Persons who are ill with diarrhea shall not enter the pool.
 - i) Persons with open sores, cuts or communicable diseases cannot enter the pool.
3. Association Rulings:
 - a) Pool equipment areas may NOT be entered nor pool equipment be tampered with by residents – Entry is limited to maintenance staff ONLY.
 - b) Parents or guardians MUST supervise children (ages 16 and under) in pool areas. Residents MUST accompany their pool guests at all times, unless special circumstances are noted at the office.
 - c) Attire: Bathing suits only. (i.e., no cut-offs)
 - d) Total number of residents and guests is limited to seven (7) people per unit, unless additional pool passes are obtained at the office.
 - e) Inappropriate or lewd behavior is prohibited.
 - f) Residents MUST have their amenity card with them when at the pool.
 - g) Remaining in and/or entering into the fenced-in pool area AFTER POSTED CLOSING TIME is strictly PROHIBITED.
 - h) Good Neighbor Policy — In consideration of others:
 - I. No running, pushing, shoving, flipping or "cannon-balling" into the pool.
 - II. No toys or floatation devices which interfere with other swimmers.
 - III. No excessively loud voices or noise.
 - IV. No diving gear, balls, Frisbees, or airborne objects.
 - i) Lap swimming hours Navarra/Talavera pool ONLY: Monday - Friday 9:00 a.m. to 11:00 a.m.
 - j) Note: When the heated pool is covered, the pool is CLOSED.

- k) Observe posted "bathing loads" at all pools.
- l) Swim diapers must be worn by children that are not toilet trained.
- m) The Association is not responsible for items left at the pool.

O) Tennis / Pickle Ball Court Regulations

1. Courts are available on a First Come, First Served basis to Residents and their guests, unless pre-existing reservations were made.
2. Total number of guests is limited to seven (7) people per unit. Your activated amenity card shall serve as proof of residency.
3. Residents must accompany guests at the courts.
4. Only smooth, rubber-soled tennis shoes are permitted.
5. Items PROHIBITED in Tennis Court / Pickle Ball area:
 - a) Food
 - b) Pets
 - c) Glass
 - d) Alcohol
6. Courts are to be used for tennis and pickle ball play only. Courts cannot be used as a playground, meeting place, etc.
7. Wheeled sports, i.e. rollerblading, skateboarding, bicycling, etc. are prohibited in the Tennis Court / Pickle Ball area.
8. The Association is not responsible for items left in the tennis / pickle ball courts.

P) Picnic Pavilion and Game Area

1. Picnic and game areas are available on a First Come, First Served basis to Residents and their Guests.
2. The total number of Guests is limited to seven (7) people per unit. Your activated amenity card shall serve as proof of residency.
3. Reservations are recommended as Association events may be scheduled. See the office for a reservation form
4. Groups of 9 to 25 persons must have a prior reservation and may be subject to a fee. All reservations extend to a maximum of 3 hours.
5. Persons under 16 years of age must be accompanied by an adult.
6. All game equipment must be replaced to the game shed or bocce ball box after use.
7. Items PROHIBITED:
 - a) Pets
 - b) Glass
 - c) Alcohol
8. Residents may ONLY use the charcoal grills provided by the Association.

9. Good Neighbor Policy in consideration of others and for your own safety:
- a) No horseplay
 - b) No excessively loud noises or music
 - c) Balls, Frisbees or other airborne objects are prohibited.
 - d) Wheeled sports, i.e. rollerblading, skateboarding, bicycling, etc. are NOT permitted.
 - e) Clean grills after use, disposing of charcoal in the Hot Ash Bin.
 - f) Wipe down tables after use.
 - g) The Association is not responsible for items left at the pavilion.

QUESTIONS AND COMPLAINTS

Questions and/or problems should be addressed to the Association Manager via telephone, email or a visit to the Office. Unresolved or formal complaints should be delivered to the Manager in writing. Please include name, date, time, unit address and nature of the complaint.

PLEASE KEEP THIS LISTING OF RULES AND REGULATIONS ACCESSIBLE AND/OR VISIBLE IN YOUR UNIT. THE LISTING OF RULES AND REGULATIONS BELONGS IN EVERY UNIT.

On-site Management Office Telephone Number: 904-797-4166

On-site Management Office email: pmadmin@sovereign-jacobs.com

Sovereign & Jacobs Phone Number: (904) 461-5556

Police Non-Emergency Telephone Number: (904) 824-8304