

PALOMA OWNERS ASSOCIATION
c/o Sovereign and Jacobs
120 Sea Grove Main Street, St. Augustine, FL 32080 / (904) 461-5556

RULES & REGULATIONS
Amended and Approved by the Board of Directors on January 25, 2023.

Paloma community rules are derived from the stated HOA covenant and county/state ordinances. They serve as a guide to help preserve property and provide a safe environment in which to live. A full definition of the rules and the governing Covenant approved by the state of Florida can be found on the Paloma HOA website. It is the responsibility of each resident and homeowner to review and abide by the rules defined in the stated Covenant. Violations, if continued may result in a fine being assessed.

PETS: Only domesticated pets (dog/cat) are permitted in each resident home and must be registered by completing a pet registration form, which can be found on the My Green Condo website. No more than 2 household pets (dog/cat) per household. Pets (dog/cat) are required to wear collars and be leashed at any time they are outdoors in the Paloma community. If a pet (dog/cat) becomes bothersome to the community it will no longer be allowed on the property. Animals can only be kept as pets. **No animals shall be tethered outdoors.** Animals cannot be used for any business purpose such as breeding. Owners must pick-up after their pets in any area outside including common and private residents. Please use the pet stations for pick up bags and deposit of waste material. The pet stations are provided by your HOA, for the support of their pets. Conservation of bag use is appreciated. The above-mentioned rule follows the guidelines set by St Johns County Pet Ordinance No. 2001-19.

VEHICLES: No vehicle whatsoever, not currently registered, expired tag, and capable of legal operation, shall be allowed to be parked or stored overnight at any common area or driveway. This includes inoperable vehicles. Vehicles intended for off road use that are not registered shall not be allowed or used on Paloma property. For the safety of the children and handicapped the speed limit for the main streets is 20 mph and alleys 10 mph.

PARKING: Street parking is limited to loading and unloading. Vehicles parked on the street, left unattended, are subject to immediate tow at the vehicle owners' expense and or fines incurred against the unit owner. The Fire Marshal has designated the roads as FIRE LANES as noted by the signs throughout the community. This no parking policy is strictly enforced for the safety of all homeowners to ensure emergency vehicles can easily access all buildings. No vehicle may be parked on the grass, sidewalk, or common element of the property at any time; vehicles parked illegally are subject to immediate tow at the vehicle owners' expense and/or fines incurred against the unit owner.

SIGNS: A rent or for sale sign on an individual property may be placed if it is no larger than 18"X24" in size, or permission to install any other sign or sign size is by request only by contacting Sovereign and Jacobs and may include approval by the ARC.

EXTERIOR COMMON PROPERTY/LAWN ART: No temporary buildings or structures (gazebos, sheds, etc.) are permitted on individual or common property. No trailer, storage container and or PODS, mobile home, or recreation vehicle may be parked in common areas either permanently or temporary. Addition of lawn art, pavers, landscaping, or changes to the exterior of the buildings is not permitted without the approval of the ARC/HOA. Includes walkway lights (Malibu) and flowerpots. No more than 5 potted plants are permitted in the front or rear of any unit.

NUISANCES/NEIGHBORHOOD WATCH: No offensive activity shall be permitted at all in the Paloma community. (e.g., excessive noise, fighting, illegal activities, etc.). Neighborhood Watch is in place and active in the Paloma community. Any illegal or disruptive activity shall be reported to SJSO. Soliciting is not permitted in the Paloma community. Violations shall be reported to Management.

FIREARMS: The display or discharge of firearms or fireworks in the Common Areas is prohibited, except by law enforcement officers in the performance of law enforcement duties. The word "firearms" for Paloma HOA purposes includes "B-B" guns, pellet guns, paint guns, air rifle, air soft guns and rifles and other firearms of all types, regardless of size or caliber. These can be considered a nuisance to the community and can be enforceable by a violation fine or action from SJSO.

ARC: The Architectural Review Committee must approve all changes to the outside of your residence including those common areas (e.g., screen enclosure, plantings, pavers, flowers beds, flowerpots, lawn art, pod and or storage containers). A plan must be submitted and approved before any work can begin. Being approved for a pod and or storage container, it may not be stored exceeding 30 days. Approval or denial is completed within 30 days from date of submission. Applications may be submitted on the My Green Condo website.

ARC GUIDELINES FOR BUILDING MODIFICATION: The Covenants state no changes to the exterior of the building will be permitted without ARC approval. These rules are intended to protect the building structural integrity and esthetics. This includes the following:

- No Addition of Flag Holders
- No CATV Dishes or Brackets
- No satellite dish may be more than (6) feet off the ground
- No Building Art, Planters, or Shudders.
- No cameras unless installed by a professional supplier. Design and drawing must be Provided. No wires or conduits visible.
- Storage Containers

TRASH: All trash must be kept in clean sanitary waste disposal containers (trash cans/recycle bin) and be hidden from view of the street. Units without a garage should store trash cans between the driveway and patio. At no time may trash cans (or debris) remain on the curb, or be stored by unit entryways, the side of the buildings, or in any of the common areas.

TRASH/RECYCLE BINS MUST HAVE UNIT NUMBER ON THE BIN & LID: Trash/recycles can be placed on the curb no earlier than 5pm on the evening before trash pickup day. All trash cans/recycle bins must be removed from the curb by 11pm on trash pickup day.

SCHEDULE: Monday: yard clippings, plants, bushes, etc., Tuesday: recycling and Friday: household trash.

Discarded furniture, renovation materials or other debris should be taken offsite and not left on the curb. Any materials left onsite will be removed by the Association and the homeowner billed accordingly. Any other items for pickup may be requested by contacting Waste Management at 866-303-7849.

PLAY EQUIPMENT: No basketball hoops and backboards or skate ramps are allowed. Bicycles and play equipment shall be stored out of view when not in use. Play equipment left out overnight is subject to removal and can be discarded.

POOL: The pool is an amenity for homeowners. Renters may use the pool only if the homeowner/landlord has submitted the proper rental information to the property management company and has acquired a key fob on the renter's behalf. No renter will receive a key fob for the pool without this information. Children under the age of 12 must be with a parent or guardian when using the pool. **If an act of vandalism or theft is witnessed such as jumping over the pool fence or any other defacement or destruction of property, please call the St Johns County Sheriffs Dept at 904-824-8304.** The Sheriff's department will have any violators removed from the property. This includes residents as well as nonresidents. All Paloma common areas are considered private property.

POOL RULES:

- No food or beverages in pool or on pool wet deck
- No glass allowed in fenced pool area
- No animals allowed in fenced pool area
- No grills allowed in fenced pool area
- No Diving
- Shower before entering pool
- Do not swallow the pool water
- Do not enter pool if ill
- Pool Hours: Dawn to Dusk
- Bathing Load: 29
- Children under 12 years of age **must** be accompanied by a parent or guardian
- In case of Emergency call 911

RESIDENT LANAI/OUTSIDE STORAGE: The area at the rear of each unit is designed for outdoor leisure furniture, no more than 5 potted plants, and/or grill, and must be always kept neat and clean. No other appliances, tools, cardboard boxes, trash, or excessive sporting equipment shall be allowed unless it is screened from view. See ARC requirements and guidelines for screen enclosure. **BOUNCE HOUSES ARE NOT PERMITTED**

COMMON AREA: At no time may anything be placed or stored (materials, plantings, debris, potted plants, etc.,) beyond the unit's plot plan. This includes the side of the buildings. The common areas are owned, maintained, and insured by the association and therefore, cannot be used for the exclusive use of homeowners. Further, the Association is responsible for the maintenance and landscape of the common areas and cannot have these areas impeded. ***ANY PLANTINGS MUST BE APPROVED BY THE ARC IN ADVANCE. Failure to obtain approval will result in removal of plant materials at the owner's expense.***

LEASE REQUIREMENTS: If you rent/lease your unit you are required to provide a current copy of the lease and a completed Owner/Tenant form to Sovereign & Jacobs. All leases must be no less than 7-months.

NOTICE/PLACARDS: No notices/placards are to be affixed to signs, mailboxes, light poles, or structures without ARC/HOA approval (e.g., lost pets, items for sale, garage sales, etc.).

GARAGE/YARD SALES: Permission from HOA is required for all garage/yard sales. Contact Sovereign and Jacobs to request a date for your garage sale. A minimum of 10-business days is required before the requested date is approved. Any events taking place without authorization will be considered a violation.

{Please refer to Fine Schedule on next page}

GUIDELINES FOR PALOMA DAILY FINES FOR COMMON VIOLATIONS

***ALL FINES ARE PER DAY UP TO \$1000**

Driveway Stains.....	\$25
Not Picking up Pet Waste in Community.....	\$100
Pet(s) not Contained or on a Leash.....	\$100
Pet(s) tethered outdoors.....	\$100
Unauthorized Vehicle, Boat, Trailer, etc. in driveway.....	\$50
Street Parking (subject to immediate tow)	\$200
Trash/Recyclables and/or Lawn debris on curb/ at unauthorized times	\$50
ARB project done without proper approvals.....	\$100
Late submittal Fee for ARC.....	\$250
Illegal Parking (on grass, easement, etc.)	\$200
Storage outside of home, driveway, and garage.....	\$100
Decorations (after timeframes)	\$25
Move in/ move out/ renovation trash/debris left at curb.....	\$150
Unapproved business in the residence.....	\$50
Common area (unauthorized plantings and storage)	\$100
Resident Lanai/outside storage.....	\$100
Abuse and/or damage of Common elements.....	\$200

After receiving two (2) notices with no resolution to the violation, a third letter will be sent assessing the fine and giving the owner fourteen (14) days to request in writing to go before the Appeals Committee to dispute the fine.

The fine will accrue until the violation has been resolved or the fine reaches \$1,000. Paying the fine assessed to your account, does not relieve you from resolving the violation. Failure to comply with the violation will result in the matter being turned over for legal action. Please keep in mind, the Association's goal is not to fine, it is to bring the violation into compliance.

PALOMA HOMEOWNERS ASSOCIATION, INC
c/o Sovereign and Jacobs
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OWNER/TENANT INFORMATION FORM

This information request is for the purpose of effective communication to all owners/tenants. This information is important in case of a community emergency or any community update that needs to be communicated to all owners/ tenants. Please fill out this form accordingly and submit it to the management office.

OWNER INFORMATION

Name: _____

Property Address: _____

Phone: _____ Cell: _____

Email Address: _____

Mailing Address (if different than unit address):

Pool Fob Number: _____ (\$25 charge for replacement fob)

Received By: _____

Date Received: _____

Do you rent your Unit? _____ yes _____ no

TENANT INFORMATION

Tenant Name: _____ Tenant Phone: _____

Tenant Email: _____ Lease Terms: __/__/__ to __/__/__

****Please attach a copy of the lease. As per your association documents, all leases must be on file.**

VEHICLES

Make: _____ Model: _____ Tag#: _____

Make: _____ Model: _____ Tag#: _____

PETS

Breed: _____ Color: _____ Name: _____

Breed: _____ Color: _____ Name: _____

PALOMA HOA PET REGISTRATION RULES & REGULATIONS

All owners, residents, tenants, visitors and/or guests, must complete and return this form for each pet(s) they own that resides at Paloma Owners Association. Please return all completed forms to Sovereign and Jacobs Property Management at the address shown below. All owners, residents, renters, visitors and/or guests hereby agree to abide by the Paloma Owners Association rules regarding animals as set forth below:

No animals of any kind shall be raised, kept or permitted within any part of the units or any common element other than dogs, cats, birds and aquarium fish owned by resident owners, renters, visitors and/or guests. No animals shall be kept at Paloma Owners Association for breeding or for any other commercial purpose. Pets permitted by the Paloma Owners Association shall be kept in compliance with the rules and regulations promulgated by the Board of Directors and the provisions of the St. Johns County Division of Animal Control County Ordinances 9201 (Section N, page 21). No dangerous animals shall be kept at Paloma Owners Association as defined by said Animal Control Regulations., sic. All dogs and cats must be on a leash when in the Paloma Owners Association common elements, limited or general and the pet's owner shall be responsible for cleaning up after it. The Board of Directors of the Paloma Owners Association and/or the St. Johns County Animal Control has the right to and may remove any pet at Paloma Owners Association if the owner of said pet is not in compliance with St. Johns County Animal Control Regulations and the Paloma Owners Association Rules and Regulations. Any person who permits any animal to be brought onto the Paloma Owners Association property shall indemnify and hold harmless the Paloma Owners Association for any loss, damage, or liability the association may sustain as a result of the presence of said animal on the Paloma Owners Association property if said pet is not in accordance with the Paloma Owners Association Rules and Regulations and St. Johns Animal Control Regulations as cited above.

Please duplicate this form as needed.

Return to:

Paloma Owners Association
c/o Sovereign and Jacobs Property Management
120 Sea Grove Main Street
St. Augustine FL 32080
Or email to: receptionist@sovereign-jacobs.com

ACKNOWLEDGMENT: I have read the foregoing statement and agree to all the terms and conditions as set forth therein. Please check the correct box and complete the information below.

I am a pet owner I am Not a pet owner

Name: _____ Date: _____

Phone: _____ Unit #: _____

PALOMA OWNERS ASSOCIATION
PET REGISTRATON FORM

DATE: _____

Name of Applicant/Pet Owner: _____

Address **including unit number**: _____

Home phone: _____ Work phone: _____

Cell: _____ Email: _____

Resident status: Owner _____ Tenant _____ Guest _____ Visitor _____

If you are a tenant, please provide the unit owner's info in the section below.

Name of Owner: _____ Unit #: _____

Phone: _____ Email: _____

PET INFORMATION

Number of Pets: _____ [Limit of two (2)]

(For each pet, please provide the following)

Pet Name(s): _____

Pet Age(s): _____

Pet Breed(s): _____

Pet Weight(s): _____

Expected Weight at Maturity:

PLEASE ATTACH TO THIS REGISTRATION FORM THE FOLLOWING ITEMS:

1. Current vaccination records (from veterinarian) including full name, address, and telephone number of veterinarians.
2. Dog's license number and expiration date.
3. Current photographs of your dog(s) or cat(s). (Side profile showing body and face preferred).

ACKNOWLEDGEMENT:

The above pet owner acknowledges that he/she has read the foregoing, along with the Rules and Regulations of the Paloma Owners Association and The St. Johns County Animal Control Ordinance and agrees to fully comply with the provisions of said documents.

DISCLOSURE:

Along with this form, please provide information as to whether your pet has ever previously been involved in an animal attack or incident involving a person or another pet. Please set forth in detail if you have ever received previous citations or warnings in connection with any past dangerous conditions that would have resulted involving your pets including date, type of incident, and results thereof.

Applicant Signature_____

Date_____

Applicant Signature_____

Date_____

Please duplicate this form as needed.

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