

2021



# Seasonal/Annual Rentals

## A Guide for Lessees at The Princess

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Welcome to The Princess Condominium! On behalf of the owners, management, and staff of the Association, we hope your stay will be a pleasant one. The Board of Directors and staff strive to create a well-maintained and pleasant environment, and this publication has been provided to guide you through condo life and help avoid any misunderstandings. Please contact the owner of the unit with any questions.

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## Condominium Living

Welcome to The Princess Condominium Association! We hope your stay is a pleasant one, but we would like to remind you that it is NOT the primary objective of the management and staff to **ensure** that you have one. This is not a concierge building, meaning that the staff is not able to provide ANY personal services.

The Princess is a 190-unit residential complex and **is not a resort of any kind**. The objective of the Board of Directors is to maintain the building and grounds in the most cost-effective manner possible. This means that maintenance work may be scheduled at any time during the calendar year, so you may experience some disruption or noise during your stay.

**All tenants and guests are reminded that staff members do not perform maintenance INSIDE any unit. All condominiums at The Princess are owned by individual owners and the responsibility for managing the maintenance and repair of the units falls to the owners themselves. The Association staff and management have no direct responsibility for handling anything INSIDE the unit – that is the owner’s responsibility.**

For many owners, The Princess is their permanent, year-round home. The board, management, staff, and owners ask that all tenants and their guests respect the property and grounds as you would your own property. Common courtesies are expected, such as following all posted signs, remembering that there are neighbors above, below and to the side of the unit and doing your part to keep the facilities and grounds in top condition. This booklet has been created as an easy reference guide for owners, tenants, and guests alike. Please take a few minutes to familiarize yourself with our standards and guidelines.

The Princess has a staff of 6 which meets most of the day-to-day needs of the property. The duties of the staff are to maintain the property by following the routine maintenance schedule developed by the Board. Daily, weekly, and monthly tasks are followed to ensure safe, reliable, and cost-effective maintenance. To that end, please be aware that each day the staff has a proscribed duty sheet to follow, and they are not available to perform any maintenance services inside the unit.

We do have a cleaning staff person, but housekeeping services are only for the common areas, and only available during normal business hours Monday through Friday. Our one cleaning staff member has a lot to do. Therefore, if you spill something on a walkway, please make an effort to clean it up. Likewise, if you see trash or debris, please be a good neighbor and help to keep The Princess looking tidy by picking it up.

While we recognize that owners and tenants come from many different areas, backgrounds, and age groups, it is not the responsibility of the Association to provide, maintain or arrange for services which cater to any specific issue, nor does the Association police or handle any issue between units. This is not an assisted living facility, a senior living community or short-term rental facility. Tenants must be able to care for themselves or provide their own companion care and be reasonably self-sufficient – this means that tenants should be able to handle all day-to-day routine tasks such as unloading groceries, cleaning, unit maintenance and operation of appliances and electronics.

## Tenant Responsibilities

### Lease Agreement

The contract you have with the owner(s) of the unit is between you and the owner(s). The Association is not a legal party to the agreement, and as such, cannot intervene in any disputes between the lessee and the lessor. If you are unhappy with your unit, or if there are legal issues regarding the contract, PLEASE DO NOT CONTACT THE OFFICE. Contact the owner directly or see appropriate legal counsel.

### Maintenance/Service/Repair Issues

Owners and tenants should make sure that they have discussed in detail how emergency or maintenance issues should be handled. If you encounter any non-emergency problem during your stay in the unit, such as inoperable lights, air conditioning, windows, or doors, you should contact the owner or the agent handling the rental agreement. It will be up to the agent or owner to handle those requests. Any water, plumbing, or electric service component that serves ONLY one unit is the responsibility of the unit owner.

### Units

Tenants are responsible for maintaining the unit in good order, in accordance with their lease agreement. This includes ensuring that windows, sliding glass doors, storm shutters and entry doors remain in good condition, and notifying the owner immediately if repairs are needed. Regular housecleaning is recommended to reduce the possibility of household pests. If you encounter an issue inside the unit, and you have questions about how to handle it, you should always feel free to contact the property manager. However, it is not the manager's responsibility to handle the issue for you. The manager is an excellent resource for information but cannot get involved in specific issues unless it relates to an Association responsibility. **BALCONIES:** Nothing should be hung over the railings (towels etc.). No open flame (gas, charcoal, wood) or electric grill is permitted on any unit balcony.

### Common Areas

**PLEASE LOOK FOR AND READ ALL POSTED SIGNS OUTSIDE, IN THE LOBBY AND BY THE POOL AREA.** The signs are there for a reason. **Smoking is NEVER allowed in the Game Room, Social Room, Lobby, or around the pool.**

All common areas of the building and property are for the sole use and enjoyment of all residents and should be treated with the same care and respect you would treat your own property. Common areas include the lobby and social room, landscaped areas, garden area, parking area, and recreational facilities. The entrance lobby and social room are considered everyone's living room. After the initial impression of the outside grounds, the lobby area is first impression of the living accommodations at The Princess. Because of this, the Association asks all owners to treat the lobby area with care. Tenants should educate their guests on the rules of the Association, and please respect any signs particularly on the dune area, contain any litter and deposit it into trash containers provided. **Proper attire, including, but not limited to, shirts and shoes are always required in the building. NO BARE FEET OR WET BATHING SUITS IN LOBBY, GAME ROOM, SOCIAL ROOM OR MAILROOM.**

## **Damage to Property**

The laws of Florida allow for the prosecution of and financial recovery from tenants who damage any common area property or amenity of the Association. Please respect the property and remind any guests that they are YOUR responsibility and that you will be held liable for any damage they cause.

## **Be a Good Neighbor**

Cooking odors travel, so please give some thought to cooking highly aromatic foods, as neighbors may be affected. Sound is always an issue, as well. Please be aware of the time, as St. Lucie County ordinances prohibit loud, disruptive noises between the hours of 11:00 p.m. to 7:00 a.m.

If you notice any suspicious activity or if you believe a crime has been or will be committed, you should contact the St. Lucie County Sheriff's office by dialing 911 from any telephone. If you have a non-772 area code cell phone, a call placed to 911 will connect you to the nearest 911 call center and you can report the issue.

## **When You Arrive**

Prior to arrival, please make sure that you have received appropriate instructions, keys and at least one gate remote to gain entry to the property and unit. The business hours of the management office are Monday through Friday from 8:00 a.m. to 4:30 p.m., but it is not the responsibility of the office to provide access to the property.

## **Check In**

Upon your immediate arrival or the next business day, please contact the management office to let the manager know you are in residence.

## **Portico**

The entry portico is for live loading and unloading. Please do not leave your vehicle unattended while you unload; parked vehicles are subject to immediate towing. Please remove your items from the vehicle, place them to the side of portico and move your vehicle before moving items into the unit. There are many owners with physical challenges that require access to the handicap access ramp on the south side of the portico. Please respect them.

## **Carts**

As stated previously, there is no staff available to help you move in; if you require some assistance, you should ask the unit owner for suggestions. Shopping and luggage carts are in the Cart Room, between the mailroom and the Office. Please return the cart as soon as you are finished so they can be made available to others. They may not be used for moving heavy and/or bulky materials, i.e., furniture, building supplies, etc. Construction crews are not permitted to use carts for transporting ANY materials or tools.

## **Elevators**

There are two elevators in the building; the south elevator is slightly larger, has higher ceilings to accommodate taller items and is padded from Monday through Friday. Please use this elevator if you have items that might scratch or dent the elevator interior. Damage to the elevators will be charged to the unit owner and, ultimately, to the lessee. When using the elevators, do not block the doors from closing to

“hold” an elevator on a floor. This disrupts the normal cycle of the elevator cars and is discourteous to others waiting for the elevator.

### Property Access

The owner of the unit is responsible for giving tenants access to the grounds, building and units. Access to the grounds is via the vehicle entry gate or by the pedestrian gate on the north side of the driveway entrance. Each unit is individually keyed; there is no “master” key that works on all units. The management office does have a key to each unit, to be used for Association access only. These keys are not given out to tenants.

Tenants are reminded that the Association does have a legal right to access the unit at any time for emergency purposes. If a member of the staff does need to enter a unit, the procedure is to always knock first. If there is no answer, the staff member will use the key to enter and will always announce themselves as either “management” or “maintenance”.

### Gate Entry System

Passage through the gate requires the use of a gate remote, which the owner should have provided to you. The **unit owner** can purchase front gate entry system remotes at the office. **Only the owner** may purchase these. Remotes are limited to two (2) **each** per unit. The Office does NOT provide “loaners”.

To use the gate remote, push the button on the remote once you have turned into the driveway. The gate should open. If the remote battery is low and the gate does not open, you may park in the lot on the west side of Ocean Drive. Batteries for the remotes can be found at any hardware store.

All owners have a listing in the gate entry system. Tenants may also be listed on the gate and the door entry systems to allow remote entry to the grounds. Stop by the office after you arrive and the Administrative Assistant will give you more information.

### Guest Entry to the Property

Please notify the office if you are expecting overnight guests. Your guests must check-in at the office upon arrival, or the next business day if arriving at night or on the weekend. This helps to maintain security and can prevent embarrassment to your guests if management is unaware and needs to enter your unit. During high season from January-March, please have guests park in the west lot.

### Lobby Entrance

Access to the lobby requires a common area key, usually marked ASSA. This key gives you access to the lobby, the stairwells, the fitness centers, the pedestrian gate, the beach gate, the tennis courts, and the craft/bicycle room. As these are not regular keys that can be duplicated by any locksmith, you must request replacements through the office, and you will be charged \$100.00 per key.

### Key Fob Access

The gate system and the entry door may also be operated with a key fob, which the owner may or may not have provided. There are green key fobs which will activate the gate system and the entry door. If the owner did not provide these to you, please do not ask at the office, as the staff CANNOT give you a fob without the owner’s approval. Contact the owner or the rental agent to ask for approval.



## Pedestrian Gate

To leave the property on foot via South Ocean Drive, use the pedestrian gate located directly in front of the guard house. Your common-area key will open this gate; if your owner has given you a key fob, this unfortunately does not operate the pedestrian gate at this time. Again, please make sure the gate is closed behind you. While it is easy to jump the gate, any deterrent could mean the difference between safety and a security incident.

## Stairwells

Stairwells are located on both the north and south ends of the building. The ground floor doors are self-locking and can only be accessed by the master key. Please do not tamper with or block the door open, as this is a security door.

## Lockouts

Kindly remember that The Princess is a residential complex and does not operate as a hotel or motel. This means that there is NO “master” key which opens all doors. Implement a plan for having an extra unit key accessible in case you lock yourself out. Staff is available to assist you during normal business hours, but there is no one available at night or on the weekend. Locking yourself out is **not** considered an emergency. 24-hour locksmith: Centurion Lock 772-781-1211. You will need to provide proof of ownership or a copy of a valid, in-force lease before anyone will let you in to a unit.

## Parking

NO parking spaces are assigned. There are fourteen (14) handicap spaces and 157 regular spaces in the east parking lot. Please be aware that there are occasions when no spots are available in the east lot, and you will need to park in the west lot. Please instruct your visiting family or guests to park across the street during high season. Do not park your vehicle in the grass, on the end of an island, or blocking another vehicle or the car rinse area. You may not back into a space. Violators are subject to our towing policy.

**PLEASE NOTE: COMMERCIAL vehicles of any kind are NOT ALLOWED to park IN THE EAST LOT AFTER 5:00 P.M. EVERY DAY. Commercial vehicles are defined as vehicles with commercial registrations, vehicles with permanent lettering or logos advertising or promoting a business, or vehicles designated as Class 3 by the U.S. Department of Transportation. Owners who drive standard pickup trucks listed as Class 2 or lower may park in the east lot.**

Vehicles parked on the property must display a Princess Condominium parking permit, have a VALID license plate and be in running order. Derelict vehicles will be towed. Travel trailers, motor homes, U-hauls, boats and/or boat trailers must be parked across the street in our West Lot and must be registered with our office. Failure to display a permit could result in your vehicle being towed at your expense. Commercial service vehicles may only be parked in the East Lot between 8:00 a.m. to 5:00 p.m. Monday-Friday when they are servicing the Association or unit property. Towing services provided by Kauff's Towing in accordance with Florida statute. Towed vehicles may be reclaimed by contacting the tow company at the number provided on the sign at the driveway entrance. There will be towing and storage charges. The Association will not be held liable for damages or fees which result from towing.

## Service Animals

**Pets are not allowed in The Princess Condominium**, but tenants may see an animal on the property and/or in the building from time to time. Federal law requires the Association to provide an exemption to the “no pet” policy in certain situations and with proper documentation from a health care professional. The management is aware of animals which have been granted such exception. Under no circumstances shall a tenant bring in an animal – even for a day – without the proper documentation and approval from the Board of Directors. Tenants may request an accommodation exemption, but the request should be made well in advance of arrival.

Please remember that many owners and tenants have chosen The Princess specifically because this is a pet-free building. The Board of Directors of the Association does understand that there are individuals with a specific, reasonable NEED for a therapy animal; however, those residents who may be allergic to animals or have a phobia about them should also be afforded the same kind of consideration.

## General Security

Because the building does not have 24-hour security guards, the security of the building is essential. Please keep access doors closed to common areas at all times. While it is neighborly to be kind and open lobby doors, it helps to be security conscious. Do not open a lobby door for someone you do not know.

There are several access control systems at The Princess. While these do an excellent job at controlling access to the building and grounds, each tenant bears some responsibility for their own safety and well-being. The following are some tips for increasing safety in and around the building:

- Be aware when leaving the unit and pay attention to individuals or groups on the entrance walkways.
- Close and lock all windows and doors to the unit. These same precautions should be taken before retiring for the evening.
- Open lobby or stairway doors only to people you KNOW.
- Always keep stairway entrance doors closed and locked. DO NOT BLOCK OPEN THE DOOR. This is a fire code violation and a security threat for all owners and residents.
- Verify that you KNOW someone before using the phone to grant access to the grounds or the building.
- Report suspicious individuals and/or activities to the Association Manager, a Board member, and/or the St. Lucie County Sheriff's office. Do not attempt to approach a suspicious person. If an incident takes place after business hours, call 911.
- If you observe an illegally parked vehicle, notify the Association Manager or a Board member.
- Be alert to the surrounding conditions. Always check the inside of a car before entering, when exiting or entering the building or when using any recreational facilities.

## Utilities & Services

### Water Service

The Association requires that if a unit is unoccupied for more than 48 hours, the owner or tenant must shut off the water service to that unit. It is likely that when you arrive, the water will be off. The main water supply valve is in the utility closet, usually next to the hot water heater. There may also be a separate valve for the hot water heater, so you should make sure that valve is on as well. Failure to turn off the water if a tenant is away for more than 48 hours could make the tenant liable for any damage to the rental unit and/or surrounding units if a water break occurs.

### Electric

In some cases, the unit owner may have turned off most of the circuits, except for entry lights and air conditioning. Many unit owners have labeled the circuits, but if you are unsure what to do, call the owner, not the maintenance staff. The hot water heater is often turned off, so make sure the circuit is on to ensure hot water delivery.

### Cable

Basic cable service is provided through the Association, but each owner is responsible for their individual equipment. Some unit owners have not installed a cable converter box, but only a digital converter, which limits the set to only a few dozen channels. This is strictly a unit owner issue and adding any cable service must be done by the owner – the management office cannot act on an owner's behalf. If the cable service is not working at the time of arrival, contact the owner for assistance.

### Internet/Wireless Service

Individual internet service within a unit is again an owner issue. If a tenant wishes to have internet service within the unit, this should be discussed with the owner. The Association does not have open-access Wi-Fi in the common areas.

### Hurricane Shutters

Units at The Princess are fully equipped with hurricane storm shutters. These are owned and maintained by the individual unit owners. Any issues with opening or closing them should be brought to the owner's attention, as the maintenance staff does not handle these issues.

All tenants should remember the 48-hour absence rule: all units that will be unoccupied for more than 48 hours should close the storm shutters prior to leaving. Tropical storms can happen quickly, so it is suggested that if the unit will be unoccupied for more than a few hours, the shutters should be pulled to a close but not locked in place.

### Entry Doors & Locks

Entry doors to the unit are maintained by the Association, so all tenants should be aware that damage to the doors will be charged to the unit owner.

Unit door locks are another owner responsibility. If a tenant has a problem with the door lock, this should be addressed with the owner.

## AC Unit

Air conditioning systems are specific to each unit. Each unit owner is responsible for maintaining the AC system in their unit, and therefore the management and maintenance staff has no information on how a specific unit may operate. If a tenant has questions, please contact the owner. Note that each unit's air conditioning system is connected to the water-cooling tower on the roof. Power outages may affect the unit's cooling system. If you notice that the unit is warm, try turning the AC unit off at the thermostat switch and then turning it back on. This usually resets the system.

## Refuse/Recycling

Waste chute doors are located at both the north and south ends of the building and are marked by signs. Please remember to read and follow the posted trash rules, especially the posted times for waste disposal. Please be respectful of your neighbors by NOT disposing of trash in the chutes during the night, as it is VERY loud. For safety reasons, all trash must be bagged and closed, and NO construction debris of any kind should be disposed of in the trash chutes. Loose items, especially glass bottles, or metal items can gather great speed if dropped from an upper floor and can explode in the trash room area. If a staff member or other owner happens to be in the room when this happens, a serious injury may occur.

Oversized items, i.e., large boxes, Styrofoam, etc., too big to go in the waste chutes may be disposed of by placing them in the ground floor waste containers, located behind the first set of double doors on either end of the building. Waste room doors are not locked, but the doors should always remain closed. Please DO NOT attempt to shove large items down the trash chutes; items will get stuck and clog the chute, leading to unsanitary and odorous conditions for maintenance staff and residents alike. Please take the time and have the courtesy to bring large items downstairs and put the items in the trash room.

Waste bins are collected two times per week in the summer and fall months, and three times per week during the remainder of the year. This schedule has proven to be a cost-effective one and allows for a greater volume of waste during the time when most units are occupied.

## Recyclable Materials

All recyclable materials may be disposed of by using the recycle bins located in the trash rooms. St. Lucie County participates in a "single-source" recycling program, where ALL recyclable materials may be co-mingled in the same container. Paper, cardboard, printed catalogs, and flyers as well as glass, plastic and metal, may all be placed in the containers. Please be aware that plastic bags used to transport those items to the bins are NOT recyclable and those should be thrown away on your own.

## Large items/non-household waste/hazardous waste/electronic items

Items such as furniture, appliances, mattresses and box springs, bed frames and headboards, rugs, televisions, and all forms of hazardous waste, such as batteries, non-latex paint, cleaning chemicals and fluids, kerosene, or other combustible materials MAY NOT be disposed of in the normal trash bins. These items are strictly forbidden under the terms of the Association's household waste removal contract. For removal of these items, EACH owner must contact WastePro, Inc. directly to arrange for the removal of these items at their cost.

## **Pest Control**

Pest control service is performed monthly and is offered to each owner as a separate charge. Not all owners receive pest control services, so if you are a tenant, you should discuss this with your owner. NOTE: pest control is not an “on demand” service; owners must sign up for a regular service contract with our preferred service or they may hire your own.

Tenants should recognize that pest control is not pest elimination. Insects may be seen from time to time in units, especially during the summer months and at the beginning and end of each season as residents come and go.

Prevention means paying careful attention to any items purchased locally, particularly any items purchased from yard sales and plant nurseries. These kinds of items are notorious for harboring palmetto bugs and should be carefully inspected. In addition, typical standards of cleanliness should be observed in the units: clean food and beverage spills immediately (particularly grease); always store food in glass jars and sealed plastic containers; put all garbage and recyclables in a tightly sealed containers; fix leaky plumbing and increase ventilation in areas where there might be condensation; vacuum all cracks and crevices so they are free of food and other debris that palmetto bugs may find attractive.

## **Office Services**

Faxing & copying services are available on an occasional basis and will be performed if the office staff is not engaged in a critical task. Outgoing faxes are \$2.00 for the first page and \$1.00 for each additional page. Incoming faxes are \$1.00 per page. Copying is available for .10 cents per page. Notary service is available; contact the manager to arrange an appointment. Notary service is at the complete discretion of the notary agent and service may be refused if the documents are not in proper form.

The office is not equipped to provide instant office services to an owner or renter, and services such as printing airline boarding passes or online check-in are not services provided by the office.

## **Mail Service/Package Service**

U.S. Postal mail to the building is delivered through the Jensen Beach post office, located on Savannah Road in Jensen Beach. This does bring some confusion as Jensen Beach is in Martin County, while The Princess is in St. Lucie County, so please make a note of this distinction if asked what county the unit is in. There is a U.S. Postal Service branch office on Hutchinson Island; it is located just south of the building, in the shopping plaza next to the Cumberland Farms convenience mart. However, mail delivery issues must be dealt with at the Savannah Road branch.

Tenants should realize that the condominium office has no responsibility for the mail service; mail is governed strictly by the U.S. Postal Service. Mailbox keys are the responsibility of the unit owner, and the owner should give the mail key to the tenant.

Mail will not be delivered until the postal service is notified that a tenant is here. Notification forms are usually left in the box by the postal carrier; if no form is in the box, tenants should contact the postal service directly. Tenants should be aware that if the unit mailbox is full or has not been cleared in 48 hours, the box MAY be marked as vacant and all mail will be returned to the sender, by the direction of the U.S. Postal

Service. Outgoing mail is picked up each day after the mail delivery. There is an outgoing mailbox on the wall next to the manager's office, as well as a package bin just below it for large packages or envelopes. The manager DOES NOT have a key to the outgoing mailbox; if an owner or guest mails something in error, there is nothing the manager can do.

UPS, FedEx and USPS package deliveries may come at any time of the day; there is no set schedule for these deliveries. Please notify the office if you are expecting a package that must be signed for. The office personnel will sign for packages **only** if the office has written permission from the tenant. Forms are available at the office. Please understand that this constitutes a voluntary service by the office personnel and may be rescinded at any time for any reason. Personnel will not be held liable after packages are placed on the shelf.

There are package shelves in the cart room; all packages and letters too big for the box are usually placed on these shelves. **Please be aware that packages ARE NOT SECURE, and should be picked up immediately, unless prior arrangements have been made.** Please contact the office **prior to delivery** for more details.

### Smoking

Smoking is NOT ALLOWED on walkways, stairwells, in elevators, or near the lobby entrances. However, all tenants should know that if someone is smoking on a balcony near them, it is not the duty of the management, staff, or board to enforce these rules WITHIN a unit. As you would in your own neighborhood with any nuisance from a neighbor, you should exercise your own good judgment and choose how to deal with the neighbor in question.

Smoking around the pool and spa is also prohibited. If you choose to smoke, please do so away from the entry doors on the ground floor; there are sand-filled ashtrays available on the ground floors next to either stairwell. The Princess Condominium does fall under the requirements of the Florida Clean Indoor Air Act, Florida Statute 386, which prohibits smoking in any enclosed or semi-enclosed public space.

### Storage

Each unit is assigned a storage locker located in the storage room on the ground floor. By St. Lucie County Fire Code, all materials must be stored inside the locker, and no flammable chemicals may be stored in your locker. Nothing should be stored on top or in the walkway. Items left outside the locker will be removed and disposed – no exceptions.

### Craft Room/Bicycle Storage

The bicycle/craft room is located at the southern end of the building. Please be aware that bicycle storage is first-come, first-served and there is not enough storage for all units. If the bicycle storage is full, you may need to store your bicycle in your unit. There is a bench available in the craft room should you need to do a minor repair of some kind. Be aware that there are no tools available, so you must bring your own.

### BBQ Grill

The Association does have a small BBQ grill available for use, located in the Craft Room. Due to St. Lucie County Fire Codes, the propane gas tanks CANNOT be stored inside the building. Tanks are stored in a locked cage just outside the pool mechanical room. Your common area key will open this lock. Kindly

remember that it is the USER'S responsibility to connect the propane tank, check its operation, then clean and store the grill after use. All users must disconnect the propane tank and store it in the cage, not in the Craft Room.

## Activities

### Social Activities

The Social Room is used for nearly all the Social Committee-sponsored activities that take place throughout the year. There are planned activities throughout the season, and the Social Committee posts notices of planned activities in the elevators, and the mailroom.

**SOCIAL/ACTIVITY ROOM:** From November through April, our Social Committee sponsors numerous events – from various theme dinners in Social Room to a trip to the theater. Watch the Game Room bulletin board for postings. The Social Room can be reserved for private parties by any resident of the building. However, Social Committee functions take precedence over any other request, and the Social Room may not be reserved for any major holiday. Tenants wishing to reserve the room should contact the Association Manager for a reservation form and instructions.

**GAME ROOM:** The Game Room offers a small library, ping-pong, billiards, and tables for card playing and games. Please observe and respect the rules that are posted in the Game Room. Do not leave children unattended in this area. **No food or drink is permitted in the Game Room at any time.**

### Outdoor Amenities – Pool, Spa, Beach & Tennis Courts

The swimming pool, Jacuzzi, exercise rooms, saunas and tennis courts are available to residents and their guests and are open 8:00 A.M. to 10:00 P.M. Please observe the rules and regulations posted at each site or refer to the Rules and Regulations provided by the owner.

#### POOL AND SPA RULES:

**For the benefit and enjoyment of all owners, tenants, and guests, please respect the following restrictions:**

- Hours are 8:00 AM to 10:00 PM
- NO LIFEGUARD ON DUTY: Swim at your own risk.
- Shower before entering pool.
- Cover pool furniture when using any lotion or sunblock.
- **No food or beverages in pool or spa; beverages must be in unbreakable containers – NO GLASS in pool area.**
- **No smoking in or around pool and spa area.**
- No floating objects, toys, scuba gear or rafts in the pool.
- Children under 10 should be supervised by an adult.
- **No persons with diapers, rubber swim pants or “swimmies” allowed in the pool. Swim pants and swim**

**diapers DO NOT prevent fecal contamination from entering the pool. Fecal bacteria can cause serious medical complications for those with compromised immune systems, so for the health and safety of all owners, tenants and guests, any swimmer in diapers are not allowed in the pool.**

- **Children under 10 should not use the spa unattended. High temperatures can be deadly for children.**
- No running, diving, jumping, boisterous actions, splashing or throwing in the pool.
- No radios without earphones.
- No persons with infections, contagious conditions or open sores in pool or Jacuzzi.
- No reserving pool furniture.
- No storing of beach chairs, toys, coolers or other beach items around the pool deck. Items left unattended will be discarded.

### Exercise Rooms

Children under 17 years old should be supervised while using any equipment. There are two exercise rooms, the Cardio Room, and the Resistance Training Room. The Cardio Room has many options including treadmills, elliptical bikes, and rowing machines while the resistance training room has both free weights and weight machines available. There are changing areas with showers, saunas, and lockers; the cardio side has the ladies' locker room, while the Resistance Training Room has the men's locker room. During peak use, please limit your time to 30 minutes on cardio machines. In the health interest of all, please wipe down the machines after use with the spray and towels provided. Also, please return free weights to the racks and turn off the television and/or radio if you are the last one out.

### Ocean, Beach & Dune

The gate on the dune walk gives access to the beach. Your common area key opens this gate, but please be sure to check that the gate always closes behind you and keep the gate locked.

1. Beach users must wash off all sand before leaving dune-walk.
2. When returning from the beach, check feet and footwear for tar and remove all tar at the tar station before returning to the common areas. Tar remover and paper towels are available next to the hose that is located at the top of the dune walk stairs on the ocean side.
3. **The dune is a protective barrier between our facilities and the ocean. It is strictly forbidden by the Florida Department of Environmental Protection to walk on or over the sand dune. Please respect this area and do not walk on, dig in or climb on or over the dune.**

### Tennis Courts

Tennis courts are located on the west lot of the property and can be accessed with the common area key. For the health and safety of others, as well as to prevent vandalism, please make sure you lock the courts if you are the last one there. Should you wish to play at night, the light switch is located just inside the tennis court entrance. Please turn off the lights when you leave.

1. Proper tennis attire is required including regulation shoes. Tops are mandatory.
2. Players will limit their games when others are waiting to play.
3. Small children are not permitted in court area when adults are playing.



4. Skateboards, bicycles, etc. are prohibited on the tennis courts.

## Guests

As an ocean-front condominium, most tenants naturally wish to share their seasonal home with friends and family. To provide a safe, secure environment for all owners, tenants and their guests, the Association asks the following rules to be observed:

All overnight guests must be registered with the office in advance of their arrival.

- Unescorted guests (i.e., those guests a tenant allows access to the beach or pool when the tenant is away, but who are not staying in the unit) are strictly prohibited.
- Long-term guests may only use the property when they are registered with the office and are being hosted by an owner or tenant.
- Short-term or “day” guests who are visiting someone in residence do not need to register.

Guests must be pre-registered with the office at least 24 hours in advance of arrival.

No unaccompanied guests under the age of 18 are permitted.

Any unaccompanied guests who are determined to be in violation of the Rules and Regulations will receive a Notice of Immediate Vacancy and may be required to vacate the premises within 24 hours at no expense to the Association.

These policies are not designed to limit the use or enjoyment of the facilities, but to ensure that all those using the facilities understand their responsibility in maintaining a pleasant, safe atmosphere.

## Emergencies

Emergency problems are those that pose an immediate danger to life or property, such as a water leak, either from within the unit or from above, or a fire emergency.

### Fire Emergencies

Fire safety is one of the most important issues at any high-rise condominium. Each owner, tenant or guest should be familiar with the safety equipment in the building and the procedures for notification and evacuation in the event of a fire. The following points are designed to help everyone understand the safety systems in the building:

- All units are equipped with sprinklers. However, each unit should have a functioning smoke detector and fire extinguisher.
- Smoke alarms in the individual units are not connected to the building’s fire alarm system. Should the smoke alarm in any unit activate, 911 will not be alerted automatically.
- Smoke alarms in every unit are the responsibility of the unit owner and should be tested twice a year, once in the spring and once in the fall. Use the changes in daylight savings time as a reminder to check the smoke alarm and replace any batteries. Smoke alarms should be replaced once every 10 years, as the materials used to detect smoke in the air degrade over time.

- Open flame cooking on any balcony or terrace is not permitted by order of the St. Lucie County Fire Department. “Open Flame” means any LP, propane, kerosene, or other liquid, gas or solid combustible fuel source, including but not limited to any charcoal briquettes. Electric grills are NOT permitted on enclosed balconies.
- If there is a fire in a unit:
  - Keep all doors and windows closed.
  - Get out immediately and close the unit door.
  - Activate the fire alarm system by using a pull box at either end of the building.
  - 911 should also be contacted as a precaution.
- If the fire is outside the unit:
  - EVACUATE IMMEDIATELY if you hear the fire alarm or receive instructions.
  - Before opening any door, feel the doorknob. If cool, open slowly, exit the unit and close the door.
  - Head for the nearest exit stairwell.
  - If there is smoke, drop to the floor level and crawl low under the smoke.
  - NEVER use the elevators during a fire.
  - If blocked in a unit, turn off all air conditioning and fans, seal doors and windows with wet towels.
  - Signal at windows for rescue.
- Be aware of your surroundings. Plan and discuss with all residents and guests of the unit the escape routes available: 1. Unit door; 2. Western exposure windows; 3. Eastern exposure sliding doors. If the first two routes are blocked by fire or intense smoke, go to the balconies on the EAST side. Try not to panic and do not jump. Remain on the balcony and tie a LIGHT-COLORED sheet to the railing to focus fire fighters’ attention. WAIT to be rescued.
- Inform the Association Manager if there is a person or persons needing special assistance or if there are children in the unit. This information will be relayed to the St. Lucie County Fire Department for use during any evacuation.
- Keep a flashlight near each bed. With an electrical power outage and/or a smoke situation, visibility becomes extremely poor, especially at night. Even during the daylight, visibility during a serious fire is almost non-existent.
- Be aware of the condominium fire alarm system. Each unit is equipped with a speaker that will be used to transmit a verbal announcement. When the building fire alarm is activated. A red fire alarm pull box, which is used to activate the alarm system, is located at each end of the entrance walkways. In the event of a fire, pull down on the alarm switch as indicated. The fire alarm system is monitored by an alarm company, who will notify the fire department in the event of an alarm. However, 911 should also be called as an extra precaution.

### Other Emergencies

If there are other emergencies which are life-threatening, exit the unit if it is safe and call 911. When dialing 911 in the event of an emergency, owners will be connected to the St. Lucie County Sheriff’s Office. 911 should be contacted if any owner is party to, of or witnesses an emergency. The county emergency management will direct a safety officer to the building. Due to cooperation between St. Lucie and Martin

counties, an officer from either, or both, jurisdictions may respond. 911 emergency management officers are provided with an emergency entrance code to the gate and the lobby entrance doors, in the instance where the caller may not be able to allow access.

Owners and guests visiting the property and using a cellular phone with a different area code than 772 will be automatically connected to LOCAL emergency officials. The cellular systems are designed to connect to the nearest 911 system regardless of what the phone's listed area code number may be.

There is confusion about where the building is located, due to the mailing address being Jensen Beach, FL. Jensen Beach is technically in Martin County, but The Princess is part of St. Lucie County; the U.S. Postal Service classifies The Princess as Jensen Beach for delivery zone purposes only. However, because of the proximity of Martin County and inter-agency cooperation, often the Martin County Sheriff's office will respond to situations in St. Lucie County if needed.

### **Hurricanes & Other Island Emergencies**

June 1 through November 30 is the hurricane "season" here in Florida, the time of year when hurricanes are most likely to develop. All tenants should recognize that the building is on a barrier island, and as such, understand the risks of living here. In the event of a hurricane – even a small, Category 1 hurricane – St. Lucie County Emergency Management will call for an evacuation of all barrier islands. Once SLCEM calls for an evacuation, the building management will begin the process of shutting down the building. This means that all electricity and water services will be shut down until after the emergency is over. Air conditioning systems, water service, elevator service and unit electricity will be turned off approximately one day before an expected land fall of a storm. All tenants should take note of any approaching storms and any notifications from local authorities as to emergency shelters. The Association is not responsible for providing any shelter or accommodation information.

### **Water Leaks**

For water leaks, if the leak is coming from inside your unit, turn off the unit water supply, located in the utility closet next to the entry door. If you notice water leaking from a unit above or next to your unit, you should report this to the office immediately. If it is after business hours, and if the water volume is large, please call (772) 200-1481. This number will connect you to an emergency dispatch service. The service will take your name and nature of the problem then contact the after-hours management team. Otherwise, wait until the next business day and the maintenance staff will look at the problem.

### **Power Outages**

Power outages happen with some frequency here on the island, as the power lines are above-ground and can be compromised by salt build-up on transformers. There is no auxiliary power source for the individual units, but the Association does maintain an emergency power generator which powers the south elevator, parking lot lighting, stairwell, and walkway lighting during an outage.

### **Elevator Emergencies**

While rare, elevator emergencies can happen, and the elevator can stop unexpectedly leading to an elevator entrapment. In the event of a power outage, both elevators will stop operation immediately. There is a 30 second delay before the emergency generator comes online, at which point the elevators will reset. This

action MAY mean that the elevator cars will travel up or down, as the computer system restores car location. The north elevator will return to the ground floor, regardless of any button pushed, the car doors will open and then the car will shut down for the duration of the power outage. The south elevator will return to the ground floor, reset, and then return to normal service. Once external power has been restored, the elevators will repeat this process then return to normal service.

If the elevator stops for any other reason, and passengers become trapped, then they should open the panel below the control panel and push the emergency call button. The phone system is monitored 24/7 by a private company, who will call authorities to restore service and safely remove passengers. The Princess's elevators were upgraded many years ago and have multiple redundant safety features installed to prevent cars from falling. Please remain calm and follow the instructions provided by the security company.

### Emergency Unit Access

The condominium Board and its management have the responsibility of maintaining the property and preventing damage whenever possible. The State of Florida, through the Condominium Act, gives broad discretion to Boards in terms of entrance to units. Our documents specifically provide that the Board and its agents may have access to units for emergency purposes and to maintain the safety and security of the building. In the event of an emergency, Board members, the manager or the staff may enter a unit without advance notice to prevent loss of life or damage to the unit or building. The manager keeps two keys to each unit; one is kept in a secure key box and the other is kept in the locked unit owner file as a spare. All keys are required to be signed in and out and owners must give written approval to the manager if keys are to be given out to contractors or service personnel.

### Unit Closing

**Tenants must leave the unit with the water turned off, electric service to the hot water heater off and the shutters closed and locked.** These three items protect not only the unit, but the units below and above. Failure to CONFIRM that these procedures have been done may leave the tenant liable for negligence claims should damage occur from the failure to protect the property.

The following page is a checklist of items that should be done prior to leaving.

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## *Unit Closing Checklist for Tenants*

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These steps should be taken to protect the unit and to minimize potential damage to other units. These steps should be taken when leaving the condo for one (1) week or more.

- Notify office of your departure date and provide names of persons authorized to enter your unit, if any.
- Turn the circuit breaker to the “Off” position for water heater.
- Turn the circuit breaker to the “Off” position for electric range.
- Shut off main water valve.
- Turn on the kitchen faucet to relieve the pressure in the water lines.
- Set air conditioner thermostat to no higher than 80 degrees to prevent growth of mold and mildew and set humidistat (if present) at 55.
- Shut off water valve to toilet-it is a good practice to periodically turn water shut off valves on/off to prevent corrosion and valve freezing. This is a good time to do it.
- Washing machine water valves should be shut off when not in use. The water hoses or washing machine seals may give at any time causing a flood.
- Refrigerator should be left running. Set on coldest setting. Keep ice container in freezer full. This will help if a short power outage occurs. If you are going to be gone for one (1) week or longer you should remove perishable foods from the refrigerator/freezer in the event of a protracted power outage.
- Wedge door of dishwasher open about 1”. Upon return pour at least 1 cup of water into dishwasher before starting up. This helps save the seals in the bottom of the dishwasher.
- Leave all interior doors open to ensure good air circulation throughout your unit (including closet, cabinet, and shower doors)
- Make sure hurricane shutters are closed and securely latched together and locked in place with top and bottom anchor pins.
- Close and lock sliding doors.
- Ensure front door and windows are locked upon departure.

Note: Please leave these instructions in a prominent place for use of renters or guests who may be using and closing your condo when they leave.