



# Lake Tarpon Sail & Tennis Club III

## SALE AND RENTAL INSTRUCTIONS

To: Unit Owners and Realtors

We welcome your Real Estate Transactions under the following guidelines:

- 1) No 'For Sale' or 'For Rent' signs or other displays or advertising shall be posted on any part of the Common Elements, Limited Common Elements, or Condo Units.
- 2) Anyone wishing to purchase or rent any unit must first complete and submit an Application to the management company **AT LEAST 15 DAYS PRIOR** to desired closing or occupancy. The following information is needed to complete a transaction:
  - a) Fully Completed Application
  - b) Check for \$150 payable to the Association
  - c) Copy of Driver's Licenses
  - d) Copy of the Purchase or Lease AgreementAll information is to be mailed together to the management company. **Incomplete information will delay the process.**
- 3) Condominium documents including current Rules & Regulations must be supplied to a buyer from the current unit owner. If needed, a full set may be purchased from the management company for \$50.
- 4) Current unit owner must supply a buyer or renter with a pool key, clubhouse key, storage room key, and post box keys. Replacement pool key may be purchased for \$50 and clubhouse key for \$50. Contact a locksmith for replacement postal box keys.
- 5) **Rental Policy:** Owners must own their unit for 2 years before leasing. Minimum lease allowed is 4 months and a maximum of 3 leases are allowed in any 12 month period.
- 6) **Pet Policy:** Common domestic pets are allowed. **Maximum of 1 dog or 2 cats weighing less than 20 pounds is allowed.**
- 7) Unit Owners are responsible for all actions of their tenants and guests. All Tenants must read and agree to abide by all Association Rules & Regulations and other condominium documents.
- 8) **Upon move in buyer or renter need to meet with Barry Case (Unit 312 or 727-234-5692) to acquire the appropriate parking sticker and parking rules.**

The above information is summary in nature. For more details, please refer to the Condominium Documents.

If you should have any questions regarding a sale or rental, please contact:

**Ameri-Tech Community Management**  
**24701 US Highway 19 N Suite 102.**  
**Clearwater, FL 33763**  
**(727) 726-8000**

# Lake Tarpon Sail & Tennis Club III Condominium Association, Inc.



## APPROVAL REQUEST FOR OWNERSHIP TRANSFER OR RENTAL

**SPECIAL NOTE:** This request for approval of ownership transfer or rental must be in the possession of the Board of Directors at least fifteen (15) days *prior* to closing/lease date. A copy of the sales or lease agreement and fee must accompany this request.

Unit # \_\_\_\_\_ Purchase \_\_\_\_\_ or Lease \_\_\_\_\_ Current Owner: \_\_\_\_\_

Date of Closing / Occupancy: \_\_\_\_\_ Lease Length: \_\_\_\_\_ (# of months)

Title Company: \_\_\_\_\_ Phone: \_\_\_\_\_ EMAIL: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Purchaser(s) / Tenant(s) represent that the following information is true and correct and hereby consents to the association's inquiry and investigation concerning this or any other information provided or deemed necessary for approval of this request. Applicant agrees that a background check may be obtained and any other verification of information regarding this application. Any material misstatements as to the lessees' or buyers' statements contained herein, may be grounds for denial.

### 1) LIST ALL OCCUPANTS

A) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

B) Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

C) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

D) Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Email: \_\_\_\_\_

### 2) LIST PETS (Max of 1 Dog allowed, 20 Pound Maximum) Initial here for no pet \_\_\_\_\_

A) Dog: \_\_\_\_\_ or Cat: \_\_\_\_\_ Other: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

Color: \_\_\_\_\_ Rabies Tag #: \_\_\_\_\_

B) Cat: \_\_\_\_\_ Other: \_\_\_\_\_ Weight: \_\_\_\_\_ Breed: \_\_\_\_\_

### 3) LIST ALL AUTOMOBILES:

Make/Model/Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

Make/Model/Year: \_\_\_\_\_ Color: \_\_\_\_\_ Tag #: \_\_\_\_\_

**4) CRIMINAL HISTORY:** Has any applicant ever been convicted of a crime or considered a sexual offender by any

legal authority: No \_\_\_\_\_ Yes \_\_\_\_\_ If yes, Charges, When, Where: \_\_\_\_\_

**5) RESIDENCE HISTORY**

A) Present Address: \_\_\_\_\_ Owned or Rented: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Landlord or Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_

B) Previous Address: \_\_\_\_\_ Owned or Rented \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_ Dates of Residency \_\_\_\_\_

Landlord or Mortgage Co: \_\_\_\_\_ Phone: \_\_\_\_\_

**6) MAILING ADDRESS AFTER CLOSING (Buyers only):** \_\_\_\_\_

Alternate Phone: \_\_\_\_\_

Unit to be used as: Permanent Residence \_\_\_\_\_ Seasonal Residence \_\_\_\_\_ Rental Unit: \_\_\_\_\_

**7) EMPLOYMENT & CHARACTER REFERENCES**

A) Employed by or Retired from: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years employed \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

B) Spouse Employed by or Retired from: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Years employed \_\_\_\_\_ Occupation/Position: \_\_\_\_\_

C) Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

Personal Reference: \_\_\_\_\_ Phone: \_\_\_\_\_

**8) EMERGENCY CONTACT INFORMATION** (list persons to contact in case of a medical or building emergency)

A) Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

B) Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

**9) PHONE AND EMAIL CONSENT**

If you would not like to have your phone number and email included in the resident directory, please indicate so in the space provided. This will remain in effect until such time as revoked by you in writing.

\_\_\_ No, I do not want my phone number or email published in the resident directory.

Purchaser(s) / Tenant(s) states that a copy of the Condominium Documents, including Declaration of Condominium Association Articles of Incorporation, By-Laws, and Rules and Regulations have been received, read, and understood. Purchaser(s) / Tenant(s) hereby agree to abide by all of the conditions and terms therein and all rules and regulations officially enacted hereafter by the Association.

Approval of this request is subject to all financial obligations to the Association, including but not limited to, maintenance fees, late charges, special assessments, legal fees, and application fees having been paid in full at or prior to closing. The Board of Directors has up to fifteen (15) days to approve or deny this application.

**NO OCCUPANCY SHALL OCCUR PRIOR TO BOARD APPROVAL**

|                              |       |
|------------------------------|-------|
| _____                        | _____ |
| Purchaser / Tenant Signature | Date  |
| _____                        | _____ |
| Purchaser / Tenant Signature | Date  |

- \_\_\_\_\_ ENCLOSE A FEE OF **\$150** PAYABLE TO:  
**LAKE TARPON SAIL & TENNIS CLUB III CONDO. ASSOC. INC.**
- \_\_\_\_\_ ENCLOSE A COPY OF THE SALE OR LEASE CONTRACT
- \_\_\_\_\_ ENCLOSE A COPY OF ALL DRIVER'S LICENSES

MAIL ALL ABOVE REQUESTED INFORMATION TOGETHER TO:

**Ameri-Tech Community Management**

**24701 US Highway 19 N Suite 102. Clearwater, FL 33763  
(727) 726-8000**

----- Management Use -----

Date Rc'd: \_\_\_\_\_ Fee Rec'd.: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Copy of Contract Rc'd.: \_\_\_\_\_

To Board on: \_\_\_\_\_

----- Association Use -----

Date To Board: \_\_\_\_\_ Notes: \_\_\_\_\_

Board Signature: \_\_\_\_\_ Approve: \_\_\_\_\_ Deny: \_\_\_\_\_ Date: \_\_\_\_\_

- XVI. Sanitary Drains
- XVII. Exterior Appearance and Maintenance
- XVIII. Storage Areas
- XIX. Securing Unit
- XX. Lawns and Grounds
- XXL** Dress Code
- XXII.** Bulletin Boards and Notices
- XXIII.** Swimming Pool and Deck Area
- XXIV. Levying a Fine
- XXV.** Maintenance Fees
- XXVI.** Records Request Policy



Lake Tarpon Sail & Tennis Club III

# *Lake Tarpon Sail and Tennis*

## *Club III*

[www.laketarponsailandtennisclub3.org](http://www.laketarponsailandtennisclub3.org)

### Rules and Regulations

June, 2025

All of the following Rules and Regulations are subject to fines! The Owners are responsible for the actions of their children, family, hired workmen, guests and tenants.

| <b>Contents:</b>                            | <b>Page Number</b> |
|---|--------------------|
| I. General                                  | 1.                 |
| II. Rules Enforcement                       | 1.                 |
| III. Use Restrictions                       | 2.                 |
| IV. Sales & Rental of Units                 | 2.                 |
| V. Children                                 | 2.                 |
| VI. Pets                                    | 3.                 |
| VII. Parking                                | 3-6.               |
| VI11. Trespassing/Loitering/Solicitations   | 6.                 |
| IX. Noise and Nuisance                      | 6.                 |
| X. Dumpster Areas and Chutes                | 7.                 |
| XI. Elevators                               | 7.                 |
| XII. Destruction of Property                | 7.                 |
| <b>XIII.</b> Unit Owners' Responsibility    | 8.                 |
| XIV. Repairs                                | 8.                 |
| XV. Sanitary Drains and HV/AC Units         | 9.                 |
| XVI. Unit Exterior Appearance & Maintenance | 9-10.              |
| XVII. Hurricane Protection                  | 10.                |
| XVIII. Storage Area                         | 11.                |
| XIX. Securing Unit and Inspection           | 11.                |
| XX.. Lawns and Grounds                      | 12.                |
| XXI. Dress Code                             | 12.                |
| XXII. Bulletin Boards and Notices           | 12.                |
| XXIII. Swimming Pool and Deck Area          | 12-13.             |
| XXIV. Levying a Fine                        | 13-14              |
| XXV. Maintenance Fees                       | 14.                |
| XXVI. Records Request Policy                | 15.                |
| XXVII. Amendments                           |                    |
| 1. Move in Application                      | 16-17              |
| 2. Collections                              |                    |
| 3. Board Effectiveness                      |                    |
| Management Contact Information              | 18                 |

# **Lake Tarpon Sail & Tennis Club III**

## **RULES AND REGULATIONS**

**June 2025**

The following Rules, Sections I through XXV were approved by the Board of Directors of Lake Tarpon Sail and Tennis Club III Condominium Association, Inc. These Rules take precedence over all Rules issued and published prior to this date; however, these Rules do not supersede the Declaration of Condominium or the Articles of Incorporation, the By-Laws of the Association or current State Statutes.

### **I. GENERAL**

1. Unit owners must familiarize themselves with the following Rules and the Condominium documents. It is the responsibility of each owner to inform tenants and guests of all Rules and make the Rules available to them and ensure their compliance.
2. Revision of Rules will be made if and when these current Rules become obsolete, inequitable or fail to cover existing situations. At all times, the Board of Directors is committed to establishing Rules and Regulations that reflect the wishes of most of the owners.
3. The Board of Directors is responsible for the enforcement of all Rules and Regulations. **No** action on complaints against any fellow owner, tenant or guest will be taken by the Board of Directors unless **TWO COMPLAINTS ARE PLACED IN WRITING, SIGNED AND DELIVERED TO THE BOARD OF DIRECTORS OR MANAGEMENT.**

### **II. RULES ENFORCEMENT**

1. The Board of Directors asks for full cooperation in the observance of Rules intended to make Lake Tarpon Sail and Tennis Club III a pleasant, safe and secure place to live. No regimentation is intended, but the Board has legal responsibility to administer the affairs of the Association and the Condominium Property for the benefit of the majority of the unit owners.
2. Observance of these Rules by owners, tenants, their families, guests and the employees of owners is the responsibility of the owner. Violations will be called to the attention of the unit owner and person(s) involved in the violation if other than the owner. Disagreement concerning violations will be presented to and judged by the Board of Directors for action. A majority vote of the Board shall be final. Should the conduct be decreed in violation of the provisions of the Declaration of Condominium, the Articles of Incorporation of the Lake Tarpon Sail and Tennis Club III, Condominium Association, Inc., its By-Laws or these rules, then the Board of Directors or management shall notify the individual owner in writing that the conduct is in violation of the aforesaid. If the conduct deemed to be in violation does not cease and desist upon notification, then the Board of Directors or management shall have the right to enforce the provisions by pursuing any and all legal remedies available to it, including but not limited to seeking an injunction from a court of competent jurisdiction or enforcement of a fine in accordance with Article **XXIII** herein. All attorneys' fees, filing fees and other expenses incident to the enforcement of these Rules and the institution of a legal proceeding shall be paid by the owner of the Condominium unit deemed to have violated these Rules. The acceptance by the purchaser from an individual Condominium unit seller of the warranty deed conveying the title shall be considered to be notice of the enforcement provisions of the Rules.

### **III. USE RESTRICTIONS**

1. UNIT MUST BE OWNED FOR TWO (2) YEARS BEFORE LEASING.
2. Each Condominium unit is to be used only for residential purposes as permitted by the zoning regulations of the City of Tarpon Springs. Businesses are not permitted to operate out of any unit. Unit is to be occupied as a single-family dwelling by the owner or owners thereof and their immediate family. For this purpose, "immediate family" is construed to mean the parents, grandparents, brothers, sisters, children and grandchildren of the owner or owners. The owners or the tenant may have house guests while the owner or tenant is in residence. Occupancy by any person or persons while the owner or tenant is absent is permitted only if the Board of Directors is notified twenty-four (24) hours before occupancy. If that occupancy is for a period longer than four weeks, the occupant must file an application for approval of residency with the Board (Section IV below). SUBLEASING OR SUBLETTING OF ANY UNIT IS PROHIBITED.
3. When an Owner leases his unit, the tenant shall be bound by the terms and conditions of the Declaration of Condominium, its exhibits and these Rules and Regulations. All leases shall include within the lease appropriate language binding the tenant and the tenant's guests to an obligation to adhere to the Declaration of Condominium, its exhibits and the Rules and Regulations. Further, the owner shall give to the Association's Board of Directors or management the right to terminate any lease whereby the tenant fails and refuses to abide by Club III Declaration of Condominium, its exhibits and the Rules and Regulations.

### **IV. SALES AND RENTAL OF UNITS**

1. Any owner who wishes to sell or lease his unit must file an application in advance for approval of the buyer or tenant with the Board of Directors or its agent. Application forms may be obtained from the Board of Directors or management thirty (30) days in advance of closing. A screening, which includes a background check of buyer or tenant, will be performed with a charge for this service not to exceed the current rate up to the amount allowed by Florida statutes. Under no circumstances may units be leased for periods of less than four (4) consecutive months. The application for approval will be acted upon by the Board of Directors in a reasonable time frame. Refer to Section III of these Rules and Regulations and Article XI of the Declaration of Condominium for additional sales and leasing information.
2. Upon closing unit owner should receive four (4) keys, Pool and Storage Area, Clubhouse and Dock, unit, mailbox.

### **V. CHILDREN**

1. Reasonable supervision by the parent or guardian of children shall be adhered to at all times. Children shall be required to abide by and adhere to these Rules and Regulations, the Declaration of Condominium and its exhibits. For children's safety's sake and the comfort of other residents, children must not play in hallways, elevators, parking areas or driveway. Bicycles, rollerblades, skates, skateboards and scooters are prohibited for children in common areas for safety reasons.

## VI. PETS

THE HOUSING OF PETS IS SUBJECT TO PRIOR APPROVAL BY THE MAJORITY OF THE BOARD OF DIRECTORS and such approval may be revoked if the pet becomes a nuisance or the pet owner does not follow Rules regarding pets as listed below.

1. No pets other than common domestic animals shall be allowed. No dogs weighing over twenty (20) pounds, at maturity, shall be kept. The Board may ask for a report from a veterinarian to verify weight. Only one (1) dog (2) cats per condominium unit will be permitted.
2. Guests staying more than one (1) week shall not have dogs weighing over twenty (20) pounds.
3. Anyone walking a dog is responsible for the immediate removal, in a sanitary manner, of all deposits left by the pet. Allow enough time, when walking your dog, so your pet does not relieve itself in hallways or on buildings.
4. Pets must
  - a.) Be kept on a leash and close enough to be in physical control at all times when they are outside the unit, per County Ordinance.
  - b.) There is to be no playing with pets in hallways or elevators.
  - c.) No grooming shall be permitted in the common areas.
  - d.) No food or water dishes are allowed outside the unit.
  - e.) Not be left in the unit unattended for any period of time, if it creates a nuisance to neighbors.
  - f.) Not be permitted in the pool area of the Condominium Property.
  - g.) The dog walk area is in the lot across from the boats. The dog walk area does not include courtyard or manicured areas.
  - h.) Service animals must be registered with the Board of Directors with proper documentation.
  - i.) Emotional support animals must be registered with proper documentation. Application for Support Animal Request Form is on the Association website.

## VII. PARKING

**It is the intention of the Board to enforce the parking Rules to assist all unit owners with fair and easy building access. Persons who violate these Rules will be issued a parking warning unless otherwise stated in the rules. After two (2) written notices of the same offense that have been recorded with Management, the vehicle will be towed at owner's expense.**

1. The speed limit on the property is 10 miles per hour for vehicle and pedestrian safety.
2. All vehicles, including cars, vans, trucks, motorcycles, boats and boat trailers, that are owned by residents and parked on the Condominium property must be registered with the Association and have a current registration sticker attached. Vehicles not properly registered with the appropriate

3. state agency will be towed at the owner's expense after notification by an official letter (only possible if the owner is identified). Vehicles not owned by residents may not be parked on the property, except for those visiting residents.
4. All guests must adhere to all parking rules and not park in Red or Blue decal spaces, reserved carports or on the grass. Please notify your guests about our parking rules, as guests can be towed with no warning per Florida Law.

### **A. PARKING PERMITS**

Three colors of parking permits will be issued. Parking stickers shall be applied with the sticker adhesive to the exterior of the rear windows, not left on the dashboard.

1. NO MORE THAN TWO PARKING SPACES ARE ALLOWED PER UNIT. MOTORCYCLES ARE CONSIDERED A 2<sup>ND</sup> VEHICLE.
2. GREEN stickers will be issued for motorized vehicles to be parked in carports only. RED stickers will be issued for motor vehicles of residents who do not have a carport. These vehicles use Red Tag Only parking areas.
3. One BLUE parking sticker will be issued to a second vehicle owned by a unit resident. These vehicles park in spaces marked for Blue Tag or Residentvisitor.
4. BLUE stickers are required for resident's bicycle, motorcycle and boat trailer.
5. When using RED Tag spaces to unload, use flashers. Do not park in front of dumpsters or in handicap spaces.
6. You cannot move your decal to another vehicle. Notify the Board in case of a new car or rental car. Decals are assigned to the vehicle, not to the unit.

### **B. YEAR-ROUND PARKING RESTRICTIONS**

1. Visitors must park in the areas designated for Visitor parking. No parking on the streets. Visitors' vehicles must be moved from a single parking spot within 3 days.
2. There is no overnight parking in the visitor spaces between the buildings.
3. All vehicles must park with the front end facing in to accommodate reading the license plate and sticker.
4. No vehicle may park on a line and block two spaces. Notices will be given and repeat offenders will be towed. All vehicles must park in actual parking spaces and should not extend past white lines. Motorcycles should park in motorcycle-designated areas for extended periods.

5. The owner or operator of any vehicle that drips oil, creates a nuisance, is a safety hazard, or is not moved for a period of seven days will receive a notice to remove such vehicle. If the vehicle is not removed within five days of notice or the situation is not corrected, then the Board or management shall have the right to remove the vehicle at the owner's expense.
6. All Commercial vehicles, heavy-duty trucks and vehicles with work equipment attached must park overnight in the lower lot opposite the boats, with Board approval.
7. Temporary commercial parking in front of the buildings is allowed for the purpose of loading and unloading. Short-term servicing of a unit is allowed only between the hours of 8:00 AM and 6:00 PM as long as they do not block the roadway or park on the landscaped areas. It is the owner's responsibility to notify workers of the Rules.
8. There will be no long-term parking of RV's. Short term parking for loading and unloading is permitted with prior Board approval.

### **C. PARKING PROHIBITIONS**

1. Parking is prohibited:
  - a.) In front of main entrances resulting in blocked ease of access.
  - b.) In front of dumpster resulting in obstruction of waste removal.
  - c.) On grassy areas to avoid damage to landscaping and/or sprinkler system.
  - d.) In any carport you do not own unless permission is given by the owner.
  - e.) In designated boat parking area without majority of board approval.
2. Miscellaneous Prohibitions:
  - a.) Excessive noise from prolonged running of engines, or disturbances due to the operation of any vehicle.
  - b.) Repairs, maintenance and washing of vehicles, boats, jet skis, rafts, or any other item, (except "bucket washing").
  - c.) Cars with cloth car covers must be parked in a lower lot opposite boat parking or carport. Owners of carports or those they allow to use the carport may use car covers.

### **D. CARPORTS**

1. Only the owner of a unit in Lake Tarpon Sail and Tennis Club III may own a carport. Owners may sell an individual carport to another owner but must notify the Board. No Unit may own more than two (2) carports. A carport may be "temporarily transferred to another owner" (leased), but when a unit is sold, that leased carport must revert to the owner and be sold with the unit.
2. Only motorized vehicles may be parked in carports and are subject to the Parking Rules for Lake Tarpon Sail and Tennis Club III. Carports are not storage areas.

## **E. BOAT PARKING**

### **BOAT AND BOAT TRAILER PARKING IS BEING ELIMINATED.**

### **THE BOATS AND BOAT TRAILERS IN PLACE AS OF 03.27.2025 ARE GRANDFATHERED IN. BY ORDER OF THE BOARD OF DIRECTORS.**

1. Only unit owners are assigned boat parking. No boats/trailers without assigned parking space can be parked in Lake Tarpon Sail and Tennis Club III lot.
2. Boats and trailers may not be parked on the property without prior approval of the Board, providing proof of ownership with separate titles for boat and trailer from Florida Department of Motor Vehicles.
3. All boats must be on a trailer and must display a BLUE sticker on the trailer tongue.
4. The Board will designate a parking space in the boat parking lot.
5. Tongue wheel must not rest directly on the blacktop. The boat spaces must be used for boat and trailer parking only.
6. LOA (length over all) must be no more than 29 feet from tongue of the trailer to the boat motor, including retractable tongues.
7. Any watercraft not used within a calendar year must be removed. The boats and boat spaces are not storage areas.

## **F. BICYCLES**

1. All bicycles must be registered and kept in the bike rack, owner's storage area or in the unit. Unregistered bicycles and those not belonging to any owner will be removed. The bike rack is not secure. Park at your own risk.
2. Any visitor with a bicycle must lock and park it in the visitor parking area.
3. No bicycle can be dropped on the lawn, chained to a railing or left in the main entrance area, it will be removed.

## **VIII. TRESPASSING/LOITERING/SOLICITATIONS**

1. There shall be no trespassing, loitering, soliciting or door-to-door canvassing by any persons anywhere in Lake Tarpon Sail & Tennis Club III for any cause, charity or purpose whatever, except AS authorized by the Board of Directors.

## **IX. NOISE AND NUISANCES**

1. No nuisances shall be allowed upon the Condominium Property, nor may any use or practice exist that is the source of annoyance to residents before 8 AM and after 10 PM or which interferes with the peaceful possession and enjoyment of their property by the residents.
2. To avoid creating a nuisance within the Condominium, stereos, musical instruments, radios and television sets should be played or turned down to moderate volume. The giving of lessons on musical instruments and vocal training are prohibited. All unnecessary noise should be avoided.
3. **NO SMOKING IN HALLWAYS AND ENTRANCES. THIS IS IN VIOLATION OF COUNTY FIRE CODE**

## **X. DUMPSTER AREAS AND CHUTES**

Refuse chutes may be used between 8:00 AM and 10:00 PM. All refuse and waste shall be securely tied in plastic bags before placing in the chute. All boxes must be broken down, plastic and glass containers and cans can be placed in the recycle dumpsters at the North end of the parking lot near the boat lot.

1. No items are to be left outside the dumpster as they will not be picked up. Large household furniture and appliances must be disposed of elsewhere.
2. Parking in front of the dumpster is prohibited.
3. Owners are responsible to see that contractors remove all materials from the premises. The unit owner will be charged for debris removal if left in the common area and for cleaning of floors or grounds if the contractor fails to do so.

## **XI. ELEVATORS**

1. Elevators may not be used by anyone wearing a dripping wet bathing suit, or by anyone not wearing some type of shoes. Elevators should be used only for the purpose they are intended for. No playing or joyriding will be permitted. Do NOT prop open or hold open elevator doors as a safety device will shut it down. Use the door open button to hold the door open.
2. In the event of power or mechanical failure, the elevator may stop between floors. If this should happen, press the HELP button and you will be connected to an operator for assistance. If there is no response, press the alarm button or call 911 from a cellular phone if available. Help will be forthcoming. Do not use the emergency stop or alarm buttons except in emergencies.

## **XII. DESTRUCTION OF PROPERTY**

1. The marking, marring, damaging or destruction of any part of the buildings and all recreational facilities within Lake Tarpon Sail & Tennis Club III will not be tolerated. The cost of any repairs will be assessed against the owner and tenant responsible. Owners and tenants are responsible for the actions of their guests.

### **XIII. UNIT OWNER RESPONSIBILITIES**

1. No structural changes shall be made within any unit which will have any effect on an adjoining unit. It is required that if any such changes are contemplated that the unit owner discusses the same with the Board of Directors or management before commencing any work.
2. If an owner changes or otherwise alters locks on any door, the Board of Directors or management must be informed and furnished with a key to the lock in order for the Condominium Association to cope with emergencies affecting the owner's unit during his absence. If the owner does not comply, in case of emergency, the Board of Directors or management has the right to authorize entrance to the owner's unit by any means at the cost of the owner as permitted by state statutes.
3. When installing hard floor covering (wood, tile, or luxury vinyl planking) underlayment must be used on floors 2, 3 and 4 with NO EXCEPTIONS. A minimum of 70% noise reduction is required. Bill of sale must be provided to the Board or Management for approval. The bill of sale must show product description and serial number or product number and what underlayment is being used.
4. The owner is responsible for pest control in the unit.
5. No combustible items may be stored in units for fire safety.
6. Owners must ensure that their air conditioning systems, hot water heaters, dryer vents and sanitary drains (see Section XV) are regularly maintained and kept in good working order.

Owners are responsible for regular maintenance of these items pursuant of section 7.2 of the Declaration of Condominium. Failure to perform the necessary preventative or regular maintenance on these items that result in damage to the Common Elements shall be deemed negligence on behalf of the unit owner, and the Association shall seek reimbursement from the unit owner of the costs to repair the Common Elements.

### **XIV. REPAIRS**

1. Any repair, maintenance, replacement, painting or alteration of any Condominium property which affects the exterior appearance of the Condominium Building or might affect the design, safety or function of the Condominium properties is restricted by the Declaration of Condominium. Alterations must first receive approval from the Board of Directors or its agent. Please refer to Article VII of the Declaration of Condominium.
2. WHEN USING AN AC CONTRACTOR, NOTIFY THE BOARD MEMBER AND RECEIVE THE CURRENT ROOF CODE.
3. A tarp must be placed on any hallway when work is in progress in a unit and materials are placed on the walkway.
4. Unit owners are responsible to repair or replace all portions of the unit from the paint into the interior of the unit.

## **XV. SANITARY DRAINS AND HV/AC UNITS**

1. The sanitary drains require special care at all times; therefore, no grease, paper towels, facial tissues, sanitary napkins, wipes or other materials that are hard to dissolve should be deposited in toilets or sinks. Any stoppage caused by such deposits shall be the responsibility of the unit owner.
2. Garbage disposal must be used in accordance with the manufacturer guidelines. Grease, oil, bones, coffee grounds, vegetable peelings, rice, pasta, hair and stringy vegetables are a few of the items that should not be put down the kitchen drain/disposal. If improper material from a unit causes a line blockage, the unit owner could be financially responsible for plumbing costs and damages to other units and common elements.
3. Unit owners are encouraged to use an enzyme pipe maintenance product monthly in the kitchen and other drains to help prevent costly line backups.
4. Unit owners are encouraged to pour a cup of vinegar or bleach into their AC drain on a monthly basis to keep algae and bacteria from building up in the drains, which may result in water damage to other units.
5. When hiring HV/AC repair or replacement, you must get the roof code from the designated Board Member. Be sure to have the company name and phone number and appointment date, when calling for the code.
6. A crane must be used, if a new condenser is to be installed on the roof.

## **XVI. UNIT EXTERIOR APPEARANCE & MAINTENANCE**

1. Changes to the exterior appearance of units including unit entrances and walkways are prohibited. The exteriors of the buildings are painted by the Association on a regular basis.
  - a.) Front doors must all be the same style and color. Paint will be provided upon request.
  - b.) Screen doors on unit front doors must be white in color.
  - c.) Security Camera (Doorbell Cameras)
    - Digital doorbell cameras must be battery operated, not hard wired.
    - They must be installed no more than six (6) inches from the edge of the door frame, on the door or on the screen door.
    - Unit 310 and 302 are grandfathered in for hard wiring.
    - Removal of the original "peep hole doorbell" is permissible and replaceable with just a peephole or a digital doorbell. Or can be sealed.
    - Adopted by the Board of Directors, and the Association of Lake Tarpon Sail & Tennis Club III 02.27.2025.
  - d.) All solarium doors must have neutral-colored vertical blinds or drapes installed on the outermost glass doors. Kitchen and bedroom window coverings must be neutral colored. Sun control film, if applied, must be colorless, nothing mirrored or reflective. The use of newspapers, aluminum foil, wrapping papers or other materials is prohibited.
  - e.) Common areas may not have any items to obstruct walkways other than floor mats in doorways per City Fire Code. Rugs or mats must be maintained by the resident in a sanitary manner.

- f.) No laundry, bathing apparel, articles of clothing, rugs, cleaning materials or similar materials shall be placed anywhere outside the unit or on balcony railings. No clothes lines may be installed or used, or clothes hung up if they are visible from the exterior of the unit.
  - g.) Items visible from outside the unit should be tasteful. Seasonal decorations in moderation are permitted. For Sale signs are not permitted. The board reserves the right to require an owner or lessee to remove any items visible from the outside of the unit at its sole discretion.
  - h.) All glass and screens on windows and doors must be kept clean and repaired as needed.
  - i.) Shopping carts must be removed from the breezeways and returned to the cart corral immediately. This is per CITY FIRE CODE, so it does not obstruct emergency services in or out of the building.
2. Outdoor cooking is permitted only in designated areas such as the Clubhouse picnic area where outdoor facilities for cooking are found. No storage of outdoor cooking equipment is allowed outside the unit.

## **XVII HURRICANE PROTECTION**

In order to enhance the overall safety and resilience of the residential structure and establish uniformity and consistency of hurricane protection, the following specifications will ensure Lake Tarpon Sail and Tennis Club III meets Florida state hurricane protection requirements and meets current building codes as required by HB 1029.

### **A. Styles and Colors**

- 1. Stainless steel hurricane screens in black with white frame
  - (a) Hallway kitchen & bedroom windows and exterior door
  - (b) End Unit bath and bedroom windows
- 2. Aluminum Roll-down Shutters in white hood and framing
  - (a) Sunroom sliding glass doors
  - (b) End unit bedroom sliding glass doors

### **B. Procedure for Board Approval**

- 1. Submit a detailed written quote of product and services to be installed, using online form.
- 2. Contractor must show proof of license, bonded and insured.
- 3. Contractor must show proof of
  - (a) NOA# (Notice of Approval)
  - (b) FPA# (Florida Parts Approval)
- 4. Contractors must provide all State and local permits required for materials, installation and inspection.

C. Unit owners are not responsible for the cost of removal and reinstallation of hurricane protection if removal is necessary to repair condominium property.

D. Unit 104 is "GRANDFATHERED IN" as shutters were installed prior to any Association Rules Regulation or Policy.

**NO WORK SHALL BE STARTED UNTIL WRITTEN APPROVAL IS GRANTED BY THE BOARD OF DIRECTORS!**

NOTE: Along with the above description the following is helpful pictured and detailed drawings.

## **XVIII. STORAGE AREA**

1. One storage bin has been provided in Building A area for each of the 96 condominium units as part of Common Elements. All appropriate items must be kept inside the storage bin and items are placed there at the owner's risk. Locks are not provided. The pool key is used to enter the storage area. Please be sure to lock it after use and the lights are off.
2. In regard to insurance and City Fire Codes, the following rules must be complied with:
  - a.) No volatile liquids such as paint thinners, oil-based paints, lacquers, gasoline, benzene or alcohol may be placed in any storage area.
  - b.) Empty cartons and combustible materials may not be placed in storage areas, under stairways or in the staircase towers or trash chute rooms.
  - c.) ANY ITEMS LEFT IN WALKWAYS, HALLS UNDER STAIRWELL OR IN A BIN NOT ASSIGNED TO THE UNIT OWNER, WILL BE DISPOSED OF IMMEDIATELY.

## **XIX. SECURING UNIT AND INSPECTION**

1. If your unit will be left vacant, used only in the winter, or if you leave on a vacation, the following precautions are to be followed:
  - a.) All units should have an internal water shut off valve, which should be used when the unit is unoccupied. Added protection is to open a faucet to drain. Shut off valves should be tested and replaced as needed to ensure total water shut off.
  - b.) Washing machines must be unplugged from the electrical outlet or breaker turned off.
  - c.) Hot water heaters should be turned off at the breaker and checked annually for any signs of deterioration and leakage. Replacement should be done by a registered plumber.
  - d.) Units should be inspected by a friend, relative or professional on a frequent basis to check for water leaks, drain backups, mold growth and overall condition. The Board of Directors or management should be notified as to who is inspecting the unit.
  - e.) The A/C thermostat should be left a 80 degrees in summer to avoid mold growth.
  - f.) Car should be parked in the carport or in the rear lot across from boats and not in **VISITOR PARKING.**
2. Any damages that may occur to your unit, common elements, or other units as a result of unit vacancy, unchecked or improperly maintained unit elements, lack of precautionary actions or failure to timely notify the Association of needed repairs shall be considered unit Owner negligence and all repairs and resultant damage shall be the financial responsibility of the unit Owner as explained in Section 7.2 of the Declaration of Condominium.

## **XX. LAWNS AND GROUNDS**

1. The landscaper is to maintain the manicured areas and grounds.
2. Use of landscaped areas for sports activities, picnicking, parking, etc. is not permitted.
3. As equal owners, it is in our best interest to maintain our investment. Please help by picking up litter.
4. No food can be placed on property to feed animals per Pinellas County Animal Services Ordinance 14-37. A current county fine will be assessed the violator.

## **XXI. DRESS CODE**

1. Footwear must be worn on all public areas except at the pool.
2. Shirts and cover ups must be worn at all times, except in the pool area.

## **XXII. BULLETIN BOARDS AND NOTICES**

1. The bulletin board is primarily for the purpose of providing information to unit owners on matters concerning the affairs of the Association. Residents may post notices, provided they are dated and removed within thirty (30) days and approved by the Board of Directors.
2. Our quickest mod□ of distributing information is by email. So please be sure the Association and its agent have your email address.

## **XXIII. SWIMMING POOL AND DECK AREA**

OWNERS, GUESTS AND TENANTS WHO USE THE POOL ARE DOING SO AT THEIR OWN RISK. THERE WILL BE NO LIFEGUARDS ON DUTY. THE ASSOCIATION, ITS OFFICERS AND DIRECTORS WILL ASSUME NO LIABILITY FOR INJURY OR DEATH. PLEASE ABIDE BY POSTED RULES.

1. Pool hours are 8:00 AM until Sunset (when lamp post lights come on) Monday through Saturday and 9:00 AM until Sunset on Sunday. Use of the pool is restricted to unit owners, tenants and their guests.
2. No glass or pottery containers are allowed in the pool area. A life-saving float hangs from the fence to be used for emergencies. Appropriate swimwear must be worn in the pool. For sanitary reasons, children that are not toilet-trained must use swim diapers in the pool area.
3. No one with any condition that would result in a violation of any local or State health code may enter the pool at any time.
4. For safety, children under thirteen (13) years of age must be supervised by a responsible adult when they are in the pool area.

5. Pool users shall not indulge in games or music resulting in loud noises or those that infringe on the rights of others. Running on the deck and diving are prohibited.. Pool floats will be allowed provided they do not interfere with others using the pool.
6. No food of any kind may be consumed in the pool or within the wet deck area (the four-foot (4') area around the outside of the pool water perimeter) according to the Florida Building Code section 454. Please be sure to clean up debris including cigarette butts from the area when leaving. Trash cans are provided for debris. Be considerate of others when smoking cigarettes, cigars, vaping in the pool area.
7. "All pools with a slope transition shall maintain safety line anchors and safety lines in place at all times. A safety line may be temporarily removed from the pool for patrons to swim laps only when there is a safety attendant or lifeguard present, and it must be re-installed to its proper location upon completion of the exercise." According to Florida Administrative Code 64E9. Do not stand, sit or play on the rope.
8. All users are required to cooperate in returning chairs to their proper place, closing umbrellas after use and removing debris from the pool area. No chairs, lounges, tables or pool equipment may be removed from the pool area.
9. Items left in the pool will be collected and placed in the heater area then donated after one week.
10. Any member of the Board of Directors is authorized to eject any person from the pool or deck area for objectionable behavior or improper dress or for the violation of any of these rules.
11. Pool maintenance must be performed by an authorized pool technician.

#### **XXIV. LEVYING A FINE**

1. Section 718.030 (3) Florida Statutes, currently states, in part, that the Association may levy reasonable fines for the failure of the owner of the unit or its occupant lessee or invitee to comply with any provision of the Declaration, the Association By-Laws or reasonable Rules of the Association. A fine may be levied by the Board on the basis of each day of a continuing violation, with a single notice and opportunity for hearing before a committee. The fine may not exceed \$100.00 per violation per day or up to and including \$1000.00 in the aggregate.
2. The Fine Review Committee shall consist of at least three (3) MEMBERS appointed by the Board of Lake Tarpon Sail and Tennis Club III residents, not on the Board of Directors nor in the household of a Board member.
3. FINE PROCEDURE
  - Step 1: The owner/tenant gets a letter from the Board or its agent identifying infraction.
  - Step 2: The owner/tenant gets a letter with notice of a levied fine if infraction continues.
  - Step 3. Fine can be paid OR The owner/tenant will be afforded the opportunity to contest the fine at a Fine Review committee hearing.
  - Step 4: Fine payable within five (5) days after the notice to the violator of approved fine.
  - Step 5: Failure to pay a fine within ninety (90) days will result in loss of Common Elements and voting privileges.

#### 4. HEARING PROCEDURE

##### A. Notice of any Infraction

The party receiving the fine (against whom the fine is sought to be levied) shall be afforded an opportunity for a hearing before the Fine Review Committee after reasonable notice of not less than fourteen (14) or more than thirty (30) days. The notice shall include:

- a.) A statement of the date, time and place of hearing
- b.) A statement identifying the provisions of the governing documents which have allegedly been violated.
- c.) A short and plain statement of the violation(s) asserted by the Association.
- d.) How the violation can be remedied.

##### B. Defense of Fined Party

The party against who the fine may be levied shall have an opportunity to respond, to present evidence, and to provide written and oral argument on all issues involved and shall have an opportunity at the hearing to review, challenge and respond to any material considered by the Committee.

##### C. Fine Review Committee Decision

At such hearing and after consideration of the facts and evidence, the Fine Review Committee shall vote and determine by a majority of its members at a quorum then present stating the violation and the fine to be assessed.

##### D. Levied Fine

If a fine is left in place by the Committee, said fine shall be assessed against the unit Owner and shall be payable with thirty (30) days of notice of approved fine.

##### E. There shall be no appeal of the levied fine per Florida Statutes.

### **XXV. MAINTENANCE FEES**

1. Maintenance fees shall be due the first of each month and shall be payable and received by the Association no later than the tenth (10<sup>th</sup>) day of each month. In the event the maintenance fee is not received by the tenth (10<sup>th</sup>) day of the month then there shall be an automatic late payment charge of \$25.00. Failure to remedy the late maintenance fees and the late payment charges will result in the initiation of the collection process.
2. The collection process begins with notice letters but will within 90 days (and more than \$1000.00) be passed to an attorney for collections, which will progress through liens and foreclosure. Once the collection process has been initiated with the attorney, the unit owner shall then be obligated to pay the maintenance fees, such late charges and interest together with any costs, expenses or attorneys' fees, involved and a satisfaction of payment shall not be considered to have been made until all such costs, charges, and fees have been paid in full. The monies collected in fines will be used for building maintenance.
3. Owner voting rights can be suspended. Owner/tenant can be banned from using Common Areas. This must be done at a notified Board meeting, with fourteen (14) day notice to the owner.

## XXVI. RECORDS REQUEST POLICY

The following shall be the standing policy of Lake Tarpon Sail and Tennis Club III Condominium Association, Inc. in relation to a request from an owner to review the records of the Association, as allowed by section 718.111 (12) Florida Statutes:

1. Requests to inspect the records of the Association may be made by an owner or their agent, as identified in writing by the owner. Requests shall be limited to two (2) requests per owner, per month.
2. All requests to inspect the records shall be made in writing, in hard copy, and sent to the Association's property manager, via regular mail. No faxed, emailed, electronic or otherwise submitted requests shall be accepted.
3. At the time a request is received by the property manager, it shall be date stamped and that date shall be deemed the date the documents were received.
4. Upon receipt of the request, an authorized representative of the Association will contact the owner, in writing, to schedule an appointment to review the records to make alternate arrangements for procurement of the requested records. If an appointment is not scheduled within five (5) business days of receipt of the confirmation letter from the property manager, the request shall be deemed to be waived.
5. Should the owner require copies of the records, they shall be made at a cost of \$0.25 per page. Owners may also use their own portable device to make copies of the records at no charge.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
signature of Co-Owner

\_\_\_\_\_  
Print owner's name

\_\_\_\_\_  
Print co-owner's name

\_\_\_\_\_  
Signature of Interviewer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 2nd Interviewer

\_\_\_\_\_  
Print Interviewer's name

\_\_\_\_\_  
Print 2nd Interviewer's name

## Amendments to Systems and Processes of Rules and Regulations, April 2024, Lake Tarpon Said and Tennis Club III

### 1. Move In Application -Article IV Sales and Rental of Units.

- a. Applications for move in or lease shall be provided for pre-screening and review for accuracy.
- b. The current Board member handling pre-screening is Robert Strazz, email: [strassr@yahoo.com](mailto:strassr@yahoo.com)
- c. Once pre-screening is satisfied, the application will be sent to the Board of Directors for approval of the applications.

### 2. Collections -Article XXIV Maintenance Fees

- a. All collections processes will be provided for review of accuracy, to ensure three (3) letters go out to the violator.
- b. If the violator does not provide payment after three (3) letters, the case shall be presented to the Board of Directors for approval of collections to be sent to the attorney.
- c. The current Board member handling collections is Sandy McJuary, email: [sandym@ij.net](mailto:sandym@ij.net).

### 3. Board Effectiveness and Transparency in Board of Director Meetings - "Robert's Rules of Order", C. Alan Jennings, PRP

Establishing parliamentary procedure developed to ensure meetings are fair, efficient, democratic and orderly.

#### Meeting Agenda Progression

- Call to Order
- Roll call

- Consent Calendar - quickly process non-controversial items i.e. Contractor schedules
- Approval of minutes whether read or unread minutes must be approved before becoming an official record.
- Officer Reports - President made aware of in advance; Treasurer report, Move in Applications, Maintenance Fees
- Guest Seaker Presentations - can be conducted any place in Agenda. Speakers are generally on a tight schedule.
- Unfinished Business - when discussions get off-track, President guides group back to agenda.
- New Business
- Good of Order - members offer comments concerning community with a specified time limit. Speak only with recognition from President and address only the President. Each member speaks once before anyone speaks a second time. Insist on courtesy and respect for one another. Do not speak when someone else is speaking. Board members do not engage personally with members. Say thank you and recognize someone else. If speakers become overzealous, calmly come to order with tap of gavel. Can always move to "Table" the subject.
- Announcements
- Adjourn

With any questions or concerns, please contact management:

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