# Sand Dollar III Operating Guidelines

*Adopted by the Sand Dollar III Board of Directors November 2018*

Pursuant to the authority vested in the Board of Directors of the SAND DOLLAR III CONDOMINIUM Association, Inc., the following document is to be considered the Operating Guidelines of Sand Dollar III Condominium. A separate document of rules and regulations has been adopted by the Board of Directors of the Association to govern the use of the Common and Limited Common Property, as defined in the Declaration of Condominium. In addition, policy statements regarding maintenance and repair, additions and modifications to units, assessments, etc. are set forth in separate policy memorandums, and are not part of either the Operating Guidelines nor the Rules & Regulations. (See these memorandums for additional owner/Association responsibilities.)

The Board of Directors, at its discretion, may update and or revise these Operating Guidelines at any time.

## I. LCAM & Property Management

1. The Board of Directors of Sand Dollar III has the responsibility to hire and oversee the operational management of the property. Given this charge, SD III will employ a full-time, (35 hours per week or greater), onsite Licensed Community Association Manager (LCAM) to oversee the property.

2. The onsite LCAM may have a contractual relationship with a Property Management Company, and the Board of Directors *may* choose to negotiate this LCAM position as part of a contract with a Property Management Company.

3. The onsite LCAM and or the Property Management Company will be responsible for (but not limited to) matters such as:

    a) Overseeing the property maintenance of SD III.

    b) Maintaining the unit owner database to include all relevant information, including electronic communication consent forms, Board communications, etc., as well as ensuring all information is accurate.

    c) Maintaining SD III's vendor relationships and property maintenance contracts.

    d) Management of SD III's employee payroll.

    e) Ensuring that all of the official records of the Association are maintained in accordance with Florida Statutes. In addition, official records to unit owners must be available upon request.

    f) Complete all bookkeeping duties for the Association's finances and backup all information appropriately.

    g) Provide the Board monthly financial statements.

    h) Keeping track of and informing the Board of dates including contract expirations, insurance matters, tax and annual report filing due dates, and any other information deemed relevant by the Board.

i) Maintain the Association's bank accounts as necessary and in compliance with Florida Statutes.

j) Prepare the annual budget for the Association in accordance with Florida Statutes.

k) Provide financial statements to the unit owners as required by Florida Statutes.

l) Conduct routine property walks and address any noted issues.

m) Ensure all maintenance contracts are being fulfilled.

n) Collect bids for vendor contracts and projects as directed by the Board.

o) Take the lead on all property projects and provide routine updates to the Board.

p) Effectively communicate key issues to the Board and contact the appropriate Board members when issues arise.

q) Handle all resident issues within the guidelines of the various property policies, the condominium documents and the Florida Statutes.

r) Ensure all owners are informed of key property events and ensure that communications are timely, thorough, proof read, and utilize a format approved by the Board.

s) Ensure all Association policies, rules and regulations are being followed.

t) Appropriately advise the Board on residents and/or occupants in violation of the Association's rules.

4. The specific contractual obligations of the onsite LCAM will be negotiated by the Board of Directors, pursuant to its vested responsibilities and in accordance to Florida law.

5. The specific contractual obligations of the Property Management Company will be negotiated by the Board of Directors, pursuant to its vested responsibilities and in accordance to Florida law.

## II. Maintenance Staff

1. The Board of Directors will hire, separate from its onsite LCAM, a maintenance person responsible for the day-to-day maintenance of the property. This position can be either full or part-time, depending on the determination of the Board of Directors.

2. The maintenance position will report to and be overseen by the onsite LCAM.

3. The maintenance staff position *may* be part of a larger contract with a Property Management Company, if so decided upon by the Board.

4. The specific contractual obligations of the maintenance staff position will be negotiated by the Board of Directors, pursuant to its vested responsibilities and in accordance to Florida law.

## III. The Sand Dollar III Office & Mailroom Area

1. Sand Dollar III will maintain its onsite management office in the designated space on the property's Lower Level floor. As a general guideline, the SD III Office will be open Monday through Friday, 7:30 am to 3:30pm. The office will be closed on certain federal holidays, employee vacation days, and may be closed for other special circumstances.

2. The office is to be kept in order and secured when not in use, as unit keys, records, and other valuable materials are located there.

3. The President of the Board of Directors, or a designated Board member, shall have a key to access the office in an emergency.

4. The mailboxes for unit owners are to be located adjacent to the SD III office in the property's mailroom. This area is to be maintained appropriately, and kept open 24/7. Two mailbox keys per unit are given to the owners, and packages may be left by shipping services for unit residents in this area or in the SD III Office.

## IV. Community Room

1. Sand Dollar III has a Community Room located on its Lower Level (LL). This multipurpose area is for the use of SD III residents and guests, and the rules for the hours and use of this room shall be determined by the Board of Directors. Those rules are provided in a separate SD III Memorandum.

2. The Community Room is to be cleaned and maintained as part of the Routine Maintenance Schedule (see below).

## V. Maintenance Shops

1. Sand Dollar III has two specialized Maintenance Shops located on its premises. The "pool" maintenance shop is located on the LL. This shop stores materials relating to the pool, as well as other materials used for the building's maintenance.

2. The second maintenance area is the shop located under the parking deck ramp, accessed through the LL parking area. This shop is the main shop for the building, and house tools, parts, equipment, etc., as well as the irrigation pump for the property. Given the nature of coastal weather, management may choose to safely store certain equipment in other LL areas off-limits to residents.

3. Both shops are to be kept clean and organized as part of regular order, and are to be secured when not in use. The shops are not for the personal use of residents or guests of the property.

4. Members of the Board are authorized access to these areas for the purposes of inspection and compliance.

## VI. Electrical, Meter, Pump, and Elevator Rooms

1. The Electrical Room, located on the building's LL, is to be kept organized, clean, and secured as a matter of regular order. Given the dry nature of the room, the LCAM has discretion to store SD III materials in this room as needed.

2. Floors 2,3,4,5 and 6 have unit electric meters and TV cable access in a separate Meter Room located by each floor's elevator landing. These five rooms are to be kept clean and free from any clutter, and are not available as storage areas. These rooms are to share a "same key" deadbolt lock, with the key made available for utility company access periodically needed. (Floor 1's meters are in the building's Electrical Room).

3. The Pump Room, located on the building's LL, is to be kept organized, clean, and secured as a matter of regular order. This room contains additional tools and equipment used in the maintenance of the building.

4. The Elevator Control and Elevator Generator Rooms are located near the building's LL office entrance. These rooms are to be kept clean and secured, except when in use by maintenance or other authorized persons.

5. In all the above cases, members of the Board are authorized access to these areas for the purposes of inspection and compliance.

## VII. Storage Rooms

1. Each SD III Unit has a designated storage area located in one of two Storage Rooms on the LL. Owners are to be issued a key to the Storage Rooms, which will also serve as a key for the common-area bathrooms and the bottom lock of the Recreation Room. Unit owners may keep store personal belongings in these areas, but may not store propane, gas, fuel, or any other prohibited materials. Rules for the Storage area are available on a separate memorandum.

2. The Storage Areas are to be kept clean, in order, and with operational de-humidifiers as weather conditions warrant.

## VIII. Pool Area

1. SD III has a pool for the use of its residents and guests, located on the north end of the building on the First Floor. This is the only pool available for use for SD III residents/guests, unless invited by a resident/guest of another Sand Dollar building. SD III has a reciprocal agreement with SD II to share pool access in case of one pool being out of commission for service.

2. The pool area is strictly governed by Florida State rules and regulations, along with additional specific rules approved by the Board. These rules are available on a separate memorandum.

3. The pool area is to be regularly maintained as per the building's maintenance schedule.

## IX. Tennis Court & Basketball Area

1. SD III has a tennis court and basketball area located directly west of the parking garage. This area is available to the residents and guest of SD III. The rules for the hours and use of the court are contained in a separate memorandum.

2. The court area shall be maintained and kept clean as part of regular order.

## X. Grill Area

1. SD III has a grill and picnic area located at the south end of the LL area. This charcoal (only) grill is available for use for the residents and guests of the building.

2. This area to be kept clean and to be maintained regularly, as per the maintenance schedule. Furthermore, this area is to comply with all relevant Florida state fire and safety codes. The rules for the hours and use of the grill area are contained in a separate memorandum.

## XI. Common Area Bathrooms

1. SD III has two sets of Common Area Bathrooms, one set being in the building's office area, and the other being under the north stairwell of the building on the LL.

2. The bathrooms are for the use of residents and guests of the property, and may be accessed (if locked) with the owner key. This special key also accesses the Storage Rooms and Recreation Room lower lock. The Common Area Bathrooms are also available for use of contractors authorized to work on the SD III premises.

3. The bathroom areas are to be kept clean as per the maintenance schedule. As a general policy, when not in use the doors to these areas are to be kept locked.

## XII. Building Maintenance: Routine Maintenance Schedule

1. The following list is a summary of the routine maintenance required for SD III. This schedule is subject to revision without notice, as well as the discretion of the LCAM, Maintenance Person, and Board.

### 2. Daily Maintenance Tasks

#### a) SWIMMING POOL

Check pumps, gauges, filters, leaks, water level
Vacuum as needed & clean tile
Wipe down pool furniture and arrange orderly
Hose down deck as needed
Pick up trash & empty cans
Complete required HRS reporting info

**b) BATHROOMS**

Clean toilets, sweep & mop floors
Remove any trash, check lights

**c) GROUNDS, HALLWAYS, BEACH BOARDWALK**

Walk grounds, pickup any litter/trash
Check trash cans & empty as needed

**d) ELEVATOR**

Clean elevator doors, sweep & mop floor
Clean inside vertical panel as needed
Check temperature in elevator machine room

**e) STORAGE ROOMS**

Sweep as needed

**f) BOOSTER PUMP**

Check pressures & general condition of system

**g) DUMPSTER AREA**

Check dumpster level & adjust/rearrange as required
Check area around dumpster for stray litter & clean up

**h) TENNIS COURT AREA**

Clean any litter, including cigarette butts
Use Blower if needed

**i) GRILL AREA**

Sweep and tidy area, dump coals from bucket

**j) RECREATION ROOM**

Clean after use

## 3. Weekly Maintenance Tasks

**a) LIGHTS**

Check all common area lights & replace bulbs as needed

**b) HALLWAYS & COMMON WALKWAYS**

Blow halls & walkways

**c) ROOF**

Inspect for possible problems

**d) ELEVATOR**

Vacuum tract on each floor
Polish exterior doors & frames

## 4. Bi-weekly Maintenance Tasks

a) **SPRINKLER SYSTEM:** Run all zones manually & walk each zone, Inspect for broken heads, leaks & proper coverage

## 5. Monthly Maintenance Tasks

**a) GARAGE**
Pressure wash deck of lower garage
Blow upper garage

**b) HINGES & LOCKS**
Apply WD 40 to all locks & hinges
Note any corrosion

**c) STAIRWELLS & STAIRWELL DOORS**
Clean all stairwells
Clean all deck walls & doors

**d) POOL FURNITURE & DECK**
Clean all pool furniture
Pressure wash deck

**e) GENERATOR**
Run engine & check for proper voltage

## 6. Bi-Monthly Maintenance Tasks

**a) BUILDING HALLWAY DECKS**
Hose wash w/ pressure nozzle stairwell walls, floors & steps

**b) A/C UNITS ON ROOF**
Spray wash a/c condenser units on roof

## 7. Quarterly Maintenance Tasks

**a) COMMON WALKWAYS**
Pressure Wash common walkways

**b) UNIT INSPECTION**
Inspect all 48 units for maintenance and to check on common elements

## 8. Semi-Annual Maintenance Tasks

**a) GARAGE WALLS:** Spray garage walls w/ bleach to kill mildew & rinse

**b) Roof ACs:** Inspect the AC straps and overall AC conditions, informing owners of needed replacements

## 9. Annual Maintenance Tasks

**a) SEAL COAT DRIVEWAY**

**b) PAINT UNIT FRONT DOORS (as needed)**