

ROCAILLE CONDOMINIUM ASSOCIATION, INC.
APPROVED RULES & REGULATIONS
AND OTHER PERTINENT INFORMATION FOR RESIDENTS

Adopted: 2-9-2026

GENERAL

1. All terms used herein shall have the same meaning as they have in the Rocaille By-Laws, Declaration of Condominium, Articles of Incorporation, and Amendments thereto, except as otherwise specified. It should be noted that there are 24 units and owners in the Rocaille. They are all entitled to the same degree of courtesy and consideration. The common area furniture and facilities are jointly owned. Everyone has an equal interest in the maintenance of the premises as well as the enjoyment of its facilities—unless maintenance fees or special assessments are delinquent.
2. No immoral, improper, offensive or unlawful use shall be made of the condominium property and any part thereof. No commercial business shall be conducted from the building including windows. All valid laws, zoning ordinances, and regulations, of all governmental bodies, having justification thereof shall be observed.
3. No pets are allowed in the Rocaille building. This rule applies to visitors, as well as tenants.
4. Radios, stereos, TVs, etc. shall be reduced in volume after 11:00pm for the comfort and consideration of all residents. This does not mean that an occasional party cannot continue after 11:00pm, but the noise cannot disturb the residents after 11:00 pm. Also, except for an occasional party, it is requested that persons who bring radios or music into the pool area use earphones.
5. Each apartment owner is required to file with the Association a list of names, addresses, and relationships of their immediate family who, in the owner's absence, may occupy said apartment. Also, in the owner's absence, an apartment may not be loaned out to friends or other relatives not on the list for a total of more than 30 days each year. No two 30 day periods can run consecutively (as in December and January). This list will enable the Association to contact you in case of an emergency. The unit owner can be fined if the visitors violate any of these rules.
6. Sale of Units and First Right of Refusal - Any unit owner intending to sell their apartment must provide written notice to the Condominium Board of Directors prior to listing the property for sale. The Board shall notify all current unit owners of the pending sale, granting them the First Right of Refusal. This First Right of Refusal allows any current unit owner the opportunity to purchase the apartment on the same terms and conditions

as proposed by the seller before it is offered to the general public. The selling owner must comply with this process before proceeding with any external listing or sale.

7. Rental of an apartment requires Board approval and cannot be for less than six (6) months nor more than one (1) year. Lease renewals also require Board approval. A full background check is required.
8. Units may not be rented during the first two (2) years of ownership. Units may not be sold within the first year of ownership.
9. No unit owner may show signs, advertisement, or notice of any type, on the common elements, or unit. Only the Association is allowed to post such notices.
10. It is a legal requirement that a working set of front door keys to each apartment and garage storage closet be placed in the office key safe. In the absence of such keys, in case of an emergency, the Association has the authority to call a locksmith at the owner's expense or otherwise gain entrance by the most judicious method available. This includes when the locks are changed with a new key set.
11. Keys and documents are exchanged between buyer and seller. The Board is not an agent. The seller is to provide two (2) Medeco keys, two (2) balcony keys, one (1) garage storage key, and one (1) garage bathroom key at the time of closing.
12. Current owners are responsible for key replacement costs.
13. All owners shall have an updated list of names and telephone numbers of individuals to be notified in case of serious illness or death. This list should be kept current and maintained in our office files. It is to be utilized for emergency purposes only.
14. No smoking/vaping in hallways, stairwells, at the pool area, on balconies, or other common areas.
15. Each owner or renter is required to carry their own Fire, Theft, Hazard, and Liability HO-6 Condominium Apartment Insurance covering their personal items within their unit (included but not limited to carpeting, appliances and wall coverings). The Association assumes no liability and provides no coverage for such items. Each owner or occupant agrees that the Association and its directors and the property management shall not be liable for any damage or loss to such property within the units. A copy of the HO-6 policy shall be given to the Association yearly and kept in the office files and to the property manager. ATPMI will save this in your portal so there is a remote digital copy available. The policy must include the name and phone number of the agent in case of an emergency.

16. Any complaints, service requests, emergencies, or inquiries may be directed to Aqua Terra Property Management Company Inc. (ATPMI) 954-567-9111 follow the prompts for the emergency #. We recommend texting so we see the text immediately followed by a phone call. email: atpmi@atpmi.com.
17. Quarterly Maintenance fees are due on the first of January, April, July, and October. Assessments and installments thereon not paid within FIFTEEN (15) days of the due date shall bear a \$25.00 (Twenty-Five Dollars) late fee plus ten percent (10%) interest per annum from the due date, until paid.

Assessments and installments thereon not paid within THIRTY (30) days of due date shall bear a \$50.00 (Fifty Dollars) late fee plus ten percent (10%) interest per annum from the due date, until paid.
18. Violations of any of the Rocaille documents may result in the imposition of a fine up to \$100.00 for each violation pursuant to the procedures outlined in FL Statute 718.303 (3) (b), if assessed by a fining committee.
19. Unit owners must contact the Board at least 72 hours prior to any large delivery that would require elevator use. The Board must hang mats to protect the elevator.
20. You are required to pay a non-refundable \$100 move in / move out fee to the association when you are moving items in or out of the building as part of a moving process.
21. Unit owners cannot utilize garbage or recycling services when cleaning out a unit or for construction debris. Arrangements must be made with a bulk pickup company such as [Goodwill](#), [9Pickup](#), [Veterans](#) or [1-800-GOT-JUNK](#).
22. Unit owners are required to give the board no less than two weeks' notice for the application approval process for rent or sale of a unit.
23. In accordance with the Fire Department regulations, each unit is required to have one (1) smoke alarm located in each bedroom of your unit. The smoke alarms should remain in working condition and will be checked annually by the Association. Smoke alarms were installed in 2025 in every unit with a ten (10) year battery life. They should never be disconnected or removed from your unit. Unit owners are responsible for replacing smoke detectors that are damaged or tampered with.
24. Renters/Tenants have all rights and privileges of owners, except participation in and voting at Board of Directors meetings. Please reference [The Florida Condominium Act](#).
25. It is the owner's responsibility to inform the association when there is a change in ownership.

26. Contact YOUR OWN licensed and insured plumber and/or electrician if you have an issue in your unit. The Board is not responsible for plumbing or electrical problems inside your unit.
27. All in the unit plumbing issues, including clogs and leaks, are the responsibility of the unit owner. Owners must contact a licensed and insured plumber for any repairs. If the issue persists, management may intervene upon receipt of the plumber's invoice detailing the work performed.

If the problem is determined to result from owner or tenant neglect, the unit owner will be billed for all related plumbing and repair costs.

SECURITY CAMERAS

1. All requests for footage will be reviewed by the Board or Property Manager in consultation with legal counsel when appropriate. Contact Property Management mark@atpmi.com or see the Security Cameras & Video Footage Access Policy.

ASSISTANCE ANIMALS

1. Assistance animals must be under the control of their handler at all times, including being leashed, harnessed, or otherwise controlled when in common areas.
2. Residents are responsible for ensuring their assistance animals do not act aggressively, create excessive noise, or unreasonably interfere with other residents' use and enjoyment of the property.
3. Assistance animals must comply with all applicable state and local licensing and vaccination requirements.
4. Generally, no animals may be brought into the pool area as it is considered to be a public pool and subject to State Regulations that prohibit animals for health and safety reasons.
5. The owner is responsible for cleaning up after the animal if it relieves itself on condominium property. The designated area for animal relief is the grass strip along the hedgerow outside the main entrance to the building. Use a plastic bag that is tied off.

GARAGE/PARKING

1. The Association owns three garage parking spaces. Please contact the Board or property management mark@atpmi.com and see the Short-Term Association-Owned Family Guest Parking Spaces Policy.

2. Parking is limited. Each owner is assigned one space in the garage; the outside parking area is reserved for our guests and service personnel and must identify the unit they are visiting or servicing.
3. Unit owners are NOT permitted to authorize non-Rocaille residents to use their garage parking space.
4. All vehicles shall be parked only in their assigned space, within the white lines, and only pulled-in forward (no backing into space).
5. No boats, utility trailers, campers, mobile homes, or commercial vehicles are permitted in the garage. Commercial vehicles must park in guest parking. Commercial vehicles are not allowed to park overnight in guest parking. All violators will be towed at the owner's expense.
6. The unloading and/or loading of passengers in front of the garage lobby door should be done to not block other cars from getting in or out. Cars should not be unattended either in front of the lobby door or behind other tenants' parked cars.
7. No repairs are to be done in the garage or guest spots.
8. Oil spills are the responsibility of the unit owner and must be cleaned up when they occur (Do NOT keep anything flammable in your garage storage closet).
9. No untreated wood is allowed in the garage storage unit.
10. ALL cars must ENTER only from the WEST entrance and EXIT from the EAST.
11. Car washing is permitted on the north side of the building, and is limited to residents only, with the request that water be conserved where possible (no running hoses left idling on the ground, etc.)
12. Guest "Parking Permits" are issued to each unit owner. Each unit will receive two (2) BLUE "Guest" parking passes and one (1) GREEN "Construction/utility workman" parking pass (request replacement if lost). Overnight guest parking is limited to short-term, only. Please make other arrangements for long-term accommodations.
13. The pass must be placed on the rear-view mirror with the number facing outward. It is the owner's or renter's responsibility to make sure that the pass is properly displayed and is returned to you when a pass user leaves. A \$25.00 replacement fee will be charged to reissue lost cards.

14. Any vehicle without a guest pass properly attached to the rear-view mirror will be towed at the owner's expense. A towing company will be contacted to tow cars without a properly displayed pass.
15. No sports or ball playing is permitted in the garage area or on the paved driveway.
16. Do not bring shopping carts to the building from stores. After use of a shopping cart, please return the cart to the store or to the garage storage area near the Elevator Control Room. Shopping carts should NOT be left outside your unit door in case of fire or other emergencies.
17. No personal and/or bulk belongings should be left out in the garage area. Use your storage unit. Bulk items should not be brought down until bulk pickup day. Bulk pickup area is located in the front of the building by the sidewalk.
18. No modifications or customizations can be made to garage storage doors. No latches allowed. Locks cannot be changed without Board approval.

POOL, GROUNDS, & COVERED PATIO

1. Pool rules are posted on each gate entrance into the pool area and inside the pool area. Pool rules must be followed at all times.
2. Children under 12 must be supervised by an adult at all times.
3. Service persons are hired to take care of the pool and grounds. This work should be left to those who have been specifically assigned to perform certain functions, such as turning on the water to fill the pool, etc. Please do not take this upon yourself unless authorized to do so by a Board member or by the Board. The meter and valves located around the building should not be touched by others as they may interfere with the proper functioning of the pool, pool heater, air conditioning for the whole building, etc. Please do not give instructions to vendors servicing the property.
4. Sunbathers must cover the lounges and chairs with towels before sitting or lying down. Suntan lotions and perspiration quickly ruin the plastic straps. Please wipe down pool furniture with water after use.
5. Everyone must shower before entering the pool. Sunscreen lotion will damage the pool tiles.
6. Swimmers are to return to their apartments via the pool area Fire Exit door. Your lobby key opens that door. **NO WET BATHING SUITS OR BARE FEET ARE ALLOWED IN THE LOBBY OR ELEVATOR.**

7. No glass or breakable items are allowed in the pool area or in the pool.
8. No smoking/vaping in the pool area.
9. No loud music in the pool area.
10. No clothing, towels or floats, or other personal property, should be left behind on the fences or in the pool area. Everything left behind will be disposed of.
11. No eating or food in the pool or on the pool deck.
12. Ball playing is not permitted on the pool deck.
13. Put lounge chairs or deck chairs where you found them. If you move them, they must be put back to their original spot.
14. Do not cut any bushes, palm trees or plants on the property.
15. The outside covered patio is intended for the use and enjoyment of all of the owners and renters of Rocaille. It is not the purpose of the rules and regulations to impose unnecessary restrictions and limitations, but to assure all owners and renters an equal opportunity to enjoy its use. Whenever any owner wishes to use the area for a private social event, they should contact the Board at least 48 in advance and give the date and time of the party and approximate number of guests expected.

If guests are non-Rocaille members, a \$250 deposit is required at the time of reservation. If your reservation includes a band or bounce house, or anything that involves catering, hired help, etc., you are required to contact the Board for a Special Event policy. You must provide at least 30 days notice for such an event to provide the Board ample time for event policy coverage.

Those using the area should remove all trash and leave the furniture cleaned. All social functions should end by 11pm.

FIRE STAIRWAYS, BALCONIES, AND TOWER

1. The law requires that the lights must be on at all times in the fire stairways. Lawn furniture, bikes, flowers, plants, herbs, drying racks and any other personal items should not be put in the stairwells, hallways, balconies, or tower.
2. No clothing or towels are allowed on the balconies or balcony rails.

3. All doors onto the balconies must be closed and locked at all times, unless a delivery is being made and supervised by the unit owner. If doors do not lock or close, call Aqua Terra Property Management Company Inc. (ATPMI) 954-567-9111.
4. No smoking/vaping in the stairwells or on the balconies.
5. No fire doors or entry doors may be propped open (by rocks, wood, etc.).
6. No flammable, combustible or explosive fluid material or chemical substance may be kept in fire stairways.

BUILDING ENTRY

1. The Garage entry ADA lobby door is for residents and guests, as well as for FedEx, UPS, Amazon and USPS deliveries. (See Number 5)
2. The key entry under the call box must be used to activate the ADA Door (which will then open automatically).
3. DO NOT hold the lobby door open under any circumstances; reactivate with key if necessary.
4. No furniture, appliances or construction materials are allowed through the ADA door lobby entrance.
5. The South Double-door lobby entrance is for furniture, move-ins and move-outs, and construction, or appliance deliveries. Your MEDECO key opens this door.

SECURITY

1. It is requested, for the security of all, that anyone entering or leaving the building ensure that the doors are locked behind them. The security system will provide us with security only if we utilize it; thus the doors shall remain closed at all times.
2. MEDECO keys are to be carefully guarded and are the responsibility of the owner. They are NOT to be casually given or lent out to others, in the case of loss or other infractions of this regulation, which threatens the security of us all. Adequate provision for entry by those, without keys, is provided through our security callbox phone system.
3. MEDECO keys are only available through the Board. Each unit has 2 keys. Replacement cost for the MEDECO key is \$75.00.
4. Due to Fire laws, the east fire exit door (street end) does not have a key hole for entry. The west fire exit door (pool end) uses the same MEDECO key as the lobby doors.

5. All security and entrance doors shall be locked at all times. The doors at the end of each floor shall be locked at all times and the exit through these doors may be used only when necessary. This is for the continued safety of yourself and your neighbors from unlawful intrusion.

LAUNDRY

1. Laundry room rules are posted on each floor and must be followed.
2. Laundry room hours are 8:00 a.m. to 10:00 p.m. It is suggested that the last load may be placed into a washer no later than 7:30 pm.
3. Washers and dryers are for clothes only. ALL LARGE ITEMS LIKE CARPETS, COMFORTERS, FOOTWEAR, ETC. MUST BE TAKEN TO A LAUNDROMAT.
4. Do not use powder detergent in the washer.
5. Washers and dryers are prohibited in units.

ELEVATOR

1. DO NOT HOLD the elevator door open under any circumstance.
2. The moving in or out of furniture, appliances, and other large deliveries, requires a 72-hour notice if using the elevator. There is a \$250 refundable deposit if there is no damage to the elevator.
3. Only items measuring 33" wide x 80" high or less are allowed in the elevator. If items do not come in a cardboard box, you are required to use pads and floor coverings. All other large items must be taken up by the stairway. Please contact the Board so we can hang pads and apply floor covering in the elevator prior to elevator use.
4. Owners, or their representative, must be present and stay with any delivery person when the elevator is used.
5. Deliveries utilizing the elevator require a copy of insurance from the delivery company, prior to delivery being made.
6. If you or your contractor spills something in the elevator, clean it up immediately to prevent bugs, slips, or falls.

TRASH, BOXES, RECYCLING, YARD WASTE

1. Rubbish must be secured in a commercial 13 gal. or smaller trash bag before putting down the trash chute. Rubbish is not allowed in a CVS, Publix, etc. plastic bag. If you use them, they must be put into a 13 gallon or smaller trash bag, with a tie or string-closure, before being thrown down the chute.
2. Never throw boxes down the chute as they tend to block the way, creating severe problems as well as a fire hazard.
3. ALL cardboard boxes must be broken down or cut to fit into the blue recycle bin. DO NOT put cardboard boxes into the blue recycle bins until they are broken down.
4. Yard waste goes into the dumpster ONLY.
5. Newspapers and other paper go into the recycle bin.
6. All other recyclable materials go into any of the large BLUE recycle containers. Refer to the LBTs Recycling Rules posted in the mailroom for what is acceptable recycling material.
7. Pizza boxes or other food containers containing food debris are not to go into the blue recycle bins. They must be put into a BAG and put into the dumpster.
8. Old appliances, old furniture, and construction debris are not allowed in the dumpster room. It is the owners' responsibility to store and dispose of their unwanted goods. The first Friday of each month is bulk trash pickup. Do not leave your bulk trash items in the garage. You must take it out to the curb Thursday night before bulk pickup Friday.
9. Tuna, salmon and other odorous cans should be rinsed out in your sink, using your garbage disposal, before being placed into a secure trash bag (see #1) before being thrown down the trash chute into the trash dumpster.

GUESTS

1. In the absence of the principal occupants, only family members of record with the association may occupy the unit. Individuals who are not members of the immediate family may occupy the unit for a period of time not to exceed thirty (30) days in any 12-month period. The owners shall provide the association with advance written notice of any occupancy during a period in which the owners are absent from the unit, identifying the occupant as either a member of the immediate family as evidenced in the unit file or as a guest. Any guests staying in the unit in the owner's absence must provide a copy of a valid government issued ID. Failure to provide advanced written notice shall be the basis for the association to deny access. The Association may take legal action as

necessary. Any and all attorney fees or costs shall be recoverable in the same manner as an assessment, as elsewhere provided under the declaration. Upon their arrival, visitors must leave a note in the office mail slot on the second floor identifying themselves and the license number of their automobile. Renters are not allowed guests during their absence!

2. Guests must park in guest parking only and display the owner's unit parking guest pass on the rear-view mirror.

BICYCLES

1. Bicycles are to be stored in your apartment only. Bicycles should be dry before entering the elevator or stairs if they are wet.

ON-FLOOR STORAGE ROOM

1. Each owner is responsible for their belongings and should have their on-floor storage locked. The open area of the on-floor storage room is not a common storage area, so please confine your possessions to your storage area only. Please shut off the light in the storage room as you leave.

REMODELING, CONSTRUCTION and RENOVATION

1. All remodeling, construction, and renovations must be approved by the Board before any work begins. You must submit a completed Architectural Submission form along with a valid Florida license and current insurance from your contractor or vendor. The blank ARC form will be in every owner's portal. Please submit these to the property manager Mark Loshuk at: mark@atpmi.com.
2. Any remodeling, plumbing, or electrical work must be done by a Licensed contractor and must be "Permitted". The property manager should be notified in the event of an emergency, and the work still needs to be done by a licensed and insured vendor.
3. Absolutely NO construction debris in the dumpster or recycle cans.
4. Any new door modifications will require an application to be submitted and Board approval before the same can be made. Ex. If an owner wants to install a keypad lock, they must submit a modification form. The Board reviews and approves the same, subject to the owner agreeing to be responsible for its maintenance, etc. and then the owner proceeds with the change.
5. No washers or dryers are allowed in the unit.
6. Construction hours are Monday through Friday from 8 a.m. to 5 p.m. ONLY for contractors and owners (strictly enforced).

ADVICE FOR OWNERS WHO VACATE THEIR APARTMENTS FOR EXTENDED PERIODS:

1. Turn off all water valves and ensure that a/c hoses are not brittle and ready to break.
2. Check the water heater for leaks.
3. Set a/c to no higher than 78 degrees (DO NOT TURN IT OFF) to prevent mold and mildew.
4. If you have a humidistat, keep it set to Stay and NOT Away while you are away.
5. Turn the ice maker off (if applicable), adjust refrigerator temperature at low setting; or, empty the refrigerator completely, remove electrical plug from receptacle, and keep door(s) ajar.
6. Make arrangements for someone to inspect your apartment and utility closet on a regular basis until you return.
7. Put bleach in each toilet bowl. Cover the seat with plastic or a trash bag. This method helps with both rats and palmetto bugs. Close the seat and put a 1-gallon jug of water on the seat.

These guidelines are highly recommended to avoid catastrophes such as flooding that usually damages other apartments as well as your own and then entails unnecessary expense due to negligence.

I / We agree to follow the Rules and Regulations of the Rocaille Condominium Apartments.

By: _____ Date: _____

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