



Southbay Condominium
ASSOCIATION, INC

Rules & Regulations Handbook
For owners, tenants, and guests

Management Office:

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St Petersburg, FL 33711

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<http://southbaycondos.net>

This is certifying receipt of the rules and that they have been read and understood:

Name: _____ Unit #: _____ Date: _____

RULES AND REGULATIONS FOR OWNERS, TENANTS AND GUESTS OF SOUTHBAY CONDOMINIUM ASSOCIATION

Revised August 25, 2026

INTRODUCTON:

This handbook has been designed for owners, tenants, and guests of Southbay Condominiums. These rules have been compiled with careful consideration for the safety of our condominium community at Southbay.

Condominium life and being part of a condominium association requires some guidelines as provided for in our Declaration of Condominiums, Rules and Regulations, and By-Laws as recorded in Pinellas County, Florida.

ADMINISTRATION:

The Board of Directors is elected by the unit owners in accordance with the Association Bylaws and the Florida Condominium Act. The Board is responsible to the unit owners for the effective management of the operations, finances, and all other Association activities within a safe living environment. **Board meetings are held on the third Thursday of every month at 7 pm in the Clubhouse.**

The Property Manager is responsible for the overall administration of the daily operations and maintenance of the property and buildings. This also includes communication with Board Members and owners alike. The Manager is responsible to the Board of Directors of Southbay Condominiums as deemed at the annual elections voted on by the owners. It is the responsibility of the Manager to enforce rules and follow up on complaints and suggestions. It is recommended that this subject matter be put into writing and provided to the Manager. **The Management Office is located adjacent to the Clubhouse and is open from 9:00 am to 4:00 pm, Monday through Friday.**

General maintenance requests can be phoned in and/or emailed to the property manager.

Official information and important announcements may be found on the bulletin boards located at each mailbox location. Southbay has a website located at <http://southbaycondos.net> which is also a means of communication with our residents. It contains the monthly Board meeting agenda, meeting minutes, manager reports, Board member roster, and more.

HOUSE RULES:

Occupancy – Occupancy of each unit is limited to a single family unit. A family is defined as one or more persons related by blood, marriage or adoption, or no more than two unrelated persons living together in a unit. County ordinance states the following maximum long-term occupancy:

- *1 bedroom = 3 persons*
- *2 bedrooms = 4 persons*
- *3 bedrooms = 6 persons.*

Any changes in contact information - including mailing addresses, vehicles, etc. - must be reported to the office within ten (10) days.

HOUSE GUESTS – All guests must be registered with the Management Office when occupying a unit during the owner's absence. Guests staying more than seven days must complete the Association's approval process, including a background check, interview and certification of receipt of the Rules and Regulations. The **OWNER** is responsible for informing the manager of houseguests and ensuring all required documentation is completed. **Houseguests are not permitted to bring pets into Southbay unless approved by the Board and must be within the approved weight limit as outlined in the pet policy.** **Current residents must inform the office if they will have someone moving in with them, and this person must go through the approval process prior to moving in.**

LEASING OF UNITS – Units must be owned for at least one year from closing before being leased. No unit may be rented for less than 90 days and no more than three (3) rental periods are permitted per calendar year. The OWNER is responsible for informing the prospective tenant that **an application and interview is required for approval and must be completed and filed with the association prior to the tenant(s) moving in.** Interviews are conducted by members of the Board of Directors and Property Manager. The Property Manager will issue an approval letter to the owner once approved or notify if there is a denial of their prospective tenants. Owners relinquish their rights to use Southbay facilities and common areas - including the pool - when they are not occupying their unit or when it is rented.

USE OF UNITS:

1. **DECORATION** - No owner may decorate or alter any part of the building exterior. This includes painting balconies, installing permanent exterior lighting, or displaying hanging plants or objects on balconies, railings, windowsills, or ledges unless approved by the Board.
2. **Equipment failure** - Equipment must be used only for its intended purpose. Any equipment failure must be reported immediately to management, regardless of the party responsible. We need to ensure that proper precautions have been taken to avoid damage to other equipment. Each unit owner is liable for damage caused by misuse by owners, residents, or guests.
3. **Fire Hazards** - No article may be stored or used in any manner that constitutes a fire hazard. Use caution when cleaning or dusting sprinklers in tower ceilings. Hanging objects from sprinklers or painting or applying popcorn texture to them is strictly prohibited. Damage caused by paint or texture will be the owner's responsibility. Owners are reminded that they may be assessed for any increase in insurance costs beyond the scope of our residential master flood policies that is caused by their use of the property.
4. **Installations** - No awnings, blinds, shades or sunscreens may be installed on exterior balconies or windows. Permanently installed storm shutters secured to the building are required to be white.

EMERGENCY/OUT-OF-TOWN ARRANGEMENTS:

UNIT OWNERS ARE REQUIRED BY LAW TO FURNISH THE ASSOCIATION WITH KEYS OR PASSCODES TO THEIR UNITS FOR EMERGENCY ACCESS. These keys are stored securely in a safe box. It is recommended that water to the unit is shut off when out of town. In addition, emergency contact information, email addresses (if applicable) for individuals with unit access (neighbors, family members, etc.) should be provided to the office to assist in emergency situations.

BALCONIES/PORCHES – No items (clothing, rugs, towels, etc.) may hang from balcony railings, windows and/or balcony furniture. No hanging plants, coolers, cabinets, stoves, bicycles or any household items are permitted on balconies, including villas with screened enclosures.

Per fire code – no gas grills are allowed above the first floor of any building. Electric grills are permitted.

During hurricane or tropical storm warnings, all balcony items must be removed to prevent damage to surrounding areas and railings.

Leaf blowers, hoses or wash water may not be used to clean balconies, as this causes water and debris to fall onto balconies below. Water plants carefully to avoid overflow.

MAINTENANCE AND REPAIR – Maintenance and repair of buildings (common areas) is the responsibility of the Association. As authorized by the Declaration of Condominiums and the Board of Directors, the maintenance, repair and replacement of windows and glass doors shall be the responsibility of the unit owner, except in instances of damages covered by insurance. No work of any kind can be performed on any part of the building maintained by the Association. Regardless of the party responsible for the maintenance and repair, it is recommended that the need for such work be reported to the Association office.

ROOF ACCESS – Contractors requiring roof access must sign in and out at the office. The roof will be inspected after work is completed. Any damage to the roof is the contractor's responsibility. Roof access is permitted Monday through Friday, 9:00 am to 5:00 pm, except in an extreme emergency.

NOISE – To ensure comfort for all residents, unnecessary or disruptive noise must be avoided from 11:00 pm until 8:00 am. Music, television, instruments, or other noise must be kept at a reasonable volume that cannot be heard outside the unit.

MOVING AND CONTRACT WORK - Deliveries and move-ins/outs must be scheduled with the office to ensure elevator pads and elevator key are provided. Expenses for damages to the elevator, entrance doors, lights, etc. will be the owner's responsibility. All moving and contract work must occur between 9:00 am and 5:00 pm, Monday through Friday. Loud construction or demolition may not begin before 10 am. No moving, contract work or loud construction work/demolition is permitted on Sundays.

Hallways must be covered with protective coverings from the elevator to the individual's condo during construction work.

FLOORING – Unit owners are reminded that as an aid to noise control, the Declaration of Condominiums requires all flooring with the exception of bathrooms, kitchens and laundry rooms be covered with wall-to-wall carpeting or that an approved sound barrier underlayment (e.g., cork board) be placed beneath any other type of flooring (tile, wood, etc.) to prevent the transmittal of sound to adjoining units. Proof of soundproofing must be provided to the office prior to installation. The Property Manager or Maintenance Manager must inspect soundproofing materials before permanent flooring is installed.

SIGNS – Unit numbers may be identified by an Association approved nameplate. No other signs may be placed outside the unit, in windows or anywhere on the property.

WINDOWS – To prevent water damage, all doors and windows exposed to the elements must be closed when the unit is unattended. Failure to close windows and doors will render the owner liable for any resulting damage.

Broken windows and sliding doors must be replaced with hurricane-rated glass that is up to current code requirements, unless hurricane shutters are installed. Permits are required for replacement. Repairs must be completed – or written proof of effort provided – within 30 days, except in emergencies.

ANTENNAS – No radio, television or other antennas or wiring may be installed on the building exterior or railings without written Association consent.

TRASH DISPOSAL – **Pet waste nor untied garbage may not be placed in trash chutes or dumpsters. NO GLASS** may be placed in the trash chutes. Bottles, dishes, newspaper, pet waste (cat litter) are to be bagged and carried to the dumpsters located in the garage level of the high rise buildings. ALL BOXES, CARTONS AND PACKING MATERIALS MUST BE BROKEN DOWN AND PLACED IN THE DUMPSTER.

For other items not meant for the dumpster (furniture, appliances, large items, etc.) may not be left outside the dumpster rooms or along Sunshine Skyway Lane. The City must be contacted for proper disposal sites. Curbside pickup is not allowed. *Disposal of furniture and large items is the responsibility of the homeowner.*

LANDSCAPING – Residents may not remove, replace or add landscaping around units. Fertilizing is not permitted. Potted plants are allowed.

BIRD FEEDING – Bird feeding is prohibited anywhere on the property.

CHILDREN – Children under 12 must be supervised by an adult at all times. Supervising adults are responsible for compliance with all Rules and Regulations.

AUTOMOBILES – Vehicles must be parked **only** in designated spaces. Reserved spaces may not be used without written permission from the owner and a copy provided to the Manager. Guests must use guest spaces. Parking spaces may not be rented as they are a limited common area.

Vehicles must have current license plates, registration and be operational. Vehicles parked in reserved spaces, no parking zones, or handicap spaces (without a handicap placard, license plate, etc) will be towed at the owner's expense.

No mechanical repairs are permitted on the property, except emergency repairs.

PARKING – Commercial vehicles, motorcycles and motorbikes are prohibited. Campers, RV's, PODS, and boat trailers may park for **no more than 24 hours within a seven-day period** and may not obstruct traffic or emergency access. Violators will be towed at the owner's expense.

CAR WASH – The car wash is for residents only. Cars may be washed between 8:00 am and 7:00 pm. Please shut off water and return hose when finished.

BICYCLES – Bike racks are provided in both garages and may be used at your own risk. Bicycles may not be stored on balconies and porches. Bikes should be labeled with unit numbers for identification purposes. It is strongly recommended that owners lock bikes to avoid theft. **E-bikes may not be stored in the garage with batteries attached.**

SKATEBOARDS, ROLLERBLADES, AND RECREATIONAL SCOOTERS – These are not permitted on Southbay property. Please use adjacent walking/riding trail.

PET POLICY – Pets must weigh no more than 25 pounds and are limited to two domestic animals per unit. Pets must be leashed at all times (per State law). At the discretion of the Board, permission may be revoked to keep an animal at any time. Pets are not allowed on the pool deck as defined by Health Code 64E-9. **See attached Pet Policy for details.**

PET WASTE – Pet waste must be picked up and disposed of in designated pet waste containers. Pet waste may not be placed in mailroom trash receptacles. The Pet Walk area is located along the trail/entrance road only.

BOARD MEETINGS – Board meetings are held monthly on the third Thursday at 7:00 pm in the Clubhouse. Summer meetings may vary. Notices are posted on the bulletin boards. The Annual Meeting and Elections are held on February 20 each year. Information packets/notices are emailed, mailed, or hand-delivered to each owner.

MAINTENANCE PAYMENTS/REQUESTS – Payments and requests may be placed in the drop box outside the office, mailed, or delivered to the Property Manager.

TOWER BUILDINGS 7430 AND 7432

HALLWAY DOORS – Hallway doors must never to be left open IN THE TOWER BUILDINGS. This is a safety requirement from the Fire Department. All doors must have functioning self-closing mechanisms per Fire Department requirements.

DECORATING COMMON AREAS – Decorating Tower hallways requires Board approval.

COMMON AREAS – Residents must leave all common areas (elevators, mailrooms, lobby, sidewalks, stairwells, and hallways) clean when moving or remodeling. Children are not permitted to play in the hallways, garages, or fire stairs. Owners are responsible for damage caused to common areas, including damage caused by failure to remove balcony furniture or décor prior to hurricanes or tropical storms.

STORAGE ROOMS – Personal items may NOT be stored in hallways, trash chute rooms, or electrical rooms. Storage lockers are available on a first-come, first-serve basis; not all floors have one locker per unit. Residents may use only one locker on their floor. Items may not be stored outside or on top of lockers, per the fire marshal. Owners must provide tenants with locker keys when leasing.

SHOPPING CARTS – Carts are for resident use only and may not be used by contractors. All carts MUST BE RETURNED to the mailroom immediately after use and not left in elevators.

ELEVATORS – Help keep elevators safe and clean. Wipe up waste immediately to avoid injury. Unit owners are responsible for any debris caused by (but not limited to) contractors hired for work within their unit. Any moving or remodeling where items will be loaded/unloaded off elevators requires padding to be placed within the elevator. Please contact the Association office to obtain padding to be placed in the elevators.

NO SMOKING – Smoking is prohibited in the elevators, hallways, lobby, clubhouse, and all interior common areas. This is a Fire Marshall requirement and can lead to fines and prosecution.

OVERHEAD CLEARANCES – The parking garages have height limitations. Oversized vehicles must use caution. Owners are responsible for damage caused by their vehicles. Safe speeds must be observed (25 mph on the lane and 5 mph on property and garages).

POOL RULES

NO LIFEGUARD ON DUTY – ALL PERSONS USE THE POOL AT THEIR OWN RISK

Pool use is limited to Southbay residents and their guests only. Visitors must always be accompanied by the resident.

- Maximum pool load: 25 people
- Hours of operation: 8:00 am until dusk, except when closed for maintenance.
- Proper swimming attire required and must be worn at all times when in the pool
- Shower prior to entering the pool to remove suntan lotions, creams and oils
- Use towels on furniture.
- Beach cover-up and shoes required when entering/exiting the pool area
- Bathing suits must be dry before entering the buildings including the clubhouse restrooms
- Children under 12 must be supervised by an adult at all times.
- No-leak swim pants required for incontinent individuals as required by State law
- No running, horseplay or excessive noise is permitted at any time
- No food or drinks are allowed within four feet of pool edge
- No glass or breakable containers are allowed
- No pets are allowed in pool or on pool deck as stated in Health Code 64E-9.
- Bird feeding is prohibited in the pool area.
- Music must be played with discretion. Please be considerate of others.
- Adults and children should be considerate of others in the pool at all times.

FISHING PIER/DOCK RULES

- **Hours are from 7:00 am to 11:00 pm**
- Use is limited to Southbay residents and guests only. **Visitors must be accompanied by the resident at all times.**
- Boats may dock for no more than 24 hours in a seven-day period ***at your own risk***
- No excessive noise or horseplay permitted.
- No diving allowed from the pier
- NO GLASS or breakables on the dock
- Children under 12 must be supervised by an adult at all times
- Fish cleaning area must be cleaned thoroughly after use

CLUBHOUSE/RECREATION ROOM

Hours of availability are from 8:00 am to 11:00 pm. Extended hours until 1:00 am are allowed on New Year's Eve.

- Unless otherwise advised, the clubhouse is reserved for Association use on holidays
- No smoking is allowed in the Clubhouse
- Furnishings and other items may be borrowed from the Recreation Room or patio with Board approval
- Clubhouse may be reserved by residents for parties; it must remain accessible to residents even when rented per Association Document for pool restroom use.
- Owners may be assessed for repair or any damage to the clubhouse/common area.
- Clubhouse rental does not include pool, pool deck or fishing pier. The pool deck and fishing pier are not available for rental for private parties
- Party decorations may not be attached to the walls or fire sprinklers

RECOMMENDATIONS

- Have dryer vents professionally cleaned annually
- Have AC condenser units inspected annually
- Remodel work should be performed by a licensed and insured contractor, per City code.
- Pour diluted white vinegar into AC condensation tube monthly

PET POLICY FOR SOUTHBAY CONDOMINIUMS

Revised 8/25/2026

General Provisions

Residents are permitted to keep common household pets (dogs, cats, small birds, and fish) within their units, subject to the restrictions outlined below. All pets must be registered with the Association Office within ten (10) days of being brought onto the premises.

Restrictions and Limitations

- **No more than two (2) pets, excluding fish, are permitted per unit.**
- **Dogs may not exceed twenty-five (25) pounds at full maturity.**
- **Any pet that causes a continual nuisance—such as excessive barking or aggressive behavior—may incur a fine or be required to be removed from the property.**
- **All pets must be on a hand-held leash no longer than six (6) feet when in common areas. Pets allowed to run freely may be subject to a fine.**
- **Owners are responsible for the immediate cleanup of pet waste, which must be disposed of in proper receptacles. Fines will be assessed for failure to comply. Owners will be responsible for the cost of carpet cleaning in common areas if necessary.**
- **Pets are not permitted on the pool deck or fishing dock.**
- **Pets may not be tied up or left unattended outside the unit, including hallways and balconies.**
- **Owners are required to provide registration information from their veterinarian, including proof of current vaccinations.**