ROYAL MANSION CONDOMINIUM ASSOCIATION

SUMMARY OF IMPORTANT CONDOMINIUM POLICIES

AS OF AUGUST 14, 2021

This booklet has been compiled by the Board of Directors and management from existing condominium policies and approved for distribution to all Unit owners. Please review it carefully, as it contains information on the most common rules and procedures which impact the smooth operation of our community. It is the owner's responsibility to know and understand all policies contained in the Condo Docs and related amendments.

Thank you.

Royal Mansion Board of Directors

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1. **Collection and Delinquency Policy**

The following relevant items have been extracted from the Royal Mansion Declaration of Condominium, the Bylaws and Florida Statute Chapter 718.

a) Maintenance fees shall be due on the first day of the month (Bylaws Art. V Sec.3).

b) Assessments unpaid for 30 days will bear interest at the maximum rate permitted by law (Declaration Art. VII and 18% per F.S. 718.116(3)).

c) Owner is responsible for all costs of collections (Declaration Art. VII)

d) If owner is delinquent for more than 30 days, the Association may begin foreclosure action on the property (Declaration Art. VII).

In addition, the current Board policy regarding overdue maintenance accounts was approved at a Board Meeting on January 16, 2011, namely.

a) Accounts owing $1,000 or more shall be forwarded to the Association's Attorney for collection.

b) Accounts owing less than $1,000, but which are more than six months in arrears, shall also be sent to the Association's Attorney.

Non-payment of monies due after 45 days will result in a lien being recorded in the Brevard County records, and an additional cost charged to the owner. Depending on the circumstances, the Board may foreclose on its lien. In exceptional circumstances the Board may negotiate a re-payment plan with the delinquent owner.

2. Rental Information Policy

The Board adopted a resolution on December 8, 2012, which provided for the following rule to be established:

"Unit owners or management companies representing unit owners shall complete the Rental Information Form provided by Royal Mansion. The Rental Information Form shall be incorporated herein and subject to modifications at the Board of Directors' discretion. The completed Rental Information Form shall be submitted to our Association Management Company, Prestige Property Mgmt. prior to a lessee or guest arriving at Royal Mansion. Unit owners failing to comply with this regulation shall be subject to any and all enforcement mechanisms as provided under the Royal Mansion governing documents and Florida law."

A copy of the Rental Information form is provided on the next page.

ROYAL MANSION CONDOMINIUM ASSOCIATION, INC.
c/o: Prestige Property Management
PO Box 507
Cape Canaveral, FL 32920

RENTAL INFORMATION FORM

Please fill out this form completely and email it to prestigeofbrevard@att.net or karen.ppm@outlook.com, 72 hours prior to your guest checking in.

Unit Number: _____ Owners Name: _____

Guest Name (s): _____
(including number and ages of all minor children)

Guest Phone Number: _____

Guest Email: _____ Rental Dates: _____

Guest Vehicle(s) (Make, Model & Tag): _____

NOTE: IF LOCAL RENTAL VEHICLE IS TO BE USED, PLEASE ADVISE MANAGER OF DETAILS WITHIN 24 HOURS OF ARRIVAL.

Owners are ultimately responsible for the behavior and conduct of their renters/guests.

- A parking pass is to be displayed on your vehicle dashboard during your entire stay.
- No boats, trailers or motorcycles are permitted on condominium property.
- No dogs or other animals are permitted in the unit or on property.
- Pool and spa rules must be observed. Pool and Spa are open from **9AM TO DUSK.**
- No towels or clothing items to be hung on balconies or walls.
- No unruly or immoral behavior. **NO SMOKING OR ALCOHOL** permitted in the pool area.
- No Gas Grills on Patios or balconies.
- The City of Cape Canaveral has a QUIET ordinance that must be observed from **10PM to 9AM**. Please be considerate of the other guests staying in close proximity when outside of your unit, on the balcony or in the parking lot.
- The association manager may be contacted in an emergency at 321.768.9322 **after calling 911**. Problems and concerns about the rental unit should be addressed to the property manager or owner of the unit.

A completed copy of this document has been provided to the lessee/guest.

Signature: _____ Date: _____

Owner or Management Company: _____ Contact phone: _____

Updated 4/28/26

3. Vehicle and Parking Policy

The current policy is set out in the Declaration of Condominium Article X (K),which reads as follows:

"No auto parking space may be used for any purpose other than parking automobiles which are in operating condition. No other vehicles or objects, including but not limited to semi-trucks, motorcycles, trailers, and boats will be parked or placed upon such portions of the condominium property, unless permitted by the Board of Administration. No parking space shall be used by any other person other than an occupant of the condominium who is an actual resident or by a guest or visitor and by such guest or visitor only when such guest or visitor is, in fact, visiting and upon the premises."

Brevard Towing has the contract for removing illegally parked vehicles.

4. **Unit Repairs and Renovation Policy**

This current policy is set out in Article XI of the Declaration of Condominium,which reads as follows:

"No owner of an apartment shall make any structural modifications or alterations of the apartment. Further, no owner shall cause any improvements or changes to be made on or to the exterior of the apartment building, including painting or other decoration, the installation of awnings, shutters, electrical wiring, air conditioning units and other things which might protrude through or be attached to the walls of the apartment of any portion of the apartment building not wholly within the boundaries of his apartment."

This Article was expanded by the 7th Amendment of the Declaration of Condominium, dated April 19, 2013, which added the following language:

"Notwithstanding the foregoing, in the event an owner wishes to install tile on the owner's balcony (**Patio units only**), or to make alterations to the original floor plan of a unit (excluding any changes to structural or load bearing walls, which are specifically forbidden), the owner must inform the Association Manager (and/or the Board of Directors) by completing and submitting the "Architectural Review Application" at least thirty (30) days prior to the commencement of work. The notification shall be in writing and must include detailed plans of the proposed work. Such plans shall be in conformity with all applicable Federal, State, County and City codes. The owner shall obtain all required permits before commencement of the work and, if not undertaking the work themselves (if same is permitted by applicable code), shall use only licensed, bonded and insured contractors. In either case, the owner shall be responsible for the proper delivery and storage of construction materials, the removal of construction waste items from the condominium property, and any damage to the Condominium. No nuisance shall be caused to any residents by the work. The owner shall restrict work to the hours between 8:00am to 6:00pm from Monday to Saturday."

A copy of the required work notification form is attached on the following pages.

ROYAL MANSION CONDOMINIUM ASSOCIATION INC.
ARCHITECTURAL REVIEW APPLICATION

This application is to be completed by the homeowner and **submitted to the Royal Mansion Condominium, c/o PPM, PO Box 507, Cape Canaveral, FL 32920 for approval prior to the commencement of any work.** You can also email it to prestigeofbrevard@att.net. Please refer to your Declaration of Covenants and Restrictions for a description of architectural control in a condominium.

THIS SECTION TO BE COMPLETED BY HOMEOWNER

_____ _____
Owner Name Property address:

PHONE NUMBER: _____

EMAIL ADDRESS: _____

DESCRIBE THE CHANGE/ADDITION/INSTALLATION: (i.e. window replacement, door replacement, AC replacement, plumbing update, electrical update, water heater replacement, bathroom update, kitchen update, flooring update etc.)

_____

_____

LOCATION: (Attach a copy of a suitable diagram showing where the change/addition/installation will be located)

_____

_____

SPECIFICATIONS: (Attach copies of plans, estimates or pictures)

Dimensions:_____

Material(s):_____

Color(s):_____

Note: All requests must conform to all local Zoning and Building Regulations, and you must obtain all necessary permits if your request is approved by the Board of Directors. Please use only licensed and insured vendors for your own protection and that of your neighbors.

(THIS SECTION TO BE COMPLETED BY BOARD OF DIRECTORS)

REQUEST: Date Approved _____ Date Denied _____

COMMENTS:_____

BOD SIGNATURE:_____

Updated 4/28/26

Homeowner Affidavit of Understanding

I understand that the Board of Directors will act on this request and provide me with a written response of their decision. I further understand and agree to the following provisions:

1. No work or commitment of work will be made by me or my contractor until I have received written approval from the Board.

2. All work will be done at my expense, and all future upkeep will remain at my expense.

3. All work will be done expeditiously once commenced and will be done in a workman-like manner by myself or a contractor. No work may be done before 8am or after 6pm Monday through Saturday only. No work on Sunday is permitted.

4. All work will be performed at one a time and in a manner to minimize interference and inconvenience to other residents.

5. I assume all liability and will be responsible for all damage and/or injury which may result from performance of such work.

6. I will be responsible for the conduct of all persons, agents, contractors, and employees who are connected with this work.

7. I will be responsible for complying with, and will comply with, all applicable Federal, state and local laws, codes, regulations and requirements in connection with this work, and I will obtain any necessary governmental permits and approvals for the work. I understand and agree that the Royal Mansion Condominium Association Inc., its Board of Directors, have no responsibility with respect to such compliance and that the Board of Directors' approval of this request shall not be understood as the making of any representation or warranty that the plans, specifications or work comply with any law, code, regulation or governmental requirement.

8. The contractor to perform the work is: _____, Phone _____.

9. If approved, the work would start on or about _____ and would be completed by _____.

_____ _____

Signature of Homeowner Date

RETURN COMPLETED FORMS TO: Royal Mansion Condominium
C/O PPM, PO Box 507 Cape Canaveral, FL 32920 or email to prestigeofbrevard@att.net.

Updated 4/28/26

5. **Roof Access Policy**

The Board of Administration approved the following policy on February 6, 2014:

"All contractors who need to access the roof of any building must first obtain written permission from the Association Manager and must present a valid certificate of insurance and an appropriate Florida State license. Roof access is restricted to the hours of 8am to 4pm Monday to Friday, excluding Federal Holidays. Access outside these hours will only be granted in a genuine emergency."

We appreciate the cooperation of all owners who is following this policy, which will help in extending the life of our roofs and reduce water intrusion problems.

6. Reservation of the Clubhouse

Please see guidelines and reservation form on the following pages.

ROYAL MANSION CLUBHOUSE USE GUIDELINES AND RESERVATION FORM

The Clubhouse is available on a reserved basis, from 11:00am daily, by Owners only. A 72-hour notice is required and must be accompanied by a reservation form and cleaning deposit. It is not available for commercial use, non-profit groups or club meetings. Reservations are to be made through completion of the "Clubhouse Reservation Form".

There is no cost for use by Owners. Any use requires a refundable cleaning deposit of $200.00. All fees shall be paid before use, payable to Royal Mansion Condominium Association Inc., and shall accompany the reservation. Deposits will be refunded if the room is properly cleaned. Damage to the premises, fixtures, furniture or any additional cleaning expenses will be the responsibility of the host.

The maximum occupancy for any function is 20. The Owner must be present at the event. Smoking is prohibited in the Clubhouse and adjacent covered areas. Doors must remain closed during the event and should not be propped open.

No furniture may be removed from the clubhouse, and none may be brought in from the pool area. With proper notice a refrigerator can be available for use. No decorations may be hung from the ceiling, glass doors or walls. No loud music or DJs are permitted.

All trash must be double bagged and removed immediately and taken to the dumpsters upon conclusion of the event.

All activities in the Clubhouse will terminate no later than 10:00pm. All lights and fans must be turned off and the A/C left at 78 degrees F.

Pool parties are not permitted. Use of the clubhouse does not include use of the pool, pool area or spa.

Clubhouse Reservation Form

Send this form to prestigeofbrevard@att.net and mail your deposit, made payable to Royal Mansion Condominium Association to Prestige Property Mgmt., PO Box 507 Cape Canaveral, FL 32920.

Name (Host):

Unit Number:

Phone Number:

Date of Event:

Number of guests:

Type of Event:

Starting Time:

Ending Time:

Food Yes No

Alcoholic Beverages Yes No

NOTE: Board should be aware that allowing alcohol increases liability for the Association.

I HAVE READ THE RULES AND REGULATIONS CONCERNING THE USE OF THE CLUBHOUSE FOR A PRIVATE PARTY AND WILL FULLY COMPLY WITH THEM.

Signature: _____ Date: _____

Updated 4/28/26

7. **Pet Policy**

The current policy is set out in the 4th Amendment to the Declaration of Condominium, dated June 4, 2003, which states as follows:

"A unit owner, **but not a tenant or a guest of a unit owner**, shall be allowed to keep in his own unit, one domestic pet, provided that such pet shall weigh less than 50 pounds and shall be subject to further rules and regulations adopted by the Board of Administration."

The Board has also ruled that dogs shall be kept on a leash when outside their unit and that they **shall be walked off property to be relieved.**

All pet waste must be immediately collected, bagged, and disposed of in the dumpsters rather than trash receptacles on property including eating areas, pool area, clubhouse, and beach walk paths.

Use Restrictions- Article X of the Declaration

A. Each apartment shall be used for residential use only.

B. No apartment shall be leased more than once a week and no subleasing allowed.

C. No Nuisances shall be allowed to be committed or maintained on the property, no annoyance to the residents. All parts of property shall be kept clean and in a sanitary condition.

D. The BOD or Association Manager may enter any unit at reasonable times for repairs or maintenance to the common elements, inspection, and/or emergency purposes.

E. All residents shall not place or cause to be placed in the walk paths, or any other common area any furniture, trash, or objects of any kind. This includes hallways on the second floor.

F. It is prohibited to hang garments, towels, rugs, etc., from the windows, walls, or balconies on any apartment.

G. It is prohibited to dust or shake rugs, etc. from any balcony or common area or beating on the exterior walls.

H. No parking space may be used for any purpose other than parking automobiles which are in operating condition. No other vehicles, including but not limited to semi-trucks, motorcycles, trailers, and boats will be permitted to park in the parking lot.

I. No pets shall be allowed to be kept in any unit other than by owners and following the pet weight limit amendment of 50 lbs. or less.

J. No sweeping of balconies allowing debris to fall to the unit below. Standard patio equipment is only allowed to be placed on the balconies and porches.

K. No charcoal or gas grills shall be permitted on any balcony or patio.