

**San Paulo Village Condominium Association, Inc.**  
Chapter X "Rules and Regulations", Attachment "A"  
(Revised August 6, 2024, supersedes all older dated copies)

San Paulo is a nice place to live. The following policies and regulations are designed to preserve the unique lifestyle afforded our residents and to maintain the aesthetic quality of the courtyards, grounds and building exteriors. Our ultimate goal is for you and your neighbors to enjoy harmonious living at San Paulo, and it is to this end that we respectfully request your cooperation with the rules as set forth herein. **ALL RULES APPLY TO RESIDENTS, RENTERS AND GUESTS.**

- 1. REGISTRATION:** All residents, guests and their vehicles who will be here longer than (3) three days must register with the front office within (48) forty-eight hours. Registration for all residents and guests includes registration form found at the office, photo ID, and copy of lease. \* All pets are to be registered prior to being brought on the property. See Section #8. Pet registration includes updated pet vaccination record and you must bring pet to the office for verification.
- 2. CONDOMINIUMS/OCCUPANCY:** Each unit is hereby restricted to residential use by the owner or owners thereof, their immediate families, guests and invitees.
- a) Each two-bedroom unit is hereby restricted to no more than (4) four occupants, two of whom may be under (12) twelve years of age.
  - b) Each three-bedroom unit is hereby restricted to no more than (5) five occupants, two of whom may be under (12) twelve years of age.
  - c) Each one-bedroom unit hereby restricted to (2) occupants.
  - d) The unit may be rented provided the occupancy is only by (1) lessee and members of his immediate family and guests. No room may be rented, no sub leasing and no transient tenants may be accommodated. No lease of a unit shall release or discharge the owner of compliance with Section X or any of his/her other duties as a unit owner. Timesharing of units is prohibited.
  - e) Association must be furnished a copy of each renter's lease.
  - f) No unit owner shall permit any use of his/her unit or use of the common elements that will increase the cost of insurance upon the condominium property.
  - g) No immoral, improper or offensive use shall be made on the condominium property or any part thereof, and all laws zoning ordinances and regulations of all governmental authorities having jurisdiction of the condominium shall be observed.
  - h) No unit can be rented for less than (30) thirty days.

**3. POOLS:** Our pools are open from dawn until dusk. Nighttime swimming is prohibited. No running or diving in the pool area. Proper bathing attire is required. Any person who is incontinent or not fully potty trained must wear appropriate waterproof clothing. Children under the age of 14 must be accompanied by a responsible adult at all times. No lifeguard on duty, swim at your own risk. Small water toys are not allowed. A one-person inflatable sunning raft may be used unless there are (10) ten or more people in the pool at any given time, all rafts must be removed from the water. Noise levels shall be kept to a minimum. No glass containers, food, or alcohol is allowed in the pool area. Smoking in the pool area is prohibited. There are designated smoking areas at each pool. Each unit is allowed only (5) five guests. All signs posted at the pools must be adhered to. No pool parties allowed! Residents must accompany all guests. Violations of these rules will result in your pool privileges being revoked.

**4. PATIOS & BALCONIES:** No pets allowed on patios or balconies under any circumstances! Absolutely nothing is to be stored on or under the stairs. Do not block entrance with plants, furniture, or gates. Per FL. Building Code, NFPA 101-7.3.4.1. through 7.3.4.1.3., the path of egress needs to be 36" wide. Nothing is to be hung or attached to railings or facades. Railings will remain free of adornment; however, some decorations are allowed for a short period of time on federally recognized holiday's. Holiday decorations may be placed (2) two weeks prior to the date of the holiday and must be removed no later than (2) weeks after the holiday. All patio or balcony flooring or improvements must be approved by the Board of Directors. All patios and balconies repaired, replaced, improved, or altered prior to 2024, will be grandfathered in until repair or replacement is needed or an owner requests to improve or alter the same. Any rule exceptions must be approved in writing by the Board of Directors.

**5. FRONT ENTRANCE:** Nothing is allowed to be stored in the front entranceway or under the stairwell. Residents are expected to keep this area clean at all times.

**6. COURTYARDS/SIDEWALKS IN FRONT OF CONDO'S:** The courtyards shall not be used as a play area. Bicycles, tricycles, battery powered cars or cycles, skateboards, skates, roller blades, scooters, pogo sticks, and any other similar toys or modes of transportation are not allowed on the sidewalks or in the courtyards. Nothing at any time is to be placed or left in the courtyard which could interfere with lawn maintenance. No pets in the courtyards or on sidewalks. No running is allowed on the sidewalks or in the courtyards.

**7. PLANTS:** No intrusive plants, i.e., cactus, ivy, split philodendron, ferns, elephant ears, ficus, trumpets, or any other plants which roots will encroach on walls, patios, or foundations are allowed. Plants must be maintained within 30" of the edge of patio after trimmed and unit # must be plainly visible. Owner must maintain plants. No renter shall be permitted to plant any plants. Potted plants will not be kept in nursery pots and will be held to the same standards above. No plants shall be allowed to overhang any walkway, steps, or patios. Owner must have approval prior to planting any plants. The Board reserves the right to remove any plant that is not in compliance with the above rules at the owners' expense.

**8. PETS:** Only (1) one pet per unit. No pet is allowed of a breed that will be over (30) thirty lbs. when full grown. No pets allowed on patios or balconies under any circumstances! Prior to any pet being on property, including those visiting, the pet must be brought to the office with updated pet vaccination records to get approved by the Board. You may be required to sign a Pet Agreement. A pet owner will be required to provide the Association with a yearly update from your pets' veterinarian on weight, health and vaccinations. The pet will have to be brought into the office along with report to verify findings. Pets must be hand-leashed at all times on a maximum 6' lead as per the City of West Melbourne. Pets must be walked on the outside grassy area adjacent to wall or across the parking area on the south or west field of the complex. Pet walkers must immediately remove all waste matter deposited by their pet, there is a \$25.00 fine for failure to comply. Pets running loose will be turned over to Animal Control. A fee may be imposed on families with a pet. The Association does not insure any pet, leaving the owner or tenant responsible for purchasing and maintain any insurance covering the pet. Failure to comply with our pet rules will result in a \$50.00 per day fee until compliant.

**9. SERVICE ANIMALS:** See applicable Florida Statutes.

**10. PARKING:** Each condo unit has a corresponding numbered parking space for the sole use of that unit and must be used prior to parking in a visitor's space. It is the responsibility of residents to inform guests not to use the numbered parking spaces. Violators will be towed at their expense. If a second registered vehicle is owned and used daily, any unnumbered space may be used for parking. Unnumbered parking spaces are available on a first come, first serve basis. Any unit needing more than two spaces will be required to use the visitors overflow area at the northwest corner of the complex. The numbered spaces in the overflow parking have been provided for residing residents only with RV's, boats, and trailers. These spaces will be assigned if space is available by the Board of Directors after receiving a residents request. Violators will be towed at the owners' expense. Vehicles in numbered spaces must be registered and insured in the owners' name, and current copies of both must be given to the office. No parking space shall be used for any person other than an actual resident. You may not work on or wash vehicles in the parking spaces in front of units. All vehicles without a valid tag displayed or not in operating condition will be towed at the owners' expense. Parked vehicles must not encroach on the sidewalks or interfere with lawn maintenance.

**11. VEHICLE REPAIRS:** No vehicle repairs or maintenance is to be done on property without prior approval by the Board of Directors.

**12. BICYCLES:** Bicycles may not be placed or stored on balconies, patios, entranceways, nor on or underneath any staircases. San Paulo has (3) three bicycle storage racks designated for bicycle parking or storing. Bicycle security is the responsibility of the owner, and the Association shall not be liable for any damage or theft that may occur. Bicycles not in operational condition or abandoned will be disposed of.

**13. TENNIS COURTS:** Our tennis courts are reserved for residents and their guests. Proper attire with regular tennis shoes is required. Residents must accompany their guests at all times. Residents may request a key to the gate at the office for a fee of \$10.00. Owners and their guests must adhere to all rules posted at the tennis courts. Any violations of these rules may result in tennis court privileges being revoked.

**14. NOISE:** Quiet hours will be observed throughout the complex from 11:00 p.m. to 8:00 a.m. No nuisances shall be allowed to be committed or maintained upon the condominium property at any time, nor any use or practice that is a source of annoyance to residents or which interferes with the peaceful possession and proper use of the property of its residents, as outlined in Article X, Section c. of the Association's Declaration.

**15. WINDOW TREATMENTS:** All shades, blinds, draperies, or similar window coverings shall be solid white or off-white when visible from the outside of the unit. Bed sheets or other items are not permitted. Window tinting film is acceptable with the prior approval of the Board of Directors. Such window tinting film may only be gray or brown in color, and such color must be included in the application provided to the Board of Directors for review/approval.

**16. STORM SHUTTERS & PROTECTION:** All storm shutters and/or protection must be approved by the Board of Directors prior to installation.

**17. TILE:** Prior to installation of tile in a second level unit, a sound barrier must be approved by the Board of Directors prior to installation. Details related to the proposed sound barrier shall be included in the application submitted to the Board of Directors for approval, including but not limited to material and sound reduction details. No tile shall be installed on patios, balconies or front entrances.

**18. TRASH:** All trash, garbage or refuse shall be deposited by the resident in the dumpsters or other defined area as provided by the Association. No trash, garbage or refuse is permitted to stand on the exteriors of any building or in any hallway, patio, balcony or stairway. All appliances, mattresses, furniture and other large items for disposal is the responsibility of the resident at their expense. Do not put any item of any kind beside the dumpsters. A violation of this rule will result in a fee to the tenant and/or the unit owner.

**19. WATER:** If unit is unoccupied for over (72) seven-two hours, the water main to the unit must be shut off by resident to mitigate or prevent damage to condominium property during residents absence. Shut offs are located on each side of the entryway. The red valve is the downstairs unit, and the blue valve is the upstairs unit. Some valves require a crescent wrench or T handle to shut off. There is one at the office to use if needed. Toilets, sinks, and faucets should be maintained. Excessive water use due to leaks will be billed to the unit.

**20. GRILLS:** Only tabletop electric grills with a cooking surface less than 200 square inches are allowed on the second-floor balconies. Lower units may use charcoal, pellet, or gas provided they are placed at least (10) ten feet away from the building and outside the range of any overhang when in use. Gas or propane tanks shall not be stored on the property of San Paulo Village.

**21. ADVERTISEMENTS:** No signs or notice of any type shall be shown on the common property of the Association nor any portion of a unit where said sign will be visible from the exterior, including but not limited to windows and exterior walls. No exterior antennas and aerials shall be erected as provided under uniform regulations promulgated by the Association or State of Florida.

**22. THE BOARD OF ADMINISTRATION** or the agents and employees of the Association may enter any unit at reasonable times for the purpose of maintenance inspection, repair and replacement of the improvements within the units or the common property, to determine compliance with those restrictions, reservations, covenants condition and easements and the Bylaws of the Association.

**23. COPIES:** A request for any copies of Official records, as defined under Chapter 718, Florida Statutes, by anyone for any reason, the following shall apply:

a) A request may be made to the Association by Certified U.S. Mail, Return Receipt Requested to the association, pursuant to the most recent on-line records of the Florida Secretary of State, Division of Corporations. In the alternative, a form may be obtained from the office and must be properly filled out and signed.

b) An original that is single sided will be charged (\$.20) twenty cents per sheet.

c) An original that is double sided will be charged (\$.30) thirty cents per sheet.

d) Individuals requesting copies of records shall sign confirmation upon receipt of records and payment to be kept for Association records.

**24. RECREATION ROOM RESERVATION:** Forms are available in the office to request reservation of the recreation room. Only an owner may reserve the recreation room. Rental of the recreational room does not include the use of the pool. A (\$100.00) one-hundred-dollar deposit is required and will be returned if left in clean, undamaged condition. If the Association has to clean, repair damages, replace anything, etc., the deposit will be forfeited and if damages are more than the (\$100.00) one-hundred-dollars, the owner who reserved the recreation room will be billed and will be held accountable. Requests to reserve the recreation room must be made in writing to the Association at least (72) seventy-two hours in advance.

**25. THREE MINUTE SPEAKING AT BOARD MEETINGS:** In order for the Board of Directors to conduct business in an effective manner and still offer the owners the opportunity to speak a rule has been established for procedures on handling owner's comments and discussions at Board of Directors meetings. All owners will not be permitted to speak on any agenda item unless they submit a written request notifying the Board (24) twenty-four hours in advance that he/she wishes to participate in the meeting and states the agenda item that they wish to speak on. Each participant will be given a limit of (3) three minutes to make his/her statement with an exception should the statement be of importance to the Board of Directors, the Board of Directors may approve a reasonable extension. Owners will be prohibited to discuss non-agenda items at Board meetings unless the majority of the Board of Directors consent to open the matter for discussion. The Board of Directors will have the authority to eject or otherwise remove any owner who fails to comply with the rules, and/or after a reasonable attempt by the Board of Directors has been made to have the owner correct their behavior.

**26. REASONABLE REGULATIONS** concerning the use of the condominium property may be made and amended from time to time by the Board of Directors of the Association as provided by its Articles of Incorporation, Bylaws and Declaration of Condominiums.

**27. SUGGESTIONS/COMPLAINTS:** Forms are available in the office. Complaints must be in writing and signed by the person making the suggestion/complaint.

**28. SPECIAL PERMISSION FORMS:** These forms are available in the office and must be completed and submitted to the Board of Directors for approval prior to making changes, alterations, or improvements to the units for which approval is required.

**29. CONDOMINIUM DOCUMENTS BYLAWS CHAPTER 4 PARAGRAPH K:** All of the powers and duties of the Association shall be exercised by the Board of administration, including those existing under Florida law and statutes, the Articles of Incorporation of the Association, these Bylaws and the Declaration of Condominium.

**30. ENFORCEMENT OF RULES:** It is the responsibility of owners and residents to inform all guests and tenants of the applicable rules and regulations and all covenants and restrictions. Residents are responsible to ensure compliance with all applicable covenants and restrictions, including the rules and regulations. The Board of Directors or the Office Management when authorized by the Board, shall and will enforce these rules and regulations to the maximum extent possible as provided by the law. If any resident witnesses a potential violation, notice should be provided to the Association in writing and should include a detailed description of the violation.