

**WHISPERING SANDS  
CONDOMINIUM ASSOCIATION  
THE UNIT OWNERS HANDBOOK AND  
RULES WE LIVE BY  
REVISED  
2007**

This handbook provides important information for owners, renters, and prospective buyers. Most of this material has been extracted from the Declarations of Condominium for each Section in Whispering Sands Condominium Village, the Bylaws of the Association, and from the 2001 version of "The Rules We Live By", which this document now supersedes. For complete details, refer to the relevant documents.

## FOREWORD

Sections 6(e), 6(n) and 15 of the bylaws of the Association provide that the Board of Directors *may* adopt and amend Rules and Regulations governing the operation and use of the Condominium, and assess fines for violations of these Rules or the Declarations or the By-laws.

In January of 2007 the Board requested a revision of the Rules We Live By. The Rules Enforcement Committee was in charge of this project and made suggestions and revisions to the 2001 edition which was approved by the Board of Directors.

## TABLE OF CONTENTS

<u>Page No.</u>	
	<b>Section 1 - Definitions .....4</b>
	<b>Section 2 - Organization and Administration ..... 5</b>
	<b>Section 3 - Management..... 5</b>
	<b>Section 4 - Finances..... 6</b>
	<b>Section 5 - Purchase, Lease or Loan of Units..... 7</b>
	<b>Section 6 - Unit Owner's Responsibilities ..... 8</b>
	<b>Section 7 - Insurance.....10</b>
	<b>Section 8 - The Condominium Environment ..... 10</b>
	<b>Section 9 - Facilities.....11</b>
	<b>Section 10 - Parking..... 12</b>
	<b>Section 11 - Safety ..... 14</b>
	<b>Section 12 - Staff Services..... 15</b>
	<b>Section 13 - The Advisory Council.....15</b>
	<b>Section 14 - Meeting Participation..... 16</b>

## ADDENDUMS

## SECTION 1 - DEFINITIONS

- 1.1 Declarations of Condominium:** A legal document which describes the buildings and common areas, the organization, management, and the conditions by purchase and ownership, for each section in Whispering Sands Condominium Association, Inc. here after referred to as Whispering Sands or the Association.
- 1.2 Bylaws:** Regulations which have been adopted by the Association for the administration of Whispering Sands.
- 1.3 Section:** Whispering Sands is divided into seven (7) individual sections, each of which is subject to the regulations set forth in a "Declarations of Condominium" for that section.
- 1.4 Unit:** A condominium apartment or villa used as a family residential dwelling and subject to private ownership.
- 1.5 Occupants:** People who reside in a condominium unit, including the following:
- **Owners:** People who have purchased a condominium apartment or villa in Whispering Sands.
  - **Renters:** People who pay to occupy a unit for a minimum of two (2) months, with Board approval. (See Section 5).
  - **Guests:** People who must register when staying overnight with a unit owner or renter, and people who occupy a unit on loan from an owner, as prescribed in Section 5.3.
  - **Visitors:** People who visit a unit or renter and do not stay overnight.
- 1.6 Villas:** Single or semi-detached bungalows in Sections 1 and 5.
- 1.7 Multi-story Buildings:**
- | <u>Midrise buildings:</u>     | <u>High-rise buildings:</u> |
|-------------------------------|-----------------------------|
| • Section 2 - Sunset House    | • Section 6 - South Tower   |
| • Section 3 - Tropic View     | • Section 7 - North Tower   |
| • Section 4 - Waterside Manor |                             |

## **SECTION 2 - ORGANIZATION AND ADMINISTRATION**

- 2.1** Whispering Sands is a Nonprofit Corporation, organized under Laws of the State of Florida.
- 2.2** Administration of the Association is undertaken by a Board of Directors, consisting of nine (9) members, elected by ballot of the unit owners, as prescribed by the Laws of the State of Florida.
- 2.3** The President is elected by the Board of Directors and is the principal executive officer of the Association and is responsible for the supervision and control of the business and affairs of the corporation.
- 2.4** The Board of Directors is served by a number of standing committees to assist in specialized areas of management, including the following:
- Administration
  - Finance and Banking
  - Buildings
  - Sales, Leases, and Ownership Interviews
  - Security and Safety
  - Grounds
  - Operations
  - Advisory
  - Legal and Insurance
- 2.5** The Association has the right to assess fines against a unit owner for violation of the provisions of the Declarations of Condominium, Bylaws or these Rules of the Association,
- 2.6** Each unit is entitled to one (1) vote in respect to the affairs of the Association. Joint unit owners are required to designate one person as their voting representative and file an affidavit at the Association Office.

## **SECTION 3 - MANAGEMENT**

- 3.1** We are a self-managed Association with an on site General Manager.

## **SECTION 4 - FINANCES**

- 4.1** The Board of Directors is responsible for the development of a single, consolidated budget to meet the operating expenses of the Association. Certain budgeted costs are then prorated among each of the seven (7) condominium sections, and the necessary funds are raised by a monthly maintenance fee, which include reserve funds for each Section. Funds

necessary beyond Reserves, such as special projects or repairs that are funded for, may be raised by special assessment and charged to that Section or to the Association as a whole. Special assessments are approved by the Board after proper posting according to the Florida Condominium Act 718 and the Declarations.

- 4.2 Maintenance fees provide funding for the day-to-day operating expenses of the Association, and vary from Section to Section because maintenance requirements differ.
- 4.3 The Operating Budget is approved by the Whispering Sands Board of Directors following an Association Budget Meeting held in December of each year.

The Operating Budget includes the following expenses:

- Cable TV
  - Electricity-Common elements only
  - Elevators
  - Exterior building and grounds maintenance
  - Flood, fire, wind, and public liability insurance
  - Legal and Accounting
  - Pest Extermination - Service
  - Staff
  - Swimming pools—Clubhouse and beach
  - Trash removal and recycling activities
  - Water and sewer service
- 4.4 The Reserves Budget sets funds aside for future repairs, including restoration or replacement items costing over \$10,000, and including the following:
    - Roof replacement on Midrise and high-rise buildings
    - Building restoration and painting
    - Equipment and furnishings
    - Elevators
    - Carports
    - Paving

Reserves must be fully funded unless unit owners decide on a lesser amount to be set aside for the Reserves Fund of their section by a referendum.

## **SECTION 5 - PURCHASE, LEASE OR LOAN OF UNITS**

- 5.1** Whispering Sands is primarily a community for independent adults, (55 and over) who have chosen to maintain a particular lifestyle, which is defined in the Declarations of Condominium for each Section. The basis of any ownership is described in the Declarations of Condominium, Bylaws, and these Rules and any amendments thereto.
- 5.2** The Board of Directors of the Association must give approval, in writing, of all sales, transfers, leases and loans of a unit. A special Directors Committee will interview prospective buyers and renters, before approval can be granted.
- 5.3** A unit may be loaned without payment to people outside the owner's immediate family no more than four (4) times each calendar year, and for periods not to exceed fifteen (15) days. Unit owners must notify the Association office in advance of the loan. The person loaning the unit from the owner should register with the Association office upon arrival.
- 5.4** Fair Housing: Age of Residents. In accordance with the Federal Fair Housing Amendments Act of 1988, and the Housing for Older Persons Act of 1995, and comparable legislation adopted by the State of Florida, at least one person fifty-five (55) years of age or older, must be a permanent occupant of each unit while any other person occupies said unit. Persons under the age of fifty-five (55) and at least age eighteen (18) or older may occupy and reside in a unit, as long as one of the occupants is age fifty-five (55) or older. Persons under the age of eighteen (18) shall not occupy a unit on a permanent basis, but may occupy a unit on a temporary basis, not to exceed thirty (30) days in any calendar year.
- 5.5** Corporations or other forms of business are disqualified from ownership, as are persons who intend to use the unit for the rest and recreation of employees or clients.
- 5.6** No individual shall hold title to more than two (2) units in all sections of Whispering Sands.
- 5.7** Each condominium unit shall be used as a one family residential dwelling and no business or trade is to be conducted on the premises.
- 5.8** The maximum temporary occupancy of any unit is limited to six (6) persons. The maximum permanent occupancy of any unit is limited to two (2) persons per bedroom. See 5.4 above.
- 5.9** That occupants of Condominium Units shall not permit, suffer or maintain in their premises loud noises, obnoxious odors or offensive household pets. Further, no pet may be permitted, suffered or maintained in a Unit, with the

exception of fish, turtles, and small birds, which do not annoy any neighbor, or any pet in residence upon the effective date of this provision, as amended April 1984.

- 5.10 No unit can be rented for less than two (2) months, and a unit cannot be rented more than two (2) times per year.
- 5.11 A renter cannot sublet the unit or permit anyone to occupy it in his/her absence.

## **SECTION 6 - UNIT OWNER'S RESPONSIBILITIES**

- 6.1 Each unit owner is responsible for the maintenance and repair of his unit. Damages to a unit shall be repaired or rebuilt, and the work should commence promptly.
- 6.2 A Modification Form must be submitted and approved by the Modification Committee for major remodeling of units at Whispering Sands. This form is to be used for structural changes to a unit only. This form is not needed for aesthetic changes inside the unit. After review, the Modification Committee will submit the Modification Form to the Board for approval.
- 6.3 Villa roofs must be cleaned at least every three (3) years.
- 6.4 All units must maintain a uniform external color and appearance. Any modification to the exterior of the buildings, (such as shades, shutters or glass enclosures), must be approved by the Board of Directors.
- 6.5 Owners in multi-story buildings must install a cork underlay, or similar sound barrier material, when laying tile or wood flooring in their unit. Lanais and first floor units are excluded.
- 6.6 Unit owners are responsible to pay for damage to condominium or Association property caused by any willful or negligent act of the unit owner or occupant(s). A unit owner is also responsible to reimburse other owners for damage to their units from problems due to negligence arising from owner's unit. Because of this, unit owners are advised to keep a record of hot water tank installation dates, and consider replacement when the normal guarantee period has expired. Routine inspections and maintenance of the air conditioning equipment and plumbing drains are also recommended.
- 6.7 When a unit is to remain unoccupied in excess of two weeks, the unit owner must make arrangements to have their unit checked on a regular weekly schedule. In the case of an emergency, the Association has the right to enter an unoccupied unit and take action to correct any problems at the owner's expense.

- 6.8 Water shut off, Owners in Section 1, 3, 4, 5, 6, 7 who plan to be gone 48 hours or longer must shut off the main water supply to their unit. Section 2 is exempt from this rule as there are no single unit shut offs.
- 6.9 Laundry should be removed promptly and the rooms and equipment left neat and clean. Dryer lint traps must be cleaned. Do not use dyes in the washers. Heavy articles (rugs, blankets, etc.) should be sent to commercial cleaners. Laundry facilities are for the exclusive use of occupants only. The laundry hours are from 8:00am to 8:00pm.
- 6.10 Washers are not allowed to be installed in individual Midrise or Tower units. Any existing washers in individual units must be removed at the owner's expense.
- 6.11 No cooking is permitted on balconies or lanais. Barbeque facilities are available behind the Tiki Hut. (See Section 9, Facilities).
- 6.12 Adults must assume the responsibility of seeing that sand, water and dirt are not tracked into the corridors and elevators.
- 6.13 Each unit in the multi-story buildings is provided with a storage locker. Each locker should be properly secured. Flammable materials should not be stored in the storage lockers (paint, thinner, varnish, etc.) The Association cannot be responsible for loss or damage of personal effects stored in these lockers.
- 6.14 All garbage and trash placed in the trash chutes must be bagged and tied. Glass, plastic, paper and metal materials should be placed in the designated recycling containers, as prescribed in notices at the trash chutes. Do not dispose of large boxes and containers through the trash chutes. They need to be broken down and placed in appropriate containers. Villa owners are provided with special containers for trash disposal and recycling.
- 6.15 No clothing, towels or swim gear should be hung in the balcony or lanai areas. External clotheslines are NOT permitted.
- 6.16 Grounds keeping and gardening are the responsibility of the Association. Occupants who wish to plant, prune or remove trees, shrubs, etc. must obtain written Board approval in advance. Mangrove trimming is regulated by laws of the State of Florida, in order to protect the waterways from erosion. Mangrove trimming is contracted out to trained professionals, who are aware of the latest regulations. Residents should be aware of heavy fines against the Association if anyone other than a professional is seen trimming the mangrove bushes.
- 6.17 Replacements of new windows in the Towers shall be either single or double hung with a white frame and must comply with current building codes.

## **SECTION 7 - INSURANCE**

- 7.1** Unit owners are responsible for insuring personal property within their unit including ceiling, floor and wall coverings, built-in cabinets, electrical fixtures appliances, heating and air-conditioning units, water heaters, porch enclosures, etc.
- 7.2** Each unit owner is responsible for maintaining public liability insurance covering losses occurring in owner's unit, as deemed appropriate by owner.

## **SECTION 8 - THE CONDOMINIUM ENVIRONMENT**

Whispering Sands Condominium is primarily a residential community NOT a vacation resort. To maintain the special nature of our community, and as a courtesy to our fellow residents, we have adopted a number of simple "rules" that all unit occupants must observe. These rules are set forth, as follows:

- 8.1** Radios, TV's and all sound equipment must be kept at a volume that does not disturb other owners.
- 8.2** Cover-up clothing and footwear must be worn walking to and from the pools, the beach, and in the buildings.
- 8.3** **Swimming Pool Rules**
  - 1** A child in diapers or not toilet trained, or any incontinent person, is not permitted in the pool.
  - 2.** Children under sixteen must be accompanied by an adult.
  - 3.** Children under the age of sixteen are not permitted in the Clubhouse pool between the hours of 1-3 p.m. and in the beach pool between the hours of 3-5 p.m.
  - 4.** Anyone using the pool must shower before entering the pool.
  - 5.** No food/glass contained beverages are permitted in the pool areas.
  - 6.** The maximum occupancy of the pool is limited to 19 persons.
  - 7.** Rafts, inflatable tubes and floats are not permitted in the pools.  
(\*Noodles\* are acceptable. Children may wear certified life vests or floatees.)

8. No lifeguard on duty. Swim at your own risk.
  9. Pool hours are 9 a.m. - 9 p.m.
  10. No running, jumping, diving, pushing or shouting.
  11. Do not remove furniture from the pool area.
- 8.4 Water birds that inhabit the lagoon and beaches must not be fed, as they become dependent and bothersome. Uneaten food also attracts raccoons and rodents.
  - 8.5 The beach and lagoon may not be used for mooring or storage of boats.
  - 8.6 All beach chairs must be moved back to the vegetation line or above the high-tide water line after use.
  - 8.7 Because the number of beach chairs and lounges are limited, reserving them and leaving them unoccupied can deprive others of their use.
  - 8.8 When swimming and sunbathing, a towel should be placed on beach and pool chairs.
  - 8.9 To avoid undue disturbance to unit owners, the beach area north of the Tiki Hut should be used for beach games and sports.
  - 8.10 Holes in the sand constitute a hazard to beach walkers and should be filled when playtime is over.

## **SECTION 9 - FACILITIES**

- 9.1 Common elements and facilities are for the use of unit owners, renters, and guests only.
- 9.2 The Association maintains two heated swimming pools. One is located beside the Clubhouse and the other is located between the North and South Towers on the beach. Pool regulations, as stated in Section 8, **MUST** be observed.

- 9.3 The Clubhouse is used for Association sponsored meetings and social events. This facility can be reserved at the Association Office for private gatherings, if available with a refundable deposit of \$100 paid at the time the Clubhouse is reserved. The host of the gathering is responsible for cleaning the facility following its use. If, after an inspection, the facility is found to be in the same condition as when it was reserved, the \$100 will be refunded. If not cleaned to the satisfaction of the Association office, a cleaning service will be called in and paid for with the money left on deposit, in which case the deposit will not be refunded. The Tower Lounge may be similarly used when a unit owner in Section 6 or 7 sponsors the event.
- 9.4 Shuffleboard courts are located on the grounds on the north side of the North Tower. Equipment is stored in an adjacent shed, which can be opened by using the common element (CE) key.
- 9.5 The Tiki Hut is located on the beach, north of the Tower. Barbecue facilities are provided and the Tiki Hut may be reserved for luncheon or evening picnics. A reservation sign, obtained at the Association Office, shall be posted in the Tiki Hut.
- 9.6 Notices of all Association sponsored activities are posted on the bulletin boards in all multi-storied buildings, at the Clubhouse, Association Office, and also on TV Channel 57.
- 9.7 A volunteer Social Committee arranges for various social functions to be held during the year. Notices of these events are posted on the bulletin boards and on TV Channel 57. A social calendar is published in "The Sand Dollar" which is issued monthly in-season (October to May) and distributed to all owners and residents.
- 9.8 The Tower Lounge and Clubhouse facilities shall not be used for overnight lodging.

## **SECTION 10-PARKING**

- 10.1 Multi-story building parking spaces are assigned by the Board of Directors with due consideration to the mobility of the unit owners. Designated short-term parking spaces are available for visitors and guests.
- 10.2 Unit owner's vehicles **MUST** display a permanent decal, obtainable from the Association Office. A unit owner is allocated a maximum of two (2) decals for owner's vehicles only.

- 10.3** On arrival, renters must apply for and display a temporary parking sticker, at the Association Office, designating the unit being occupied and the date of departure. All guests/visitors must display Unit Number and dates of arrival and departure in the rear side window behind the driver of their vehicle on a temporary parking permit, issued by the Association office. Routine visitors, such as health care personnel, should be registered in the office and provided with a temporary parking permit. If the arrival is after normal business hours or on weekends, arrangements should be made with the office personnel in advance.
- 10.4** If a vehicle is to be left in an owner's parking space during the owner's absence, a car key must be left at the Association Office, so that the vehicle can be moved in case of an emergency or for required maintenance work.
- 10.5** Bicycles and other rider-operated small vehicles must not be stored in corridors or other common areas within the multi-story buildings. Unit storage lockers may be used. Outside parking in the unit's parking space is permitted while owner is in residence.
- 10.6** Except as set forth below, only conventional passenger automobiles and personal motorcycles used for passenger transportation may be parked in any parking area. A "conventional passenger automobile" shall be limited to those vehicles which are primarily used as passenger motor vehicles, and which have a body style consisting of two doors, four doors, hatchback or convertible, and shall also include station wagons, vans, pickup trucks with a cargo load limit of 1/2 ton or less, and sport utility vehicles.

All other motor vehicles including, but not limited to, commercial vehicles (any vehicle used in a trade or business and having advertising or promotional information, symbols, or materials affixed thereto), trucks (any motor vehicle designed or used principally for the carriage of goods), boats, campers recreational vehicles (vehicles having either kitchen or bathroom facilities) trailers, and motor homes, shall be prohibited.

- 10.7** Notwithstanding the foregoing parking limitations, the following exceptions shall be made:
- (1)** Service vehicles may be temporarily parked in non-assigned parking areas during the time they are actually servicing a home, but in no event overnight.
  - (2)** Other prohibited vehicles may be temporarily parked in a parking area when they are being actively loaded or unloaded.
  - (3)** Vehicles designed for the handicapped where a sticker is displayed.

- 10.8 All vehicles shall be parked in designated and assigned parking areas. No vehicles may be parked on the grass or outside of designated parking areas. The Board of Directors shall also have the authority to require the use of parking decals, stickers, or other reasonable means of identifying permitted motor vehicles of owners, tenants and guests, and adopt further rules and regulations to regulate the use of motor vehicles, including, but not limited to, the imposition of speed limits and other reasonable safety precautions, and to waive restrictions in cases of unusual hardship and to tow vehicles as provided by statute.
- 10.9 Unlicensed, unregistered or inoperable vehicles shall be removed from the community at the owner's expense. Owners shall have 48 hours after written notification, to remove such a vehicle from the property or the vehicle will be removed at the owner's expense and all expenses shall be the owner's responsibility.

## SECTION 11 - SAFETY

- 11.1 Admission to the Midrise buildings and the Towers is by passkey. Visitors and trades people must use the "Enterphone" telephone at the main entrance to each building. See the back page of the Association telephone directory for instructions regarding the use of the Enterphone.
- 11.2 By law, emergency telephones are located in all elevators. Instructions for operating the elevator telephones are displayed on the telephone receptacle, and all elevator telephones are directly connected to outside assistance.
- 11.3 Each multi-story building is equipped with a fire alarm system. Each unit has a smoke alarm connected to the household power. In case of power failure, the smoke alarms are equipped with a backup battery. These batteries also activate the alarm with an intermittent "beep" when they are low on power. Unit owners are advised to replace the battery in the smoke alarm twice a year.
- 11.4 To comply with fire regulations, all apartment doors in the Midrise buildings and first floors of the Towers are equipped with automatic closing devices. The removal of these devices may affect a unit owner's insurance coverage.
- 11.5 If an entrance key is provided to regular routine visitors, such as housekeepers, health care personnel, etc. they must be registered at the Association office by the unit owner and provided with temporary parking permits. The unit owner should retrieve all such keys when the service is terminated.

- 11.6 The Association Office must be advised if service personnel are expected during the absence of an owner.
- 11.7 Access to all units must be available to the Association at all times. (See Section 6.6).

## **SECTION 12 - STAFF SERVICES**

- 12.1 Office personnel are available to register the arrival of renters and guests, provide parking permits for vehicles, reserve the Clubhouse, Tower Lounge, or Tiki Hut, contact the maintenance staff when required, and provide limited assistance during the office working hours of Monday-Friday 8:00am - noon and 1:00pm - 3:00pm.
- 12.2 Minor problems, such as burnt out lighting, laundry malfunctions or other maintenance problems within the common elements, should be reported to the Association Office at 349-8458 during office hours. After hours call the Answering Service at 346-2069 and the maintenance person who is "on call" for that night will be contacted. Whispering Sands Condominium Association cannot be held liable for any work contracted between unit owners and maintenance staff.
- 12.3 Residents are not permitted to use the tools and shop facilities of the Association.
- 12.4 Association maintenance employees are not allowed to respond to the suggestions or complaints of residents. Such matters should be referred to the Advisory Council, through the section representative, or by writing and/or calling the Association Office. (See Section 13 - Advisory Council).

## **SECTION 13 - THE ADVISORY COUNCIL**

- 13.1 All suggestions, recommendations or complaints about Whispering Sands management, living conditions or services, should be submitted in writing to the Whispering Sands Advisory Council. Each section has two (2) representatives on the Advisory Council, which meets regularly to review all matters that are brought to its attention and to make recommendations to the Board. The names of the section representative serving on the Advisory Council will be published in the "Sand Dollar" and posted on the bulletin boards.

## **SECTION 14 - MEETING PARTICIPATION**

**14.1** Every unit owner shall have the right to speak at meetings of the Board of Directors subject to the following rules:

- Statements by unit owners at meetings shall be restricted to agenda items and motion of the Board. No other statements shall be permitted.
- A unit owner shall give his or her name and section number.
- No unit owner shall speak until recognized by the chair.
- A unit owner may speak only once on each agenda item,
- A unit owner's statement may not exceed three minutes.
- The chair shall give the floor to any unit owner desiring to speak prior to the vote of the Board upon the agenda item.
- After the unit owners have had an opportunity to speak, the chair shall announce that the owner statements are concluded, thereby ending owner discussion on that agenda item.
- Each speaker shall speak only to the chair. There will be no cross discussions with other members, Board members or legal counsel.
- Unit owners may not make or second motions, may not participate in discussions after owner discussion is concluded on that subject and may not vote, except where a unit owner vote is required.

TO: All Whispering Sands Owners

FROM: Richard H. Jones, General Manager  
Board of Directors  
Rules Enforcement Committee

DATE: December 18, 2007

RE: New Association Rules and New Rules We Live By Effective  
January, 2008

As many of you are aware, this year we have had more trespasser complaints than any time in the past. Because of this we have had many requests from owners for better property access control. We were very fortunate to have a very active Rules Enforcement Committee who made several suggestions to help alleviate these types of problems in the future. My goal here is to outline new rules that were approved by the Board of Directors that we will begin enforcing on January 2, 2008. I understand these new procedures may take a little time before everyone is completely familiar with them, and if you have any questions concerning these new items, please call the office.

### GUARD PATROLS

- In the 2008 Budget a new line item was added for Property Access Control. A test period to have a guard from an outside security company patrol the property was approved by the Board.

The coverage will be as follows:

- Friday 10:00am-8:00pm (guard) and 7:00pm-3:00am (staff)
- Saturday 12:00pm to 8:00pm (guard) and 7:00pm to 3:00am (staff)
- Sunday day 12:00pm-12:00am (guard)
- Monday night 5:00 - 1:00am. (guard)

Donny our maintenance staff person will help with coverage on the other shifts. Their duties will be to patrol the beach above the sea oats, pools, Tiki Hut and shuffleboard areas and to make several rounds on the rest of the property including sitting out front at the main entrances. Also, they will be checking for facilities passes and checking cars for proper ID and towing cars when necessary.

## FACILITIES PASSES

A New facilities tag must be worn when using beach chairs, swimming in pools, playing shuffleboard, or using the Tiki Hut. Please pick up the passes in the office after January 2, 2008.

- Each owner will receive two (2) numbered yellow facilities passes with a coil wrist band. These passes will be picked up at the Whispering Sands office and will be signed for by the owner. If there are more than two owners or permanent residents per unit, arrangements can be made with the office for an additional pass at a nominal fee of \$20.00. A fee of \$20.00 will be charged for lost yellow facilities passes and those numbers will be deleted from our roster.
- Each unit will also receive two (2) numbered red guest facilities passes with a coil wrist band. These passes can be picked up at the Whispering Sands office by the owner. If additional guest passes are needed for a limited time period, please notify the office to arrange for those numbered passes. A deposit of \$10.00 for each pass will be required. This deposit fee will be refunded when the pass is brought back to the office. Children under twelve (12) will not need to carry a facilities pass on them since they must be in the company of their parents or grandparents. Over twelve (12) years old a facilities pass is required.
- Each renter will receive two (2) numbered green facilities passes with a coil wrist band when they check in at the office upon their arrival. If they are not returned when they leave, the owner of that unit will be charged \$20.00 per tag.

THESE ARE NEW RULES.

## PARKING REGULATIONS

- Owners must display a Whispering Sands owner's sticker on their vehicle.
- Renters must display a temporary Whispering Sands parking permit in their driver's side rear window. Temporary parking permits should be picked up upon arrival at the Whispering Sands office.
- Guests must register at the Whispering Sands office when staying overnight with a unit owner or renter, and people who occupy a unit on loan from an owner, as prescribed in Section 5.3 in The Rules We Live By. If arrival is after our normal business hours the guard on duty will be able to give out a temporary parking pass until the office re-opens.
- Visitors at Whispering Sands must display a visitor parking permit by hanging them from their rear view window. Each owner will receive two (2) visitor numbered parking permits for visitors to use. If additional permits are needed, they will be available at the Whispering Sands office for a refundable charge of \$25.00. There will be a \$25.00 charge to replace any lost visitor parking permits. Contractors, medical personnel, home health care people, delivery people, any person entering our premises all need visitor parking permits. THIS IS A NEW RULE.
- Anyone without a proper Whispering Sands parking permit will be subject to the following.

First Offense - Violators will be first given a written warning on their windshield in hope this will resolve the problem.

Second Offense - Violators will receive an adhesive violation sticker on their driver's side window.

Third Offense - Cars will be towed at owner's expense.

## GENERAL INFORMATION

- It is imperative that the office is notified when an owner has returned or an overnight guest is staying in your unit. The owner is responsible for giving this information to the office. This information not only helps the office to know who is on the property but also is important to relay this information to the Fire Department and Police Department in case of emergency situations.
- Attached in this mailing is the new 2007 Edition of the Rules We Live By, which has several new important rule changes to note. Please read this new edition over to be familiar with the Association new rule changes. We recently have had several owners giving friends/guests permission to stay in their unit for time frames over the allowed period as documented in our Rules. When this occurs the owner will be notified of the violation and after three notices the owner will have to go before the Mediation Committee, with the possibility of being fined.

I want to thank the Board of Directors for all their input on these new rules. The Association owes the Rules Enforcement Committee, consisting of Alan Roer, Jim Rosso and Truman Vannatta a thank you for their time, thought and effort on the above recommendations and the updated version of The Rules We Live By.

If you have any questions concerning any of these items, please call the office.

RHJ/cas

**Whispering**   
**Sands** CONDOMINIUM ASSOCIATION, INC.  
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SARASOTA, FLORIDA 34242  
PHONE: 941/349-8458  
FAX: 941/346-8085

TO: All Owners of Section Seven

FROM: Richard H. Jones, General Manager

DATE: February 25, 2008

RE: Section Seven Addition to The Rules We Live By

Your Advisors, Hans Lochmann and Edith Scheutzow recently held a meeting for your Section concerning the hallways in your building. After the approval of a majority of your owners they presented to the Board the following to be added as an Addendum to the Rules We Live By, 2007 edition. The Board approved this request at the February 5, 2008 Board of Directors meeting:

**The hallway floors are to be kept clear with the exception of a floor mat. No plants shall be placed on the floor in front of each unit with the exception of end units, 1 and 6, which may have plants that would not cause obstruction to other units.**

This new rule is in effect immediately. If you have any questions or comments, please call your Advisors.

Thank you.

RHJ/cas



200 WHISPERING SANDS DRIVE  
SARASOTA, FLORIDA 34242  
PHONE: 941/349-8458  
FAX: 941/346-8085

TO: Waterside Manor Owners  
FROM: Richard H. Jones, General Manager  
DATE: November 19, 2010  
RE: Hallway Rule

At the Board of Directors meeting on Tuesday, November 16, 2010 the Board of Directors approved the following rule after a majority of the owners of Waterside Manor presented this rule to the Board:

Waterside Manor, Section Four, common hallways are to be kept free of any and all personal items which would impede access to the common hallways. This includes but is not limited to:

Personal furniture, exercise equipment, storage boxes, shoes of any type, strollers, plants or any other personal paraphernalia.

Unit doormats and holiday decorations are allowed, providing there is no impediment to the passageway in the common hallways.

This rule will be added as an addendum to The Rules We Live By. This new rule is in effect immediately. If you have any questions or comments, please call your Advisors.

Thank you.



200 WHISPERING SANDS DRIVE  
SARASOTA, FLORIDA 34242  
PHONE: 941/349-8458  
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March 16, 2011

Tropic View Owners:

At the Board meeting on March 15, 2011 a hallway rule was approved for your building. The rule states:

This rule prohibits any owner from using common areas within Tropic View for exclusive personal use, or any personal items. (In hallway areas outside of a unit.)

Unit doormats, seasonal decorations applied to unit doors are allowed providing it would not impede access to the passageway of the common hallways.

This rule will be added as an Addendum to The Rules We Live By. This new rule is in effect immediately.

If you violate the rules, you may be requested to appear at a Mediation Committee with possible fining.

Thank you,

Richard H. Jones  
General Manager

RHJ/cas

## MOTION

### Approval of Villa Roof Cleaning Every Two Years

March 15, 2011

I move that the Board of Directors rescind the rule of Feb 10, 2004 which states that the villa roofs must be cleaned every three years and move to approve the roofs to be cleaned every two years beginning in November of 2011 with completion in thirty days.

The Management will procure bids using a contractor who has given a competitive price and proof of adequate insurance and the information will be mailed to all villa owners who then have a choice of using that contractor or one of their own choice.

The Board of Directors reserves the right to enforce this rule and will have Section One and Section Five roofs cleaned if not completed by the end of the thirty days. Those who have not cleaned their roof will be notified that the management will be cleaning their roof and billing them for this service.

The next scheduled cleaning will be in 2013.

This rule will be added as an Addendum to The Rules We Live BY. This new rule is in effect immediately.

WHISPERING SANDS CONDOMINIUM ASSOCIATION, INC.

MODIFICATION FORM

Interior (Reconfiguration) Or Exterior (Reconfiguration, Structural & Appearance)

(These guidelines are to ensure that modifications to individual units will not compromise the common element of all units)

I, \_\_\_\_\_, hereby request approval by the Board of Directors for the modification shown below to Unit/Villa \_\_\_\_\_, Section \_\_\_\_\_

(Use additional sheets if necessary; initial and date each sheet)

Upon approval of the submitted drawings and my request for this major modification, I will assume all liability for any damage incurred as a result of this modification, as well as any additional maintenance and insurance costs that may be incurred. I must provide insurance for the additions and alterations to my unit or villa through my homeowner's insurance and the association will not be held responsible for those costs.

A modification review committee, named by the Board of Directors, shall review all modification plans and present them to the Board of Directors for final approval.. Unit owners doing their own work must also submit plans for approval. The General Manager or the maintenance supervisor shall inspect the project to ascertain that the proposed modification is progressing according to the approved plans to ensure that the common elements of the property are not being effected by these modifications.. A final inspection shall be made at the completion of this project.

I agree that all contractors involved in this project must be properly licensed and fully insured. I also agree to obtain and pay for any permits that may be required by any and all governmental agencies for this modification. In our documents Article XI, paragraph 3 it states: Use of licensed and insured contractors. Whenever a unit owner contracts for maintenance, repair, replacement, alteration, addition or improvement of any portion of the unit or common elements, whether with or without Association approval, such owner shall be deemed to have warranted to the association and its members that his contractor(s) are properly licensed and fully insured and that the owner will be financially responsible for any resulting damage to persons or property not paid by the contractor's insurance.

A copy of the drawing that I have submitted for this work will be filed in my owner file in the Whispering Sands office and will be transferred with any change of title.

Attached please find the following additional information:

- \* A drawing or sketch including the dimensions of the proposed modification and specifications. These plans must be received for approval ten (10) working days prior to the start of these modifications
\* The location of the modification on my property
\* Copy of the survey of my property, if applicable
\* Procedure Guidelines for Contractors (to be signed and dated by contractor and unit owners)
\* No modification in the midrise and tower units can include the addition of plumbing for washers

Owner (s) Signature: \_\_\_\_\_
Print Name \_\_\_\_\_ Print Name: \_\_\_\_\_

Date submitted: \_\_\_\_\_

\*\*\*\*\*

The above request for modification to Unit/Villa \_\_\_\_\_, Section \_\_\_\_\_ has been:

- ( ) APPROVED
( ) APPROVED WITH THE FOLLOWING CHANGES (ATTACHED TO THIS FORM)
( ) DISAPPROVED

DATE: \_\_\_\_\_ BOARD OF DIRECTORS \_\_\_\_\_

**PROCEDURE GUIDELINES FOR CONTRACTORS/OWNERS**

1. Construction noise shall be permitted only between the hours of 8:00 a.m. and 5:00 p.m. Monday through Saturday, other than holidays
2. Contractors shall only use the elevator that is properly padded to transport supplies, tools and refuse.
3. Contractors must dispose of all refuse off of the property of Whispering Sands Condominium Association.
4. Contractors must provide their own equipment to transport their tool, refuse, etc. They may not use the luggage carts or shopping carts of Whispering Sands Condominium Association.
5. Contractors must keep the walkways in the Towers and Midrises free from tools and debris.
6. Grinding of tiles, granite, marble or other supplies must be done in designated areas. Contractors are to check with the office for determination of where they can grind in their particular section.
7. Contractors doing work in the Tower units may only park their vehicle in the designated contractors parking areas.
8. Attached is a copy of the contractor's license and proof of insurance
9. Owners must be aware that if the contractor does not follow these guidelines, the contractor or his company shall not be allowed back on the property.

Contractors Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Estimated time for completion of this modification project \_\_\_\_\_

Owners  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved March 21, 2006



# Sarasota County Government

## INSPECTION AND PERMITTING SERVICES

### Building Permit Requirement Guidelines

#### When do I need a Building Permit?

Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the technical codes, or to cause any such work to be done, shall first make application to the Building Official and obtain the required permit for the work. *Sarasota County Ordinance 2000-053, Section D. 104.1.1.*

#### Some Examples of when a Permit IS Required:

1. Any construction which alters the size or occupancy of a building.
2. Construction, alteration, or replacement of any exterior walls.
3. Enclosing existing carports, porches and screen rooms for any purpose.
4. Construction of any raised deck, attached or detached, with or without a roof.
5. Replacement of columns, beams, joists, rafters, or any other structural component.
6. Replacement of wall, floor, or roof sheathing.
7. Repair and replacement of interior or exterior stairs and/or guardrails.
8. Electrical, plumbing, or air-conditioning when altering, adding to, or deleting from the system.
9. Interior load bearing and non load bearing walls, alterations or replacements
10. Replacement of windows, doors, garage doors or skylights in existing or altered wall openings.
11. Hurricane shutters, all types. Electric permit also required for power operated units.
12. Roofing, replacement of any roofing component.
13. Masonry or engineered Styrofoam privacy walls or fences with any masonry components.
14. Dock, Boat-lift, Seawall, or Bulkhead installation or repair.
15. Fire repairs of any type or scope.
16. Storage or utility sheds, all types, all materials, and all sizes.

#### Some Examples of when a Permit is NOT Required: *(See Note a.)*

1. Painting. *(Except when advertised as water proofing.)*
2. Wall paper and other wall coverings. *(Except Assembly, Day Care, and Institutional Occupancies.)*
3. Floor and wall tile.
4. Rugs or carpeting.
5. Replacing kitchen cabinets. *(See item 8. above.)*
6. Replacement of fascia and soffit. *(1 & 2 Family Dwellings only.)*
7. Non-structural siding placed over existing siding/sheathing. *(1 & 2 Family Dwellings only.)*
8. Decks and patios directly on grade and without footings. *(Any material.)*
9. Driveways
10. Small, incidental roof leak repair. *(1 Square and \$500 or less.)*
11. Wood or chain link fences. *(Except in the Siesta Key Over Lay District, all fences require permits.)*
12. Non-residential farm buildings on working farms. *(Must meet specific criteria and be approved by the building and zoning officials to be exempt.)*

*Note a.* Some items above may require a building permit if the building is in a flood zone or part of a greater project.

Issuance of a Building Permit is NOT a license to exceed the Scope of Work listed on the Permit Application. Any change to the scope of work must be first approved by the building official, and the scope of work list on the permit must be corrected.