



Surfside Estates ROC

(a Not-for-Profit Corporation – Resident Owned Community)

Rules and Regulations

Effective July 2019

This document is intended to make life in Surfside Estates safe, pleasant and enjoyable for all who live here.

We strive to maintain the highest of living standards and expect **ALL Shareholders/Owners**, their **guests**, their **renters**, and/or **agents** to comply to these Rules and Regulations.

Violations of Rules and Regulation are subject to Florida statutes 723 and 719 and to the procedures set forth in the ROC governing documents.

This Rules and Regulations document is to be readily available in each household.

It is the responsibility of the Shareholder/Owner to inform guests and renters of these rules and to take responsibility for their compliance.

Any wish for a variance from these Rules and Regulations must be applied for in writing via Form 1 and presented to the Board of Directors (BOD).

It is the responsibility of the BOD, with the assistance of the Manager, to enforce these Rules and Regulations.

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DEFINITIONS

Descriptors of Persons / Residents in Surfside Estates ROC:

Shareholder	Owner of a share of the ROC not-for-profit corporation and who pays a monthly maintenance fee.
Home Owner/Owner	Person(s) with legal title to house, who pays lot rental to the ROC, but does not own a share of the corporation.
Tenant/Renter	Resides in a home and pays rent to the Shareholder.
Resident	Person who resides in the community.
Guest	Person who is temporarily visiting a resident.

BOD Board of Directors consisting of 7 members responsible for managing the community and enforcing these Rules and Regulations.

Allowable Home Footprint The existing/prior home size, porch, stairs, and setbacks.

Allowable Home Lot/ Site Footprint The new home size, porch, stairs, driveway, shed/garage, and carport where the final measurements conform to the Lot Site Restrictions.

Intracoastal Park The area running north to south between the Intracoastal waterway and Intracoastal Drive in Surfside Estates ROC.

Maintenance Fee Monthly fee paid by shareholders and used to maintain the community.

Manager Runs the business office and assists the BOD.

Not-for-Profit Corp A non-dividend issuing corporation.

Site A lot in the community.

Surfside ROC A not-for-profit Resident Owned Community.

Unit A home in the community.

Variance Permission granted by the BOD to deviate from the Rules.

FOR THE GOOD OF ALL

1. Noise should be kept to a minimum between 10PM and 8 AM.
2. Pedestrians always have the right of way.
3. The posted speed limit is 15 mph.
4. No outdoor feeding of domestic or wild life (except hummingbirds).
5. Personal garage/yard sales are limited to two per year, per household.
6. Unauthorized selling, soliciting, peddling, or other commercial activities of any kind are not permitted in the community.
7. No manufacturing, commercial or retail enterprise will be permitted in the community.
8. Shareholders/Owners/Renters planning to be away from their home for a period greater than 30 days must:
 - Sign the " In/Out" notebook in the ROC Office so management knows whether the house is occupied or not.
 - Provide contact information in case of emergency.
9. In the event of a natural disaster that renders a house partially or completely uninhabitable, the Shareholder/Owner must immediately make arrangements to remove any potentially hazardous structural parts. If the home must be removed, the site is to be cleared. A partially destroyed home must either be repaired or removed. The repaired home must comply with all setbacks and structural requirements specified in the Surfside Estates ROC Rules for Home Replacement, unless a change has been approved by the BOD and Flagler Beach Building Inspector.
10. Guests/Relatives, under the age of 55, are not permitted to occupy the home without the resident being in residence, without BOD approval.
11. Exterior alterations require a Form 1 for approval by BOD.
12. Any exception must be approved by the BOD.

OCCUPANCY RESTRICTIONS

1. Surfside Estates requires occupancy in each home must be in the name of at least one person 55 years or over.
2. Verification of age is required, and periodic checks are made, per Florida statutes.
3. No home should ever be permanently occupied by more than 4 persons.
4. No person under 35 years of age will be permitted:
 - to reside permanently in the community.
 - to visit for more than 4 weeks cumulatively in any calendar year.
5. Shareholders/Owners may not sublet, or otherwise transfer, grant or convey any interest in their home without prior written consent of the ROC BOD.
6. Shareholders/Owners renting or allowing guests to occupy their home for more than 10 days must register renters or guests with the ROC, by providing:
 - Name, Permanent Address, Age Verification, Length of stay, Background check, Renters Registration Form

MONTHLY MAINTENANCE FEES

1. Shareholders/Owners payments (unless electronic transfer) are due the first of the month with a ten-day grace period.
2. Checks are to be made payable to "Surfside Estates ROC" and are to be presented to the ROC office, or mailed to 2847 Oceanview Blvd, Beverly Beach, FL 32136-2712, or deposited electronically.
3. Late payments are subject to a \$25.00 late fee and the following process:
 - If full payment is not received by the tenth day of the month, a letter will be mailed from management, giving 15 days to pay in full, including late fees.
 - If not resolved, the account will be referred to the ROC attorney demanding full payment including late fee and attorney fees.
4. Returned checks are subject to a \$35.00 fee.
5. Monthly payments paid by other than a Shareholder/Owner require a letter of authorization or power of attorney on file in the ROC office, identifying the individual responsible for paying the maintenance fee.
6. Owners who are paying a monthly lot rental may be evicted, pursuant to the procedures of Florida Statute 723 for non-payment of the lot rental amount.

BUILDING ARCHITECTURAL / SITE GUIDELINES

In the event of a natural disaster that renders a home partially or completely uninhabitable, owner must immediately remove potentially hazardous, structural parts.

Must meet all local and state building codes and requires BOD approval.

HOUSE (required)

1. The house must be a single story manufactured house with a foundation size of not less than 36' X 12'.
2. Exterior colors must be approved by the BOD.
3. Steps or ramps with handrails must be installed at all entrances to the home and must meet appropriate local safety code. The material is subject to approval by the BOD.
4. Skirting for house and raised steps must extend to ground level with vents as required by Florida Building Code.
5. Open porches must be an integral part of the manufactured house using the same roofline as the house. Must be made of materials in accordance with Florida Building Code.
6. In the interest of preservation of our community, it is suggested that rain gutters, down spouts, and systems diverting water to the road, be installed.
7. Homes must be numbered in front and back of homes.

DRIVEWAY (required)

1. Must be reinforced concrete or driveway pavers with an approved subbase.
2. Must be minimum of 9' and a maximum of 12' wide.
3. Must extend from the street to the rear of house.

CARPORT (required)

1. Must meet all State and Local building codes.
2. Cannot exceed length or height (to eaves) of the house.
3. Must be approved color that blends in with color of the house.
4. Must fit within the approved, Allowable Home Lot/Site Footprint as defined in Procedures for Home Installation.
5. Approved enclosures attached to carport roof are:
Utility room, Florida room, deck, garage.

FLORIDA ROOM/ SCREEN ROOM/PORCH LOCATED AT FRONT OF HOUSE

1. Must fit within the approved, allowable Home Lot/Site Footprint as defined in Procedures for Home Installation.
2. Roof height must not exceed the roofline of the house.
3. Must be an approved color, matching the house.
4. Must be on concrete or block foundation.
5. May be enclosed using glass, vinyl, or screening or open with a railing.

LANDSCAPING AND HOME EXTERIORS

Shareholders/Owners must make arrangements for the maintenance of their site prior to leaving for periods in excess of one month.

Periodic checks will be conducted by the ROC Manager and Shareholders/Owners will be notified of violations.

Shareholders owning Garden Lots should refer to Garden Lot Guidelines

GENERAL EXTERIOR MAINTENANCE

1. Exteriors of homes and driveways are expected to be clean, and free of mold, mildew, rust, peeling paint, and loose trim or shingles.
2. Ground cover, such as, stone, mulch, and flower beds, is to be free of weeds.
3. Homes must be numbered, in front and back, so that number is visible and in accordance with the Flagler County Fire Department Regulations.

LAWNS AND PLANTINGS

1. Lawn irrigation is limited to the hours set by the St. John's River Management District. Lawn irrigation schedule:
DST(twice a week) -Odd House Numbers -Wednesday and Saturday
Even House Numbers -Thursday and Sunday
EST (once a week)- Odd houses Numbers- Saturday
Even house Numbers - Sunday
No watering between 10:00 AM and 4:00 PM.
2. Trees planted by Shareholders/Owners become the property of the ROC and may not be removed without the written approval of the ROC. Maintenance of trees and shrubs to prevent overgrowth is the responsibility of the Shareholder/Owner.
3. Sites with a house must have a grass lawn or be covered with stone or mulch.
4. Stone or mulch adjacent to the street must have a containment border which cannot exceed 8" in height or width.
5. Three months after a house has been demolished, the lot, if still open without a new home on order, or a new home placed on it, must be properly graded with a mowable surface and irrigation. If necessary, the ROC will take action and the owner will incur the expense.
6. Artificial (silk, plastic, etc.) plants/flowers may adorn the exterior as seasonal or door decorations only.

EXTERIOR MISCELLANY

In the event of the possibility of severe weather or extended periods of absence, Shareholders/Owners must secure or move inside any outdoor furniture, plants, decorations, etc.

1. CENTRAL AND SPLIT DUCTLESS AC units are acceptable. (No window AC units).
2. LATTICE/FIBERGLASS PANELS are acceptable only in carports and may not protrude beyond the eaves.
3. STORAGE CABINETS (premium quality similar to Rubbermaid) are permitted: one on carport, one at rear of house; not to exceed 48" wide, 18" deep, 84" tall. Must be secured. Form 1 required.
4. EXTERIOR ANTENNAS AND SATELLITE DISHES may be installed after approval from the BOD. Any device not in use must be removed.
5. FUEL OR FLAMMABLE TANKS are not permitted. (with the exception of propane tanks attached to BBQ grill or fire pit).
6. CLOTHES LINES or racks are not permitted.
7. OUTDOOR PLAY STRUCTURES are not permitted.
8. USPS MAILBOX must be purchased, labeled, and maintained in accordance with the U.S. Postal Service regulations by each individual Shareholder/Owner.
9. DRIVEWAY AND EXTERIOR of home must be kept free of equipment, tools, appliances/ machinery, etc. (with the exception of BBQ grills and a maximum of 2 each trashcans and recycle bins).
10. YARD LANTERN supports must be made of treated wood, PVC material, or metal and be between 4.5' and 5' from ground to top of lamp. The lamp must be lighted from dusk to dawn with a 150 lumens and stays lit from dusk till dawn 365 days of the year. Empty lots must have post, light and numbers.
11. TRASH should be placed curbside no earlier than 6PM on the evening prior to pick up and empty trash containers should be removed from curbside no later than 6PM on the evening of the designated trash pickup days.
12. CHIMINEAS AND FIRE Pits are subject to Form 1 approval by BOD. They must be: 10' from any structure; situated on a base made of brick, patio blocks, stone, or sand that is at least 3' in diameter; covered with a spark screen; attended to by owner when in use.

FENCES (Form 1 Required)

1. Fencing, made of treated wood, vinyl, or aluminum, is only permitted around central AC units at rear of house. Maximum distance from the side of AC unit to the fence is 4'. Maximum height of fencing is 6'.
2. Fencing/railing is permitted at a home site on the driveway side of the home. This fencing/railing must be made of white vinyl material, can be no greater than 36" in height, must not extend off the driveway in any direction, and must be securely fastened to the driveway.
No other type of fencing/railing is permitted.

SIGNS

1. FOR SALE, FOR RENT, and GARAGE / YARD SALE signs are limited to 2 signs and should be no larger than 12" x18."
2. POLITICAL signs are limited to 1 sign per candidate – maximum of 3 signs- and should be no larger than 18" X 24."
Sign must be an authorized, distributed sign by a registered candidate for political office.
They may be displayed in front yard (not in window) for no longer than 45 days and must be removed within seven days after the election.
3. OFFENSIVE/QUESTIONNABLE signs, as determined by the ROC BOD, will be removed.

COMMON AREAS AND FACILITIES

1. RESIDENTS AND THEIR GUESTS are invited to enjoy ROC areas according to posted rules and the following regulations.
2. Residents and their guests use the Surfside Estates' common facilities and equipment solely at their own risk.
3. Surfside Estates is not liable for any accidents or injuries resulting from the use of common facilities or equipment.

CLUBHOUSE AND OBSERVATION DECK

1. Children, under the age of 18, must always be accompanied by a Surfside resident or adult guest.
2. Smoking is only permitted on plaza at shuffleboard courts.
3. Clubhouse is available from 7:30 AM to 9:00 PM (except for approved events).
4. Furniture and equipment may not be borrowed or removed from community without written permission from the Manager and/or BOD.
5. All organized functions using the ROC facilities must be pre-approved by BOD.
6. Residents may reserve the Clubhouse for private parties (limited to 2 a year) by submitting a written request for approval to the ROC Manager. A security agreement must be signed and accompanied by two checks: \$250 refundable deposit providing there is no damage and \$50 to cover building expenses. Office and Maintenance staff may reserve the facilities with approval of BOD.
7. Pool tables and TV area are not accessible to private parties.

PIERS

1. The grounds bordering the ICW belong to the Army Corps of Engineers and may not be changed without approval from them and the ROC BOD.
2. Children under 18 years of age must always be accompanied by a resident or a guest of a resident while on the piers.
3. Mooring/Docking of watercraft is prohibited by Army Corps of Engineers.

THE POOL and POOL AREA
ARE FOR THE USE OF RESIDENTS AND THEIR GUESTS ONLY
PLEASE MAINTAIN COURTEOUS BEHAVIOR
8:00 AM - 10:00 PM

1. ALL persons must wear pool identification bracelets, available from ROC Office.
2. ALL persons must wear proper swimwear in the pool.
3. To keep the pool as clean as possible, all persons are required to shower before entering the pool, being certain to remove all beach sand.
4. State regulations limit the maximum number of persons permitted in the pool to 15.
5. Noodles and goggles are the only toy/water devices permitted in the pool.
6. Food and beverages must be kept at the tables.
7. There will be NO:
 - diving, jumping , screaming , horseplay, or running
 - glass containers
 - smoking
 - BBQs or picnics without BOD approval
 - pets

CHILDREN AT THE POOL

1. A resident or a guest of a resident must accompany and supervise the activities of children under 18 and ensure that the rules are obeyed.
2. Children under 18 years of age are NOT permitted in the pool area:
 - Monday through Friday 11 AM to 3 PM.
3. Children are PERMITTED in the pool:
 - ALL day Saturday, Sunday, and Holidays.

Pool Rule infractions should be reported to ROC Manager, or if Office is closed, a ROC Board Member

PETS OWNED BY RESIDENTS, RENTERS, GUESTS

Pet Owners are expected to extend common courtesies and be respectful of persons and their property, by adhering to the following rules:

1. Owners of all pets, including those belonging to guests, must complete a Pet Registration Form (maintaining a current vaccination record) in the ROC office.
2. Dogs limited to 2 per household.
3. Pets must be on a leash that is allowed to extend no longer than six feet when being walked.
4. ROC requests that residents comply with local, state, and federal leash laws along the Intracoastal.
5. Owners should not allow pets to relieve themselves on any planting beds, decorations, etc.
6. Pet owners should carry bags at all times and must clean up after their pets.
7. Pets may not be tethered outside the home.
8. Pet houses are not permitted.
9. Excessive barking is not permitted.
10. Residents and/or guests are responsible for the cost of repairing any damage caused by their pets.

The following breeds will not be permitted on the property:

Akita	Pit Bull
Chow	Rottweiler
Doberman	Wolf
German shepherd	Wolf Hybrid
Great Dane	Any mix of these breeds

GOLF CARTS

1. Operators must:
 - Be 18 years of age or have a current state driver's license.
 - Follow the rules of the road.
 - Register the cart each year in the ROC Office.
 - Obtain liability insurance covering the golf cart.
2. Golf Cart must:
 - Display the owner's unit number in the lower corner of passenger windshield. The number must be 3" in height and be visible from the road.
 - have a working: horn, front and rear lights, brakes, rear view mirror.
3. Existing gas powered golf carts are acceptable, however, replacements must be electric. ATVs are not permitted.
4. Golf carts maybe be parked in front, side, back and driveway of homes. Golf carts maybe parked on pavers, gravel and preexisting concrete. Golf carts cannot be driven on or parked on grass in residential area.

PARKING

1. Vehicles- may be parked:
 - in owners' driveway.
 - in neighbors' driveway only if permission has been granted.
(please inform ROC Office of authorized parking).
 - in street - only temporarily/short-term (worker or guest) but not overnight.
must have current tags/registration.
- 2.NO parking grassy areas.
3. RVs, trailers, boats, or oversized vehicles may be temporarily parked and only with permission from BOD.
4. Clubhouse parking lot can be used for overnight parking only if approved by BOD/ Management. Temporary parking permit must be obtained in the office and be displayed on dashboard.
5. Violation of these rules will result in issuance of a Parking Violation and be subject to towing at owner's expense.

Classes Taught in the Clubhouse

1. All classes to be conducted in the Clubhouse must have prior BOD approval.
2. Classes taught by an Surfside resident to Surfside residents and their guests require that all participants, including the instructor, sign an “Assumption of Risks, Waiver of Liability, and Release” form, available in the office or on the website.
3. Classes taught by a non-resident instructor must be for Surfside residents and their guests only. All participants, including the instructor, must sign the “Assumption of Risks, Waiver of Liability, and Release” form. The instructor must also complete and sign an “Agreement for Use of Surfside Estates Facilities” form, which must be notarized in the Surfside Office.
4. There may be up to 3 concurrent activities in the divided meeting room.
5. All gates and doors are to be secured at all times and opened only by residents with code.

Guidelines for Shareholder Owned Garden Lots

1. A share that is purchased with the intention of generating free space for a specific shareholder should follow landscaping concepts approved by the ROC Board of Directors and the rules regarding irrigation and plantings.
2. All improvements must be submitted using a Form-1 along with detailed drawings as to type and location of landscaping structures, plantings, patios, walkways, and ground cover to the ROC Board of Directors for approval. The approval process could take several days and scheduling of work cannot be done until after notification that the Form-1 has been approved. Proposed landscaping concepts may require a meeting of the share owner and the Board of Directors for the purpose of clarification of the proposal. All such meetings, if required, will be scheduled by the office and take place either at the landscaping site or the office.
3. The boundaries of that space should not exceed the area of the share, that is setbacks at the rear and side opposite of owned home must not be violated by plantings of any kind.
4. The perimeter of a lot along any road must have curbing if the use of rocks or mulch is used instead of grass.
5. The use of hedging as a boundary or fencing is not permitted.
6. The following items will not be considered for this area: Paved or unpaved sports areas, paved or concrete walkways, outdoor BBQ type structures, storage sheds, garages, carports or water features.
7. Freestanding landscaping structures, such as fountains, statues, trellises, pergolas and any other decorative item will require an additional approval by submitting a Form-1 with detailed drawings/pictures to the ROC Board of Directors.

Guidelines for Electronic Recording of Meetings

Any shareholder may tape record or videotape meetings of the BOD, committee meetings or shareholder meetings, subject to the following restrictions:

1. The only audio and video equipment and devices which shareholders are authorized to utilize at any such meeting is equipment which does not produce distracting sound or light emissions.
2. Video equipment shall be assembled and placed in position fifteen (15) minutes in advance of the commencement of the meeting. The placement location to be determined by the Board of Directors.
3. Any shareholder videotaping or recording a meeting shall not be permitted to move about the meeting room.
4. Advance notice of twenty-four hours (24) shall be given to the BOD by the shareholder desiring to utilize any audio or video equipment.
An announcement must be made at the beginning of the meeting to notify attendees that the meeting is being recorded.
5. Any tapes or videos taken at a meeting may not be disseminated outside of the association other than to a shareholder's legal counsel or agent without the written consent of the Board of Directors.
6. There shall be no audio or video taping of meetings by a third party (non-shareholder) without a written request and approval by the Board of Directors.

PROCEDURE FOR MAKING ALTERATIONS TO THE SITE/HOME

FORM 1

1. Shareholders/Owners making alterations to the exterior of their home, including garages/sheds, Florida rooms, fences, carports, replacement air conditioners, plantings, or painting must first submit a Form 1 for approval, and (if applicable), apply for a permit from Flagler Beach.
2. Once BOD deem that the request is in accordance with the Rules and Regulations and gives approval, the Form 1 will be signed and returned to Shareholders/Owner.
3. Shareholders/Owner (along with any necessary permit) will display Form 1 prominently in front window and work can commence.
4. Any variance from an approved Form 1 must be resubmitted and reapproved prior to the start of work.
5. If any digging is required, it is the responsibility of the Shareholder/Owner to phone 811, (at least 3 days prior to scheduled digging) to assure no underground cables will be broken .
6. Material alterations to homes that increase the existing footprint must be approved by the BOD and the Flagler Beach Building Inspector.
7. Failure to comply will be considered a violation.
8. Upon final inspection of the project, the Form 1 will be filed in the Shareholder's folder.

PROCEDURE FOR SELLING OR RENTING

1. The ROC BOD cannot deny any Shareholder/owner the right to sell his/her home.
2. Shareholder/Owner selling or renting his/her home must inform Home Buyer or Renter that they must make the following arrangements in the Office:
 - An interview to be approved by the BOD prior to the sale/rental of the home.
 - A background check at their expense.
(A felony may be cause for rejection of an application for purchasing or renting).
 - Accept a copy of the Rules and Regulations and sign a compliance form.
3. Buyers must submit a copy of title transfer to ROC Office within 15 days of closing.
4. All Owners/Shareholders must sell share with home.

PROCEDURE FOR RESOLVING VIOLATIONS

The following process applies to
all shareholders/owners and/or agents, tenants, and guests.

Shareholders/Owners are responsible for compliance of their tenants/guests.
The written complaint will not be shared with anyone except the Office Staff and BOD.

Reporting a Violation

(Verbal Complaints will not be acknowledged).

1. Complaints may be received via:
 - Violation Report Form (available in ROC Office or from Members' section on website) submitted by any resident to the ROC office.
 - or
 - Observation during a Manager's site visit.
 - or
 - Notification from the Town of Beverly Beach.

2. Complaints will be processed by:
 - a. Manager writing to the Shareholder/Owner, explaining the violation and providing a description of necessary corrective action and the deadline for completion.
 - b. Shareholders/Owner may request an appointment to discuss violation.
 - c. If deadline for corrective action is not met, a fine may be imposed.

Fines

1. No fine will be imposed without a majority vote of BOD.
2. Written notice must be made by mail or hand delivery to the member and, if applicable, to any tenant, licensee, or invitee of the member.
3. There must be at least notice 14 days prior to imposing a fine, except for category 1.
4. A hearing may be requested, in writing, before an appeals committee.
5. The following persons are not eligible to serve on the appeals committee:
Board of Directors, employees of the ROC, or any of their relatives.
6. Fining Structure:
 - Category 1 - \$10.00 Fine**—Imposed for repeat offenders.
Minor violations involving:
Exterior Miscellany, Signs, Common Areas & Facilities, Pets, and Golf Carts

 - Category 2 - \$25.00 Fine**
Minor violations involving:
Occupancy Restrictions,
Landscaping & Home Exteriors, Any Guidelines contained in
the Rules and Regulations

 - Category 3 - \$50.00 Fine**
Major violations involving:
Building Architectural/Site Guidelines, Fencing, Procedure for
Alterations, Procedure for Selling/Renting and Procedure for
New Home Replacement.

 - Category 4 - \$100.00 Fine**
Extreme and Dangerous Violations including destruction of ROC property,
destruction of a resident's property, abusive actions or language aimed at
office/maintenance staff, residents , or BOD.

OTHER DISCIPLINARY ACTION

The ROC may impose other forms of discipline, including but not limited to an action for damages or for injunctive relief, or both, as well as suspend the voting and use rights of a Shareholder/Owner and/or a tenant, licensee, or invitee of the member.

1. No suspension will be imposed without approval of majority of Board Members.
2. Written notice must be made by mail or hand delivery to the member and, if applicable, to any tenant, licensee, or invitee of the member.
3. There must be at least written notice 14 days prior to imposing a suspension.
4. A written request may be made to go before the appeals committee.
5. The following persons are not eligible to serve on the appeals committee:
Board of Directors, employees of the ROC, or any of their relatives.
6. Any member more than 90 days delinquent in paying a monetary obligation due to the ROC will have their voting and/or use rights suspended upon a majority approval of the BOD.
7. Any suspension of use rights of a member is applicable to their tenant or guest.

RULES FOR HOME REPLACEMENT

Forms called for in this procedure are available in the Office or on the Website.

1. Home replacement requires approval by the Surfside Estates Board of Directors. A **Form 1A** must be submitted to the ROC office by the purchaser/Owner of the new Home. The contractor delivering the home into Surfside Estates must apply for, and be granted, a Permit by the Town of Flagler Beach. The Permit request must include:
 - A **Form 1A**, approved by Surfside Estates .
 - A site plan (**ALLOWABLE HOME LOT/SITE FOOTPRINT**) as defined below. This site plan must show the lot number, location of the unit on the lot, all setbacks from adjacent units and roads and location of driveway.
 - All required manufactured home building plans (provided by seller of the Home)
 - At the time that the **Form 1A** is submitted, the OWNER/Purchaser of the new home must also fill out and submit a “FPL Notice of New Construction” form and a copy of the site plan and mail it to the following address:
FPL
5910 East Highway 100
Palm coast, FL 32164
ATTN: _____, New Construction
This form is available in the Surfside Estates ROC office.
2. OWNER/Purchaser Initiates the process at the ROC office by picking up and following the steps in the **PROCEDURE FOR HOME INSTALLATION**, indicated below.
OWNER/Purchaser must cooperate with ROC in setting up a meeting with 2 ROC Board members at this time.
4. Only single story manufactured homes are permitted in Surfside Estates. All new homes must include an attached shed/garage and carport all of which must be positioned to conform to the existing driveway. The **ALLOWABLE HOME LOT/SITE FOOTPRINT** (as defined below) must conform to the measurements and set-backs illustrated in the Setback Restrictions Exhibit A. Air conditioning units are not considered part of the new home’s dimensions. All home replacements must comply with the Surfside Estates ROC Building Architectural/Site Guidelines.
4. **PRIOR TO PURCHASING A HOME OR REPLACEMENT OF AN EXISTING HOME**, the OWNER/purchaser and seller (if applicable), must arranged a meeting with two ROC Board of Directors and, and ,if applicable, area Building Inspector and FPL representative at the site where the home will be installed. The purpose of this meeting is to provide all parties with measurements of an **ALLOWABLE HOME FOOTPRINT** (i.e. existing/prior home size, porch, landings and stairs) and discuss the **final ALLOWABLE HOME LOT/SITE FOOTPRINT** which is defined as the **ALLOWABLE HOME FOOTPRINT** with any/all approved modifications plus the driveway, shed/garage and carport where the final measurements conform to the Lot Site Restrictions. These measurements will be documented in a preliminary site plan and copies provided to the owner and filed in the ROC office.

5. The **final ALLOWABLE HOME LOT/SITE FOOTPRINT (i.e. also know as site plan) must be provided by the OWNER/Purchaser and/or Home Installer to ROC for final approval** as soon as the OWNER/Purchaser has selected their final home layout plan with location of all doors landings and stairs **PRIOR TO PLACING AN ORDER AN ORDER FOR THE NEW HOME.** This is required to double check and helps the OWNER/Purchaser to take maximum advantage of the home site and to avoid site restrictions problems and conflicts.
6. Excavated home sites are not permitted in Surfside Estates. All home sites must be filled in and leveled to the surrounding grade before the new home can be placed on the site. This is the responsibility of the new home owner, and it must be completed before the new home is allowed on the home site.
7. All setbacks on the Lot Site Restrictions are established and enforced by Surfside Estates. The Town of Beverly Beach enforces only those setbacks established by fire codes and boundaries between Surfside Estates and adjacent properties.
8. The OWNER/Purchaser must notify the ROC office manager and/or board director's president at least **FIVE (5) days** prior to the home delivery date. Subsequently, all residents affected by the installation of the new home will be notified by the ROC OFFICE MANAGER. The expense of displacing and replacing trees, flowerbeds, mail boxes, etc. necessary to install the new home is the responsibility of the new home OWNER/Purchaser.
9. The **new home OWNER/Purchaser OR THEIR REPRESENTATIVE must be present** throughout the entire installation process, from the initial site meeting stated above through the construction of shed/garage, steps, and carport. The new home OWNER/Purchaser must also be present at the final inspection by the area building Inspector.

SURFSIDE ESTATES ROC RESERVES THE RIGHT TO TURN AWAY ANY NEW HOME THAT DOES NOT CONFORM TO THE RULES SET FORTH HEREIN.

Procedure for Home Installation

This procedure is to be followed when someone is going to install a home on a lot in Surfside Estates.

1. **ROC** Determines owner status- current resident or new resident. If a new resident, a background check must be done along with an interview. If rejected, the prospective owner will be notified. If acceptable , ROC will arrange a preliminary meeting with owner and two Board Directors for an onsite review to establish the **ALLOWABLE HOME LOT/SITE FOOTPRINT** as defined in the Rules For Home Replacement
2. **OWNER:** Completes **Form 1A** by initialing receipt and compliance to items 1-4 and by signing and dating Form 1A:
3. Owner is to arrange a follow-up meeting with the ROC and home builder to finalize the **ALLOWABLE HOME LOT/SITE FOOTPRINT** and answer any questions or concerns.

4. **NOTE:** Should there be conflict or omissions in documentation and/or house size and its location on the lot the process will stop until all concerns are addressed and approved by ROC.
5. **OWNER:** Completes items 5 and 6 of Form 1A and provide copies of the final home layout and site plan indicating the final **ALLOWABLE HOME LOT/SITE FOOTPRINT.**
6. **ROC:** Final review and approval by majority of ROC Board members. At that time a project number will be assigned to the bottom of Form 1A and a house file will be created and contain all correspondence pertaining to the new home installation. An occupancy agreement and membership certificate will be generated for new owners, existing owners the occupancy and membership certificate are in place.
7. **OWNER:** Orders the home and completes a notice of new construction which he must submit to Florida Power and Light.
8. **Dealer/manufacture:** Obtains all necessary permits. Delivers the home on SR A1A (before entering Surfside Estates) for inspection by ROC and OWNER to confirm serial numbers, color and size. Any other paperwork that must be signed (i.e. Freight and Shipment approval, waivers, delivery acceptance, etc.) is the responsibility of the OWNER to sign. After the check-in has been completed and approved the home can then be moved to the installation site.

EXHIBIT-A
LOT SETBACK RESTRICTIONS

Setbacks established by Flagler Fire Department

A setback is the distance from a curb, property line or structure within which building is prohibited.

It is understood and acceptable that the existing setbacks at Surfside Estates do not always conform to those established by the FFD and as such must not be altered in any way that would

