



## Rules and Regulations

(Revised 2024)

*Recorded in Bay County Florida, \_\_\_\_\_*

The pleasantness of cooperative living is greatly enhanced by a congenial atmosphere in which all residents have proper regard for the comfort of others. For this reason, these rules and regulations have been adopted by Fontainebleau Terrace Owners' Association, Inc. to assure residents and their guests that the cooperative property will be used for the benefit of all those persons. All residents are requested to cooperate with the management to ensure all rules and regulations are observed. Our facility is monitored by 24-hour surveillance.

**CO-OPERATIVE LIVING** - Cooperative living requires that each resident regulate the occupancy and use of their unit so as not to disturb any other resident unreasonably or unnecessarily in the occupancy and use of his unit. All residents are requested to use their units accordingly. Unit owners are reminded that maintenance and repair of their cooperative building is the responsibility of the Association, except for the interior of the unit. As authorized by the cooperative documents, the Board of Directors has determined that the maintenance, repair or replacement of windows and doors shall be the responsibility of the unit owner, except in the case of damage for which insurance proceeds cover. **No work of any kind is to be done upon the part of the building to be maintained by the association without first obtaining the approval required by the cooperative. This includes changes to the windows, doors, or A/C unit sleeves and grills. The architectural appearance of the building must remain uniform.**

**RESIDENTS AND GUESTS** - The facilities of Fontainebleau Terrace, a co-operative, are for the use and enjoyment of owners and guests only. Visitors will be permitted to use the facilities only as guests, while owners or residents will remain responsible for the actions of their guests. Owners are required to submit the contact information for any long-term tenants (30 days or more) including name, phone number, and email address, to the Association office for emergency use.

**1) ASSOCIATION OFFICE** - The Association office is located on the front of the building. Office hours are Monday-Friday, 9 AM to 5 PM. You may reach the office by telephone at (850) 235-0340. In case of an emergency dial 911 or your unit manager. The Association mailing address is 14401 Front Beach Road, Panama City Beach, Florida 32413. The Fontainebleau Terrace is a co-op of privately owned units. **Units are not rented through the Association office.** Rentals, for owners that rent, are handled by the owner or their rental management company.

**2) OWNER CONCERNS** - All owner concerns must be documented by the Association management to be considered a legitimate concern. The concern must include the owner's name, unit number, and a detailed explanation of the incident or issue of concern.

**3) SECURITY** - The Association may provide security for residents of the building from time to time. All residents and their guests must cooperate if effective security is to be obtained. All unit doors should always be kept locked. All suspicious persons or incidents should be reported immediately to management or to the police department. Our facility is monitored by 24-hour Video Surveillance.

**4) PARKING** - Parking in the community is extremely limited. We ask that all owners, tenants, and guests respect the limitations on parking. **PARKING PASSES DO NOT GUARANTEE A PARKING SPOT ON THE PROPERTY.**

- a. There are two parking lots for FBT. One is located beside and underneath the main building and the other is located directly across the street at 14400 Front Beach Road. **ALL** vehicles, including motorcycles and low-speed street-legal vehicles, must display an owner's parking decal or a current parking pass. Any vehicle without a **VALID** parking permit will be towed at the owner's expense.
- b. Any vehicle found to be blocking the dumpster **WILL** be **TOWED** immediately. If this parking results in trash not being picked up, the cost of the extra pickup will be charged to the owner.
- c. Owner parking decals are issued only to owners.
- d. Owners, tenants, or guests may occupy only **ONE (car, motorcycle or golf cart)** parking space per unit at any time.
- e. Visitors of owners (or visitors of rental guests) must park off the property.
- f. Vendors may load and unload on the property but must park off the property. See the Remodeling Section for Contractor parking rules.
- g. A **VALID** parking permit must be visible and displayed facing outward and must indicate the **UNIT** number and the checkout (or permit expiration).
- h. Handwritten/handmade parking passes and parking passes from any other rental companies are **NOT VALID** and your vehicle will be subject to towing.
- i. Motorcycles, scooters, mopeds, and trikes of all types should be parked in designated areas and have a valid parking pass. Owners of motorcycles parked in the covered parking area should be aware that they may become blocked in by cars parked in the area. Oversized bikes and trikes may occupy the **ONE** regular parking space allotted per unit.
- j. Long-term tenants must have a current parking pass issued by the Association. This pass must include the unit number and be displayed in plain sight in (or on) the vehicle. Long-term renters must renew their parking pass periodically, as determined by management. If the pass is not visible, the vehicle is subject to being towed at the vehicle owner's expense.
- k. **Trailers are only allowed to be on the property temporarily for loading/unloading. They are not permitted to be parked on the property at any time.** Boats or jet skis of

any kind are not permitted to be parked on the property at any time and will be towed immediately.

- l.** Any vehicle left behind on the property when the owner leaves for an extended period will be considered abandoned and will be towed at the owner's expense unless prior arrangements have been made with management.
- m.** Inoperable vehicles must be removed within 48 hours. No repairs may be made to vehicles in the parking lot, except for minor repairs (i.e. fix a flat tire, replace a battery, and other similar repairs that can be completed immediately).
- n.** For your safety and the safety of your belongings, always keep your vehicle locked. The Association assumes no responsibility for lost or stolen articles.

**5) MAIL** - If you are not renting a mailbox from the Association, neither the owner nor the tenants may use the Fontainebleau Terrace address as their mailing address. Mail service for the community is limited by the fact that the community has a limited number of mailboxes available for rent.

The number on the mailbox is the Box number and NOT the UNIT number. The rental fee for a mailbox is \$50.00 and up for one calendar year. Lost mailbox keys are \$25.00 each. Only Owners and Long-term rental Guests that have RENTED MAILBOXES from the association may designate their address as follows:

Fontainebleau Terrace, Box # \_\_\_\_\_ (Do not use your unit # as your mailing address),  
14401 Front Beach Road, Panama City Beach, Florida 32413

**PACKAGE DELIVERIES** - The Association office does not accept packages for owners or guests. Packages should be addressed to your UNIT number and not just the Fontainebleau street address. Providing a telephone number is required for delivery of all packages.

**6) FIFTH FLOOR LOUNGE** - The fifth-floor owners' lounge requires a four (4) digit code for access. This code will be changed from time to time. The code can be accessed by contacting the association office and is available on the owners' website. When using the lounge, please respect the rights of others: leave the area clean and ready for use by other owners and their guests. Long-term rental guests (renting for six months or more) may use the owners' lounge. **17 and younger must be accompanied by an adult while on the gym equipment.**

**7) FIFTH FLOOR OBSERVATION DECK - Rules:**

- a.** THROWING anything from ANY deck (INCLUDING FEEDING BIRDS) is ILLEGAL and may result in arrest, fines, and/or eviction.
- b.** NO COOKING of any kind allowed (NO Grills, NO Hibachis, etc.).
- c.** NO FIREWORKS allowed from ANY deck (including NO Sparklers).
- d.** No Leaning on the rails.
- e.** No GLASS containers allowed on the Fifth Floor Observation Deck

- f. Only SOFT Sole shoes are allowed.
- g. NO PHYSICAL GAMES, BALLS, FRISBEES, OR HORSEPLAY ALLOWED.

**8) LAUNDRY Rooms** - The third-floor laundry room is for owners' and long-term tenants' use. The access code will be changed periodically and can be obtained from the Association manager, or from the owners' website.

Short-term guests may use the laundry room on the second floor, which is not locked.

**9) NOISE** - To assure the comfort of all residents, the playing of loud music, videos, television, or musical instruments must not exceed a reasonable volume at any time, and between the hours of 10 PM and 8 AM shall be kept at a volume that cannot be heard outside the unit in which it is located. All residents and guests shall refrain from any activity that disturbs other residents.

**10) FIRE HAZARD** - No article shall be stored nor used on any part of the cooperative property that could constitute a fire hazard, such as, but not limited to, gasoline, charcoal lighter, or other fuels. Grilling (charcoal, gas, or electric) is **NOT** allowed anywhere on FBT property (please see number 23). All units must have a working smoke alarm and fire extinguisher.

**11) STORAGE** - There are a limited number of storage rooms available on the various floors. Owners may rent one-half of a storage room, however there is a waiting list for interested owners. Contact the Association management for additional information regarding the availability of a storage room.

**12) WALKWAYS** - Walkways, fire escapes, stairways, and landing are for ingress and egress to and from the units and shall not be obstructed in any manner at any time. Any articles in these areas, including (but not limited to) chairs, floats, toys, strollers, bicycles, trash cans, plants, supplies, or containers are always prohibited. This prohibition is to stay in compliance with fire codes and to allow emergency personnel full access to the units. Doormats are not permitted due to the Fire Safety Code, NFPA 7.1.10., per Chief Fire Inspector, PCBFD. Items are also prohibited from being kept on the A/C units or upon the brick ledge in front of each unit.

- Chairs may be used on the balconies if someone is in attendance but must be taken inside the unit when not in use.
- Any items left outside the unit or in the common areas will be removed by security or property personnel.
- Luggage and shopping carts must be returned to the lobby area.
- Please do not empty coolers on walkways or into the trash cans.

**13) DECORATIONS** - No unit owner/resident shall decorate or illuminate any exterior part of his unit, balcony, or the building that changes the appearance of the exterior of the building. Displaying of objects, signs, or banners which may be offensive to others is not permitted.

**14) HANGING OF OBJECTS** - The hanging of bathing suits, clothing, rugs, towels or other items upon balconies or railings, from windows or in the common areas is prohibited.

**15) PETS** - The keeping of any pet at Fontainebleau Terrace is prohibited. This pertains to owners, tenants, and guests. Pets include but are not limited to, dogs, cats, and reptiles. Residents found to have pets must immediately remove the animal(s) from the premises or face possible eviction.

**16) SERVICE ANIMAL AND EMOTIONAL SUPPORT ANIMAL -**

- a. Registration (Service Animal):** The owner of a Trained Service Animal must indicate to the Association Management if the animal is required because of a disability and what work or tasks the animal has been trained to perform. (See 2021 Florida Statutes 413.08)
- b. Registration (Emotional Support Animal):** The owner of an Emotional Support Animal shall provide documentation to the Association Management of the disability-related need for an emotional support animal (if such need is not readily apparent) from a licensed practitioner or provider who has personal knowledge of the person's disability and is acting within the scope of his or her practice to provide the supporting information (See 2021 Florida Statutes 760.27). **This is limited to one dog or one cat per unit. No other emotional support animals are allowed.**
- c.** There are no fees for this registration.
- d. ANNUALLY:** The owner of the animal must provide **proof of the required vaccinations and a photo of the animal** which will be kept on file in the Association office.
- e. LIABILITY WAIVER:** The owner of the service or comfort animal must provide the Association a signed waiver accepting responsibility for any injuries or damages caused by said animal and releasing the Association of any responsibilities for said injuries or damages.
- f. SANITARY NEEDS:** Owners of service or comfort animals must use the area on the east side of the building across from Nautilus Street designated as a Dog Walk Area. **Animal owners are responsible for the disposal of their pet's waste.**
- g.** Service and comfort animals must be under the control of their owner/handler at all times when in Common Areas, specifically including but not limited to while in all elevators and hallways.

**17) SIGNAGE** - A resident may identify his/her unit by a decal that has been pre-approved by the board and can be placed in the window of your unit. A copy of this decal can be emailed to you by management or by going to the front desk.

**18) SWIMMING POOL** - Use of the swimming pool is limited to owners and guests of Fontainebleau Terrace.

- a. The pool is available for use from **8 am to Dusk**
- b. **THERE IS NO LIFEGUARD ON DUTY.**
- c. Nonproficient swimmers should be accompanied and/or supervised.
- d. Access to the pool is restricted by the use of a code. Access to the public bathroom is the same as the pool code.
- e. Proper swimming attire is required of all owners and guests while in the pool. Jeans and street clothes are not permitted.
- f. All infants and young children, not potty trained, must wear swim diapers.
- g. Bathers are required to observe all posted rules to comply with the requirements of public health.
- h. Chairs are available on a first-come-first-served basis (do not “save” chairs) and are **NOT TO BE REMOVED** from the pool area.
- i. Use of rafts or large floats in the pool is prohibited to allow enjoyment of the pool by all.
- j. Owners are responsible for all damage caused by their guests while using the pool.
- k. No food, glass, or pets are permitted inside the gated pool area.
- l. No drinks are permitted in the swimming pool.

**19) RESTROOMS** - Restrooms on the property are intended for the use of owners, guests and employees only.

**20) WASHING VEHICLES** - Washing vehicles of any kind by owners and guests is prohibited.

**21) HEATING AND AIR CONDITIONERS** - To reduce/prevent mold and mildew in the units please observe the following:

- a. **DO NOT** have the doors or windows open with the heat or AC unit running.
- b. When you will be away from your unit for an extended period of time, depending on the season, with the fan always set on LOW, set the unit on 80 degrees in the summer and 55 degrees in the winter.
- c. From **April to September**, A/C filters need to be cleaned every month, and from October to March every two months. This is the owner’s responsibility.

**22) WINDOWS** - This area on the beach is subject to sudden thunderstorms without warning. To avoid water damage to your unit or other parts of the building, please close all windows and doors when you are away from your unit. Failure to do so will result in the owner being liable for damages.

**23) GRILLING** – Currently **NO Grilling** is allowed anywhere on Fontainebleau Terrace property, including on the beach.

**24) UNIT OCCUPANCY LOAD** - The fire inspector has advised that a **MAXIMUM** of three (3) people per unit is acceptable. **Having more than Three occupants per unit violates the fire code.** Please be aware of this and make sure your guests and Management Company are aware of this stipulation in the fire code.

**25) WRISTBANDS** - All owners and guests are always required to wear a wristband while on the property. The wristbands will allow security and staff to identify who is authorized to be on the property. If a wristband is not visible or shown, you will be asked to retrieve it or be advised to vacate the property. New owners will be issued three wristbands per unit. Owners and rental management companies may purchase additional wristbands from the Association office for \$5.00 each and the owner will be billed directly.

**26) NO SMOKING OR VAPING** – Fontainebleau Terrace is a **NON-SMOKING building**. Smoking in units and common areas is prohibited and may result in a fine. The designated smoking and vaping area is located next to the dumpster on the west side of the building. (See Violations and Fines).

**27) REMODELING AND CONTRACTORS:**

- a. **No changes to the exterior or architectural appearance of the building are permitted.**
- b. Noisy work hours on the property are **from 8 AM to 6 PM**. Guests and owners should not be disturbed before and after these hours. (Painting and other quiet work may be done anytime).
- c. All contractors that come on the property must register in the office after 8 AM and obtain a vendor name tag. If pre-arranged with management, **ONE** vehicle per company is allowed to perform a service on-site. Any vehicle without a parking pass is subject to being towed.
- d. For plumbing and electrical work that requires a permit, only **licensed plumbers** and **licensed electricians** can perform work on-premises **and** must provide proof of license before beginning work.
- e. Water and electrical shutoffs are located in the chase ways, which are always locked. **Management must be contacted at least an hour BEFORE water and/or electricity can be turned off or turned back on.** All requests to access chase ways must be made during regular office hours, Monday through Friday, 9 AM to 5 PM. Vendors are **NOT ALLOWED** access to the chase ways on the weekends. An emergency is the only exception and management must be notified before approval is given.
- f. Any holes cut through the sheetrock in the chase ways **must be repaired** and new fireproof insulation foam installed at the owner's expense. Management will conduct a chase way inspection following any work that requires entry.

- g.** The Fontainebleau was originally built as a hotel and has electrical lines that connect to outside lighting and fire alarm equipment. Contact management **BEFORE CUTTING ANY WIRING** to avoid being charged for damages. Please note the office is closed on Saturday and Sunday.
- h.** The building was NOT originally wired or vented to accommodate dishwashers, washers, and dryers. **A city permit and electrical inspection are required before the installation of a dishwasher.**
- i. NO WASHERS OR DRYERS should be installed in any unit.**
- j. Bathroom fans must be recirculating fans.** The air cannot be vented into the wall or chase way which can cause mold.
- k. If pre-arranged, the onsite dumpster may be used to dispose of remodeling debris.**  
The current fee (subject to adjustment) is \$100 per unit for 7 days, or one load, whichever comes first. All construction debris placed into the dumpster should be collapsed flat and not protruding from the dumpster. Using the dumpster and not notifying the office will result in a charge of \$150 (or the actual cost of an additional pickup, whichever is greater).
- l. LUGGAGE CARTS ARE NOT FOR CONSTRUCTION USE AT ANY TIME.** If needed, you may contact management or maintenance personnel for the possible availability of older carts or a construction platform cart that may be used.
- m.** Please use rugs to catch dust when sheetrock work is being done and clean up any tracks and dust created in walkways, stairwells, and in the elevator. Bagging of sheetrock and debris in heavy-duty bags will minimize necessary cleanup.

**28) VIOLATIONS AND FINES** - The first violation of any stated rule will result in a written warning. The second violation will be recorded in writing and will result in a fine of \$50 to the unit owner. Subsequent violations will result in fines of \$100 to the unit owner.