

Welcome to Surf Club III



Welcome to our beautiful, oceanfront condominium complex at The Village of Matanzas Shores, Surf Club III (SC III), with breath-taking ocean views from every unit.

We look forward to meeting you and invite you to browse our website for further information:

Public Section:

Notices & Announcements including notices of the SC III board meetings and emergency announcements.

Owners Section:

SC III information, Financial Documents, and much more. The Owner Section requires login with password through Leland Management website.

The Owner Handbook:

A summary of general rules, contact information, FAQ's, and much more.

The Villages of Matanzas Shores includes links to MSOA, Surf Club Pool & Spa, and Leland Management.

If you need additional information, contact SC III Management Office at 386-447-9066 or email Office@SurfClubiii.com

Welcome to Paradise,

The Board of Administrators of Surf Club III

Amenities in our Community

Pg 1

Our welcoming atmosphere at Surf Club III is supported by owner volunteers who serve on our Board of Directors and numerous Committees.

SC III meetings, social events, and community events are posted in the elevators, the mail rooms, and on the website.

Among the amenities available to you at SC III is our professionally equipped Fitness Center, the Multi-Purpose Room (MPR), and Book Exchange.

In the Book Exchange you will find an assortment of books to borrow during your stay. Please return the books when you finish and before you leave. New titles are displayed weekly along with book recommendations and featured authors.

The Pool & Spa, located between Surf Club III and Surf Club II, has a heated/cooled pool, hot tub, big screen TV, fire pit, and outdoor gas grills.

The Matanzas Shores Owners' Association (MSOA) Beach Club House contains a viewing tower, reading room, lending library, and oceanfront community room.

Across Hwy A1A at the Sports Club there are lighted tennis, pickleball, bocce ball, shuffleboard, volleyball courts, horseshoes, and lap pool. Also, enjoy the MSOA Sunset Dock on the Intracoastal Waterway (the Matanzas River) with a gazebo, a fishing pier, a canoe/kayak beach launch, and the Boat House for social gatherings.

A State protected Nature Reserve, which is home to the endangered Gopher Tortoise, runs along the dunes on the East side of the building. Picturesque Dune Walkovers at the Beach Club and Surf Club III provide access to the beach.

The Association & Management

Surf Club employees work solely under the direction of the SC III Board of Directors, and may not perform work of a personal nature for unit owners during their normal scheduled work hours .

All suggestions or complaints concerning the operations of the condominium should be made in writing and emailed to Office@surfclubiii.com .

If management fails to act on a resident's complaint, or if the action is not satisfactory, the complaint can be mailed to the President of the Board of Directors, 60 Surfview Dr., Palm Coast, FL 32137.

Management office phone is (386) 447-9066. In case of emergencies, call 911.

The Management office is here to assist owners and is not a concierge service for renters or guests. All questions and concerns should be addressed by the unit owner.

Click here www.surfclubiii.com for a complete list of rules and regulations, and additional SC III information.

Assessment Information 2026

Monthly Payments

Surf Club III \$ **726.00**
MSOA Matanzas Shores Owners' Association \$ **145.00**

Quarterly Payments

Surf Club II & III Pool & Spa \$ **197.00**
Wastewater Treatment (WWT) \$ **135.00**

Leland Management: 904-483-3095 ResidentSupport@LelandManagement.com

Leland Management located in Orlando, Florida is the accounting firm for Surf Club III.

Association Fees Include:

Insurance – Wind and Flood
Gazebo
General Liability
Workers' Compensation
Building Maintenance/Utilities/Repairs
Full time Staff
On site Managers
Building maintenance equipment and supplies
Irrigation System - Surf Club III
Rainwater retention pond maintenance
Wastewater Treatment Plant maintenance
Landscaping and lawn care
Monthly Exterior Pest Control Surf Club III
Interior (unit) Pest Control Surf Club III
(upon request from unit owner)
Property–
Premium Cable and High-Speed Internet Surf Club III
Water and Sewage Waste Management (Trash)
Guard Gate 24/7 Access Control
Surf Club III Book Exchange
Fitness Center
Maintenance/Inspections
Multipurpose Room with free WIFI
Oceanfront Pool and Spa
Grills at Pool and Spa
Tennis and Pickle Ball Courts
Volleyball Court
Shuffleboard Courts
Bocce Ball Court
Horseshoe Court
Swimming Pool at Sports Club
Swimming Pool at Beach Club

Matanzas River Sunset Dock with
Fishing Pier
Day Dock and Kayak/Canoe Launch
Sports Club House
Beach Club House Multipurpose Center
Beach Club Lending Library
Beach Club Viewing Tower
Boat Club House
Bicycle Racks Surf Club III
Bicycle Repair Station Surf Club III
Garage Parking Surf Club III
Association Accounting
Annual Financial Auditing Services
Reserve Funds for Building and
Major Repairs and Replacements
East Side Window Cleaning –
Quarterly Surf Club III
Roof Inspections - Surf Club III
Fire Alarm System –
Fire Alarm Monitoring (24/7)
Sprinkler System Inspections
Elevator Generator
(walkway lights & center elevator)
Licenses, Fees and Permits
State & Corporate Fees
Mandatory Fire Safety Inspections
Walking Trails and Nature Preserve
Dune walkover maintenance
Association Web sites

Entry FOBS, Internet, Cable & Trash

Access to the **Fitness Center, Multi-Purpose Room (MPR), Book Exchange, and Pool & Spa** areas require an entry FOB. Touch the FOB to the magnetic lock pad outside the door or pool gate. The light will turn green, then pull the door or gate to enter.

To exit, push the bar on the door or the green button on the stanchion inside the pool area to exit the gate.



Four (4) FOBs are allowed per unit and may be purchased in the SC III Management Office, email Office@SurfClubiii.com or call 386-447-9066

Internet & Cable

Basic cable and high-speed Internet are provided as a part of your monthly assessment. Contact Spectrum Cable for upgrades, phone, and technical support.

Wireless Internet

Wireless internet is available in the MPR and Fitness Center.

Surf Club 3 (III) – password is paradise1.

Trash

The trash rooms are on each floor at the North and South ends. Bag all trash prior to placing in the chute. Report any clogged chutes or malfunctioning doors to SC III Management Office.

Please break down all boxes and place them in the dumpsters.

For items too large to fit in the dumpster, email Office@SurfClubiii.com or call 386-447-9066 to arrange pick-up.

There is no recycling program at Surf Club III.

Surf Club III FAQs

Q. What are my voting rights in the condominium association?

A. Article VII and Article X of the Declaration of Condominium of Surf Club III Condominium (“the Declaration”) provide for one membership in Surf Club III Condominium Association, Inc. (“the Association”) for each unit in the Condominium. The owner of each unit is entitled to cast one vote on all matters as to which the membership is entitled to vote.

Q. What restrictions exist in the condominium documents on my right to use my Unit?

A. Article XII of the Declaration contains restrictions on the use and occupancy of the units and the common area of the condominium. These restrictions include all units which shall be used for single family residences only. Occupancy is restricted to **six(6) people for two-bedroom units, and eight (8) people for three-bedroom units**, the nature of the activities that may be conducted within a unit, **the number of pets, two (2), and type of pets, dogs and/or cats**, leasing of units and alterations to the unit and common areas.

Q. What restrictions exist in the condominium documents on the leasing of my unit?

A. No unit may be leased for a term of less than 28 days (1 month) and units may only be occupied by one family at a time. The owner must give the Association written notice of the intention to lease the unit, together with the name and address of the lessee and other information the Board may require.

Short term guests or visiting family members may bring a dog or cat **ONLY if the unit owner is present**. Unit owners are responsible for ensuring that guests abide by the condominium rules regarding pets, including picking up waste.

Violation of any rule is subject to fines and other remedies provided for in these Rules and Regulations.

These restrictions and other use restrictions are found in Article XII of the Declaration.

Q. What are the assessments to the condominium association(s) for my unit and when are they due?

A. Assessments are levied by Surf Club III, Matanzas Shores Owners’ Association, and Surf Club II & III Pool & Spa Associations. The Assessments are listed on the Assessment Information page or email Office@surfclubiii.com .

The annual assessment levied by the Surf Club III Association is payable in monthly installments due and payable on the first day of each month. Special assessments may be made by the Board of Administration as provided in Article XV.

Surf Club III FAQs continued

Q. Do I have to be a member of any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A. Yes, Article XXV of the Declaration provides that the condominium property is subject to the Declaration of Covenants, Conditions, and Restrictions for Matanzas Shores (“the Master Declaration”). Article III of the Master Declaration states that each condominium unit has a membership in the Matanzas Shores Owners’ Association, Inc. (“the Owners’ Association”) and is entitled to one vote in that association, Article III, Subsections 3 and 4 provide that the voting rights of unit owners shall be executed by the president of the Association.

The annual assessment levied by the Matanzas Shores Owners’ Association (Masters) against owners of units in Surf Club III Condominium is payable in monthly installments which are listed on the Assessment page or contact MSOA.

Additionally, the Matanzas Shores Owners’ Association (Masters) levies an assessment for wastewater treatment, payable in quarterly installment. Assessments are levied pursuant to Article IX of the Master Declaration.

Q. Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay monthly?

A. The Pool & Spa Association levies a quarterly assessment which is listed on the Assessment page or email Office@surfclubpoolandspa.com

Q. Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A. No.

NOTE: STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCE EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.

Bicycle Repair & Vacuum Station

The Bicycle Repair & Vacuum Station is located behind the center elevators. It has tools, a PVC bike hanger, compressor, hand pump, and vacuum.

Parking for bicycle repairs and vacuuming is limited to 20 minutes.

BICYCLE PARKING RULES AND REGULATIONS

1. **Bicycle Registration:** All bicycles must be registered with the SC III Manager's office. Upon registration, the owner will receive a sticker, which must be affixed to the front tube of the bicycle's frame.
2. **Limited Parking:** Our bicycle parking area is limited to 70 bicycles. To manage the limited space effectively, we have implemented a waiting list for bicycle registration and stickers. This list operates on a first-come, first-serve basis. Due to space constraints, a **maximum of two** registered bicycles per unit is allowed. If you wish to join the waiting list, please contact the office, and we will inform you when a spot becomes available.
3. **Abandoned Bicycles:** Bicycles without a registration sticker or those not parked in the designated parking racks will be considered abandoned and subject to removal by Management. Unregistered bicycles may be donated to a charity 30 days after being deemed abandoned.
4. **Proper Parking:** All bicycles must be parked properly in the designated racks or within your unit. Balcony storage is prohibited. Sidewalks, entrances, garages, and other common areas shall not be obstructed or used for purposes other than ingress and egress to and from the condominium property.
5. **Use of Bicycle Racks:** Bicycle racks are common elements and available on an unreserved, first-come basis at no charge for unit owners and residents. All registered bicycles stored in the racks must always display a registration tag on the bike seat tube. Unregistered bicycles should not be parked in any SC III bicycle rack.
6. **Parking Orientation:** Unit Owners and Residents must park and lock their bicycles perpendicular to the bicycle rack so that the front or rear wheel is in the bicycle rack cradle. Adjacent parking and locking, except for three-wheeled bicycles, are not permitted.
7. **Prohibited Storage:** Bicycle storage is strictly prohibited on balconies, and in front or back of parking spaces. Unregistered bicycles must be stored within the owner's unit. Personal items such as carts, carriages, chairs, and tables must not be left anywhere in the garage.
8. **Bicycle Condition:** Bicycles must be in working condition, free of rust or other elements that would classify them as junk or derelict. They must be maintained in good running order with inflated tires. Our SC III staff will conduct regular inspections of the bicycle racks and bicycles.
9. **Bicycle Security:** For enhanced security, all Unit Owners and Residents must always use a lock to secure their registered bicycles to the bike rack.
10. **Covering Bicycles:** Covering bicycles with any material is prohibited, and any such covering will be discarded if found.

General Board Meeting, March 22, 2024, Approved change to Bike Rules:

Rule 10. Regulation Covers are allowed, (NO SHOWER CURTAINS, ETC.) but Owners must go to the office for a tag that must be attached to the cover.

11. **Yellow Striped Zones:** Parking within areas marked with yellow stripes is strictly prohibited. These zones are reserved for safety and accessibility reasons.

BICYCLE PARKING continued

Owner's Signature: _____ Date _____ Unit _____

I have read the above rules and agree to abide by them.

Name (Please print) _____

FAQs Garage Parking & Rules

Do we still need the MSOA sticker on our vehicle?

Yes. The new stickers are only for our garage parking purposes. The Blue MSOA Sticker still is required to be on your windshield.

Are parking spaces being assigned to specific owners?

No. Parking spaces will not be assigned. The parking garage will remain open parking for owners or tenants if the unit is leased.

I don't keep a car at Surf Club. When I travel to spend time on property, I rent a car. Will I still be able to park my rental car in the garage as an owner?

Yes. If you do not have two (2) parking stickers already assigned to your unit, the office will issue you an Owner Parking Pass with a sticker to park in the garage during the time you are on property. You will need to request this parking pass from the office detailing the Make and Model of the car along with the dates you will be on property.

I have more than two cars and I don't always have the same cars at Surf Club. Is it possible to rotate the cars I bring?

Yes. If you have the three (3) or four (4) vehicles listed on your parking document, the office will issue you an Owner Parking Pass with sticker for your unit that can be placed on your dashboard. This will allow you to bring any two vehicles into the garage.

I rent my unit a few months a year. Will I be able to allow my renters to park in the garage while I am not there?

Yes. Unit owners must remove ALL vehicles from the garage parking areas if the unit is leased so as to allow the tenant(s) to use the garage parking areas for that Unit for the parking of the tenant's vehicle(s).

We have three people living in our unit and we all have cars. Can we have a third parking sticker?

No.

Our unit is in a trust or owned by more than one family, is there a way to secure owner parking in the garage?

Yes. When completing the parking form, please note cars (no more than four) that the respective trustees/owners have. We will review your specific situation and provide an Owner Parking Pass specific to your unit.

Can we still call the MSOA Guard Gate to provide information allowing guests onto the property?

Yes. The MSOA process has not changed.

Garage Parking Rules & Regulations

The following rules and regulations are in place to ensure the safe and orderly operation of the Surf Club III (SC III) garage and parking deck. These regulations have been developed to ensure the needs of owners, visitors, and renters are addressed in an equitable manner.

1. **Parking Spaces:** Each Unit is entitled to up to two parking spaces within the Parking Garage. These Parking Spaces may only be used to park vehicles (this includes cars, trucks, motorcycles, and scooters) as more clearly described below.

All additional vehicles must be parked on the parking deck outside of the garage. Unit owners must remove ALL vehicles from the garage parking areas if the unit is leased so as to allow the tenant(s) to use the garage parking areas for that Unit for the parking of the tenant's vehicle(s).

2. **Extended stay parking:** Owners leaving their unit vacant for more than 14 days-must park their vehicles at the north or south ends of the garage where signs are posted for extended stay.

3. **Visitor Parking:** Visitors must display a valid visitor pass on the driver's side dashboard, ensuring the entire pass is visible. Visitor parking is only available on the parking deck, not in the garage.

4. **Speed Limit:** For the safety of all residents and pedestrians, the maximum speed limit within the garage is 5 miles per hour (mph). Please drive with caution and always obey the speed limit.

5. **Yellow Striped Zones:** Parking within areas marked with yellow stripes is strictly prohibited. These zones are reserved for safety and accessibility reasons.

6. **Vehicle Maintenance:** Vehicle maintenance, repairs, or oil changes should not be conducted within the garage. Only essential tasks like changing a flat tire or charging/changing a battery are permitted. All other maintenance must be completed off-site.

7. **Parking Decals:** All vehicles parked in the garage must display a valid SC III parking decal provided by the Surf Club III Office.

8. **Abandoned or Inoperable Vehicles:** Abandoned or inoperable vehicles are not allowed in the garage or on the parking deck. If a vehicle is left unattended and not operational for an extended period, it will be subject to towing. Owners will be notified.

9. **Parking Spaces:** Vehicle parking spaces shall be used solely and exclusively for that purpose. No commercial vehicles, governmental vehicles, buses, open-bed vehicles (except permitted pick-up trucks), campers, motor homes, golf carts, off road vehicles, inoperable vehicles, boats or trailers of any kind shall be permitted to be parked or stored at any time upon Condominium Property or Association Property. No trucks permitted to be parked or stored at any time upon Condominium Property or Association property. No trucks (except pick-up trucks of $\frac{3}{4}$ ton or less weight rated capacity) are permitted to be parked or stored at any time upon the Condominium Property. This provision applies to all Owners, Tenants and guests and other Invitees of Owners or Tenants. This provision shall not apply to the temporary (less than 12 hours) parking of trucks, commercial vehicles and open-bed vehicles used by outside vendors to furnish commercial services to the Condominium Property (The Units or Common Elements Association Property). No trash, debris or other goods or materials may be kept in the beds of permitted passenger pick-up trucks unless the bed has been covered with a commercially fabricated top, which has been approved the Board of Directors.

The following definitions shall apply for purposes of this provision:

- "Boats" means anything manufactured, designed, marketed or used as a craft for water flotation, capable of carrying one or more persons, or personal property, including personal watercraft such as "jet-skis."

Garage Parking Rules & Regulations continued

- “Bus” means all vehicles of any kind whatsoever, including vans, manufactured, designed, marketed or used as a bus, for transport of nine or more passengers (including driver), of the carriage of goods.
- “Campers” means all vehicles, vehicle attachments, vehicle toppers, trailers, or other enclosures or devices of any kind whatsoever, manufactured, designed, marketed or used for the purpose of camping, recreation, or temporary housing of people or their personal property.
- “Commercial Vehicles” means all vehicles of every kind whatsoever (including regular passenger vehicles and permitted pick-up trucks), which, from viewing the exterior of the vehicles or any portion thereof, shows or tends to show any commercial or charitable institution (e.g., church or school) markings, signs, display, tools, toolboxes, bins, equipment, racks, altered beds, ladders, apparatus, or otherwise indicates a commercial or other non-personal use. Any vehicle which contains exterior graphics or markings (including those which are painted or wrapped in vinyl), or bear signage, logos, phone numbers, advertising, or Internet/website addresses shall be considered commercial vehicles. Vehicles not primarily designed for family transportation (including but not limited to limousines and hearses) shall be considered commercial vehicles whether or not actually so used for the purpose for which the vehicle was originally designed.
- “Golf Cart” means any motorized or electronic vehicle designed and manufactured for operation on a golf course, or other unlicensed, non-street conveyance used for sporting or recreational purposes.
- “Governmental Vehicles” means all vehicles of any kind whatsoever which contains markings or apparatus indicating that the vehicle is used in the performance of governmental services or functions, and not primarily as a passenger vehicle. By way of example, but not limitation, fire trucks, ambulances, and City or County staff vehicles are included with the definition of governmental vehicles. Notwithstanding the foregoing, law enforcement officers, as defined in Section 943.10(1), who is a unit owner, or who is tenant, guest, or invitee of a unit owner, is permitted to park his or her assigned law enforcement vehicle in an area where the unit owner, or the tenant, guest, or invitee of the unit owner, otherwise has a right to park.
- “Inoperable Vehicles” shall include any vehicle, of any nature whatsoever, which is not capable of normally and safely engaging in highway travel. Any vehicle which does not display a current license automobile tag shall also be deemed an “inoperable” vehicle.
- “Mobile Homes” means any structure or device of any kind whatsoever, which is not self-propelled but which is transportable as a whole or in sections, which is manufactured, designed, marketed or used as a permanent or temporary dwelling.
- “Moped” means any vehicle with pedals to permit propulsion by human power, having a seat or saddle for the use of the rider and designed to travel on not more than three wheels, with a motor rated not in excess of two brake horsepower and not capable of propelling the vehicle at a speed greater than thirty mile per hour on level ground; and with a power-drive system that functions directly or automatically without clutching or shifting gears by the operator after the drive system is engaged. If an internal combustion engine is used, the displacement may not exceed fifty cubic centimeters.
- “Motorcycle” means any motor vehicle having a seat or saddle for the use of the rider and designed to travel on not more than three wheels in contact with the ground.
- “Motor Homes” means any vehicles which are self-propelled, built on a motor vehicle chassis, and which are primarily manufactured, designed, marketed or used to provide temporary living quarters for camping, recreational or travel use. Vehicles which contain showers, restroom facilities, or cooking facilities shall also be considered motor homes.
- “Motor Scooter” means any two wheel self-propelled vehicle, other than a bicycle, motorcycle, or moped, whether used for highway or off-road travel.

- “Off-Road Vehicles” means all vehicles or conveyances that are primarily designed or marketed for non-highway recreational, commercial or construction use. By way of example, but not limitation, “ATV’s,” “dune buggies,” “souped-up” passenger vehicles, “dirt bikes,” mini-bikes,” “monster trucks,” “swamp buggies,” excavators, backhoe, and bulldozers shall be considered off-road vehicles.
- “Open-Bed Vehicles” means all vehicles of any kind whatsoever, excluding permitted pick-up type trucks including flatbeds, which have exterior unenclosed areas, no matter what the size, which unenclosed areas are manufactured, designed, marketed or used for storage, placement, or transportation of good or any other types of objects. The enclosure of an open-bed vehicle or truck with a “capper,” “topper,” or similar enclosure shall not serve to remove the definition of such vehicle as a “truck” or “open-bed” vehicle (i.e. “open-bed” vehicles, except permitted pick-up trucks, are still prohibited from being kept stored, or parked upon Condominium Property).
- “Permitted pick-up truck” means pick-up trucks not exceeding ¾ ton weight rated carrying capacity, and having no more than four standard wheels, factory installed stand suspension, and used solely for personal transportation and are not used as commercial vehicles and are not off-road vehicles. Permitted pick-up trucks shall be single cab with a box no longer than eight (8) feet. Permitted pic-up trucks must also be of original manufacturer’s height, width and weight in order to be considered as a “permitted pick-up truck.”
- “Trailers” means any vehicles or devices of any kind whatsoever which are manufactured, designed, marketed or used to be coupled to or drawn by a motor vehicle.
- “Truck” means all vehicles of every kind, which are manufactured, designed, marketed or used for transporting goods of any nature. “Truck” shall include, but shall not be limited to step, panel, or cargo vans of any weight or size pickup trucks, stake body trucks, dump trucks, and truck cabs capable of hauling trailers or cargo. The term “truck” shall exclude passenger vans primarily designed for the carriage of eight or less passenger (including driver), and not primarily designed for carriage of goods. The term “truck” shall also exclude “mini-vans,” “sport utility vehicles,” “cross over vehicles,” and “jeeps” primarily designed, marketed, or used for the lawful carriage upon highways of eight or less passengers (including driver), and not primarily designed, marketed or used for carriage of goods.

10. **Motorcycles/Scooters:** Motorcycle/Scooter owners must adhere to all the established parking rules and regulations, including obtaining and displaying the appropriate parking decal. Motorcycles must be parked in the designated parking for motorcycles.

11. **Vehicle Covers:** The use of vehicle covers within the garage is allowed only if a regulation vehicle cover is used. The owner must register this vehicle in the office, stating how long the vehicle is to be covered. The office will attach a parking pass for the cover that will identify the vehicle owner’s name, etc. If a vehicle requires long-term storage with a cover, please consider utilizing an offsite facility for this purpose.

12. **Commercial or Vendor vehicles:** Any vehicle (including the owner’s vehicles) used for commercial purposes shall not be permitted to be parked or stored in the garage. Parking is limited to the outside deck only. Rule Exception: Vendors may park in the garage at the north or south end workspace for access to electrical outlets, water, and a drain to facilitate clean up.

13. **Towing:** The SC III has the right to tow any vehicle not in compliance with these rules and regulations.

14. **Bicycles:** All bicycles, including electric Bicycles must be parked according to the Bicycle Rules and Regulations.

15. **Fining:** Owners/Tenants may be fined up to \$100 per violation per day, not to exceed \$1000 for any and all violations of these rules and Regulations.

Garage Parking Rules & Regulations continued

Your compliance with these rules will contribute to a secure and pleasant parking experience for all residents. Surf Club III reserves the right to amend or update these rules as necessary, with prior notification to all residents. Thank you for your understanding and cooperation.

Please contact the Surf Club III Management Office Office@surfclubiii.com or call 386-447-9066 to pick up forms and permits.

Surf Club III Board of Directors approved Garage Parking Rules & Regulation August 22, 2025

Garage Parking Rules and Regulations Agreement

This agreement is to acknowledge that I have read and understand all the rules described in the GARAGE PARKING RULES and REGULATIONS. I understand and agree to abide by the rules and regulations.

I understand that failure to abide by the rules and regulations can result in unauthorized vehicles towed at the owner’s expense and/or a fine up to \$100 per violation per day, not to exceed \$1000.

Be sure your renters and visitors are aware of these rules.

I understand that the rules are subject to review and change, and I agree to adhere to any changes made, administered, and communicated by the Surf Club III Board.

PERMITS are NOT transferable.

If you trade or purchase a new car, please get a new permit from the office.

Owner’s Name (Print) _____ Unit _____

Vehicle Information: (PLEASE PRINT)

Vehicle #1

Make	Model	Year	Tag	State	Office Use Only

Vehicle #2

Make	Model	Year	Tag	State	Office Use Only

Do you own more than one vehicle? Please list below:

Make	Model	Year	Tag	State
Make	Model	Year	Tag	State

I agree to abide by the rules and regulations.

_____ **Date** _____

(Signature)



Date: August 1, 2025

To Whom It May Concern:

This letter is to verify Surf Club III is an access controlled gated community staffed 24 hours a day, 365 days a year. The Surf Club III building is comprised of 190 units with action activated, non-voice, DVR supported, surveillance cameras installed at all the entrances to the building. The cameras are not live monitored.

GAB Robbins/Sedgwick has classified Surf Club III as a fire-resistant concrete structure. In addition, the building has a reinforced concrete roof as per the mitigation form from Barber and Associates.

Surf Club III has a complete fire alarm (horn/strobe) and NFPA 13 sprinkler system on all eight floors and the garage parking area. The NFPA 13 system is in each room of all 190 individual units, including closets. This system includes a 24/7 fire alarm monitoring service, fire pull stations, strobes, sprinklers, and mini horns in all common areas. All units have hard wired, battery back-up smoke detectors in every room. Hard wired smoke detectors are also located in all common areas.

The Association has contracts and agreements for monitoring, annual inspections, and general maintenance of the systems with First Coast Elevator, and Dyna Fire - Fire Alarm Systems.

Sincerely,

The Board of Administrators

Surf Club III

General Rules

Every owner, occupant, and guest shall comply with the Rules and Regulations set forth in the provisions of the Condominium Declaration, By-Laws, and Articles of Incorporation of the Association. Florida Statute 718 provides the basis for all the Condominium documents, and all rules and regulations must comply with State requirements. Copies of the Rules & Regulations, as well as periodic updates, will be provided to owners by the Association. Failure to comply shall be grounds for action, which may include, without limitation, an action to recover sums due for damages, injunctive relief, or any combination thereof. In addition to all other remedies, at the sole discretion of the Board of Directors of the Association, a fine or fines may be imposed upon an owner for the failure of an owner, his family, guest, or lessees to comply with any covenant, restriction, rule or regulation herein or in the Declaration, Articles of Incorporation or By-Laws, provided the procedures set forth in the By-Laws are adhered to.

Any amendment to condominium documents also becomes part of the Rules and Regulations when it has been properly filed and a notice sent to all owners. The Board of Administrators may amend Rules and Regulations, so long as the amendment does not deviate from the Condominium Documents, and is not more restrictive than the documents.

All the condominium units shall be used for single-family residences only. Occupancy is restricted to six (6) people for two-bedroom units, and eight (8) people for three-bedroom units.

No separate part of the Condominium unit may be rented. No trade, business, profession, or other type of commercial activity may be conducted in any condominium unit, which involves customer/employee access or incoming/outgoing inventory.

Luggage racks and grocery carts are provided for the convenience of all residents and are to be returned to the vicinity of the elevators in the garage immediately after use.

There will be no soliciting of any kind within the building or on the premises, including electronic and telephone solicitation.

Air Conditioning Unit

AC Roof Unit

The roof unit, the inside air handler, and all copper lines in between are the sole responsibility of the owner and replacement or repairs is not paid by the Surf Club III Association. These lines are not common condominium association properties.

Owners are required to have the AC unit serviced to prevent damage to the roof, any roof damage due to a faulty AC unit is the responsibility of the owner.

AC & Water Supply –Unit Unoccupied

If your unit is unoccupied three (3) days or longer, leave the AC thermostat set at 77 in summer and 55 in winter so that moisture does not build up in your unit.

If you have a standalone dehumidifier in your AC closet, it should be set at 50-55.

Air Conditioning Unit continued

Unit owners should turn off the main water supply if the unit is unoccupied for more than 3 days to prevent water damage. Water damage to the Unit and adjoining units as a result of not turning off the water is the responsibility of the owner.

The turnoff valve for the main water supply is located in the AC / hot water tank closet.

If your unit is unoccupied three (3) days or longer, leave the AC thermostat set at 77 in summer and 55 in winter so that moisture does not build up in your unit.

If you have a standalone dehumidifier in your AC closet, it should be set at 50-55.

Florida winters can cause condensation on interior windows due to temperature swings. To prevent mold and mildew, run your heat or air daily and keep your dehumidifier on. A programmable thermostat is ideal if you don't live here year-round. Regularly replace filters to maintain your unit. A key to the roof is available at the Office.

Moving in Rules

A designated agent must be on site to admit movers to your unit. If you or your agent are not available, with your written permission, Surf Club III Staff will meet your movers to allow entry to your unit. If you have changed the locks, please provide a unit key to the Surf Club III (SC III) Management Office.

Elevator. Please call the SC III Management office at 386-447-9066 to arrange for SC III Staff to hang the elevator move-in protector pads in the elevator.

Elevator Key. You will be provided an elevator key with either a deposit of \$500 or a valid driver's license. You may pick up your deposit or license upon the return of the key and inspection of the elevator.

Important Mover Information

DO NOT hold or block elevators. Holding or blocking the elevator can cause the elevator to shut down. If a shutdown occurs during your move, as the owner, you are responsible for all elevator repair costs including overtime and mileage.

Movers must provide their own hand carts. Please advise the movers they MAY NOT use Surf Club equipment, including carts.

Movers must remove debris. Ask movers to HAUL AWAY any moving debris from Surf Club III property, and DO NOT use the Surf Club dumpsters.

Vendor Passes: Contact MSOA or call the Matanzas Shores Guard Gate at 386-445-0742. If you are not yet a registered owner with the Matanzas Shores Main Gate staff, call the SC III Management Office (M-F 9-5) for access.

Moving must take place from the upper parking lot elevators. Moving vans will not clear the garage entrance and vans are not permitted to block the garage entrances.

Please Note: Do not alter, put holes in, paint, tile or replace unit common elements such as doors, balcony floors, balcony walls, windows, doorbells, door hardware, storm doors, etc., without Board approval. If you have questions or need additional information, contact the SC III Office 386-447-9066.

SC III Rules & Regulations abbreviated list for owners, guests, and renters. Please email Office@SurfClubiii.com for a detailed copy of SC III Rules & Regulations.

Unit & SC III Common Elements

Alterations to limited Common Elements, such as balconies and exterior doors require Board or Design Review Committee approval.

Owners must turn off the main water supply if the unit is unoccupied for more than three days.

Manage Unit moisture by maintaining temperature settings and using dehumidifiers.

Smoke alarms require annual battery replacement.

Common elements such as sidewalks, entrances, and garages must remain unobstructed and free of personal items.

Garbage must be bagged and disposed of properly in designated chutes and dumpsters. Flatten all boxes.

Exterior decorations are limited to Thanksgiving, Christmas or Hanukah decoration from November 1 of the current year through January 15 of the following year.

Portable air conditioning, generator, any portable unit, and reflective window treatments are prohibited.

Rollerblades, skateboards, and roller skates are banned on property, and bicycles are restricted from sidewalks and breezeways

Unit Balcony

Electric grills are permitted on balconies, but open flames and gas grills are prohibited.

Hanging laundry or other items on balcony, throwing, or sweeping items from the balcony is not permitted

Lighting must comply with local wildlife protection ordinances.

Unit Alterations & Access

Owners must notify management before making alterations to the unit.

Vendor information, insurance, license, etc. required. Contact Office@SurfClubiii.com .

The Association retains the right to access units for inspections, maintenance, or emergencies.

Air Conditioning unit and its components are the owner's responsibility.

Unit Entry and Key Management

Emergency entry is permitted without prior notice.

Owners must provide keys to the management office.

Emergency or Non-emergency entries for maintenance or inspections are permitted.

Vendor entry requires written authorization from owners or renters.

SC III Rules & Regulations abbreviated continued

Moving In Procedures and Elevator Use

Owners or their agents must be present to admit movers, or provide written permission for staff to use the Association key.

Elevator pads and keys are available through the management office with a deposit or valid ID.

Movers must avoid blocking elevator doors to prevent shutdowns.

Movers must bring their own hand carts, and remove all debris.

Moving In must be conducted via upper parking lot elevators.

Elevator use during moves requires prior management coordination, including use of elevator pads and key.

NO Smoking

Smoking and use of tobacco or marijuana products, including vaping and e-cigarettes, are prohibited on balconies, patios, hallways, stairwells, parking garages, and within 100 feet of the building.

Noise Policy

Residents must avoid noise that interferes with others, including music or vocal instruction, from 11:00 PM to 8:00 AM.

Renting & Occupancy Rules

Owners must provide tenants with condominium rules and are responsible for their conduct. Units may only be leased for a minimum of one month. Occupancy is limited to 6 persons in 2-bedroom units and 8 in 3-bedroom units.

Parking & Vehicle Regulations

Garage parking is reserved for owners or renters with permits issued by management.

All vehicles must display approved parking permits or temporary passes.

Trailers are only allowed for loading/unloading, Management permission is required.

Trailer overnight parking is not allowed.

Commercial vehicles and RVs are restricted.

Extended parking is designated for vehicles left over five days.

Bicycle Parking Rules

All bicycles must be registered with the Surf Club III Manager's office. Upon registration, the owner will receive a sticker, which must be affixed to the front tube of the bicycle's frame.

Safety & Security

Flammable or explosive materials are prohibited.

No second deadbolt is allowed on entry doors.

Keyless entry pads may be installed (see complete rules & instructions for installation).

Private lockboxes are prohibited.

Realtor lockbox is allowed if the unit is listed.

The Association retains the right to access units for inspections, maintenance, or emergencies.

SC III Rules & Regulations abbreviated continued

Supervision of Children

Children under 16 must be accompanied by an adult when using recreational facilities.

Children under 10 are not allowed to use the Fitness Center exercise equipment.

Children should not play in hallways or elevators.

Pets

Pets are limited to two dogs or cats per unit.

Pets must be leashed outside, and not left unattended on balconies.

Owners must clean up pet waste, and pets are prohibited in recreational areas.

Short-term guests may bring pets only if the owner is present.

Exceptions apply for service animals in accordance with Florida law .

Vendor Regulations and Work Conduct

Vendors must be licensed and insured, operating between 8:00 AM and 6:00 PM unless for emergencies. Contact Office@SurfClubiii.com for vendor permit.

Vendors cannot use Surf Club carts, equipment or dumpsters for debris disposal.

Vendors work areas are restricted.

Owners are responsible for damages caused by vendors and must oversee work to prevent property damage.

Nature Preserve

The condominium is situated within a protected wildlife and nature preserve, requiring compliance with state environmental and wildlife laws.

Enforcement

Residents must adhere to all condominium documents, including Rules & Regulations, By-Laws, and Articles of Incorporation including Florida statutes. Non-compliance may result in fines, legal action, or other remedies at the Board's discretion.

This summary encapsulates the key regulations and procedures established by the Surf Club III Condominium Association email Office@SurfClubiii.com for an expanded copy of Rules and Regulations.

The Management Office serves owners and is not a concierge for renters or guests.

Vehicle Management

Apply at the SC III Management Office, email Office@SurfClubiii.com or call 386-447-9066 for a permit.

All vehicles must display a parking permit or temporary pass affixed to the front windshield on the driver's side, or a temporary vehicle pass prominently displayed on the driver's side dashboard.

No vehicle repairs are allowed on the condominium property, except in emergencies. Washing is allowed in the designated Car Wash and Mobile Detailing areas.

Vehicle Management continued

Limited Common element parking area building is for access to and from the units only. No car or other obstruction is allowed in parking area or other area which inhibits access to units.

Only permitted passenger vehicles, automobiles, vans, sport utility vehicles, pick-ups, motorcycles and station wagons are allowed in designated parking spaces.

Commercial vehicles, trailers, RVs, etc., are allowed for loading/unloading only, with prior approval. No overnight parking unless authorized.

Vehicles in violation will be towed at the owner's expense.

Vehicles parked during the owners' absence for more than 14 days should be parked in spaces marked EXTENDED parking.

Vehicles for medical reasons must display a permit or handicapped sticker.

Kayaks / Canoes

Kayaks and canoe storage racks are available at the Boat Club, and may be purchased through the Master Association Management Office.

Matanzas Shores Office (MSOA) 386-445-7443.

No Smoking, Smoke Alarms

NO Smoking Policy Board approval, rule 1 in 2020 and rule 2 in 2021

Smoking Rules effective October 1, 2021, to include rule 1 approved in 2020 and rule 2 added and approved 2021.

Surf Club III does not allow SMOKING and/or TOBACCO PRODUCTS including cigarettes, cigars, e-cigarettes, hookahs, vaping, pipe smoking, marijuana or similar products, and medical marijuana or similar products.

1. Smoking is not allowed on the west side front hallway or the east side unit balconies or patios of Surf Club III. This includes the use of tobacco products (cigarettes, cigars, e-cigarettes, hookahs or similar products) and medical marijuana or similar products.
2. No smoking on walkways, stairwells, balconies, parking garage and all other common areas as well as within 100 ft of the building, which includes smoking of all tobacco products, vaping, pipe smoking and marijuana.

Smoke Alarms

Smoke alarm batteries should be replaced annually, and detectors should be renewed every 10 years. For assistance with malfunctioning detectors, email Office@SurfClubiii.com or call 386-447-9066.

If noise is reported due to weak batteries, the office will notify the owner to replace the batteries. After one attempt, if the owner is not available, the staff will replace the batteries and invoice the owner.

Contact the office if you need assistance with a malfunctioning detector or smoke detectors, email Office@SurfClubiii.com or call 386-447-9066.

Vendor Rules

Vendors must be licensed (**if required by the County or State**) and insured.

Vendor passes are available at MSOA 386-445-7443 or the MSOA Guard Gate 386-445-0742.

Vendors are to be scheduled between 8:00 am and 6:00 pm. The owner must call the gate to authorize Vendor entry. Vendors may not conduct non-emergency repairs after hours without prior approval from Management. Owners and Residents must provide a timeline to the Management Office if repairs or renovations take more than one day to complete.

In the event the owner will not be present for vendor work in their unit, the owner must provide, in writing, vendor authorization to Management (Office@surfclubiii.com) for release of the Association key to the vendor, a minimum of 48 hours in advance of scheduled work. (Association key sign out is not available on weekends)

All keys must be picked up at and returned to Surf Club Management Office during regular office hours. Vendors may not keep Association keys overnight.

The vendor may not use Surf Club carts or equipment to transport supplies or equipment.

The vendor must dispose of construction waste from Surf Club property. No waste or debris may be placed in Surf Club dumpsters or garbage chutes.

Delivery or removal of furniture and appliances must be coordinated with the management Office 48 hours in advance so that pads may be placed in the elevator.

The vendor may not prop open elevator doors at any time. Movers may request Management provide a key to lock open the Elevator door for use and return the key no later than 3:00 pm.

Delivery or removal of furniture and appliances on weekends must be coordinated with the Management Office by 2:00 pm Friday so that the elevator pads may be placed in the elevators by Staff before they leave for the weekend.

Only repairs that are necessary to control or contain an emergency may be done before 8:00 am and after 5:00 pm. After hours, the owner or owner's representative must be present for emergency repairs.

A list of **Vendor rules are available in the Management Office** and on **the Surf Club III website**, and must be provided to the Vendor by the owner or their agent, prior to the beginning of their work.

Owners, or their agents, are responsible to oversee the work being done in their units, and take measures to prevent damage to the Association property. The Board will invoice owners for any damages and clean-up costs deemed to be caused by their vendor.

To assist owners and vendors with these issues, the Board has made the north and south trash rooms in the garage available for vendors who need power and water. Vendors must leave the trash rooms and surrounding work area clean and without debris.

Vendor Rules continued

No trailers, equipment, or work trucks may be parked overnight without pre-approval from the Management office.

In addition to the rules, vendors should:

- Not use garbage chute trash rooms on floors 1-8 as a work area or to dispose of debris
- Not use the hallways or balconies as a work area.
- Not block the hallways with materials or equipment, or leave it in the hallways overnight.
- Not dump or create dirty water, or debris, in the hallway or sweep it through the drain holes meant to disperse rainwater.

Vendor Passes: Issued on a daily basis for the hours of 8 AM – 6 PM only, with isolated exceptions for emergency situations, i.e., AC/Frig/water leak, etc.

Dryer Vents & Hot Water Tank

Dryer Vents Board approval March 22, 2024

A survey indicated owners favored management fulfilling the mandated Dryer Vent rule approved in July 2020, and the Board approved BID Dryer Vent Cleaning to schedule cleaning of all unit dryer vents. Owners will be invoiced \$89.00 per unit for cleaning.

Owners with valid 2024 dryer vent cleaning will not be included in the 2024 BID dryer vent cleaning process.

Hot Water Tanks Board approval July 2020

All ORIGINAL hot water tanks and tanks older than 12 years must be replaced within 6 months of this rule enactment.

Unit Owners must adhere to routine water heater inspections and replacement schedules to minimize the risk of leaks affecting common elements and neighboring Units and proactively replace any hot water heaters showing signs of age, malfunctioning, or leaking as well as those more than 12 years old. Documentation of service and maintenance shall be provided to the Association immediately upon completion by the Unit Owner or professional vendor performing the work.

Owners who fail to replace their hot water heater as defined in this rule will be held financially responsible for all damages to the Association and other unit owners' property as well as their own due to a hot water heater tank leak. Proof of installation date or heater manufacturer date must be provided upon request.

A Unit Owner who plans to be vacant from his or her Unit for a period in excess of seven (7) consecutive days shall turn off the water servicing the Unit prior to departure.

Window Replacement Specifications

Approved Windows

PGT model SH-500 Impact Single Hung windows and DH-5560 Double Hung windows

Any departure from the above approved window must be submitted to the ARC Committee for Pre-Approval of the window specs and installation procedure.

Board Approved Vendors The following vendors do not have to submit specifications to the D&R prior to installation of the PGT model SH-500 or DH-5560 windows.

- The Window Store - (386) 615-9800 <http://www.daytonawindows.com/> (2 window minimum)
- St. Johns Doors will repair, but will not replace windows. (904) 461-9542

Door & Door Hardware

Exterior Storm Doors must be installed with a minimum of 1 ¼" thick aluminum frame with foam insulation.



White door with **clear glass** (no frosting) and **nickel finish** hardware only. Full View or Triple Track. Andersen 2500 or 3000 Series, or their updated series, meets these requirements.

Exterior Door Hardware

Doors must be installed with a minimum of 1 ¼" thick aluminum frame with foam insulation.

Entry Door Hardware



Kwikset 800
Cylinder Door Handle set
Satin Nickel Chelsea Single Cylinder

Kwikset Satin Nickel
Double Cylinder Deadbolt

Door Electronic Keypad you may replace the existing deadbolt lock only with an electronic keypad (do not drill a new hole to install this item and do not replace the handle door assembly with this item).



Schlage BE365VCAM619

Kwikset 914 SmartCode / 914 Z-Wave

Video & Doorbell Buttons

The Ring video doorbells in Satin Nickel color is approved to replace the current doorbell. Owners are responsible for installation (in the required location), maintenance, and replacement.

Ring Doorbell



Doorbell Button



Replacement Doorbell Buttons are available for purchase at the Office.
Office@surfclubiii.com