

## CONDO APPROVAL/SCREENING PROCESS OF NEW OWNERS AND NEW TENANTS:

Prior to a Buyer closing on a condo purchase, or a Tenant moving into a newly leased condo unit, the Buyer or Tenant must gain condo association approval through a screening process.

A member of the Board of Directors can provide Buyer or Tenant the screening application for review and completion prior to scheduling the screening appointment. The screening appointment must take place a minimum of ten (10) days prior to closing or move in to accommodate the application review process and background checks.

To schedule a meeting with the Screening Committee please contact Janet Walker at 321-242-3173 or [jaywalker23@cfl.rr.com](mailto:jaywalker23@cfl.rr.com)

**(Children under 18 years of age not permitted)**

HIGHLIGHTS FROM RULES AND REGULATIONS SCREENING BOOKLET

1. One occupant MUST be 55 years or older, no unit will be leased or sold to anyone under 55 years of age.
2. No children under 18 years of age allowed to reside in unit.
3. No lease shall have a term of less than six (6) months. No rooms may be rented, and no transient tenants shall be accommodated in any apartment or shall any lease of an apartment release or discharge the owner thereof of compliance with any of these obligations and duties as an apartment owner. Please see Prospectus, Use Restrictions 7, for more details.
4. No dogs allowed. Exception to Pets (service animals) - Please see specific By-Laws in Governing Documents.
5. No decals, signs or other advertisements allowed on vehicles or in Unit windows.
6. No recreational vehicles, commercial trucks (except to make deliveries or pick-ups), no motorcycles, boats, trailers or long-term auto storage shall be allowed. Residents may park recreational vehicles for loading and unloading up to two times in any twelve (12) consecutive months. Please see Declaration of Condominium, Parking Spaces 12.9 for more details.
7. All vehicles (including overnight guest) must have decal or visitor pass.
8. The community has a propane barbeque grill on pavers in the courtyard of Building B.

**Personal References**

Name, Address and Telephone Number of personal reference/s

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I have read and understand the Rules & Regulations and By Laws of the Shady Dell Riverview South Condominium Association regarding owner/tenant occupancy and agree to abide by and conduct myself in accordance with such Rules & Regulations and By Laws and also agree that my guests and or other occupants of the unit I am purchasing/renting will also abide by such Regulations. I understand and will abide by any and all rulings by the Board of Directors of this association on any and all requests that I might submit to Board of Directors Rules of this document supersedes

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Owner/Tenant Date

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Owner/Tenant Date

EMERGENCYINFORMATION

**Your completion of any part of this form is strictly voluntary.**

Condo Unit # \_\_\_\_\_

Resident Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Resident Name: \_\_\_\_\_

Phone # \_\_\_\_\_

**In case of emergency please notify:**

Name: \_\_\_\_\_

Emergency Contact Phone # \_\_\_\_\_

Address: \_\_\_\_\_

Note any instructions or additional information below:

FAIR HOUSING ACT COMPLIANCE

In order for Shady Dell Riverview South to comply with the Fair Housing Act of 1988, it is necessary that we maintain an active and up to date file of the birth date of all residents. To do this we are asking all residents to submit to the Board of Directors a copy of one of the following forms of ID:

- Copy of valid driver's license, or
- Copy of birth certificate, or
- Copy of Medicare card for those over 65

Copies may easily be made at your bank, post office, library, etc.

If a resident is physically unable to do the above, a member of the Board will be glad to furnish transportation to get the copy you need.

It will be greatly appreciated if you will give this your immediate attention.

Thank you,

Board of Directors

I, \_\_\_\_\_  
certify that the proof of my age as submitted is correct.

I, \_\_\_\_\_  
certify that the proof of my age as submitted is correct.

Copy of applicant's ID verifying age and all other occupants' ages is attached to this application.

**CERTIFICATE OF APPOINTMENT OF VOTING  
REPRESENTATIVE  
(DESIGNATED VOTER'S FORM FOR OWNERS)**

TO THE SECRETARY OF SHADY DELL RIVERVIEW SOUTH CONDOMINIUMS  
(THE ASSOCIATION)

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Unit # \_\_\_\_\_  
in Shady Dell Riverview South have designated:

\_\_\_\_\_  
(Name of Voting Representative)

as their representative to cast all votes and to express all approvals that such owners may be entitled to cast or  
express at all meetings of the membership of the Association and for all other purposes provided by the  
Declaration of the Association and the Articles and By-Laws of the Association.

This Certificate is made pursuant to the Declaration of Association and the By-Laws and shall revoke all prior  
Certificates and is valid until revoked by a subsequent Certificate.

DATED AND SIGNED on \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

HOMEOWNER(S) SIGNATURE LISTED ON DEED AGREEING TO DESIGNATED VOTING REPRESENTATIVE ABOVE

***THE FOLLOWING EXAMPLES ILLUSTRATE THE PROPER USE OF THIS CERTIFICATE: THIS CERTIFICATE MUST BE ON FILE WITH THE ASSOCIATION ACCORDING TO FLORIDA CONDO STATUTE IN ORDER TO BE ABLE TO VOTE ON ASSOCIATION BUSINESS MATTERS, PROXYS AND ANNUAL ELECTIONS.***

- 1) If unit is owned by Bill and Mary Rose, husband and wife. Voting Certificate required designating either Bill OR Mary as the voting representative. (Cannot designate anyone other than one of you two)
- 2) If unit is owned by John Doe and his brother, Jim Doe. Voting Certificate required designating either John OR Jim as the voting representative. (Cannot designate anyone other than one of you two)
- 3) If unit is owned by Overseas, Inc., a corporation. Voting Certificate required designating the person entitled to vote, signed by the President or Vice President of the Corporation and attested by the Secretary or Assistant Secretary of the Corporation.
- 4) If unit is owned by only one person, ex. John Jones. No Voting Certificate is required.

NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the unit as the Voting Representative, not a third person and ALL owners listed on the deed need to sign where indicated.

PLEASE RETURN TO:

Shady Dell Riverview South

3150 N Harbor City Blvd

Box 100

Melbourne, FL 32935

FROM: Board of Directors

In an attempt to curb mailing costs for the Association, we are asking that you give your authorization, as provided by the Florida Statute which allows this option and is shown below, to send meeting notices, etc., by electronic submission. You may revoke this authorization at any time in writing should you choose. Please complete and return this form by email to 321wpm@gmail.com or mail it: Shady Dell Riverview South 3150 N Harbor City Blvd. BOX 100 Melbourne, FL. 32935 OR drop it off in BOX #100 located on the south side of the clubhouse. Please contact Kim at email above if you have any questions regarding this request.

I hereby grant the Board of Directors and/or Management the authorization to email me any and all notices permitted by Florida Statute 718.112(d)6, which specifically states:

“Unit owners may waive notice of specific meetings if allowed by the applicable bylaws or declaration of any law. Notice of meetings of the board of administration, unit owner meetings, except unit owner meetings called to recall board members under paragraph (j), and committee meetings may be given by electronic transmission to unit owners who consent to receive notice by electronic transmission. A unit owner who consents to receiving notices by electronic transmission is solely responsible for removing or bypassing filters that block receipt of mass emails sent to members on behalf of the association in the course of giving electronic notices.”

I/we understand that I/we may rescind this authorization at any time in the future, and I/we understand further that this must be done in writing. I/we also understand that all deeded owners of the unit I/we own at Shady Dell Riverview South Condominium must agree to receiving electronic notice mailings.

Unit #(s) \_\_\_\_\_

Printed Name of Owner \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Email Address to use forelectronicsubmission \_\_\_\_\_

Printed Name of Owner #2 \_\_\_\_\_

Signature of Owner #2 \_\_\_\_\_

For

units with more than two (2) owners, please attach aseparate signature page.

THIS PAGE IS FOR THE SCREENING BOARD MEMBERS COMMENTS AND APPROVAL OR DENIAL.

COMMENTS:

SCREENING BOARD MEMBERS SIGNATURE AND DATE OF SCREENING

\$100 check payable to Shady Dell Riverview South + Copy of ID  
is to accompany this application when presented for Board  
approval.

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Board Member Name and Title / Date

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Board Member Name and Title / Date

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Board Member Name and Title / Date

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SHADY DELL RIVERVIEW SOUTH OWNERS ASSOCIATION. INC.  
3150 N. HARBOR CITY BLVD. BOX 100  
MELBOURNE, FL. 32935

- 1) CONFIRM THAT YOU ARE OWNER OF RECORD ON DEED. IF MORE THAN NAME IS ON DEED YOU MUST ASSIGN A DESIGNATED VOTER AND COMPLETE THE DV FORM INCLUDED IN THIS PACKET.
- 2) ANY CONCERNS SHOULD BE ADDRESSED TO THE BOARD EITHER BY DROPPING A SIGNED NOTE IN BOX 100 OR BY EMAIL AT [SDRVSBOARD@GMAIL.COM](mailto:SDRVSBOARD@GMAIL.COM) CONCERNS MAY BE ADDED TO NEXT BOD MEETING AGENDA, AS NEEDED.
- 3) HOA FEES ARE MANDATORY AND ARE DUE THE FIRST OF EVERY MONTH. LATE FEES ARE APPLIED ON THE TENTH OF EACH MONTH.
- 4) FEES CAN BE PAID IN SEVERAL WAYS:

MAILED TO:

Kim Wilson  
200 Easy St  
Melbourne, FL 32934

DROPPED IN BOX 100 OUTSIDE OF THE COMMUNITY CLUBHOUSE

OR PAID ONLINE THROUGH ZELLE TO [321WPM@GMAIL.COM](mailto:321WPM@GMAIL.COM)

- 5) IF YOU HAVE **QUESTIONS ABOUT YOUR ACCOUNT ONLY** PLEASE CONTACT KIM WILSON AT (321) 863-8027 OR email Kim @ [321wpm@gmail.com](mailto:321wpm@gmail.com)
- 6) MEMBER AND BOARD MEETING MINUTES:  
ALL MEETING NOTICES AND MEETING MINUTES AT EMAILED TO ANY OWNER WHO HAS AGREED TO RECEIVE EMAIL FEOM THE BOD. MEETING NOTICES ARE ALSO POSTED THROUGHOUT THE COMMUNITY PRIOR TO THE EVENT. COPIES OF ALL BOD MEETING MINUTES ARE OBTAINABLE IN THE COMMUNITY CLUBHOUSE OR BY REQUEST TO THE BOD AT [SDRVSBOARD@GMAIL.COM](mailto:SDRVSBOARD@GMAIL.COM). THIS INFORMATION IS ALSO VIEWABLE ON THE COMMUNITY WEBSITE @ [www.SDRVS.org](http://www.SDRVS.org).
- 7) Cable TV and WIFI are provided as part of your HOA fees. If you have an issue with your service you should contact Spectrum directly.
- 8) In addition to your unit key, the seller (if you are a buyer) or the owner (if you are a tenant) should have provided you with (3) keys. One key for your unit; one key that opens both the clubhouse and the storage room door in your building and on your floor, and a mailbox key. Each unit has an assigned storage area in the storage room on your floor.

## SHADYDELL RIVERVIEW SOUTH GENERAL GUIDELINES (REVIEW)

### USE OF CLUBHOUSE IN GENERAL

Owners/Residents have a key to clubhouse for general use most any time as long as there are no scheduled meetings or events taking place at the desired time of use.

We encourage residents to leave the clubhouse in a clean condition after use and return the A/C thermostat to 78 degrees.

### CLUBHOUSE RESERVATION FOR PRIVATE EVENTS

A clubhouse reservation form must be submitted to the Board preferably at least 14 days in advance of the scheduled event. The clubhouse must be left in its cleaned condition and all table/chairs returned to their positions at end of event. All food and beverages must be removed at end of event. Lights must be turned off, A/C thermostat set to 78 degrees and doorlocked upon leaving at end of event.

### UTILITIES

Each condo unit has its own watershutoff lever outside at ground level by its respective condo stack.

Cable TV and Internet are provided by Spectrum and is included in the monthly condo dues.

Effective April 24<sup>th</sup>, 2020, residents will receive the following services.

- Spectrum TV Select and Digital Tier 1 - known as Spectrum Bronze
- 2 HD Set Top Boxes
- High Speed Internet 100 Mbps x 10 Mbps
- 1 modem and 1 router per unit

To obtain your equipment call Spectrum (855) 326-5115 to request a self-installation kit or visit any Spectrum store. Additional equipment or services are the responsibility of the resident.

## FIRE SAFETY

Grills of any kind are not allowed on the porches. GRILLS IN USE SHOULD NEVER BE LEFT UNATTENDED.

It is asked that all residents test their smoke detectors at least once per year to make sure they operate as designed to operate.

## ROOF ACCESS

The association has two combination lock boxes hanging on the balcony railings by the elevators; one lock box by elevator on 3<sup>rd</sup> floor in A (north most building) and another lock box with same code by elevator on 3<sup>rd</sup> floor in B (south most building). Each lockbox has its corresponding building's roof hatch key.

A ladder is stored in the storage room by the elevator on 3<sup>rd</sup> floor of each building if needed. Please lock roof access hatch and return ladder to its storage location when finished.

Please ask a board member for the access code and keep in safe keeping for time of need. No unauthorized person is allowed on the roof.

## ARC (ARCHITECTURAL REVIEW CHANGE)

Prior to ANY work starting on windows, doors, porch enclosures, porch screenings, porch aluminum, hurricane shutters and storm doors being replaced, altered or added, owners are required to complete the ARC form and submit to the board for approval.

**Work should not commence prior to board approval.**

To obtain a copy of the ARC form reach out to Board Secretary or find forms available in the Clubhouse and on the community website at [SDRVS.ORG](http://SDRVS.ORG)

## BOARD OF DIRECTORS BULLETIN BOARD

The bulletin board to the right of the clubhouse door is for BOD announcements. It is encouraged residents stop by and view on a regular basis.

## EMAIL USE

If your email changes and you still want to be on the email consent list please notify the board of your new email. The use of group blind copy emails will be random and **as a courtesy as time allows**. All Board Meetings will be posted on the bulletin board. Only the official business as required by Condo Law to be sent by USPS mail will be sent by USPS mail.

SHADYDELLRIVERVIEWSOUTH  
RULES & REGULATIONS

ADOPTED BY THE BOARD OF DIRECTORS ON 5/25/2023 AS SUPPLEMENTAL TO THE COVENANTS AND RESTRICTIONS  
AND APPLICABLE TO OWNERS/RESIDENTS/GUESTS.

BY THE POWER GRANTED TO THE BOARD SECTION 4 OF THE BY-LAWS AMENDED 12/18/19 AND IN ACCORDANCE WITH  
FLORIDA STATUTE 718 CONDO LAW, THE BOARD OF DIRECTORS SHALL HAVE AUTHORITY TO ADOPT RULES AND  
REGULATIONS THAT ARE REASONABLE, LAWFUL, ENFORCIBLE AND FOR THE ULTIMATE SENSE OF ENSURING A WELL  
PRESERVED AND MAINTAINED COMMUNITY.

The BOD has an obligation to maintain the condominium property for residents' enjoyment, safe surroundings, and to preserve the value of the properties. The BOD promotes health and happiness among its residents and strives to maintain the property at its maximum potential. It is the Association's desire these Rules and Regulations aid to ensure a peaceful and harmonious surrounding for all to enjoy while preserving the integrity of the place we call home.

If Owner/Resident/Guest is found in violation of Rules & Regulations the BOD will provide an opportunity for Owner/Resident/Guest to cure or correct the violation. If violation is not cured within a stated time period, the BOD will proceed with actions according to Florida Statute 718 Condominium Act that could result in a fine to the Owner/Resident/Guest.

#### HEALTH AND SAFETY

- 1) All parts of the community grounds shall be kept in a clean and sanitary condition, and no rubbish, refuse or garbage allowed to accumulate, nor any fire hazard allowed to exist.
- 2) Garbage and Recycling: Trash shall be deposited in the dumpster. All trash must be securely bagged. A recycling list is posted on the clubhouse bulletin board and recycling items are to go into the recycling bin. All owners/tenants shall be responsible for removal of their own household items/good from SDRS property. If owners/tenants do not have their own items removed, then SDRS will have them removed at owner's expense.

#### PETS

- 1) SDRS is a Dog free community. No pets shall be maintained or kept in any of the condominiums other than cats, goldfish, tropical fish and the like, and such birds as canaries, parakeets and the like, provided they are not kept, bred or maintained for commercial use. All pet owners must clean up after their pets by scooping and bagging any deposit, then place deposit in the dumpster.
- 2) Pets shall not create a nuisance in accordance with the Brevard County Animal Services Department Ordinance Chapter 14 Section 14-56 and 14-59. Telephone (321) 633-2024.

#### NUISANCES

- 1) No nuisances shall be allowed upon the condominium property, nor any use of practice that is the source of annoyance to residents or which interferes with the peaceful possession and proper use of the property by its residents.

## VEHICLES AND PARKING LOT

- 1) Each condominium has one assigned vehicle parking space plus the use of one unmarked space for a total of two (2) vehicles. No more than two (2) vehicles per unit are allowed to be kept on the property at any time.  
Guest parking is allowed in unmarked spaces. Assigned spaces are not to be traded between owners without first making a written request to the board of directors. Making a request does not guarantee the request will be granted.
- 2) No repair or maintenance of motor vehicles shall be permitted in the parking lot or any of the property grounds. Vehicles must be operable.
- 3) No parking in a fire zone or blocking of mailbox access is permitted.
- 4) No driving on grass is permitted.
- 5) Parking spaces may not be used for any purpose other than parking vehicles which are in operating condition, have a current license tag and registration and are in good repair with no obvious rust, corroded paint or fluid leaks to include oil leaks.
- 6) No commercial vehicles, motorcycles, boats, trailers, boat trailers or long term auto storage shall be allowed.

## LEASING

- 1) All renters must be approved by the Board of Directors in a screening process prior to LEASING. Renters are to provide a copy of the executed (signed) lease agreement to the Board.
- 2) No condominium shall be leased for under six (6) months.

## EVIDENCE OF OWNERSHIP AND AGE VERIFICATION

- 1) Shady Dell Riverview South is a 55+ community and as such the association is required to have evidence of age verification and ownership. Evidence of age verification and ownership shall be provided by new prospective owners during the Screening Process by way of a valid driver's license, government ID or valid passport. Evidence of ownership shall be provided by way of a real estate contract prior to closing on the property AND a warranty deed/title after the closing of the property.
- 2) New Tenants must provide evidence of age verification during the screening process by way of a valid driver's license, government ID or valid passport.
- 3) New owners acquiring a condo unit by way of inheritance or probate shall provide to the association within thirty (30) days of completion of probate or within ninety (90) days of owners' death certificate date, a copy of legal estate or trust papers or new deed evidencing who the lawful property owner is.
- 4) No condominium shall be occupied by any person under eighteen (18) years of age, and shall have at least one (1) occupant at least fifty five (55) years of age or older.
- 5) Condominiums shall be occupied by a single family only.

#### COURTYARDS AND GROUNDS

- 1) All ground outside condominiums is common ground owned by the association and to be maintained by the association. As such, no item, object, flags, plantings, potted plant containers or the like are allowed to be placed in garden beds or courtyards by residents. The Board of Directors must review any changes or additions to common property PRIOR to said changes being made. the association is not responsible for theft or damage caused by lawn services.
- 2) No television or radio antennas or towers shall be erected on any part of property.
- 3) No cigarette butts are to be left on any part of property. Cigarette butts must be disposed of properly in a trash receptacle.

#### ALTERATIONS TO PORCHES, WINDOWS, SLIDING DOORS, FRONT DOORS, STORM DOORS, HURRICANE SHUTTERS

- 1) Maintenance, repair, addition of and/or replacement of porch enclosures, windows/screens, sliding doors, front doors, storm doors and hurricane shutters are the responsibility of the owner. There shall be no worn out, ripped, torn or missing porch screen panels. Taping of screen holes is not acceptable. Badly discolored, faded or worn porch screening and/or porch aluminum is not permitted and shall be replaced by owner.
- 2) Requests for any and all alterations to any of the above items shall be made by owner by submitting to the board of directors a completed ARC (Architectural Review Change) form prior to any work commencing on property.

#### STORAGE CLOSETS

- 1) Each owner has a storage bin inside a closet located by the elevator on owner's floor. No hazardous, flammable material or garden mulch shall be kept in storage bins. Storage rooms must be kept free of clutter. No items may be stored in the walking areas in front of individual bins. No bin numbers are to be exchanged for another without the board of director's written permission.

#### PORCHES

- 1) It is prohibited to hang garments and/or clothes on the porches. Porches shall not be used for cardboard box storage or storage bins of any kind such that storage bins are viewable from another unit or from curbside
- 2) It is prohibited to hang plant containers from the ceiling of porches. The weight could potentially cause flooring leaks from the unit above.
- 3) SDRS does not allow grills of any kind (gas, charcoal, electric i.e.) to be used on porches.

#### ROOF ACCESS

- 1) Access to roof shall be provided for by the Board of Directors for A/C maintenance, repairs, replacement and for inspections. Proper soft, rubber sole shoes shall be worn by everyone at all times while walking on the roof.
- 2) No unauthorized person shall be on the roof.

#### WINDOWS AND WINDOW COVERINGS

- 1) Neutral, beige or off-white colored window coverings are encouraged. No bold colored or patterned window coverings shall be seen from the curbside or from within another unit's viewing. No bedsheets or blankets shall be used for window coverings.
- 2) No flags, stickers, signs, ornaments or objects of any kind shall be placed inside the windows or windowsills such that it can be seen from the outside curbside.

#### SIGNS

- 1) No signs, advertisements or notice of any type shall be shown on the property or in any unit window or door.

#### POOL

- 1) No glass containers are allowed inside pool fencing.
- 2) No food is allowed inside pool.
- 3) Guest must be accompanied by resident/owner at all times while inside the pool fencing.
- 4) Pool float line must remain attached to both sides of the pool at all times per Health Department code.
- 5) No diving allowed in the pool.
- 6) Pool hours are daylight hours only.

I/we the undersigned have received, read, and fully understand the Association Governing Documents, including the Bylaws and Covenants, Conditions, and Restrictions (CC&Rs). The Owner agrees to comply with all rules, architectural guidelines, and assessment obligations set forth by the Association. Furthermore, the Owner accepts that these regulations are legally binding and that any failure to adhere to them may result in enforcement actions or fines as outlined in the Association's policies.

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Owners Signatures