



## Association of St. C Condominium Owners

4200 Estate St. John, Christiansted, VI 00820-4491

Tel: 340-718-6341 • Fax: 340-718-1633

[www.stccondo.com](http://www.stccondo.com)

[manager@stccondo.com](mailto:manager@stccondo.com) or [office@stccondo.com](mailto:office@stccondo.com)

### Unit Occupancy Form for Rentals

To be completed by the Owner, Rental Agent or property Manager and given to the office either via hard copy, email or fax no later than 24 hours prior to renter occupancy.

Unit # \_\_\_\_\_ Owner's Name: \_\_\_\_\_

Arrival Date: \_\_\_\_\_ Departure Date: \_\_\_\_\_

Name of Renter(s) \_\_\_\_\_

Number of persons to occupy the unit \_\_\_\_\_ Maximum of three (3) persons allowed

Email: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

In Case of Emergency: Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of rental agent/property manager \_\_\_\_\_

Address: \_\_\_\_\_ Business Phone \_\_\_\_\_

Email: \_\_\_\_\_ Cell \_\_\_\_\_

I, \_\_\_\_\_ (Renter's Name) certify that I have received a copy of the St C Rules & Regulations and I am willing to abide by them.

Signature of Renter(s) \_\_\_\_\_

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

I, \_\_\_\_\_ (Owner's Name) acknowledge that I am responsible for ensuring renter(s) compliance of St C's Rules & Regulations.

Signature of Owner(s) \_\_\_\_\_

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



# FAQs - Renters

Answers to some of our most frequently asked questions

If my unit needs maintenance, whom should I contact?

When is the monthly pest control service?

How does the gate work? And how can my guests enter the property?

How does parking work? And can I leave my vehicle while I'm off Island?

When are the security guards here and how can I reach them?

Are there quiet hours?

What should I do if I lose my mailbox key?

What are the pool hours?

If my unit needs maintenance, whom should I contact?

In almost all cases you should contact your unit owner or property manager. While the Association does have maintenance responsibilities, requests should come from the owner or property manager. For your reference: The Association is responsible for the maintenance of common areas, building exteriors, stairs, railing, exterior lighting, and the gallery outside of the arched area. The Association is also responsible for the roofs of all buildings. Owners are responsible for the unit's interior, balcony, flooring, archway, and hurricane shutters. All units must have working hurricane shutters on the seaside archway door and bedroom window, as well as the wood bar for the balcony closets of 200-level units (there is no wood bar on 100-level units.)

When is the monthly pest control service?

Exterminators are on property the first full week of each month (lower-level units 101 to 326 on Tuesday and upper-level unit 127 to 344 on Thursday.) They must visit each unit to ensure the entire property is appropriately covered, so please make sure the office has a key to your unit so the staff can enter with the exterminator if no one is in the unit at the time of service.

How does the gate work? And how can my guests enter the property?

Access cards and remotes should be provided by the owner or property manager for the unit. Longterm renters may purchase a gate access card upon registering with the office (one card or remote for each vehicle). There is a \$25.00 refundable fee for a card and a \$50.00 refundable fee for a remote. Guests can use the keypad next to the gate to enter the unit number. Pressing nine (9) on your phone when it rings will allow access to your guest.

How does parking work? And can I leave my vehicle while I'm off Island?

You will receive your parking permit when you first register with security at the front gate. All vehicles parked on premises must have a permit, and the security guards do check and will issue warnings or tickets to vehicles without a permit displayed. All vehicles residing on the property must be registered and display the current registration sticker on the driver side section of the windshield. Remember that parking can be tight when occupancy is high, so please be courteous and take only one space, parking with the lines. If you will be off property for more than one week, please do not park in front of your unit – move your vehicle to the overflow lot at the top of the property, on the level above the office and near the water plant buildings. (Please leave a key with the office in case your vehicle needs to be moved due to construction or weather.)

When are the security guards here and how can I reach them?

A security guard is on the property around the clock. You can contact the on-duty security guard by calling 340-642-4805. When you have or witness an emergency, please contact security at this number.

Are there quiet hours?

Yes. Please be a courteous neighbor and observe quiet hours of 10 p.m. to 8 a.m.

What should I do if I lose my mailbox key?

Contact the office for a new mailbox lock and key. There is a \$25.00 fee to replace the lock.

What are the pool hours?

The pool is open 7:30 a.m. to 10 p.m. Please observe all posted safety signs and keep the gates closed.

**Welcome to the St. C community ... We're happy you're here!**



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### Association of St. C Condominium Owners

#### Rules and Regulations

Adopted by the Board of Directors November 3, 2011

#### **I. Preamble**

The St. C Condominiums are among the best residential complexes on St. Croix and provide tranquility and relaxation in a magnificent setting. All efforts are being made to maintain and improve the appearance, upkeep and function. All owners, tenants and visitors are part of this common effort and these Rules and Regulations, authorized by the By-laws of the Association of St. C Condominium Owners, serve to ensure the quality and quiet enjoyment of the premises. The By-laws, which can be consulted in the Management Office, provide more details.

#### **II. Security Gate – Unit Lockouts**

St. C. Condominiums (the Association) has implemented a security gate in conjunction with our security guards for the safety of our residents. From time to time the Association may institute additional or other security measures. All new owners/tenants are to register at the St. C office on weekdays between the hours of 8:00AM and 4:30PM. A gate card and parking sticker will be assigned. A deposit of \$25.00 is to be paid for the gate card and is to be turned into the office when moving off of the property, at which time the deposit is refundable. To ensure the safety of the property and residents, the gate card is not permitted to be given out to anyone other than the resident of each condo unit. The St. C office is not authorized to give keys to anyone without the express permission of the owner/authorized agent. There is a fee of \$75.00 in the event an owner/tenant is locked out of their condo and requires assistance from the Office Staff or Security.

#### **III. Rentals**

Units may be rented, as the individual owner may desire; however, it is critical to the health and safety of all residents and the protection of the premises that such rentals be in compliance with all Bylaws, Rules and Regulations of the Association and that all rentals do not negatively impact the quiet enjoyment of the condominium units and common areas by other owners and renters. Owners who rent the units to tenants shall ensure the Manager is made fully aware of the status and occupancy of all rented units.

- (a) An Occupancy Form for rentals of units is available in the Office. Each renting owner or the rental agent for that owner shall provide a fully completed copy of this form by mail, email, fax or in person to the Manager as early as practicable but no later than the first working day after renter takes occupancy of the unit.

(b) The information to be furnished to the Manager shall include:

1. Name of renter and term of the rental agreement.
2. Cell phone or other numbers and email address of the renter.
3. The name, address and phone number of the rental agent or person responsible for communications with the renter, and for any emergencies and/or problems that might arise.
4. Number of persons occupying unit — See Occupancy Rule Sec. IV
5. A copy of these Rules and Regulations signed by the renter acknowledging receipt and that he or she is able and willing to abide by said Rules and Regulations.
6. The tenant must register the number of vehicles (limited to 2 per unit) and provide a copy of the vehicle registration to the Office not later than one working day after taking occupancy. At that time, gate key cards (one per vehicle) will be issued and the appropriate deposit collected.

(c.) Emergency contacts — The Office must be able to communicate with the renters in an emergency and with the person responsible in the event of problems. The Owner or Rental Agent may be assessed a \$100 fee if an emergency or problem occurs and there is no contact number or response.

(d.) A clause should be included in each rental agreement stating that violation of St. C Rules and Regulations by a renter or renter's family members or guests may be sufficient basis for termination of the rental contract.

#### **IV. Occupants per unit:**

A. Occupancy of the units at St. C. is necessarily and reasonably limited to a maximum number of residents and visitors because of the following factors:

- i. the units are all approximately 1100 square feet
- ii. The units were all built as one bedroom/one bathroom units
- iii. The units have only one entry/exit door and a gallery exit option that in most cases is two, three or four stories above ground limiting egress in the case of emergency.
- iv. The units are all served by a common water and sewage service of limited flow and capacity
- v. Auto vehicle parking is very limited
- vi. Each building includes three residential levels and contains between 6 and 18 units. This results in persons living in close proximity and being impacted in the quiet use and enjoyment of their units by noise and the activities of daily living, auto traffic, and other actions of their neighbors

vii. the condominium property is accessed by only one entry/egress road that can handle only a limited flow of exit in the event of emergency and which can present traffic congestion and safety concerns if too many persons and vehicles reside in the units.

B. In light of the foregoing, and of general reasonable considerations of quiet enjoyment of the property, a unit may be occupied by no more than three persons.

C. The provisions of this section notwithstanding, any persons who reside in a dwelling unit on the date the Association's Board of Directors enacted this section shall not be deprived of the right to continue residency in that unit as a result of the enactment of this section. Such nonconforming use shall end upon each such person(s) vacating the premises, however, and all future dwellers of the units shall fully comply with this section.

D. In addition to the maximum number of occupants per unit permitted hereunder, a maximum of two (2) guests are permitted to also stay in a unit for up to 30 days at a time, with a 90 day period required between each successive stay of up to 30 days by each such guest.

## **V. Appearance**

No physical changes are allowed to the condominiums or common areas without the written approval of the Board of Directors of the Association of St. C Owners.

A Request for Approval of Improvements form, available in the office, must be filled out by the owner and submitted to the Condo Manager prior to the commencement of any unit alterations. Once approval to commence work has been obtained from the Board of Directors, the following regulations will apply:

1. Hours of work — Construction work in and around the Condominium is allowed between the hours of 8:00AM and 5:00PM on weekdays and Saturdays. No construction work is permitted on Sundays or holidays.

2. Use of outside of Unit — To the maximum extent possible, all sawing cutting of tile and other loud work should be done inside the unit. No materials may be stored outside for more than 3 days.

3. Debris removal - The owner is responsible for removing all debris and returning the Common Areas to their original condition. Contractors, owners and tenants are not permitted to dump trash in the St. C bins and are to promptly (within 48 hours) remove construction debris from St. C property.

4. Liability for Alterations — Any alterations that alter the original specification of the unit become the responsibility and liability of the unit owner and his successors in interest.

5. The installation of air-conditioning units must be approved by the Board of Directors. This is to insure the compressors are properly placed and water drainage is properly installed.

6. Walkways, stairways, front entrances and sea-side galleries and Common Areas:

(a.) Shall not be used for the storage of personal property such as garbage cans, boxes, furniture or items deemed unsightly by the Board of

## Directors.

(b.) Shall be kept free from any items that interfere with easy access in the event of emergencies.

(c.) Railings are not to be used for the hanging or drying of towels, clothes and rugs, etc., and nothing shall be placed on railings that could fall.

(d.) Nothing shall be thrown, shaken or hung from any window, door, entrance or ocean-side gallery, including clotheslines.

(e.) Laundry or kitchen appliances and other obtrusive items are prohibited.

7. The posting of signs, painting or writing on walls, installation of exterior antennas and/or wiring is not permitted.

8. Trash and garbage shall only be deposited in the trash and garbage facilities. It is not allowed to throw cigarette butts, candy wrappers, chewing gum and other debris on sidewalks and other common areas.

9. It is not permitted to dump household debris, including but not limited to fixtures and furniture, appliances and waste material from repairs, etc. in the lower level dumpster or anywhere else on the property. It is the responsibility of the owners to properly dispose of these kinds of items in the bin sites provided by V.I. Waste Management Authority which include Mon Bijou, Peter's Rest and the Anguilla dump site.

## **VI. General Rules and Regulations**

1. Traffic in and out of the complex and the parking lots should not exceed 10 MPH and all instructions by the guards and by signs and markings need to be carefully observed. Speeding and passing in the parking area are strictly forbidden and a \$50 fine will be imposed on violators.

2. Parking on condominium property is limited to residents and guests of St. C and is permitted only in the designated parking areas. Vehicles are to be parked within the painted lines and each vehicle may take up one space. There are six numbered parking spaces near Building A in which large vehicles, i.e. pick-up trucks, vans are not permitted. The four parking spaces in front of Building G are reserved for residents of Building G and only one vehicle per unit is permitted to be parked there. Common sidewalks and entrances shall not be obstructed and vehicles need to be parked so as not to impede entrance to and exit from buildings.

(a.) No more than two parking stickers per unit shall be issued. Such stickers must be visibly displayed on the front of the car. The St. C sticker must be removed when the vehicle is sold.

(b.) Commercial trucks are generally not allowed to be parked in the residential area, but the Manager may grant Resident Permits for special parking.

(c.) Commercial and work vehicles are allowed to enter the property only with

the permission of the Manager or the Guard for the duration of loading and unloading or job requirement.

(d.) No boats, trailers or recreational vehicles are allowed to be parked on Condominium property.

(e.) Major repair of vehicles is not allowed on Condominium property and washing can only be done by bucket. Inoperable vehicles need to be removed as soon as possible. The Manager can order the removal of a vehicle at the owner's expense, pursuant to section f below:

(f.) After five days notice to the unit owner or to the tenant or guest, if applicable, the following vehicles may be towed from the Condominium property at the owner's expense and without liability to the Association and its employees: (1) any vehicle that does not display the St. C Condominium sticker; (2) any vehicle which is inoperable; (3) any vehicle, which in the joint opinion of the Association's Manager and President, is in such condition to be incompatible with the Condominium environs; or, (4) any vehicle which sits unused for more than 5 days in a parking space adjacent to condo units. The Association's Manager or President may grant an exception to this rule for condominium owners who will be off-island. The Association also has the right to ban from Condominium property any vehicle that does not belong to a Condominium occupant or their guest.

(g.) No roller skating, playing or games are allowed in the parking areas.

(h.) Motorcycles (including scooters, Vespers, and similar vehicles) are prohibited from being on Condominium property unless approved by the Board of Directors upon a satisfactory showing that the motorcycle is not unreasonably loud or disruptive. The Board has total discretion to grant or refuse such permission and need not provide any rationale or findings supporting a refusal to grant permission. Approvals can be revoked by the Board at any time and need not be revoked only for cause.

(i.) Vehicles are not to be backed into parking spaces unless the vehicle is parked in a space where backing out would be too difficult to do. When this is the case, the vehicle must not be allowed to remain idling for long periods of time.

3. Objectionable noise is not allowed at any time, including loud playing of radio, TV, audio equipment and musical instruments. Quiet period is between 10:00PM and 8:00AM.

4. Unseemly behavior and loud, boisterous or profane and obscene language is prohibited. Nothing shall be done that will annoy, harass, embarrass or inconvenience the residents, guests and staff.

5. The use of charcoal grills and lighter fluid is PROHIBITED. Covered gas grills are permitted but only on the parking lot side gallery. Greasy acrid smoke/smells must not be permitted to blow into a neighbor's unit. It is suggested that a fire extinguisher be readily accessible, particularly for those using grills.

6. Pets at St. C - Please see St. C Pet Policy Statement. **No Pets for Renters**

7. Washers and dryers are available for use by owners/tenants only and should be used per instructions. The Association does not assume any responsibility for damage to laundry, but will endeavor to maintain the equipment properly. All malfunctions should be reported to the Office.

8. The swimming pool is available to St. C Condominium owners, tenants and guests between 7:30AM and 10:00PM every day except Fridays, when it is available from 10AM to 10PM.

(a.) Please note that all people using the pool do so at their own risk, as no lifeguard will be provided. The Association, the Board of Directors, and the Management of St. C are NOT responsible for the safety of people using the pool.

(b.) Children under twelve (12) years of age must be accompanied by their parents or an adult guardian when in the pool or restaurant area.

(c.) It is not allowed to bring glass containers or pets to the pool area.

(d.) Persons using the pool must respect the comfort of others and should not engage in ball throwing, running, splashing or water, horseplay, screaming or yelling. Loud and profane language is prohibited.

(e.) Furniture is not to be removed from the pool area.

(f.) All users of the pool area are requested to place refuse in the trash containers provided and to keep the area, including restrooms, clean.

## **9. Hurricane Shutters and Preparations**

It is the responsibility of each unit owner to take all necessary precautions to minimize the potential for hurricane damage. Annually, the Manager and staff will conduct a mandatory hurricane drill, at which time all hurricane shutters will be required to be closed and inspected to insure they are in good working condition.

Owners whose shutters are not in compliance will be issued a written notice to that effect and failure to have shutters repaired may result in a fine and/or the Association affecting the necessary repairs and billing owner all costs and interest as allowed by law. The following procedures shall be observed during the hurricane season from June 1 through November 30:

1. Occupied Units — Occupants are encouraged to take all appropriate action as soon as possible upon the issuance of a hurricane warning. It is mandatory to remove all furniture, plants and other objects from front entry ways and balconies that are unprotected. Hurricane shutters should be closed and locked as early as possible.

2. Units unoccupied — If a unit will be unoccupied during the season, all entry ways and balconies not enclosed by shutters shall be cleared of all furniture, plants and other objects and all hurricane shutters should be closed for the entire season. If the owner has an on-island person or agency caring for the unit, the person responsible should insure the unit is prepared as noted above within 48 hours of expected hurricane force winds. The Manager

should be provided with the name and telephone number of the person caring for the unit in the owner's absence.

3. Unoccupied units with open hurricane shutters — The Manager shall have the right to take such steps as may be necessary to close the shutters and clear the entry ways and balconies of any non-complying unit. Should this happen, the owner of each unit involved shall be charged with a fee of \$250.00.

## **VII. Responsibility and Liability**

St. C Condominium owners are legally and financially responsible to the Association regarding the observance of the Rules and Regulations for maintenance of entrance porches, seaside balconies and windows, and the Bylaws (which are available in the Manager's office), and for any damages or harm caused by owners, their tenants and/or guests for disregarding them. If anyone observes a violation of these Rules and Regulations, the proper procedure is for that person to report the violation to the Office Staff or Security guard on duty at that time. The Office Staff/Security guard shall take appropriate action. The Manager shall promptly notify in writing the owner and tenant (if there is one) and if the violation is not discontinued within 24 hours from the written notice, then a minimum of \$10.00 or maximum of \$100.00 per day shall be assessed until the violation is corrected. Such fines may be assessed by the Manager but must be ratified (and may be amended or revoked) by the Board at a subsequent meeting of the Board. Condominium owners have the responsibility to advise their tenants, guests and rental agents about the St. C Condominium Rules and Regulations. Owners' liability for non-compliance includes the cost of legal action to obtain compliance. The Condominium owner shall be assessed for any violations as above until the violation is corrected. Any unpaid assessments will be added to the unit's common charges and will be handled according to procedures established in the Association's By-laws.



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4. Number of persons occupying unit — See Occupancy Rule Sec. IV
5. A copy of these Rules and Regulations signed by the renter acknowledging receipt and that he or she is able and willing to abide by said Rules and Regulations.
6. The tenant must register the number of vehicles (limited to 2 per unit) and provide a copy of the vehicle registration to the Office not later than one working day after taking occupancy. At that time, gate key cards (one per vehicle) will be issued and the appropriate deposit collected.

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A. Occupancy of the units at St. C. is necessarily and reasonably limited to a maximum number of residents and visitors because of the following factors:

- i. the units are all approximately 1100 square feet
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D. In addition to the maximum number of occupants per unit permitted hereunder, a maximum of two (2) guests are permitted to also stay in a unit for up to 30 days at a time, with a 90 day period required between each successive stay of up to 30 days by each such guest.

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2. Use of outside of Unit — To the maximum extent possible, all sawing cutting of tile and other loud work should be done inside the unit. No materials may be stored outside for more than 3 days.

3. Debris removal - The owner is responsible for removing all debris and returning the Common Areas to their original condition. Contractors, owners and tenants are not permitted to dump trash in the St. C bins and are to promptly (within 48 hours) remove construction debris from St. C property.

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### St. C Pet Policy Statement

**Adopted by the Board of Directors on November 3, 2011**

After carefully considering the pros and cons of pets in condominium apartments, St. C has decided to adopt a limited pet policy that allows owners committed to responsible pet ownership to have ONE domestic breed of feline (cat), rabbit, guinea pig, or hamster. Fish are also permitted so long as they are contained in no more than one commercially manufactured tank and that tank is no greater than ten (10) gallons in size. Also, any such fish tank must be secured to an adequately strong stand or other base so as to prevent the tank from falling, and must be maintained so as to prevent leakage.

In reaching this decision, the Board has weighed the costs and benefits commonly known to be related to pets occupying apartments. In particular, the Board considered the following potential negative impacts on other condominium occupants: noise, animal bodily waste, damage to the units and the common areas and attraction of pests and rodents.

The policy applies to all pets on the premises and will be strictly enforced. All owners are responsible for notifying their tenants, guests, real estate agents, property managers, and potential or actual purchasers of the units.

#### **1. Screening/Registration**

Any owner who wishes to keep a pet will first obtain the approval of the Board. A Pet Application and Registration Form must be completed, submitted and approved by the Board prior to any owner bringing the pet onto St. C property. If the pet is a cat, a current photograph must be attached and a description of the breed and size at adult age provided. A veterinarian's certificate indicating the pet has received all appropriate inoculations must also be submitted with the application.

#### **2. Pet Policy**

Permission to keep a pet is granted at the Board's sole discretion and is subject to owner's strict adherence to all aspects of this pet policy as follows:

(a) Owners may have the fore mentioned pets. Tenants are not allowed Pets.

(b) ONLY domesticated cats, rabbits, guinea pigs, hamsters and fish will be allowed and no resident will be allowed to keep more than one cat, rabbit, guinea pig or hamster, or as many fish as are appropriate for the tank (no greater than ten (10) gallons in size.)

(c) Cats must wear identification tags and all pets must be confined to their owner's apartment, must not be allowed to roam free and may not be tied unattended in any common area. Pets in transit are to be carried, restrained by a leash or placed in an animal carrier.

(d) No pet is to be left alone in an owner's apartment for an unreasonable period of time, during which time the pet creates a disturbance or any other emergency situation appears to exist with respect to the pet. If management is unable to contact the owner to remedy the situation, management may make necessary arrangements for the pet's care including removing the pet to a temporary home or

boarding kennel. St. C shall not be legally responsible to the pet's owner for any damages resulting therefore.

(e) Animal litter must be placed in tied plastic bags and may not be disposed of in toilets but must be disposed of appropriately.

(f) Pet owners are responsible for any damage to common areas caused by their pets.

(g) No pet shall be allowed to become a nuisance or create an unreasonable disturbance. Examples of nuisance-type behavior include personal injury or property damage caused by unruly behavior, continuous and/or incessant noise disturbing any person at any time of day or night, exhibit aggressive or vicious behavior or not being under complete control of a responsible human companion and on a handheld leash or in a pet carrier.

### **3. Pet Deposit**

Owners are responsible for, and must immediately pay for, all damages or injuries caused by their pets. In addition, each owner who wishes to keep a pet must pay a pet deposit of \$250.00 upon signing the pet agreement. The deposit is not intended to be a limitation of liability for damages. When an owner who has paid a pet deposit no longer has the pet in their unit, the deposit is fully refundable if Management determines that there are no damages or other expenses caused by the pet.

### **4. Enforcement**

If a complaint is not satisfied voluntarily, it must be put in writing, signed and presented to the St. C Board of Directors. If the problem is still unresolved after 3 confirmed violations, arrangements will be made for a hearing at which time the Board may require the permanent removal of any pet. If so determined, the pet shall be removed from the premises within ten (10) calendar days. The Board of Directors also has the authority to assess and collect fines for violations of the rules pertaining to pets and to assess and collect amounts necessary to repair or replace damaged areas or objects.

### **5. Compliance with the Americans with Disabilities Act**

The foregoing policy notwithstanding, the Association shall comply with all requirements of the Americans with Disabilities Act.

I have read and understand the above pet policy.

Owner's Signature/Unit #: \_\_\_\_\_

Witness: \_\_\_\_\_

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

# PLEASE CONSERVE WATER

Water is the islands greatest natural resource

Please turn off the water while doing dishes, showering, brushing your teeth and conserve as much as you possibly can.

Thank you for your participation in conserving water.

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