



Long Reef Condominium Homeowners Association
3016 Estate Orange Grove
Christiansted, VI 00820
(340) 718-2002
longreefcondos@gmail.com

CONTACT INFORMATION

PLEASE PRINT

UNIT # _____

OWNER NAME: _____

RENTER NAME(S): _____

NUMBER OF OCCUPANTS: ____

LAND LINE or CELL NUMBER: _____

E-MAIL ADDRESS: _____

EMERGENCY CONTACTS:

1) NAME: _____
CONTACT NUMBER: _____

2) NAME: _____
CONTACT NUMBER: _____

This information will be kept in confidence and used only in an emergency situation. Please contact the Long Reef Office at 718-2002 if you have any questions.



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VEHICLE REGISTRATION FORM

PLEASE PRINT

UNIT # _____

OWNER NAME: _____

or

RENTER NAME: _____

VEHICLE MAKE & MODEL:

VEHICLE YEAR: _____

VEHICLE COLOR: _____

LICENSE PLATE NO.: _____

VIN NUMBER: _____

If you change or sell the vehicle that you have given the above information about, please contact the Long Reef Office at 718-2002 in order to fill out a new Registration form.

LONG REEF CONDOMINIUM ASSOCIATION RULES AND REGULATIONS

LONG REEF CONDOMINIUMS
3016 ORANGE GROVE
CHRISTIANSTED, ST. CROIX 00820

(Revised: March 14, 2015)

These rules and regulations have been adopted for the mutual benefit of the Long Reef Condominium Association, owners, tenants, and guests. Owners, tenants, and registered guests will be collectively referred to as "residents" in this document. The rules serve as a necessary guide so that all residents of the eighty four (84) units of Long Reef Condominiums can live harmoniously and respectfully with their neighbors. Furthermore, these rules are necessary for the safety and protection of all of our residents and for keeping Long Reef Condominiums a desirable place in which to live on St. Croix.

1. Occupancy

- a) Residence is limited to two (2) occupants for a studio unit, two (2) occupants for a one-bedroom unit **and four (4) occupants for a two-bedroom unit.**
- b) No part of the Long Reef property will be used for any purpose except for single family residential housing.
- c) Owners and tenants must provide the following information to the Long Reef Manager prior to occupancy:
 - Names and emergency contacts for all residents of the unit being occupied.
 - A copy of the **Long Reef Condominium Rules and Regulations**, signed and dated by all residents of the unit.
 - Make, model, year, and license plate number of any vehicle associated with the unit.

Unit owners who rent their unit(s) are responsible for insuring that their tenants provide this information.

- d) Owners must submit a copy of their deed to the Long Reef Manager. Owners must also provide the contact information for their mortgage company, if applicable.
 - e) Owners and tenant's guests who will be visiting the Long Reef property for 24 hours or longer must be registered with the Long Reef Manager.
2. Owners, tenants, and guests must ensure the front and side gates are closed and locked after entering or leaving the Long Reef property. No person will open the gate for anyone who is not a resident of Long Reef or who is unknown to them.
 3. No industry, business, trade or occupation of any kind, to include commercial, religious, educational, or otherwise, designed for profit or otherwise, will be conducted on the Long Reef property.
 4. No signs such as "For Sale," "For Rent", "For Lease," or other window or door displays, or advertising signs are permitted, except those placed by the Long Reef Manager.
 5. Owners and tenants must not alter or change any lock on a unit door without notifying the Long Reef Manager. The unit owner is responsible for providing a copy of the key immediately after changing a door lock.
 6. No one may alter, trim, mutilate, deface, or remove any trees, shrubbery, or plants within the Long Reef property.
 7. No one may alter, construct or remove anything in the common areas.

8. Owners and tenants must maintain their unit in good condition and overall cleanliness.
9. Personal Items in Common Areas and Units
 - a) Common areas must not be used to store personal items such as towels, rugs, umbrellas, shoes, or other personal property.
 - b) Common areas and units must not be used in any manner that would be in violation of any law, increase the rate of Long Reef insurance, result in cancellation of Long Reef insurance, or be a safety hazard to any person or building within the Long Reef property.
 - c) No person will store flammable, combustible, or explosive fluid, material, chemical, or substance within any unit. This includes hazardous materials such as gasoline, kerosene, oily rags, etc.
 - d) Balconies must not be used to store personal items, discarded items, or appliances. The only items allowed on balconies are chairs and table, plants, hurricane shutters, and properly-installed split air conditioning units.

Spilt air conditioning units may not be installed without prior written consent of the Long Reef Board of Directors.
 - e) No plants or other items will be placed on balcony railings, on walkways or in stairways.
 - f) No laundry, towels, rugs, mops or brooms will be shaken from, hung from, or placed on balcony railings, windows, doors, or stairways.
 - g) No items will be hung outside of balconies, windows, or walls except for properly-installed window air conditioning units.
 - h) No person will sweep or throw any debris or items from balconies, windows, or doors.
 - i) Cigar and cigarette stubs must not be discarded or left in common areas.
10. Alteration of Buildings, Plumbing, or Electrical Systems
 - a) Owners and tenants must not make any alterations or changes to any unit or common area that impairs the structural integrity of, or which structurally changes, any building on the Long Reef property.
 - b) Owners and tenants must not alter or change plumbing fixtures, water pipes or connections, drain pipes or connections, or electrical systems without written consent of the Long Reef Board of Directors. Unit owners and tenants must allow the Board of Directors or its agents reasonable access to perform necessary inspections. Any and all plumbing and electrical work must be done by a licensed individual.
 - c) Owners and tenants must immediately report all plumbing fixture, water, or drain problems to the Long Reef Manager to avoid water loss or damage.
 - d) Washing machines and dryers are not allowed in any unit.
11. Parking Lot
 - a) Parking spaces inside the gated parking lot will be limited to one per unit. Additional vehicles may be parked along the roadside outside the gated parking lot.

The Long Reef Condominium Association recognizes that the maximum capacity of the gated parking lot is 64 vehicles. The parking lot is not large enough to accommodate one vehicle for all 84 units. If the parking lot reaches maximum capacity, then parking will be on a first-come, first-served basis, in addition to the limit of one vehicle per unit.
 - b) Vehicles parked in the gated parking lot longer than 24 hours must display a Long Reef parking tag.

Long Reef Condominium Association Rules and Regulations

If the parking lot reaches maximum capacity, then all vehicles in the gated parking lot must display a Long Reef parking tag.

- c) No trailers, boats, heavy trucks, heavy equipment, or derelict vehicles may be parked within the gated parking lot.

Only Class 1 vehicles are permitted in the gated parking lot. According to the Department of Transportation's Federal Highway Administration (FHWA) classification system, a Class 1 vehicle has a gross vehicle weight rating of 6000 lbs. or less.

- d) No inoperable, derelict, or abandoned vehicles will be parked or stored within the gated parking lot. Unit owners or vehicle owners may be charged towing, storage, and disposal fees for any vehicles which are in violation of the Long Reef parking lot rules

Vehicles parked long-term (30 days or more) within the gated parking lot will be considered abandoned unless the vehicle owner has informed the Long Reef Manager of their long-term parking plans.

- e) No vehicle repairs will be allowed within the Long Reef property nor will the gated parking lot be used for any purpose other than to park vehicles.

12. Laundry Facilities

- a) Long Reef laundry facilities may only be used by Long Reef residents.
- b) Residents must remove their belongings immediately after using laundry equipment in order to allow other residents to use the same equipment.
- c) Residents must leave laundry facility clean and orderly. This includes not overloading the machines, not slamming dryer doors or washing machine lids, and not leaving lint in the dryers,
- d) Residents must adhere to the laundry rules and hours listed on signs posted in the laundry facility.

13. Trash Disposal

- a) All trash must be disposed of properly in the dumpster provided in the gated parking lot.
- b) No trash will be placed outside of any unit, on balconies, on walkways, in stairways, or within common areas.
- c) Trash receptacles in common areas must not be used for unit trash disposal.
- d) Appliances, paint, tires, batteries, motor oil, oil filters, pallets, hazardous materials, furniture, and other large items must not be disposed of in or around the dumpster or any common areas. Residents have the responsibility to properly dispose of such items.
- e) Residents must adhere to any additional restrictions listed on signs posted in the dumpster area.

14. Swimming Pool

- a) The swimming pool is for residents only.

Guests are welcome, but must be accompanied by a resident at all times. Residents must limit the number of guests to four (4) per unit.

No children under the age of 16 are permitted unless accompanied by their parent or guardian.

- b) Pool hours are Sunday through Thursday from 8 AM to 9 PM and Friday through Saturday from 8 AM to 10 PM.

Long Reef Condominium Association Rules and Regulations

- c) There is no lifeguard on duty. Pool use is at one's own risk. Persons who use the pool must be responsible for their own safety.
- d) No sound-producing equipment is allowed except for equipment with headphones.
- e) No scuba equipment is allowed in the pool.
- f) No person with any skin, eye, ear, nose, or throat infection, or any ailment, which may be communicable or tend to contaminate or pollute the water, will be allowed to use the pool.
- g) All disposable products, drinking cups, cigar and cigarette stubs, and other refuse must be placed in trash receptacles provided for such purpose. Glass containers and other breakable items are not permitted in the pool area.
- h) The following activities are not allowed in the pool area: running, pushing, wrestling, ball playing, horseplay, tobacco chewing, spitting, or any unsanitary practices. Discretion is to be used in swimming attire.
- i) Residents must adhere to any additional pool rules listed on signs posted in the pool area.

15. "No Pets" Policy

- a) Long Reef Condominiums maintains a "No Pets" policy. No pets of any kind will be kept, raised, or bred in any unit or in common areas.
- b) In the event a unit owner desires an accommodation for an owner, tenant, or guest to allow an animal in their unit, the owner is responsible for submitting an application in writing to the Long Reef Board of Directors. The application shall include the basis for the request for accommodation along with proof of the basis for the accommodation. Documenting evidence in support of the request must be sufficient for the Board of Directors to make a reasonable evaluation of the legitimacy of the request.

The Board of Directors will maintain confidentiality of all information submitted in support of the request for accommodation and may only share such information among sitting board members and with the Long Reef legal counsel.

The Board of Directors will respond to the request for accommodation within 45 days.

In the event an animal is kept in a unit without having been granted an accommodation, the Board of Directors reserves the right to enforce its rules and have the animal removed.

Request for accommodation to the "No Pets" policy granted by the Long Reef Board of Directors must be renewed by the unit owner on an annual basis.

- c) Owners, tenants, and guests must not feed stray animals. If any stray animals appear, the Long Reef Manager will contact a local animal shelter to remove the stray animal.

16. General Annoyances

- a) No offensive activity will be conducted in any unit or in common areas, either willfully or negligently, which may be or could become an annoyance or nuisance to other residents.
- b) Loud noise and offensive language that is disturbing to other residents is prohibited.
- c) Televisions, radios, or other sound-producing equipment must not be used in a manner, or at a volume, that causes annoyance to others.
- d) Work noise such as hammering, drilling, power washing, etc. is restricted to weekdays from 8 AM to 5 PM and Saturdays from 10 AM to 5 PM. No loud noises are allowed on Sundays.

Long Reef Condominium Association Rules and Regulations

- 17. Parents or guardians must accompany children under the age of sixteen on the Long Reef property at all times.
- 18. No play activity of any kind, including skateboarding, skating, bicycle riding, and ball playing, is allowed on the Long Reef property. This includes common areas and the parking lot.
- 19. Owners are required to install hurricane shutters over front windows prior to and during any named storm or hurricane forecast to impact St. Croix. In addition, all items must be removed from balconies prior to and during any named storm or hurricane. Hurricane shutters must be secured on balconies when not installed.

20. Violations of the Long Reef Rules and Regulations

- a) For any violation of Long Reef rules and regulations, the Long Reef Manager or Board of Directors must notify the unit owner and tenant in writing.

If the violation is not addressed within 24 hours after being notified, then the unit owner will be assessed a fine of \$25 per day until the violation is corrected.

- b) All fines assessed by the Long Reef Manager must be ratified by the Board of Directors.
- c) If a violation is not addressed within 24 hours of written notification, then the Long Reef Condominium Association is authorized to proceed with legal remedies. The unit owner will be liable for all costs and fees incurred in the enforcement of the Long Reef rules and regulations.
- d) It is the responsibility of unit owners to advise their tenants and guests about Long Reef rules and regulations.

Owners are responsible for the compliance of all occupants associated with their unit. Any violation by tenants or guests will be deemed to be the responsibility of the unit owner.

These rules and regulations are to be in effect at all times. The Long Reef Board of Directors, along with the Long Reef Manager, are empowered to enforce these rules and regulations at all times.

I HAVE READ AND UNDERSTAND THE LONG REEF CONDOMINIUM ASSOCIATION RULES AND REGULATIONS AS PRESENTED

TENANT/OWNER SIGNATURE PRINT NAME DATE UNIT#

TENANT/OWNER SIGNATURE PRINT NAME DATE UNIT#

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