



OUR HOUSE AT THE BEACH

UNIFORM RULES AND REGULATIONS AND POLICIES

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Authority:

The Bylaws of Our Association, Inc, authorize the Board of Directors to adopt such uniform administrative rules and regulations governing the details of the operation of the condominium, and restriction upon, and requirements respecting the use and maintenance of the units and the common elements* and limited common elements** as may be deemed necessary to assure the enjoyment of all unit owners and to prevent unreasonable interference with the use of the units, the common elements* and limited common elements** as shall be inconsistent with the Condominium Act, the Declaration of Condominium, the Articles of Incorporation, and the Bylaws of the Association.

These rules and regulations shall be reviewed periodically by the Board of directors of Our Association, Inc, and amended as necessary to better serve the community.

*Common Elements: to be used only for the intended purpose of furnishing Facilities and services for the enjoyment of all the units in both towers and Lakehouses.

**Limited Common Elements: those elements that are reserved for the exclusive use of specific unit(s), to the exclusion of others.

Compliance:

1. Each individual unit owner is responsible for adherence to the Rules and Regulation and procedures states herein. In addition, the unit owner is responsible for whatever damage may result from the actions of any occupant, guest, or renter in their unit.
2. Action by the Board of Directors may be taken against the unit owner, the occupant, guest or renter for willful violations of these rules and regulations and procedures and/or any continuing infractions that may upset the decorum, the safety and peaceful enjoyment of others in residence at Our House at the Beach.
3. Our House at the Beach may terminate occupancy and require a unit owner to cancel the lease and effect removal of any of the following causes:
Misrepresentation in the application, obnoxious, lewd or offensive conduct, creating a nuisance, abuse of property, facilities, equipment and amenities, disregard of rules and regulations or of any applicable governmental requirements or regulations.
4. Fines, expenses, attorney expenses and court cost incurred by Our House at the Beach, resulting from the violation or disregard of Rules and Regulations, by a unit owner, member of his/her household, guest, renters, occupants, or visitors shall be the obligation of the unit owner.
5. Violations shall be reported at once to the association office, which shall notify as quickly as possible the board of directors.

6. The Association or its designated agents reserve the right to enter any unit in case of an emergency (fire, flooding, power failure and any risks to other units or the community at large) at any reasonable time for the purpose of required/necessary repair or replacement of equipment within the unit or to determine compliance with the Condominium Act, Bylaws, or Rules and Regulations of the Association.
7. Unit owners who have change/altered their door locks are required by Florida Law to provide the association office with a duplicate key. Unit entry doors and locks are property of the Association.
8. Unit owners planning to have work done in their unit must notify the association office in advance. All contractors performing work on the property must register at the office prior to beginning any work, this shall be done during normal business hours, and no unit key/entrance shall be provided to outside vendors without such advance notice and authorization. Any work that is to take place on the Tower roofs must have one of the maintenance staff present.
9. Hot Water Heaters: It is required that hot water heaters in all units, that are more than 10 years old, be replaced with new ones at the expense of the unit owner. In Lakehouse units, it is further suggested that all hot water heaters be re-located in the garages(s) below.

Safety:

1. No one shall store in any unit closet, garage, or balcony/deck any form or quantity of chemicals, powers, paints, or pastes that are clearly known to be flammable or explosive, or that may be considered hazardous or unhealthy and that may cause the Association's insurance coverage/rates to be increased or jeopardized.
2. Outdoor cooking grills/barbecues are prohibited from use anywhere inside or outside any unit, this includes garages and balconies/decks, as the condominium fire regulations and insurance coverage does not allow for such risks. Residents who wish to grill/barbecue outside may use the barbecue grill set up behind the pavilion (near the pool). Sign up forms are posted at the barbecue area and it is requested that advanced notice of at least two hours be given. Clean up of the grill and surrounding area is the responsibility of the user(s).
3. Bicycles may be operated on the premises but must be kept in assigned areas when not being used. Bicycle storage is provided. Bicycles are not permitted to be stored/kept on unit balconies/decks. In-line skates, roller skates, skateboards, mopeds and motorcycles are not permitted to be used on the property. Individuals are not to play in the driveways, parking areas, elevators, hallways, stairwells, lawns or tennis courts (tennis only). Fishing, wading, swimming, floating or boating in the two lakes/ponds are prohibited. These lakes/ponds are primarily collectors for underground springs and surface drainage.
4. Abandoned bicycles, not identifiable, shall be removed and disposed.
5. Sitting or sunbathing on lawns is not recommended due to chemical fertilizers and pesticides used on grass and other landscaped areas that may affect the skin or are deposited in the pool.
6. Do not feed ducks, seagulls, birds or animals from balconies/decks or grounds as this will attract many others and will soil the buildings, grounds, balconies, decks, railings, cars, pool and outside furniture.

7. Individuals shall not allow anything to fall or be thrown from windows, doors, or balconies/decks. No sweepings shall be ejected from any unit into the corridors or other common elements.
8. Please obey the one-way traffic pattern around Lakehouse Circle. In may save a life or an unnecessary collision with another vehicle.
9. As most of the Lakehouse Circle garages are used by two (2) units, garage doors must be kept closed at all times.
10. Small children shall not be allowed on the balconies/decks unless accompanied by an adult. The association office can provide temporary netting (on a first come first serve basis), which can be attached to tower balconies if requested.

Occupancy and Renting:

It is the objective of the Association to operate its condominium complex in a manner that permits each owner to feel that their unit is a true home rather than a part of a complex with a commercial orientation. To accomplish this end, each unit owner who has a guest while not in residence or who rents their unit on their owner should follow the following procedures:

1. No unit other than the association office shall be used for any form of business, commercial or professional, private or public. Such enterprises by any unit owner, guest, renter or other occupant are illegal. Units are strictly to be used for single-family residence purposes only.
2. All owners, at least by telephone, and guests and renters in person, must register with the association office upon arrival and notify the office upon departure (during normal business hours). This helps us serve all in residence in case of emergency, security needs, fire, and weather or for calls/messages from family, friends, or work.
3. The Association maintains and active rental program for all owners who may wish to rent their units to a third party (persons not members of owner's immediate family). It is managed by and from the association office for the benefit of the unit owners and the Association. The association office should be notified at least two weeks in advance of the arrival of those who will occupy a unit, this includes owners, family, guests, and renters.
4. Unit owners may rent their unit outside of the Association's rental program, with or without an agent. In any case, the unit owner or owner's agent must complete and submit a rental application. This application must be in the hands of the association property manager at least two weeks prior to the rental commencing. The board of directors will handle the application in accordance with the procedures set forth in the "Declaration of Condominium". Along with the completed rental applications, a fee for approval shall be submitted as per Article 11-11.3D.

The Association will charge a fee of \$50 in connection with each request for approval but no such fee shall be in excess of an amount determined by the Board of Directors from time to time in conformity with applicable law per applicant (husband/wife and parent/dependant child shall be considered one applicant). The Association may adopt a

variable fee schedule and may waive the fee for leases in which the association agent is the rental agent of the unit owner.

5. Unit owners who choose not to participate in the Association's Rental Program must make their own arrangements to assure their units are in proper condition prior to the arrival of their guests/renters, including before and after unit cleanings, laundry/linens and other similar requirements. Should any such rented unit have internal appliance or other equipment failure, it shall be the sole responsibility of the unit owner and/or their agent to take the appropriate action.
6. Renters may not sub-let/sub lease or loan their units to a third party without risk of Association legal action. No persons under the age of 25 years of age shall occupy any unit unless such persons are temporary occupants of the same, and parents, guardians, or grandparents are present. Renters may have temporary guests, provided that the renter is in residence at the same time.
7. Check in time is 3:00 PM. Check out time is 10:00 AM. Late arrivals (after 5:00 PM must notify the office in advance to arrange for the keys and/or lock box information.
8. For the towers, luggage and grocery carts are available in the ground floor hallways to assist getting objects up to the units. After use, you must return the carts to these hallway areas for others to use.
9. The occupancy of any unit in greater number than six must have prior written approval by the board of directors.
10. Units unoccupied for seven or more days must comply with the following:
 1. Water supply to unit to be turned off.
 2. All balcony/deck furniture brought inside the unit including plants and other loose objects.

NOTE: Local statute requires management to keep current lists of all property occupants in case of emergency therefore registration must be enforced.

Telephone Service:

1. All units have privately owned telephone numbers. Calls cannot be handled through the office.
2. There are no charges for local calls; however, long distance calls must be made by charging your calls to your home number or your credit card or on a collect basis or by prior arrangement with the unit owner. Long distance telephone call blocks are available through the office.
3. Tower units only: Visitors may call you from the telephone located outside the front lobby doors by dialing the unit owner's number listed on the directory. The telephone in the unit will ring a distinctive signal (two short rings). Lift the handset to talk. the unit resident may admit the visitor by dialing "6" to unlock the lobby door or deny entrance by hanging up the phone. Be sure to instruct the visitor about to enter not to hang up the interphone until they hear the lobby door buzz.

Parking:

1. Only passenger vehicles may be parked within and on condominium property. Prohibited are trucks, pick up trucks, motorcycles, boats, campers, motor and mobile homes and recreational vehicles. Plus all commercial vehicles with roof, rear or side advertising, symbols or messages.
2. Note: Arrangements can be made through the office for special situations (owners moving into/out of a unit, ect.) as long as these arrangements are made in advance and vehicles are parked in designated areas.
3. Each unit has one assigned parking space. Extra vehicles (owner/guest/renter) must park in designated areas. Obstruction of entry/exit/handicap ramps, the common way, parking spaces, garage doors, and walkways are prohibited. Such access is required for fire, medical and other emergencies. No parking is permitted in the rotaries at the Towers, nor in front of the Lakehouse garages or on any lawn/grass areas.
4. Vehicles, which leak oil or gas, may not be parked or stored on any part of the condominium property.
5. Guest vehicles/renter vehicles must display an Our House at the Beach parking permit, which may be obtained from the office. Since the property is properly posted, unregistered vehicles WILL BE TOWED at the owner's expense. Any abandoned or inoperable or unregistered vehicle can be towed at the owner expense after attempts to contact the owner have failed.

Animals and Pets:

1. No animals, dogs, cats, birds, reptiles, or other pets are permitted, except handicap assist animals. Unit owners only, when occupying their unit, shall be allowed ONE small dog or cat, which does not exceed 10 lbs. Such pets must be registered with the office in advance.
2. Unit owner pets must be kept on a leash in all common element areas. Pets are prohibited in the swimming pool area and the pavilion area.
3. Each owner is responsible for cleaning up the grounds after their pet.
4. If, in the sole judgment of the board of directors, it is determined that a pet is causing excessive disturbance and annoyance to other occupants, the owner shall be asked to remove the pet.

Noises/Nuisances:

1. Loud objectionable noises, obnoxious odors, or the use of any amplified device (radio, TV, organ, piano, drum, guitar, or other instrument) that causes annoyance or nuisance to other occupants is not permitted. This also applies to the pavilion, pool, and tennis court areas.
2. Hard floor coverings other than carpeting, such as wood/parquet or tile, may create or emit excessive noise to unit's below/adjacent to. Therefore, the board of directors MUST approve all hard floor materials prior to installation. If not, cost of removing such flooring could be assessed to the unit owner.

Exterior/Interior Appearances:

1. All persons shall be properly attired in Tower lobbies and elevators, as well as in all other common areas of both Towers and Lakehouses. Shoes, sandals or other acceptable footwear shall be worn. Appropriate cover-ups for bathing attire must be worn when going to and from the pool. T-back/thong type bathing wear is not permitted on the property.
2. Curtains, drapes, or blinds seen from the outside are required to be a white or near white color for exterior appearance uniformity and harmony. No laundry, clothing, towels carpets, bedding, swimwear, flags, hangers, signs, decorations or other such material are to be hung from deck/balcony, railings/walls, drying racks or from interior window/door rods used for curtains, drapes or blinds visible from the outside.
3. Outside decks/balconies are not to be used as storage areas for boxes/cartons, beach and other furniture, water/soda/beer containers milk/plastic crates, toolboxes, pool/sports/exercise and other equipment, including bicycles, antennas and satellite dishes.
4. Plants, flowers, low growing potted shrubs are permitted on balconies/decks only when the units are occupied. All such material should be removed from balconies/decks when the unit is to be unoccupied for three weeks or more.
5. Plants that hang over the balcony/deck railings are prohibited, as are plants that hang from balcony deck ceilings-due to risk from high blowing winds, damage and accidents. Unit owners wishing to place plants in the ground in common areas must first obtain permission from the association office.
6. Removable folding sun umbrellas, not wider than four (4) feet in diameter, are permitted on balconies/decks only when in actual use by the occupant.
7. Use of doormats, along with the placement of shoes, sneakers, sandals, strollers, inflatable, sand/folding chairs, coolers, ect outside of unit doors is prohibited. There is to be no dripping of water or tracking of sand, dirt, or other debris into lobbies, elevators, corridors, or stairways. A shower and hose are located near the pool area for your use.
8. Sidewalks, driveways, entrances, unit entries, elevators, corridor and other common areas of travel must not be obstructed in any manner and are to be kept free of any materials which are unsightly or hazardous.

Maintenance Personnel:

1. Building/grounds maintenance personnel are assigned specific duties and responsibilities, to be performed under the direction/supervision of the property manager. Unit owners/occupants shall not interrupt nor interfere with these work assignments except in the event of an emergency.
2. Requests for service must be directed to the Association Office (forms for this purpose are available).

Recycling & Trash Disposal:

1. Sarasota County recycling requires separation of three basic waste materials:
 - a. Plastic/glass/cans

- b. Paper/Corrugated Cardboard
 - c. All other “trash
2. All materials must be carried out for deposit in outside containers. Items a and b placed into separately labeled containers and item c should be placed into its own larger bin. Place all food and other waste into a plastic bag, tie securely and dispose of into the larger metal bin.
 3. No containers with waste/refuse/garbage or recyclable materials are to be left out on unit balconies/decks, outside unit doors, in walkways, hallways or stairwells or in Lakehouse garages.

In Case of Fire:

1. REMAIN CALM!! DO NOT PANIC!!
2. For small controllable fires, use the fire extinguisher located inside each unit or in hallways/stairwells.
3. In the Towers: If the fire appears uncontrollable, activate the fire alarm on your floor. If you do not know where it is located, find out NOW or ask the property or office manager. After you have activated the alarm, proceed immediately to the ground floor and outside using the stairwells. DO NOT USE THE ELEVATORS. Keep your unit door closed but leave it unlocked.
4. Tower Buildings: There are sprinkler systems on each floor (hallways/stairwells/under building parking areas).
5. Lakehouses: If the fire appears uncontrollable, proceed out of the unit and locate a telephone (neighboring unit), or the office manager to contact the Fire Department.
6. Tower units and Lakehouses have smoke/heat sensors that are electronically activated. All fire equipment, fire extinguishers, fire hoses, smoke/heat sensors are inspected on a regular basis.

Pavilion:

1. Hours of availability/permitted use: 8 AM- 10 PM
2. Persons wishing to reserve for use by a “group” (owners or renters) must do so in advance through the association office. Reservations are subject to a deposit of \$50. This is returned if left in good condition, if not the deposit will be used to cover the cleaning.
3. No breakable materials are to be used at the pavilion.
4. If you plan to use the grille, please reserve it by signing up ahead on the clipboard/form hanging by the grille.
5. Users are required to CLEAN-UP following use, including wiping down tables, chairs, and grille with all refuse/debris placed into available plastic containers and returning all tables and chairs to original positions.
6. No pavilion furniture is to be removed from pavilion area.

Swimming Pool:

1. The pool is regulated by Florida Statutes. All individuals must read and comply with the pool rules prior to entry into the pool.
2. Pool hours are 8 AM – 9:30 PM
3. Persons using the pool do so AT THEIR OWN RISK. THERE IS NO LIFEGUARD IN ATTENDANCE.
4. Use of the pool is limited to owners, guests of owners who are in residence, and bonafide renters in residence. An adult must accompany children under twelve (12) years of age at all times. Younger children that are not toilet trained must wear disposable swimming diapers.
5. All sand/dirt should be removed prior to entering the pool area. Everyone must shower prior to entering the pool, especially if one is covered with sun lotions or oils.
6. Pool furniture is not to be removed from the pool area. All pool furniture should be covered with towels before using to protect them from tanning lotions/oils. Pool furniture may not be reserved unless occupant is on the pool deck or immediate area.
7. No food or drink in pool or on pool deck per Sarasota County Public Health Unit.
8. Floats, toys, or other devices made of Styrofoam, as well as large inflatable floats, cans, Frisbees, balls or any size/type and other “sport type” toys and games are not to be used in the pool. Please do not throw objects (shells, stones, coins, ect) into the pool.
9. The pool rope must be on at all times per Sarasota County.
10. During threatening weather/rain/lightening: THE POOL IS CLOSED
11. No pets, bicycles, scooters, skateboards, roller blades, ect, are permitted in the pool area.
12. A licensed operator who is empowered to deny pool privileges or close the pool at any time operates the pool.
13. The pool is heated- individuals are not permitted to adjust or move any pool operational controls.
14. Please read and adhere to all posted pool rules.

Tennis:

1. The tennis courts are for tennis playing only!
2. All players must register for playing for playing time. Players may sign-up before noon of the day prior to the date of play. A sign-up sheet is posted at the entry of the tennis court on the Tower side.
3. Use of the tennis courts is limited to unit owners, guests of owners who are in residence and to bonafide renters. The initial play period is limited to one hour per unit. However, if no one has signed up to use the court after you, you may continue to play.
4. All players must wear tennis shoes and be dressed in suitable attire (shorts and shirts). No bathing suits. Shirts must be worn at all times.
5. Children are not permitted to use the tennis courts as a playground area.
6. Chairs, lawn furniture, ect which could damage the court surface is prohibited within the court fence.

Moving Policy:

1. The office must be notified 24 hours in advance when large items are to be moved in or out or delivered via large vehicles/trucks. All moving vehicles/trucks must register with the office prior to and after arrival on site.
2. Owners may be asked for a security deposit (\$100-200) for risk of damage/fully refundable after inspection of common areas.
3. Mover's vehicles/trucks must not park on lawns or on/or between handicap ramps nor block driveways or regular parking areas.
4. Moving hours are 7:30 AM- 5:00 PM Monday thru Friday and 9 AM- 3 PM on Saturdays. No moving shall take place on Sundays.
5. Towers: Elevator moving pads must be used, check with the association office. Elevators can only be held on floors for five (5) minutes. First move items into hallways then take full loads down.
6. Moving vehicles/trucks cannot park overnight on the property unless prior permission has been obtained from the association office and special parking areas have been assigned.

Security:

1. Towers: To be fully effective, the interphone system required that outsiders gain entrance to the building only upon authorization of the residents whom they are visiting. Although it may seem ungracious at times, residents must insist that outsiders use the interphone system for admission to the building. If, for some reason, the interphone system cannot be used, the office manager is available to admit authorized persons to the building.
2. Unauthorized persons in the buildings. Lakehouse areas, pool areas, and/or grounds should be reported to the association office immediately.

Miscellaneous:

1. Separability: A finding of invalidity of these provisions or a part thereof, shall not affect the validity of the remaining provisions.
2. Interpretation: All existing provisions of the condominium documents shall be read to conjunction with the foregoing provisions in order to give full force and effect to the foregoing provisions. If any conflict is found to exist between the foregoing provisions and any provisions of the condominiums documents, it is the intent of this document that these provisions wherever possible prevail.
3. Amendment: In the addition to powers already conferred on, the Board of Directors is further authorized to adopt rules and regulations to supplement and implement the foregoing provisions.
4. These Rules and Regulations supersede previously published rules and regulations and become effective 2008.

Suggestions Recommendations, and Complaints: For proper consideration, submit in writing, dated and signed, to the Board of Directors, 1055 Beach Rd. Sarasota, FL 34242.