



GENERAL STATEMENT

These Rules and Regulations are necessary to maintain uniform standards which when complied with, will provide a pleasant, comfortable and protected living for all owners and guests. Nothing in these rules shall be construed to contradict or take precedence over the By-Laws or owners' lease contracts.

All owners, family, guests and renters must understand and adhere to these rules and regulations. It is the RESPONSIBILITY OF THE OWNER to insure that this is understood.

To assist in accomplishing "pleasant, comfortable and protected living," it would be helpful to the Board if all owners would report in writing, infractions of any rules.

"Owner" (member) refers to the name or names on the lease-contract. He or she shall occupy the unit as a private dwelling.

"Family" is interpreted to mean father, mother, son, daughter, brother, or sister of an owner.

"Guest" is a non-family person entertained overnight or longer by an owner in residence at the time.

"Visitor" is a person entertained by an owner, but not overnight, and includes personal employees of the owner and workers contracted by the owner.

HOUSE GUESTS DURING RESIDENCE OF OWNER

While owners are in residence, they may have family and/or guests as often and for as long as they wish. However, the total number of occupants of anyone unit including owners, shall be limited to four (4) adults for a one bedroom unit and six (6) adults for a two-bedroom unit. Exceptions are at the discretion of the Board. It is the responsibility of the owner to see that guests (especially children) conduct themselves in a quiet, orderly manner on Marine Terrace property:

The owner must complete a guest card and put it on the bulletin board prior to the family or guest's arrival.

GUESTS DURING ABSENCE OF OWNER

During an owner's absence, guests must be limited to immediate relatives of the owner's family (parent, son, daughter, sister, or brother). Guests must be accompanied by a person over the age of 18 at all times.

A list of those immediate relatives must be on file with the Board when the apartment is purchased and updated as is necessary.

No other persons will be admitted as guests during the absence of the Owner. When absent, the Owner is required to furnish the Board with written, advance notice for guests. The name, relationship, time of arrival and length of stay is required. The request will be checked against the list of "immediate family" on file. It will be acknowledged by the Board upon arrival; otherwise no one will be permitted to enter the apartment. THIS RULE WILL BE STRICTLY ENFORCED.

Accepted guests will be welcomed and a copy of the condensed House Rules provided. Owners must realize and cooperate, as it aids in protection against imposters, complete strangers unauthorized persons, or other objectionable characters claiming to be guests or simply moving in without knowledge of the Owners or the Board.

The Board will complete a Guest Card and post it on the bulletin board prior to arrival of the family member(s).

LEASES AND SUB-LEASES

The By-laws restrict leases and sub-leases to a period not more than six (6) months without special approval of the Board of Directors. Application for authority to lease (sub-lease or rent a unit) must be made to the Board, giving as much notice as possible but not less than fifteen (15) days. No leasing is permitted without Board approval. The owner must assure the Board that the potential lessee will be compatible with other owners and will abide by these Rules and Regulations and pertinent sections of the By-laws.

In addition, a new owner may not lease his unit until the end of one year of ownership. Only one lease per calendar year is permitted and it must be for at least three (3) months and no more than six (6) months.

PETS

No pets are permitted at any time.

INSPECTION OF APARTMENTS

Any keys needed to enter a unit must be available in the office for safe keeping. If locks are changed or new ones added, keys must be in the office at once. These keys are used for emergencies and/or extermination purposes when the owner is not available. The extermination person is always accompanied by a Board Member or designated owner.

VACANT APARTMENTS

Installation of hurricane shutters is the responsibility of the unit owner. All water must be shut off and all unnecessary electrical fuses must be off if the unit is to be vacant for one week or more.

Flammable Hydrogen Gas can be produced in an unused hot water system. To dissipate such gas after turning on the water, open the hot water faucets for several minutes, meanwhile do not switch on the heater circuit breaker, use any appliance, smoke or open flame, If you are not familiar with shutting off the water, consult the maintenance man or your neighbor for help.

PERSONAL BELONGINGS

Personal belongings must be kept within the owner storage locker. By order of the fire marshal, absolutely no flammable materials are permitted. The storage area should be kept orderly at all times.

ASSESSMENTS

Maintenance assessments are due January 1, April 1, July 1 and October 1 of each year. A penalty (past 5 days of due date) shall be \$1.00 per day for each day delinquent. Special assessments are due within 10 days of notification.

FEES

There shall be a \$50.00 service charge payable to Marine Terrace by the seller. There shall be a \$50.00 service charge for subletting a unit. Refer to the By-laws, paragraph 40 and Amendments as of February 17, 1973.

MAINTENANCE

Maintenance of the property is divided between the individual owner and the Corporation. Generally speaking, each owner is responsible for maintenance of everything within the apartment. The corporation is responsible for maintenance of the exterior of the building, the pool, docks, and grounds. The owner is responsible for the maintenance of awnings, glass jalousie windows, apartment entrance doors and locks, storm shutters and air conditioning units.

Water can leak through from one apartment to another causing serious damage. By exercising precaution, you can guard against water damage to a neighbor's apartment and avoid the possibility of legal action.

MAINTENANCE MAN

Working hours for maintenance man make him unavailable to owners for personal service after his regular hours, except in emergency.

Compensation should be paid to him directly for his services.

MAJOR IMPROVEMENTS

If you intend to remodel your kitchen, bathroom, etc. or replace windows or doors, you must notify the Board in writing.

You may not change the outside appearance of your unit in any way. You may not alter any exterior walls, walls between units, or structural support walls.

For security and consideration of your fellow occupants improvements may be done only between 9 a.m. and 5 p.m. Monday to Friday, inclusive. Electrical and plumbing work must be done by qualified tradesmen. All work must be done within the confines of the unit; for example, do not paint cupboard doors, cut carpet, etc. on the walkway, lawn, or driveway.

AIR CONDITIONERS

The exterior must be painted white to conform with the building and maintained in good condition. Utilities must only be installed professionally.

MOVING OR DELIVERIES

Moving or deliveries are permitted only between 9 a.m. and 5 p.m. Monday through Friday. Please protect the elevator. All old material, old appliances, packing, boxes, etc, must be removed from the Marine Terrace property by the contractor or installers. Do not place in or at the dumpster.

ELEVATOR

The elevator has but one service: to help you and others, particularly in case of personal emergency. For the good of all concerned, **DO NOT DELAY SERVICE FOR THE SAKE OF CONVERSATION** .by holding the elevator with outside button. When necessary, use Hold button on inside. Children are not permitted to use the elevator or stairways for playing or running. Smoking in the elevator is illegal.

LAWN FURNITURE

Owner's outdoor furniture must be removed from the lawn when not in use. Walking on grass is discouraged.

CAR WASH AREA

Located directly north of elevator shaft. Hose must be turned off, drained and neatly coiled after use. Care should be taken not to splash adjacent cars.

PARKING LOT

- Thirty-nine spaces are served for owners and two for guests.
- Out of courtesy to others **INSTRUCT YOUR GUESTS TO USE GUESTS PARKING SPOTS OR PARK ON THE STREET.**
- Cars a small passenger vans only are to be parked parking areas. No other vehicles (boats, trailers, trucks, RV, motorcycles, etc.).
- Cars left in lot when owner is away for more than 3 days must not face the building.
- All cars must head into parking curb.
- Please observe 5 miles per hour in parking lot. Ash trays of cars should not be emptied on parking lot or grass.
- Commercial vehicles and trucks must be (except for maintenance vehicle) parked on the street.
- No space shall be used for dead storage (inoperable vehicles).
- Leaking gas or oil, damaging parking lot will be the financial responsibility of owner.
- Owners must register their auto license numbers with the Board.
- License numbers of guests must be included on the guest card posted.
- Only one car per unit is allowed, except with Board approval. This ,decision will depend on the owners in residence at the time. If a second car is permitted, one car must be parked facing the street.

CARTS

Grocery and luggage carts are provided by the building for the use of owners and guests. They are located in the hallway leading to the pool. Please return these carts immediately after use to the proper location.

WALKWAYS / BALCONIES / STAIRWAYS / LAWN

Nothing is to be **SWEPT, POURED, TOSSED OR SHAKEN OFF THE BALCONIES OR WALKWAYS AND NOTHING MAY BE PLACED OR KEPT ON FLOORS, WALLS, BALUSTRADES OR RAIL THAT WOULD FALL, OBSTRUCT OR CAUSE INJURY** or that would diminish the architectural beauty of the building.

No laundry, bathing suits, towels, carpets, etc are to be hung out or placed anywhere outside a unit. A conventional outdoor mat, preferably white or white and blue, is permitted.

Stairways and walkways: must be kept absolutely clear of obstructions including bicycles, carriages, and wheelchairs, shoes towels, beach equipment, and other personal effects. No one is permitted on the roof at any time (maintenance personnel excluded).

LAUNDRY ROOMS

Hours are 8 a.m. to 8 p.m. except in emergency. Do not overload washers or dryers. Measure detergent used. Empty washer and dryer promptly and remove lint from filter of dryer. Dryers are to be used for freshly laundered items only. Take rugs and draperies etc. to commercial machines. Do not use dye in machines.

Turn off lights and keep laundry room doors closed. Be sure all employees adhere to all instructions. Maintain a community sense of cleanliness and order.

TRASH ROOMS

Wrap garbage or disposables carefully and tie securely. Keep room clean and put nothing in chute that would cause obstruction or explosion or unusual odor. Newspapers must be piled neatly in designated area. Be sure when leaving room that chute and entrance doors are closed. Nothing is to be dropped down the chute between the hours of 10 PM and 8 AM. Dumpster door must be kept closed.

TOOLS ROOM:

If you borrow tools from the tool room, please leave a note with your name on the work bench.

MAIL

To make postman's delivery more efficient, include your apartment number in all addresses. Post names of guests and apartment number on the bulletin board. Have guest's mail addressed "care of" your name and apartment number. Be sure to arrange with the POST OFFICE for forwarding all of your mail when you are away as second and third class mail will not be accepted in your absence.

PLANTS

Living plants that owners may wish to dispose of may be taken to the maintenance man for replanting on the grounds.

SUN BATHING

Use the pool area only.

OUTSIDE-COOKING

Individual cookers (charcoal, gas, etc) are not allowed., A gas fired grill is provided by the building for the use of any owner. Please return to proper location in good order.

SIGNS

"Co-op Available" with phone number is acceptable on the bulletin board. A Realtor sign or our Co-op available sign may be placed on Southeast Post.

POOL

Failure to observe State and County health regulations could result in closing the pool. Florida State law requires everyone to shower before entering.

- The pool is open for use from 9 a.m. to 9 p.m.
- Swim at your own risk, it is not advisable to swim alone.
- Those permitted to use the pool other than the owner are family, guests or visitors, no to exceed 6 people.
- The cleanliness and neatness of the pool area is the responsibility of all who use it.
- Bathers are requested to wear acceptable attire and if using the elevator must wear robe, foot covering, and be dry.
- All suntan oils and creams must be removed with hot water and soap. Shower before entering and re-entering.
- No jumping or diving in other than the deep end.
- No running in the area.
- Furniture should be covered with a towel before use.
- No food is allowed on the pool deck. NO GLASS EVER.

- No one with an infectious disease may use the pool or patio area.
- Pool furniture must be tied in place after use, and placed neatly around the table or on the pool deck.
- All children 12 years and younger must be supervised at all times and use the pool only from 9 a.m. to 12 noon and 4 p.m. to 6 p.m., following all pool rules.
- For sanitary reasons, children who are not toilet trained are not allowed in the pool.
- No rafts, ropes, balls or toys are to be used in or near the pool.
- The office bathroom facilities may be used during the day,

INSIDE UNIT MAINTENANCE AND HOUSEKEEPING

No one may make objectionable noise in the 'building or permit anything to be done that interferes with the rights, comfort, or convenience of others. Do not operate dishwasher or disposal unit between 10 p.m. and 8 a.m., Guests may be barred if they disturb or annoy other occupants. Close all windows and doors tightly during rain storms and prior to leaving as unpredictable showers are common in this area. Consider your, neighbors when playing stereo, radio, television or musical instrument, especially between 10 p.m. and 8 a.m. Please close ALL doors gently as this noise resounds throughout the building.

To improve the appearance of our building from the Intra Coastal, when replacing your blinds, please use white or light colors.

INSECTS-RODENTS

The Corporation employs an exterminating firm for interior and exterior rodent and insect control. When in residence, owners are encouraged to avail themselves of this service. When absent, the exterminator will service your unit monthly.

INSURANCE

The corporation carries insurance covering fire, windstorm, public liability, property damage and workman's compensation. These policies cover the building and such equipment as is attached to and made part of said building. Owners MUST carry insurance for the inside of their apartments. Corporate accident liability protection does not extend to accidents occurring in individual apartments.

PLUMBING

Grease of any kind should not be disposed of in any drain, Grease should be solidified in containers before being wrapped and tied for disposal in trash chute. Do not clog toilet drains with cigarettes, cigars, matches or so called "disposables" such as diapers, tampons, etc. Carpet cleaner are not to use our drains or toilets to empty the soapy water; use a holding tank or the drains on the street , not the parking lot drains. Any damage resulting from misuse shall be borne by the owners. The Corporation reserves the right to inspect any unit at any reasonable time, after giving the owner 24 hours notice.

SUGGESTIONS, OBJECTIONS AND COMPLAINTS

These should be carefully considered and presented in writing, properly signed, to any director or dropped in box (located outside the office) for presentation to the Board of Directors for their consideration and referral to the proper committee. No resident is to give instructions to our maintenance man, unless authorized by the Board of Directors.

Your cooperation is appreciated. Your living costs here are kept low because of many hours of volunteer labor. Please help in any way you can, including picking up debris to keep our building and grounds neat looking.

Thank you.

Marine Terrace Association Board of Directors