

Ambassador South Inc.

House Rules and Regulations

November 28, 2023

Table of Contents

1.	General.....	3
2.	Safety	3
3.	Family Members and Guests	4
4.	Kitchens and Bathrooms	4
5.	Laundry Rooms	4
6.	Garbage.....	4
7.	Recycling	4
8.	Use of Sea Wall Area on Intercoastal Waterway	5
9.	Recreation Room (Club House).....	5
10.	Swimming Pool and Pool Area.....	5
11.	Parking and Vehicles	6
12.	Rental of Units	6
13.	Pets, Service Animals and Emotional Support Animals	7
14.	Repairs - Co-op versus Shareholder Responsibility.....	8
15.	Renovations and Exterior Work	8
16.	Hallways and Catwalks.....	9
17.	Satellite Dishes	9
18.	Air Conditioners	9
19.	Pests and Exterminators	9
20.	Storage, Lockers and Locker Area.....	9
21.	Bikes.....	10
22.	Elevators	10
23.	Children	10
24.	Leaving Unit for an Extended Period.....	10
25.	Governance	10
26.	Fee for Services.....	11
27.	Fines and Process for Fining	11
	Appendix: Amendments Log	13

1. General

- 1.1. The Ambassador South, Inc (the Co-op”) Charter, By-Laws and Proprietary Lease (available on the Co-op website) are the governing documents and these House Rules and Regulations that are approved by the Board, are authorized under the governing documents and Florida law.
- 1.2. The primary method of Board communication with shareholders will be via email (and posted on the Co-op website). In the event there is no email on file for a shareholder, notices or materials for shareholder meetings will be sent by regular mail. Materials for voting for Directors will be hand delivered or sent by regular mail.
 - 1.2.1. The Ambassador South web site <http://www.ambassadorsouthcoop.com> should be the primary source for information and forms. A password is required to access the website.
 - 1.2.2. Ambassador South email (ambassadorsouthmail@gmail.com) should be the primary method of communication to the Board for matters that are not urgent. For urgent matters, please call the office at 954-363-9220 or a member of the Board (contact information available on the Co-op website).
- 1.3. Residents and guests must treat each other with respect. Abusive or threatening language or gestures will not be tolerated.
- 1.4. Noise and nuisance - All residents must respect their neighbors regarding noise control and nuisance activities. This means anything injurious or disturbing to a neighbor may be considered a nuisance, and in the case of noise, sounds that are unreasonably or unnecessarily loud or annoying.
- 1.5. Stockholders are responsible for all damages to the Common Areas or Limited Common Elements caused by themselves, their unit occupants, guests, licensees, invitees, lessees, workers, etc.
- 1.6. Littering, including cigarette butts, will not be tolerated. Cigarette butts must be placed in a receptacle for proper disposal.
- 1.7. No solicitations are admitted in the Co-op building at any time.
- 1.8. No planting, cutting of shrubs or trees or transplanting on the grounds of the Co-op is permitted without the express consent of the Board of Directors.
- 1.9. No shareholder shall engage the services of the Co-op employees for personal use during the employees’ regular working hours.
- 1.10. Shareholders are responsible for their renters or guests who may cause damage or do not comply with these rules and regulations.
- 1.11. It is recommended that shareholders obtain HO-6 insurance.
- 1.12. Ensure that the office has a copy of the keys for new locks or that keys are returned if you need to borrow them. The Co-op or the Board will not be responsible for damages required to enter a unit in the event it is deemed necessary for health or safety reasons.
- 1.13. House Rules and Regulations will be enforced, and fees or fines levied for non-compliance. Violations can also lead to termination of the Proprietary Lease (forced sale of unit).
- 1.14. Neither the Board of Directors, any member of the Board of Directors, or Ambassador South, Inc. will be liable to anyone for any reason with respect to (i) the failure of the Board of Directors or a member of the Board of Directors to enforce any house rule or regulation or (ii) the decision by the Board of Directors or a member of the Board of Directors not to enforce any house rule or regulation.

2. Safety

- 2.1. Fire exits are not to be obstructed in any manner.
- 2.2. Common areas are to be kept clear of any stored items, garbage, debris, or excessive furniture.
- 2.3. Exterior apartment doors must not be blocked.
- 2.4. Unless authorized by a Board member (in writing), no one should take matters into their own hands, e.g., repairs, washing catwalks, etc.
- 2.5. Catwalks must be kept dry.
- 2.6. No resident, visitor, guest, or renter is permitted access to the roof, under the building, or areas where equipment is located. The Board of Directors and Ambassador South Inc. will not be responsible for any injury caused by your failure to comply with these rules.
- 2.7. Shareholders should ensure that their electrical panel is up to code and that it can safely meet the demands being placed on it, especially if those demands have changed (e.g., appliances, a/c, water heaters, etc.).

- 2.8. Shareholders are required to submit a Renovations approval form (see below) and work must be performed by licensed and insured plumbers and/or electricians and/or contractors.
- 2.9. Shareholders should minimize clutter as it can be a fire hazard, increase the risk of mold and/or harbour pests.

3. Family Members and Guests

- 3.1. Shareholders must provide the Co-op a list of immediate family members (parents, children, grandchildren, brothers and sisters) who may occupy their unit from time to time. In addition, shareholders should advise the Board at least two weeks before a family member intends to stay.
- 3.2. The Board must be notified in writing or by email at least 2 weeks prior to anyone coming to a unit (registered family, extended family, friends).
- 3.3. Guests (extended family or friends) may occupy your unit once a year for up to 2 weeks; stays greater than 2 weeks are deemed a rental with all the fees and paperwork that entails, including limitation of one rental per annual rental period.

4. Kitchens and Bathrooms

- 4.1. Do not flush down toilet bowls or any drains paper towels, sanitary napkins, disposable diapers, rags, facial tissues, or wipes of any kind. Anyone who does not comply with this rule will be liable for any repair costs.
- 4.2. Please limit the use of garbage disposals (clogs pipes).
- 4.3. Do not pour grease down the drain (clogs pipes).

5. Laundry Rooms

- 5.1. Laundry rooms may only be used from 8 am to 8 pm (Sunday, 9 am to 8 pm)
- 5.2. Avoid using powder laundry detergent in the washing machines.
- 5.3. No rugs or carpets are to be washed in the washing machines.
- 5.4. Lint filters of dryers must be cleaned by user after use.
- 5.5. Do not leave laundry in washer or dryer when cycle is complete.
- 5.6. No storage of any personal items is permitted in the laundry rooms (e.g., soaps, buckets, mops, etc.). Any such items will be removed.
- 5.7. Clean up after yourself. The laundry room and equipment must be left clean for the next user.
- 5.8. No washing or cleaning of any paint brushes, rollers, etc. is permitted in the laundry room or in the common areas.
- 5.9. Please report any operating issues to a member of the Board. If there is a problem with a washer or dryer, please call the service company at the number posted in the laundry room.

6. Garbage

- 6.1. All garbage and trash should be secured in closed bags and placed in the can in the trash room, outside trash cans, or in the dumpster.
- 6.2. Items for recycling (see below) should be placed in the recycling bins provided for in the trash rooms.
- 6.3. All cartons must be flattened before placing in the recycling or trash receptacle.
- 6.4. Bring large volumes of garbage or recycling directly to the dumpster.
- 6.5. Shareholders must arrange for any large appliance, furniture, water heater, air conditioner, toilets, construction debris, etc. to be taken away by an outside hauler at shareholders' expense.

7. Recycling

- 7.1. Items to place in recycling (as per Hallandale Beach guidelines):
 - i. newspapers, inserts, catalogues, magazines, junk mail, office paper, soft-cover books, file folders, soda cartons, and crushed boxes from items such as cereal, tissues, rice, pasta

- ii. plastic containers for food and beverage, detergent, shampoos
 - iii. glass food and beverage containers
 - iv. milk and juice cartons, drink boxes
 - v. aluminum, steel or tin food and beverage containers
 - vi. cardboard (flattened, max. 36" x 36") from items such as shipping and packing boxes
- 7.2. Items NOT to be placed in recycling:
- i. household garbage, tanks, rocks, dirt, building and construction debris
 - ii. plastic bags or plastic wrap, plastic egg containers
 - iii. greasy pizza boxes or food stained cardboard containers
 - iv. rechargeable batteries
 - v. windows, light bulbs, auto glass, mirrors, glass cookware, or bakeware, ceramics
 - vi. flammables, gas cylinders
 - vii. pots, pans, metal utensils, scrap metal
 - viii. paint and pesticides
 - ix. electronic waste and accessories, small appliances
 - x. medical waste and pharmaceuticals
 - xi. miscellaneous plastic (e.g., foams and styrofoam) and toys

8. Use of Sea Wall Area on Intercoastal Waterway

- 8.1. No fishing is permitted on the intercoastal.
- 8.2. Any tackle, lines, poles or other paraphernalia left in the intercoastal area will be disposed of.
- 8.3. No glass is permitted.
- 8.4. Keep patio neat by straightening chairs and chaises and closing umbrellas when you leave.
- 8.5. Avoid placing chairs on grass.
- 8.6. Place a towel on chairs or lounge chairs before sitting or lying down if suntan lotion is being used or if you are wearing a bathing suit.

9. Recreation Room (Club House)

- 9.1. The recreation room shall be used for social functions only. No commercial enterprise of any kind will be permitted therein.
- 9.2. Use of the recreation room by shareholders for a private function requires permission of the Board of Directors. Request for use must be in writing (including email) and will be assigned on a first-come first-served basis.
- 9.3. Anyone who uses the recreation room for a private party must have it cleaned within 24 hours. All decorations must be removed and sink, stove, refrigerator and floors must be emptied and cleaned. Chairs and tables must also be cleaned and stored.

10. Swimming Pool and Pool Area

- 10.1. Hours for use of pool is sunrise to sunset (Hallandale Beach law does not allow pool use at night unless there is lighting inside the pool).
- 10.2. Pool capacity is 25 people.
- 10.3. Children in diapers must have swim diapers to be in the pool, no exceptions.
- 10.4. Children must wear clothing at all times.
- 10.5. Children under the age of 12 can only be in the pool when supervised by an adult.
- 10.6. Service Animals are allowed in the pool area but not in the swimming pool.
- 10.7. Emotional Support Animals are not allowed in the pool area.
- 10.8. All persons must shower before entering the pool (please use discretion as this is not a personal shower).
- 10.9. No glass objects are allowed in the pool area.
- 10.10. No food or drinks are allowed in the pool or on wet-deck area (4 ft. from pool edge).

- 10.11. No smoking is permitted in the fenced pool area.
- 10.12. A maximum of 6 guests are allowed in the pool area.
- 10.13. Parties held in the recreation room requires prior scheduling and approval by the Board. No parties are allowed in the pool area.
- 10.14. No rafts or ball playing in the pool.
- 10.15. No running, diving, or horseplay allowed in pool area and/or pool.
- 10.16. Close awning before leaving or after use.
- 10.17. Put back chairs and chaises when leaving.

11. Parking and Vehicles

- 11.1. Each unit has been allocated one designated parking space for one vehicle only. No invasion of, or encroachment upon, any other space will be tolerated.
- 11.2. Vehicles must have the unit number of the owner visibly displayed in the windshield.
- 11.3. It is prohibited to rent out your private parking space.
- 11.4. The parking space of shareholders without a car or during the known absence of a shareholder, their parking space will be available for guests of other Co-op members on a first-come, first-served basis. Guests must have a vehicle parking pass with the unit number they are visiting displayed on the dashboard.
- 11.5. Vehicles without proper unit identification are at risk of being towed.
- 11.6. No commercial vehicles, boats, trailers, mobile homes, campers, or similar items are to be parked or kept on Co-op premises.
- 11.7. Only the vehicle of a shareholder can be stored (i.e., not being used because the owner is absent) at Ambassador South. A vehicle can only be stored in the shareholders' assigned parking space.
- 11.8. No Vehicles shall be operated within the grounds of the Co-op at a speed greater than ten (10) miles per hour.
- 11.9. Car horns should be used for safety purposes only.

12. Rental of Units

- 12.1. As stated under the Proprietary Lease:
 - i. A new shareholder may only rent after 5 years of owning a unit.
 - ii. Units can only be rented for up to 4 months once a year (between July 1st and June 30th). If renters leave earlier, shareholders may not rent again.
 - iii. Units can be lent to the parents, children, grandchildren, brothers and sisters of the shareholder. All other occupants can stay for up to 2 weeks in the absence of the shareholder. Stays beyond 2 weeks are deemed a rental and are subject to rental conditions (e.g., prior approval by the Board, only one rental per year, rental fee, etc.)
 - iv. Shareholder must send: i) the "Rental Agreement" form (available on Co-op website); ii) the \$250 rental fee; iii) picture id of all renters and occupants; iv) background check of all renters and occupants; and v) if applicable, Service Animal documentation (note: no pets are allowed; renters are not allowed Emotional Support Animals) at least one month before the arrival of the renter.
- 12.2. Maximum number of occupants depends on unit size:
 - i. 5 occupants for a unit with 2 bedrooms and 2 bathrooms
 - ii. 4 occupants for a unit with 2 bedrooms and 1 bathroom
 - iii. 3 occupants for a unit with 1 bedroom and 1 bathroom
 - iv. 2 occupants for a studio unit
- 12.3. Background checks are performed by the shareholder or renter and can be obtained through Applycheck LLC by visiting their website at www.applycheck.com. Please choose one of these three reports, as applicable; note that the cost is borne directly by the shareholder or renter
 - i. choose an "International" background check if the applicant does not have a US address; cost of \$24.95.
 - ii. choose "Basic+ For Renters" if the applicant has a social security number and a US address; cost of \$26.95.
 - iii. choose "Basic+ No-SSN for Renters" if the applicant has a US address but no social security number; cost of \$26.95.

- 12.4. Renters must be 55 years of age or older.
- 12.5. Renters are not allowed to have guests stay at their unit without the prior written approval of the Board.
- 12.6. Renters must be provided with these House Rules and Regulations by the shareholder. Shareholders are responsible for ensuring renters comply with the House Rules and Regulations.
- 12.7. It is highly recommended that shareholders that rent obtain insurance.
- 12.8. Shareholders are also responsible for any damages caused by renters or their guests.
- 12.9. Shareholder is responsible for the actions of the renter and any guests of the renters.
- 12.10. Shareholder should advise their renters to notify the Co-op via email that they have arrived.
- 12.11. Violation of the rental rules (namely, 5-year rule and one rental per year for a maximum of 4 months) will result in a one-year suspension of rental rights.
- 12.12. A service fee of \$250 will be imposed on the shareholder if enforcement or action is required by a Board member(s) to enforce any of these rental rules.

13. Pets, Service Animals and Emotional Support Animals

- 13.1. Under Section 7 of Article III of the Proprietary Lease, no pets are not allowed at Ambassador South.
- 13.2. Under the ADA (Americans with Disabilities Act) and FHA (Fair Housing Act) there are provisions regarding service animals and emotional support animals with which Ambassador South must comply. Service animals and emotional support animals are treated differently under the laws. Shareholders who have been prescribed a service animal or emotional support animal by their health care professional may be able to keep the animal in their unit.
- 13.3. Any such animal at Ambassador South must first be approved in writing by the Board of Directors. Otherwise, the animal will have to leave the property until the animal is approved in writing by the Board of Directors; failure of immediate removal of an animal not authorized by and in accordance with these rules is a breach of the proprietary lease agreement of the shareholder. Approval should be obtained at least one month prior to arriving with the service animal or emotional support animal. To obtain approval, shareholders must provide the following documents (note that the required documentation may change from time to time and without advance notice):
 - i. a signed and dated letter from the shareholder's licensed healthcare professional or medical doctor (on their letterhead) confirming the diagnosis of a disability (without naming the disability) and the need to have a service animal as part of an overall plan of treatment of the condition or its symptoms.
 - ii. a signed form of acknowledgement of rules pertaining to approved animals.
 - iii. a HIPAA privacy authorization form (available at the office and the Ambassador South website);
 - iv. proof of the animals' vaccinations and good health; and
 - v. Vaccinations and insurance documents need to be updated annually and provided to the Board.
 - vi. proof of liability insurance in their HO6 policy (highly recommended).
- 13.4. Service Animal is any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including physical, sensory, psychiatric, intellectual or other mental disabilities. Generally, they are allowed to go wherever their shareholders go unless there are health or security considerations (e.g., a service animal is not allowed in the pool).
- 13.5. Emotional Support Animal is any animal that provides emotional support alleviating one or more symptoms or effects of a person's disabilities but do not have special training to perform tasks to assist people with disabilities. Access to Ambassador South is only permitted for the emotional support animal of a shareholder (or visiting immediate family member of a shareholder); a renter or visitor is not permitted to bring an emotional support animal to Ambassador South. The emotional support animal of a shareholder is not permitted in the pool area, the clubhouse or the intercoastal sitting area.
- 13.6. No more than one emotional support animal will be permitted per unit.
- 13.7. Animals that are nuisance or a threat to the health or safety of others at Ambassador South will have their approvals revoked.
- 13.8. All authorized animals must be in the company and control (on a leash) of their shareholder while in the common area.
- 13.9. A shareholder is responsible for removing the animals' excrement. Failure to do so will result in a service fee per occurrence (see Fee for Services below).
- 13.10. A shareholder may not bring their animal to the back of the building to relieve themselves. It is a passageway for residents and workers and to respect the privacy of residents on the ground floor.

- 13.11. Shareholders are responsible for any damages caused by their service animal or emotional support animal. In the case of renters or guests with a service animal, shareholders will also be responsible for any damage caused by the service animal.
- 13.12. Any guest or renter at a unit of a shareholder with a pet or an emotional support animal will be subject to immediate eviction and all costs associated with the eviction will be a special assessment against the shareholder. Ambassador South is not responsible for ensuring that a shareholder has communicated animal (or any other) policies to any guest or renter at a unit of a shareholder.
- 13.13. Parents, children, grandchildren, brother or sister of a shareholder are allowed emotional support animals during their stay at Ambassador South provided they obtain prior approval from the Board at least one month before their arrival. The approval process is the same as for a shareholder.

14. Repairs - Co-op versus Shareholder Responsibility

- 14.1. The Co-op's responsibility with regards to a shareholders' unit ends at the drywall and the cement floor.
- 14.2. Doors, windows, flooring, cabinets, etc. are the responsibility of the shareholder.
- 14.3. Electrical wiring and plumbing into the unit are the responsibility of the Co-op.
 - i. The Co-op's responsibility for electric wiring ends at the electrical panel. The electrical panel and wiring within the unit are the shareholders' responsibility.
 - ii. Water supply pipes are the responsibility of the Co-op. Any piping that branches off from there is the responsibility of the shareholder, including the shut-off valves and leaks from shut-off valves.
 - iii. Drainpipes are the responsibility of the Co-op. Any drainpipes in a unit connecting to the main drainpipes (including the actual connection) are the responsibility of the shareholder.
- 14.4. The Co-op is not responsible for damages to the property of shareholders, e.g., a plumbing repair that requires the removal of ceramic on the walls or flooring would be replaced by the shareholder – the Co-op's responsibility ends at making the walls ready to paint.
- 14.5. Water damage from A/C's, water heaters, appliances, plumbing within the unit, toilets, sinks, showers, windows including caulking around windows), doors, etc. are the responsibility of the shareholder.
- 14.6. If an electrician, plumber or other service provider is required to respond to an issue in a unit and the source of the problem is not the Co-op's, the shareholder will be required to pay the fee of the plumber, electrician or other service provider.

15. Renovations and Exterior Work

- 15.1. Before any changes to the unit are allowed (including central air conditioning), an application must be submitted to and approved by the Board. The application form is called "Approval Application for Unit Repairs" and is available on the Co-op website.
- 15.2. When replacing doors and windows the shareholders must choose white and similar design as present doors and must be approved by the Board in advance.
- 15.3. No painting of catwalks, railings or exterior walls is permitted unless expressly authorized by the Board.
- 15.4. Shareholders are responsible for obtaining city permits and complying with all city rules and regulations.
- 15.5. Contractors (including electricians and plumbers) must be licensed and insured. Proof of insurance should be included with your application for approval.
- 15.6. No construction debris or furniture is to be placed in the Ambassador South dumpster or garbage bins – they must be properly disposed of by the shareholder or contractor at their own expense.
- 15.7. Any new flooring must also include a soundproof underlayment.
- 15.8. No additions are permitted on banister (e.g., screens, storm shutters, windows, etc.)
- 15.9. Placement of the a/c compressor outdoors must be approved in advance and in writing by the Board in writing.
- 15.10. Renovation work is only permitted from Monday to Saturday from 8:00 a.m. to 5:00 p.m.
- 15.11. Members of the Board must be allowed access to the unit to ensure work performed is consistent with the approval.
- 15.12. Any changes affecting the common areas that are not approved by the Board will be removed and repaired to their original state at shareholders' expense.

16. Hallways and Catwalks

- 16.1. All hallways and catwalks must not be obstructed or encumbered with personal items or used for any purposes other than entering and leaving the premises.
- 16.2. Catwalks must be kept unobstructed with at least 30 inches of space along the catwalk from the edge or railing, which space is to be kept clear of all articles.
- 16.3. No laundry, swimsuits, towels, rugs, etc. shall be displayed on catwalk or balcony railings.
- 16.4. No mops, brooms, cloths or rugs are to be shaken or cleaned off or over the catwalks, railings balconies or patios, nor shall water be poured down from same.

17. Satellite Dishes

- 17.1. Satellite dishes will not be permitted.
- 17.2. Existing satellite dishes will be grandfathered if prior Board approval was obtained and installed in a manner consistent with that approval (i.e., installation is on a steel post; location was as specified by the Board; cables are properly and neatly installed). Shareholders will continue to be responsible for any damage or injury caused by their satellite dish.
- 17.3. Unused satellite dishes must be removed by the shareholder.

18. Air Conditioners

- 18.1. Receptacles used to collect water from air conditioners must be emptied as often as necessary to prevent overflow.
- 18.2. Ensure that water is draining away from the building and not along the wall.
- 18.3. Shareholders, must check, or have checked, at least once a month that drain pipes are not constricting and therefore likely to overflow and cause water damage to their unit or to units below.
- 18.4. Ensure that your A/C units are maintained and not unnecessarily noisy.

19. Pests and Exterminators

- 19.1. Ambassador South has a service contract with Truly Nolan. If you see termites in your unit, please call Truly Nolan directly at 954-981-4900 (use 3129 South Ocean Drive for the address) to schedule a service call. Please leave the service call acknowledgement form in the office mailbox.
- 19.2. Ambassador South also has a preventative maintenance contract for other pests for the common areas. As part of that contract, up to 5 units per month can be sprayed for pests. While it is the responsibility of the shareholders to deal with roaches in their units, shareholders can benefit from the Ambassador South contract. Let the Board know by email at ambassadorsouthmail@gmail.com if you have roaches, how you intend to deal with them and to see if there is space available under the Ambassador South contract at the next monthly treatment.
- 19.3. Note that while neither Ambassador South nor the Board of Directors is responsible for dealing with roaches (or other invasive pests) in a unit, regardless of how they may have infested a unit, the Board may intervene at shareholder's expense if a shareholder does not deal with pests in their unit – we cannot risk their spreading to a neighbours' unit.
- 19.4. To reduce the risk of bugs entering your unit, the pest control contractor recommends that shareholders:
 - i. Keep the apartment at a temperature cooler than 80 degrees all year;
 - ii. Block all potential openings around pipes and electrical wires (especially in the kitchen cabinets and bathrooms);
 - iii. Eliminate all humid areas in the apartment (in bathrooms, kitchens and a/c units); and
 - iv. Do not leave any food or crumbs around, especially during extended absences (e.g., toasters, floor, sofas, etc.)

20. Storage, Lockers and Locker Area

- 20.1. The personal property of all occupants must be stored within their unit or their locker.
- 20.2. No inflammable, combustible, or explosive fluid, chemicals or substances can be kept on Co-op property.
- 20.3. No items can be placed or stored under the stairwells.

- 20.4. The area in front of storage lockers must be kept clear at all times. Items left there may be removed without warning.

21. Bikes

- 21.1. Bikes are not to be stored in the common areas. There is an outdoor bike rack at the west end of the west building that is available for residents of Ambassador South.
- 21.2. Shareholders should identify their bike by placing a tag with the apartment number of the shareholder on the bike.
- 21.3. Abandoned bikes will be removed without notice.

22. Elevators

- 22.1. To avoid unnecessary and costly elevator repairs:
- i. Avoid heavy loads.
 - ii. Do not prop open the elevator doors or hold open (except by using the door open button).
- 22.2. The run/stop switch shall be used only with the permission of the Board and its use shall be limited to the time necessary to load or unload the elevator.

23. Children

- 23.1. For the safety of the children:
- 23.2. Children under 12 years old must be accompanied by an adult in the common areas (including pool area, intercostal waterway, clubhouse, laundry rooms, elevator, etc.).
- 23.3. Children cannot hang off the balconies or railings, run on the catwalks, parking lot or driveway at any time. They cannot play ball or use skateboards or engage in any activity that will damage property or interfere with the flow of pedestrian or vehicle traffic.

24. Leaving Unit for an Extended Period

- 24.1. If a shareholder is leaving their unit for an extended period (e.g., one month), they should:
- i. Turn off all water valves: toilet, bathtub/shower, kitchen sink, bathroom sink(s), hot water heater, etc.
 - ii. Cover toilet with saran wrap to prevent evaporation which destroys the rubber seals and causes leaks and reduces the infiltration of pests.
 - iii. Cover drains and tub and overflow outlets.
 - iv. Keep temperature at 80 degrees or (ideally) cooler to reduce risk of mold and pests.
 - v. Do not leave wet rags or clothing against walls, floor, or furniture. If not possible, hang them where well ventilated.
 - vi. Leave unit clean and free of any food or water residue that will attract pests.
 - vii. Ensure Board has contact information of person responsible for periodically checking their unit.
- 24.2. Each shareholder that expects to be absent from their unit during the hurricane season or for extended absences must properly secure their unit before leaving and designate a responsible entity or individual to care for the unit should it suffer any damage. The name and contact information of such entity or individual must be supplied in writing to the Board of Directors.

25. Governance

- 25.1. In addition to the governance provisions under the Ambassador South Charter, By-Laws and Proprietary Lease, a governance document on the Co-op website provides details on the shareholder meeting and record inspection process.

26. Fee for Services

- 26.1. Rental fee is \$250.
- 26.2. A fee of \$100 is required to issue a new share certificate or to add or remove names from an existing share certificate.
- 26.3. A fee of \$200 is required for a new registration of a share certificate (e.g., sale of a unit, a succession) plus out-of-pocket costs. Note that the shareholder must provide the background check (process as outlined in section 12.1.iv).
- 26.4. In the event a Board member or a representative of the Board (e.g., cleaner, plumber, groundskeeper, etc.) is required, or called upon, to service or perform tasks covered by these House Rules and Regulations on behalf of a shareholder, the shareholder agrees that it is fair and reasonable for the Co-op to charge the shareholder a fee for service.
 - i. The shareholder understands that it has no obligation to call upon a member of the Board to perform a service for which the shareholder is responsible, and that the Board has no obligation to agree to perform any service asked to be performed by a shareholder.
 - ii. The fee for the service shall be considered a charge against the unit and payable by the shareholder, within thirty (30) days of the charge.
 - iii. Neither the Board member nor the Co-op has any liability to the shareholder whatsoever for any claim whatsoever (whether at law or in equity), except in the event when, if ever, (1): (x) as required by applicable law or (y) the Board member has been found guilty of criminal act under Florida law, and (2): in the case of either (x) or (y), as determined by a court of competent jurisdiction after all applicable levels of appeal.
 - iv. A fee of \$100 per hour with a minimum fee of \$100, plus out-of-pocket costs (if any).
 - v. The fee is doubled to \$200 per hour with a minimum fee of \$200, plus out-of-pocket costs (if any), if a unit is unoccupied any time during the hurricane season, whether or not a service request is made, when a member of the Board either closes hurricane shutters or removes any items left outside a unit (including but not limited to doormats and outdoor furniture).
 - vi. A fee of \$100 will be charged in the event that a Board member or a representative of the Board is called upon to have his door unlocked or to borrow the office copy of the key.

27. Fines and Process for Fining

- 27.1. As permitted by and provided for in Florida Statutes, as same may be amended from time to time, the Co-op may levy against any shareholder reasonable fines for such shareholder's violation of any section or provision of the bylaws, Articles of Incorporation, Proprietary Lease, or House Rules and Regulations duly promulgated by the Board of Directors. Fines can also be levied by the Co-Op against a stockholder for violations perpetuated by a stockholder's unit occupant, licensee, guest or invitee.
- 27.2. Any fines which are not paid shall be enforceable by the means of an action in the court of proper jurisdiction. Any action for recovering of unpaid fines shall include recovery of any attorney's fees and costs incurred prior to and within the action to recover such fines including, but not limited to any pre-litigation attorney's fees. The fines shall be assessable and levied pursuant to Florida statutes and administrative Rules, as both may be amended from time to time.
- 27.3. The Co-op may levy, against any shareholder reasonable fines up to the maximum amount permitted by Florida Statutes, as same may be amended from time to time, for violation of any section of the bylaws, Articles of Incorporation, Proprietary Lease, or House Rules and Regulations duly promulgated by the Board of Directors. The following fines are currently applicable:
 - i. Infractions relating to animals: \$100 per day or occurrence.
 - ii. Infractions relating to unit rentals: \$250 per occurrence and loss of renting privileges for one year.
 - iii. All other infractions: \$100 per occurrence.
- 27.4. In the event any shareholder fails to pay in full any such fines levied, after proper notice and the opportunity for hearing, the Board shall have the power and right to treat such unpaid fines in the same manner as any unpaid assessment or special assessment and shall be afforded the same remedies as contained therein and/or file an action for injunctive relief and/or damages personally against the stockholder.
- 27.5. The procedure for levying fines is as follows:
 - A. The Board shall appoint a covenant enforcement committee (hereinafter Committee) which shall be charged with determining whether there is probable cause that any of the provisions of the bylaws, articles of incorporation, proprietary lease rules and regulations of the corporation, or of the Florida statutes are being,

or have been violated. The Committee shall be made up of at least 3 members appointed by the Board who are not officers, directors, or employees of the corporation, or the spouse, parent, child, and brother, sister of an officer, director or employee. If the Committee determines an instance of such probable cause, it shall report same to the Board, and the Board shall thereupon provide written notice to the persons alleged to be in violation and provide an opportunity for a hearing before the Committee as provided below.

- B. Committee shall hear any defense to the charges of the Committee, including any witness that the alleged violator, the shareholder, or the Committee may produce. Any party at the hearing may be represented by counsel.
- C. Subsequent to any hearing, the Committee shall determine whether there is sufficient evidence of a violation or violations as provided herein. If the Committee determines that there is sufficient evidence, the Committee will send its findings, conclusions and recommendations to the Board of Directors. Based upon such Committee findings, conclusions and recommendations, the Board may levy a fine; the Board shall send a written notice of the fine promptly upon receipt of such notice.
- D. In the event any shareholder fails to pay any such fine levied, after proper notice and the opportunity for here in as provided for above, the Board shall have the power and right to file an action for injunctive relief and /or damages personally against the shareholder.
- E. Nothing herein shall be constructed as a prohibition of or a limitation on the right of the corporation to pursue other means to enforce the provisions of the bylaws, articles of incorporation, proprietary lease, rules and regulations or the Florida status, as same may be amended from time to time. Furthermore, all rights and remedies of the Co-op shall be cumulative.

Amendments to Original Version Dated December 1, 2023

Amended Paragraph	Reason for Amendment	Date of Amendment
12.1.iv	New requirement for shareholder or renter to provide background check, at their cost, with rental application; reduction in rental fee from \$350 to \$250.	April 16, 2024
12.3	Added instructions for obtaining background check.	April 16, 2024
26.1	Reflect new rental fee (due to change in background check process).	April 16, 2024
26.3	Reflect new fee for new share registrations (due to change in background check process).	April 16, 2024