

***RULES & REGULATIONS
RONOLA APARTMENTS CONDMINIUM
ASSOCIATION, INC***

***22 SE 3rd Terrace and 309 S Federal Highway
Dania Beach, FL 33004***

EFFECTIVE APRIL 15, 2011

Approved on March 2, 2011- Board of Director's Meeting

GENERAL RULES

1. **SIGNS:** No sign, advertisement, notice or other lettering shall be exhibited, inscribed, painted or affixed by any owner on any part of the outside or inside of a unit without prior written consent of the Association.
2. **IMPROVEMENT AND EXTERIOR WALLS:** No improvements may be constructed upon any part of the exterior of the building or the land upon which is located without the written consent of the Association.
3. **PAINTING:** No exterior paint shall be applied upon any building without the prior written consent of the Association.
4. **GARBAGE AND REFUSE:** All trash, garbage or refuse shall be placed in closed plastic bags or wrapped before being deposited in garbage containers. All cartons and boxes shall be broken down and deposited in container in trash rooms.
5. **LAUNDRY:** Laundry, rugs or other articles shall be hung indoors. The laundry machines can be in use only between the hours of 7:00 a.m. to 7:00 p.m.
6. **VEHICLES RESTRICTION:**
 - A. The following vehicles and/or conveyances are permitted in Ronola Apartments when they belong to unit owners or their guests: conventional passenger automobiles, light trucks and pick-up trucks (i.e., trucks with a cargo capacity of one (1) ton or less).
 - B. The following vehicles and/or conveyances **are not** permitted in Ronola Apartments: boats, trailers, trucks that have a cargo capacity of more than one (1) ton. This shall include service vehicles, such as those from plumbing trucks, tow trucks, U- Hauls, limousines, taxi cabs, and pest control vehicles. It is understood that some of these vehicles (other than boats and trailers) must enter the property to do business with unit owners, and most frequently stay most of the day to service the unit owner's unit. They cannot stay overnight.
 - C. No campers, boat trailers or related type of motor vehicles shall be parked on the condominium premises and all owners shall observe the parking space assigned to them and park well within the lines and close to the curbs and stops.
 - D. Only one parking space per apartment will be permanently assigned to the owner of said apartment.
 - E. No abandoned, unlicensed or inoperable vehicle shall be stored or parked within the Condominium Community. All vehicles parked at Ronola must have current tags. These vehicles will be subject to booting or towing at the owner's expense immediately.
 - F. Commercial Vehicles:
 1. The Board recognizes Florida State Statute 316.003(66) as part of the definition of commercial vehicle and/or conveyance. Please note that FS 316.003(66) does NOT exempt government vehicles.
 2. A commercial vehicle and/or conveyance is defined as any self-propelled or towed, vehicle used on the public highways in commerce to transport passengers or cargo, if such vehicle:
 1. has a gross vehicle weight of 10,000 pounds or more;
 2. and/or is designed to transport more than 15 passengers, including the driver;
 3. and/or is used in the transportation of materials found to be hazardous.
 3. Any corporate or privately owned vehicles and/or conveyances with writing, advertisement, logos or artwork displayed.
 4. Any vehicle and/or conveyance used as an outlet to distribute, sell or receive merchandise.
 5. Any vehicle and/or conveyance used to carry or transport hazardous material.
 6. Any vehicle and/or conveyance used for hire to transport passengers or cargo.

- G. Any vehicle and/or conveyance with mounted cargo racks except for factory style installed luggage racks used for carrying a limited weight for personal luggage.
- H. Any and all taxis and passenger transport vans or buses.
- 7. WASHING CARS: Washing cars is permitted on the specific area.
- 8. ANTENNA: No radio or television antenna or any wiring for any purpose may be installed on the exterior of a building without the written consent of the Association.
- 9. RECREATIONAL FACILITIES: The use of all the recreational facilities located at RONOLA APARTMENTS shall be regulated from time to time by the Board of Directors.
- 10. GUESTS: Owners must notify the Board of Directors of RONOLA APARTMENTS CONDOMINIUM ASSOCIATION, INC. when they are expecting house guests and should provide the Board of Directors with full information as to names and length of stay. If guests are occupying an owner's absence, the Board of Directors must be advised of this fact and the owner shall also be responsible for providing the guest with keys to said apartment.
- 11. CHILDREN: No children allowed
- 12. TELEVISION, RADIOS AND MUSICAL INSTRUMENTS: Televisions, radios and musical instruments must be used at such times as well provide a minimum of disturbance to other apartment owners. The use of musical instruments after 10:00 p.m. and before 10:00 a.m. is prohibited. Volume on radios or televisions must be turned down at 10:00 pm so as not to disturb other owners.
- 13. OCCUPANCY LIMITATIONS: No resident unit shall be permanently occupied by more than two (2) persons.
- 14. WALKWAYS: All bicycles, motorcycles, carts, wagons, etc. left unattended are prohibited from walkways.
- 15. NOISE (s):
 - A. Noise should not disturb your neighbor's peaceful and quiet enjoyment of their home at anytime.
 - B. The Board has the right to deal with violation of the rules in whatever manner is appropriate, a fine may be levied. Be considerate and courteous if asked to lower the volume of sounds your neighbor finds offensive.
(Remember that your choice of music may not be your neighbors).
- 16. FRONT DOOR STYLE:
Front entrance door style should be the same as the original style (6) six panels
- 17. GRILLING: Grilling and outdoor cooking shall be only allowed in authorized area only, in front of the clubhouse under pole light. Occupants or units are expressly prohibited from having outdoor cooking in any kind of walkways or within 10 feet of the resident's buildings. Use of grill is at your own risk.
- 18. GARBAGE:
 - A. Bagged trash or trash cans must be put into the trash dumpster to be picked up
 - B. No construction debris shall be disposed at the trash dumpster.
 - C. Long items, such boards, must be cut to fit inside dumpster.
- 19. SPEEDING:
The speed limit is 5 m/p inside the community. All vehicles must stop at the stop signs inside the community. A stop is necessary at the corner of 309 Fed Block.
- 20. The Board may adopt such reasonable rules as it deems proper for the Association. A copy of said rules, as they may from time to time be adopted, amended or repealed, shall be mailed or otherwise delivered to each Owner. Upon such mailing and delivering, said rules shall be in full force and effect and shall be enforced against each Owner. It shall be the Owner's responsibility to provide the Owners' tenants with the Rules and Regulations.
- 21. POOL:
 - A. A LIFEGUARD IS NOT ON DUTY. ALL PERSONS SWIM AT THEIR OWN RISK.
 - B. The pool is for the use of residents and their guests ONLY. Residents MUST notify a BOARD MEMBER, when overnight guest are going to use the pool unaccompanied.

- C. ALL residents should monitor the pool area and clubhouse for trespassers. NOTIFY the Police Department at (954) 926-2400 about any questionable people using or abusing the premises.
- D. SECURE THE GATES when entering or exiting the pool area.
- E. ALWAYS USE towels on chairs and lounges. This prevents discoloration and deterioration of the chairs straps by body oils, tanning lotions/oils, and other products. Do not place towels on the fence surrounding the pool.
- F. ALWAYS REPLACE chairs and lounges in a reasonable order when leaving the pool area.
- G. ALWAYS REMOVE YOUR OWN TRASH, including cigarette butts, beer/soda cans, cups, empty sin products, etc. when you leave the pool area.
- H. RADIOS without headphones or PLAYED in such manner as to disturb any of the residents is NOT PERMITTED.
- I. Pool heater will be on from November 15 to April 15 each year and keep the temperature at 82 degrees during this time.

22. FIRE SAFETY INFORMATION:

Consideration should be given to the following procedures in the event of an activated fire alarm:

- A. All occupants should prepare to immediately exit the building.
- B. If you exit your unit, make sure the door closes behind you and proceed to the ground floor by use of the nearest stairway.
- C. If there is any indication of smoke or fire in the building by this time, continue directly to the outside of the building.
- D. In the event that the smoke or heat levels are too severe to allow travel out of a particular area of the building, then follow the procedures below:
 - * Keep your front door closed
 - * Seal off the bottom of door and any other openings where smoke would enter with wet towels or linens. Duct tape is also useful in sealing the door.
 - * If conditions continue to worsen, hang a sheet or blanket from your window indicating to the fire department that you wish to be rescued... A whistle is also a very useful tool in attracting attention to your location.

For additional information, Contact the Dania Beach Fire Department.

The Non-Emergency Telephone Number is 954-924-6815. **In case of an emergency dial 911.**

23. PETS

Except as provided under the rules and regulations promulgated by the Association from time to time, a Unit Owner shall **not** keep any pet in his Unit, nor keep any other animals, livestock or poultry nor may any of the same be raised, bred or kept upon any portion of the Condominium Property. No clothesline or other similar device shall be allowed in any portion of the Condominium Property. No trailer, boat, van, camper, truck or other commercial vehicle shall be permitted on any portion of the Condominium Property except for trucks delivering goods or furnishing services.

Notification of Violation and the Issuing of Fines

The following is the procedure that shall be followed when unit owner(s) are in violation of prohibited activities and these Rules and Regulations of the Association and the Ronola Apartments Condominium Association Declaration of Covenants, Declaration and Restrictions. Any fine shall be in accordance with the Statutes of the State of Florida and as described in the Articles of Incorporation and By-Laws of RONOLA.

The Association has also recognized certain types of violations present and immediate danger to persons or property. These violations are considered “Serious Violations” and shall include, but are not limited to, reckless driving, performing major repairs to a vehicle and vandalism of any property. Any “Serious Violation” shall only get the First Notice of Violation; the next same violation shall result in a “Intent to Fine Letter.”

First Notice of Violation

- State the nature of the infraction;
- State that the unit owner has fourteen (14) days to comply.

Second Notice of Violation

- State the nature of the infraction;
- State that the unit owner has fourteen (14) days to comply or appear before the Fining Committee at the Board of Directors Meeting. The unit owner shall contact the Board or Management Company, in writing, to state their intention to appear before the Fining Committee to avoid receiving a Third Notice.

Intent to Fine Letter

- State the nature of the infraction;
- State that the unit owner has the right to appear before the Fining Committee at the next Board of Directors meeting;
- Indicate the date and time of the next Fining Committee meeting;
- If the unit owner elects to appear before the Fining Committee, the unit owner must contact the Property Management Company, in writing, and indicate their intention to appear. Notice to the Property Management Company must be given at least two (2) days before the next Fining Committee meeting in order to update the agenda to include this item.

Transfer to Attorney

If after the Third and final notice, no action to comply has been taken by the unit owner, the Board of Directors shall notify their attorney for further action.

Sale/Leasing of Homes

1. Leases

All leases shall provide that the right of the tenant to use and occupy the home and the common area shall be subject and subordinate in all respects to the provisions of the Declaration and the Rules and Regulations of Ronola Apartments Condominium Association.

2. Liabilities

The owner of a leased/rented home shall be jointly liable with his tenant for compliance with the Association Documents and the Rules and Regulations and to the Association to pay assessments, fines and/or any claim for injury or damage to persons or property caused by the acts or omissions of the tenants and/or those for whom the unit owner is responsible.

3. Documents

The unit owner shall be responsible for making sure his/her tenant receives a copy of the Declaration and Rules and Regulations of the Association.

4. Required Forms

The following are the forms required for occupancy:

- A. Application - must be filled in completely
- B. Release Form - must be signed by occupant
- C. Rules and Regulations - must sign that they have received a copy
- D. Application must list all occupants, vehicle description and contact information.

5. Submission

- A. Must return all forms to the Property Management Company
- B. Attach non-refundable cashier's check or money order. No personal checks shall be accepted.
- C. Include a copy of the Sale or Lease agreement
- D. Upon receipt of the information requested, please allow thirty (30) days for processing. Please plan accordingly.
- E. Attend next scheduled Screening Committee meeting for interview.

6. Screening

All adult residents are required to submit an application and screening fee. The only exception is legally married couples, as recognized by Florida Law, are permitted to apply on the same application.

Please note: Approval certificates may not be obtained unless the processing is complete and an interview has been conducted.

Management company: M. Postman Management, LLC (MPM)
954-362-4421 Fax (800) 483-1384
WeCare@MPostmanManagement.net

Rules Regarding Inspection and Copying of Association Records

All requests must be submitted in writing to the Association in care of the Management Company, and the Management Company will respond to the requestor in writing on behalf of the Association.

1. Records Defined

The official records available for inspection and copying are those designated by the Florida Condominium act, as amended from time to time.

2. Persons Entitled to Inspect or Copy

Every Association unit owner or the authorized representative of such unit owner, as designated in writing (hereinafter collectively referred to, as "Unit Owner") shall have the right to inspect or copy the official records pursuant to the following rules.

3. Inspection and Copying

A. A unit owner desiring to inspect the Association's official records shall submit a written request to the Association:

Ronola Apartments Condominium Association, Inc.
c/o M. Postman Management Services
P.O. Box 291685
Davie, FL 33329-1685

- The request must state with particularity the official records requested, including pertinent dates or time periods. The request must be sufficiently detailed as to allow the Association to retrieve the official records requested. However, the Association is under no obligation to retrieve any records requested and may, in the alternative; require the unit owner to inspect the official records as they are kept in the ordinary course of business.
- B. Inspection or copying of records shall be limited to those records specifically requested in advance, in writing.
- C. All inspection of records shall be conducted at the Association's office or at such other location designated by the Association. No unit owner may remove original records from the location of inspection. No alteration of the original records shall be allowed.
- D. Records shall be made available for inspection by the Association on or before the fifth working day subsequent to actual receipt by the Association of the written request for inspection. This time frame may be extended by written request of the unit owner. The Association shall notify the unit owner, by telephone, in person, or in writing, that the records are available and the time, date and place for such inspection.
- E. Inspections shall be conducted between the hours of 10:00 a.m. and 12:00 noon on Thursdays. The Association shall not be obligated to make records available less than five (5) business days after receipt of the unit owner's written request.
- F. If a unit owner desires to obtain a copy of any record, the unit owner shall identify the record desired during the inspection. The Association shall not be obligated to copy portions of records. The requested copies will be made available within a reasonable time.
- G. A unit owner shall pay twenty-five (25) cents per page for letter or legal sized copies, payable in cash or by personal check. The Association shall not be obligated to undertake the photocopying of any records until the Association receives payment.

4. Manner of Inspection

A. No written request for inspection or copying shall be made in order to harass any unit owner, resident or Association agent, officer, director or employee.

- B. All persons inspecting or requesting copies of records shall conduct themselves in a businesslike manner and shall not interfere with the operation of the Association office or office where the records are otherwise inspected or copied. The Association office, or office of inspection, may assign one staff person to assist in or supervise the inspection.
- C. The Association shall maintain a log detailing:
 - 1. The date of receipt of the written request for inspection.
 - 2. The name of the requesting party.
 - 3. The requested copies.
 - 4. The date the owner was notified of the availability of the records.
 - 5. The date the records were made available for inspection or copying.
 - 6. The date of actual inspection and copying; and
 - 7. The signature of the unit owner acknowledging receipt of or access to the records.Every person inspecting or receiving copies of records shall sign said log or a comparable receipt prior to the inspection or receipt of copies.