



RULES & REGULATIONS

Adopted July 20, 2026

The Board of Directors, in accordance with the governing documents of Harbor House West, has adopted the following Rules and Regulations. These Rules and Regulations are provided for your convenience and is not a substitute for the official Condominium documents. The following Rules and Regulations apply to all owners and their families, lessees, employees, agents, invitees, and guests. It is the responsibility of each owner to ensure that lessees understand, and follow, all the documents governing Harbor House West. The Association's governing documents and other general information is available on the website (www.harborhousewest.com). The Association management can provide user ID and password information.

1. Observation of Laws and Regulations

All occupants must comply with all applicable laws, the governing documents and the Rules and Regulations document.

2. Nuisance

No activity is permitted that unreasonably interferes with the use, enjoyment or safety of other occupants, as determined by the Board using normal discretion.

3. Common Elements

- a. No charcoal or gas grills are to be used above the ground floor. They must be located at least 10' from the exterior walls of the building and may not be stored in any common area.
- b. Bicycles may be stored inside the A/C areas; provided they are kept in a neat manner, do not encroach on your neighbors who share the area, and do not restrict access to the A/C units.
- c. Exterior wall decorations are prohibited.
- d. Appropriate outdoor furniture and potted plants are permitted on the exterior walkways but must allow for a three-foot-wide clear walking path. The balcony area must be shared equally amongst neighbors. No other personal items,

including but not limited to bicycles, shopping carts, shoes, etc., may be stored or left on the common walkways or in common areas.

- e. Plants must be kept in pots with a plant saucer and should be designed to stay upright in the wind. Metal cannot be used as it will stain walkways. Plants should be watered indoors, if possible. Water must not cascade over the balcony, or leak onto Common Elements.
- f. During hurricane season, furniture and plants must be stored inside if the unit owner or Lessee leaves for an extended period.
- g. Roof access is prohibited.
- h. Other than specifically allowed by these rules and regulations, no personal items may be left in any common area, including but not limited to walkways, exercise, trash, maintenance, or electrical rooms. Any personal items left in these areas may be discarded without notice.
- i. Smoking or vaping, including but not limited to, cigarettes, cigars and marijuana is prohibited in all common areas.

4. Social Patio

The social patio can be reserved by owners, for private events, for up to four hours by contacting the building manager. Owners using the patio after 10 pm should be quiet and respectful of adjacent unit owners. The patio area should be left in a clean and orderly condition.

5. Stairwells

The stairwells are emergency exits and must be always kept clear. Nothing may be placed in the stairwells at any time. Anything placed in the stairwells will be discarded without notice.

6. Dock

Swimming from the dock is prohibited. Boats may be docked no more than three consecutive nights in any given week.

7. Elevator

- a. Do not hold the elevator door open for an extended amount of time because this will damage the elevator system. Do NOT block the door with items while loading and unloading. If the door needs to be held open for loading and unloading, a key can be provided by association management that will temporarily lock and unlock the elevator door.

- b. Moving in or out of the building, including deliveries of furniture, must be coordinated with the Association management. Subject to the discretion of the Association management, the move may require supervision by a management employee. In such cases a fee of \$100 will be charged.
- c. During any move, the elevator walls must be covered with protective padding, which is located in one of the storage closets in the social area. The elevator bench also needs to be moved out temporarily and replaced when finished.
- d. Anyone moving in or out of the building should be respectful of other occupants who wish to use the elevator.
- e. Report breakdowns to the Association management. If unable to reach management, contact ThyssenKrupp at (941) 753-4787.

8. Signs

The bulletin board in the mail area is reserved for Board or Management use. No notices or signs of any type may be placed on the property without prior approval. Real Estate signs are prohibited but temporary directional signs can be posted during an open house.

9. Parking Spaces

- a. Each unit is assigned one covered carport space for personal passenger vehicles and may use a second uncovered space in the visitor parking area.
- b. Permission is required to use an absent owner's carport space. Management should be alerted.
- c. Except as otherwise approved by the Board of Directors do not use condominium parking spaces for any other purpose other than personal passenger vehicles. Personal passenger vehicles are defined as automobiles, motorcycles, or pickup trucks that completely fit within the parking space without encroaching into an adjacent space or the drive aisle.
- d. Commercial, recreational, and oversized vehicles are prohibited except for short periods. Prior approval from management is required.
- e. No closets or shelving are allowed in parking spaces.
- f. All cars must be operational and have a current registration. No abandoned cars are allowed in the carport or streetside parking area.

10. Bicycles

Bicycles must be stored within the unit, in the A/C alcove shared on each floor, or in the owner's carport space. In the carport, they MUST be placed against the wall behind the parking curb. However, bicycle storage in carports is not recommended due to prior experience of theft.

11. Trash Disposal

- a. Garbage shall be properly disposed of in the trash barrels located in the trash room. All trash must be bagged.
- b. Only acceptable recyclable materials, per instructions on the bins, should be placed in the 'comingled recyclables' bins in the trash room. Recyclables should NEVER be bagged in plastic.
- c. Large cardboard boxes must be broken down before being put in the recycling bins.

12. General Maintenance

- a. When using garbage disposals, run cold water for a minute or two during and after grinding.
- b. Water to any unit must be shut off any time a unit will be left unoccupied for more than five (5) days.
- c. The association management should be given the name and number of an emergency contact during any extended absence.

13. Guest Occupancy

Unit owners shall furnish written notice to the association management if someone will reside in the unit during their absence.

14. Rental and Sale Restrictions

An explanation of the process and the application forms for rental or sale of a unit are found on the Association Website.

- a. Owners cannot lease their unit prior to 2 years of ownership. To lease, owners must have written approval from the Board. The Board must be provided with a completed rental application and the results of a background investigation of proposed tenants. All applicable assessments and fees are the responsibility of the owner, not the renter. Leases must be a minimum of three (3) months. A unit can only be leased once in a 12-month period.
- b. Owners who wish to sell a unit must provide the Board with an application from the potential buyer.
- c. The Board may request an interview with the tenant or buyer.
- d. Written notice of the owner's vote to forego fire sprinkler system retrofitting must be provided to potential tenants and buyers. Information regarding this is also available on the website.

15. Pets

The owner of each unit may keep no more than two (2) pets (cat or dog) which shall not exceed thirty-five (35) pounds each at maturity or one (1) pet which shall not exceed seventy (70) pounds at maturity. Guests of unit owners are permitted to temporarily keep a pet in a unit. Tenants, and their guests, are not permitted to keep pets (temporarily or permanently). Pets must be leashed or always carried while outside the unit. Pets cannot be left unattended on the balcony. Owners and residents are responsible for disposal of pet waste.

16. Insurance

Each unit owner is required to purchase and maintain a condominium unit owners policy (HO -6) including property/wind, and liability coverage. Flood for your contents is optional. The insurance must cover items excluded from the Association's policy and modifications and alterations to any common area, per Florida statute. Unit owners who rent their property must maintain additional landlord coverage. Please reach out to your individual agents to make sure your coverage/limits are sufficient.

17. Emergency Access

Unit keys must be provided to the Association management for emergency use. Units with keypad locks must include a key override and provide a working key to management. A mandatory fire alarm check is done annually.

18. Modifications and Alterations

- a. Unit owners planning any modifications or alterations, including maintenance, repair and replacement, must consult the Association's Architectural Review Committee (ARC) application to determine whether review by the Association is required. The application is available on the Association website.
- b. Window, door, floor and hurricane shutter installation or replacement must follow condominium specifications. Certain plumbing modifications are not permitted.
- c. Exterior unit lighting, numbering and door hardware must follow the condominium style provided by the Board.
- d. Construction work, including but not limited to plumbing and electrical work, must be done by a licensed and insured contractor.
- e. Owner must obtain all permits as required by law and provide copies to the Association management prior to commencing work. If deemed necessary, a representative of the Board may contact the unit owner or may view the project site before, during, and after completion of the work. Evidence of

permit final inspection and sign-off by the City of Sarasota must be provided to management after a job has been completed.

19. Assessments & Collection

- a. Regular quarterly assessments are due on the first day of January, April, July, and October.
- b. Special assessment notifications will provide a due date.
- c. Any necessary collection efforts will follow the approved collection policy available on the website.

20. Fines for Violations

Fines will be imposed against individuals for failure to comply with the Association's governing documents. The unit owner will receive a one-time Notice of Violation. If the Notice of Violation does not result in compliance, the Board is authorized to initiate the fining and/or suspension process by holding a special or regular board meeting to consider levying a specific fine and /or suspension of rights to use the Common Elements. The Board may, in its discretion, adopt a schedule of fines for certain violations but no fine may exceed the limits imposed in the statute. If the Board votes to levy a fine and/or suspension of rights to use Common Elements, the Board shall send written notice of such action to the person(s) against whom the fine and/or suspension is levied along with the date, time, and location of a hearing before the Compliance Committee.

The above amended Rules and Regulations have been unanimously approved by the Harbor House West Board of Directors July 20, 2026.