



RULES & REGULATIONS

Adopted September 2, 2022

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

Unit occupants shall comply with all federal, state, local laws and ordinances and all governing documents of Harbor House West.

2. Nuisance

No behavior shall be allowed which will create a nuisance.

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 common walkways, provided the furniture does not obstruct the common walkway (a corridor of 3 feet is required) and does not encroach on neighbors who share the balcony area. Please share the balcony area equally with your neighbor. No other personal items, including but not limited to bicycles, shopping carts,

shoes, etc., may be stored or left on the common walkways or other common area.

- e. Plants must be kept in pots with a plant saucer (do not use metal as it will rust and stain walkways) to prevent leaking of excess water. Where feasible plants should be watered indoors. In no event shall water be allowed to leak onto common elements or cascade over the balcony. Pots should be designed to not easily fall over in the wind.
- 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.

4. 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.

5. Dock

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

6. Elevator

- a. Do not hold the elevator door open for an extended amount of time. This is a primary cause of damage to the elevator system. If the door needs to be held for loading and unloading, a key can be provided by management to use for temporarily locking and unlocking the elevator door. Do NOT block the door with items while loading and unloading.
- 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 the 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 or ThyssenKrupp at (941) 753-4787.

7. 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 by the Board or Management. Real Estate signs are prohibited but temporary signs for directions may be posted during a realty open house.

8. 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.
- 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.
- d. 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.
- e. Commercial, recreational, and oversized vehicles are prohibited except for short periods with prior approval from Management.
- f. No closets or shelves may be erected or installed.
- g. All cars must be operational. No abandoned cars are allowed in the carport or streetside parking area.

9. Bicycles

Bicycles must be stored within the unit, in the air conditioning alcove shared on each floor, or in the owner's carport space against the back wall. If bicycles are stored in the carport, they MUST be placed against the wall behind the parking curb. It is suggested that bicycles not be stored in the carports due to several thefts occurring in the past. They may not be stored or chained to the balcony railings.

10. 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 and not be bagged in plastic.
- c. Large cardboard boxes must be broken down before being discarded. Garbage of any type shall not be left on the balcony at any time.

11. General Maintenance

- a. When using garbage disposals, run cold water for a minute or two during and after grinding.
- b. Shut off all water valves when the Unit is to be unoccupied for five days or more.
- c. Owners should arrange for a routine inspection of their Unit during their absence of more than two (2) weeks. The Association management should be given the name and number of an emergency contact during an extended absence.

12. Guest Occupancy

Unit Owners shall furnish written notice to the Association management if someone will reside in the Unit during their absence. Except for a short stay, the number of guests shall be limited to two (2) occupants per bedroom.

13. Rental and Sale Restrictions

No Owner may lease a Unit prior to 2 years of ownership and prior written approval of the Board must be obtained. The Board shall be provided a completed rental application and the results of a criminal 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 and only one (1) lease in a 12-month period is allowed. No Owner may sell a Unit without providing a written application to the Board and the Board may request an interview with the tenant or buyer. Application forms for rental and sale may be obtained from the Association management and are also available on the Association's website. Written notice of the Owner's vote to forego fire sprinkler system retrofitting must be provided to potential tenants and purchasers. Information may be obtained from the Association management and is also available on the website.

14. Pets

The Owner of each Unit may keep 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. Invitees and guests of Unit Owners are permitted to temporarily keep a pet in a Unit or on the Common Elements. Tenants, and their invitees and guests, are not permitted to keep pets (temporarily or permanently). Pets must be leashed or always carried while outside the Unit. Tenants or Occupants shall be responsible for immediately picking up all excrement deposited by any pet. Do not leave pets unattended on the balcony.

15. Insurance

Each Unit Owner is required to purchase and maintain a condominium homeowner's policy including wind and liability coverage. The insurance shall cover items excluded from the Association's policy and modifications and alterations. Unit Owners who rent their property must maintain additional landlord coverage.

16. Emergency Access

Unit keys must be provided to the Association management for emergency use. A mandatory fire alarm check is done annually.

17. Modifications and Alterations

- a. Unit Owners shall not make any modifications or alteration, including in connection with their maintenance, repair, and replacement obligations, without first obtaining the written consent of the Board of Directors. Architectural Review Committee (ARC) application forms are 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 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. The Association, or its representative, may contact the Unit Owner or may visit the site to review the project site before, during, and after completion of the work if deemed necessary by the Board of Directors. Final inspection sign-off must be provided to management after a job has been completed.

18. 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.

19. Fines for Violations

Fines will be imposed against individuals for failure to comply with the Association's governing documents. In each instance a fine of not more than \$100 will be assessed for violations; a fine for continuing violations may be assessed at \$100 per day, not to exceed an aggregate amount of \$1000. In accordance with Florida Statute a Unit Owner will be provided the opportunity for a hearing held before a committee of Unit Owners who are neither Board members nor persons residing in a Board member's household. A Unit Owner will receive a one-time warning letter where circumstances permit.

The above amended Rules and Regulations have been unanimously approved by the Harbor House West Board of Directors August 25, 2022