

SAND & SURF CONDOMINIUM ASSOCIATION INC.
2535 S. ATLANTIC AVENUE
DAYTONA BEACH SHORES, FL 32118
www.sandandsurfresort.com
PHONE # 386-756-4662
FAX # 386-322-1683

Rules and Regulations adopted by Sand & Surf Board of Directors.

TO OUR OWNERS, EXCHANGERS, GUESTS AND VISITORS:

Please read and abide by the following policies of Sand & Surf Condominium Association, Inc. The following policies are so that everyone can have an enjoyable and safe stay at Sand & Surf.

ANNUAL ASSESSMENT:

Due each and every November 1. Assessments are due whether owner uses unit or not. Assessments are delinquent November 10, and a late fee of \$25.00 is applied November 11. Interest at 1.5% is posted monthly on unpaid balance, beginning December 15. Late Fees cannot be waived for any reason. Owners with reservations, whose fees are not paid by November 10, will receive a lock out letter at the end of 60 days, and reservations will be automatically canceled. At the end of the 60 days, about the 10th of January, owners who have not paid their fees will be sent to our collection agency. Sand & Surf's collection policy is on the back of the Annual Meeting notice and mailed to each and every owner. Please be sure to read and understand your collection policy. Once a delinquent owner is sent to collections there is a 40% collection fee added to your account and you must work through the collection agency to bring your account to a paid status. Neither the late fee nor the collection fees can be waived for any reason. **Maintenance fees are invoiced each September. Checks received for the new fiscal year which begins November 1st will be deposited on the 1st business day of November.**

ANNUAL BUDGET AND FINANCIAL STATEMENT:

Owners can review the Annual Budget and monthly Financial Statements in the office any time during regular office hours.

BICYCLES:

The bicycle rack is located on the Southwest corner of the un-railed/unenclosed portion of the deck. Bicycles CANNOT:

1. Be locked or tied to any white fences
2. Be parked on any part of the pool deck
3. Be ridden on Sand and Surf Property
4. Be stored in any condo units at any time.
5. Be left on walkways at any time by order of the Fire Marshall.

BOARD MEETINGS:

Sand and Surf's monthly board meeting is held the first Saturday of each month unless changed by the Board of Directors. The meeting date is posted in the lobby. Owners may attend. Copies of the minutes are kept at the front desk. Owners may read the minutes any time during regular office hours. Owners can also request copies of the minutes. The minutes located at the front desk CANNOT be removed from the office.

CANCELLATION OF RESERVATIONS:

Canceling a floating reservation must be done no less than 30 days prior to the reservation. This allows Sand and Surf to float another owner in that unit/week.

CHANGE OF OWNERSHIP:

Ownership can only change by recorded deed. The deed must be recorded with the Clerk of Circuit Court in Volusia County. A deed without a recording stamp is not a legal change of ownership. In order for Sand & Surf to change ownership, Sand & Surf must have a copy of the new deed. ALSO, OWNERS AND ANYONE ELSE SELLING OR TRANSFERRING PROPERTY AT SAND & SURF, MUST FOLLOW THE "SELLING YOUR UNIT PROCESS".

CHANGE OF ADDRESS:

It is the sole responsibility of the owner to supply Sand & Surf with address changes. Returned mail to Sand & Surf due to undeliverable address may result in late fees and interest, which cannot be waived for any reason.

CHANGE OF RESERVATION:

One (1) change per owner unit/week is allowed during a calendar year. Change must be made 30 days before the check in date of the reservation being changed.

CHANGE OF TELEPHONE NUMBERS:

It is the responsibility of the owner to inform Sand & Surf of any telephone number changes.

CHECK IN PROCEDURES:

Check-in time is after 4:00 PM on Saturday and Check out is by 10:00 AM Saturday.

A \$20 cash key deposit is required upon check-in. It is refundable upon returning all keys at check-out.

A lost key will incur a charge of \$20.

A signed imprint of a Visa or Master Card is required for security deposit. Each unit is inspected at check-out for damage or missing items. Also vehicle information and license plate number is required when registering.

If you will arrive after 7 PM on Saturday, the office will be closed, please check the late arrival mailbox. to the left of the front door for instructions to pick up your key. You will need to register on Sunday between 9:30 AM – 1:00PM.

*** SORRY, NO PETS ***** ALL UNITS ARE NON-SMOKING ***

CHECK-IN IS AFTER 4:00PM. NO EARLY CHECK-INS.

Owners/Guest

1. Please do not approach housekeepers to ask when the room will be done. There is a contract with a cleaning company and they have until after 4PM to complete their cleaning. After cleaning, Sand & Surf must inspect the units and maintenance has to complete any necessary repairs and a final inspection of the unit. When all the above is completed, guests will be checked in.
2. New arrivals may not put luggage or food items in their condo until you have been checked in and given your keys. Luggage can be stored in the lobby.

CHECK OUT PROCEDURES:

SAND & SURF DOES NOT GRANT LATE CHECK OUTS BECAUSE OF UNIT CLEANING SCHEDULE 10AM – 4PM.

1. Check out is no later than 10:00AM Saturday.
2. There will be a \$20.00 per half hour late departure fee, should departure be after 10:00AM.
3. There are no refunds for late check-ins or early departures.
Follow check out procedure posted in the green binder in each unit. A \$50.00 cleaning fee will be charged to owners/guests not completing the check out procedures.

CREDIT CHECK:

Any sale or transfer of Sand and Surf weeks by an owner or any entity holding the deed to any other party is subject to a credit check and approval by the Board before any title is transferred. A minimum credit score of 661 is required by the Board for approval.

DAMAGE AND SECURITY:

A signed (valid) credit card imprint is required at check in. (Visa or Master Card only)

Units are inspected at checkout and damages will be billed to owners/guest. Units left in an unsatisfactory condition, because of garbage, dirty dishes, etc. will be charged a cleaning fee of \$50.00. Items missing from unit i.e. Alarm clocks, remotes, lamps, pictures, pillows, etc. will be billed accordingly. Damages charged to a credit card will have a \$10.00 service fee added for the use of the credit card.

DELINQUENT ACCOUNTS:

Sand & Surf Condo Association, Inc. follows the Florida Statutes and has a contract with a collection service. All owners accounts unpaid sixty (60) days following the November 10th deadline will be automatically turned over to the collection agency. The collection agency charges a 40% collection fee per Florida Statutes. Once an owner has been turned over for collection, all correspondence written or verbal MUST be TO and THROUGH the collection agency as agent for the association. The current year collection policy is mailed to all owners with the yearly invoice, annual budget and proxy.

FLOATING OWNERSHIP:

This is the type of ownership sold at Sand & Surf since 1992. A floating owner owns a deeded week and a type of a unit, either efficiency, 1 bedroom/1bath or 1bedroom/2bath, determined at the time of purchase. Floating owners are required to call Sand & Surf each year and make their reservations. Floating owners will be given a unit type that they own but may not be the specific unit number that appears on their deed. Floating timeshare means you do not own a specific week or a specific unit number. A reservation can be made 12 months in advance. Fees are due November 1, any owner with a reservation whose fees are not paid will have their reservation canceled. Owners whose reservations are cancelled must call back when fees are paid in full and remake their reservations. The cancelled reservation cannot be re-instated. Change of date for an existing reservation must be done 30 days prior to arrival date of reservation being changed.

ILLEGAL DRUGS and ALCOHOL ABUSE:

Sand and Surf has a zero tolerance policy for illegal drugs and or alcohol abuse on Sand and Surf property, which includes the pool area. If this activity is observed or reported the police will be called immediately and the person or persons involved will have to leave the property.

KEY DEPOSITS AND REFUNDS:

Sand & Surf requires a \$20.00 CASH key deposit at check-in. Owners and Guests will receive two (2) room keys. Upon check out, when the two (2) keys are returned to Sand & Surf the \$20.00 deposit will be returned.

IF OWNERS OR GUESTS DEPART BEFORE SATURDAY, IT WILL BE THE OWNER/GUESTS RESPONSIBILITY TO CHECK OUT WITH THE FRONT DESK DURING OFFICE HOURS AND PRESENT ONE (1) KEY. WHEN ONE (1) IS RETURNED THE KEY DEPOSIT WILL BE RETURNED. WHEN THE OWNER/GUEST LEAVES THEY WILL LEAVE THE OTHER KEY ON THE KITCHEN COUNTER AND PULL THE ENTRY DOOR CLOSED. IF THE OTHER KEY IS NOT ON THE COUNTER WHEN THE UNIT IS INSPECTED SATURDAY A \$20.00 FEE WILL BE CHARGED ON THE GUESTS CREDIT CARD.

IF THE GUEST IS DEPARTING THE PROPERTY DURING OFFICE HOURS

BOTH SETS OF KEYS SHOULD BE BROUGHT TO THE FRONT DESK.
NOTE: KEY DEPOSITS WILL NOT BE MAILED TO OWNERS OR GUESTS.
KEY DEPOSIT REFUNDS MUST BE HANDLED AT THE FRONT DESK
DURING OFFICE HOURS. PLEASE NOTE: DUPLICATE UNIT KEYS
CANNOT BE MADE BY ANY LOCKSMITH OTHER THAN THE COMPANY
THAT INSTALLED OUR LOCKS IF OTHER KEYS ARE LOST OR RETAINED
BY THE GUEST A \$20.00 CHARGE PER KEY WILL BE CHARGED ON THE
CREDIT CARD. A \$10.00 CREDIT CARD SERVICE FEE WILL ALSO BE
ADDED.

LATE ARRIVALS:

Check-ins arriving after office closes will find instructions in the late arrival mailbox located next to the lobby door for location of their key. Please check-in at the front office the next morning following your arrival to register and receive an additional key. At the time you register you will need your license plate number, \$20.00 cash, key deposit and a valid signed imprint of a Visa or MasterCard, to be held as a Security deposit.

LATE FEES:

Late fees cannot be waived for any reason. Timeshare requires all owners to be treated equally. The late fee is charged on the 11th of November each year. Fees are due November 1 of each year. It is the owner's responsibility to pay the fees before the 10th so that a late fee will not be charged.

LOCAL OWNERS:

Local owners may use the pool facilities anytime during the year if all assessments are paid in full. Local owners cannot park in Sand & Surf Parking lot during those visits. **SAND & SURF NO LONGER HAS OFF PROPERTY PARKING FOR ADDITIONAL VEHICLES OR VISITOR VEHICLES. THE CITY OF DAYTONA BEACH SHORES OWNS THE PUBLIC PARKING LOT ACROSS THE STREET FROM SAND & SURF. THIS LOT IS AVAILABLE FOR PARKING FROM 7:00 AM TO 11:00 PM EACH DAY. NO OVER NIGHT PARKING IS PERMITTED.** Local owners visiting for the day should check in with the office. A beach key is available. Owner will leave \$20.00 cash or their driver license for the use of the key for the day. No owner is permitted more than four (4) guests at pool. Owner must be present with guests including children, grandchildren, or neighbors to use pool and facilities. **NO BIRTHDAY PARTIES, REUNIONS, OR PARTIES OF ANY TYPE ARE PERMITTED ON THE POOL DECK.**

LOCK OUT:

If an owner/guest locks themselves out of the unit after office hours, the owner/guest should call the emergency numbers located on the front window of the office to the right of the front door. A fee of \$20.00 cash is to be paid to the employee returning to unlock the door.
ANY OWNER/GUEST WHO BREAKS OR DAMAGES A WINDOW FOR ENTRY

WILL BE CHARGED ON THEIR CREDIT CARD FOR THE DAMAGE.

LOST AND FOUND:

Sand & Surf is not responsible for articles lost, stolen, or misplaced. Items found will be kept a maximum of thirty (30) days.

LOST KEYS:

The \$20.00 key deposit will be non-refundable for lost keys. Room keys must be returned during office hours to get key deposit back. Owners/guests are given two (2) keys at the time of check in. The key deposit will only be refunded if both keys are returned. If both keys are lost or retained by owner/guest a charge of \$20.00 PER key missing will be charged to owner/guest. That amount can be paid in cash or charged to the owner/guests credit card. Please remember a service fee of \$10.00 is added to any credit card or debit card charge.

NAME CHANGES:

Names can only be changed with a legal document. If a name changes because of marriage, Sand & Surf requires a copy of the marriage certificate. If a name is to be changed because of a death, Sand & Surf will require a copy of the death certificate to remove the name of the deceased. To add names or change names on a deed a new deed must be filed and recorded.

NOT PERMITTED TO BE USED ON SAND AND SURF PROPERTY:

Kegs of any kind (Beer), roller blades, skateboards, scooters and bicycles. Sand & Surf property includes walkways, pool deck and parking lot.

OCCUPANCY:

1. Our units are designed to accommodate a maximum number of people. Units with 1 bedroom are for a maximum of six (6) people, which include infants and children. Efficiency Units (no private bedroom) are a maximum of four (4) people, which include infants and children. Guests arriving with more than the allotted number of people for their unit will not be registered until arrangements have been made to accommodate the extra people. Owners bringing extra people after their check in will be asked to leave and lose the rest of their week. Occupancy & use of premises & common areas shall not be such as to disturb or offend other guests or residents. Sand & Surf Condo Assoc. has the prerogative to terminate the stay of disruptive guests and to have them vacate Sand & Surf property.
2. No one under the age of twenty-one (21) may stay in any unit at any time without the registered responsible party age 25 or older, residing in same unit. Each person staying in the unit must be registered on the agreement form at check-in all children under the age of 21 must have their age stated on the registration form. Having unregistered guests in you unit is classified as "Defrauding an Innkeeper",

and is punishable by law.

3. NO PETS ARE PERMITTED. (See Pet rules under: Pets)

ALERT - ALERT - ALERT - ALERT

WE ARE HAVING PROBLEMS WITH TIMESHARE RESALE COMPANIES CALLING OWNERS AND GETTING OWNERS TO DEED THEIR TIMESHARES TO THEIR COMPANIES. THE PROBLEM IS MOST OF THESE COMPANIES ARE SCAMS! WE ASK THAT YOU DO NOT DEAL WITH THESE COMPANIES UNTIL YOU CHECK WITH US. AT THIS TIME WE HAVE ABOUT TEN (10) UNIT WEEKS THAT ARE IN FORECLOSURE THAT THESE COMPANIES HAVE TAKEN AND THEN DON'T SELL OR PAY THEIR FEES. THIS REPRESENTS \$10,000.00 THAT SAND AND SURF WILL HAVE TO PAY TO GET TITLE BACK TO THESE UNITS. PLEASE, PLEASE, PLEASE DO NOT LET THESE COMPANIES PRESSURE YOU. THE LAW STATES YOU CANNOT BE CHARGED MORE THAN \$75.00 UP FRONT MONEY. PLEASE CALL US AND WE CAN GIVE YOU WHAT INFORMATION WE HAVE ON THESE COMPANIES. WE ARE NOW WORKING WITH THE STATES ATTORNEY GENERALS OFFICE AND THE FLORIDA DEPARTMENT OF LAW ENFORCEMENT TO PROSECUTE THESE SCAMS. IF YOU HAVE ANY QUESTIONS REGARDING THE ABOVE INFORMATION, PLEASE CONTACT THE RESORT MANAGER AT SAND & SURF.

OWNERSHIP:

Ownership at Sand & Surf Condo Association Inc. is by deed.

A TIME SHARE IS REAL ESTATE PER FLORIDA STATUTES SUCH AS YOUR RESIDENCE. IT IS YOUR RESPONSIBILITY TO PAY TAXES, INSURANCE, ETC. AND DISPOSE OF IT AS YOU SEE FIT. IF YOU DO NOT PAY THE ANNUAL ASSESSMENT YOU BECOME LIABLE FOR FORECLOSURE AND THE CONSEQUENCES IT BRINGS.

SELLING YOUR UNIT/WEEK:

Owners' selling or just deeding their unit/week(s) MUST HAVE BOARD APPROVAL. The procedures to be followed are when a current owner or any entity holding a deed to a Sand and Surf Unit Week decides to sell or transfer their timeshare to another entity they must Contact Sand & Surf and notify them that you have sold your unit/week and/or want to transfer the deed to another party. Any sale or transfer of Sand and Surf weeks by an owner or any entity holding the deed to any other party is subject to a credit check and approval by the Board before any title is transferred. A minimum credit score of 661 is required by the Board for approval.

Once you have a buyer or know who you want to deed to, you will request a

“Buyer Application” from Sand & Surf. The person who will buy or who you will deed to must fill in the application, sign the application and you will return to Sand & Surf for approval.

1. Once the Board of Directors has approved the buyers you can proceed with the sale. Sand & Surf will send you a Buyers Disclosure List that the buyers will fill in and sign. When they have completed the form you will send it back to Sand & Surf. This list will also inform the potential buyer once the deed is in their name Sand and Surf will not take a deed back.
2. A Transfer fee of \$75.00 is charged by the Association for processing to the new owner to cover the costs of the materials, which will include Condo Documents and postal fees. **THE TRANSFER FEE IS REQUIRED FOR ALL SAND AND SURF DEED TRANSACTIONS.** Sand & Surf will be happy to help you with any information you need to make up the new deed before you have it recorded. Remember you are the “Owner of Record” and responsible for all fees, until Sand and & Surf receives the new recorded deed in the new owners name. Have the new deed you are recording returned to you, make a copy and send to Sand & Surf, retain a copy for your records and give the original to the new owner(s).
3. PLEASE NOTE: SAND AND SURF WILL FORWARD TO SAND AND SURF'S ATTORNEY ANY DEED THAT IS FILED INCORRECTLY. THE COST OF FILING A CORRECTED DEED BY SAND AND SURF'S ATTORNEY WILL BE THE SOLE RESPONSIBILITY OF THE OWNER SELLING OR FILING AN INCORRECT DEED.

PARKING:

Sand & Surf provides one (1) parking space per unit. Additional vehicles and visitor vehicles cannot be parked on Sand & Surf property. CARS WITHOUT TAGS WILL BE TOWED AT THE OWNERS EXPENSE. THE CITY OF DAYTONA BEACH SHORES OWNS THE PUBLIC PARKING LOT ACROSS THE STREET FROM SAND & SURF. THIS LOT IS AVAILABLE FOR PARKING FROM 7:00 AM TO 11:00 PM EACH DAY. NO OVER NIGHT PARKING IS PERMITTED. SAND & SURF PARKING RULES WILL BE STRICTLY ENFORCED. EFFECTIVE 10/31/17 THE DRIVE IN CHRISTIAN CHURCH WILL NO LONGER PERMIT OR ACCEPT CAR OR TRAILER PARKING.

ALL EVENT PARKING FOR BIKE WEEK, BIKETOBERFEST, TURKEY ROAD RUN, JEEP WEEK AND EXTRA TRAILER/CAR PARKING CAN CONTACT:

**SPRUCE CREEK STORAGE
4485 SPRUCE CREEK ROAD
PORT ORANGE, FL
LARRY FORNARI
(386) 275-9342**

RV's, trailers, jet-skis, campers, motor homes, or boats are not permitted to be parked, serviced/repaired, washed or flushed out on Sand & Surf property at any time. If Sand & Surf has to call the towing company for an illegally parked car there will be a \$65.00 charge applied to unit occupant's credit card. Sand & Surf parking lot cannot accommodate oversized vehicles such as extended cab trucks or larger SUV's safely and owners of such vehicles may be asked to park in designated areas to prevent damage to their own and other vehicles. See below for oversized parking policy.

PARKING OVERSIZED VEHICLES:

Because our parking lot is small and regular parking is difficult it is now a policy that oversized vehicles, such as extended cab trucks, SUV's and vans will NOT be permitted to park in the east side lot. All vehicles over 20 feet long will be required to park in the three (3) spaces along A1A. Now that this policy has been voted and adopted by the Board of Directors it is a policy that must be enforced. Remember all owners must be treated equally. No exceptions can be made to the above policy. Owners, guests or exchangers not parking an oversized vehicle in the designated area will be towed at the owners' expense. Once a tow company has been called there is a \$65.00 charge. The \$65.00 charge will apply even if the owner moves the vehicle.

PHONE USE:

Instructions located in the blue binder in the unit.

PETS:

Sorry, pets are not permitted on Sand & Surf property. Owners, guests, exchangers or renters having a pet on the property will be fined \$250.00, will have to vacate the unit, losing their week for that year and pay \$150.00 fee to have the room exterminated for fleas.

POOL GATE:

The pool gate is locked to keep people other than owners and guests of Sand & Surf from entering Sand & Surf property. Please do not leave gate unlocked. Please remember to take your room key with you. Please refrain from standing on or jumping over the gate. Please remember all repairs and replacements are costly to all owners.

POOL RULES:

Pool Opens: 9:00am. Pool Closes: 10:00pm (enforced due to the close proximity of the pool to the condo units.) NO GLASS CONTAINERS PERMITTED ON THE POOL DECK OR IN THE POOL (State Law) No pool furniture to be removed from pool deck, taken to the beach, units, balconies/patios or walkways. No Food allowed within 12 feet of pool. No food or drink permitted in the pool. (State Law) Adult must accompany children under 10. Please shower removing sand and tanning oil before entering pool. No games, rough housing, ball playing, diving,

backflips or excessive noise in and around pool area. FLOATS, BALLS, BOOGIE BOARDS, AND SOME TOYS ARE PROHIBITED IN THE POOLS. Noodles are permitted.

All diapered children must wear swim diapers.

SWIM DIAPERS MAY BE OBTAINED AT THE FRONT OFFICE ANY OWNER, EXCHANGER, OR GUEST CAUSING A FECES PROBLEM IN POOL WILL BE CHARGED \$500.00

POOL ROPE:

(State Law) We are required by law to have the pool rope in place. Please do not remove the rope for any reason. **ABSOLUTELY NO PLAYING ON, HANGING ON, SITTING ON, JUMPING ON, SWINGING ON, STANDING ON OR REMOVING THE POOL ROPE.** ANYONE DAMAGING OR BREAKING THE ROPE WILL BE REQUIRED TO PAY \$150.00 REPLACEMENT COST. THE POOL WILL BE CLOSED UNTIL A NEW ROPE CAN BE INSTALLED.

POOL TEMPERATURE AND POOL HEATER:

Pool Temperature is to be maintained at 82 degrees per board policy 12/10/05. Pool Heater is to be turned on November 1 and turned off April 30. The pool heater may be turned on before November 1 if the outside temperature is below 70 degrees for one week.

RESERVATIONS:

Only Bike and Race week owners are entitled to reservations during bike week or race week..

Floating Owners must make reservations each and every year. If a floating owner neglects to make a yearly reservation, the owner will lose that year's use.

Reservations can be made (12) months in advance. By calling the FIRST DAY of each month gives maximum availability for floating unit weeks.

On high volume days, calls can now be queued.

For reservations call (386) 756-4662 at the prompt touch 1 and your call will be queued and answered in the order the call was received.

PLEASE NOTE: FLOATING OWNER WILL BE GIVEN THE SAME TYPE UNIT THEY PURCHASED AT THE TIME RESERVATIONS ARE MADE. WE HAVE THREE (3) TYPES OF UNITS AND YOUR DEED WILL SHOW THE TYPE UNIT PURCHASED. 1. Efficiency 2. 1 bedroom/1 bath 3. 1 bedroom/2 bath.

AT THE TIME OF CHECK IN ONLY: IF YOU WOULD LIKE ANOTHER TYPE UNIT YOU MAY REQUEST THAT TYPE. IF WE HAVE UNITS AVAILABLE WE WILL BE HAPPY TO CHANGE YOUR UNIT AT THAT TIME AT NO CHARGE.

Only the deeded owners can make reservations. (Children and relatives may not make reservations) Reservations can be made twelve (12) months in advance.

However, all assessments must be paid in full by November 1, or reservations will automatically be cancelled without further notice.

RESERVATIONS ARE NOT MADE AUTOMATICALLY EACH YEAR. AN OWNER MUST CALL OR COME TO THE OFFICE TO MAKE A RESERVATION. WHEN MAKING A RESERVATION AT THE DESK THE OWNER WILL BE ASKED TO SIGN THE CONFIRMATION SLIP. A CONFIRMATION SLIP IS MADE WITH BOTH CALL IN RESERVATIONS AND RESERVATIONS MADE AT THE DESK. THE CALL IN RESERVATIONS ARE TIMED, DATED AND NOTED WHO MADE THE RESERVATION. NO EMPLOYEE IS PERMITTED TO MAKE A VERBAL REQUESTED RESERVATION WITHOUT CHECKING AVAILABILITY AND FILLING OUT AN OWNER SIGNED RESERVATION CONFIRMATION SLIP. Owners must notify Sand & Surf in writing if someone other than whose name is on the deed will be using the week or checking in prior to the owner arriving. Information required by Sand & Surf on the authorization letter; name of each person to occupy unit, number of children and age of children under the age of 21, date of arrival and departure. Owner must note on the authorization letter they have provided the person(s) with a copy of the Rules and Regulations. Please remember total occupancy of unit includes infants and children. Owner must supply occupant of rules and regulations. RESPONSIBLE PARTY MUST BE 25 OR OLDER TO REGISTER AT SAND AND SURF. No one under the age of twenty-one (21) may stay in any unit at any time without the registered responsible party age 25 or older, residing in same unit during entire stay. No owner may let anyone use their week under the age of 25. (Person Registering) During Spring Break there is a SECURITY DEPOSIT OF \$100 PER PERSON. (RCI Exchangers) Owners who are floating can have one change during the year. The request to change must be made thirty (30) days prior to the arrival date of the original reservation. FLOATING OWNERS (ONLY) GIVING RESERVATION TO RCI: Floating owners must make a reservation with Sand & Surf prior to calling RCI to bank their week. In addition to ensure there will not be any problems banking the week the owners must provide RCI with the following: (A) Unit # (B) Week # © The actual dates of the week they are depositing. Floating owners DO NOT give RCI the unit and week number that appears on your deed.

RESERVE FUND:

Sand & Surf's Reserve Fund is fully funded. The Annual Budget shows the breakdown of the reserves required by Florida Statues. Owners and potential buyers at the office can review the Reserve Fund during regular office hours.

ROOM PREPARATION FOR CHECK OUT:

Please read checkout instructions in blue binder. All trash bagged and taken to trash area. Dumpster area is located in front of building along South Atlantic Ave. All dirty dishes put in dishwasher and dishwasher turned on. Remove sheets and pillowcases only from beds and place in the laundry basket provided. DO NOT REMOVE MATTRESS PAD, PILLOW PROTECTORS, BLANKETS OR COMFORTER. Take all towels and put on top of sheets in the laundry basket.

RULES AND REGULATIONS:

The Rules and Regulations are available to all owners. Copies will be mailed or faxed to owners if requested. Updated copies are in each unit in the green binder and available on our Web Site

SIDEWALKS:

The Daytona Beach Shores fire code does not permit anything to be left on the sidewalk.

Rafts, floats, boogie boards, shoes and beach toys must be kept in the unit and not on the sidewalk. The fire code of Daytona Beach Shores states that the Daytona Beach Shores Fire Marshall can fine those people leaving items on the sidewalk.

SMOKING:

All units are non-smoking. NO SMOKING IS PERMITTED ON BALCONIES, SIDEWALKS OR PATIO AREAS. There are two dedicated smoking areas, one is located between units 122 & 123 and the other is located on the west side of the grill/deck area. There is a \$250.00 fine to remove smoke odors in any unit.

TOWELS:

Towel exchange is Wednesday between 8AM and Noon only. Sand & Surf does not provide pool towels. No towels or clothing are to be hung on the railings and Sand & Surf property.

TRASH:

It is the responsibility of all guests to take their trash to the trash area located in the front of our building, which faces South Atlantic Ave. (A1A). Please do not put trash bags outside of doors or in small trash receptacles located around our common areas. PLEASE DO NOT UNLATCH THE FRONT GATES OF THE DUMPSTER AREA. USE SIDE ENTRANCE OF DUMPSTER AREA.

TV EQUIPMENT:

Each unit is provided TV equipment. Upon check out inspection if an item is missing a fee will be charged to your credit card. Please note a \$10 service fee is added to any credit card charge. The remote sensor unit at the top of your TV is not a camera, it is a digital receptor for the TV remote. Do not remove or unhook unit. Do not use the SYSTEM button on top left of remote instead use the POWER button on the upper right to turn TV off and on. MAKE SURE ALL THREE DEVICES REMAIN IN UNIT. COST WILL BE CHARGED TO UNIT GUEST OR OWNER FOR MISSING ITEMS AS FOLLOWS
DIGITAL BOX \$125.00 - INFRA RED BOX \$50.00 - REMOTE \$20.00

UNIT SUPPLIES:

All units are adequately stocked with supplies, including toilet tissue, paper towels, dish soap, dishwasher soap, bar soap and garbage bags. For additional items please purchase at a local supermarket.

UNIT OWNERSHIP – UP SIZE OR DOWN SIZE:

An owner may change the type of unit they currently own by following the steps listed:

1. An up size or down size is by availability. Sand & Surf will prepare paper work and file documents.
2. Unit being changed cannot have an open mortgage.
3. Owner will be required to deed back the unit being changed to Sand & Surf.
Sand & Surf will prepare the deed back.
4. The administrative fee for up sizing or down sizing is \$350.00.

WEB SITE:

Our web site address is www.sandandsurfresort.com

WRISTBANDS:

Sand and Surf requires all occupants ages 4 to 21 to wear wristbands during their stay at Sand and Surf. Wristbands will be issued at registration. Visitors for the day must be registered with the front desk and wristbands will be issued at that time. Children under 4 and under are not required to wear wristbands.

We appreciate our owners, exchangers and guests that report incidents that violate Sand & Surf policies should they occur during their stay. Incidents reported at checkout prohibit us from correcting them and ensuring your stay is enjoyable at Sand & Surf.

Updated 10/26/17