

**REVISED AND RESTATED RULES AND REGULATIONS
FOR THE BRIGHTON AT BAY COLONY
AUGUST 11, 2008**

SECTION I: PREAMBLE

The Rules and Regulations of the Association have been formalized by a committee of your neighbors and your Board of Directors. Recognizing that a balance must be struck in condominium living between the rights of the individual and the rights of the community, these Rules and Regulations are intended to preserve the freedom of single family living while protecting the wishes and needs of the majority. Common sense, courteous behavior and regard for the rights of others are the cornerstones of this code of conduct.

These Rules and Regulations do not purport to constitute all of the restrictions affecting the Condominium and the common areas. **The Association Declaration of Condominium, Articles of Incorporation, and Bylaws supersede the Rules and Regulations.** Reference should also be made to these documents, which are the Condominium Association's Governing Documents.

All Rules and Regulations shall apply equally to **all** owners, their families, guests, lessees and employees.

SECTION II: COMMON AREAS

A. GENERAL

1. Common areas must be used in such a manner as to respect the rights of others. The Board of Directors may regulate the use of these areas.
2. All common areas outside and inside the buildings, including interior hallways, must be used for their designated purposes only, and should be kept free of personal items at all times. Owners are financially responsible to the Association for any damage to the common areas caused by themselves, their family members, tenants or guests. Common halls shall be kept clear of all personal items. Items used to decorate the unit side of the common hall may be displayed and holiday decorations may be displayed during those holiday seasons.
3. Pursuant to Florida's Clean indoor Air Act, the Board of Directors has designated all condominium common elements as non-smoking areas, including the Garage.
4. Pursuant to Board of Directors resolution of 9/25/00, each unit

is entitled to receive three (3) common area key fobs. Additional common area key fobs, up to six per unit, may be purchased in the condominium office at the current charge of \$10.00 each. Additional Mul-T-Lock keys are available in the office for a refundable deposit of \$25.00 each.

B. GARAGE

1. Passenger automobiles, sport utility vehicles, pick-up trucks, vans and motorcycles used for personal and not commercial transportation and which do not exceed the size of one parking space, may be parked in the parking spaces assigned to each Brighton owner. Owners may use parking spaces of other Brighton owners with their *written* consent, provided that the Manager is notified of such arrangements in writing. Commercial vehicles, trucks (including pick-up trucks), campers, motor homes, trailers, boats and boat trailers, Personal water craft and trailers are prohibited on the premises. **EXCEPTION: Pool contractor personnel transport their chemicals into the garage by pick-up truck in order to minimize spills. Pool contractor personnel must sign-in with the Security Guard.** Each unit has been assigned two parking spaces.
2. Bicycles and mopeds shall be parked only in the individual storage areas and or the bicycle room on the garage level. Motor cycles may be parked in safe areas of the garage as assigned by the manager.
3. Vehicle maintenance, except car washing and detailing in the designated area, is not permitted on condominium property.
4. All vehicles must be currently licensed and in proper working order.
5. All vehicles must be parked head-in.
6. Any occupant requiring a handicapped parking space must notify the Manager and will be assigned a space for a specific period of time, as space becomes available.
7. All owners leaving cars in the garage when not in residence must leave a car key with the office of the Manager identified (Please be sure to identify each key) with the following information: name of owner, make of car, license plate number and the number of the assigned parking spaces. Keys will be secure at the Front Desk in a locked key-box.

8. Shopping carts and valet carts are kept near each garage elevator foyer. They should be returned to this storage area promptly after each use.
9. Any and all recreational use of the garage is prohibited.

C. GUEST SUITES

1. Guest Suites are common areas for the use and convenience of owners and their guests only while the owner is in residence. They are not for public use. Owners using the services of out of town professionals such as architects or designers may use the guest suites when the owner is in residence. No trade personnel may occupy the guest suites at any time.
2. Owners who lease their apartments may not occupy a Guest Suite while their own apartment is being leased, but special permission for use of the Guest Suites by owners who are unable to use their own apartments during brief construction or decorating projects may be given by the Board of Directors.
3. The Guest Suites should be used only by family members and personal friends. They should not be used for business purposes.
4. Each Guest Suite accommodates two adults and accompanying children. Children under 16 years of age cannot occupy a guest suite without an accompanying adult.
5. Reservations must be made through the office of the Manager. No reservations may be made more than one year in advance.
6. To assure that all unit owners have fair and equitable access to the Suites, each owner is limited to three uses per season (November 1st to April 30th) and both Suites may not be reserved by one owner at one time, unless no other requests are received.
7. Reservations will be handled on a first come, first served basis, except during Christmas and Easter periods. During Christmas and Easter periods the weeks listed below will be awarded by lottery. Any winner of the Christmas or Easter lottery will be charged for the use of the guest suite whether used or not.

An annual September 3rd lottery will determine Guest Suite reservations for the ensuing December 20th to December 26th, as well as December 27th to January 3rd. An annual January 6th lottery will determine Guest Suite reservations for the Friday

before Palm Sunday to the Friday before Easter Sunday. The second week will be from the Friday before Easter Sunday to the Friday after Easter Sunday. (Approved by the Board on January 19, 2010).

8. No owner may reserve more than one week in each of the two periods, although an owner may enter each lottery for each holiday week.
9. The maximum stay for a guest occupying a Guest Suite is seven (7) days, unless an extension is authorized by the Manager, for not more than seven (7) additional days. Extensions cannot be approved in advance from November 1st through April 30th. If, after guest's arrival, an owner requests an extension and there are open days before the next scheduled occupancy, such requests may be accommodated.
10. Guest Suite fees will be set by the Board of Directors. These fees may be changed from time to time by the Board of Directors.
11. Guests should pick up keys at the security Desk. Check-in time is after 3:00 p.m. Check-out time is before 12:00 noon. A sheet of guest suite guidelines and procedures is available in each of the guest suites.
12. The host unit owner is responsible for any damage caused by the guest to the Guest Suite or to other Association property.
13. Residents will be billed twenty-one (21) days in advance of their guest's arrival. No refunds will be given unless a two-week (14 day) notice of cancellation is given and the guest suite cannot be rented to another owner. The Office will keep a waiting list for those residents requesting an occupied Guest Suite in case of a cancellation. The fourteen (14) day cancellation clause does not apply during the annual Christmas or Easter lottery periods.
14. Pursuant to Florida's Clean Indoor Air Act, The Board of Directors has designated all condominium common elements as non-smoking areas, including both Guest Suites and the King Suite balcony.
15. In the event of a fire alarm, any guest staying in a Guest Suite must respond by evacuating immediately by way of the nearest staircase or as instructed via public address system.
16. In the event of a Hurricane Warning or Watch when a general evacuation order has been issued by Emergency Management

Officials, guests must evacuate from the guest suites.

17. Guests, using the guest suites, are not permitted to bring pets.
18. If something is missing from the Guest Suite, housekeeping will discuss it with the Manager. The resident, who made the reservation, will be notified after the investigation, and will be held responsible. If the missing item cannot be found, the host resident will be invoiced for the replacement of the missing item.

D. SOCIAL AND CARD ROOMS

1. Owners are encouraged to use these rooms for their social entertaining. Children 14 years and younger must be accompanied by a unit owner, parent, legal guardian or responsible adult when using these rooms. They can be reserved in advance on a first come, first served basis, except that a Brighton function shall take precedence. Normally, these schedules are known well in advance.

When making reservations, advise the office of approximate number of guests expected and the time needed to prepare, use and clean up the room(s).

When using the Social Room or Card Room and when entertaining six (6) people or fewer using glasses only, clean up is limited to placing the glasses in the sink.

2. Dishes, flatware, goblets, wine glasses and tablecloths sufficient for parties of up to fifty (50) people are available for owner use. Clean up is the responsibility of the owner using the room(s). Clean up should immediately follow the use of these room(s). Tablecloths, if used, should be laundered and returned within twenty-four (24) hours. Dishes, silverware and glasses should be washed, dried and put away. Any additional clean up service and/or linen laundry service will be charged to the host owner.
3. If caterers are used, they should either supply all of the dishes, flatware, glassware and linens, or none at all. Caterer's supplies should not be commingled with those belonging to the Brighton.
4. Caterers, if used, must remove their tables, chairs, tablecloths, serving pieces, etc. no later than the morning following the event.

5. Garbage must be properly bagged in owner- supplied heavy-duty plastic bags before being placed in the trash chute. Bottles and cans should be recycled or taken away to be recycled.
6. Any food or beverage that may have been stored in the kitchen or bar areas by the Social Committee must be left untouched.
7. The unit owner reserving these rooms is responsible for any damage to or loss of Association property. Inspections, before and after each use, are made by the Manager. Any cleanup costs incurred by the Association will be billed to the unit owner.
8. Residents using any social room or their own units for entertaining must make arrangements for valet parking if more than ten (10) vehicles are anticipated.
9. Owners using the social room for a catered event or for an event with ten (10) or more guests must sign a contract, available in the management office, for the exclusive use of the facility.
10. The player piano may not be used by children under the age of sixteen (16) unless accompanied by an adult. The social room is under surveillance at all times.
11. The entertainment center in the social room will only function via the use of a remote control device. This remote is available at the security desk and must be signed out for each use by an adult.

E. LIBRARY

- I The library and amenities provided are for the use and quiet enjoyment of owners and their invited guests. A computer and copy machine has been provided. No one under the age of eighteen is allowed to use the computer. There is a five cent per page charge for all copies to help offset the costs of operating the equipment.
2. There is a DVD and VHS library available on selected shelves in the book section of the library. These are available on the honor system and must be returned to the library to make them available to other owners.
3. A chess set is available for owner use, children fourteen and under, wishing to play, must be accompanied by an adult.
4. Morning coffee has also been provided in the library

F. FITNESS ROOM AND EQUIPMENT

1. The Fitness Room hours are 8:00 a.m. to 10:00 p.m. and must be adhered to. *NOTE: When the unit owner who lives above the Fitness Room is not in residence, the Fitness Room will be open at 6:00 a. m. Check with the Security Guard.*
2. Residents use the Fitness Room and equipment **AT THEIR OWN RISK.**
3. Children of owners or guests sixteen (16) years of age or younger may not be in the Fitness Room.
4. The instructions on the individual exercise equipment must be read and carefully followed.
5. Unit owners and their guests are asked to consider others and not over-use the fitness equipment when others are waiting to use it. When there are Owners and/or guests waiting to use equipment a thirty (30) minute time limit shall apply.
6. Every effort should be made, while using sound and/or weight lifting equipment, to keep noise levels to a minimum. Do not drop weights or bang weights together.
7. Equipment should be cleaned with alcohol immediately after each use. Alcohol and cleaning cloths are available in the Fitness Room.

G. POOL AND SPA

1. Pool and Spa hours are from 8:00 a.m. to 10:00 p.m. Exception: Adults may enter the pool prior to 8:00 a.m. when using it for exercise (swimming laps or silent aerobic exercise).
2. All persons use the pool **AT THEIR OWN RISK** and parents are responsible that their children are continuously and diligently monitored in and about the pool, as there is **NO LIFEGUARD ON DUTY.**
3. Children fourteen (14) years of age or younger must be accompanied by a unit owner or responsible adult at all times when using the pool, spa or the pool area.
4. Children under the age of three (3) and other persons who are incontinent may not use the pool unless they wear a leak-proof protective garment and a swimsuit. Any protective garment must be dry and clean before entering the pool or spa.

5. Showers are required before entering the pool or spa.
6. The maximum pool occupancy is thirty (30) persons. The maximum spa occupancy is eleven (11) persons. The spa is not to be used as a baby pool.
7. Small floats and toys should be kept to a minimum, and should, in any case be of a soft and safe material. Such floats or toys must be removed from the pool when not in use.
8. No glass of any kind is permitted in the pool area.
9. No food or drink is allowed within four (4) feet of the pool or spa.
10. Running about the pool deck, diving or jumping into the pool or spa is prohibited. Adults with children using the pool or spa are reminded that the shallow end of the pool is only 3 feet deep and jumping or diving into the pool is dangerous. Diving is prohibited.
11. Entry to and exit from the pool/spa area should be through the side lobby door. Dry, clean footwear should be worn when reentering the building. Ladies and young girls must wear a robe or other appropriate cover-up. Gentlemen and young boys must wear tops. A towel is not a cover-up. Remember to towel dry before entering the building. Wet floors in the hallways and elevators are hazardous, and water on the floors damages the marble.
12. Radios and related devices in the pool/spa area may be used only with headphones.
13. An underlying towel should be put on pool side furniture when suntan oils, lotions or creams are used. Towels are available on a first come first serve basis at the security desk. All towels must be signed for. The owner will be charged for any towels not returned after use. Towels are to be used on chase lounges and are not intended to be used to lie on when on the beach. During heavy vacation and holiday periods towels may be restricted to adult use to assure as many adults and adult guests receive towels as possible.

14. All persons returning from the beach must remove dirt, sand and tar from footwear and legs before entering the pool/spa area or re-entering the building.
15. The area of the pool marked with double lines should be kept clear for anyone wishing to swim laps.
16. Pursuant to Florida's Clean Indoor Air Act, all condominium common elements are designated non-smoking areas including the pool and pool deck. However, since this is your home and the area is outdoors, a person may smoke cigarettes only so long as there is no objection from those seated nearby. If there is, the cigarette smoker must find a more secluded site within the restricted pool area. Cigar and Pipe smoking is prohibited in the pool area.
17. No pets are permitted in the pool, spa or deck area.
18. Pool-side or beach-side seating may not be reserved with towels and belongings for more than one hour. Towels left for more than one hour may be removed so others can use the lounges.
19. Pregnant women, small children, people with health problems and people using alcohol, narcotics or other drugs that cause drowsiness should consult a Doctor before using the spa.
20. The temperature of the spa is not to exceed 104 degrees Fahrenheit.

H. BEACH

1. A limited number of chairs are provided at the beach for use by Brighton owners and their guests. As a courtesy to others, owners and guests must stack your lounge chairs when you leave.
2. A trash can is provided along the side of the boardwalk for your convenience.
3. Umbrellas and other personal items must be removed at the end of every day.
4. Glass containers are not permitted on the beach. Smokers must dispose of their cigarette butts in a responsible manner.
5. Sand must be rinsed off before returning to the pool area.
6. Pets are not permitted on the beach.

7. All local, state and federal laws, ordinances and regulations governing the use of the beach and the surrounding areas must be observed.

SECTION III: DECORATORS AND SUB-CONTRACTORS

- A. Copies of these pages must be given to each decorator or Sub-contractor on his/her first day of work at the Brighton.
- B. The unit owner shall provide the Manager with general description of the work to be done and approximate schedule of the work.
- C. The unit owner must pre-register with the Manager, providing the name, telephone number and fax number of any person who will be overseeing work to be done, whether that person is the interior decorator, the general contractor, the unit owner or the unit owner's representative.
- D. Prior to the commencing work, the unit owner's representative must pre-register with the Manager the names, addresses and telephone numbers of all sub-contractors who will be working in the unit and include a schedule of their work.
- E. Temporary passes will be issued at the front desk for all contractors not identified by their company name on a uniform.
- F. Working hours for all contractors, designers and decorators shall be Monday through Friday 8:00 a.m. til 5:00 p.m. All contractors must exit the property by 5:00 p.m. Special circumstance exceptions must be cleared by the management office. No contractors are allowed to work during weekends, holidays, the week between Christmas and New Years, and the period ten days prior to Easter through four days after Easter.

- G. A current copy of the contractor's business license must be on file with the manager.

Contractors, vendors, care givers and delivery companies must produce from their insurance carrier a Certificate of Insurance of General Liability of no less than \$250,000 per occurrence and no less than \$500,000 in aggregate. Also, they must provide proof of workman's compensation coverage (or approved State of Florida waiver) for the Manager's file. Any damage done to the common area of the Condominium property is the responsibility of the contractor.

Contractors must have on file with the Condominium a certificate of insurance for the following categories:

- I
- A Workers compensation - minimum statutory limits
 - B. Bodily injury \$2,000,000
 - C. Property Damage \$1,000,000
 - D. Automotive B1\$300,000 - \$300,000 PD \$50,000-\$300,000

- I All persons will enter the building through the parking garage area at the North end of the building. They must sign in and sign out with the Security Guard on duty everyday they work. All service personnel must wear a dated security badge at all times, while in the building.

- K Material and equipment must be placed on the elevator that has been designated by the Manager for the purpose of hauling material and equipment. Elevator sizes are 5' x 6' x 9' tall. The elevator's marble floors must be protected at all times. If protective padding is needed, it will be installed by management. The elevator must be padded prior to moving tools and equipment up to any unit. Material and equipment must be placed in the elevator designated for that purpose. Elevator floors and walls must be protected when transporting material and equipment. Elevator dimensions are 5' x 6' x 9' tall.

- L All workers must park their vehicles in the designated service area. All contractors must park in the receiving area. Contractors and subs must sign in at the start of the work day and must sign out at the end of the day. All keys signed out must be returned to the front desk at the end of the day. All vehicles must park in the receiving area.

- M. Work preparation will not be allowed in the garage (mixing of paints, mud, grout, etc.).

- N. All trash and debris will be removed by the contractor on a daily

basis, unless a dumpsite is specifically designated by the manager for that purpose. The contractor is responsible for supplying a dumpster for the removal of debris from the unit under construction. Due to the constraints of the receiving area dumpsters will be limited to 20 yards. Dumpsters must be covered if left unattended over the weekend. The dumpster is to be emptied on a regular basis to prevent any debris from cluttering up the receiving area. Contractors will be responsible for any debris from the dumpster and any damage done by the dumpster. Management will make periodic inspections of the area.

- O. Trash Chutes are not to be used for any disposal of waste, nor is any trash to be left in the units or hallways.
- P. Grout, paint, wall mud or any other material must not be poured down the building's drains, sinks, toilets or bathtubs. Check with the Maintenance Supervisor for the location of cleaning areas.
- Q. Contractors are not to use shopping carts or valet carts owned by the Brighton. They should use their own. Four maintenance shopping carts are available through maintenance, for contractor use.
- R. Contractors shall not tamper with or hang extension cords from any of the sprinkler heads.
- S. Breaks and lunches, if taken inside the building, should be confined to the owner's unit. Contractors and their employees using the receiving area during breaks or lunch periods must clean up after themselves. No trash or debris is to be thrown in the flower beds or receiving area. Use the trash cans provided.
- T. No radios will be allowed in the building, unless used with headphones. All radios must be played inside the unit, not on the unit balcony. It is recommended that radios be listened through ear phones. Cell phone conversations are to be conducted inside the unit and not on the balcony where they may disturb adjacent unit owners.
- U. At the end of the working day, the Security Guard on duty shall make sure that all workmen have left the building and that any unit having work performed in the absence of the owner is properly locked.
- V. Access to the individual condominium units must be coordinated through the owner, decorator or owner's representative.
- W. The hallways and lobby areas shall be kept free of any materials

and trash. All common area flooring, outside the unit, on the floor undergoing renovations must be protected, by the contractor. Floor protection must cover from the unit door past both elevators. Common area floors must be cleaned at the end of each work day. Hall flooring protection must be removed at the end of each work week and reinstalled the following Monday.

- X. The unit owner is responsible for any damage to Brighton property done by his decorator or contractor as well as for their actions while on Association property and in Bay Colony.
- Y. Should a decorator or subcontractor discover any defect in a unit, he/she must notify the manager immediately, so that the defect may be verified and corrected prior to doing any work, which might be affected by the defect.
- Z. Smoking, while generally discouraged, will be allowed in the individual owner's unit, but only with the permission of that owner. This is a smoke free building. Smoking is not permitted in any of the common areas of the building.
- AA. Noises in the service parking area and within the Brighton should be kept to a minimum. Inappropriate language will not be permitted. Extensive construction shall be defined as any activity creating noise that can be heard outside the unit for more than a reasonable amount of time as determined by the Board of Directors.
- BI3. In the event of a fire alarm sounding in the building, all workers shall respond by evacuating the building immediately.
- CC. Any fine imposed by the Fire Department for false alarms, triggered by a contractor's negligence, will be charged to the unit owner. Any fines imposed by the fire company for false alarms will be the responsibility of the contractor.
- DD. Major renovations and heavy construction can only be performed during the months of May through October. Prior to commencement of major work, the scope of work must be submitted to the manager for approval thirty days in advance of the commencement of any renovations. Exceptions for emergencies can be made through the management office. Exceptions for non emergency reasons must be submitted to the Board of Directors for approval or denial. Contractors must provide start and completion dates of the project in writing. The document must be signed by the unit owner, contractor, and designer attesting to the fact that they have read the document and understand the contents with starting dates of no earlier than May first and completion no

later than October thirty-first for all major renovations of units.
Copies of the document shall be provided to all parties.

- EE. Replacement of carpet with new carpet, replacement of wall paper with new wall paper, and painting are not considered extensive renovations under this rule.
- FF. Replacement of stone or tile flooring is considered a major renovation. All stone and tile flooring require sound proofing underlayment. All balcony flooring must be pitched away from the building and sealed. Balcony flooring must have a waterproof membrane installed prior to applying floor finishes.
- GG. Any modification to the sprinkler system must be done by a licensed fire sprinkler company.
- HH. Any violation of the following rules may result in the contractor being asked to leave the building.

PLEASE HELP US KEEP OUR BUILDING CLEAN!

**ALL OF YOUR ACTIVITIES WILL BE MONITORED
DURING THE DAY.**

**NON-COMPLIANCE MAY RESULT IN YOU AND/OR
YOUR COMPANYIES BEING BARRED FROM THE
CONDOMINIUM PROPERTY.**

SECTION IV: PERSONAL EMPLOYEES

(Housekeepers, Nurses, Personal Assistants, Dog Handlers, Etc.)

- A. Any owner having personal employees must provide the Manager and the Security Desk with the name of any such personal employee and indicate their working hours. The owner shall indicate if the employee has a key to the respective unit.
- B. Personal employees will not be permitted in the building outside their normal working hours.
- C. Full-time, part-time, as well as temporary employees, such as personal trainers, physical therapists, dog handlers, etc. must upon arrival/departure register with the Security Desk.
- D. The Manager will arrange for the appropriate passes for personal employees at the Gate.
- E. The owner is responsible for providing the personal employee with Rules and Regulations of the Brighton.
- F. Personal employees are not permitted in the pool area, the Social or Card Rooms, Fitness Room or the Library, unless accompanied by the owner. Nannies and babysitters are permitted in the pool area, only when supervising the children in their charge.
- G. Personal employees are not to be given passkeys or remote control devices for the gates/garage door, even temporarily.
- H. Dog handlers must exit from the garage level and walk pets in the grassy area away from the front of the building. Messes made by pets must be removed promptly and disposed of properly.
- I. A container with small plastic bags (Mutt-Mits) is placed at the garage exit for your convenience. Deposit used bags in the trash can that is provided at the exit door in the garage (Service Entrance Door).
- I. In the event of a fire alarm sounding in the building, all personal employees shall respond by evacuating the building immediately.
- J. If radios and/or TVs are played, the windows/doors must be closed so that other residents will not hear the noise.

SECTION V: BRIGHTON EMPLOYEES

- A. Employees perform their duties at the instruction of the Manager or their respective supervisor only.
- B. Complaints against any employee must be made to the Manager. Complaints against the Manager must be made to the President of the Board of Directors. No employee shall be personally reprimanded by any owner, spouse, family member, lessee or guest. All correspondence will be kept confidential.
- C. All employees will be assigned a parking space by the Manager.
- D. Employees may not enter the building before or after working hours without approval.
- E. No employee may perform any personal service for a unit occupant during scheduled working hours. Services performed for a resident by an employee, must be outside of regular working hours, and shall be paid for by such resident.
- F. Christmas gratuities to employees are provided by the Association, as determined by the Board of Directors. When given, such gratuities will come from the Association representing all owners. Accordingly, individual gratuities to employees are neither expected nor appropriate.
- G. Pursuant to Florida's Clean Indoor Air Act, all common elements, including the garage and pool area, are designated as non-smoking areas. An area, outside the building, is designated as a smoking area for the employees, and an appropriate receptacle is provided.
- H. In the event of a fire alarm sounding in the building, all employees shall respond by evacuating the building immediately.

SECTION VI: GARBAGE AND TRASH DISPOSAL

- A. Recyclable containers (glass, plastic and metal cans) should be thoroughly cleaned, then placed in the plastic lined containers maintained in the Trash Room of each foyer for that purpose. Newspapers should be stacked neatly in these trash rooms. Soiled kitty litter should be bagged properly and left for pick-up in the trash room on the individual floors.
- B. The trash chutes may be used only between the hours of 8:00 a.m. and 10:00 p.m. Garbage should never be left in any trash room. Items not accepted by the garbage disposal unit (examples: bones, hard shells, etc), should be secured in a heavy-duty plastic bag and placed in the trash chute.

- C. All items to be put in the trash chute must be properly bagged in heavy-duty, double-ply drawstring bags, such as Hefty Cinch Sak.
- D. All other items, such as cardboard boxes, batteries and other non-recyclable items, should be placed in the Trash Room in the Garage.
- E. All large plant material must be disposed of by carrying it down to the Garage trash rooms adjacent to the South elevators.

SECTION VII: COMMUNITY GOVERNANCE

ASSOCIATION MEETINGS

Unit owner participation in Board Meetings, Budget Committee Meetings or Meetings of any Committee authorized to take action on behalf of the Board are open for residents to attend.

- A. The right to speak
- B. To the maximum extent practical, the posted Board Meeting Agenda For each meeting shall list the substance of the matters and actions To be considered by the Board.
- C. Roberts Rules of Order (latest edition) shall govern the conduct of the Association meeting, when not in conflict with the Declaration of Condominium, the Articles of Incorporation or the By-Laws.
- D. The Chair will have the sole authority and responsibility to see to it that all unit owner participation is relevant to the subject or motion on the floor.
- E. In accordance with Florida Statutes and the Association By-Laws (Exhibit C of the Declaration of Condominium), unit owners shall have the right to tape record or videotape the meetings of the Board of Administration or Committee.

All notices of Membership, Directors and Committee Meetings, at which unit owners are entitled to participate, will be posted in the locked glass-fronted bulletin board in the Mail Room as well as in the Garage Level Elevator Foyers. All notices will be posted in BOLD TYPE, so they may be easily read.

SECTION VIII: MOVING DAY AND MOVERS

Moving day is usually anticipated and requires a lot of advance planning. A successful move hinges on the coordination and collaboration of many people. The following rules are intended to make your arrival and departure from the Brighton as effortless as possible.

- A. Please notify the Manager as soon as you have a moving date.
- B. Provide the Manager with the name of your moving company, indicating the estimated length of time your move will require. (Movers should be able to give you a fairly accurate time estimate.)
- C. Please be aware that space limitations permit one moving van in the service area at any one time. Schedule your move as much in advance as possible. Early morning arrival generally assures space for a moving van in the service area.
- D. Please note that movers are limited to the same hours as contractors and other service companies. The hours are Mondays through Fridays from 8:00 a.m. to 5:00 p.m. Any special arrangements must be made with the Manager.
- E. The Manager will make arrangements for the movers to enter Bay Colony by way of the Front Gate.
- F. Please make the movers aware of the size of the elevator. The interior size of the elevator is: 5' x 6' x 9' tall. Adequate padding of the interior walls will be installed by the Maintenance Supervisor on the day of the move.
- G. Only one elevator in each tower will be available to the movers. The Manager will coordinate the use of the elevator. The "lock-out" of an elevator to a specific floor will be limited to the actual time required to move items in or out. The "lock-out" is limited to one day (8 hours). The moving company should plan an adequate number of movers to complete your move within this time period. Any additional time must be first arranged with the Manager.
- H. Special needs must be discussed with the Manager and Maintenance Supervisor.
- I. Your belongings must be moved directly to/from the moving van to/from your unit. No items may be left in the Garage or hallways.
- J. Arrangements for special security either outside in the service area or in your unit are the responsibility of the owner.
- K. TO NEW OWNERS: Please be advised that you can make arrangements with the moving company to have empty containers, boxes and packing material removed or you may collapse empty boxes and take them to the Garage. The housekeeping staff will dispose of them.

SECTION IX: SECURITY/EMERGENCY

A. SECURITY

1. Any suspicious person or activity should be reported immediately to:
 - a. The Security Guard 239-592-5700, ext. 1
 - b. The Manager 239-592-7772, ext. 2
 - c. Bay Colony Front Gate 239-566-3635
 - d. The Police 911
2. Only personal guests and known residents should be admitted into the building. Service persons will be admitted when the resident informs Security of their expected arrival.
3. Outside doors should be kept locked and not blocked open.
4. Non-residents should obtain entry when the door is opened by the Security Guard.
5. Security personnel monitor TV cameras and control the Emergency Fire System.
6. Service persons will only be permitted to enter an unoccupied unit when permission, verbal or written, is given by the owner or resident.

B. FIRE/EMERGENCY

1. In the event of an emergency, dial 911 for police, fire, or ambulance. Then immediately notify Security or the Manager.
2. If emergency is fire, activate the building alarm system by pulling down on emergency switches located on each floor. Emergency switches are located near each stairwell.
3. If there is a fire in your unit, call for help and leave unit closing door behind you. Activate the building alarm and leave the building using either stairwell.
4. If the building alarm sounds, proceed as above. Be sure that stairwell is not blocked before proceeding.
5. Do not try to put out a fire unless it is small. Call 911.
6. Only return to your unit when so advised by the Fire Department or Manager.
7. Each unit is equipped with an annunciator system connected to the Security Desk. The Manager or Security Guard can communicate with all or each unit through the speaker system.
8. For medical emergency, call 911 and then notify Security and the Manager or push the emergency button in the Master Bathroom, which will alert Security.

SECTION X: MISCELLANEOUS RULES

- A. Installation of exterior radio, television or data reception antenna or any other exterior wiring for any purpose requires prior written approval by the Board of Directors,
- B. To maintain harmony to our building's exterior appearance, no one shall make any changes to, or replace anything upon, or exhibit anything from any part of the Condominium or Association property visible from the exterior of the building or common areas. The owner must submit in writing a request for the installation of an exterior antenna or satellite dish and must stipulate color, size and the positioning of said antenna or satellite dish. It is preferable to install a white or off-white antenna,
- C. All curtains, shades, draperies and blinds shall be white or off-white in color or lined with material of these colors.
- D. No more than two dogs, that are no more than **15** inches tall at the shoulder at maturity, or two cats and birds, tropical fish and other customary non-exotic (snakes are prohibited) quiet and inoffensive household pets not being kept or raised for commercial purposes shall be permitted, upon the following conditions:
 - 1. The Board of Directors has the authority in its discretion to make exceptions to the limitations of these Rules and Regulations in individual cases and to impose conditions therein.
 - 2. No pets shall be permitted in the Pool Area.
 - 3. Pets shall be under hand-held leash or carried at all times in the Common Areas and when entering and exiting the building.
 - 4. Owners must walk their pets in the grassy areas away from the front of the building. Messes made by pets must be removed promptly by owners or handlers.
 - 5. Pets that are vicious, noisy or otherwise unpleasant are not permitted on the premises. In the event that a pet becomes a nuisance or is unreasonably disturbing in the sole opinion of the Board of Directors, written notice shall be given to the unit owner that the pet must be removed from the condominium property within three (3) days.
 - 6. Only unit owners may have pets on the premises.
 - 7. Exotic pets, such as snakes, spiders and lizards, are specifically prohibited.
 - 8. Pet owners are encouraged to avoid the lobby when accompanied by their pet(s) and to use the Garage level or side stairway doors when entering and exiting the building.

9. Pets are not permitted in the Pool Area, Fitness Room, or other Public Rooms (Social, Card, Manager's Office or Library)

E. Pursuant to the statutory right, the Association may have access to all units, and therefore shall retain a workable pass key to each unit, and the unit owner shall provide the Association with a new key whenever the locks are changed. Issuance of keys to common element facilities may be restricted by the Board of Directors in the interest of security. All keys will be kept in a secure place.

Owners with security systems in their units must notify the Manager as to the type of system, the name of the monitoring company and steps to take in the event of a false alarm. Any fines incurred due to false alarms are the expense of the unit owner.

F. Loud and disturbing noises are prohibited. All radios, televisions, tape machines, compact disc players, stereos, singing and playing of musical instruments, etc., shall be regulated to sound levels that will not disturb others. No vocal or instrumental practice is permitted after 10:00 p.m. or before 9:00 a.m.

G. No nuisance behavior of any kind shall be permitted on Condominium property.

H. Children under fourteen (14) shall be under direct control of a responsible adult. They may not use the pool or waterfront areas or Social or Card Rooms unless accompanied by an adult. Minors shall not be permitted to run, play tag or act boisterously on the Condominium property. Skateboarding, "Big Wheels", and loud toys are prohibited. Unit owners will be asked to remove children under their supervision from the Common Areas for misbehavior.

I. Use of gas barbecue grills shall be restricted to the pool service area designated by the Board of Directors for this purpose. There are to be no grills on terraces or balconies.

J. Illegal practices are prohibited anywhere on the Condominium property or resident's units.

K. Lawns, shrubbery and other exterior plantings shall not be altered, moved, removed or added without permission of the Association.

L. Laundry, bathing apparel and beach accessories shall not be visible outside of the units on balconies, terraces or outside cabanas.

M. Nothing may be done or kept in any unit or in the common elements, which will increase the rate of insurance on the building or contents thereof. No owner shall permit anything to be done or kept in his/her unit, his/her storage area or in the common elements, which will result in the cancellation of insurance on the building or contents thereof, or which would be in violation of any law or building code.

- N. Persons moving furniture or other property into or out of units must use the building access door and the elevator designated by the Manager. All such moving shall be coordinated with the Manager and must take place Mondays through Fridays between the hours of 8:00 a.m. and 5:00 p.m. Moving vans and trucks used for this purpose may remain on Condominium property only while actually in use and should limit their occupancy of the service area no more than eight (8) hours.
- O. All trades people, construction, service, and cleaning personnel are required to "sign in" and "sign out" with the Lobby Security Guard.
- P. Residents should be considerate of their neighbors below when cleaning their balconies, moving furniture, running electric sweepers, etc.
- Q. The Board of Directors may impose fines of up to \$100.00 per day, up to a maximum of \$1,000.00 per occurrence for violations of the Rules and Regulations or those contained in the Condominium Documents.
- R. All unit owners or lessees must secure their units when not in residence. All furniture, portable plants and other items must be removed from the balconies. Doors must be securely locked. Shutters (if present) must be down.
- S. Any owner having special requests with regard to the delivery of mail, parcels, fax transmittals, etc., must complete an authorization form in the Manager's Office.
- T. All owners and lessees are reminded that pass keys and the remote control devices for the gates/garage door are not to be given to personal employees and or subcontractors.
- U. ***The emergency phone number for the Front Gate is 566-3894 and is to be used exclusively in instances of danger to persons or property. It MUST NEVER BE USED for routine messages, authorizations or non-emergency conversations of any kind.***
- V. Residents expecting guests must call the Front Gate (596-3969) and provide the information as requested by the Front Gate. You must provide a written list of names to the Front Gate if you are expecting a large group of visitors.

You must call the Front Gate (596-3969) and give them the names of personal employees, and the days that you expect them, contractors and the length of time that they will be working, as well as deliveries expected, giving the date and time, if known.

A container with small plastic bags is placed at the Garage exit for your convenience. Deposit used bags in the trashcan that is provided at the exit door in the Garage (Service Entrance Door) and the two first floor stairway doors.

- X. When leaving the building for more than one week, it is mandatory that you turn off your MAIN water valve. This may be done by the owner or their designated person.

The Common Area Rooms are not to be used for commercial endeavors.

- Z. The Association will not be responsible for moving owner's cars.
- AA. The President of the Board and/or the Manager will make an appointment to visit with all new residents to welcome them and to answer any questions that they have regarding the building. They shall present them with a copy of the Rules and Regulations, if they have not already received a copy. They should encourage the new owners to read them and be familiar with them.
- BB. No information will be given out to any Real Estate Agent until the unit owner informs the Association/manager in writing that the unit is for sale/lease.
 - 1 Keys to units for sale or lease will not be given out to Real Estate Agents until management has been notified in writing that a particular agent/agency is authorized to show the property. The common keys should at no time be given to any Real Estate agent.

These published Rules and Regulations, as adopted and amended by the Board of Directors on August 11, 2008, including excerpts from the initial Rules and Regulations, supersede all other previous Rules and Regulations. In addition, the dates for the Easter Lottery (C. Guest Suites, No. 7) were changed by the Board of Directors at an official meeting of the Board on January 19, 2010.