

Galen Breakers – A Condominium, Inc.

550 Ocean Drive
Key Biscayne, Florida 33149

Rules and Regulations

For Unit Owners, Lessees and Guests

Notice: The following rules and regulations have been revised. The Association's Board of Directors reserves the right to amend these Rules and Regulations at any time without prior notice. This revision was done March 28th, 2014 by the Board of Directors of Galen Breakers.

The following Rules and Regulations set forth herewith have been adopted by GALEN BREAKERS - A CONDOMINIUM, INC.

We ask that you please cooperate and comply with these Rules and Regulations, which are for the purpose of making life at Galen Breakers more pleasant, harmonious and enjoyable.

FOR YOUR CONVENIENCE

Manager - (305) 361-1694 - Fax (305) 361-1654

Alfredo Rodas (Maintenance) - C-(305) 498-1019

Emergency / Paramedics / Fire - 911

Police (Non-Emergency) - (305) 365-5555

Florida Power & Light - (305) 442-8770

Bell South (Repairs) - 611

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General Use and Occupancy

Condominium units shall be used and occupied by the prospective Owners or Lessees thereof, as private single family residences for themselves, their families and social guests and for no other purposes.

No unit shall be used for business purposes.

No purchase of a unit is to be made for the sole purpose of rental.

In order to provide a congenial occupation of the Condominium and to provide for the protection of the value of the units, the use of the property shall be restricted to and be in accordance with the following provisions applicable to Owners:

The common elements shall be used for the furnishing of service and facilities for which they are reasonable intended for the enjoyment of all unit owners.

The units shall be used for single family residences only.

No Dogs are allowed to reside or visit the condominium.

No pets which require ingress and egress from the building are allowed.

Cats, Fishes and Birds are allowed.

Sales and Other Transfer

Notice shall be sent to the Board regarding intention to sell or rent a unit.

If an owner engages a Real Estate Broker for the sale or rental of a unit, the Owner shall file a statement with the Management office giving the name of the Broker and the sales person/realtor.

No employee from Galen Breakers can show any unit for sale or rent.

All prospective buyers and renters must fill out all the necessary documentation and pay the applicable fees before being interviewed, and approved by the Board and prior to closing and taking occupancy of the unit.

Renters Insurance is mandatory.

Unit owners are required to furnish their Real Estate agents or other authorized persons with copies of the Rules and Regulations so that said agents will convey the information to the prospective occupiers of the unit. If not, the Association shall supply a copy of rules and regulations.

A prospective buyer shall sign a statement that he has read and understands the rights of restrictions of ownership in the Declaration, By-Laws and Rules and Regulations.

Authority

The Condominium Act of the State of Florida, Chapter 718, Statutes of the State of Florida (The Act).

The Declaration of Condominium of the Association and all amendments thereto (Declaration).

The Certificate of Incorporation of the Association (Certificate).

The Rules and Regulations passed by the Board of Directors.

Compliance

All unit owners and tenants, their guests and families who may in any manner use the building or the grounds, shall be bound by and shall comply with the provisions of the Act, Declaration, the Certificate, the By-Laws and the Rules and Regulations as set forth hereinafter, and all agreements, decisions and determinations of the Association lawfully made or amended from time to time.

General

The Declaration contains a number of provisions concerning occupancy, use conveyance, renting, assessments, etc. which are common sense requirements of community living. Each owner should be in possession of a set of the Declaration and By-Laws and is expected to be familiar with the requirements as well as responsible for informing their tenants, guest and visitors of the pertinent regulation. Only the most common of the requirements are included in these rules.

Questions concerning the interpretation and application of these rules should be addressed to the Management Company, any member of the Board or in writing to the full Board.

Leases

A lease of a Condominium unit shall be invalid and unenforceable unless and until the Condominium Association shall have given the notice provided in Subparagraph 2 of Article XII).

No lease of a unit shall be valid unless the Lessee and the lease have been approved by the Association prior to the effective date of such lease.

No lease shall be approved which is not in writing, nor which provided for rental for a term of less than three months or more than two years, nor both parties thereto have executed such form document of lease or form document of Addendum or modification of lease as has been adopted for general use by the Board o Directors of the Condominium Association.

No lease shall be approved by the Board of Directors if such approval will result in more than one (1) lease commencing during any twelve (12) month period.

The number of residents in a leased unit is limited to four persons per apartment.

No subleases or assignment of existing leases shall be permitted.

A supplemental lease form, signed by the Lessee, the Owners and an officer of the Association, giving the Association power to cancel leases and remove renters who abuse their privileges must be filed with the Secretary of the Association prior to occupancy.

The unit owner and his tenant shall be jointly and individually responsible for any violation of regulations, rule or house rule and will be charged with any forfeiture, penalty or assessment of damage caused by occupier of the Condominium common areas, furniture, facilities or other property.

Renters, Lessees or other persons attempting to occupy a unit without first reporting to the Manager and "signing in" shall not be allowed occupancy.

If no prior notice has been given to the Manager regarding rental or leasing or permission to occupy a unit, said person(s) shall be denied occupancy. Such regulations are necessary to

Insure security and safety to unit owner's property and possessions and for the safety and security of other unit owners.

Renters must acknowledge complete familiarity with the Rules and Regulations, By-Laws and Declaration and all amendments thereto, and agree to be bound by all provisions.

Board of Directors

The Board of Directors is elected annually at a General Meeting of the unit owners.

Unit owners are urged to attend this meeting and vote for candidates presented. In the event an owner is absent he may vote by absentee ballot.

The Directors are entrusted to act on behalf of all of the owners and their investments.

The Board of Directors shall establish and announce a regular monthly meeting date and time, so that the owners may have the opportunity to plan their attendance. Notice of Director's meeting and the Agenda shall be posted in the lobby forty-eight (48) hours prior to the meeting.

The By-Laws require that all of the Directors be unit owners.

Management Company

Galen Breakers- A- Condominium has an in-house Manager employed by the Board of Directors. He/she oversees the day-to-day operations of the Condominium. His/her telephone number is 305-361-1694. The office fax number is 305-361-1654 and the email is gbcondo@aol.com in case you need to reach him/her.

Building Employees

There is a Manager/Office Manager at the building located on the first floor. His/her hours are from 9:00am until 5:00PM with one hour for lunch, Monday through Friday. He/she is there to assist all unit owners and tenants. His/her duties include accepting packages on behalf of the residents and notifying the residents of their arrival. Greeting all guests and verifying that they have parked in the guest spaces. Making photocopies and all other services which have always been provided by the onsite office. The Manager/Office Manager is a paid employee of the Condominium Association and is under its direction.

There is a full-time Maintenance Engineer on the property. His hours are 9:00am until 5:00pm with one hour lunch Monday through Friday and from 8:00am to 10:30am on Saturday. He is responsible for the maintenance of all mechanical systems and the general upkeep of the building. Arrangements need to be made through the Manager for any/all work which is required inside a unit and therefore is not the responsibility of the Association.

All other employed help reports through the Manager. Complaints regarding the help will be submitted to the Manager who shall report such incidents to the Board of Directors.

When a complaint or a request for action of some kind is directed to the Manager and/or Board of Directors the Manager will take action themselves or request that the complaint or request be directed to the Board of Directors in writing.

Guests

It is required that the Office Manager/Manager be advised immediately of all arrivals and departures.

Whenever a unit is to be occupied by guests in the absence of the owner, a guest identification notice in writing – 48 hours in advance of the period of occupancy must be given to the Office Manager/Manager.

Attendant, listing name(s), legal addresses and length of stay. Entry will be denied to guests unless such advance notice is given.

Guests are to be provided with a copy of these Rules and Regulations.

Assessment

Regular maintenance payments are payable on the first of each month and late if not received by the fifteenth(15) of the month. A late charge of \$25.00 will be applied each month where there is an outstanding balance. The Manager does not have the authority to waive late charges. All waivers must be addressed with the Board of Directors. Special Assessments shall be payable as set by the Board. All checks should be made payable to Galen Breakers-A-Condominium, Inc. and should be mailed to Galen Breakers A Condominium Inc. Sharma & Associates, Inc. P.O. Box 628207 Orlando, Florida 32862-8207

Pool and Pool Area

- All owners, tenants and guests are advised that there is no lifeguard station at the pool and that all swimmers shall do so at their own risk.
- Pool hours are from 7:00a.m. to 10:00p.m.
- No pool equipment may be use for entertainment or play.
- No furniture may be reserved or removed from the pool area.
- Children under twelve (12) years of age are not permitted at the pool unless accompanied by an adult.
- Loud playing of radios or other equipment, shouting, yelling, ball playing or other horseplay of any kind is prohibited.
- Persons using oils or lotions must use beach towel when lying on lounges and must shower before entering the pool to remove the sand, salt and oils.
- Persons returning from the Beach to use the Pool must shower before entering the Pool to remove the sand, salt and oils. The shower is situated at the east-end-of the building at pool side.
- Diapered babies and diapered age children must use a waterproof diaper (swimmers).
- Persons with open sores of any kind or with intestinal disorders or infections are not permitted in the pool.
- No breakable containers of any kind are permitted at the pool side. Food and beverages may be consumed only at the tables.
- Toys and similar equipment are not permitted in or about the pool. Essential safety equipment may be used.

- o Host and hostesses shall be responsible for all cleaning, damage or replacement of furniture and or equipment used for parties at the pool area.

Guideline for using the Barbecue

Once you are done using the barbecue, please do the following:

1. Turn off the gas at the tank and the barbecue controls
2. Take garbage to dumpster
3. Switch off barbecue spotlights
4. Clean counter top and tables
5. Rearrange tables and chairs
6. Close umbrellas.
7. Barbecue is used on a first come, first served

Terraces/Balconies

A State Fire law dictates that outdoor grills (of any kind) shall not be used on terraces of units. An outdoor grill is provided for owners and lessees at the pool area.

Terraces shall not be used for drying clothes or for storage.

No rugs, garments or other items shall be dusted, shaken or hung from the windows or cleaned by beating or sweeping in any hallway or exterior part of the building. This includes the terraces.

All pre-existing, previously approved, visually damaged or missing parts of the terrace balconies such as screens, glass panels, blinds etc. shall be replaced promptly by the owner.

All future balcony modifications (hurricane shutters, glass enclosures, aluminum railing/screen enclosures, floor surface treatment, hanging plants or other hanging objects and furnishings) must be submitted in writing to the Board of Directors by completing the necessary documentation and must follow the criteria and dead weight load requirements established by Code.

Any engineering fees for the review of submitted plans and inspection fees, if necessary, are to be borne by the owner submitting the request for terrace alterations.

Previous criteria concerning bedroom windows and living room sliding glass doors are to be retained. Bedroom windows frames are to be bronze. If shutters are to be installed on windows they should be bronze type accordion fold style shutters. All hurricane shutters are to be mounted "floor-to-ceiling" with appropriate setback. If glass enclosures are being installed, aluminum screen frames must be natural aluminum silver in color. If shutters are to be installed on the sliding glass doors, they must be white. The windows/enclosures/shutters must meet all The Village of Key Biscayne requirements as well as Florida Building code.

The laying of tile on the balcony is permissible with prior authorization and submitted to the office and the Board of Directors. Only impermeable tiles are permitted. No Chattahoochee, kool-deck type of floors or carpet are permitted. Grout lines must be waterproof

For those wishing to paint their decks, a heavy resin base paint is recommended. Different colors are available. Approval must be received from the Association prior to painting.

Permits

Any work performed in the building must meet all The Village of Key Biscayne requirements as well as Florida Building code. The general contractor shall obtain a building permit from the Village of Key Biscayne prior to commencement of work. All contractors must be professional, licensed and insured and the Association has the right to request copies of the contractor's license and certificate of Insurance. No work shall be performed except between the hours of 9:00AM and 4:30PM on weekdays; no work will be performed on Saturdays, Sundays or Holidays.

Flooring and Soundproofing

If a unit owner wishes to install new hard flooring on his/her unit, regardless of the type of flooring (wood, tile, etc.) then the unit owner must also install soundproofing material with a minimum sound control rating of 56. Prior to installation, the unit owner must present the Manager/Office Manager the contract and plans for installation. These plans must contain specific information as to what type of soundproofing material will be used and information provided by either the contractor or manufacturer verifying that the product is sufficient to stop the transmission of sound.

Management must be notified after the soundproofing material is installed and a visual inspection must take place prior to the installation of the new flooring.

In addition, Board approval is also required for any flooring which is to be placed on the balcony. No porous materials such as carpeting or Chattahoochee will be approved due to the fact that is jeopardizes the integrity of the balcony slab.

Said installations are permissible only after the Board of Directors have approved the installation and the unit owner have provided the Association with a Contractor Authorization form and security deposit. Should a unit owner fail to obtain approval from the Association prior to the installation of new flooring, the Association will have the right to demand its removal at the unit owner's sole expense.

Lawn and Planted Areas

Landscaping is maintained under the supervision of the Board and the Management Company.

Roof Area

The roof is regarded as a common area and is not for owners' use. Roof equipment is for building services only.

Interior

Hallways, stairwells, lobby and other common areas must be free and unobstructed by objects of any kind.

Decoration must be uniform for all floors. The Board of Directors will have authority on any and all changes.

Refuse Disposal

Waste material and refuse must be bagged and tied before placement in the trash chute, located in the laundry room.

The Association recycles newspapers, plastic, aluminum and glass. Recycling containers are provided for this purpose and are available at the laundry rooms. Recycling is *mandatory under condominium rules and is a Miami-Dade County law*.

Trash too large for disposal in the chute and all recyclable materials will be placed on the floor next to the chute for pick up. All heavy items should be disposed of in the parking lot trash room, not down the chutes. If assistance is required, please call the Office Manager and/or the Management Company.

No flammable or volatile material will be thrown down the chute.

No refuse should go down the chute before 7:00 a.m. or after 11:00 p.m.

Grease should be put in sealed containers - never down the kitchen sink. All soiled diapers, kitty litter or other odorous materials should be double bagged and ties closed before thrown down the trash chute.

All residents should inform their housekeepers of the above rules.

Elevators

Elevators may be used for the carrying of freight only under the supervision of Management. This is addressed under the "Moving" section.

A Miami-Dade County ordinance prohibits smoking in the elevators.

Laundry Rooms

No items of any kind will be stored in laundry rooms. All items left in laundry rooms will be removed without prior notice.

Unless equipment is out of order, owners, tenants and housekeepers should use only the respective clothes washer and dryer on their appropriate floor.

All residents should inform their housekeepers of the above rules.

Storage Lockers

Assigned storage lockers are the full responsibility of the owners. The Association is not responsible for loss, damage or theft of any property therein or damage from windstorm, flood, fire or other causes.

All property will be stored inside the storage locker only.

All shopping and luggage carts are to be returned to the storage room after use.

Items left outside of the lockers will be removed without prior notice.

All residents should inform their housekeepers of the above rules.

Laundry Equipment in Apartments

A unit owner may not install any laundry equipment of any type in their apartment, as the building is not designed to accommodate these appliances.

Bicycle Room

This room is provided for the convenience of owners and tenants and the use of this room is the full responsibility of the owners and tenants. The Association is not responsible for the loss, damage or theft of any property therein or damage from windstorm, flood, fire or other causes.

All bicycles must be tagged with the unit owner's name and unit number or may be removed without prior notice.

Great Room

The Great Room can be reserved by any resident (owner or tenant) for private parties only through the Association office. The reservation should be made at least a week prior to the planned event by completing a form available at the Office for this purpose. The responsible resident must be present during this function.

The resident is responsible for building security and parking control. Parking violations could result in the towing of guests' vehicles during the function.

A security deposit of \$250.00 is required for any function involving food or beverage. The resident is responsible for the condition of the room from the time the keys are provided until keys are relinquished to the Association. The deposit is refundable upon relinquishment of the keys. Reversion to Association control is subject to inspection as to condition. The refund of the total deposit is conditioned on relinquishment in acceptable condition. A \$50.00 minimum charge will be imposed by the Association for the purpose of cleaning or if relinquishment is later than 12:00 noon following the date of the function.

Reservations for committee or board meetings of organized groups are authorized provided that the resident is a member of the group.

The Great Room is not available for receptions for political activities.

The Great Room is not available for commercial purposes or functions by invitation to the general public, nor any fund-raising activity.

Use of the Great Room is limited to functions meeting Miami-Dade County code. That is, a maximum of sixty-six (66) persons.

Applicants must abide by all laws of the county and by the By-Laws, general rules and Great Room rules of the Association.

Parties for teenagers or children must be supervised by the resident in attendance at all times. Regardless of any other regulation, children under the age of 16 must be accompanied by an adult resident while present in the Great Room.

No use of the Great Room is authorized after 11:00p.m. Exception will be considered if a proposal in writing is submitted to the Board at least one month prior to the event.

The resident making the reservation is responsible for ensuring that their application is recorded in the Association office in a special record book for this purpose. The resident, in making their reservation, will have signed an application acknowledging familiarity with these rules. The resident will have no basis of complaining if these provisions are not met.

Security

The Association office must be notified in advance of guests occupying a unit during owners' absence.

Guests using an owner's unit are required to register the license, make, year and model of their car to the Association office.

Florida statutes require that the Association have access to each unit, *for emergency purposes only*. The Association office must have a key to each unit.

In the absence of the resident, tradesmen, servants, etc. will be allowed entry only if the Association office or the Management company has received prior authorization to do so. The Association will not be responsible for any theft or damage to units by any such persons. Owners, lessees and authorized guests are instructed to disallow entry by phone of anyone they do not know personally. They shall refer all unknown callers to the Association office or the Management company.

Lobby doors may be opened only for recognized neighbors.

Lobby doors and all other doors to the building will remain shut at all times. No propping of doors will be allowed.

Keys giving access to the building remain the property of the Condominium. Two security door keys are provided to each unit owners. Additional keys will be issued to the owner upon receipt in writing. A refundable charge of \$250.00 for each additional key shall apply. Forms for additional keys are available at the Association office.

Loss of security door keys should be reported to the Association office or Management Company immediately.

Keys in the possession of guests will be released to the Association upon departure.

No security door keys shall be given to Real Estate Brokers, tradesman, day servants or any other person seeking casual entry. Violating of this rule will result in the owner bearing the cost of installing new cylinders for entry and new keys for all occupants.

Moving

Moving hours are Monday through Friday from 9:00AM to 4:30PM. Prior to moving in, Management must receive a copy of the settlement statement or lease Agreement. The applicable move-in fee is \$400.00 for moves into the building, and \$100.00 for moves within the building. Move-ins will not be permitted without these items unless approved by the Management office.

The Association office or Management company must be notified at least twenty –four (24) hours prior to moving, in order to make elevator arrangements and supervise the move.

Deliveries

Deliveries of large items that can damage the elevator or have to be carried by more than one person cannot be permitted on Saturdays and Sundays or Holidays.

Neighbor's Comfort

All efforts should be made to maintain the building reasonably quiet, and there should be no smoking inside de common areas, or anywhere where your neighbors are affected by the smell of smoke.

Radio, Television, stereos, musical instruments, etc. shall be kept at a reasonable level, especially after 9:00PM and before 9:00AM. Miami-Dade County's rule regarding noise nuisance applies after 11:00PM and it is enforceable.

Noisy repairs and replacements made by the unit owners personally (such as rug laying and extensive hammering and drilling) may not be done on Saturday or Sunday.

Conversations held in the corridors of the building can be heard from inside the units. Your cooperation keeping the noise level down to a minimum is appreciated.

Children shall not be permitted to play, to make noise in the walkways, corridors, elevators or stairways.

Parking

Parking areas are owned by and reserved for owners only.

All visitors should be advised that the Condominium does not provide guest parking, except for two(2) guest spots in the front. These two spots are only permitted to be used for 24 hours at a time, however, there is parking available at the east end of the building which is maintained by the Village of Key Biscayne.

The circular driveway in front of the building is for pick-up and discharge of car passengers only. Parking is prohibited in this driveway.

Parking spaces are for parking of motorcars only. No commercial vehicles or any vehicle displaying a sign are allowed. No boats, vans or inoperative vehicles, bicycles, lockers, etc. are to be parked in any of those areas. An owner may not lease his/her parking space, except in conjunction with a lease of the unit which has been approved in accordance with the provisions of the Declaration.

All unauthorized vehicles will be towed away at the vehicle owner's expense. Assistance may be obtained from the Association's office or the Management company to arrange for the professional removal of any vehicle (car, golf cart, motorcycle, bicycle, etc.) occupying space without authorization.

Owners are restricted from using the few available guest parking spaces on a permanent basis. The visitor parking is available to residents on a **TEMPORARY** basis only. Any resident using these spaces as long-term/permanent will be subject to either a fine or towing. If a car appears in these spaces for consecutive days, a warning to move the vehicle will be issued. If the warning is disregarded, a fine of \$50.00 per day will be assessed. If there is still no response the vehicle will be towed. If you expect to have an overnight guest, please notify the office and ask for a permit during business hours.