

Castle Reef Condominium New Smyrna Beach FL

Rules & Regulations for the occupancy of the Units and the use of the Common Elements. (Rev. 6/19/99)

This information is published to:

1. Provide information to all owners of Rules and Regulations for the occupancy of the Units and the use of the Common Elements.

2. Provide information to all Rental Agents and Renters of certain Rules and Regulations which govern the usage of rental units and the facilities at Castle Reef.

This information is a partial summary for all owners and renters at Castle Reef of:

- 1) Florida State Statutes,
- 2) New Smyrna Beach City Codes,
- 3) Castle Reef Declaration and By-Laws and
- 4) Castle Reef Rules & Regulations adopted by the Board of Directors to regulate the safe and courteous use of Castle Reef units and common elements.

These Rules & Regulations are necessary to protect and maintain the property, provide property and unit security and insure that all residents can enjoy the use of their unit and the common elements.

Castle Reef consists of 163 single family units, 182 parking spaces, a Manager's residence, a Management Office and various other recreational facilities.

Obligations of Owners and Users of Units:

(citing Article X of the By-Laws): Condominium living requires that each homeowner regulate the occupancy and use of his unit and the common elements so as not to unreasonably or unnecessarily disturb any other resident in the occupancy and use of his/her unit and/or cause additional maintenance expenses to the Association.

Residents and their guests found using the facilities in a manner that causes damage or increases maintenance costs will be billed by the Association (with Board approval) for these costs.

Castle Reef Units will be used in a manner consistent with normal single family residence activities.

Unit Occupancy: The maximum occupancy for a 1 bedroom unit is 4 persons and a 2 bedroom unit is 6 persons. Some owners restrict these numbers further.

Check-In Requirements: All owners, renters and guests will check in at the on-site Management Office, located in Unit 115 of the building, and inform the office of the intended length of your stay. New owners and guests/renters will also obtain a parking tag for their vehicle(s), Security Identification tags for each member of the group and a copy of the Castle Reef Rules & Regulations. Permanent residents should advise the Office when they will be absent for extended periods and when they return.

Parking: Each car must be registered and issued a Parking Identification Tag; to be displayed on the rear view mirror, facing out. Vehicles not having this Tag, or parked in more than one parking space, or parked on the grass or driveway areas are subject to being towed from the property at the expense of the owner of the vehicle.

If the Management Office is not open when you arrive, you should secure your Parking Identification Tag at the soonest time the Office is next open.

RV's, boats, trailers and other recreational or commercial vehicles are **NOT PERMITTED** (check with Manager for exceptions).

Pool:

1: NO LIFEGUARD SERVICES ARE PROVIDED-USE THE POOL AT YOUR OWN RISK.

2: Children who are not toilet trained or who are in diapers MUST wear rubber or plastic pants in either pool to protect the pool water. E. coli is a deadly bacteria which is found in human excrement and which can be contracted from impure water. If a child has a bowel movement which gets into the pool water, the pool must be closed until the water can be purified; a process which takes 24 hours or more. The cost for the cleaning of the pool will be charged to the parent or guardian of the child. The minimum charge is \$150.00. Rubber/plastic pants may be purchased in local stores.

3. No glass containers are allowed in the pool or on the pool deck.

4. You must shower before using the pool and to wash off sand when you come up from the beach.

5. Proper attire must be worn at all times.

Please consult the information board by the clubhouse for additional restrictions.

"QUIET TIME" is observed from 10:00 p.m. to 8:00 a.m. Please cooperate so as to not disturb other guests.

Problem Reporting: All problems within a unit or on the property are to be promptly reported to the Management Office. If the office is closed, a telephone call to the Office number: 427-5252 will be received by the Answering Service who will in turn notify the appropriate Management people. Management will take steps to correct the problem and to protect other units and/or the common elements which may be affected by the problem.

Every owner will provide the Management Office with a key to each lock on the front door of the unit. This key is for emergency access, as required by the By-Laws.

Security Identification Tags: Security Tags must be worn at all times in and around the pool area and to obtain access to and from the beach. A \$5.00 charge is required for each Security Tag if lost or not returned to the Castle Reef Office.

Pool Chaise Lounges and Chairs: Pool Chaise lounges and chairs **CAN NOT BE RESERVED.** Any lounge or chair not occupied for 1 hour may be cleared of personal effects and used by another person. Lounges and chairs **may not** be removed from the pool patio area.

Shuffleboard: Shuffleboard equipment is available in the wall cabinet at the stairwell next to (on the south side of) the shuffleboard court. Return the equipment to the cabinet when finished playing. Lost or damaged equipment will be charged to the user. Children under age 12 must play with an adult.

Tennis: Rules for use of the Tennis Court and the reservations sign-up board are located next to the office entrance. Please note that the second key you were given opens the tennis court lock.

Bar-B-Q's:

1: Fire Code prohibits Bar-B-Q use on patios and balconies.
2: A gas grill is provided for your use and is located between the Clubhouse and the seawall. All user of the grill are requested to clean the cooking racks with the wire brush provided at the grill, in order to leave the grill in a "clean" condition for the next user.

Architectural and Unit Renovation Control:

Castle Reef building exterior surfaces, doors, windows and patio floor coverings and certain interior elements are controlled by the Rules and Regulations of the Association. All work planned to be done by an owner to a unit must be done in accordance with Article X of the By-Laws of the Association and the Rules and Regulations approved by the Board of Directors on March 13, 1999 to implement that section of the By-Laws. A complete set of these Rules and Regulations has been supplied to all owners and also is available at the office. The approved "Application Form" must be submitted to the Management Office and a written approval of the work received from the Office before any work covered by these Rules & Regulations may be undertaken.

Balcony and Walkway Railings: The railings on the balconies and walkways ARE NOT to be used to dry towels, swimming suits or other garments.

Leasing of Units: 1: The leasing of units is regulated by the Board of Directors to the extent that any lease (form, not the actual individual lease) must be approved by the Board of Directors, and must include all rights and privileges for the use of the unit and the common elements and the occupancy and use must conform to the overall requirements of Castle Reef. Owners, Agents or tenants violating these conditions will be asked to leave and the lease be canceled.

2: The Management Office must be informed of all leases to include identification of tenants and dates of occupancy.

3: Owners will not be allowed to use their unit and/or the common elements while the unit is rented, excepting as follows:

- a) as a guest of the lessee of the unit,
- b) as a guest of another unit owner, or
- c) as provided in the "Part B: POLICY REGARDING USE OF CLUBHOUSE FOR PRIVATE FUNCTIONS" (Rev. July 1998) wherein an Owner may reserve the Clubhouse for a private function, subject to restrictions, check with management office.

3: Agents and individuals leasing units at Castle Reef will comply with all applicable Rules and Regulations or they will not be permitted to operate at Castle Reef.

4: The Castle Reef Board of Directors will not control the contract between the Agent and the unit Owner, nor will it interfere in or arbitrate issues on behalf of either party.

Landscaped Areas: Landscaped areas are regularly treated with chemicals and fertilizers and it is best to avoid

exposure of them to bare skin. These areas are not to be used as recreational areas for playing football, baseball, soccer, frisbees, etc. or for sitting or eating.

Pets: Pets are ONLY permitted in units leased for more than six months, and with owners. Those keeping pets in their units must conform to the By-Laws and Rules regarding pets. All dogs must be on a leash when on the property. Pets are prohibited in the courtyards, pool area, the grass areas between the Building and the Seawall and on the beach. Pet owners will not permit their pets to urinate or defecate on the building walkways, the grass areas around the building nor in the flower or shrub beds around the building. To maintain compliance with New Smyrna Beach "Animal and Fowl" control ordinance(s), "the owner" (or person in control)" of any animal shall be responsible for the removal of any excretion deposited by his animal(s) on a public walk, recreational area, or on property other than his own."

DOG WALK AREAS are provided along the fence on the south side of the property and at the north west corner of the property by the car wash area.

All Unit Owners must register their pet with the Association office along with supporting vaccination documents. The following rules apply apply except in the case of units occupied by properly documented service animals and emotional support pets:

- 1. Tenants, friends, guests, relatives and invitees are not permitted to have pets on the property.**
- 2. No animals are permitted in the courtyards or pool areas except bona fide service animals**
- 3. Any unit that is occupied by a person who is not the Unit Owner, who maintains a pet in the unit, shall be required to remove the pet. Both the owner of the unit and the occupant and shall be subject to all available remedies, including but not limited to daily fines, suspension of use rights and legal proceeding until the violation is corrected (02/07/15)**

Trash: Trash chutes are located in each laundry room and on the first floor. PLEASE DO NOT LEAVE TRASH ON LAUNDRY ROOM FLOORS. Large items must be carried to the first floor areas. All trash and garbage must be in a plastic bag, securely tied. No loose trash please. Please observe the recycling rules as provided in each unit. A \$10.00 fee will be charged for removal or loss of the unit recycle bin.

Car Wash / Water Usage: The car wash area is located at the north end of the property next to Atlantic Avenue. New Smyrna Beach has imposed mandatory water use restrictions. Allowed times to wash a car are posted at the car wash area and on the bulletin board in front of the office.

Luggage Carts: Luggage carts are available for your use and are located on the ground floor at each elevator. When done, please return them to this location as a courtesy to other guests. Children are not allowed to ride on the carts. Please do not take the carts into individual units.

Laundry: Coin operated washers and dryers are located in the laundry rooms situated on floors 2 through 5; on the north wall of the building by the x09 units, on the south wall

of the building by the x27 units and at the center of the building next to the elevator between the x21 and x22 units.

Newspapers: Newspapers may be purchased from coin-operated machines located by the office.

Storage Rooms: Storage rooms are located through the complex and are available for short term storage of small items (owner use only). Stored items must be dated and marked with the unit number. Rooms will be periodically purged of abandoned goods. See Manager for more information

Additional Rules:

No Skateboards, Roller Skates or Rollerblades may be used on the property.

No riding of bicycles except in parking lot.

No Water Squirt Guns.

No Toys in the Main Pool Includes floats and noodles.

Complaint and Contact Procedures (Added 6/9/01)

1. A "Complaint" shall mean a communication intended to be directed to the association or its agents for action or reaction, and includes but is not limited to a request or demand for remedial measures, a report of a condition that needs attention, and a statement of dissatisfaction.

2. Except in instances of genuine emergency - when a substantial and apparent threat to persons or property exists - the Association shall not be required to respond to complaints unless they are in writing and signed by the author.

3. The officers, directors, contractors, agents, servants and employees of the Association (collectively referred to as "agents") are deserving of courteous and respectful behavior by owners and residents and their guests (collectively referred to as "owners"), and the agents of the Association are expected to reciprocate with like behavior. No agent of the Association is obligated to take direction from any owners unless approved in advance by the Board of Directors, and no agent is expected to tolerate abusive or other socially unacceptable conduct and speech. Repeated improper interactions with agents of the Association, after written notice to cease and desist, may be deemed by the Association to constitute an intentional and malicious interference with the relations of the Association and its agents, and may subject the owner to appropriate legal proceedings. Such proceedings may be in addition to other available criminal and civil remedies available to the agent.

4. If an agent of the Association shall reasonably believe that an owner is engaging in conduct or speech that is not courteous and respectful, or which is abusive or otherwise socially unacceptable, the agent shall be entitled to terminate the contact immediately and, in appropriate cases, to contact local law enforcement personnel. In such an event, the agent may decline to have further contact with the owner, except via a written and signed complaint, until such time as at least one (1) member of the Board of Directors (other than the agent, if a member is the agent) shall be present, and may request that such contact occur only at specific locations at or near the Condominium, such as the Association office, or at the office of an attorney or law enforcement officer. An agent who declines to have further

contact with an owner shall promptly send the owner a written notice to cease further contact, and the owner shall be entitled to request a hearing before the Board of Directors.

5. Notwithstanding any other rule of the Association, portions of complaints, contacts and communications to the Association that are primarily argumentative, harassing or which contain personal attacks upon any person shall not be responded to under any circumstances.

(7/18/02)