

The Van Lee Management Corporation, Inc.

The Van Lee Condominium Association

1051 Ocean Shore Blvd

Ormond Beach, FL 32176

Telephone: 386.441.6700

<https://vanleecondo.com/rules>

Rules and Regulations, including Common Elements Uses



Rules and Regulations of The Van Lee
Management Corporation, Inc.

January 2025, Version 1.0

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General Conditions

Community Living Guidelines

Condominium living requires each Owner to regulate the occupancy and use of their unit to avoid unreasonably or unnecessarily disturbing other residents, tenants, or guests. The enjoyment of condominium living is greatly enhanced by a friendly environment where all Owners respect each other's comfort. The Board aims to establish Rules and Regulations that are sensible, clear, consistently enforced, and beneficial to all Owners. While it may seem unnecessary to list obvious inappropriate actions like vandalism or theft, the rules are not exhaustive. Good judgment and respect for the property, safety, and welfare of others should always be the guiding principles for all Owners and guests. Cooperation with management in observing these rules is requested from all Owners.

Use of Facilities

The facilities of The Van Lee Management Corporation, Inc. are for the exclusive use and enjoyment of residents, tenants, and their guests. Visitors are permitted to use the facilities only as guests of Owners. Owners are responsible for informing their occupants, guests, visitors, and tenants of these Rules and Regulations. A copy of these Rules and Regulations must be provided to any third-party rental organizations utilized by the Owner to obtain tenants. Additionally, a copy of these Rules and Regulations must be posted in each unit leased to tenants or used by guests. No more than six (6) individuals may occupy a two (2) bedroom unit and not more than eight (8) individuals may occupy a three (3) bedroom unit.

Owner Information Sheet

All Owners are required to complete a The Van Lee Management Corporation, Inc. Owner Information sheet and submit it to The Van Lee Management Corporation, Inc. Community Association Manager, or Board of Directors. This information sheet provides The Van Lee Management Corporation, Inc. with essential data about the owners for distributing information to owners and guests regarding day-to-day business of The Van Lee Management Corporation, Inc. This information must be updated annually or whenever changes occur to the owner's contact information.

Effectiveness

The Rules and Regulations outlined here govern The Van Lee Management Corporation, Inc., a condominium. These rules, as amended by The Van Lee Management Corporation, Inc. Board of Directors, a Florida not-for-profit corporation, are binding on all Owners, their tenants, and any persons they are responsible for or control. These Rules and Regulations supersede all previously enacted Rules and Regulations and remain in effect until amended, rescinded, or replaced by The Van Lee Management Corporation, Inc. Board of Directors. The Van Lee Management Corporation, Inc. Board of Directors reserves the right to change, alter, amend, or revoke existing regulations and to introduce additional Rules and Regulations as deemed necessary or desirable for the safety and protection of the buildings and their occupants, to promote cleanliness and good order of the condominium property, and to ensure the comfort and convenience of owners.

Updated Rules and Regulations as approved by The Van Lee Management Corporation, Inc. Board of Directors on December 30, 2024, by:

1. President: Mike Larsen
2. Treasurer: Josh Catron
3. Secretary: Dave Ward
4. Member at Large: Peter Mauriello

Originally adopted 01/15/2000; amended 03/25/2000; amended 1/30/2001; amended 05/29/2004.

Rules and Regulations Enforcement Policy

A. Authority to Fine

- a. Florida Statute 718.303(3) allows condominium associations to levy fines for the failure of a unit owner, occupant, licensee, or invitee to comply with the declaration, bylaws, or reasonable rules and regulations of the association.

B. Fine Limits

- a. The fine for each violation cannot exceed \$100 per day and is capped at \$1,000 in total for a continuing violation.

C. Notification to Management

- a. Notification of a rules and regulations violation should be submitted to the Community Association Manager or a member of the Board of Directors.
- b. A violation form must be filled out and signed by the complainant within ten (10) days of the violation.
- c. The violation form will ask for supporting facts of the alleged violation, including date, time, place, photo(s), and details of the violation. The unit number (#) and/or name of the owner or violating person must be included.

D. Initial Violation Notification

- a. Upon the occurrence or notification of a first violation, the Community Association Manager will advise the Board of Directors that a violation has been reported.
- b. The Community Association Manager will issue a verbal or written notification to the alleged violator.
- c. The initial notification will inform the alleged violator of the violation, including a copy of the Rules and Regulations, and request that the infraction is resolved within three (3) days.

E. Second Notice of Violation

- a. Failure to respond to or resolve the initial rule violation within the three (3) days will result in a written notification to the alleged violator demanding corrective action.
- b. The second notice will inform the alleged violator of their right to respond to the board and contest the violation through the established rules compliance committee, hereafter referred to as The Van Lee Management Corporation, Inc. Rule Compliance Committee. The notice will also inform the alleged violator that they can request a hearing with The Van Lee Management Corporation, Inc. Rule Compliance Committee. Additionally, it will state that fines may be imposed if the violation is not corrected, should that be the final disposition and recommendation from The Van Lee Management Corporation, Inc. Rule Compliance Committee. A "Notice of Defense" will accompany the second written notice and will state that the owner as charged may:
 - i. Attend the hearing before the committee as scheduled.
 - ii. Object to the complaint on the grounds that it does not state acts or omissions upon which the committee may proceed.
 - iii. Object to the form of the complaint on the grounds that it is so indefinite or uncertain that they cannot identify the violating behavior or prepare a defense.
 - iv. Admit to the complaint in whole or in part.

F. Notice and Hearing

- a. Before imposing a fine, the board must provide at least 14 days' written notice to the owner and any occupant, licensee, or invitee of the owner.
- b. The notice must include an opportunity for a hearing before The Van Lee Management Corporation, Inc. Rule Compliance Committee at least three members who are not officers,

directors, or employees of The Van Lee Management Corporation, Inc., or the spouse, parent, child, brother, or sister of an officer, director, or employee.

G. Fining Committee

- a. The Van Lee Management Corporation, Inc. Rule Compliance Committee, must approve the fine. If the committee does not agree with the fine, it cannot be imposed.
- b. This committee will consist of at least three (3) members, all of whom are owners, and at least one (1) board member, who will be appointed by the Board of Directors, to investigate violations.
- c. The Van Lee Management Corporation, Inc. Rule Compliance Committee will serve for a minimum of one (1) year term and thereafter until a successor is appointed.
- d. The Van Lee Management Corporation, Inc. Rule Compliance Committee will elect a Chairman and Secretary to keep meeting minutes and record keeping of rules violations, notices, and fines.

H. The Van Lee Management Corporation, Inc. may seek to remedy violations through injunctions or other legal means and is entitled to recover any attorney fees and costs incurred.

I. For ongoing infractions, The Van Lee Management Corporation, Inc. Board of Directors may pursue legal action seeking injunctive relief. Upon granting such relief, The Van Lee Management Corporation, Inc. Board of Directors is entitled to recover reasonable attorney's fees.

Building Safety Guidelines

These guidelines ensure the safety and security of all residents and the proper handling to enter the building:

A. Fire and Medical Emergencies

- a. For Fire, activate the fire alarm located at pull stations along the walkways.
- b. Call 911; provide name, address, unit number, building, and type of emergency.
- c. Assist with front door access, if possible.
- d. Alteration or painting of fire sprinkler heads is prohibited by the National Fire Protection Association (NFPA) 25, Section 5.2.1.1.2. If during the NFPA 25§5.1 and OSHA 29CFR§1910.159(c)(2) required annual inspections an in-unit fire sprinkler is observed to be painted, it will be replaced at the unit owner's expense.

B. Vandalism, burglary, robbery, suspicious activity, or assault

- a. Call 911; provide name, address, unit number, building, and type of emergency

C. Emergency Access

- a. Management must have keys to provide emergency access to units, as required by Florida Law.
- b. In the event of an emergency originating in or threatening any unit, The Van Lee Management Corporation, Inc. Board of Directors, Community Association Manager, or its authorized representative has the right to enter the unit immediately, regardless of whether the unit owner or occupant is present.
- c. If force is required to enter the unit, the unit owner will be responsible for all incurred expenses.

D. Maintenance and Damage Prevention

- a. The Van Lee Management Corporation, Inc. Board of Directors and Community Association Manager has the irrevocable right of access to each Unit during reasonable hours for maintenance purposes or to prevent damage to other units.
- b. A key to each unit shall be maintained by The Van Lee Management Corporation, Inc. Community Association Manager for this purpose.

E. Key Management

- a. The Van Lee Management Corporation, Inc. Community Association Manager shall have a key to all units for use in emergencies.
- b. If a lock is changed or added, it must be immediately keyed to the master key system.
- c. If the Community Association Manager or The Van Lee Management Corporation, Inc. designee is unable to enter a unit under emergency conditions due to a changed lock, the cost of forced entry will be charged to the owner.

F. Security Measures

- a. Lobby, garage, and service entrance doors should not be opened for unknown persons.
- b. Do not allow anyone you do not know to follow you into the building. Advise strangers to call the Community Association Manager or the unit they wish to visit using the Telephone Security System telephone box located at the front and rear entry doors.
- c. The Community Association Manager is available via the Telephone Security System telephone box or office telephone during business hours.

G. Hazardous Materials

- a. Hazardous or flammable materials (e.g., gasoline, kerosene, propane, combustible materials) may not be stored anywhere in the buildings.

H. Entry Doors and Pool Gates:

- a. Enter the building by using the Medeco Key or the Telephone Security System
- b. Medeco Key: each unit should have two keys for use in the locks at the front west facing end of the building, the back east-facing end of the building, north-facing side entrance, south-facing side entrance, and the garage lobby entrance. Additional keys may be purchased from management
- c. Telephone Security System: security telephones are located at the main entrance and rear entrance of the building.
- d. To use the Telephone Security System to enter the building, use the access code provided by owner or dial the two-digit number for the unit desired (please refer to the directory located at the main entrance). Residents will answer their telephone, confirm their identity, and press "4" on the keypad to allow entry. The person at the entrance will then hang up the telephone receiver when they hear a buzzing sound at the door, and then enter.
- e. All the doors shall be properly secured by owners, tenants, or guests when entering or exiting.
- f. All entry doors to the building and the pool gate should never be propped open.

Construction, Moving, and Major Deliveries

This policy ensures that construction, delivery, and moving activities are conducted in an orderly and respectful manner, minimizing disruption and maintaining the safety and cleanliness of the condominium property.

A. Communication with Community Association Manager

- a. Owners should inform the Community Association Manager prior to any work being started in their units.
- b. All vendors and contractors must check in with the Community Association Manager before going to the unit.
- c. Contractors are responsible for removing all job-related construction materials and debris from the premises. Contractors are not to use The Van Lee Management Corporation, Inc. dumpsters and must clean hallways and elevators of all debris.

B. Modifications and Approvals

- a. Owners, residents, and guests shall not make any exterior or interior modifications to the defined perimeter of a unit without prior review and approval from The Van Lee Management Corporation, Inc. Board of Directors.
- b. Before making any modifications, provide the Community Association Manager with a written scope of the remodelling work, the name of the licensed vendor, and whether permits are required. This includes, but is not limited to, storm doors, exterior walls, hurricane shutters, unit/balcony/terrace/patio floor coverings, and kitchen/bathroom remodels.

C. Elevator Use

- a. Dedicated use of an elevator must be scheduled with the Community Association Manager at least 24 hours in advance.
- b. Elevator pads must be installed for all moving, deliveries, and construction. Notify The Van Lee Management Corporation, Inc Community Association Manager at least one business day in advance for pad installation.

D. Construction Activity

- a. Remodelling or construction activity in a unit is permitted only between 8:00 AM and 5:00 PM on weekdays. No work is allowed on Saturdays, Sundays, or major holidays. However, exceptions may be approved with prior notification to The Van Lee Management Corporation, Inc. Board of Directors or Community Association Manager.
- b. Vendors/tradesmen must have appropriate licensing and insurance to perform work on the property. Licensing and insurance information must be on file with the office before work begins.
- c. Interior flooring replacements with tile, wood, or other hard materials must include soundproofing underlayment material with an IIC rating of 70 and an STC rating of 70 or higher. However, an exception is made for bathroom shower flooring, where the addition of soundproofing underlayment material may pose issues due to the added height affecting shower pan designs, water barriers, and sloping methods. These materials themselves can act as sound barriers. The Community Association Manager will take photographs of the sound-dampening material installation to prevent future claims of inadequate soundproofing. Schedule with the Community Association Manager for these photos after sound-dampening installation but before and after flooring installation.

E. Vendor Access and Cleanup

- a. All vendors must notify the Community Association Manager and sign before starting any work. All vendors must use the garage lobby and not use the front entrance lobby door to access units.
- b. Vendors must supply their means of transporting equipment and materials; no flat beds, plastic carts, bellman trolley, or 2-wheel carts will be provided.
- c. Vendors must park at the designated areas outside of the garage entrance along Hwy A1A before, during, and after unloading materials and equipment. Vendors, including housekeepers, may not park in the garage.
- d. Any damage caused by the actions of a vendor will be the owner's responsibility

F. Moving and Delivery Hours

- a. Moving in or out, and deliveries, are allowed Monday through Friday from 8:00 AM to 5:00 PM. No moving or deliveries are permitted on Saturdays, Sundays, or holidays. However, exceptions may be approved with prior notification to The Van Lee Management Corporation, Inc. Board of Directors or Community Association Manager.
- b. Moving or delivery of furniture, appliances, etc. shall be through the garage lobby only.

Housekeeping Rules and Regulations

Trash Disposal

- A. Trash chutes are located at the north and south ends of each floor, including the 1st floor.
- B. All garbage must be securely tied in plastic bags before disposal. Un-bagged items or loose trash are strictly prohibited in the trash chutes and common areas.
- C. Do not throw boxes, including pizza boxes, beer cases, Amazon boxes, and packing boxes, down the trash chutes. Cardboard boxes must be broken down and placed in garbage containers on the first floor or at the south end of the parking deck.
- D. Pet litter must be bagged before disposal. Loose pet litter is not allowed in the trash chutes.
- E. Large or heavy items such as construction debris, appliances, or furniture should not be placed in Van Lee dumpsters. Owners must schedule individual pick-ups through waste disposal services or notify the Community Association Manager for large item disposal.
- F. Residents or guests who cause damage by depositing heavy items in trash chutes will be held liable for the damage.
- G. Contractors are prohibited from using the trash chutes/bins for disposing of building materials. All building materials must be removed by the contractors/vendors.

Shopping Carts and Bellman Trolley

Shopping carts and bellman trolley are available in the garage elevator lobby to assist with transporting clothes, packages, or groceries to your unit. Please adhere to the following guidelines:

- A. Do not leave carts or trolleys in hallway corridors, elevators, or the first-floor lobby.
- B. Do not retain carts or trolleys in units.
- C. Return carts and trolleys promptly to the garage lobby for use by other residents.

Car Washing

Vehicle washing is allowed in designated areas on the north and south parking decks on Wednesdays and Saturdays only. After washing your vehicle, please roll up the hose, turn off the water, and tidy up the designated car washing area.

Pest Control

The exterminator must be permitted entrance into every unit by the owners and/or occupants to ensure maintenance and adequate insect control.

Lobbies, Balconies, and Walkways

Lobbies

- A. Dress Code: Shoes and shirts or appropriate cover-ups (such as beach cover-ups or large towels) must be worn in elevators, lobbies, restrooms, and all other common areas. This includes while moving to and from the pool area.
- B. Do not enter the building wet. All persons must be dry before entering any common areas.
- C. Eating food and littering of any kind is prohibited in the lobbies, elevators, walkways, stairwells, and other applicable common areas.
- D. Decorative Plants:
 - a. Consult with Community Association Manager before placing anything in elevator lobby areas.
 - b. As many as three (3) plants, live or silk, may be displayed in pots up to 20" in diameter.
 - c. Short plants may be placed on a suitable stand or small table, but not on the bench.
 - d. All plants must be secured and weighted so that they do not topple over in the wind.
 - e. Plants must be watered, pruned, and free of insects. Silk plants must be kept clean and neat.
 - f. Plants may not interfere with elevator ingress and egress, carpeted walkways, or lobby windows.
- E. Non-offensive holiday decorations are permitted. All decorations must be removed within a reasonable time, specifically within 14 days after the holiday has occurred
- F. No lighting or other use requiring electrical wiring or extension cords is permitted in elevator lobby.
- G. Trash should be placed in the appropriate trash bins.
- H. Responsibility for repair of damage caused to common areas will be that of the owner whose family, guest, or renters/tenants caused such damage.

Walkways and Lanais (Westside Balconies)

- A. All walkways and lanais are to be kept clean and neat.
- B. Walkways and Stairways: Walkways and stairways shall not be obstructed or used for any purpose other than ingress and egress from the units. Doormats, shoes, beach chairs, beach equipment, or other items shall not be placed or stored on the walkways.
- C. Outdoor Furniture and Grills: Outdoor furniture and electric grills, if used, must be placed and used only on the lanai.
- D. Storage: Lanais must not be used as storage areas.
- E. Floor Coverings: Carpeting, tile, or other coverings may not be applied except by The Van Lee Management Corporation, Inc.
- F. Glass-Top Tables: Glass-top tables, even those with tempered safety glass, are prohibited due to wind and risk issues.
- G. Damage Responsibility: Responsibility for repair of damage caused to common areas will be that of the owner whose family, guest, or renters/tenants caused such damage. This includes, but is not limited to, burns, rust, grease stains, etc.

Unit Front Doors and Laundry Rooms

- A. Decorations: Welcome signs, door knockers, personal, and seasonal decorations are permitted on the front door, if they do not exceed 30 inches in height, 30 inches in width, and 4 inches in depth.
- B. Hardware Replacement: Owners may replace doorknobs, handles, deadbolt locks, kick plates, and doorstops at their discretion. Duplicate keys must be provided to the manager.
- C. Decorative Doorbells: Decorative doorbells can be installed, provided no new holes are drilled.

Balconies

- A. All balconies must be kept neat and clean.
- B. Hanging signs, garments, rugs, towels, bathing suits, clothing, and similar items from windows, balcony railings, first-floor patios, walkway railings, and other areas of the building is prohibited.
- C. Throwing cigarettes, cigars, or any other object from balconies or windows is strictly prohibited. Do not throw anything, including food for birds, from balconies.
- D. Metal furniture on balconies must have plastic or rubber extensions to protect the paint membrane. Plastic or PVC furniture is acceptable.
- E. Hanging plants, ornaments, etc., from railings or ceilings of balconies is allowed only on nationally recognized holidays and Christmas.
- F. Cleaning:
 - a. Do not sweep sand and litter from balconies. Use dustpans to contain debris.
 - b. Rugs shall not be beaten or shaken in stairways, walkways, or on balconies.
 - c. Rinsing and washing balconies or windows with a water hose is permitted only during a rain shower. A light cleaning solution can be used on balconies.
- G. Safety and Supervision:
 - a. Charcoal or propane gas grills are prohibited on all balconies. Electric grills are permissible on west-side lanai only.
 - b. Fire tables are not permitted on balconies, lanais, or common areas.
 - c. Climbing on or jumping off balconies is strictly prohibited.
 - d. Children under the age of twelve (12) should never be left alone on a balcony and should always be accompanied by an adult.
- H. Signage:
 - a. Signs, advertisements, or illuminations are not allowed on windows or any part of the buildings, except for holiday lights, displays, and the United States flag, unless approved in writing by the Board of Directors.
 - b. No "For Sale" or "For Rent" signs or any other signs shall be displayed except upon prior approval by The Van Lee Management Corporation, Inc. Board of Directors or Community Association Manager.
- I. Satellite dishes are not permitted to be installed on the property.

Smoking and Vaping

- A. Smoking/vaping is not allowed in the social room, card room, exercise room, garage, elevators, hallways, or any other common areas in the building. Smoking/vaping is permitted outside of the building and on the balconies, if it does not bother others who do not smoke. Those who wish to smoke are encouraged to be considerate, good, and respectful of your fellow neighbors who may not find smoking pleasant.
- B. Extinguish all smoking materials before entering the building or before leaving your unit.
- C. Do not discard cigarettes, cigars, matches, ashes, etc., in grass, garden, or other areas around the building.

Pool Rules and Regulations

- A. Enforcement and Access:
 - a. Pool rules are strictly enforced and posted at the pool area.
 - b. The pool is for use by owners, guests, and renters/tenants.
 - c. No lifeguard is on duty; use the pool at your own risk.
 - d. The pool is open from 9:00 a.m. until 10:00 p.m.
 - e. Always keep pool gates and doors locked.
 - f. Do not use the pool during inclement weather indicated by thunder, lightning, or storms.
 - g. All persons must be dry before entering any common areas in any building.
 - h. Persons with infectious health conditions or open skin abrasions are not permitted in the pool.
- B. Prohibited Items:
 - a. Glass and breakable items are not allowed in the pool area or adjacent lawn areas.
 - b. No food, drinks, or alcohol are allowed in the pool. Drinks are allowed on the pool deck area no closer than 3 feet from pool. Food is allowed on the adjacent south side lawn or in the south side patio area. Alcohol is not permitted on the pool deck.
 - c. Personal grills are not allowed in the pool area.
 - d. Only bathing suits are allowed in the pool, no street clothes.
 - e. Adult-sized floats, rafts, boogie boards, surfboards, and remote-control toys are not allowed. Swimmies, puddle jumpers, noodles, life vests, and small soft toys are permitted.
 - f. No electricity powered devices are allowed. Battery-operated devices are permitted. Keep the volume low to avoid disturbing others.
- C. Pre-Pool Shower:
 - a. Shower off sand and salt water before entering the pool or building.
 - b. Removal of all suntan lotions and oil is required before entering the pool.
 - c. Remove tar and oil from feet and shoes when coming off the beach.
 - d. A shower and hose are provided at the beach access stairs.
- D. Prohibited Actions:
 - a. Do not wash feet, shoes, sand-covered body parts, clothes, towels, or beach equipment in pool.
 - b. Diving, running, and jumping into the pool are not allowed.
 - c. Running, rough play, or throwing hard objects in or around the pool is prohibited.
 - d. Do not climb or jump over fences or gates.

- e. Do not play on the pool rope divider. A \$100 fee will be charged for damage. The rope must always remain connected to comply with state law.
- E. Pool Furniture:
 - a. Cover pool chairs and lounge chairs with towels to prevent staining from suntan lotions and oils.
 - b. Return lounges to original position
 - c. Do not reserve pool furniture unless you are in direct use of the pool
 - d. Chairs and lounges are not to be removed outside of enclosed pool area or southside lawn.
 - e. .
- F. Parental Responsibility:
 - a. Children under 12 must be always supervised by an adult
 - b. Parents are responsible for their children's and guests' conduct and safety.
 - c. Children who are not potty trained must wear protective pants.
- G. Pets are not allowed in the pool area or on the beach.
- H. The Van Lee Management Corporation, Inc. is not responsible for items left at pool area.
- I. Pool and adjacent area must not be used as storage areas.

Exercise Room Rules and Regulations

- A. Availability: The Exercise Room, including the sauna, is available daily for use by owners, tenants, and guests aged 16 years or older.
- B. Proper Attire is always required:
 - a. Exercise Room: Wear appropriate athletic attire, such as gym shorts, leggings, t-shirts, or tank tops. Avoid jeans, dress shoes, or any restrictive clothing. Athletic shoes with non-marking soles are required. Open-toed shoes, sandals, or bare feet are not permitted for safety reasons
 - b. Sauna: Wear a swimsuit, clean gym clothes, or a towel. Avoid wearing heavy or restrictive clothing. If using a towel, ensure it fully covers your body. Slip-resistant sandals or flip-flops are recommended to prevent slipping and maintain hygiene. Remove any jewelry or accessories that can become hot and cause burns. Avoid wearing makeup or strong perfumes, as they can react with the heat and cause discomfort.
- C. Equipment Use:
 - a. Equipment must not be removed from the Exercise Room.
 - b. Equipment shall not be moved or relocated to another area of the Exercise Room.
 - c. Loud noise or slamming of equipment on the floor is prohibited.
- D. Before Leaving the Exercise Room:
 - a. Turn off the sauna thermostat and timer (dials should be set to the "12:00" position).
 - b. Open the washroom door and sauna doors for air circulation.
 - c. Tidy up the washroom area.
 - d. Turn off the television.
 - e. Close the window.
 - f. Take all personal articles with you.
- E. Reporting Issues: Any problems with the equipment or facilities should be reported to the Community Association Manager immediately.

Card Room, Library, Club and Kitchen Room Rules and Regulations

- A. General Use: The Card Room, Library, Club Room, and Kitchen are available for use by adult residents aged 18 or over. These areas are intended for private social gatherings only.
- B. Hours of Operation: The rooms shall not be used after 11:00 p.m.
- C. Reservations:
 - a. Reservations must be made through Community Association Manager.
 - b. When making a reservation, the following information is required:
 - i. Name
 - ii. Unit Number
 - iii. Purpose of the gathering
 - iv. Date and Time of the event
 - v. Number of guests expected
- D. Fees and Deposits:
 - a. A \$200 deposit is required for the use of these rooms.
 - b. There is also a \$25 nonrefundable cleaning fee.
- E. Restrictions:
 - a. Animals are not permitted in these common areas.
 - b. Nothing shall be affixed to the walls, ceilings, or doors.
- F. Conduct and Cleanliness:
 - a. Residents are responsible for ensuring that the rooms are left in a clean and orderly condition.
 - b. Any damage or excessive cleaning required will be deducted from the deposit.
- G. Compliance:
 - a. All users must comply with these rules and regulations.
 - b. Failure to adhere to these guidelines may result in the forfeiture of the deposit and potential restrictions on future use of the common areas.

Parking Garage and General Parking Rules and Regulations

Garage Access

- A. Access to the parking garage is through the middle driveway entrance from Hwy A1A.
- B. Maximum garage clearance is 6'. Vehicle components exceeding this height may cause damage for which the vehicle owner will be responsible.
- C. Each underground parking space is clearly marked with the unit number. There is one underground space per unit.
- D. Park only in the numbered space that corresponds to your unit number. Any vehicle parked in an assigned parking space without the owner's written permission will be towed after one notice is placed on the vehicle.
- E. A garage door opener will be furnished to each unit and will open the overhead garage door. The door will stay open for approximately 15 seconds and close automatically. Do not stop under the door.
- F. Owners are responsible for providing garage door openers to guests and tenants upon request. Lost or broken garage door openers can be replaced by contacting the Community Association Manager.
- G. The use of bicycles, motorcycles, and mopeds is not permitted in the garage other than for parking.

- H. Bicycles may be stored in the owner's designated parking space in the garage.
- I. Boats or trailers are prohibited in the underground garage.
- J. Children are prohibited from playing in the garage parking area.
- K. Do not store any items in the underground parking space. Personal items must be removed.

Driving in Garage

- A. Drive no faster than 5 miles per hour within the garage with lights on.
- B. Do not park in driving lanes.

Parking Deck Access

- A. Access parking deck is from Hwy A1A by driveway entrances at the north and south ends of building.
- B. Parking deck spaces are available on a first-come, first-served basis.
- C. Owners, residents, and guests shall park only in authorized areas. All vehicles illegally parked will be towed at the vehicle owner's expense.
- D. No trucks, commercial vehicles, boats, trailers, mobile homes, campers, or trailers of any kind shall be parked on the surface parking spaces, except with the written consent of The Van Lee Management Corporation, Inc. Board of Directors or Community Association Manager. The prohibition of parking shall not apply to temporary parking of trucks or commercial vehicles for pick-up, delivery, and other necessary services. These vehicles may be parked in the "lay-by" at the north entrance to the parking deck along Hwy A1A.
- E. License plate tag numbers for vehicles will be provided to the manager.
- F. Vehicles leaking oil or chemical fluids should be removed from the garage and parking deck area and repaired as soon as possible. The owner is responsible for cleaning up any leaks on the parking surfaces.

Noise and Nuisance Policy

- A. Quiet Hours: Quiet hours are from 10:00 PM to 8:00 AM. During these hours, no Owner shall make or permit to be made by their family, guests, or tenants any disturbing noises.
- B. Respect for Neighbors: No Owner, their family, guests, or tenants shall disturb or interfere in any way with the rights of others or the operation of condominium property because of inappropriate activity.
- C. Noise Control
 - a. Noise generated by people, animals, musical instruments, radios, recording systems, televisions, or other sound equipment or power tools shall be kept low so as not to disturb adjoining occupants and others on the condominium property.
 - b. The volume on electronic devices shall be always turned low, especially during the quiet hours from 10:00 PM until 8:00 AM.
- D. Building Considerations: Due to the building's continuous concrete slab construction, consideration must be given to the disturbances that sound-travel may cause neighbors and other residents. Be considerate of your neighbors.
- E. Specific Noise Guidelines that owners, residents, and guest shall adhere to:
 - a. Avoid slamming of balcony sliding doors, internal doors, and stairwell doors.
 - b. Be conscious of noise made by heels or hard-soled shoes on uncarpeted, tiled, and hardwood floors.

- c. Avoid excessive levels of noise and music on balconies and within the unit.
- F. Report disturbances to the Community Association Manager. If owners cannot resolve noise or other disturbance complaints, it is suggested that they contact Volusia County Sheriff's Office.

Pet Policy

- A. Pet Ownership: Owners may have one (1) pet per unit weighing no more than twenty (20) pounds with a demeanor appropriate for condominium living.
- B. Leashing and Containment
 - a. All pets using the common elements/areas to enter and leave the owner's unit must be leashed and adequately contained.
 - b. A responsible person must always accompany the pet when in the common elements/areas.
- C. Designated Walking Areas
 - a. Dogs are to be walked outside in the grassy area between parking deck area and Hwy A1A.
 - b. Pets shall only be exercised off premises of the Condominium or in the designated pet exercise area located on the west side of the property.
 - c. Dogs are not to be walked in the common elements except for egress and ingress to the owner's unit to and from designated areas.
- D. Restricted Areas
 - a. No pet is allowed in the pool area.
 - b. No pet is allowed in grass area inside fence line that borders the east side of the condominium.
 - c. Volusia County prohibits animals on the beach. Violators may face fines or jail time.
- E. Clean-Up Responsibility: Owners are to clean up after their pets with no exceptions. Dispose waste properly.
- F. Damage Responsibility: Unit owners shall be responsible for any damage to the common elements/areas caused by their pet.
- G. Health and Registration: Pets must have required immunizations and vaccinations as recommended by the American Veterinary Association. Proof must be shown upon request.
- H. Nuisance Behavior
 - a. No pet shall be allowed to become a nuisance or create any unreasonable disturbance. Examples of nuisance behaviour include:
 - i. Pets whose unruly behavior causes personal injury or property damage.
 - ii. Pets that make noise for extended periods to the disturbance of any person at any time of day or night.
 - iii. Pets in common areas that are not under the complete physical control of a responsible human companion and on a hand-held leash or in a pet carrier.
 - iv. Pets that exhibit aggressive or other dangerous or potentially dangerous behavior.
 - b. Pets that relieve themselves on walls or floors of common areas, or grass area directly outside of main entrance lobby.
- I. Renters
 - a. Renters are allowed a pet in a rental unit only if pre-arranged permission given from the owner
 - b. Renters must notify and register their pet with Community Association Manager and agree to The Van Lee Management Corporation, Inc. Pet Policy.

- J. Service Animals
 - a. The Van Lee Management Corporation, Inc. Pet Policy excludes service animals. However, residents must be able to produce valid permitting or licensing to Community Association Manager if requested.
 - b. Service animals must wear identification jackets or other such markings, provided by the licensing agency, to make residents and guests aware of the animal's service designation.
- K. Comfort Animals: Valid medical documentation must be produced and provided to The Van Lee Management Corporation, Inc. Community Association Manager to be considered an emotional support animal.

Miscellaneous Rules and Regulations

- A. Staff Interaction
 - a. It is against The Van Lee Management Corporation, Inc. policy for staff to work for someone when they are on duty. Staff should not be disturbed when they are on duty.
 - b. Non-essential or non-Association related requests should be directed to the individual staff member during non-working hours.
- B. Bulletin Board Notices
 - a. Do not post or remove bulletin board notices.
 - b. Do not post announcements or grievances in elevators unless previously approved by The Van Lee Management Corporation, Inc. Board of Directors or Community Association Manager. If an announcement or notification needs to be presented, please inquire with Community Association Manager to post said notices in appropriate locations.
- C. Sea Turtle Nesting Season
 - a. Sea Turtle nesting season begins on May 1st and ends on October 31st annually.
 - b. Volusia County lighting regulations require that balcony lights be turned off and drapes or blinds be drawn at night.
 - c. Fines for non-compliance will be assessed by Volusia County. Owners will be responsible for the fines assessed for their unit(s).
- D. Hurricane Season Preparedness.
 - a. Hurricane season is from June 1st through November 30th.
 - b. Owners should remove balcony furniture and secure their units by turning off the main water valve and hot water heater and unplugging small appliances when leaving for an extended period.
- E. Neighborly Conduct. Florida Statute 718 guarantees every owner the right to quiet and peaceful consideration among neighbors within a condominium complex. Be good and respectful neighbors.