

Villa Madrid Apartments, Inc

Updates to 2005 Rules and Regulations (February, 2014)

HOUSE RULES

In order to promote peaceful possession and desirable co-operative living, no member, guest or employee of a member shall:

- A. Use profane or intemperate language within hearing of another person.
- B. Annoy others by unreasonable noises.
- C. Commit or permit any nuisance on the premises or commit or suffer any immoral act to be committed thereon.
- D. All complaints under this house rule are to be written and signed by the Person or persons making the complaint and delivered to the Board of Director or Manager. No unsigned complaints will be considered.
- E. The closing and opening of your apartment is your responsibility NOT the Corporations!
- F. Upon arrival and departure for the season, you MUST notify Management.
- G. No personal property should be left on the dock when owners or guests are not in attendance.
- H. Continued violation of rules will result in a \$50.00 fine. Non payment of fines will result in a review by a fining committee and legal action may be taken.

SWIMMING POOL

1. Pool hours are from 9am until dusk. Use of the pool prior to 9am is permissible ONLY for exercise. (No conversation or noise that would disturb near by apartments)
2. Shower before entering pool.
3. No running, jumping, diving or rough play.
4. No glass containers or breakable items of any kind allowed on pool deck.
5. Swimming diapers are required on infants/toddlers.
6. Persons with contagious or infectious health conditions, such as colds, skin diseases, etc., are not permitted at pool.
7. No radios without ear buds

8. Children under 12 years of age must have an adult present. Adults swim at your own risk.
9. Management has the right to deny pool use at any time.
10. No playing in courtyard greens spaces.
11. Flotation devices should be used with discretion and consideration for others.
12. Do not change pool temperature by more or less than the determined range setting 84-87
13. Pool is for the sole use of residents and their guests.
14. Suntan lotions and oils must be kept free of pool furniture. Use a large towel to cover and protect the pool furniture.

CLOTHING: Proper attire shall be worn in all public areas.

GARBAGE: All garbage MUST be placed in plastic bags, tightly secured. Boxes are to be BROKEN DOWN, TIED OR TAPED FLAT and placed in recycle bins. Recycle guidelines can be found on Waste Management's website. Owners are responsible for having large items such as furniture, building materials, etc., removed from the premises. Do not fill the dumpsters beyond the use of others. Trash MUST be placed inside the dumpsters; do not leave any trash on the ground as Waste Management will not remove it.

BUILDING EXTERIORS: The exteriors of the buildings are required to be uniformed. No additions or alterations may be made without advanced approval by the Board of Directors. Such requests must be made in writing or email. Balconies and walkways cannot be used for storage or drying of items. BBQ grills are not allowed. Plants are allowed, so long as water does not drip down. Carpet is not permitted. Ornamentation is not permitted except with board approval.

BBQ GRILL: A Gas BBQ grill is available for all members at the East side of property. When using the grill, be respectful of the time of day and be quiet at night. Clean grill after use and replace the cover. Report any problems with the grill to the management company.

PETS: No pets are allowed without Board approval. Owners wishing to have a pet must request permission from the Board in writing. No pets over 20lbs are allowed. Permission will be withdrawn if pet is a nuisance (extreme barking) or if owner does not abide by the Pet Policy. Pet Policy form must be signed by each unit owner. Guests staying in unit without owner may not bring pets. Pets should be carried by owner when on the co-op property.

NOISE: Radios, televisions and conversations (such as parties), should be low enough so as not to disturb your neighbors. If owner is hearing impaired, special devices are required. Any complaints regarding noise nuisance must be made in a written, signed statement to the Board.

LAUNDRY: The Laundry facility is located on the East side of the pool. Use laundry during your assigned time only, or when no one is assigned, or when assigned owner is not in residence. If needed, contact owners who have time and ask permission to use their time. Remove clothing as soon as possible after completion of cycles. The lint traps must be cleaned after use. No tints or dyes are to be used in washing machines. Laundry room hours are from 8am to 8 pm. No excessive use of the machines, i.e., more than three times a week would be considered excessive. During free time, a waiting “laundry basket” determines next user. Most important: Be considerate of others. Read the directions for operation.

TERMITE INFESTATION: When a termite infestation is discovered in any unit, it **MUST** be professionally treated to eliminate the infestation and to prevent the infestation from spreading. It is the responsibility of the unit owner to contract and pay for a professional treatment.

AUTOMOBILES AND PARKING: Head in parking only. Cars may not be backed into parking spaces. Parking spaces are assigned to all owners. All vehicles must have a valid registration. Guests may only use other assigned owner’s spaces, if owner is not in residence. You may NOT “give” your space for use to someone if they are not staying in your unit. IF you are not in residence, the space becomes available as a guest parking space to other unit owners. All guests must display a “Guest of unit XXX...” on dashboard. Only ONE car is allowed per unit. No “two car families”. A set of keys must be made available in the unit, should it become necessary to move the vehicle. Motorcycles are not permitted.

BICYCLE STORAGE: Do not chain bicycles together; they may have to be moved by staff. All seasonal residents should store their bicycles in their apartments when leaving for the season. All bicycles must be stored in a non-metered storage unit. Villa Madrid reserves the right to remove and dispose of any abandoned bikes found anywhere on the property. Villa Madrid is not responsible for loss or damage to any bicycles stored on the property. Storage is limited and on a space available basis.

STORAGE UNITS: Each building has one metered area which may NOT be used for storage, unless it has been modified with a metal barrier door partition. Any items placed in a modified meter room must be behind the metal partition. Storage is allowed in NON-metered storage areas. Any items in a metered room will be removed and disposed of at owner’s expense. Non-

metered rooms are to be shared with all four units in your building. Please be considerate when storing large items. No flammable liquids should be stored in any unit.

Access to communal storage unit with maintenance items is available to all owners.

BOATS: The boat must be available for on-site high tide inspection BEFORE any approval is granted.

Any Villa Madrid member who is the sole owner/operator of a boat may apply for dockage. No one may rent a dock unless he/she owns an approved boat and has submitted a certificate of liability insurance covering the operation of the boat and a copy of the Boat Registration annually. A resident may rent only ONE dock space. Applications for dock space are on a first come, first serve basis.

1. No one shall engage in the business of buying/selling/repairing of boats from the Villa Madrid dock.
2. No one may operate a boat commercially from the Villa Madrid dock.
3. No one under 18 years of age may operate a boat from the Villa Madrid dock.
4. No space assignment will be made until the boat receives written recommendation of the Dock committee and written approval of the Board of Directors.
5. Boat assignments will be made to assure some view of the waterway for all apartments. The opinion of the owners of these apartments will be considered.
6. The boat owner will be responsible for the installation, maintenance, and removal of all necessary boat fenders, whips, cleats and ladders necessary for the proper operation of a boat from the dock. Davits are not permitted.
7. No one may install, or cause to be installed a finger pier, outside dolphins or stanchions without the written approval of the dock Committee and the written approval of the Board of Directors and then only upon the written agreement by the boat owners to pay all costs associated with the installation.
8. Dockage rates are \$75.00 per quarter (\$300.00 a year).
9. There will be no overnight docking of boats by guests, except in an emergency.
10. Boat maintenance privileges are for owners/residents only.

Determining Factors for Boat Approval:

1. The boat shall be of the single deck type, and shall not exceed 32 feet in length overall. Bimini tops with secondary controls, fly bridges, half towers, and tuna towers are not permitted.
2. Boats with excessive noise levels will not be permitted, regardless of size (i.e., cigarette type boats).

3. Houseboats are not permitted.

Boat Usage:

1. Boat engine warm-ups must be limited so those fumes do not bother apartment owners.
2. No equipment other than approved dock boxes may remain on the dock overnight. One dock box per slip is allowed with prior Board approval. Standardized dock boxes are to be purchased and maintained by the boat owners. No combustibles may be stored in these boxes. Liability for these boxes and their contents is the boat owner's, even if these boxes are bolted to the dock. It is the owner's responsibility to move the dock box for dock repairs and maintenance.
3. Fueling of boats at the dock is prohibited.
- 4 Live-Aboards are prohibited. No overnight guest onboard while docked.
5. Guests of owner/resident who are not in residence will not be permitted access to the owner/residents boat.
6. If a boat owner is going to be gone from Villa Madrid for two weeks or more, then the owner/resident will see to the removal of the boat from the dock prior to his/her departure.
7. Boats must be removed from the villa Madrid dock in the case of a pending serious windstorm. All boat owners will provide the name and phone number of two people who will be responsible for the boat in the owner's absence. They may be other residents of Villa Madrid or not. They are the only people who will be permitted access to the boat in the owner's absence.
8. Boat owners are responsible for all damage to Villa Madrid property caused by their boat or by anyone operating the boat.

USE OF EQUIPMENT

CABLE TV: All units are provided with basic cable service. Cable upgrades are the unit owner's expense. Installation of special devices such as "satellite dishes" requires a written request and permission by the board. The Board will determine the placement of any such devices.

TOILET TANKS AND WATER HEATERS: IF your unit is going to be vacant for an extended period of time, turn off the water supply in bathrooms, kitchen sink and water heaters. The Board recommends the use of braided metal toilet supply lines, not plastic.

DOORS AND LOCKS: Any time new locks are installed, you MUST supply the management company with a key for emergency use. IF new doors are installed, permission must be obtained by the Board as to style and types.

MANAGEMENT: The Management company carries out the directives of the board of Directors. Cabot Management can be notified for comings and goings, problems or concerns. 954-561-8565 Any special requests can be made in writing to the Board at any time.

REPAIRS: The Corporation is not responsible for any repairs or maintenance you may require except for the problems that are attributed to common areas.

ASSESSMENTS: Are due and payable quarterly by the 1st day of the month. Payments after the 10th of the month are delinquent and subject to a late fee of \$25.00.

MODIFICATIONS: Any structural modifications to your apartment require a written request outlining the description of work to be done. This must be submitted to the Board of Directors prior to commencing any work. All work, plumbing, electrical, carpentry, etc. will be done ONLY by licensed professionals. Proof of license and insurance of the contractor should be sent to the Management Company. All building codes will be followed using building permits and inspections when required. In the event of damage to the corporation's property, the owners will be billed for repairs. A sound barrier of the highest grade will be installed under all floors that are not carpeted. Replacement windows must be impact resistant to meet Broward County codes. Noisy construction may only take place between the hours of 8:30 am and 5pm, Monday through Saturday. No construction work is to be done on Sunday.

Storm Shutters: Must be of an approved type. Owners are responsible to open and close shutters as necessary for the weather conditions.

RENTING: Renting is not permitted.

GUESTS: The names of all visiting guests must be provided to Cabot Management prior to arrival. All guests must follow the same rules as the owners, or the owners will be asked to notify the guests to leave immediately. Guest privileges can be terminated for cause.

AC REPLACEMENT: When replacing wall/window units metal casings must also be replaced, painted or refurbished. Unit must match opening size. (If a smaller unit is replacing a larger one, then the wall must be blocked up to fit the current size). Owners of second floor units are responsible to see that A/C condensation does not drip on the units below. A tube is suggested to divert the water flow.

FIRE PROTECTION: Fire extinguishers are located on each of the buildings on exterior walls, East side. Fire extinguishers are to be used on wood, paper, textile and rubbish fires, NEVER on an electrical fire or a person. Each apartment is equipped with a hard wired smoke detector. Batteries for these units should be replaced yearly at the resident's expense. The annual meeting in February is a good time to remember to replace them.

HURRICANES: The hurricane season is from June 1st to November 30th. We are in a mandatory evacuation zone and you may have to evacuate with little notice. Be prepared to evacuate at a moment's notice. Hurricane advisors will be on all radio and TV stations.

The following is a checklist of things to be done before the storm:

1. Remove everything from balconies.
2. Shutters should be closed and fastened securely.
3. Cars should be filled with gasoline. It is recommended to move cars away from the beach area.
4. A sterno or propane cooker is advised, there may not be electric power for days.
5. Stock up on non perishable foods.
6. Fill the bathtub with water to use after the storm has passed. Fill bottles ahead with water for drinking and cooking.
7. Have a battery-powered radio, flashlights and batteries, first aid kits and medications you will need.
8. Turn refrigerator to coldest setting and open only when absolutely necessary. Freeze blocks of ice to keep your freeze and refrigerator cold.
9. Charge your Cell phones.
10. Be ready to evacuate on a moments notice, have important papers and a bag packed.