

Serena Shores Rules and Regulations
Adopted by the Board of Directors – Serena Shores
Condominium of Indian Harbour Beach,
Condominium Association, Inc.

In the Bylaws of the condominium #13 Rules and Regulations: state, in part... The Board of Directors may, from time to time, modify, amend or add to such rules and regulations... Copies of such modified, amended or additional rules and regulations shall be furnished by the Board of Directors to each affected Unit Owner not less than thirty (30) days prior to the effective date thereof...

The following rules and Regulations supplement those contained in the Declaration of condominium of SERENA SHORES CONDOMINIUM OF INDIAN HARBOUR BEACH CONDOMINIUM ASSOCIATION, INC. They are applicable to all occupants of Units as well as to Unit owners and rental units.

1. The entranceways passages, vestibules, lobbies, halls and similar portions of Common Elements shall be used only for ingress and egress to and from the Condominium Property. No personal property shall be stored in them. Owners, residents, guests, maintenance persons or hired contractors are not to apply water, power wash or wash the walkways or elevator areas without prior permission by the board or management. The elevators need be protected against water intrusion to protect the electrical components that are sensitive to water. The hose by the lobby/elevator entrance area is not to be used to wash vehicles. Cars can be washed at the hose areas on the sides of the buildings.
2. Each unit owner's personal property must be stored within the owner's unit or within storage lockers or spaces if an appurtenant to the owner's unit as Limited Common Elements.
3. The Common Elements shall not be obstructed, littered, defaced, or misused in any manner. Construction work should be confined to the owner's units. Walkways and the elevators need to be protected during moving or remodeling. No construction materials, paint or debris is to be put down the trash chutes or put in the trash bins. Contractors are to arrange for removal of all building materials. Owners will be held responsible for any damage done to walkways, elevator or any other Common Element done by contractors doing work in their units. Elevator pads can be requested by calling the management company.
4. No articles shall be placed in the hallways.
5. No articles except suitable furniture, plants and planters shall be placed on balconies, terraces or similar areas. Steel furniture, tables or metal items that rust should not be kept or stored on the balconies to avoid rust. Owners are responsible for rust stains on the balconies caused by items that cause and produce rust on the balconies.
6. Neither rugs, laundry, nor any other articles shall be shaken or hung from windows, doors, balconies, terraces or exterior walls.
7. Garbage and other refuse shall be placed only in designated areas. Large items are to be scheduled for pick-up by owners with Waste Management or be placed in accordance to the current pickup policy for bulk items and recyclables. Items are not to be placed in the trash area until the day of scheduled pick-up. Owners are responsible to be sure items are picked up.
8. Employees of the Association are not to be engaged by Unit Owners for personal errands while on Management Company time. Employees may be hired on their off hours. The Board of Directors shall be solely responsible for directing and supervising the Association's employees.
9. No Unit Owner shall make disturbing noises in the building or permit family, employees, agents, visitors, pets, or licensees to do so. No Unit Owner shall play (or permit to be played in his Unit or the Common Elements appurtenant to it) any musical instrument, television, radio or the like that would unreasonably disturb other Unit Owners or Occupants. Furniture on tile or wood flooring should have noise filtering pads for the consideration of others in the building. Caution should be taken to limit the noise when moving furniture or items on tile or wood or hard surface flooring.
10. No radio or television installation or other electronic equipment shall be permitted in any Unit if it interferes with the television or radio reception of another Unit.
11. No signs, advertisements, notices or lettering may be exhibited, displayed, inscribed, painted or affixed in, on, or upon any part of the Common Elements or any part of a Unit so as to be visible outside the Unit. Additionally, no awning, canopy, shutter, air-conditioning unit or other project shall be attached to, hung, displayed or placed upon the outside walls, doors, balconies, windows, roof or other portions of the building or on the Common Elements. Because of the installation of hurricane approved doors and windows owners are allowed to eliminate the use of shutters. They can install approved roll down or accordion shutters that are consistent with all other shutters and approved by the association.
12. No flammable, combustible or explosive fluids, chemicals, gas cans, gas generators or any other flammable or possible fire hazard or substances may be kept in any Unit or on the Common Elements or garages, except such as are normally used for normal household purposes. In addition, No gas or electric grills are permitted on patios or balconies due to Indian Harbor Beach Fire Marshall code. An exception will be made for small electric grills of 200 square inches approximately 10 x 20 inches or less that are not stored on the balcony and kept inside when not in use. No generators are to be used on Serena Shores property unless located more than 10 foot from any portion of the building due to fire codes. Generators are not to be stored inside the garages unless all gasoline has been removed.

13. A Unit Owner must prepare their unit prior to departure by designating a responsible firm or individual to care for their Unit should the Unit suffer damage. Owner must furnish the Association with the name(s) of that firm or individual. The main water supply must be shut off when the unit is not being occupied. As a precaution, it is best to shut the water off when leaving the unit overnight. Even a small leak can cause a lot of damage to a unit and neighboring units. Owners could be found negligent if they have not secured their units and cause unnecessary damage. A key to the unit must be furnished to the Association for pest control and for emergencies, per Florida Statute 718. (06/05)
14. Beverages in glass containers may not be consumed on the Common Elements.
15. No exterior antennae shall be permitted on the Condominium Property.
16. Visiting children shall be the direct responsibility of their parents or legal guardians and unit owners who must supervise them while they are within the Condominium Property. Full compliance with these Rules and Regulations and all other rules and regulations of the Association shall be required of children. Playing shall not be permitted in hallways, stairways, elevators and lobby areas and loud noises will not be tolerated.
17. Allowable pets must comply with the provision (M) on page 22 of the Serena Shores Documents which restricts ownership to 2 pets no larger than 35 pounds each. **Emotional Support Animals (ESA)** are permitted per Florida statute 760.27. Request for an ESA must be submitted to the board with a letter confirming the need by a licensed health care practitioner. The person named in the letter must reside in the unit where the ESA resides. Per statute 760.27, (2) (a), the request for an ESA can be denied if such animal poses a direct threat to the safety or health of others or poses a direct threat of physical damage to the property of others, which threat can't be reduced or eliminated by another reasonable accommodation. (4) Liability—The owner of the ESA is liable for any damage done to the premises or to another person on the premises by his or her emotional support animal.
- The following rules apply to ALL pets (including ESA pets):
- Pets are not permitted on any part of the Common Elements except when they are leashed and being taken directly off the Condominium Property or directly to their owner's unit or being walked. Animals are to always be on a leash and never left unattended on any Common Element.
 - It will be the responsibility of pet owners to clean up after their pets. Animals must be picked up after and the trash should be bagged and discarded in the dumpster or unit owner's private trash. Common element waste baskets should never be used for this purpose. Pet owners must comply with a designated pet area if a designated area is adopted.
 - No animal may be kept on the balcony when there is no one in the unit or the animal is not being supervised. Even if supervised, no animal may disturb adjoining units with barking on the balcony or inside the unit.
18. No solicitation of any kind shall be permitted on the Condominium Property.
19. Every Unit Owner and occupant shall comply with these rules and regulations as set forth herein, any and all rules and regulations which from time to time may be adopted, and the provisions of the Declaration, By-laws and Articles of Incorporation of the Association (all as amended from time to time). To the extent applicable failure of an Owner or occupant to comply shall be grounds for legal action which may include, without limitation, an action to recover sums for damages, an action for conjunctive relief, and any combination of such actions.
20. In addition to all other remedies, at the sole discretion of the Board of Directors of the Association, a fine not exceeding \$100.00 per violation may be levied. Fines may be levied on the basis of each day of continuing violation with a single notice and opportunity for hearing, provided no such fine shall exceed \$1,000.00 in aggregate. Fines may be levied against an Owner, occupant, family, guests, invitees, lessee, or employee for failure of an Owner, his family, guests, invitees, lessees or employees, to comply with any covenant, restriction, rule or regulation herein or in the Declaration, or Articles of Incorporation or By-Law, provided the following procedures are adhered to:
- a. **Notice.** The Association shall notify the Owner or occupant of the infraction or infractions. Included in the notice shall be a date, time and location of the next meeting of the Infractions Committee.
 - b. **Hearing.** The non-compliance shall be presented to the Infractions Committee, at which time the Owner or Occupant shall present reasons why the fine should not be levied. The Owner or Occupant may be represented by counsel and may cross-examine witnesses. A written decision of the Infractions Committee shall be submitted to the Owner or Occupant by not later than twenty-one (21) days after Infraction Committee's meeting. If the Infractions Committee does not agree with the fine, then the fine may not be levied. If the Infractions Committee agrees with the fine, or changes the amount of the fine, then the Unit Owner shall pay the fine within thirty (30) days after written decision of the Infractions Committee is mailed to the Unit Owner.
 - c. **Members of the Infractions Committee.** The Infractions Committee shall consist of three (3) Unit Owners, who are not on the Board of Directors. The Board of Directors may select the members of the Infractions Committee.
 - d. **Application of Fines.** All monies received from fines shall be allocated as directed by the Board of Directors.
 - e. **Non-exclusive Remedy.** These fines shall be construed to be non-exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise legally entitled; however any fine paid by the offending Owner shall be deducted from or offset against any damages which the Association may otherwise be entitled to recover by law from such Owner.
21. **Declaration of Condominium, X.** "Use Restrictions" "K" states: There are no special parking or storage facilities located on the Condominium property. No boats, utility trailers, recreational vehicles or special purpose vehicles shall be parked

on the Condominium property. No motor home, trailer, camper, watercraft, or commercial vehicle may be parked on the Condominium property. No resident shall park any vehicle on any street. Any vehicle with visible advertising on the vehicle may be deemed a commercial vehicle, in the sole discretion of the Board of Administration. However, trucks with one (1) ton capacity or less and sport utility vehicles will not be deemed to be commercial vehicles unless the Board of Administration deems the vehicle to be a commercial vehicle as set forth above. Any vehicle may be parked on the streets and driveways for loading and unloading or entirely within a garage. Non-motorized boats and watercraft may be kept in the enclosed garage parking spaces provided they do not prevent the use of enclosed garage parking spaces by an authorized motor vehicle. Non-motorized boats or watercraft may not be stored or kept on the common elements of the Condominium except when in use in the First and Second Easement Areas. Service vehicles are permitted to park on the streets and driveways while repairs are being made. Any prior written approval of the Association to temporarily park a commercial vehicle is required and may not exceed four (4) forty-eight (48) hour periods in any year. No non-operating or non-functioning vehicle of any kind shall be permitted to be parked on the Condominium property. There shall be no repair, performed on any permitted motor vehicle on the Condominium property. It is acknowledged and agreed by all unit owners that a violation of any of the provisions of this paragraph shall impose irreparable harm to the other owners in this Condominium. Said unit owners further agree that a reasonable assessment of such damages would be \$50.00 for each day that such violation persists after a unit owner is notified in writing, of such violation by duly elected representative of the Association. No parking space shall be used by any other person other than an occupant of the Condominium who is an actual resident or by a guest or visitor and by such guest or visitor only when such guest or visitor is, in fact, visiting and upon the premises. All owners and residents of the Condominium are restricted to two (2) permitted vehicles without the Associations consent to bring additional vehicles on the premises. All vehicles shall be parked in the open parking spaces or garages except when loading or unloading vehicles.

22. GARAGE SPACES and USE:

Those interior parking spaces not deeded to Unit Owners may be rented by the Association to unit owners on a monthly basis. The Board shall decide the monthly cost per space. Owners and/or their guests should not park in another unit owner's parking spot without permission or authorization. In accordance with the condo declarations, each unit is authorized to have 2 cars. Any additional vehicles must be requested and approved by the Board of Directors. Garage doors for individual garages can remain open if being used and occupied by an owner, guest or resident. No parties or organized social gatherings are to be held inside the garages, but simple normal residential use of the garages is acceptable.

The following rules apply to parking space rentals in the main garages:

- 2-bedroom front unit residents have 1st priority to rent for their 2nd car.
- Residents who parked 2 cars in their assigned spaces and obtained board approval for a 3rd vehicle have 2nd priority.
- Residents not using their designated parking spaces for vehicle parking have the lowest priority for renting a parking space.
- Rental requests are first come first serve based on priority and availability, and could be rescinded based on the priorities listed above - no rental spot is guaranteed. If a resident decides to give up their rental spot an email to the management company is required with 30 days' notice.

23. GARAGE STORAGE:

Owners and renters of deeded spaces in the main garage are allowed to install wall unit storage shelves with locking cabinet doors. Approval must be requested of the Board before installation and stainless steel hardware must be used. Plastic or wood shelves are allowed. For non-installed or temporary storage, a plastic storage shed or similar is allowed as long as it only covers the width of your space, contents cannot be seen by passersby and there is still room enough to fit a standard-sized vehicle. Board approval is required for any storage units. Cardboard boxes and appliances are not allowed.

24. OUTSIDE PARKING SPACES:

Serena Shores Declaration of Condominium (March 7, 2003), section X titled USE RESTRICTIONS, paragraph K contains the following pertaining to outdoor parking: "All vehicles must be parked in the open parking spaces or garages except when loading or unloading". The intent of this statement in the condo docs is to prevent parking outside of defined parking spots other than "loading or unloading". Open parking spaces are specifically defined as being reserved for visitors and guests only (except for 2-bedroom units resident's 2nd vehicle). Garage parking is defined as being reserved for the resident's vehicle parking. 2 bedroom unit owners are permitted to have 2 cars per the condo docs. Since these units only have one allotted parking space in the main garage, they are permitted to use the outdoor parking for their second vehicle, or they can rent a space in the garage but are not required to.

The following rules apply to the outdoor parking spaces:

- Anyone (visitor or resident) is limited to up to 2 weeks within any 4 week period of outdoor parking use, with the exception of a 2-bedroom unit resident's 2nd vehicle.
- Anyone parking 3 nights during any week for more than 2 weeks will be considered in violation and subject to the parking enforcement process.

- Guest hang tags are required for any overnight use of the outdoor parking spots.
- Residents are required to park in their assigned garage parking spots unless extenuating circumstances (requested and approved by the BOD) require them to temporarily park outdoors following the 2-week limitation.
- Each resident is allowed only 2 vehicles IAW Condo Docs. Additional vehicles must be approved by the board.
- Any vehicle parked on property must belong to a resident or visitor—no storage for others (see details in the condo docs, Paragraph K Section X).
- All resident vehicles on property must be registered with the management company.
- Guests staying overnight must use a visitor hang tag. The management company must be notified by email if a guest will be staying more than one week and using the outside parking.

Violators of the outside parking rules will be towed based on using the following process:

- If the vehicle owner is known, an email will be sent of the violation, with 48 hours to comply. Following no response, a sticker of intent to tow will be placed on the driver's window, for an additional 48 hours. After failure of both email and sticker for a total of 96 hours, the approved towing company will be called by the management company.
- If the vehicle owner is not known, a sticker will be applied within 24 hours of violation. After failure to move the vehicle within 48 hours of the sticker notification in the driver's window, the towing company will be called by the management company. Towing will be at the vehicle owner's expense.
- Photo evidence of any parking violations will be provided to the management company to initiate parking rule enforcement.

25. CLEANING BALCONIES:

Owners are encouraged to rinse off their balconies to remove salt and dirt. When using a hose please make every effort to inform owners below and next to you of the spraying. Be considerate of your neighbors and delay washing if it is an inconvenience for your neighbors.

26. GARBAGE AND CARTONS:

All garbage must be bagged and tied securely and put into the trash chutes. No trash should be put down the trash chutes that are not bagged. Cartons and boxes are to be broken down and placed in the provided Recycling containers. No loose perishable or biologically hazardous materials should ever be thrown down the trash chute without first being placed into a sealed trash bag. Owners with large items too large for the trash or recycle containers need to be disposed of as bulk items by calling Waste Management or use the scheduled regular bulk pickup near the trash rooms. It will be the owner's responsibility to call for a pickup date. Items can then be set out on day of pickup. Items should have the unit number on the item for identification. It is the responsibility of the owner to see that the items have been picked up. If they have not, owners need to call the management company and reschedule the pickup.

27. QUIET HOURS:

All residents will observe "quiet hours" between 10:00 PM and 7:00 AM in all areas, respecting the rights of others and the peaceful enjoyment of their property. This is also a city ordinance. Owners should make every effort to contain noise from furniture, TV's or other devices if it will be loud and can be heard in the units of others.

28. ROOF:

The roof is to be used by service personnel only. 24 hours notice is required to permit access to the roof. No owners, renters, or guests are permitted on the roof other than to service their equipment. Owners are required to follow any procedures that are instituted for access to the roof by contractors or for personal reasons.

29. ACTIVITIES NOT ALLOWED:

Bike riding (except for going or coming in), skate boarding, or playing of any kind in the garages or in any of the common areas is not allowed unless specifically permitted by the board. No fireworks or hazardous items are to be used on the condominium property.

30. SPEED LIMIT:

5 MPH applies to all areas including garages and common areas.

31. RENTER MOVE IN/OUT FEE:

All owners are required to submit a \$500.00 security deposit to cover potential damages to the common areas including the elevator from renters moving in or out. This money shall be kept in an Association account and will be returned after a move out inspection. A copy of the lease shall be submitted to the Association with the security deposit for all rentals. The Condominium Docs demand no short term rentals. All rentals must be 3 months or longer. Prior to any Unit being rented, the Association must receive a signed statement from the Unit owner that a copy of all applicable Condo Association rules have been provided to the prospective renter. A signed statement must also be provided to the Condo Association from the Renter verifying they have received, read and agreed to obey the rules. If these signed statements are not received the Unit may not be rented. If the signed statements are received and then the renter fails to obey the rules, this will result in forfeiture of the \$500.00 deposit and the application of any other fines that may apply.

32. POOL/SHOWER/HOT TUB:

1. For health reasons children requiring diapers or training pants are not permitted in the pool (rubber protective wear is not acceptable). No diaper changing on pool furniture or in the pool area. No soiled diapers are to be left in the club room, pool area or common element trash cans. Children under 12 must be accompanied by an adult 18

and older.

2. A Bathing suit must be worn in the pool. No cutoffs, regular shorts, or street clothes are allowed.
3. No pool furniture is to be taken to the beach.
4. No glass containers are permitted in the pool area. No food or drink will be taken into the pool. Food is not be placed or left exposed on any portion of the pool deck or in the club room because of insect infestation.
5. Personal property should not be left in the pool area. Safeguarding of individual(s) property is the owner's responsibility. Serena Shores will not be responsible for lost or stolen property.
6. Persons using tanning oils or lotions must cover chair or lounge with a towel.
7. No games, horseplay, diving, jumping or running will be permitted in the pool or on the pool decking. Jumping feet first is the same as diving, according to the Florida law. Children should be courteous to adults in the pool.
8. Equipment and toys used on the beach and/or in the ocean shall not be used or cleaned in the pool. Balls and non solid floats are permitted in the pool, if used with discretion.
9. Before entering the pool all persons must shower. Please be sure to remove all sand and tar before entering the pool if coming from the beach.
10. Remove all sand and tar from feet and shoes before entering the function room, and rest rooms.
11. No one shall tamper with pool equipment, including heaters, or life saving equipment.
12. Use of the pool/spa is restricted to Dawn to Dusk hours.
13. For health reasons no animals are allowed in the pool area or in the pool or spa.
14. When entering or using the club room and pool remove all sand and discard trash in proper receptacles. After using the Club Room be sure it is left as clean as you found it and acceptable for the enjoyment and use of others.
15. Pool area furniture should be returned to the appropriate area if they are moved for personal preference. There is no personnel to re-arrange furniture on a daily basis.

33. BEACHFRONT/DUNES:

- Serena Shores property ends at the mean (average) height water line at the beach. Therefore, the dunes fall under the property control of our Condominium. Owners, renters, and guests will ensure that no action is taken that would damage the dunes or vegetation growing there. No owners or renters should walk or disturb the dunes.
- No fireworks are to be lit or discharged on the dunes or beach up to the mean height water line.
- No trash or refuse is to be left on the dunes and no damage is to be done to the dunes per Florida Litter Law, F.S. § 403.413.

34. UNIT RESTRICTIONS:

Each unit is hereby restricted to residential use by the owner or owners thereof, their immediate families, lessees, guests, and invitees.

35. SMOKING:

The pool area, club room, garages, elevators, elevator waiting areas, walkways and all stairwells are "Non Smoking" areas. Owners are allowed to smoke in their own units and on their own balconies. No tobacco product shall be left, stored or discarded on Serena Shores property except in appropriate waste containers.

36. BEACH SAND:

All common elements should be kept clean of beach sand. All sand should be removed from owners and their guests' feet and beach items. Sand should not be left on walkways, lobby area, or the elevators.

37. MEETINGS:

If meetings are being recorded all present at the meeting must be notified that they are being recorded.