

Gulf View Beach Club

BUILDING & GROUNDS RULES

February 2013

I. INTRODUCTION

The Gulf View Beach Club is an Association of 32 owners who consider this to be their full time or seasonal home. Through abiding by these rules we will maintain the most congenial atmosphere and add to the full enjoyment of the property by all.

The Building and Ground Rules are authorized by and include by reference the amended and restated Articles, Declaration and By-Laws of the Association.

Definitions in Section 4 of the Declaration are a part of these rules.

The Association is managed by an elected Board of Directors who employs the services of a Property Manager (namely Resort Management) to provide financial, bookkeeping, legal and maintenance requirements. The Property Manager employs an on-site Maintenance Manager who resides in an on-site Association apartment

Owners are responsible for their own compliance with the rules as well as that of their guests and lessees, whether or not the owner is in residence. The rules do not supersede or negate the owners' responsibility to understand the provisions of the Declaration of Condominium and By-laws to ensure compliance. OWNERS ARE RESPONSIBLE FOR ENSURING THAT THEIR GUESTS ARE KNOWLEDGEABLE OF AND COMPLY WITH THE RULES.

The Board of Directors has the responsibility for establishing policy, providing governance and overseeing the operation of the building and grounds. The Property Manager, under the Board's general supervision is responsible for the operation of the building and grounds and enforcement of the rules through their on- and off-site staff. The office of on-site Maintenance Manager is highly important and its effective performance is indispensable to the proper and congenial operation of our common residence. It is this Manager's responsibility to ensure that residents abide by the Building Rules. This requires the conscientious cooperation of all occupants.

Suggestions on improving operations, changes in rules, requests for waivers of the Rules or complaints should be directed to the Board, in writing, through the Maintenance Manager's Office. Changes in, and short term waivers to, these rules must only be made by a quorum of the Board of Directors.

Repair and maintenance within individual apartments is the responsibility of the owner and not the Maintenance Manager. For further details on what is permitted see Section 11 of the Declaration.

II. OWNERSHIP

1. Gulf View Beach Club is designated as "An Over 55 Building and Association". As such, certain restrictions pertaining to ownership, occupancy and leasing apply. These are given in detail in Section 12 of the Declaration of Condominium. Owners and prospective owners should be familiar with these documents. A brief summary follows:

- a. With limited exceptions ownership and occupancy must be an individual or a single family unit.
- b. With limited exceptions as provided for in the Declaration (such as inheritance) or under Florida law, one Occupant must be 55 or more years old.
- c. For multiple ownership, one person must be designated the "Primary Occupant".
- d. There can be no corporate ownership.

III. CARE OF BUILDING AND GROUNDS

The term "Common Areas and Grounds" is defined in the Declaration under Common Elements. Briefly, these are: lobby and hallways, garages and parking spaces, storage rooms, the pool area, driveways, lawn and flowers, balconies and building keys.

1. Owners, lessees and guests are expected to treat the common areas as if they are a part of their own residences and to be kept clean and neat and maintained in a condition in which owners can take pride.
2. To the maximum extent possible food garbage should be disposed of by the kitchen sink disposal unit if installed and the trash chute used only for trash. Garbage that cannot be accepted by the disposal must be placed in a closed plastic bag that is strong enough to go down the trash chute without tearing or breaking. Alternatively, it should be carried to the dumpster in the north garage. Raw, unpackaged garbage caught in the trash chute or dumpster generates foul odors and attracts rodents and pests and creates a serious health problem for our building. PLEASE ENSURE GARBAGE IS PROPERLY BAGGED TO PREVENT LEAKS ON CARPETS AND OTHER COMMON PROPERTY.
3. Do not put boxes or loose trash in the chute. Carry them down to the ground floor. Use recycling bins, if available, in the north garage for designated recyclable material..
4. Care must be taken that floor and wall coverings are not damaged or stained by persons not removing sand from their shoes, spilling beverages or dropping food. The careless dragging of packages, luggage, furniture, etc. can damage floor coverings. Please

- use the available carts. Any damage must be reported to the Manager at once so that he can take steps to remedy the situation.
5. If large items (furniture, appliances, etc.) are to be moved in or out of an apartment the Maintenance Manager must be notified 24 hours in advance so that he may install protective coverings in the elevator and on the floor between the elevator and garage door.
 6. Doors to apartments and storage rooms are to be kept closed at all times to avoid unbalancing the building heating and ventilating system.
 7. Cover-ups and footwear must be worn at all times when in, or passing through, all common areas, including the elevators and garages.
 8. No boats, rafts, floats or other swimming, fishing or beach gear shall be left in common areas when not in use. These areas shall be considered as, but not limited to, the pool area, beach front, party room, workout room, rest room and garages.
 9. No refrigerators, dehumidifiers, wine chillers, etc. are permitted in the storage rooms. It is an enclosed area with no air conditioning and would be a serious fire hazard. Similarly no hazardous materials should be stored in the storage area or apartments
 10. No satellite dishes or other electronic equipment may be installed on the east side balconies. If installed on the west balconies they must not be visible from the pool, lawn or beach area.
 11. No food preparation may be performed in common areas and east and west balconies.
 12. No pets are allowed in the building at any time, unless required and licensed as guide dogs.
 13. Excessive noise (human, electronic or mechanical) is not permissible in the building or grounds.
 14. NO SMOKING is permitted in any GVBC Common Areas, specifically the Pool Area, Patio Room, Sunset Room, Stairwells, Hallways, Garages, Gym and Lobby.

IV. SWIMMING POOL AND POOL AREA

Due to Insurance and Health Regulations proper behavior in the pool area is important.

1. Only overnight and registered (signed-in) day guests of owners are allowed to use the pool. This is part of Florida Law and Board of Health Regulations. You must be signed in at the on-site Managers Office. As a guest your host has a key to the office if closed.
2. The pool is open from 8:00 AM to 9:00 PM. Guests use it at their own risk.

3. No food or glassware is allowed in the pool area unless it is a GVBC managed social event.
4. Everyone must shower before entering the pool. Please ensure the removal all beach sand or excess sun tan lotion before entering the pool. A warm shower is available by the pool deck.
5. Furniture must be fully covered with a towel if using sun tan lotions or creams.
6. Children or persons in diapers or not toilet trained may NOT use the pool.
7. Children under the age of 12 must be under close adult supervision at all times.
8. There must be no dangerous running, ball games, diving or any such activity that would impact the enjoyment or safety of others.
9. No large pool parties are allowed without specific Board authorization.
10. Sand should never be knowingly introduced into the pool or into the building. There is a brush & shower for removing sand from footwear and feet.
11. Cover-ups and dry, clean footwear must be used when re-entering the building.
12. The pool area is only for owners and their registered guests. Please remember that guests may be numerous during holiday periods. Please do not reserve furniture that you are not using for extended periods. As a courtesy to others, towels and other belongings should be removed from lounges and chairs when not being used.
13. Children must observe adult swimming courtesies when adults desire to exercise during designated hours.

V. PARKING

1. Authority: From the Declaration Para.7(F) and By-Laws, the Board of Directors has the authority and responsibility to assign the use of parking places. Currently there are thirty covered parking spaces, 15 carports & 15 in the garage, with a maximum of one covered space being assigned to a member based on the date they purchased their apartment, their 'seniority' – the longest ownership being the most senior. The two most recent purchasers of a unit will not have assigned covered spaces. "Use of" means each Member has the privilege of using the space assigned to park a personal vehicle while the Member and/or the personal vehicle are "in residence".
2. Assignment of Parking Spaces: Parking spaces shall be one space assigned and one space unassigned to each unit, for use in parking a personal vehicle owned, leased or rented by the Member or a designated Family member to include and be limited to

spouse, children, grandparents and grandchildren while such vehicle is on the premises. No member should have more than two vehicles parked on Association property

3. Seniority: Assignment of parking spaces shall be in accordance with a seniority list based on the date of change in membership in the Association, whether such change results from a sale, bequest, gift, operation of a Trust or any other means, except that seniority status will remain the same in the event of (i) transfer to a surviving spouse, or (ii) transfer to children if the parent was and remains the Primary Occupant, until such parent ceases to be the Primary Occupant, when that unit's parking goes to the bottom of the list. When a unit owner or spouse retains a life tenancy or similar status upon transfer of ownership under a Trust, seniority status for parking will continue so long as the life tenancy continues in that unit. When ownership is or becomes a multi-person entity (such as a trust) the seniority is based on the Primary Occupant. When the Primary Occupant changes, that unit goes to the bottom of the seniority list for the purpose of a parking assignment.

4. Lessee parking: A lessee of an apartment will be classified at the bottom of the seniority list for parking space assignment. Therefore, during the term of the lease the space usually occupied by the owner/lessor will be available for temporary reassignment for the duration of the lease. Upon termination of the lease assignment, the parking space automatically reverts to the unit.

5. Uncovered Parking: Parking immediately in front of the building is restricted to personal vehicles of the Members or Primary Occupants. Members of their family, their guests, invitees or lessees must park in the area designated alongside the two entrance driveways. Except for service vehicles temporarily present on business no trucks shall be parked on the condominium property in excess of twenty-four (24) hours. No trailers, campers, recreational vehicles or motor homes may be parked on the property at any time. No vehicle may be used as living quarters at any time.

6. Unused Parking Spaces: If a unit owner has no personal vehicle parked in their assigned space, the Board of Directors will assign that space to another member of the Association based on seniority. A unit owner having no vehicle in their space is not permitted to assign their unit's parking privilege to other members or other persons.

7. Battery Driven Vehicles: The GVBC Association does not provide recharging facilities and electrical power for the recharging of battery powered vehicles and any regular outlets should not be used for that purpose.

VI. WORK IN APARTMENTS

1. Except in cases of bona fide emergencies, the Manager must be notified of any projected work in any apartment 24 or more hours in advance. Owners are responsible for contractors and workmen being covered by adequate liability insurance and that this insurance covers both the owner and Gulf View Beach Club. It is also necessary that

permits and licenses have been obtained. This information must be supplied to the Maintenance Manager's Office in writing before work can proceed. These requirements extend to care givers.

2. Workers must be briefed on truck parking, building entries, elevator usage and hours. The apartment owner is responsible for the conduct of all workers. Any workmen and their equipment are required to enter via the north garage door, not the main lobby entrance. **NO WORKERS ARE TO BE IN THE BUILDING UNLESS THE MANAGER OR THE APARTMENT OWNER IS ON THE PREMISES.**

3. No work is to be performed in the building outside the hours of 8 am and 4pm or anytime on Saturday, Sunday or legal holidays.

VII. REMODELING POLICY

Prior to and during any major remodeling, the owner of the unit must comply with the terms and conditions expressed below. All notifications between the Maintenance Manager and the unit owner referenced below must be in writing.

1. Major remodeling is defined as a project possessing one or more of the following characteristics:

- Unable to be completed within 72 hours from commencement
- Removal and/or installation of any tile or non-carpeted flooring surfaces such as marble or wood
- Replacement of cabinets or counter tops
- Modification of existing wall structures

Specifically excluded from the definition are painting, wall papering, minor electrical work, replacement of appliances, and maintenance of existing floor or wall surfaces.

Unit owners are not permitted to modify any exterior surfaces of the unit including the balcony walls.

2. Major remodeling may occur during the off-season between the dates of May 1st and October 15th. Such remodeling must be finished by October 15th. The completion of any project which cannot be finished by that date must be postponed to the following off-season period.

3. The unit owner must notify the Maintenance Manager at least twenty days in advance of the project commencement and include detailed drawings/plans of the proposed work, as well as the name, address and telephone numbers (business and mobile) of the general contractor. In addition, the general contractor must provide to the Manager the same information for all subcontractors.

4. Prior to commencement the owner must have received written notice of approval to proceed.
5. Remodeling work may only occur during normal business hours (8:00 am to 4:00 pm) on business days. No remodeling is allowed on Saturdays, Sundays or legal holidays.
6. Any major remodeling project must have a contractor supervising the work. All contractors and subcontractors must have a license and certificate of insurance on file with the Maintenance Manager prior to commencement. They must also sign a statement that they have received these rules and agree to comply with same.
7. If one or more of the contractor rules are violated, the general contractor and subcontractor(s) will receive both a verbal warning from the Manager and a confirmatory written warning. A copy of the written warning shall be provided to the owner. If after receiving two (2) warnings and a third (3rd) violation occurs, the general contractor and/or subcontractor(s) will not be allowed on the property to complete the remodeling work except to pick up their tools and equipment and will not be permitted to do any work in the future at Gulfview Beach Club. The Association will not be liable for any consequences to any owner, general contractor, and/or subcontractor(s) for barring the general contractor and/or subcontractors from the Condominium.
8. The owner is responsible for any damages to the Association building, even though inadvertent, inflicted by any of the workers involved in the owners project. A \$3,000 security deposit is required on major remodeling jobs to insure any damage to common areas or other owners property during construction is repaired to its original condition. If there is no damage the deposit will be returned at project completion. All employees of the general contractor and subcontractors must use only padded elevators.
9. Upon notification from the Board all or part of these foregoing requirements may be suspended for repairs necessitated as a result of damage arising from a natural disaster or significant casualty or loss.

VIII. GUESTS

A. In the absence of owner

In the absence of the owner, occupancy of an apartment by house guests shall be in accordance with Section 12.3 of the Declaration. This section is summarized as follows:

1. Overnight guests must register in the Manager's office on arrival. Guests must park in undesignated or guest spaces. Rules as to types of vehicles will apply to guests.
2. Guests must not extend total occupants to more than two per bedroom plus two at any one time.

3. The maximum length of stay shall be three weeks per visit.
4. Guest occupancy is limited to three visitation periods per year.
5. Guests must be 21 years of age unless accompanied by a parent or grandparent.
6. Day guests, other than pool guests, are subject to these provisions.
7. Waivers to this section will be in accordance with Section 12.3 of the Declaration.

B. Owner or Primary Occupant in residence

Guests must register at the Manager's office. The total number of persons staying overnight must not exceed eight persons per three bedroom unit and six persons for two bedroom units. Refer to 12.4 of the Declaration for restrictions regarding convicted felons etc.

IX. SECURITY

Historically the building has experienced very few incidents of burglary or vandalism. They have apparently occurred when persons gained legitimate access to the building and remained undetected in the building until able to break into a unit on an unoccupied floor. Security cameras are installed that provide the Manager with recorded video of persons entering and leaving the building.

1. No non-resident persons, other than care givers or registered guests, are to be in the building unless one of the following is on the premises: Owner, Primary Occupant, Lessee or Manager. The Manager or the Board may waive this rule at their discretion.
2. Unit owners are responsible for the conduct of any contractors or workmen in their employment. Employers are responsible that workmen leave the building when the work is completed or at the end of the working day.
3. Owners, Lessees, family members and the Manager are responsible for persons that they allow in the building. No one should be given entry except by the resident they are visiting who knows them, why they are here, and that they have left. The Manager, at his discretion, may admit people.
4. In the absence of the owner or lessee no person is to be admitted to an apartment without specific notification to the Manager by the owner/lessee.
5. Apartment occupants must notify the Manager 24 hours in advance when they expect service persons including movers or delivery of large items. Service persons are to report to the Manager's office on arrival. Entrance to the building by workers, deliveries, etc. is

to be through the north garage door, not the lobby.

6. Each owner receives three keys for building entry. No keys are to be given to care givers or other employees, tradesmen or other service people. These persons are to gain entrance only by contacting the apartment owner or the Manager. Building keys are common property and not that of the unit owner. Lost keys may be replaced by the Manager upon collection of a lost key fee. Owners must not install private locks on the entry doors of their apartment.

7. Each unit's occupant is to supply the Manager with a set of keys for each vehicle kept on condominium property, to be held under tight security, for use if vehicles must be moved during the owner's absence.

X. BALCONIES AND PORCHES

No cooking or noise generating mechanical devices may be used on balconies and porches.

If a unit is unoccupied for more than one month, all furniture and loose articles must be removed from all un-shuttered porches or balconies.

Water and salt penetration can destroy the concrete balconies. Previously this has resulted in major expenses to restore the structural integrity of the balconies. To minimize future penetration the following restrictions have been adopted and must be observed.

1. On the west balconies (lanais, porches) only nonporous tile and grout may be used. If not tiled, only non binding loose carpeting may be used as a floor covering and these must be removed during long absences, such as leaving during the summer months.

2. Shutters cannot have any device, frame or plate that obstructs the flow of water from the balconies. 3. Any unit owner that causes the waterproof sealant membrane that was applied after restoration to be damaged by having the tile taken up, screws set in the floor or other means will be responsible for the cost of membrane replacement.

4. Any deviation from the above voids the Association's warranty on the sealant. Owners must consult the Manager, an authority on these requirements, to assure compliance.

XI. RULES ENFORCEMENT

The Manager is empowered by the Board to enforce the Rules. Enforcement procedures are at the discretion of the Board.

1. A record of known rule infractions will be kept by the Maintenance Manager showing time and place, nature of the offence and any action taken.

2. At the time of the violation the Manager or his representative will verbally advise the offender of the violation. If the violator is a guest the owner will be contacted.
3. Repeated violations are reported immediately to the Board President. In cases of repeated serious violations the President is to interview the violator and record the issues involved for the association records.
4. If violations persist, the matter is to be brought before the Board for further action. The Board's next steps are i) To formally communicate the violation to the violator in writing (ii) inform them of the possible legal action that might result and iii) initiating legal action at the advice of legal counsel.

Thank you for your attention to these rules. This latest version is a result of the Boards' consolidation of previous rules, revisions to the association's legal documents and input from members.

Yours sincerely

GVBC Board

Building Manager's Office: (239)-262-7277