

RULES AND CHECKLIST FOR RESIDENTS/ OCCUPANTS

PURPOSE: Given that the Riviera has a right and necessity to know who is residing here and that we have had major problems with several units regarding leases, procedures and guests of owners, these rules have three parts:

- Owners who lease to a family or others.
- Owners (absentee or reside here) who loan out units to friends or family for short periods.
- To establish policy and procedures for the above.

DEFINITIONS:

- **Lease:** A written agreement by which the unit owner ("lessor," or "landlord") grants to a tenant ("lessee") the right to the exclusive occupancy of a specified apartment and shared common elements for a stated term for an agreed rent.
- **Family:** As intended in the condo docs, the term is intended to refer to persons related by blood or marriage.
- **Guest:** As used in the condominium documents, the term is intended to refer to persons invited by the owner or the lessee to share or use the unit on a non-paying basis.

POLICIES REGARDING WHO AND FOR HOW LONG:

• **LEASES:**

- Per the bylaws, the number of people in one unit is a family, or if not a family, a max of one person for each BR, all of whom must sign the lease.

• **GUESTS, FRIENDS OR RELATIVES:**

- **Of the owner:** Notify the manager with names and durations of stay. The owner need not be present. No payment authorized.
- **Of the lessee:** For less than 30 days OK, but notify manager in writing with names and duration of stay. If greater than 30 days, the manager will be notified and, in turn, bring this to the attention of the condominium president. In either case, the tenant must be residing in the unit. No payment authorized.
- **Note:** The manager will be sensitive to the numbers of guests, friends or relatives residing for extended periods. The purpose is clearly one of common sense and degree. He in turn will keep the board informed of any excesses.

PROCEDURES:

- **Leases:** Unit owners wishing to lease will notify the manager in writing of such intent. All lessees must fill out the applicable forms and all prospective lessees must sign such lease.
- **Guests of absentee owners** desiring to allow friends or relatives to use their unit on a non-paying, short-term basis, will list all who are to occupy the unit and for how long. Any changes or modifications to this list must be made in writing to the manager.
- **Guests of owners who will be away for awhile** (not absentee) who opt to let friends and relatives use their unit must notify the manager and list all occupants.
- Per the bylaws, a notice of **intent to lease or purchase** must be posted for 15 days and action taken by the board within 30 days. Note: After 15 days, the board may meet or take action by polling. Thus the duration of the approval (or disapproval) process could be as

little as 15 days, but no longer than 30 days. Note: The manager may recommend to the board that a background check of the applicant(s) be done at the association's expense.

- **By face-to-face meeting(s), the manager** will ensure the applicant(s) for lease or purchase are thoroughly aware and briefed on all rules, bylaws, parking, and the like and will provide each a packet of such information. Such meetings and briefings will be accomplished NLT the end of the 15 day postings. The manager will then recommend to the condo president his recommendation vis approval or disapproval. The president will request board vote to approve/disapprove by the next board meeting or by polling the board, but in no case longer than 30 days from the receipt of the intent to purchase or lease by the applicant.

PBB/Tom 18 October, 2010

This instrument was prepared by:
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Ernie Lee Magaha
CLERK OF THE CIRCUIT COURT
ESCAMBA COUNTY FLORIDA
INST# 2005432134 10/13/2005 at 10:41 AM
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CERTIFICATE OF ADOPTION OF RULES & REGULATIONS

THE UNDERSIGNED, being the duly elected and acting President of Riviera 615 Condominium, Inc., a Florida not for profit corporation, 615 Bayshore Drive, Pensacola, FL 32507, does hereby certify that the attached Rules & Regulations of Riviera 615 Condominium, Inc. were approved and duly adopted by a majority of the board of directors of the Association at a duly called and noticed meeting of the board of directors when a quorum was present on September 19, 2005.

The sole condominium operated by Riviera 615 Condominium, Inc. is Riviera 615, the initial Declaration of Condominium of which is recorded in Book 796, Page 744, et. seq. of the public records of Escambia County, Florida.

Witnesses:

RIVIERA 615 CONDOMINIUM, INC.

Lawrence T. Richardson
Printed Name: LAWRENCE T. RICHARDSON

By: Neal S. Flowers
Neal Flowers, Its President

Frank K. deJarnette
Printed Name: FRANK K. DEJARNETTE

STATE OF FLORIDA
COUNTY OF ESCAMBIA

Before me, the undersigned authority, appeared Neal Flowers, to me personally known and known to be the President of Riviera 615 Condominium, Inc., a Florida non-profit corporation, and he acknowledged to and before me that he executed the foregoing Certificate of Adoption for the uses and purposes therein stated.

WITNESS my hand and official seal this 6th day of October, 2005.

Frank K. deJarnette
NOTARY PUBLIC
My Commission Expires: MARCH 8, 2008

Frank K. deJarnette
Notary Public - State of Florida
My Commission Expires March 8, 2008
Comm. No. DD287887

RIVIERA 615 RULES AND REGULATIONS

WELCOME TO THE RIVIERA: The following are our rules and regulations. In addition to our by-laws, these rules are intended to make it clear to all our residents what is expected in our day-to-day life as condominium residents. The rules are not intended to be restrictive, but to prevent misunderstandings and pave the way towards a harmonious community. The rules are reviewed periodically by the Board and formally adopted. Please submit any desired changes to the manager for consideration by the Board.

OUR EMPLOYEES;

Our manager, doormen, maintenance personnel and housekeeper are part of the Riviera family and should be treated with courtesy and respect. If a resident is dissatisfied with the performance of an employee, it should be brought to the attention of the manager or the condominium president. Under no circumstances should a resident direct the activities or job performance of any employee. Suggestions, complaints and ideas submitted to the manager are welcome. Harassment and demeaning behavior towards any employee will not be tolerated.

MAINTENANCE, HOUSEKEEPING AND GROUNDS KEEPING STAFF: Our staff works for the manager and can work for residents outside of normal condo working hours for extra compensation. They should not be asked to work for individual residents during normal working hours. Remuneration is between the employee and the resident utilizing their services.

If the Association employees are required to perform duties (such as cleaning out freezers, clearing balconies, etc.) which are the responsibility of the unit owner, the owner will be billed for labor and materials.

DOORMEN; The doormen also work for the manager. They are responsible for entrance of all persons to the building. No one shall be permitted to enter the building without shoes and shirt. Doormen are primarily responsible for the physical safety and security of the building interior. They will report any circumstance requiring law enforcement to the appropriate authority. The handling of groceries and luggage are courtesies extended to all residents and guests. Drivers should turn off their engine while being assisted.

FIRE ALARM: If the fire alarm sounds, all residents must immediately leave the building via the stairwells (please, not the elevator) and assemble in the garage. Those who cannot walk down should stay in the fire exits and wait for the fire department. Do not call the doorman. Fire instructions are posted on the bulletin board outside the mailroom.

PARKING AND TRAFFIC: Cars must be parked only in the areas provided, including the specific area assigned to each unit. Guests may park on the garage roof or in any unassigned space. The spaces on either side of the entrance door are for short-term (one hour or less) resident and visitor parking only. Work trucks, care-givers, housekeepers and any others who park for more than an hour should use either the roof or west side. **For information: All parking areas, covered and uncovered, are common property. They cannot be disposed of in any manner by the unit owner. A covered parking space will be assigned to each unit by the manager.** No boats, trailers or RV's are allowed to be parked on the grounds, except for one trailer grandfathered in. All traffic must follow the directional arrows painted on the pavement and proceed at no more than 10 MPH. **Be particularly mindful of pedestrians crossing under the covered portion between the garage and lobby.**

HALLWAYS AND STAIRS: The balconies, hallways and stairs shall be used only for the purpose intended and shall not be used for hanging garments or other objects. Due to fire and safety regulations corridors will be kept clear of all obstructions. Residents will refrain from opening hallway windows, except during a power failure. When use of carts and luggage dolly is complete, please return it to the elevator and send it to the first floor.

TRASH CHUTES: Garbage, papers and magazines should be tied securely in a plastic bag before being put down the chute. Large boxes and heavy bottles **MUST** be brought to a compactor room on the first floor. Otherwise, they can block the chutes or cause excessive noise. **From time to time the chutes may be unusable (i.e. power failure). Signs will be posted during such occurrences.**

ELEVATORS: Moving, remodeling or any activity which requires extensive use of an elevator must be scheduled with the manager in advance. Such activities must be scheduled between 8:00 A.M. and 6:00 P.M., Monday through Friday. Any damage to common elements shall be paid for by the resident.

PETS: No pets will be allowed in the condominium units or common areas.

FURNITURE: Furniture donated to and accepted by the condominium Board shall become the property of the association without restriction to its use and future disposition.

DISTURBANCES: No resident or guest should make any disturbing noise that interferes with the comfort, rights and convenience of other residents and guests. Radio and TV should be kept at a low volume especially after 11:00 P.M. and before 8:00 A.M. Children must not be allowed to play in the lobby, corridors, stairwells, elevators or parking garage. Unsupervised children are not permitted on the rocks by the seawall.

INDIVIDUAL UNITS:

Satellite antennas must have the approval of the Board; must not protrude beyond the plane of the exterior of the building and must not be attached to the railings.

Tiling of balconies is not permitted because it would interfere with waterproofing. This will be accomplished on a periodic basis concurrent with the waterproofing of the building exterior. Balcony paint color and exterior light fixtures shall be uniform as determined by resolution of the Board of Directors. Balconies are part of the common property and any change to the surface must have prior Board approval.

Replacement of the windows and sliding glass doors is the responsibility of the unit owners. It must be done in accordance with the existing code and must have board approval.

No hot tub, sauna or similar equipment shall be installed except in bathrooms and only with the prior consent of the Board of Directors. The air conditioning grill must not be permanently removed when replacing compressors. No addition or deletion will be permitted that would deface the exterior of the building without written consent from the Board of Directors.

LAUNDRIES: The laundry facilities shall be for the exclusive use of the residents and houseguests. Residents are encouraged to practice economic use of the machines, such as accumulating full loads when possible and reducing the amount of water when less than a full load is being washed. Drying of clothes or mats in other than the dryers is not permitted. To lessen the fire hazard, please clean lint screens after each use. Please keep the laundry facilities clean and neat. Close the doors when not in use. **Do not place household trash in laundry rooms.**

RIVIERA AND BAYSHORE ROOMS: Only those personal social activities hosted by a resident, which would normally be conducted in their homes, shall be eligible for use of the Riviera and Bayshore Rooms. The resident requesting usage of the rooms must be present at the function and assume full responsibility for the group. Food service is permitted in these rooms. The resident will be responsible for thorough clean-up following use and will be financially responsible for any damage. Activities sponsored by the Association qualify for use of the rooms.

To reserve these rooms, please schedule the date in advance with the doorman. A reservation entitles the user to either or both rooms and the kitchen for the full day of the party until 11:00 P.M. The facilities should be cleaned and in order no later than 11:00 A.M. the following day. Based on air conditioning and fire code requirements, the capacity of each room should not exceed sixty-four (64) persons. Noise should be kept at a reasonable level. Any damage should be reported promptly to the manager or doorman. The Board of Directors meets in the Bayshore Room on the 3rd Monday of each month. All residents are urged to attend.

FINANCIAL OBLIGATIONS: Any owner who is delinquent in payment of a financial obligation to the Association shall not be permitted to vote in any election or on any other issue coming before the Board of Directors. The names of such owners will be referred to an attorney for appropriate action.

POOL: Please abide by the posted pool rules. Enter and leave the pool area through the Bayshore Room entry only. **No babies in diapers.** Keep gates latched at all times. When departing, please straighten pool furniture. Safety is our main concern. Common sense in the use of the pool prevails.

NON-SMOKING AREAS: All interior common areas, including hallways and elevators, are designated as Non-Smoking. This also includes the area fronting the lobby entrance.

FIRE EXITS: The fire exits are located on the first floor on both ends of the building. They are for emergencies only and must not be used as entrances.

POSTED NOTICES: We have three sets of public bulletin boards:

The locked cases in the two elevators are for official condominium notices. Remember, these boards are seen by visitors too.

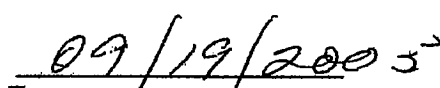
The bulletin boards in the corridor outside the mailroom are for permanent information of interest to the residents. Such information includes applications for membership, evacuation plans, committees, etc.

The bulletin board in the mail lobby may be used for commercial or personal notices of interest to residents. Since space is limited, these notices should be posted no longer than two weeks.

HURRICANE SEASON: FROM JUNE 1 UNTIL OCTOBER 30 IS HURRICANE SEASON. MANY OF OUR RESIDENTS LEAVE THE CONDOMINIUM IF A STORM THREATENS OR HAVE TRAVEL PLANS THAT TAKE THEM OUT OF THE AREA FOR EXTENDED DURATIONS. A CHECK LIST OF "TO DO BEFORE DEPARTURE" HAS BEEN DISTRIBUTED. PLEASE COMPLY. INATTENTION TO AREAS SUCH AS OUTSIDE DOORS NOT LOCKED, HURRICANE SHUTTERS NOT CLOSED AND FULL FREEZERS COULD HAVE ADVERSE AFFECTS ON THE CONDOMINIUM AS A WHOLE.

OTHER INSTRUCTIONS: A copy of these rules and regulations will be distributed to all unit owners. It is the responsibility of the owner to insure compliance.


Association President


Date

REVISED

THE FOLLOWING RULES ARE POSTED BY YOUR BOARD TO MAKE POSSIBLE THE SAFE AND SANITARY USE OF THE SWIMMING POOL FOR THE BENEFIT, PROTECTION AND ENJOYMENT OF EVERYONE.

SWIMMING POOL RULES

1. Pool privileges are extended to all owners, their families and guests. Invited guests must be accompanied at the pool by their host in all cases except for overnight guests. Please limit the number of invited guests at any one time, so the pool will not be overcrowded for the other residents.
2. Pool will be opened from 8:00 a.m. until lights out at 10:00 P.M. Anyone desiring to swim after pool lights are out must do so quietly after checking IN and OUT with the ~~Doorman~~ Doorman on duty. No children allowed in the pool after 10:00 P.M.
3. All persons using the pool do so at their own risk and responsibility. Parents are also charged with the responsibility for their children, and owners are responsible for their guests. This includes cost of property damage.
4. All persons are requested to shower before entering the pool.
5. All children under the age of 12 years, and all non-swimmers regardless of age, must be accompanied by an adult the entire time they are in the pool area.
6. Any person who is incontinent, babies of diaper age, persons with colds, coughs, infections, abrasions or wearing bandages are not permitted in the pool.
7. No running, pushing, wrestling, ball playing, chain diving or other improper conduct allowed.
8. Persons under the influence of intoxicants or drugs are not permitted to use the pool under any circumstances.
9. No glass bottles, glasses or other breakable objects are permitted in the pool area.
10. Regular swimwear only is permitted, and it is requested that robes or shirts be worn to and from the pool. Also, shoes, slippers or sandals should be worn.
11. No oil type suntan lotion or make-up should be used and swimmers with long hair should use a bathing cap or bandanna to avoid damaging the filters.
12. Scuba gear must not be used in the pool except by prior arrangement with the Manager and never when the pool is crowded. This specifically refers to compressed air tanks, and in no way restricts the usage of diving masks, fins or snorkels.
13. Please towel off before re-entering the building, so you will not drip water in the halls and elevator. Movement to and from the pool should be via the Bayshore Room.
14. Please remember how clearly sounds carry upward and keep noise within reason so as not to disturb residents within the building.
15. The Manager or ~~Doorman~~ Doorman has the right to request anyone violating the above rules or good safety practices to leave the pool area.
16. Please keep the pool area in an orderly condition.
17. The pool may be closed at any time due to operational difficulties and/or at the discretion of the Manager.

While these rules are intentionally comprehensive, your Board realizes it is hardly possible to cover every eventuality. If everyone will be guided by the principles of courtesy, good manners and consideration for others, then our pool should provide considerable enjoyment for Riviera residents and their guests.

BOARD OF DIRECTORS

DATE: 4/21/03

J. Ribman