

August 28, 1999

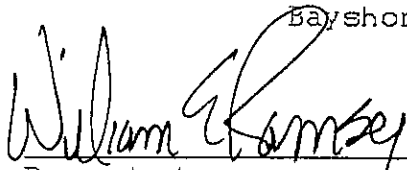
Dear Resident:

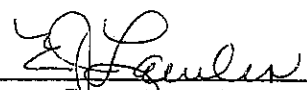
"The Bayshore" is primarily a year-round home of owner occupants, administered by a 7-member Board of Directors, elected annually by the Homeowners. The Board has employed a Manager to carry out the day-to day operations of the Condominium and all policies established.

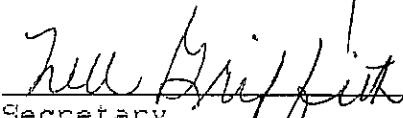
To insure that all residents are knowledgeable of all privileges, responsibilities, and comforts of condominium living, the Bayshore House Rules are hereby attached. Please read and comply with the Rules since they are for the benefit of all. Also attached, are some state and local ordinances that would be of immediate interest to the residents.

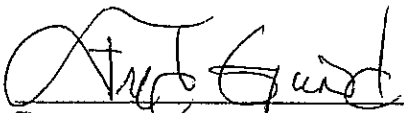
Please refer to the Bayshore Declaration of Condominium, Articles of Incorporation, Bylaws and Regulations for complete statutes and clarifications.

Approved by  
Board of Directors  
Bayshore Condominium Association

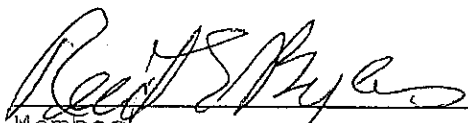
  
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President


  
\_\_\_\_\_  
Vice President

  
\_\_\_\_\_  
Secretary

  
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Treasurer

  
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Member

  
\_\_\_\_\_  
Member

  
\_\_\_\_\_  
Member *et al*

## Bayshore House Rules

The Bayshore Rules are established to accomplish one or more of the following:

- a. The prevention of hazards that may physically harm or injure the health of residents, guests and visitors (including tradesmen) while on Bayshore property.
- b. The prevention of damage to Bayshore property.
- c. The protection of residents rights regarding the use of the Bayshore facilities.
- d. Preventing a degradation in the physical appearance of the Bayshore property.
- e. To provide guidance to prevent any use or practice that is the source of annoyance to residents or which interferes with peaceful possession and proper use of the property by its residents.

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## 1.0 GENERAL

1.1 All owners, renters and guests must be advised of the Bayshore Regulations contained in the Bayshore Condominium Document and these House Rules. A copy of the Regulations and House Rules will be furnished by the Bayshore Manager to each owner and renter upon submission of an application to move in. In the event a guest is the sole occupant of your apartment, the resident is responsible for providing a copy of the Regulations and House Rules to the guest. Copies are available from the doorman on duty.

1.2 Resident(s) are defined as the person(s) residing in a unit be they an owner or renter. House guests remaining in a unit five consecutive days or longer, are considered residents during that particular occupancy of the unit.

1.3 For the purposes of this regulation, the Manager is considered a resident; however, the Managers guests are limited to immediate family members only.

1.4 An owner that rents his unit transfers his right to use the recreational facilities to his tenant. The recreational facilities are for use only by personnel residing at the Bayshore (and their guests). An owner not residing at the Bayshore may not invite guests to use the recreational facilities.

1.5 Use of the recreational facilities of the common elements will be in such a manner as to respect the rights of other residents. Use of particular recreational facilities will be controlled by regulations to be issued from time to time, but in general that use will be between the hours of 7 A.M. and 10 P.M.

1.6 No radio or television antenna; satellite dish, or any wiring for any purpose may be installed on the exterior of the building without the written consent of the Association.

1.7 The balconies, terraces and stairways shall be used only for the purposes intended. The balcony rails will not be used for hanging garments, linens, towels or other household items. Dumping or creating dust, dirt, lint, etc., by cleaning rugs, vacuum cleaner bags or other household items is not permitted on the balcony. Installation and use of clothing lines on the balcony is prohibited.

1.8 Balconies will not be carpeted. Carpet traps/holds moisture and will lead to structural weakening of the balcony. Owners who ignore this rule will be responsible for damage to balconies. Tile may be used only if the tile/grout is sealed to prevent water from getting underneath the tile and grout. Yearly inspection and/or

resealing is required. The maximum load factor for balconies is 50 pounds per square foot.

1.9 Balconies will not be altered or enclosed until all the requirements of paragraph 5.1.c of the "Declaration of Condominium of Bayshore Condominium" (page II-10) are met.

1.10 No common area shall be used for storage without written approval of the Association, except as provided in the plans and specifications. Any article stored in the storage room must be identified with the name and apartment number. Boxes must be sealed. NO COMBUSTIBLE ARTICLES ARE ALLOWED IN THE STORAGE AREA. The hours of "operation" are from 8:00 A.M. to 4:30 P.M. Monday through Friday. At other times, the storage area will be locked; however, a key can be obtained from the doorman. The Bayshore Association is not responsible for loss or damage to stored items.

1.11 Common areas of buildings, such as loggias, lobby, Bayroom and halls, will be used only for the purposes intended and will be kept free from obstructions. No articles belonging to residents will be kept in those areas except by written consent of the Association. The Association is not responsible for damage incurred to articles placed in these areas even if placement is authorized by the Association.

1.12 Elevators may be used for the carrying of freight only under the supervision of the management (also see "Moving Instructions" and "Furniture/Appliance Deliveries and Removal" sections).

1.13 No resident may make or permit any disturbing noises in the building whether made by himself, his family, guests or servants, or permit anything to be done by those persons that will interfere with the rights, comforts or convenience of other tenants. No resident or guest may play or suffer to be played any musical instrument, audio equipment, radio or television set in his apartment between the hours of 11 P.M. and the following 8 A.M. if it will disturb or annoy other occupants of the condominium. Contractors or tradesmen will not perform work that generates disturbing noises between the hours of 8 P.M. and the following 8 A.M. except in the case of emergency repairs. The manager or in his absence, the doorman, must approve that the emergency repair is necessary during the prohibited hours.

1.14 Pets are not permitted unless such pet is specially trained to assist handicapped persons.

1.15 Grocery carts and the Valet cart are for the convenience of all residents. Please return the cart to the elevator and send it to the lobby as soon as you have finished unloading it. Carts are not to be left in the

halls at anytime. To do so is hazardous since it impedes the fire exit lanes.

1.16 Grocery carts are not to be used on the driveway or in the garage. Use in these areas will cause the carts to mark/stain the carpets. The carts are restricted for use on the concrete walk and the building interior only.

1.17 The brown, plastic grocery carts are to be used by residents only. They are not to be used by contractors or delivery personnel. Contractors or delivery personnel are to use the wire grocery carts.

1.18 A resident or owner that engages a maid or contractor (an employee) to work in an apartment, and that employee causes damage to common areas (halls, elevators, lobby, laundry or trash rooms), the employer (tenant) is responsible for the cost of repair. Therefore, it behooves each resident or owner to insure their Home-Owners and/or contractors liability insurance covers damage to common area property belonging to the Bayshore Association. When you engage a contractor to work on your unit, notify the contractor to meet with the Bayshore Manager and/or on duty doorman prior to starting the work so that he can be briefed on house rules and common areas. Contractors must comply with the provisions of paragraph 13.0, "Furniture/Appliance Deliveries and Removal".

## 2.0 MAINTENANCE SERVICE TO RESIDENTS

2.1 If a resident requires the service of the Bayshore Maintenance Man, the following procedure will be followed:

- a. Phone the request to the doorman (455-9702)
- b. Provide a complete description of the problem.
- c. The doorman will prepare a work order and pass it to the Manager who will establish the priority of repair. Priorities will be established as follows:
  - (1) Personnel injury hazards
  - (2) Property damage hazards
  - (3) Repair of common elements
  - (4) Repair of fixtures affecting cost of condominium operations, e.g. leaking faucets, running toilets, etc.
  - (5) Repair of Unit Owner responsible equipment/ fixtures

- d. The Manager will give the work order to the Maintenance Man during normal working hours which are Monday through Friday, 8:00 A.M. to 4:30 P.M. The Maintenance Man will call the resident to schedule a convenient time for a service call.
- e. After normal working hours, the doorman will notify the Manager of an emergency request for service. The Manager will call the resident and inform him/her of the action being taken. If the Manager cannot be contacted, the doorman has a list of emergency service numbers and will assist the resident in resolving the problem.
- f. Routine requests for service received after 4:30 P.M will be processed the next normal working day.

2.2 There is a no labor charge for work performed to correct owner responsible malfunctions/problems that would affect other units, such as the repair of water leaks or a drain line. If the repair requires new parts (plumbing fixtures, for example), the cost of the parts will be added to your next monthly statement.

2.3 The Janitor and Maintenance Man may be hired independently for special off-hours work for such things as cleaning, painting, equipment installation, etc. The agreement to perform the work and the fee assessment is a private matter between the parties involved. At no time will the maintenance personnel be requested to provide special work during normal working hours. The Bayshore Association is not responsible for the performance or quality of the special work performed. Residents are reminded of the provisions of paragraph 1.13. and 1.18.

### 3.0 EMERGENCY LOCATOR FILE

3.1 It is the responsibility of each owner and resident to provide current contact information to the Bayshore Manager. A file will be kept at the doorman's desk.

### 4.0 KEYS

4.1 Carry your building key with your unit key. Occasionally, the doorman must be away from the lobby and the front door will be locked. You will need the key to let yourself into the building either through the front door or the rear pool door.

### 5.0 PARKING

5.1 All residents are assigned space in the garage. Guest parking is available in the diagonal spaces inside the grounds. Since there are limited visitor parking spaces;

residents are required to use their assigned parking spaces in the garage at all times.

5.2 The driveway inside the Bayshore grounds is a "FIRE LANE" and the circle must be kept open at all times, except for loading/unloading equipment, luggage, groceries, people, etc. You are reminded to pull up toward the hedge to unload/load, leaving plenty of room for others to pull up behind you. If you are in the curb area in front of the lobby waiting to pick up a person and vehicles arrive behind you to unload, you should drive around the circle and join the rear of the vehicle queue.

5.3 Residents shall instruct their employees to park on the garage roof or in the spaces along Bayshore Drive.

5.4 Tradesmen should unload at the unloading dock in the service area. Tradesmen may unload in front of the lobby if the loading dock is blocked, is in use, or the equipment/material is of such a nature as to require unloading in front of the lobby. Commercial vehicles may only park in spaces on Bayshore Drive or in roof top spaces.

## 6.0 GARAGE

6.1 Each resident will park only in the numbered spaces assigned to them. Violations shall be reported to the doorman. Violators will be notified that they are parked in the wrong space

6.2 Rooftop spaces are not assigned and are available for the use by residents, guests, employees and tradesmen.

6.3 Headlights will be ON (day and night) while the vehicle is in motion in the garage.

6.4 The speed limit in the garage is 5 MPH. All vehicles must comply.

6.5 Bicycles, skateboards, roller skates and such shall not be ridden inside the garage.

6.6 Space for parking of bicycles is provided in an enclosed area in front of the building near the power transformer. Bikes must be tagged with owner's name and unit number.

## 7.0 BEACH AND DOCK

7.1 All residents are encouraged to use our private dock and beach. Both are property belonging to the Bayshore Association. To assure safe and effective use by all residents, the following instructions apply:

7.2 Boats will not be moored at the dock on a permanent basis. This does not preclude occasional overnight dock use.

7.3 Boats will not be left on the beach without permission of the Bayshore Manager.

7.4 The following items are not permitted on the beach

- o Glass containers
- o "Pull-tab" cans/containers
- o Fires

7.5 Users of the beach are responsible for removal of trash they may have generated. Any cleanup required by the Association could result in a cleanup fee being assessed to the users.

7.6 Association pool/patio furniture will not be moved to the beach. Users may provide their own furniture providing it is removed when leaving the beach.

7.7 Residents and guests must wash off any sand before entering the building or using the pool. A shower is located near the back door of the building.

7.8 Pets are not permitted on the beach.

## 8.0 SWIMMING POOL

8.1 There is no lifeguard. Swim at your own risk. Parents are responsible for their children and residents are responsible for their guests, including property damage. Pool hours are from 7:00 A.M. to 10:00 P.M. daily. The pool may be closed temporarily during these times for cleaning, maintenance, inclement weather or for other reasons deemed advisable.

8.2 Adult house guests are permitted to use the pool and lounge chairs at all times provided that the resident has notified the doorman. Please limit the number of guests at any one time so that the pool will not be overcrowded and that lounge chairs are available for use by residents.

8.3 Children under age 13 must be accompanied by an adult; all non-swimmers, regardless of age, must be accompanied by an adult.

8.4 Incontinent persons, regardless of age, shall not enter the pool. Persons with colds, coughs, infections, cuts, abrasions or wearing bandages/band-aids may not enter the pool.



8.5 No food, glass containers or any other breakable objects are permitted in the pool area. Pool area is defined as the beige textured concrete area around the pool.

8.6 Pets are not permitted in the pool area.

8.7 Removal of Association pool/patio furniture from the pool/patio area is prohibited.

8.8 Pool/patio furniture must be kept at least 4 feet from the pool edge to allow safe passage.

8.9 Shower before entering pool if you are using suntan lotion or makeup; or you have been on the beach. Swimmers with long hair (shoulder length or longer) must tie it or use a swim cap. Hair, oil and sand quickly damage the pool filters.

8.10 No running, pushing, wrestling, ball playing or other unsafe or improper conduct is permitted in the pool or on the pool deck..

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THESE TWO ITEMS DEPEND ON IF A ROPE IS REQUIRED OR NOT

8.11 The safety rope across the middle of the pool must not be disconnected. It must remain connected to the pool sides at all times.

8.12 Sitting or standing on the safety rope is prohibited.  
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8.13 Loud music is not permitted in the pool area.

8.14 Scuba gear (compressed air diving tanks) will not be used in the pool. Balls, inflatable mats, surfboards, etc are not permitted in or around the pool. The use of diving masks, goggles, fins and snorkels are permitted.

8.15 Towel off before entering the building, so that you will not drip water in the halls, lobby and elevators.

8.16 Persons under the influence of intoxicants or drugs will not be permitted to use the pool under any circumstances.

8.17 Regular swim wear only is permitted. Under no circumstances are cut-offs (unhemmed clothing) to be worn in the pool. Threads coming loose will damage the pool filters.

8.18 Shoes, slippers or sandals, and robes or shirts must be worn to and from the pool. Dress code applies to everyone, including children.

8.19 The Manager or doormen may, at their discretion, demand any person to leave the pool area for any violation.

#### 9.0 TRASH ROOM

9.1 Trash MUST be placed in a plastic bag and tied before it is placed in the trash room bags. Foods such as the shells from shell fish, fish, and raw chicken, must be bagged, sealed and taken directly to the dumpster or the trash bin located at the loading dock.

9.2 Newspapers and magazines should be placed in the trash bags.

9.3 All spills or breakage in the trash room should be cleaned up immediately, then reported to the doorman for sanitizing. If you are physically unable to do the clean up, call the doorman to report it, or get a neighbor to help.

#### 10.0 LAUNDRY ROOM

10.1 The laundry room on each floor is to be used by the residents of that floor, and their house guests only.

10.2 Operating instructions are posted. Use low-sudsing detergents only (others cause the drain system to overflow).

10.3 The machines are not to be used before 7:30 A.M. or after 10:00 P.M.

10.4 If detergent or any chemical is spilled, clean it up immediately, then call the doorman to have it checked. If you are physically unable to do the clean up, call the doorman to report it, or get a neighbor to help.

10.5 To assure that machines are readily available for use, please promptly remove the clothing at the expiration of the running time. This can be done by noting the starting time and keeping track of the run time. The use of a household timer in your apartment would be useful in this task.

#### 11.0 BAYROOM, PATIO AND REAGN ROOMS

11.1 The Bayroom, Party and Reagn Rooms are for the convenience of the residents and their guests only.

11.2 Reservations for exclusive (private) use of these rooms must be made in advance with the Manager. "The Bayshore Party Facilities Contract" must then be read and signed. Renters are required to give a \$100 deposit at the time the reservation is made. Owners make no deposit.

11.3 The rooms must be clean and furniture returned to their original order immediately after their exclusive use. The Manager will inspect all areas before and after use to determine cleanliness and/or damage. If the rooms are left in a satisfactory condition, the renter's deposit will be returned. If there is damage or cleaning necessary after use, the renter will forfeit the deposit, or the owner will have the amount added to the monthly association bill. If the damage/ cleaning requirements exceed the deposit, an bill will be presented to the renter for the additional amount required to restore the room(s) to their original condition.

11.4 The rooms will not be reserved for more than one day and evening consecutively. Functions recurring on a regular basis (e.g. the same study group each Tuesday morning or the same card group every Thursday afternoon) will be permitted. However, they are subject to being preempted by another resident desiring to schedule a special function. Conflicts will be resolved by the Manager or Board of Directors as required.

## 12.0 MOVING INSTRUCTIONS

12.1 A moving date must be scheduled with the Manager so that an elevator may be reserved.

12.2 Moving hours will be from 9:00 A.M. to 8:00 P.M. Monday through Friday. The manager will be advised if the move is estimated to extend beyond normal moving hours. Saturdays require special permission from the Manager. No moves are allowed on Sundays or holidays.

12.3 Residents must furnish the moving company personnel with the following instructions:

12.3.1 Moving company personnel must meet with the Manager upon arrival or in his/her absence, the doorman.

12.3.2 Moves will utilize the freight entrance (loading dock) only. THE LOBBY ENTRANCE WILL NOT BE USED.

12.3.3 Only the East elevator will be used for moves. The West elevator will not be used to move any items. The elevator sides must be padded and the elevator floor must be covered prior to the move. The pads and floor covering also must be removed after the move. The pads and floor covering boards are located in the loading dock hallway.

12.3.4 Do not drag boxes, etc. on the carpets or tile floors.

- 12.3.5 Leave the elevator and hallways in a clean condition.
- 12.3.6 Remove all packing boxes and crates from the premises.
- 12.3.7 Boxes unpacked by residents must be moved to the dumpster on the loading dock (East end of building), not stacked in hallway or trash room. Packing material such as styrofoam, "popcorn", paper, etc. must be contained before placing in dumpster. Should the resident desire to recycle the packing material, the resident can deliver it to such businesses as "Mail Boxes". Clean up of loose materials on the Bayshore grounds will be charged to the resident.
- 12.3.8 The resident is responsible for any damage to the Bayshore property caused by the moving company. Please choose your moving company carefully, making sure they carry liability insurance and their personnel are aware of these regulations.
- 12.3.9 After the move is complete, notify the Manager or in his absence, the doorman, who will then inspect for cleanliness and damage prior to release of the mover.
- 12.4 Due to the configuration of the loading dock, pick-up trucks and U-Haul type trailers are used at mover's risk.

### 13.0 FURNITURE/APPLIANCE DELIVERIES AND REMOVAL

13.1 Moving of furniture and large appliances must be coordinated with the Manager or in his absence the doorman. They will make the determination if the elevator must be padded and the floor covered. These rules apply to delivery personnel, contractors performing work in units, residents performing their own delivery/removal and any other personnel involved in the movement.

13.2 The Manager, or doorman, will furnish the involved personnel with the instructions in 12.3.

### 14.0 FIRE PRECAUTIONS

#### 14.1 BE PREPARED:

- 14.1.1 Know where the nearest fire alarm pull is located.
- 14.1.2 Have an evacuation kit ready where you can get it quickly. It should contain a flashlight, medications, shoes, etc.

14.2.5 Do not block driveway, and be alert for arriving fire-fighting equipment.

14.3 IF YOU HEAR THE ALARM:

14.3.1 Go to your door and touch the knob. If it is cool, evacuate the building.

14.3.2 If the knob is hot, DO NOT OPEN THE DOOR - it will be dangerous in the hallway. Phone the Fire Department (9-1-1), tell them your unit number and your situation. This is the one circumstance when you do not evacuate the building.

14.3.3 If trapped in your unit, you must prepare to survive until rescued, DO NOT PANIC. You should:

14.3.3.1 Hang a sheet or large towel over the balcony rail to indicate your plight.

14.3.3.2 Fill your bathtubs and sinks with water. This water is to be used to soak towels/sheets for use as described below. It is also to be used for dipping pots/pans in and throwing water on walls and doors that appear to be scorching (this helps keep them cool and retards a fire break through into the unit); and keeping towels/sheets wet. It is not for you to get in and cook like a lobster or crab.

14.3.3.3 Seal the cracks of your doors with wet cloth. Close windows. If smoke/fire conditions permit, go out onto your balcony with your evacuation kit. Close balcony doors and seal with wet cloth.

15.0 HURRICANE EVACUATION

15.1 Hurricanes are capable of causing widespread destruction and this building is not immune to damage by hurricanes. To assist residents in preparing for hurricanes, the following information is provided:

15.2 It would behoove each resident to prepare a supply check list and house preparation check list immediately upon moving in. Review these checklists at the start of each hurricane season (season is from 1 June through 30 November). A sample check list and other general information is available from the Manager.

15.3 The National Weather Service will try to give us 12 hours lead time for evacuation should a hurricane approach this area. All residents should prepare for evacuation of the building if so ordered by the county emergency services.

The following actions should be taken prior to departing your unit if instructed to evacuate:

- 15.3.1 Remove everything from your balcony and secure all window and sliding glass doors. If door and window locks do not work, use a stick cut to length and place in the slide track. Close drapes and/or blinds.
- 15.3.2 Fill bathtubs with water - water supply could still be off when you are allowed to return to building. Check that drain does not leak and let water out. If it does, seal drain with tape.
- 15.3.3 Turn off all circuit breakers in your unit except refrigerator/freezer. Bear in mind that electricity may go off and any food in the refrigerator/freezer could spoil.
- 15.3.4 Take enough clothing for your needs - time away from your unit could be from one to several days, depending upon the severity of area damage.
- 15.3.5 Take a flashlight, portable radio and cellular phone (if you have one). These may be your only source of light and communication during the storm. Be sure to take extra batteries for all.
- 15.3.6 Take all required medication with you.
- 15.3.7 Upon completion of the evacuation of the building, the elevators will be stopped on the sixth floor. Should the building receive any damage, they will not be back in service until inspected by Otis Elevator mechanics.
- 15.3.8 During the last 12 hours of evacuation, the maintenance man and janitor will not be available to assist you due to their duties of securing the common areas of the building. The common areas of the building will be secured and checked by the manager.
- 15.3.9 Emergency shelters will be located in a number of Escambia County School Buildings. The number of shelters will depend upon the need. The locations of the schools will depend upon the direction of travel and predicted land-fall of the hurricane. Radio stations WCOA/AM and WJLQ/FM will be the Official Emergency Broadcast Station from the Pensacola area during any hurricane emergency.

16.0 STATE & LOCAL ORDINANCES OF IMMEDIATE INTEREST

16.1 State law prohibits smoking in all interior common areas of the Bayshore. This includes the lobby, hallways, stairways, Bayroom and Party Room. Smoking is permitted in each unit and outdoors.

16.2 Warrington Fire Ordinances prohibit the use of Gas Barbecue Grills above the first floor.