

RULES AND REGULATIONS OF THE OCEANS CLOVERLEAF CONDOMINIUM

(As Approved by the Board of Directors 8/13/07; Amended 8/23/10; Amended 11/18/10; Amended 2/16/12, Amended 4/22/21, Amended 9/8/22, Amended October 2024

The following Rules and Regulations are considered essential to condominium living for the safety, health and well-being of all residents. Homeowners' adherence to these Rules and Regulations will assure everyone of a pleasant environment in which to reside. CLOVERLEAF HOMEOWNERS ARE RESPONSIBLE FOR THE ACTIONS OF THEIR GUESTS, VENDORS AND LESSEES WHILE ON COMMON AREA PROPERTY.

NOISE: Noise levels are limited at all times so as not to cause neighborly intrusion and nuisance. Construction and remodeling noise is allowed and permitted only between 8:00 am and 5:00 pm Monday through Friday, and 9:00 am to 2:00 PM on Saturday. Boisterous, rowdy behavior and loud music are never permitted. Be considerate of all adjoining Homeowners while in common areas. No noise allowed between the hours of 11:00 pm to 8:00am daily.

SMOKING: Smoking is **prohibited** in all common areas, including but not limited to: walkways, corridors, stairwells (interior and exterior), garage area, pool area, parking area, driveway and any common area enclosure. This includes cigarettes, cigars and pipes. Owners are responsible for making sure this rule is adhered to by their guests and by any contractor/service provider doing work for them.

PETS: Pets are not allowed in pool areas, lobby, social rooms, mailroom and plantings. Pets are only allowed in a y common area walkway going to exterior of building and returning to unit. City ordinances pertaining to leash Law and Pooper Scooper Law apply to all common areas. Pet regulations limit two (2) pets per unit with a combined weight not to exceed twenty (20) pounds and being of the domesticated variety of dog and/or cat. Neither owners nor visitors are allowed to bring dogs exceeding 20 pounds in weight to the property at any time. No animals, domestic or wild, are to be fed on a balcony, a common area or anywhere else on condo property. Residents are responsible for the care and behavior of their guest's pets.

BARKING DOGS: All dog owners must be respectful of the rights of other residents to reasonable peace and quiet. Owners with dogs who bark excessively will be considered to be in violation of our noise regulations. Repeated complaints will require an investigation and possible warning. Repeated violations may result in rules enforcement action which may involve a fine or loss of common area access.

SERVICE DOGS, ASSISTANCE DOGS AND "EMOTIONAL SUPPORT ANIMALS": It is the duty and responsibility of the Cloverleaf Board of Directors and Management Company to strictly enforce the Pets policy found in our Rules and Regulations. However, the Board recognizes there may be exceptions made when a request is made for a LEGITIMATE service or assistance dog. To protect the interests of all residents here, **the Board has engaged legal counsel to create policies and procedures which must be followed when anyone is applying for an exemption to the Pets policy.** The paperwork to complete the application process can be obtained from the office or the management company. Documents in support of a request for a service dog or assistance dog which have been purchased online will not be acceptable. Final decisions on questionable applications may be delayed while the application is reviewed by our legal counsel at the expense of all owners.

SOCIAL ROOM: Only homeowners and lessees may reserve the facilities of the social room. Such arrangements shall be made through the Property Manager. Homeowners and lessees must be in good standing with the Association to make a reservation. Charges may apply.

BALCONIES/PATIO/WINDOWS: No homeowner shall add floor coverings or enclose (by screening or otherwise) any portion of the balcony/patio. Homeowner shall not alter the exterior appearance of any portion of the condominium building and/or change the condominium property. Storm and hurricane shutters are permitted; see Property Manager for details. Do not hang anything on railings except seasonal decorations for a maximum of 45 days. Do not shake rugs or sweep anything over the edge; use dustpan and broom to collect debris. Do not feed wildlife. No outdoor cooking permitted. Avoid excessive watering of plants, which will cause overflow. Remove everything from your balcony/patio when leaving unit for more than 7 days. No displays in or on windows of promotional materials including business promotions, idealism or governmental philosophy such as real estate signs, candidate promotion and religious symbols. For safety and EMS ingress and egress, the homeowner is allowed one plant or decorative item by their respective front door. The plant/item must be self-contained and shall not exceed 16" diameter x 36" tall. Satellite dish receivers are permitted but may not enter into or encroach any common area. All equipment must remain inside the balcony/patio railing and not break the plane of same nor be affixed to condominium building-

SAND REMOVAL: Rinse beach equipment, golf equipment, feet and shoes at car wash area before entering building. Remove metal spikes and/or metal cleats before entering the building.

GARAGE GUIDELINES/SAFETY: Use headlights in garage DAY and NIGHT. The speed limit in the garage is 10 miles per hour or less. The speed limit MUST be strictly observed. Owners must park in their assigned space. Owners with more than one vehicle must use a guest parking space as close to their assigned owner spot as possible. If there is no guest spot available, second/third vehicles should be parked in guest spots on floors that are the most empty. Guests must park in the guest spaces on the homeowner's floor when visiting unless there are no open spaces. In that event, their vehicle should be parked in a space on another floor where there are the most available free spots. Owners are responsible for the clean-up costs due to the leakage of fluids from their vehicle(s) or from the vehicle(s) of anyone visiting them. Automobiles, pickups, vans, motor scooters, mopeds, bicycles and golf carts are allowed past the first-floor garage area. No other vehicle, including but not limited to: motorcycles, ATVs, etc. is allowed past first floor garage level and must park on the first floor garage level. No parking of any motorized vehicle, including trailers of any type in the car wash area, loading zone area, and driveway. No ball playing, skating, skateboarding or use of push scooters is permitted in the building, garage, driveway, common areas, elevators, lobby or balcony/patio. All bicycles stored in the Cloverleaf bike storage room must have a Cloverleaf bike identification sticker. Stickers are obtained from the Property Manager.

COMMON AREA PARKING OUTSIDE ON CLOVERLEAF PROPERTY: Parking in the **wash bay** is prohibited at all times. The wash bay is to be occupied only by RESIDENTS of the Cloverleaf while they are washing their vehicles. Parking in the **delivery zone** (that area to the east of the wash bay) is for delivery vehicles only and whenever possible should be coordinated with maintenance staff. Parking in **front of the building** is restricted to service vehicles, vendors and/or management company vehicles only Monday-Friday 7:00 am to 5:00 pm. Outside of those times, the spaces may be used by visitors who are attending activities in the social room area by invitation of an owner, but never by an owner, or a guest of an owner (including health care workers) who is visiting the condo. The spaces may also be used by real estate agents on the weekends.

VEHICLE WASHING: The wash bays are available for **owners only** daily from 8:00 am until 8:00 pm. The small hose for rinsing sand is available 24/7. The wash bays may NOT be used by guests or visitors.

TRASH/RECYCLING: Trash chute- all garbage, including disposable diapers and pet litter, must be sealed or securely tied in plastic bags before disposal in chutes. NO GLASS is to be disposed of in chute. No trash or garbage is to be left on the floor of trash chute rooms. No trash is to be left on the area outside condominium unit door. Recycling bins-ONLY glass, newspapers, cardboard and cans are to be disposed of in the recycling bins on the first floor. All cardboard boxes MUST be broken down prior to placing them in a recycling bin.

ATTIRE: shirts or cover-ups and shoes are required in all common areas. No wet bathing suits in social areas or exercise room.

POOL/SPA/SAUNA: POSTED RULES AND REGULATIONS IN THE OUTDOOR POOLS, THE INDOOR POOL, SAUNA AND THE SPA AREAS MUST BE STRICTLY OBSERVED. Outdoor Pool hours are dawn to dusk (**per order of the health department**). Indoor Pool hours are 8:00 am to 10:00 pm. USE OF POOLS, SPA and SAUNA at your own risk. NO DIVING. Children 14 years and younger MUST BE UNDER ADULT FAMILY SUPERVISION at all times when using the pools, sauna, spa and/or exercise room. Noise must be kept to a minimum (see noise rules). Glass and breakable items are not allowed in any pools or on pool decks. No food or drink allowed in the indoor pool or spa areas. Food and drinks in non-breakable containers ARE allowed at the outdoor pool area but not within 3 feet of the water. Trash must be disposed of before leaving. Running, rough play and toys are not allowed in the pools or spa area. Exercise floats are allowed in the pools when exercising. Showering is mandatory before entering pools and the hot tub. Infants and toddlers not toilet trained must wear CERTIFIED swim diapers. Swimsuits must be worn in pools, hot tub and sauna- NO cut-off jeans. Music may be listened to in the pool, spa and sauna areas only on a personal listening device through an earpiece.

EXERCISE ROOM: DO not use or operate equipment wearing damp or wet swimsuits. No children under 18 years of age in the exercise area without adult supervision. A clean towel must be placed between the user's body and equipment pad.

UNIT SALES AND LEASING: No unit is permitted to have a lockbox attached to the unit door for any reason. No homeowner is permitted to display any real estate signage. Leases must be approved prior to implementation ... see Property Manager for details. **No unit purchased after July 12, 2024, shall be rented or leased until it has been owned for a period of three (3) full years. After that, a unit may be leased for a minimum term of one full year but may not be leased to more than one party in any three-year period.**- All leases must be approved in writing by two officers of the Board of Directors. Application forms are available in the office or from Sentry Management. **No unit may be sublet in whole or in part.**

UNIT WATER MAIN and WATER TANK: Unit water main line into unit shall be closed and water tank circuit breaker turned off when gone from unit for more than five days.

FIRE ALARMS: Do Not Disconnect ANY FIRE ALARM SYSTEM. This is a violation of the local government fire code and punishable by a fine. If it is determined by the local fire department that their response to a unit was based on a false alarm, the homeowner will be assessed \$100.00 to cover the cost of response.

REMODELING AND TRADE WORK: Remodeling is considered any project other than interior painting, minor electrical, plumbing, HVAC, sliding door and glass repairs. All other projects require an "In-Unit Construction Policy" application which must be completed and approved prior to work commencement. This application is available in the office or from the Maintenance Supervisor.

REPLACING FLOORING: Sound deadening material MUST be placed on the concrete subfloor of residential units prior to the installation of hard surface flooring materials. Sound Deadening Underlayment must meet STC (Sound Transmission Class) 62; IIC (Impact Insulation Class) 54 per Sound Ratings ASTM E90-02, E989-89, E492-90, {i.e., Proflex® SSC-70 or equivalent}.

MOVE-IN, MOVE-OUT/UNIT WORK/DELIVERIES: Furniture, equipment and building supplies must be brought in the building and moved out of the building, through the garage entrance between the hours of: 8:00am to 4:00pm MONDAY thru FRIDAY. The Maintenance Supervisor or the Office Manager must be contacted 24 hours in advance to ensure padding of elevator walls and floors, and to reserve loading zone for vehicle parking. The Board of Directors or its Designee has the discretion to approve exceptions on a case-by-case basis. Any exceptions shall not be considered as establishing precedent. Any pre-approved after-hours work or deliveries will require the unit owner to pay for a member of the maintenance staff to be present. The payment amount is set by the Board at \$50 per hour with a \$100 minimum and paid directly to the maintenance person when service is rendered.

TRADE WORK IN UNITS and noise emanating from it shall be limited to Monday thru Friday 8:00am to 5:00pm and Saturday 9:00am to 2:00 pm. No trade work or noise emissions are allowed on Sundays and Holidays unless it is an emergency situation and has been authorized in advance by an Officer of the Board of Directors or its Designee. Any messes or damage caused to walkways and any garage area and left behind by trade work in condos or their rooftop A/C units shall be cleaned or repaired by staff and the cost reimbursed by the unit owner.

LOCKS ON DOORS: The Association **requires** each unit's deadbolt lock be keyed to the Association's Master Key for entry in case of emergency and for pest control. In the event there is an emergency, and the Association cannot gain access into a unit, the Association has authority to gain access without homeowner permission. Any damage caused by gaining such access will **NOT** be the responsibility of the Association and the Association will bear no cost of repairs. The Association shall charge a fee for replacing keys and/or Key FOBs to common areas. The Property Manager will provide master keying instructions.

COMMON AREA UTILITY USE: It is strictly prohibited to use common area utilities such as water or electric hook ups for personal use.

FLYERS/NOTICES: No one is allowed to post any flyer, notice, advertisement etc. on any condo property, including bulletin boards, tables, countertops and elevators. Those wishing to do so may submit them to the Office Manager (Mary) for approval. If approved, the staff (and only the staff) will post in an appropriate location. No one is allowed to leave any printed materials in **any** common area of the building without express permission from the Office Manager (Mary). If approved, staff (and only staff) will place them. No one under any circumstances is allowed to remove, mark, edit, cover, desecrate or alter in any way a notice which has been legally posted on Cloverleaf property.

LEAVING MERCHANDISE IN COMMON AREAS: The Office Manager in consultation with the Board of Directors **may** at their discretion establish a designated area where owners may place and offer unwanted **new** items of some value to anyone who wants them. Lost and found items should be brought to the office or maintenance supervisor.

SOLICITATIONS: No solicitation is permitted in the common areas or door-to-door.

HURRICANE SHUTTER POLICY: Any owner wishing to install hurricane shutters should contact the office for policies and procedures.

ENFORCEMENT OF COVENANTS: All homeowners and their guests at all times are required to abide by all Covenants and Governing Documents of the Association, including the preceding Rules and Regulations. The FLORIDA CONDOMINIUM ACT, in aggregate, provides for fines of up to \$100.00 per day and \$1,000.00 per violation. In order to best enforce these Rules and Regulations, and in view of this being private property, any resident, guest or visitor on the property shall be **required** to identify themselves and the unit in which they reside or are visiting to any member of the Board of Directors, Office or Maintenance Staff personnel when so requested.

NOTICE OF MEETINGS: The Board of Directors meets at least once during each quarter of the calendar year. Board of Directors meetings are for the purpose of conducting Association business and notices of such meetings will be posted in the elevators, on the elevator bulletin boards and in the mailroom no less than 48 hours in advance. Board of Directors meetings are open to all homeowners. If changes to the Rules and Regulations are to be made, a 14-day advance notice is required.

INSURANCE:

Since each unit owner is responsible for everything inside their unit, each unit owner shall be required to purchase and have in effect an active condo insurance policy on the contents, fixtures, walls, ceilings, windows, doors, sliders and flooring of the unit at his/her expense. A copy of said policy must be on file with our office manager. Failure to maintain an insurance policy on your unit will create potential liability if your damage spreads to other units. Also, If not insured, and unable or unwilling to make repairs sufficient to eliminate all health hazards and safety issues, the Association can, as necessary, hire a remediation company with all charges incurred placed on the unit owner's account. Failure to pay said charges will result in legal action including fees, penalties and interest charges as well as our legal counsel filing to place a lien on your property.

SELLING YOUR CONDO: Effective July 14, 2024 the **purchaser** of any condo here must pay a one-time \$2,000 contribution to the Association's reserve fund. That fee is collected at the time of the official sale closing.

ANNUAL MEETING: An annual meeting of all owners is required once a year. A notice of this meeting is mailed to each owner at their address of record. More details can be found in the condominium Governing Documents.

BOARD MEETING PROTOCOLS: All owners in attendance at any official meeting of the Board of Directors shall have the right to ask questions or make comments about any item on the agenda. Questions or comments about items or issues not on the agenda may be permitted at the discretion of the Board. Under normal circumstances, owner questions and comments will be entertained at the end of the meeting prior to adjournment. Owners will be allowed up to 3 minutes each to speak, but that time limit could be extended at the discretion of the President or presiding officer. It is the **obligation** of the President or presiding officer to maintain order at all times, and not allow any owner or owners to dominate, disrupt or otherwise attempt to filibuster or take over a meeting.

RECORDS REQUESTS: Florida Statutes Section 718.111 identifies a list of association records required to be maintained and made available upon request to all owners. All such records are officially kept and maintained by our management company, Sentry Management. Any owner wishing to make a records request should do so in writing or via email to Office Manager Mary Goodwin (cloverleafsouthcondo@gmail.com). The owner should identify the **specific records being requested**. The request will then be forwarded to Sentry Management and to the Officers of the Board of Directors. The owners will be provided with a "checklist" of documents that have been provided for inspection as well as those documents which were not provided. If the requested records are posted on the association's website (www.sentrymgt.com), the association may fulfill its obligation to respond to the request by referring the owner to the website.

{F.S. Section 718.111(12)(c)(1a)}