

# **OCEANS SIX CONDOMINIUM RULES AND REGULATIONS**

**Approved by The Board of Directors  
Oceans Six Condominium Association, Inc.  
September 28, 2016**

These Oceans Six Rules and Regulations supersede all earlier versions. They are compliant with the provisions of Florida Statute 718 (Florida Condominium Act) and the Declaration of Condominium and Bylaws of the Oceans Six Condominium Association, Inc.

## **OCEANS SIX RULES AND REGULATIONS**

### **\*\*\*\*\* PURPOSE \*\*\*\*\***

The following Rules and Regulations are intended to contribute to the safety, health, and well-being for all residents of Oceans Six Condominium. These rules are supplemental to the Oceans Six Bylaws and are intended to govern the daily behavior of residents in the building.

Each owner is expected to adhere to these rules and is responsible for the conduct of their lessees, guests, contractors, vendors, agents, employees, families, invitees, and pets. Unit owners are responsible for any damage caused by any of the aforementioned. Each owner is also subject to enforcement procedures that will be used to address violations of these Rules and Regulations, the covenant and restrictions contained in the Declaration of Condominium, and the Oceans Six Bylaws. The Board of Directors, or its appointed Review Committee, has the authority to levy a fine and/or a suspension of the right to use the common amenities on the unit owner and – in appropriate cases – on the occupant, licensee, or invitee responsible for any violation.

### **\*\*\*\*\* GUEST PROCEDURES \*\*\*\*\***

1. On arrival, guests, including family members, must complete the registration sheet located in the lobby entrance. A visitor's parking pass located at the registration podium must be completed immediately and displayed on the dashboard of the visitor's vehicle.
2. Owners or lessees not in residence when guests arrive must call ahead to notify the office manager of the guests' pending arrival. Occupancy by a guest must have owner's prior written approval.
3. It is the responsibility of owners to provide a printed copy of the Oceans Six Rules and Regulations to tenants or guests who occupy their units. Owners must direct tenants and guests to review and obey all rules.
4. When someone other than the unit owner will be using the unit, the office must be notified in advance. Please call the office with the guest's name, the date of the guest's arrival, and the date of the guest's departure.

**\*\*\*\*\* BUYING AND SELLING UNITS \*\*\*\*\***

1. An introductory meeting will be held with new or prospective owners to provide general information about living at Oceans Six, to explain Oceans Six governing documents, and to explain Oceans Six Rules and Regulations. Attendees at this meeting include the prospective owner(s), the Oceans Six office manager, and a member of the Oceans Six Board of Directors. The meeting may be held through a conference call for non-resident owners.
2. When an owner is in the process of selling his or her unit, no open houses are allowed. A unit may only be shown to one potential buyer at a time. During each showing, no other potential buyers for the unit are permitted in the building.
3. When a unit is purchased, the office manager must be provided with the new owner's phone number, e-mail address, and home address. The office manager must also be informed of any changes to the owner's contact information after the unit is occupied. The owner's vehicles and bicycles must also be registered with the office manager.

**\*\*\*\*\* COMMON AREAS \*\*\*\*\***

1. Smoking is prohibited in all indoor Common Areas. With the exception of the Social Room, eating and drinking is prohibited in all indoor Common Areas. Bottled water is permitted in the Exercise Room and the spa.
2. Shoes and cover-ups are required in the lobby and elevators at all times. No one under 16 years of age may sit or otherwise remain in the lobby unless accompanied by an owner or lessee at least 18 years of age.
3. Sand must be removed from shoes and clothing after leaving the beach and must never be brought into the lobby or elevators.
4. No person is permitted to operate a television, stereo, radio, musical instrument, or any other device which produces audible noises at a level that interferes with the quiet enjoyment of the residents of the building or otherwise creates a nuisance or is a source of annoyance. These devices shall not be permitted to interfere with the comfort and convenience of the occupants of the units.
5. Trash chutes on each floor are for bagged trash only. All glass items, disposable diapers, and pet litter are to be sealed in plastic bags and brought to the garage level trash room. Cardboard cartons and shipping materials must be broken down and placed in the dumpsters on the north side of the garage.
6. Owners must comply with the Daytona Beach Shores recycling laws, which can be found on the city website ([www.dbshores.org/solid-wasterecycling](http://www.dbshores.org/solid-wasterecycling)), and are also posted

above the dumpsters. Recyclable items must not be enclosed in plastic bags when they are placed in the dumpsters designated for recycling. Any large recyclable cardboard boxes must be flattened before being placed in the recycling dumpster.

7. Only handicap vehicles may be used in the common elements and walkways. Toys and vehicles such as bicycles, tricycles, skates, skateboards, and scooters, which are ridden or propelled, shall not be ridden or used in or on any common element, on any balcony, or in the garage. They are only permitted to be ridden outdoors.

8. Halls, walkways, stairwells, driveways, and the garage shall be free of any obstruction that may impede evacuation during an emergency. No personal property may be left in any of these areas. No rubber-backed mats may be placed outside unit doors. No shopping or utility carts may be left unattended outside a condo unit door or inside a condo unit.

9. It is not permitted to hang any item from balcony railings. It is also not permitted to shake debris from rugs or clothing in these areas. Throwing any type of object off a balcony, including cigarette ashes or cigarette butts, is strictly prohibited. No floor covering of any kind is allowed on balconies, as these tend to trap water and damage balcony concrete and support structures. When sweeping or washing balconies, a dustpan must be used to pick up any debris, and liquid must be confined to the balcony floor. No spillage is permitted. Use of charcoal or propane grills is strictly prohibited on balconies. Only the use of electric grills is permitted.

10. Owners are permitted to grow plants, purchased at their own expense, in the planter boxes located next to the common element walkways on each floor. No other common element location may be used by owners to grow plants. The types of plants, watering methods, ground cover, and maintenance can be restricted by the Board of Directors to keep the walkways clean of plant debris and insects, and to prevent damage to the planter boxes.

11. Any furniture, equipment, rugs, or plants that reside in any portion of the common elements are under the jurisdiction of the Board of Directors. This would include all of the rooms on the first floor, all of the walkways and elevator lobbies on each floor, and all the areas surrounding the outdoor pool. Owners are not permitted to add or remove any furniture, equipment, rugs, or plants to or from any of the Common Areas without the permission of a board member and all the residents of a particular floor. Exceptions will be made for adding holiday or seasonal decorations, as well as moving specific furniture items, all of which must be approved by the Board of Directors. In those areas where items may be moved at the convenience of a resident, such as a pool chair, they must be returned to their original position when the resident is finished using them.

**\*\*\*\*\* PETS \*\*\*\*\***

1. All pets must be registered with the office manager and all pertinent information must be placed in the owners unit file.
2. Only owners are permitted to have pets. Tenants and guests are not allowed to have pets in the building. Service animals will be permitted pursuant to the provisions of current local, state, and federal statutes.
3. Owners may keep up to two domestic pets. Total weight of the two shall not exceed 20 pounds at maturity.
4. Unless otherwise required by law, pets are not permitted in the main lobby, pool areas, planter boxes, or the elevated grass areas near the pool. Vehicle or pedestrian entrances to the garage, or the outside staircase entrances at the main level, must be used to transport a pet in and out of the building. The Board of Directors will make reasonable accommodations for the disabled or impaired, in accordance with the Americans with Disability Act (ADA), and permit them to escort pets through the side doors of the main lobby. Pet owners are responsible for ensuring that their pets do not leave any waste on any part of Oceans Six property. In the event of an accident, pet owners must clean up pet waste within 15 minutes.
5. When pets are escorted by owners in the South elevator, walkways, the stairs, or the garage, they must be secured at the foot of the owner on a tight leash, or they must be carried in an owner's arms, or they must be transported by the owner in a pet stroller. When pets are escorted in the North elevator, and other passengers are present, pets must be carried in the owner's arms, or they must be transported by the owner in a pet stroller. Whenever possible, if an owner escorts a pet in an elevator that is carrying other passengers, the pet must be kept between the wall of the elevator and the owner to prevent contact with other passengers unless otherwise required by law.
6. Pet owners must provide annual veterinarian documentation indicating appropriate shots and vaccinations for each pet that is escorted from a condominium unit to an outside destination on a regular basis. This documentation must be submitted to the office manager by the end of each year.
7. Pet owners must ensure that their pets do not disturb other owners by creating excessive noise in the units where they reside, or in places where they are transported in and out of the building.

\*\*\*\*\* SECURITY \*\*\*\*\*

1. Entry doors to the building shall not be opened for unknown or unauthorized persons. If someone attempts to enter the building by using the intercom at the front door, it is the responsibility of each owner, tenant, or guest to identify the person at the front entrance by using a television monitor. The entranceway can be viewed by turning to Channel 732.
2. Medeco keys and garage door openers may only be used by unit owners, tenants, and guests. Standard entry procedure must be used by all others, including real estate agents, house cleaners, service providers, and contractors.
3. Standard entry procedure for Oceans Six is posted on the front entrance to the building. All non-owners must register at the registration desk in the lobby. Those who do not register may be prosecuted for trespassing, or they may have their vehicle towed.
4. The office must have a key to each unit. The office manager must be notified when owners change the locks on their front doors. If a lock on a front door to a unit does not have a key matched to the master key in the Knox Box in the main lobby entrance, the Association is not responsible for any damage to a unit's front door that may occur in the event of an emergency.
5. Medeco keys and garage door openers are sold only to owners. Owners are responsible for providing these to tenants and guests unless written permission from the owner is given to the office manager. All others, including real estate agents, service providers, and house cleaners, shall use standard entry procedure.
6. When opening the entry doors with a Medeco key, do not pull the door open with the key. Hands must be used to hold the door when attempting to open it.
7. Only maintenance staff members are permitted to prop open entrance doors or gates to the building. No other person is permitted to prop open building entrance doors or gates.
8. When leaving a condominium unit for a period of more than 48 hours, a resident must abide by the following procedure:
  - Turn off the water valves in the unit.
  - Bring in all items from the balcony, unless arrangements have previously been made to have someone else bring in the furniture in the event of an emergency.
  - Set thermostats no higher than 80 degrees to maintain a relatively dry environment and to prevent the growth of mold.
  - Turn off the water heater circuit breaker switch for the unit.
  - Designate a local resident who is responsible for periodically checking your unit and has your contact information. Notify the management office who to contact locally in the event of an emergency in your unit with authority to make decisions concerning the care and upkeep of your unit.

**\*\*\*\*\*POOLS, SPA, SAUNAS\*\*\*\*\***

1. The indoor pools, saunas, and the spa are open 24 hours every day. Since the outdoor pool is a lighted pool, it is open from 6:00AM to 11:00 PM every day.
2. Anyone using the pools or spa must shower before entering these facilities. When returning from the beach, remove sand before entering the building or pools. A shower station and hose are provided for this purpose at the top of the beach stair. Tar and oil must be removed from feet and shoes at the beach entrance to the pool deck. Material for removal of foreign materials will be made available by the Association at the head of the beach stairs.
3. Only swimming attire is permitted to be worn when using the pools and saunas. Cut-off jeans are not permitted in the pools as threads from frayed edges clog pool filters. Nude swimming and other indecent exposure is not allowed and will be enforced in accordance with Chapter 800 of the Florida Statutes. However, due regard shall be made for the religious sensibilities of residents in connection with the type of swimming apparel permitted in the pool. For example, longer and less revealing garments shall be permitted for persons whose religious beliefs require them.
4. When within the pool and spa area all non-swimmers and other physically frail persons, including but not limited to children under 16 years of age and adults with infirmities, must be accompanied by a responsible person no less than 18 years of age, who is possessed of satisfactory swimming skills and both physically and mentally capable of meaningful supervision and effective rescue efforts.
5. Any person who is not in full control of their bodily eliminatory functions must wear and maintain properly sized, water-impermeable, functional and effective water-proof clothing made for this purpose when entering or being carried into the pool or spa. Should an accident occur, the unit owner and authorized tenant, if any, shall be responsible for the costs incurred to clean and sanitize the pool, as well any fine levied for violation of this rule. Information regarding approved waterproof garments may be obtained from the office manager. Such garments must be properly maintained and laundered according to the manufacturer's instructions and must be properly sized to the wearer so as to function properly.
6. There will be no diving or jumping into the pools. There will also be no jumping, running, rough play or throwing of any objects (balls, Frisbees, etc.) in the pool area. These activities could result in a serious accident.
7. Any toys that would interfere with other swimmers, such as balls, Frisbees, water guns, or floats, are not allowed in the pools. Exercise and safety aids, including noodles, may be used.

8. Persons using topical medication and persons with open sores, cuts, or contagious diseases must not use the pools, spa, or saunas. It is not required to wear a bathing cap, however hair longer than shoulder length is a drowning hazard near the pool filters.
9. Pool furniture must not be removed from the pool deck area. Indoor furniture is not to be moved to either pool area. When moving a pool chair, the chair should be carried to avoid damage to the chair and the pool deck. Chairs must never be dragged. All chairs must be returned to their original positions when they are finished being used. Towels must be used to cover chairs and lounges before using them so that body oils and lotions do not stain or discolor them.
10. No glassware is permitted in the pool areas. Food is allowed only in the outdoor patio area. The pool areas must be kept clean, and trash must be discarded in the appropriate receptacles. It is not permitted to feed the birds.
11. Portable music players, such as MP3 devices, must be used with headphones.
12. There are no lifeguards on duty in the pool areas. Anyone using these facilities needs to understand that they swim at their own risk. Each occupant is solely responsible for his or her own safety and the safety of the occupant's family and guests while using the swimming pool area.
13. The indoor and outdoor pool areas may not be used for private events.
14. Maximum outdoor swimming pool load permitted: 20 persons.  
Maximum indoor swimming pool load permitted: 20 persons.  
Maximum spa load permitted: 4 persons.

**\*\*\*\*\* EXERCISE ROOM \*\*\*\*\***

1. The Exercise Room is open 24 hours every day. When using the Exercise Room facilities, physically frail persons, including but not limited to children under 16 years of age and adults with infirmities, must be accompanied by a responsible person, no less than 18 years of age, who is both physically and mentally capable of meaningful supervision and effective assistance with the proper use of the equipment.
2. Wet clothing is prohibited.
3. A towel must always be used on benches, bicycles, and other equipment. A towel must also be used when exercises are performed on the floor.
4. Portable music players are permitted when used with headphones.



5. Enclosed footwear must be worn at all times when using any of the equipment in the Exercise Room. Sandals are not allowed. Persons wearing wet bathing suits are not allowed to enter the Exercise Room.
6. Use of any piece of equipment in the Exercise Room is limited to thirty minutes if another person is waiting to use that piece of equipment.
7. All lights and equipment, as well as the television, must be shut off when not in use.

**\*\*\*\*\* PARKING RULES \*\*\*\*\***

1. A parking sticker with the assigned space number will be issued to each owner. In the event an owner has more than one vehicle, a sticker for each will be provided by the office when requested. The sticker must be displayed on the driver's side windshield or rear window. As the garage entrance sign indicates, vehicles must be parked in the garage in their assigned locations. A vehicle parked in a space other than an assigned space will be subject to towing at the owner's expense. Violations concerning parking spaces should be reported to the office manager or a board member, who will determine an appropriate course of action.
2. An owner may use the space of another owner with his or her prior written permission. Such permission must be filed with the office manager and the user will be issued a parking sticker with the number of the space they have permission to use. The written permission must state a date on which the permission expires.
3. Owners, tenants, and visitors may park on the upper deck. Visitors must have a temporary parking permit from the office or from the sign-in podium at the front door. This permit must be displayed on the vehicle's dashboard, or the car may be towed at the owner's expense.
4. Motorcycles belonging to owners may be parked in an area designated by the office manager if such a space is available. They may also be parked in the owner's parking space.
5. A contractor's vehicle will be allowed in the garage area only if permission is obtained from the office manager each day the vehicle is parked there.
6. The only vehicles that may be parked in either of the side parking lots are cars, pickups, and vans. Any exceptions to this rule, including vehicles requiring emergency repairs, must be approved in advance in writing by a board member or the office manager. Boats, trailers, RV vehicles, PODs, and campers are not allowed to park in the garage or the upper decks. Any exception must be approved in advance in writing by a board member or the office manager with board member approval.

7. Owners are not allowed to change oil or repair a vehicle on Oceans Six property. Vehicles with leaking fluids are not allowed to be parked in any Oceans Six parking area. The owner of a vehicle that leaks fluid shall be responsible for damage cause to the condominium property, and if the damage is caused by the vehicle of a tenant, family member, guest or invitee, the unit owner shall also be responsible for the cost of repairing the damage caused.
8. The front entrance marquee is for passenger pickup and drop off only. No vehicles should be left unattended. Deliveries are not permitted through the front door of the lobby. Anyone utilizing carts to transport items through the front of the building must use the side doors.
9. If any owner or lessee should need to charge an electric vehicle, it will be necessary to hire a licensed firm to add an electric outlet to the place where the vehicle is parked. The charges for electricity will then be added to the current meter, or an additional meter will be required, which shall be the responsibility of the unit owner and the unit resident.
10. In the outside parking areas, the water stations and hoses may be used to wash vehicles. Water must be turned off after it is used.
11. There are rules posted on the upper parking decks for weight restrictions and right of way. For the underground parking area, headlights must be turned on, and the speed limit is 5 MPH.
12. All licensed vehicles must be registered with the office manager. This includes cars, pickup trucks, passenger vans, motorcycles, and golf carts.
13. Trailers that are used to make deliveries in the parking areas must be removed immediately after deliveries are made.

**\*\*\*\*\* USE OF THE SOCIAL ROOM \*\*\*\*\***

**General Use**

1. The Social Room is accessible for use by any owner or lessee of Oceans Six and is open 24 hours every day. No one under 16 years of age may use this facility unless accompanied by an owner or lessee at least 18 years of age. The Social Room is not be available for private use on the eve of the six major U.S. holidays, or on the six holidays themselves. During other times, it may be reserved for events open to all owners, tenants, and guests and their families when accompanied by adults.
2. Persons wearing wet bathing suits may not enter the Social Room.

3. Furniture, furnishings, equipment, and supplies shall not be removed from the Social Room without the prior written approval of the office manager, a board member, or a Social Committee member.
4. Use of the Social Room and adjacent facilities for outside business, commercial, corporate, school, or religious group meetings is prohibited. The only exception to this rule would be business events sponsored by the Board of Directors that are deemed to be in the financial interest of the Association.
5. The Social Committee will regularly hold events to which all residents are invited. After an event takes place, the Social Room must be returned to its original condition immediately after the event.
6. The purchase of alcohol by the Social Committee for consumption at scheduled events is strictly prohibited. However, residents who attend Social Committee events may bring alcoholic beverages with them for their personal use.
7. All public meetings held in the Social Room will require proper decorum from those in attendance. Improper behavior, insulting language, menacing or insulting gestures, and any other behavior that alters the order and peaceful atmosphere of the gathering will not be tolerated and will be subject to the appropriate penalties administered by the Board of Directors.

### **Private Events**

1. The Social Room may be reserved on a first-come, first-serve basis for the exclusive use of individual owners, lessees, and their guests by scheduling and reserving the room with the office manager. Such use shall not interfere with functions such as board meetings or other scheduled Association activities. Only an owner or lessee of Oceans Six may schedule the room for an event and that person must be in attendance at the event. Room usage is limited to 74 people. Notice for a reservation for a private event must be provided 7 days before an event, but not more than 2 months prior to an event.
2. All Social Room reservations require a \$100.00 deposit. All or part of the deposit shall be returned to the resident if the Social Room and the restrooms have been cleaned, vacuumed, and returned to their original configurations immediately following the conclusion of the event, as reasonably determined by the office manager. Further, the Board of Directors reserves the right to charge, and collect money from, the owner of the unit who reserved the Social Room for all costs or damages that may exceed the amount of the deposit, or the owner whose tenant reserved the Social Room if the Association is unable to collect from the tenant.
3. Only the Social Room may be used for a private event. Guests at private events must be confined to the Social Room and the walkways for entering and exiting the building.

They may also use the restrooms in the pool area, but they are not permitted to use the spa, saunas, or pools. Also, it is not permitted to block open a pool door for a private event.

4. Only the Social Committee will be allowed to affix decorations to the ceiling or the walls. Any exception to this rule must be approved in writing by a board member in advance of the event. The use of any audio equipment, including musical instruments, must not disturb other building residents. A sound check may be conducted prior to the commencement of the event to establish acceptable sound levels.

5. All food and trash must be removed immediately after an event. Trash must be placed in plastic garbage bags and deposited in the trash dumpster in the garage.

6. No food is allowed to be left overnight in the refrigerator of the Social Room. Exceptions may be granted for food to be left overnight prior to an event by the office manager. Also, the Social Committee may leave food left over from events with the permission of the office manager.

7. The use of the microwave, stove, or oven shall be permitted for cooking. Use of deep fat fryers and grills is strictly prohibited.

8. Use of the barbeque grill is prohibited for private events and shall only be used for Social Committee events by residents of Oceans Six Condominium.

**\*\*\*\*\* MOVES AND DELIVERIES \*\*\*\*\***

1. Prior to moving furniture, receiving a furniture delivery, or using the loading zone area, arrangements must be made with the office manager. All moves and deliveries must occur between the hours of 8 AM and 4 PM on weekdays only. If the loading zone is used for a move or delivery, the vehicle must be removed immediately after the delivery is made. The office manager or a board member will issue a permit sign to be visibly displayed on the dashboard of the vehicle. The office manager or board member shall consider requests for any exceptions to these rules. Under no circumstances will moves or deliveries be permitted through the main lobby. All moves and deliveries must be conducted through the garage.

2. Any service provider that performs moves or deliveries for an owner must conform to the Oceans Six Rules and Regulations at all times. The Board of Directors may fine the owner who employs a service provider that breaks a rule.

3. Shopping and valet carts are for the exclusive use of owners, lessees, and guests. Shopping carts and valet carts are provided as a convenience to assist in moves, deliveries, and transporting items, such as groceries, from vehicles to units. They must be returned to the basement lobby immediately after they are used. Carts may not be left in the walkways

or elevators because they may impede evacuation during emergencies. All carts are prohibited from being brought through the double doors in the lobby.

**\*\*\*\*\* PROCEDURES FOR IN-UNIT REMODELING AND IMPROVEMENTS \*\*\*\*\***

1. Any service provider that performs repairs or improvements to a unit must obey the Oceans Six Rules and Regulations. If a service provider breaks a rule, the Board of Directors may fine the owner who employed the service provider.
2. Oceans Six management notification is required for any unit construction or remodeling. Owners must execute a written hold harmless agreement not to sue the Association in connection with work performed by the contractors in the unit.
3. Work to renovate, repair, or improve a unit must be conducted Monday through Friday, 8:00 AM to 4:00 PM. All exceptions must be approved by a board member. If approval for work outside these hours is acquired, it must be performed in a very quiet, non-disruptive manner so that other residents are not disturbed.
4. All contractors, including cleaning workers, must sign the log-in book located in the management office. The number of people working on the job must be indicated.
5. The unit owner, or owner designee, is required to be in the unit during any delivery. Oceans Six employees are not to be asked to be the unit owner's designee. Contractors are not permitted to have a Medeco entry key overnight. If an Oceans Six staff member is needed to unlock a unit, prior written permission from the owner is required.
6. All remodeling materials and equipment will be brought in through the garage using the South padded elevator. They are never permitted to be brought through the main lobby.
7. Remodeling contractors shall be held responsible for removal of all discarded or unused materials from the premises. Dumpsters may not be used.
8. Soundproofing material must be installed under new tile. The Board of Directors has adopted a sound deadening specification that must be met in all instances. Any underlayment product must meet or exceed the Impact Installation Class (IIC) rating of 50.
9. Owners are not permitted to employ Oceans Six staff members to conduct any improvement, repair, or cleaning work during their normal work hours, which includes their lunch hour. Staff members may be requested to perform such tasks only before or after their normal work hours and must observe the aforementioned sound restrictions. The Oceans Six Association is not responsible for any damage to a unit for work performed outside normal work hours by a staff member. No staff member may be used to perform work in the unit

until the unit owner has first executed a written hold harmless and covenant not to sue the Association in connection with work performed by the staff members in the unit.

10. Contractor vehicles will be allowed in the garage only after approval from the office manager. The length of time they are permitted to park there will also need to be approved. Vehicles that are stopped in traffic lanes shall not be left unattended.

11. For any unit remodeling work that produces very loud noise, such as the removal of floor tile, the owner responsible for the remodeling must notify the office manager in writing at least 24 hours in advance of the work being performed. Residents will then be informed of the work through email, as well as a posting on the bulletin board in the mail room, so that they can make appropriate plans to deal with the noise.

12. All owners must keep their units free of mold at all times. Toward this end, unit owners must keep their units climate controlled at all times. When a unit owner will be away from a unit for an extended period of time, air conditioning must be set for no higher than 80 degrees during the owner's absence. If significant levels of mold are discovered in a unit, the owner will be required to have his or her unit cleaned immediately. Since mold can spread to other units, if an owner does not rid his or her unit of mold in a reasonable amount of time, the Board of Directors may have the unit cleaned professionally at the expense of the owner.

13. If any damage occurs for any reason to the exterior portion of the front entry door, the owner must inform the office manager, and the Association will repair the damage. All owners are expected to keep exterior windows and doors, as well as their frames, in clean condition. Owners are also responsible for keeping the exterior portion of the sliding door frames, as well as the window frames, free of corrosion. They must be painted on a regular basis with a type of paint approved by the Board of Directors. Any maintenance or alterations performed on exterior-facing windows, window frames, doors, and door frames must conform to standards set by the Board of Directors. For exterior window frames that are not easily accessible for painting, the Association will arrange to have them painted.

14. Owners are not permitted to make any alterations or improvements to any part of the common elements. Further, although owners are expected to keep balcony floors clean, the Association will arrange for balcony floors to be painted.

15. Owners are responsible for the repair and replacement of screens and glass in doors and windows within their units.

16. Prior to commencement of any remodeling of a unit, all applicable governmental permits and approvals shall be obtained by the owner and presented to the office manager, along with an in-unit construction form describing work to be performed. In addition to the permits and this form, owners must provide proof of a contractor's license and insurance.

17. The following is a list of examples of work that may require a permit.

- Remodeling requires building, electrical, plumbing permits (except floor tile, carpet, and inside painting).
- Water heater replacement.
- Air conditioning/condenser replacement (inside or outside).
- Windows, entry door, or sliding glass door replacement.
- Kitchen or bathroom cabinet replacement.
- Plumbing upgrades, alterations, or replacements.
- Fire sprinklers (new or relocated). The office must be notified 48 hours in advance of any work performed.
- Hurricane shutters. These shutters must be white in color and must be approved by the Board of Directors.

Owners are encouraged to contact the City Building and Codes Department at to verify that all final inspections have been approved prior to releasing final payment to your contractor. Such action could help to avoid additional expenses.

**\*\*\*\*\* RENTAL POLICY \*\*\*\*\***

1. The rental policy requires that units must be rented for a minimum of six months and one day.
2. When renting a unit, the unit owner or rental agency must give a copy of the rental or lease agreement to the office manager so that it can be kept on file prior to occupancy of the unit.
3. Owners are required to inform renters about the Oceans Six Rules and Regulations. They must also leave a copy of the Rules and Regulations in the unit during the rental period.

**\*\*\*\*\* BICYCLES \*\*\*\*\***

1. Bicycles must be registered with the office manager. Any bicycles that are not registered will be removed from the Bicycle Room.
2. After using a bicycle, any sand or dirt that has adhered to the frame or tires must be removed before storing it in the Bicycle Room. Hoses on the parking decks may be used for this purpose.

3. Bicycles must be stored in the bike racks provided in the Bicycle Room to avoid knocking over other bicycles. Also, they may not be parked in the walkways of the room, and they cannot obstruct the opening of the front door of the room.

**\*\*\*\*\* STORAGE ROOM \*\*\*\*\***

1. Owners will be assigned a locker for their individual use in the Storage Room. All items stored in a locker must fit within the space of the locker.

2. Stored items may not be left in the walkways of the Storage Room, and they are not permitted to obstruct the use of other lockers in any manner.

3. Toxic substances may not be stored in the storage lockers. A list of substances that are not permitted in the storage room can be obtained from the office manager.

4. For residents who use the storage lockers to store beach furniture, all items must have sand removed before storing them in the lockers. The hose near the gate to the beach can be used for this purpose.

5. The only common area location for storing small items belonging to owners is an assigned locker in the Storage Room. Owner items may not be stored in any other common area rooms, including the Maintenance Room and the Craft Room in the garage. Any items found in these areas will be removed.

6. If an owner grants another person permission to share his or her locker, the office manager must be notified in writing about this arrangement.

**\*\*\*\*\* RULES AND REGULATIONS ENFORCEMENT PROCEDURE \*\*\*\*\***

The Association may levy fines in accordance with Florida Statutes Section 718.303(3) or its successor and the Bylaws of the Association. The process for the levy of a fine shall be pursuant to Florida law, as amended from time to time, and in accordance with the following Rules and Regulations. The amount of the fine (which may not exceed \$100 per violation or \$1,000 in the aggregate for each type of violation) or length of the suspension of use rights cannot be determined by the fining committee and can only be levied by the Board of Directors.

1. If any violation is observed or reported, a board member will contact the alleged violator and explain the nature of the violation through a meeting or a phone call. For Significant and Major violations, which are defined below, the alleged violator (and Owner of the Unit, if not the same) will be sent a demand letter stating the nature of the violation,



including reference to the specific provision(s) of the governing documents of the Association that have allegedly been violated. The demand letter will be sent by first class mail and separately by certified mail, return receipt requested, postage prepaid. The demand letter shall include a warning that if the violation(s) do(es) not cease and desist within the time period established pursuant to the next paragraph, measured from the date of the demand letter, a fine may be imposed, in addition to and not in lieu of other remedies available to the Association.

2. The alleged offender will be given a reasonable period to correct the violation. The period may be adjusted depending on the nature of the violation. In the event of complicated violations requiring a length of time to complete, two (2) time deadlines shall be given. The first shall state a date by which a substantial commencement at compliance must occur. The second shall be a reasonable date for completion, with continuous efforts used to achieve compliance between the two dates. If the violation is in the nature of a one-time incident, the demand shall advise the offender that repeating the offense may result in a fine. In no event shall the time to cure be less than ten (10) days. If a violation is repeated within 60 days of the initial offense, after notice of the violation, a fine will automatically be assessed.

3. If the demand letter is ignored, or if compliance is not achieved as required by the demand letter, the alleged violator (and Owner of the Unit, if not the same) shall be sent a Notice of Fining Hearing, to be held simultaneously before the Board of Directors (the Board) and the House Rules or a similar impartial committee (the Committee), which Notice will include the time, date and place of the hearing. The date of the hearing will not be less than fourteen (14) days after the date of the Notice. The Notice shall be sent first class mail and separately by certified mail, return receipt request, postage prepaid. The simultaneous Board and Committee meetings shall also be duly noticed, as required by law. The alleged violator (and Owner of Unit, if not the same) shall be entitled to representation by counsel and may present any evidence which they deem to be exculpatory or in mitigation of the alleged violation or the fine.

4. The Committee shall be composed of Unit Owners appointed by the Board of Directors, and who are not current directors or officers nor spouses of current officers or directors. Nor shall a Committee member be the alleged violator (nor the Owner of the unit, if not the same) nor the spouse of the alleged violator (nor the Owner of the Unit, if not the same). The Committee shall be composed of an odd number of Unit Owners, having not less than three (3) members. In order to maintain impartiality, the Board of Directors may appoint a panel of Committee members, any three (3) of whom may sit as the Committee on a violation, thereby permitting persons who may live near an alleged violator or who may otherwise be affected by an alleged violation(s) to be excused from service on a given violations.

5. The alleged offender shall be given a meaningful opportunity to be heard. The hearing shall be conducted by the Board in the presence of the Committee and the offender. Both the Board and the alleged violator (and Owner of the Unit, if not the same) shall have the opportunity to cross-examine witnesses and present evidence. The Board will render a

decision as to the violation, the amount of the fine to be imposed, if any, (or suspension) and the time for payment. The amount of the fine shall not exceed the maximum amount allowed by law. If the Board sets a fine or suspension the Committee then shall immediately proceed to consider this decision. If the majority of the Committee does not agree that a fine or suspension should be levied, or if it does not agree with the amount of the fine, then no fine or suspension may be levied. The Committee shall have no right to approve a different fine or suspension or to otherwise modify the terms set by the Board of Directors: its authority is limited to approving or disapproving the fine or suspension as established by the Board.

6. Minutes of the meeting will be kept by the Board and shall become part of the Association minutes of each body.

7. If the offender does not attend the hearing as scheduled, or does not timely request a reasonable alternative scheduling in writing in advance of the date of the scheduled fining hearing, the Board may consider such absence as some evidence concerning the validity of the alleged violation(s).

8. Failure of the offending party to pay the levied fine may result in legal proceedings to enforce payment, in which event the Association shall seek recovery of its reasonable attorney's fees and costs, in addition to the fine.

9. Disapproval of the fine or suspension by the Committee shall have no impact of the right of the Association to take any other legal action it may deem appropriate in connection with the alleged violation(s). The foregoing procedure relates only to the imposition of a fine or suspension and is not required in the event that the Board declines to consider imposing a fine or suspension or fails to give advance notice of the hearing at which the matter will be considered. This procedure shall not be construed to be exclusive and shall exist in addition to all other rights and remedies to which the Association may be otherwise entitled.

10. The following are guidelines used by the Board of Directors in assessing fines and suspensions. Violations of the Oceans Six Rules and Regulations will fall into three categories. Major violations will be enforced with a \$100 fine. Significant violations will be enforced with a \$50 fine. Minor violations will not normally be subject to a fine unless violations of the same kind are repeated by the owner, in which case the amount of the fine is left to the discretion of the Board. Fines must be paid by cash or check to the Oceans Six Condominium Association within 30 days of the Committee's approval of the fine. If fines are not paid promptly, it may be the case that an owner's monthly assessment will be used to pay the fine, in which case the owner may fall behind in payment of monthly assessments.

➤ Major violations include the following.

- Permitting unknown or unauthorized persons to enter building
- Pet bites or pet attacks
- Objects thrown from balconies

- Unit sale procedure not followed
  - Gas grill restrictions not followed
  - Parking lot weight restrictions exceeded
  - Rental policy violation
  - Glass in pool area
  - Work performed on a unit without a required city permit
  - Not following rules for leasing units
- Significant violations include the following.
- Tracking excessive water in common areas or walkways
  - Leaving pet waste in common areas or walkways
  - Pool or spa pollution
  - Move violation
  - Delivery violation
  - Children using pools or spa without supervision
  - Children using weight room
  - Diving in pool
  - Leaving a cart in the walkways
- Minor violations include all violations not classified as Major or Significant.